

Missouri Attendance Integration

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Setup for Missouri – CCBIS (Child Care Business Information Solution)

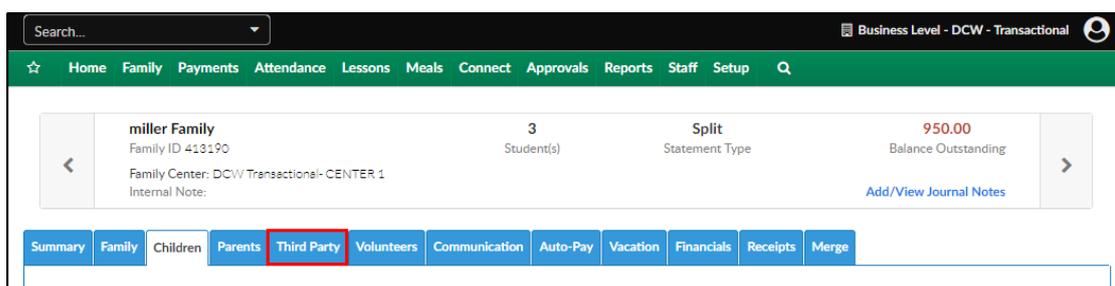
Prior to going live with the attendance integration, certain options must be set up in the DCW/SCW environment. The following information must be obtained by the client from ControlTec prior to setup:

- The Agency ID that is assigned by the State of Missouri DSS
- The Provider ID that will identify the client in ControlTec
- The Web Service Password for this Provider ID
- The Web Service URL for the Vendor Interface. We will be using an HTTP Post for the JSON

Add Child Contract ID#

Once DCW/SCW staff has completed the backend setup, clients are able to complete the following. When families/children are setup in ControlTec/KinderConnect, each child will be assigned an identifier. This identifier will need to be associated to the corresponding child in DCW/SCW.

1. Locate the family in DCW/SCW
2. Click the Third-Party tab within the family record



3. Select the child to view the contract

Parent/Guardian Sponsor Information

Parent/Guardian: Steve Miller Sponsor: Yes No Percentage Paid: % 100.0

Parent/Guardian: N/A N/A Sponsor: Yes No Percentage Paid: % 0.0

Family List

First Name	Last Name	
Carson	Miller	
Steven	Miller	
Stephanie	Miller	

Save

4. Click the modify icon next to the correct third-party contract

Third Party Contract List (Miller, Carson) 

Agency	From	To		Created	Created By	Modified	Modified By
Americorps	01/01/2019	01/01/2020	   	03/14/2019	dcw_jhennig	03/14/2019	dcw_jhennig

5. Under the Agency Contract section, locate the Child Contract ID# field. Enter the child identifier from ControlTec into the Child Contract ID# field

Agency Contract - Miller, Carson

Agency: Americorps

Contract Start Date: 01/01/2019 Contract Stop Date: 01/01/2020

Third Party Reimbursement Type: Percentage Third Party Reimbursement Amount:

CoPay Reimbursement Type: CoPay Reimbursement Dollar Amount: 0.00

Child Contract ID#: 37465 Case #: 4387-435945 Case Worker:

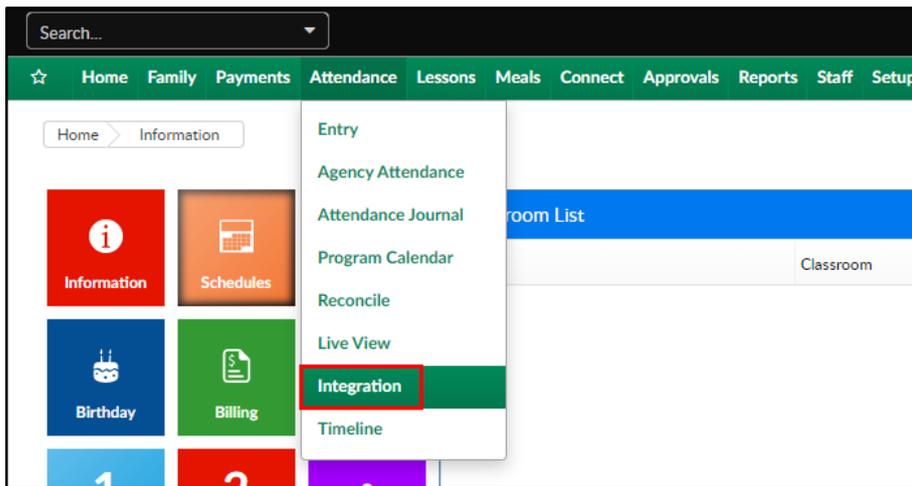
Save Update Stop Date Cancel

6. Click Save

Exporting Agency Attendance

Once setup has been completed, attendance can be sent over the KinderConnect. **Please Note:** the frequency of this process is up to the client (daily, weekly, monthly, etc.)

1. Click Attendance, then select Integration



2. Enter the necessary search criteria. **Please Note:** Agency, From Date, and To Date are required fields

The screenshot shows the 'Attendance Integration' search form. It includes a 'School' dropdown, an 'Agency' dropdown set to 'MO - State of Missouri DSS', a 'Classroom' dropdown, a 'From Date' field set to '04/06/2019', and a 'To Date' field set to '04/12/2019'. A green 'Find Attendance' button is located at the bottom right.

3. All attendance matching the search criteria will display in the table. **Please Note:** Only attendance for children with the Contract ID will be sent to KinderConnect

Attendance Results (MO - State of Missouri DSS)								
First Name	Last Name	Contract ID	Date	Check-In	Check-Out	Classroom Name	Attendance Code	Facility
Nicholas		56	04/08/2019	9:35 AM CDT	4:00 PM CDT	Preschool 1	NORM	
Nicholas		56	04/09/2019	9:22 AM CDT	11:02 AM CDT	Preschool 1	NORM	
Isaiah			04/08/2019	7:02 AM CDT	6:00 PM CDT	Preschool 1	NORM	
Isaiah			04/09/2019	7:15 AM CDT	5:32 PM CDT	Preschool 1	NORM	

4. Review the Notes section to the left of the Facility column

Attendance Results (MO - State of Missouri DSS)						
Check-In	Check-Out	Classroom Name	Attendance Code	Facility	Notes	
9:35 AM CDT	4:00 PM CDT	Preschool 1	NORM		Attendance successfully posted to agency. (DSS)	
9:22 AM CDT	11:02 AM CDT	Preschool 1	NORM		Attendance successfully posted to agency. (DSS)	
7:02 AM CDT	6:00 PM CDT	Preschool 1	NORM		Not postable: An agency authorization # is required.	
7:15 AM CDT	5:32 PM CDT	Preschool 1	NORM		Not postable: An agency authorization # is required.	

- o If 'Attendance successfully posted to agency' displays, the attendance for this student, date, and time has already been sent to KinderConnect
- o If 'Not postable: An agency authorization # is required' displays, the

child is missing the contract ID (locate child and complete step 4).

Use the Third Party Children Report to view which children are missing the Contract ID (called Child Agency ID on the report)

5. When satisfied with the results, click Submit to Agency to send the attendance

Things to keep in mind

- KinderConnect expects attendance from no more than 5 days prior to current date
 - If attendance has been submitted to KinderConnect, then changed and submitted again, the times will not be overridden in KinderConnect (it will keep the previously submitted times)
 - Contract ID issues
 - If the Contract ID does not match up with KinderConnect, the whole batch will fail
 - If the Contract ID is missing, the batch will exclude those students and send the rest
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