Updated Electronic Attendance Milestones

8/1/2018
Licensed Provider Milestone:
Trained in DCYF System or
Report Use of Approved System

By 11/30/18
Licensed Provider Milestone:
Complete One Transaction

12/1/18 and Ongoing
Licensed Providers:
Continue to log _all_
check in and out activity
and begin to "submit" records

12/2019 and Ongoing
FFN Milestone:
Continue to log _all_
check in and out activity
and begin to submit records

4/2018 - 7/2018
Training and Registration Period

8/2018 - 11/2018
Licensed Providers:
Log At Least One Transaction

12/2018 - 11/2019
Family, Friend, Neighbor (FFN) Providers:
Log At Least One Transaction

4/1/2018   5/2018   6/2018   7/2018   8/2018   9/2018   10/2018   11/2018   12/2018   1/2019   2/2019   3/2019   4/2019   5/2019   6/2019   7/2019   8/2019   9/2019   10/2019   11/2019   12/2019   12/31/2019

Timeline for Existing Providers
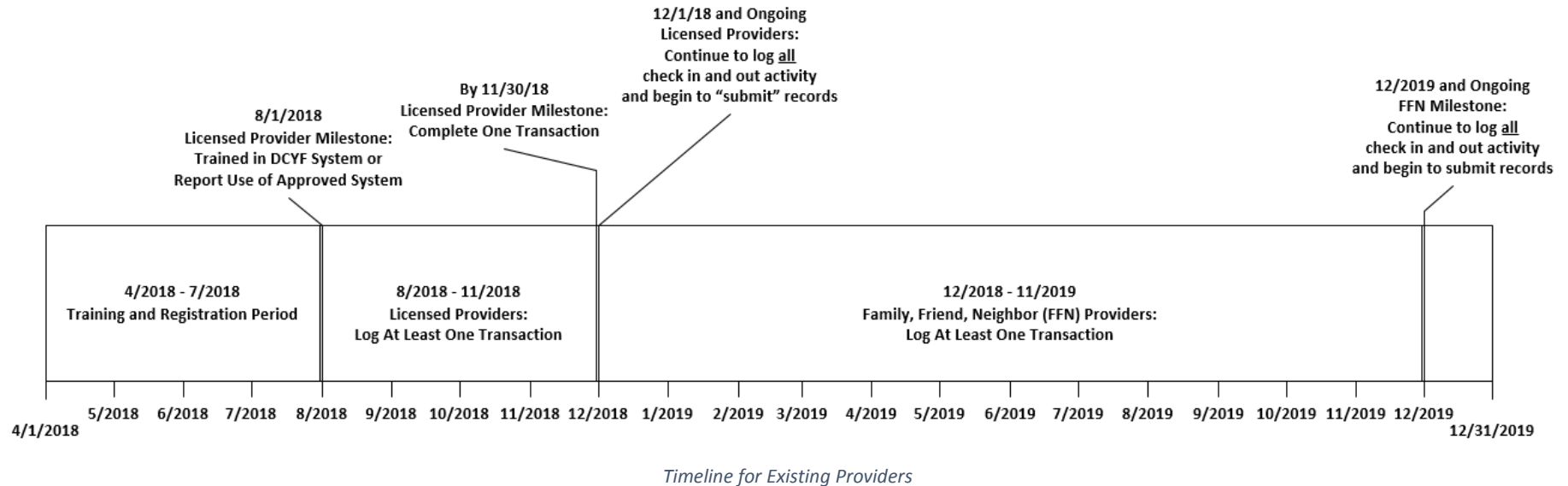
Licensed Providers Using the State System

- By November 30, 2018, a provider must log at least one check in or out transaction in KinderConnect.
  - _If this milestone is not met, subsidy authorizations will close on November 30, 2018 with advanced written notice._
- Starting December 1, 2018, licensed providers must log all check in and out activity in an electronic attendance system and electronically "submit" attendance records in KinderConnect.

Licensed Providers or Family, Friend, and Neighbor Providers Using an Approved Third Party System

At this time, providers using an approved third-party attendance system will continue to record all attendance in their approved system. Providers must respond to records requests with copies of records generated from that approved system. A future phase of the project will develop an interface between the DCYF offered system and approved third party systems to automatically obtain records from the approved system.

All Licensed Providers Serving Working Connections or Seasonal Child Care Families

- DCYF will use the normal audit process for care provided on and after December 1, 2018.
- All providers subject to an audit will have their attendance records evaluated under the same electronic attendance record policies.
- DCYF will provide technical assistance and address non-compliance with electronic attendance policies on a case-by-case basis.

Existing Family, Friend, and Neighbor (FFN) Providers Using the State System

- By November 30, 2019, existing FFN providers must log at least one check in or out transaction in KinderConnect.
  - *If this milestone is not met, subsidy authorizations will close on November 30, 2019 with advanced written notice.*
- Starting December 1, 2019, FFN providers must log all check in and out activity in an electronic attendance system and electronically "submit" attendance records in KinderConnect.
- DCYF will use the normal audit process for care provided on and after December 1, 2019.
- FFN providers subject to an audit will have their attendance records evaluated under the electronic attendance record policies.
- DCYF will provide technical assistance and address non-compliance with electronic attendance policies on a case-by-case basis.

Licensed or FFN Providers New to Serving Families on Working Connections or Seasonal Child Care

- Starting October 1, 2018, providers new to serving Working Connections or Seasonal child care must take training and log at least one check in or out transaction in KinderConnect within 90 days of initial authorization, or report the use of an approved third party system.
  - *If this milestone is not met, subsidy authorizations will close with advanced written notice.*
- After the first 90 days of initial authorization, providers using the state system must log all check in and out activity in an electronic attendance system and electronically "submit" attendance records in KinderConnect.
- DCYF will use the normal audit process for care provided after 90 days of authorization.
- Providers subject to an audit will have their attendance records evaluated under the electronic attendance record policies.
- DCYF will provide technical assistance and address non-compliance with electronic attendance policies on a case-by-case basis.

Common Questions

Where do I start if I have not used the state system?
Below are some helpful links available on our website:
Getting Started Checklist:
http://www.dcyf.wa.gov/sites/default/files/pdf/ElectronicAttendanceSystemChecklist.pdf

Quick Reference Cards with step-by-step instructions:
http://www.dcyf.wa.gov/sites/default/files/pdf/English%20QRC%20ToC.pdf
Quick Sheets with key steps and procedures:
http://www.dcyf.wa.gov/sites/default/files/pdf/Attendance_QuickSheets_English.pdf
"How To" videos:
https://s3-us-west-2.amazonaws.com/del-public-files/EAS/story_html5.html

What if I need help logging a check in or out transaction or submitting my records?
Please see pages 14, 29, and 34 of our step-by-step guide for assistance with logging a transaction, or page 17 for assistance with submitting records:
http://www.dcyf.wa.gov/sites/default/files/pdf/English%20QRC%20ToC.pdf

What if I need hands-on help to use the state system?
You can attend a learning lab or request technical assistance. To learn more about each and to sign up:
http://www.dcyf.wa.gov/sites/default/files/pdf/TA_and_LL_Flyer.pdf

What if I have challenges that prevent me from using any electronic system?
You may qualify for an Exception to Rule (ETR). Visit our website for more information about applying for an ETR. Complete the request form and submit to electronic.attendance@dcyf.wa.gov
 Exception to Rule Form: https://www.dcyf.wa.gov/sites/default/files/forms/15-100.pdf
 Website: https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/exception

Where can I find the policies on keeping attendance records?
Licensed Centers:
 WAC 110-300A-7030: http://apps.leg.wa.gov/WAC/default.aspx?cite=110-300A-7030
 WAC 110-300A-7032: http://apps.leg.wa.gov/WAC/default.aspx?cite=110-300A-7032
Licensed Family Homes:
 WAC 110-300B-2125: http://apps.leg.wa.gov/WAC/default.aspx?cite=110-300B-2125
 WAC 110-300B-2126: http://apps.leg.wa.gov/WAC/default.aspx?cite=110-300B-2126
All Providers Serving Families on Working Connections or Seasonal Child Care:
 WAC 110-15-0126: http://apps.leg.wa.gov/WAC/default.aspx?cite=110-15-0126