

Statewide Provider Portal – SR Attendance Process The Early Learning Coalition of Seminole

Sign into your account



Go to the following Provider Portal link to sign into your account.

<https://providerservices.floridaearlylearning.com>

Before getting started

Make sure the following prerequisites are in the statewide Provider Portal before submitting SR attendance:

- Provider profile for 2018-2019
- SR-20 contract for 2018-2019
- Verify SR Enrollments for children – IF YOU HAVE ANY CORRECTIONS SUBMIT THE “SR ENROLLMENT and ATTENDANCE CORRECTION FORM” to the Coalition Sharefile Portal.

How to submit SR Attendance

1. From the Provider Portal dashboard, go to the **Attendance** menu item.
2. Select **Manage SR Attendance**.
3. On the SR Attendance Roster, select a Service Period and Coalition.
 - a. **Start with the oldest service period available with enrollments** (i.e. 7/1/2018 to 7/31/2018).

i. July	Completed: ___	Date: ___/___/___
ii. August	Completed: ___	Date: ___/___/___
iii. September	Completed: ___	Date: ___/___/___
iv. October	Completed: ___	Date: ___/___/___
v. November	Completed: ___	Date: ___/___/___
vi. December	Completed: ___	Date: ___/___/___
vii. January	Completed: ___	Date: ___/___/___
viii. February	Completed: ___	Date: ___/___/___
ix. March	Completed: ___	Date: ___/___/___
 - b. Note, a service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period.
 - c. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.
 - d. Children that are “Enrolled” or “Pending Parent Acceptance” are included on the SR attendance roster. Children that are “Pending Parent Acceptance” are listed first and have an initial status

- of “PND”; children that are “Enrolled” do not have an initial status. When “PND” children are listed, a provider message will also appear. Clicking **OK** dismisses the message.
- e. The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status).
 - f. The summary feature shows the current/saved attendance information for all children in one view.
4. Click on a child’s name to view their attendance for the month.
- a. Days the site is closed are marked with an asterisk “*.”
 - b. Days the child is not scheduled to attend are marked with “NS.”
 - c. Days the child is scheduled to attend are marked with an “X” for present along with his/her scheduled unit of care.
 - d. Paid holidays where a child is also scheduled to attend are marked with an “H.”
 - e. A legend is provided in the bottom left for more code descriptions.
 - f. Note, the “Child’s Current Information” displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child’s enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the “Child’s Current Information” area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

****COMPLETE SR CORRECTION FORM when:** paid holidays are missing from the attendance calendar, information on the roster is incorrect (such as child’s date of birth, billing group, unit of care, scheduled days, termination date, etc.), enrolled children are missing on the roster, children appear on the roster more than once, or absences get saved multiple times on the same day. These issues should be addressed **PRIOR** to submitting the roster.

5. To change a present day to absent, click on the “X.” A pop-up message appears to collect more information.
- a. Select an absent reason from the dropdown.
 - b. Include a message to the coalition regarding the absence in the Note area. (*optional for most reasons*)
 - c. Attach a file for supporting documentation by clicking **Choose File**. (*optional*)
 - d. Click **Save** when done and the pop-up message will close.
 - e. The “X” for present will now appear as an “A” for absent.
 - f. Note, consecutive absences must be entered per day (i.e. there isn’t a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
 - g. Absences entered by mistake can be changed back to present by clicking on the “A.” A message will appear to confirm the change. Clicking **Yes** removes the saved absence information, deletes the document, and changes the “A” for absent to “X” for present.
 - h. If the system saves the absences more than once, please notify the coalition for assistance before submitting the roster.

- i. While not required, it is recommended to click **Save** (below the calendar) before moving on to another child.
6. Repeat step 5 to record absences for each child.
7. When all child absences are marked for the month, click **Save, DO NOT SUBMIT, until you hear from us. PLEASE CONTACT THE COALITION AT 407-960-2466 and leave a message with the following:**
 1. **Provider name:**
 2. **Person coalition should contact regarding attendance**
 3. **Contact phone number**
 4. **Month(s) you are submitting SR attendance for**
 5. **If you have submitted any correction forms, please let us know**
 6. **Please speak SLOWLY and CLEARLY**

Once we can verify your attendance is ready to submit, someone will return your call, in the order it was received, once we can verify your attendance is complete. (This may take a few days)

The screenshot displays the SR Attendance system interface. At the top, there are fields for Program Type (SR), Service Period (9/1/2018 to 9/30/2018), and Coalition (ELC of TALLAHASSEE). A School Readiness (SR) section shows a Due Date of 10/3/2018. A summary box on the right indicates that attendance has not been submitted to ELC of TALLAHASSEE and provides details on Care Level, Hours of Operation, and Paid Holidays.

Below the search bar, a table lists 8 enrolled children with columns for Child Name, DOB, Age, Billing Group, and Status. The first child, Test Test, is highlighted in green, indicating they are enrolled/present.

The main section is the Attendance Calendar for September 2018. The calendar shows days from Sunday to Saturday. An orange arrow points to the Saturday column. The calendar cells are color-coded: green for 'Enrolled/Present' (X), yellow for 'Absent' (A), and blue for 'Enrolled/Present' (H). The calendar shows that the child was present on most days, with one absence on 9/21/2018.

On the right side of the calendar, there is a 'Child's Current Information' box. An orange arrow points to the 'Age' field. Below this is a 'Monthly Attendance Summary' box showing the Anticipated Start Date (8/7/2018) and Absences (1) for 9/21/2018. Other summary items include Days Present (9), Reimbursed Holidays (1), and Non-Reimbursable Days (8).

At the bottom of the interface, there are buttons for Save, Save & Exit, Cancel, and Submit to Coalition. A legend at the bottom left identifies the symbols for Enrolled/Present (X) and Absent (A).

7. Once you have heard from the coalition you may proceed to the next steps.

8. From the Provider Portal dashboard, go to the **Attendance** menu item.

9. Select **Manage SR Attendance**.

10. Click Submit

11. The next page displayed is the **Sign and Certify** page.
 - a. Note, when attendance is submitted after the service period due date, a provider message appears. Clicking **Continue** brings up the **Sign and Certify** page.
12. The **Sign and Certify** page summarizes the information for each child and an electronic signature is required. Read the certification statements.
13. Enter first and last name in the **Full Name** field, check the box for **Certify by electronic signature**, and click **Submit**. To abandon the submission, click **Cancel**.

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name: *

Certify by electronic signature *

Submission Date: 9/16/2018

[Submit](#)

[Cancel](#)

14. Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

SR Attendance Roster

Program Type: SR | School Readiness (SR) | Due Date: 10/3/2018

Service Period: 9/1/2018 to 9/30/2018 | Coalition: ELC of TALLAHASSEE

Roster was submitted to ELC of TALLAHASSEE on 10/14/2018 by aletham77+OELprovider@gmail.com.

Child Name	DOB	Age	Enrollment Group	Status
1. NewTestChild CCAA Baby	1/23/2018	7y	EG1	✓ SUB
2. Government Entry	5/28/2013	5y	EG1	✓ SUB
3. jane stone	12/12/2016	1y	EG1	✓ SUB
4. Test Test	6/7/2012	6y	EG1	✓ SUB
5. Birdy TestChild	2/23/2014	4y	EG8	✓ SUB
6. NatCCAAChild TestFamily	2/1/2011	7y	EG8	✓ SUB
7. RAJ CCAA Testing	8/23/2017	1y	EG1	✓ SUB
8. baby testy	5/8/2015	3y	EG1	✓ SUB

Attendance Calendar: September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Legend: X Enrolled/Present | A Absent

[Save](#) [Save & Exit](#) [Cancel](#) [Submit to Coalition](#)

In addition: Enrollment changes, such as changing start dates and entering terminations, can be made in the Enrollment area, not Attendance. These changes should be addressed prior to submitting attendance.

Guideline for SR attendance submission due dates:

July 2018 & August 2018	Due: March 24, 2019
September & October 2018	Due: April 14, 2019
November & December 2018	Due: April 29, 2019
January-Current 2019	Due: May 13, 2019

SR Correction Form

- If you have a child that is on multiple months with a correction, please only submit the first occurrence of the issue. You do not need to submit for each month.
- Upload to the sharefile under the attendance folder.
<https://seminoleearlylearning.sharefile.com/Authentication/Login>
- Please use this naming convention. This lets the Coalition know what is being submitted and by whom.
 - SR Correction Form_ProviderName_MonthofAttendance.pdf
Ex. SR Correction Form_ABCDAYCARE_JULY.pdf