

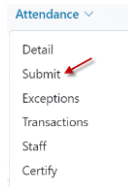
KinderConnect - Submit Attendance CCMS

Attendance is submitted child by child. Attendance is recorded in the CCMS (Child Care Management System) and exported to KinderConnect.

Note: If a Provider updates attendance in the CCMS and then re-exports this information, it does NOT get sent to KinderConnect. The **Provider** will need to go into KinderConnect and update the attendance there as well.

To submit **Attendance** for payment:

- A** Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.



- B** Click **Submit** on the row which corresponds to the service week you would like to submit.

Submit	Recall	Note	Cycle Start	Cycle End	County	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	10/1/2021	10/31/2021	Ruth	4	0	Exceptions
Submit	Recall	Note	9/1/2021	9/30/2021	Ruth	4	0	Exceptions
Submit	Recall	Note	8/1/2021	8/31/2021	Ruth	4	0	Exceptions

Note: If a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to make corrections on KinderConnect.

- C** The following image shows examples of common errors made while entering attendance which can generate an **Incomplete** status. Yellow boxes indicate missing **In** or **Out** times while the pink boxes indicate incorrect sequence on the times of arrival and departure. You can only enter one **In** or Out time for each time pair.

- D** Once the corrections have been made on CCMS and on KinderConnect, click the **Submit** checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the **Submit** checkbox in the title bar (click again to deselect).

Submit	Correct	Child Name	Hours	Absences	Payment Note	Invoices	Returned By	Returned On	Attendance
<input checked="" type="checkbox"/>		Corbett, Becky	27:00	0	Add Note	↓			Attendance
<input type="checkbox"/>		Corbett, Cassie	37:35	0	Add Note	↓			Attendance

- E** Press **Save**.

- F** Review the terms and conditions and click on the checkbox if you agree. Press **Submit Attendance**.

Attendance Submittal

- By submitting this attendance, I confirm that it is complete, true and accurate.
- I will be responsible for any false, incomplete, misleading or erroneous information submitted.
- I acknowledge that I will be responsible for full reimbursement of any overpayments that result from the submission of false, incomplete, misleading or erroneous information.
- I understand and acknowledge that I may be prosecuted under any applicable Federal and State laws for submitting any false claims, statements, documents or for the concealment of material facts.

I agree with the above terms and conditions

For more information, visit <https://azcces.info>, email us at supportAZ@kindersystems.com or call us at 1-833-859-3433.