KinderProduct Overview

OH Program Webinar

Ohio Preschool Program (OPP) Training – Webinar Transcript

for

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1 Introduction

Hello everyone, and welcome. Thank you so much for joining us today on the Ohio Preschool Program training. My name is Carlos, and I'll be walking you through the KinderConnect, KinderSign, and KinderSmart webinar for Ohio providers. Whether you're brand new to the system or you've been using it for a while and just want a refresher, you're in the right place.

By the end of this webinar, you'll have a solid understanding of how to register your program, enter and submit attendance, run reports, manage your operator and sponsor records, and use the mobile attendance application. So let's go ahead and jump into the agenda so you know what to expect today. Here's what we're going to cover in the first part of today's webinar. We'll start with some important terms you'll hear me use throughout the presentation.

Things like programs, sponsors, operators, and OPP, which stands for Ohio Preschool Program. Knowing these upfront will make everything else easier to follow. Then we'll move into a product overview and dive into KinderConnect. This is a web-based portion of the system.

I'll show you how to register your account, how to review and enter attendance, how to run reports, and how to manage operators, sponsors, and child records. Don't worry about taking notes on every detail. This recording will be available for you to refer to at any time. So continuing with our agenda, we'll wrap up the KinderConnect section by reviewing your provider records.

That's where you'll find your tax information, your cases, payments, and rates. After that, we'll move into customized schedules, which is really important. This is a topic if you care for school-aged children. Then we'll cover the two attendance applications, KinderSign, which is designed for the tablets at your location, and KinderSmart, which sponsors install on their personal phones.

Finally, I'll point you to the information site and other resources you can use any time you need additional help. All right, so let's get started.

2 Important Terms and Product Overview

Now we will review the important terms and product overview. Let's go ahead and look at those terms so we're all on the same page.

2.1 Important Terms

So before we dive in, let's get familiar with some terms you'll hear me use throughout this webinar. First, DCY stands for the Ohio Department of Children and Youth. They're the agency that oversees the subsidized childcare programs here in Ohio. Programs.

That's you. You might also hear the term providers. Anywhere you see providers in the system, just know it's referring to your program as a whole and not an individual user. Sponsors.

Sponsors are also called caretakers and are anyone who is authorized to drop off or pick up a child. The primary caretaker, that's the person who filled out the child's application, and they are added into the system directly by DCY. Operators. Operators are the individual users who log in to KinderConnect.

You can create as many operator accounts as you see fit for your staff. And finally, OPP. OPP stands for the Ohio Preschool Program, previously known as the Early Childhood Education Grants, or ECE. It's a state-funded program for preschool-aged children.

2.2 Product Overview

Now that we've got those terms down, let's look into the product as a whole. Here's a product overview. We're going to take a high-level look at what's in KinderConnect and what it does for you before we get into the hands-on portions. So what exactly is KinderConnect?

KinderConnect is a web-based application, which simply means you access it through your internet browser, and you can use it anywhere from within the United States. There's nothing to install on your computer or any application to download. You simply open your web browser, enter your credentials, and log in. From KinderConnect, you can review and monitor your subsidized cases.

All of the case data and payment information is imported directly from DCY, so you don't have to enter anything yourself. You can also monitor attendance that's been recorded through KinderSign or KinderSmart, and if you need to, you can enter or correct attendance directly in KinderConnect. The system lets you backdate or correct attendance up to four full weeks in the past. You can also generate attendance reports, and you can add and manage private pay children alongside your subsidized children, so everything is stored in one place.

That's a pretty powerful tool, right? Let's go ahead and take a look at the homepage. This is the KinderConnect homepage. This is what you'll see right after logging in.

From here, you can navigate to all the main sections, operators, reports, attendance, and your provider records, and your child and sponsor records. You'll see the menu at the top to navigate to different parts of KinderConnect. You will also see the announcements posted by DCY right on this page. So it's a good idea to glance through them after logging in.

And you can also set your preferred language on the top right-hand side of your page if you'd like. And a quick note, if you ever get lost, every page has a help option that will give you context-specific information, also on the top right-hand side.

3 KinderConnect

3.1 Registration

All right. Let's talk about registration. Before you can use KinderConnect, you'll need to register your program, and I'll walk you through the process step by step. Registration just has four quick steps.

Here are the first two. Step one, from KinderConnect's initial login page, you'll click on the Not Registered Yet hyperlink. On the next screen, you'll select Yes, that you're registering as a provider. Then click on Continue.

And here are steps three and four. Step three, you'll need to enter your email, phone number, first and last name, CCP number, and program number. Keep in mind the information needs to match the details registered with DCY. Any program staff member can register for KinderConnect as long as they enter the registration information exactly as it appears in the system.

Registration only needs to be completed once for the first operator. After the initial operator is registered, they can add additional operators directly in KinderConnect. The required registration information includes email address. Enter the email address exactly as it appears in OCLQS.

Phone number. Enter the phone number exactly as it appears in OCLQS. CCP, or childcare program number, the six digits found on OCLQS. And program number, the provider's license number.

For step four, here you will create your login. You'll choose your own username and password. The username needs to be something unique and cannot contain any special characters such as the @ symbol, number sign, exclamation mark, asterisk, or period. To create your password, there are specific requirements.

Those would be a minimum of 12 and maximum of 15 characters, at least one number, at least one uppercase letter, at least one lowercase letter, and at least one special character. You will also have to select a secret question from the drop-down menu and input its corresponding secret answer right below. Keep in mind, all these fields that require a manual input are case sensitive. So let's dig into the provider registration a little bit more.

To register, you'll go to the KinderConnect login page and click the Not Registered Yet option. Then you'll select that you are registering as a provider. You'll enter registration information. That's information that must match what DCY has on file for your program.

Then you'll create your own unique username and password. A few important things about your password are: it needs at least one uppercase letter, one lowercase letter, a number, and a special character. It needs to be between 12 and 15 characters long. And it will expire every 90 days, so you need to update it periodically.

An important note here, registration only happens for the very first operator account. After that, any additional operators for your program will be created manually inside KinderConnect by an existing operator. We'll cover that later on when we talk about adding operators. Once you're registered, logging in is easy.

You just go to the login page, enter your username and password, and select Sign In. If you ever forget your password, no need to call support. You can click on forgot password, enter your username, and KinderConnect will send you a one-time password, or OTP for its abbreviations, to the email address we have on file. You'll then enter the OTP to reset your password, and that's it.

It's that simple.

3.2 Registration Demonstration

All right. This is where I'm going to switch over to a live demo of the registration process, and I'll walk you through exactly what you'd see on your screen. So to start the registration, we would click on Not Registered Yet. Then on step one, are you registering as a provider?

Yes. Continue. Then we would enter our email address. Our phone number.

First name, last name. CCPID. Our program number. Once all the fields are filled out, click on verify.

On the registration step three, we'll need to create a username. It has to be something unique without any special characters. Our password that meets the criteria, which is the length of at least 10 characters, requires a minimum of one number, minimum of one uppercase and one lowercase, and a special character. Once entered, verify the password again.

You're able to view your password. Select a secret question. Its corresponding secret answer. And click on create account.

It'll let us know that the account is registered, and we would go back to return to login screen. From here, we'll go ahead and enter our username, our password, and sign in. Once signed in, we're able to view our announcements as well as the activities tabs up top and the option to change the language as needed, the help button, or any messages.

3.3 Entering Attendance

Now, let's move on to one of the most important parts of your day-to-day in KinderConnect, entering attendance. I'll walk you through when and why you'd enter attendance in KinderConnect, what the attendance page looks like, and how to handle absences and notes. So when would you, as a program, log in to KinderConnect to enter attendance? The most common reason is to fill in a missed entry.

Maybe a caretaker forgot to clock a child in or out on the tablet. You can go into KinderConnect and add that missing time pair. A few important rules about programs entering attendance is you can only enter one in or out time per child, per day. For example, if the in time was missed, enter the out time, or vice versa.

Child records appear automatically once DCY processes the case. So you don't need to add subsidized children yourself. You'll find the attendance detail page under attendance, then details. You can view any attendance entered by caretakers and correct it from this same attendance details page.

And here's a really important point. When you, as the program, enter attendance, it must be approved by the primary caretaker before it can be submitted to DCY. They approve the program entered attendance from their KinderSign or KinderSmart app. We'll talk about that approval process later in the training.

Let's take a look at how attendance displays in KinderConnect, because the color coding tells you a lot at a glance. You can review all of this in real time from the attendance details page. Invalid attendance will show with an orange highlight. Missing times will show in yellow, and shaded gray cells are locked, therefore, you cannot edit those cells.

There are two reasons a date might be locked. Either the four-week backdating window has already passed, or the child doesn't have an authorization on that day. A dark blue shaded background means that day has already been submitted to DCY. Inside each of the time entries, a blue background means the attendance has been approved.

A white background means the program entered the attendance and is still waiting for the primary caretaker to approve it. One more color to consider. If you see a green background on a child's name, that means the child has authorization for more than one program type within the same week. When that happens, each day of the week will have a bolded APT field that tells you which program is authorized for that specific date.

So you'll always know which program covers that date before you enter or submit anything. If a child is absent, you can log that absence right from the attendance details page. You can also add notes to any day for any child. That's useful for documenting anything unusual that happens.

For example, a closure day or an early pickup. So let's quickly review the rules for entering attendance. You can enter one in or out time per child per day. To enter, you just click into the in or out field and type the time in.

Here's a handy tip. The system will auto-format your time. So if you type one two three p, it'll format it to one twenty-three PM as soon as you click outside of the cell. That saves you a lot of typing.

Anytime you make a change, make sure you click save at the top of the page before exiting out of the attendance detail page, or the changes won't be kept. And one more reminder, any attendance you enter as the program will be marked with a white background until the primary caretaker approves it. Once they approve it from KinderSign or KinderSmart, the entry will turn blue.

3.4 Submitting Attendance

So once you have your attendance recorded for the week or month, the next step is submitting that attendance to DCY for payment. Let's walk through how to do that. The attendance submit page is what you'll use to send attendance from KinderConnect over to DCY for processing. Now, how often you submit depends on the child's program type.

For example, children in the PFCC program are submitted weekly. Children in the OPP program are submitted monthly. The system will guide you. You'll see the service period on the attendance submit page under the cycle column.

Once you click submit, KinderConnect will pull up all the attendance for that service period, organized by child. You'll select the checkbox for the children whose attendance you would like to submit, then click save. After that, a pop-up with the terms and conditions will come up. Lastly, please read through the terms and conditions, and when you're ready, mark the checkbox that you agree with the terms and conditions and click submit attendance.

And that's it. Your attendance is on its way to DCY.

3.5 Attendance Demonstration

I'll show you the attendance pages in action. Let's review the attendance information we just spoke about with another demo. I will show you how to correct attendance entries, handling absences, and submitting attendance. From KinderConnect's homepage, you will go to the attendance details, which will default to the current week.

Once we're in the desired week of the attendance details page, you'll be able to see that a time cell with the blue background means the attendance has already been approved or was entered by the primary caretaker. A white background time cell means the program entered the attendance, and it's still waiting for the primary caretaker to approve it. Now, a gray color or gray shaded entry means that day is locked and cannot be edited. Just to reiterate, there are two main reasons why a day may be locked.

Either the four-week backdate window has already passed, or a child doesn't have an authorization on that date. An invalid attendance entry will show an orange highlight. So in this case, what we need to do is correct it by making sure there is only one entry and clicking on save that will make the color white, meaning it is valid and waiting for the approval of the primary caretaker. So since the out time is before the in time, we would just put a valid entry and save our changes.

Now, a missing time will show highlighted in yellow. So for example, Tuesday, five nineteen, is missing an out time. We just enter the out time and save it. A dark blue shaded background means those dates have already been submitted to DCY, so this is an example of that.

And to mark an absence, all we need to do is select absent from the dropdown menu, and that will mark that entry as if the child was absent. Next, we'll review submitting attendance, and we'll use the week of five ten through five sixteen as an example. The attendance entries are highlighted with a blue background, which means the primary caretaker either entered the attendance or approved the corrected attendance entered by the program, and all we need to do is submit the attendance. To do so, we go to attendance, submit And once we're at the attendance submit page, we're able to see that it has the cycle start and cycle end date, if the cycle is weekly or monthly, if there has been any submitted attendance already, or if the attendance is still pending.

Another important thing to mention here is if we're going into a cycle and it's not ready, it may display as incomplete or it may display as pending. This way, we can notify the parent to approve or backdate attendance on the app they're using, and this way, the system will let us submit that attendance. So to submit attendance, all we need to do is click on the submit hyperlink. Mark the checkbox to submit.

And we have to make sure that it shows in the Ready status. Also important to mention that attendance cannot be submitted on the current or active cycle. We click on Save. Now, please review the terms and conditions for attendance submittal.

And once they are reviewed and we agree, mark the checkbox that we agree with the above terms and conditions and click Submit Attendance. Once the attendance is submitted, we'll see that it moved from the Unsubmitted to the Submitted column. And we can also go to the attendance details page and confirm that the week for 5/10 to 5/16 now shows highlighted in dark blue.

3.6 Reports

Now, let's talk about reports. Kinderconnect comes with several built-in reports that you can run any time you need them. Here's a quick rundown of some of the most useful reports available to you. The case closure report shows upcoming case closures and the authorizations tied to them.

Really helpful for planning ahead. The daily detailed attendance report shows the time in, time out, absences, professional days, and total hours for each child for each day in a specific date range. The provider attendance summary gives you a roll-up view. For each child, you see total present days, absent days, and professional days.

The KinderSign tablet registration form is the QR code you'll see to register a KinderSign tablet at your location. And the provider mobile sign-in sheet is a QR code that confirms the physical location of attendance. Sponsors will scan this to enter attendance through KinderSmart on their phones. It is also the second QR code needed to fully register a tablet in KinderSign.

We'll come back to these QR codes in further detail when we get to the KinderSign and KinderSmart sections of the training. Running a report in Kinderconnect is pretty straightforward. From the main activities bar, you will select Reports and then Reports once more. You'll select the report you want from the list, fill out the required parameters, usually a date range or a child, and then click View.

The report will download in the format you select. You have two options, CSV or PDF. Let me explain the difference, because this matters depending on what you want to do with the report. A CSV file is a spreadsheet file.

It opens in something like Microsoft Excel or Google Sheets, and it's great if you want to sort, filter, or edit the data. A PDF file looks like a printed document. It's great if you want to just view, print, or share the report exactly the way it appears. Now, here's a quick heads-up.

To open either format, you need the right app installed on your computer. For PDFs, you'll need a PDF reader like Adobe Acrobat on your web browser. For CSV, you'll need a spreadsheet program. If you click a download file and nothing happens, that's usually why.

Your computer doesn't know which app to use. So make sure to choose the format that fits what you need to do with this report.

3.7 Reports Demonstration

Let's hop into a demo and show you how to actually run a report. So from Kinderconnect's home screen, we would go to the main activities bar, select Reports, Reports once again. And once we're within Reports, on the dropdown, we can select from any of the previously mentioned reports, like the case closures, the daily detail attendance, the provider attendance summary, KinderSign tablet registration form, or the provider mobile sign-in sheet. So just so I can show you how a PDF report looks like, we'll use as an example the provider mobile sign-in sheet.

So keeping in mind that the provider mobile sign-in sheet is the format that is used for parents to drop off and pick up their children whenever they are using KinderSmart, and is also the second QR code needed to fully register your tablet. So once we select the report, the provider will be set by default We just click on View. That will prompt the report to download, and it'll automatically come up depending on our computer's configuration and our PDF viewer. If it does not come up automatically, all we need to do is click on the downward arrow on our browser and open up the QR code on our browser.

Now to show you a report that has both options, the PDF and the CSV, we'll use as an example the detail attendance. Once here, the provider will be set by default once more. We'll select a start date, an end date, if we want to only view submitted attendance, if we want to sort by child name or family name, if we want any page breaks, include any case numbers, type of contracts, all children subsidized or full cost children. We can select the child independently, and the output type would be either PDF or CSV.

So we'll select CSV and then click on View. This will give us a table with all the information to view directly in a browser. If you want to export it, keep in mind, you'll need to have an application like Google Sheets or Microsoft Excel. So once we click on Export, that'll download the report.

We'll click on it, and that'll automatically open it up in our preset application.

3.8 Adding Operators

Next up, adding operators. Once you have your initial account set up, you can create additional login for your staff, your bookkeeper, or basically anyone else who needs access to KinderConnect. Let me give you an overview of how this works. Once the main program contact is registered, that person can create additional operator accounts.

So if you have employees, a bookkeeper, or anyone else who needs access, you don't have to share your login. You can create their own login and provide them their credentials. When you create an operator, you choose what level of access they have by selecting an operator type. There are two types you'll work with the most.

The first, program system owner. They'll have full access to KinderConnect. They can create new operators, run reports, enter attendance, create private pay records, and review payment information. The other is program attendance.

This is a more limited user. They can run reports, enter attendance, and create private pay records, but they can't manage operators or view payment information. One really useful thing to point out is an operator account can have access to multiple locations using just one login. There's no limit to how many locations can be linked to a single operator account.

If you have multiple locations and you want to link the account across them, just reach out to our tap support team and we'll be happy to set them up for you. To find existing operators, you use the operator search page. You can search by various criteria, but a couple of important notes. You can only see operators that are attached to your location.

You won't be able to see operators from other programs. Also, any underlying search results in a clickable link, that will take you to the operator details page. The operator detail page is where you create new operators and edit existing operators. From here, you can make an account inactive, revoke access, or change permissions.

The permissions an operator has are determined by the operator type, which we covered previously. To create a new operator, click New at the top of the page. That gives you a blank record to fill out. You'll also need to create their login information from the operator account page, which we'll look at next.

A couple of things to know about the operator fields. Any fields that are grayed out, that means it is locked. You cannot change it directly. Any fields with an asterisk is required, so make sure those are filled out before you save.

The operator account page is where you handle the login side of things. You can set up a temporary password for a new user. If you mark the reset password checkbox, the system will force them to change their password the next time they log in, which is a good practice for security. Also, make sure the registered checkbox is selected, otherwise, they won't be able to log in.

And remember, when you create an operator with the program system owner permission, that operator can also create and manage other operator accounts, so you can delegate this if you have a manager or an admin staff member.

3.9 Operators Demonstration

Let's do a demonstration and walk through the operator pages. So for KinderConnect's home screen, we would go to Operator Search And in the search page, the provider will be selected by default. You can search by first and last name, username. The district is only Ohio.

Operator type, either program attendance or program system owner, or status, active or inactive. Prior to doing a search, it is important to always click Clear to make sure we have a fresh start. And if we want to have a full list of operators, we can leave the criteria blank, click on Search, and that will generate the list of operators under this program. Now, also keep in mind, if we click on the underlined hyperlinks, for example, under Operator Name, that will take us to the operator details.

If we click on Account, that will take us to the operator account. To create a new operator, we need to go to Operator Details. Select the New button. Enter the required fields with an asterisk.

Select the operator type. And since this is a training site, I will have to select a provider. However, the provider on yours will already be selected. Also, keep in mind, if you need to add additional providers or programs, you can reach out to our support line, and we'll be more than happy to add additional providers.

Once we have the required fields filled out for the operator details, click on Save. We'll get a prompt stating that the record has been saved, and the next step is creating our login information. So from here, we go to Operator Account. Now, if you see, it'll default to the operator we just created.

From here, we'll have to select a username. So keep in mind, the username has to be a unique username and cannot contain any special characters, such as the at sign, number symbol, exclamation mark, asterisk, or period. The password does have some requirements. It needs to be a minimum of 12, maximum of 15 characters long, at least one number, at least one uppercase letter, and at least one special character.

From here, we select a secret question. Its corresponding answer. Make sure we mark the Registered so they're able to log in, and the Reset Password checkbox. That way, they will have to create their own password when they log in for the first time.

Then click Save. We'll get a prompt stating that the record has been saved, and from here, we provide the username and their temporary password, and once they log in for the first time, they'll reset it.

3.10 Sponsor (Caretaker) Records

Now, we're moving on to the sponsor records, also known as the caretaker. These are the parents, guardians, or other adults authorized who pick up or drop off the child or children in your care. Sponsors are authorized individuals who record a child's attendance using either KinderSign or KinderSmart. There's a specific sponsor for every child called the primary caretaker.

That's the person who filled out the child's application. Primary caretaker's information comes directly from DCY, so it's already in the system. But you, as a program, can add additional sponsors. Maybe a child has a grandparent who also picks up the child, or a parent who wasn't the one who filled out the application.

You can add those as secondary sponsors right in KinderConnect. Once added, secondary sponsors can record attendance using KinderSign and KinderSmart, just like the primary caretaker can. To find an existing caretaker's record, you go to the Sponsor Search page from the main KinderConnect page in the Activities bar. Just like with operators, you can only see sponsors linked to your location.

You won't see sponsors or caretakers from other programs. The search results display the children associated with each caretaker, along with their contact information. Click on any name in the results to open that sponsor's details page, where you can view or update their information. Of course, provided you have the required permissions and the field is allowed to be edited by DCY.

The sponsor detail page shows the contact information for the selected caretaker. A really important detail: every sponsor record must have a phone number if you want them to be able to use KinderSign on the tablet, since the phone number is what they use to log in. From this page, you can also add children records or child records linked to the caretaker as needed, and you can generate the KinderSmart registration QR code right from here as well Whenever you make changes, be sure to click Save so they can be applied. To add a new sponsor, click New at the top of the page.

When you click New on the sponsor detail page, you'll get a blank form to fill out the new sponsor's name and contact information. Remember, that phone number is critical. It becomes their login for KinderSign on the tablet. From this page, you can add or remove children from a sponsor.

One important rule, though, subsidized children that were imported from DCY cannot be removed from the primary caretaker. That's locked down on purpose. For non-primary sponsors, anyone other than the primary caretaker who filled out the application, you'll also need to select the sponsor's relationship to the child. That might be a grandparent, aunt, uncle, family, or friend, and so on.

Once you're done making changes, click Save, and the changes will take effect immediately. Here's another very important reminder. If you leave the page without clicking Save, your changes will be gone. So it's important to get in the habit of saving before clicking away or closing the tab.

3.11 Sponsor Demonstration

Time for the sponsor caretaker demo. Let me show you how to search for, view, and add sponsors. From Kinder Connect's main page, we would go to the Sponsor dropdown in the activities bar, select Search, and we can search for a sponsor or caretaker with the first and last name, the child's first or last name, phone number, status, which would be active or inactive. And if we want a full list of sponsors, we can leave the criteria empty and then click on Search.

Now, before we do that, one important reminder. To make sure we have a clear search, we always press the Clear button to delete anything we've searched before, and then click on Search to get a full list. Once we have the full list of sponsors, much like the operators, we're able to see the underlying clickable options, which would be the sponsor name that will take us to the sponsor's details, as well as the documents that will take us to any linked documents for this sponsor's account. To add a new sponsor, we go to Sponsor, Details, and we have to make sure to always click New.

Then we fill in the required fields with an asterisk. We select the sponsor type, enter a phone number, and add children. We can search for the child by first name, last name, or last name if it's multiple children. Click OK once we select the desired children, and we'll have to select the relationship to the child once again.

Once we have that selected, we would click on Save, and we'll get a prompt that the record has been saved. From here, we can also print the KinderSmart registration form for parents who desire to use KinderSmart on their personal devices. And to confirm the record is added, we go to Sponsor Search, search once again, and we can confirm the additional sponsor was added.

3.12 Child Records

We will now look at child records. This is where you'll find information about every child in your care, both subsidized and private pay. Child records appear in Kinder Connect automatically once a case has been processed by DCY. So for your subsidized children, you do not need to add them yourself.

They will display once they are added by DCY. Each child record will display the start and end dates of the child subsidy, plus other case details. For children who are paying privately, meaning they do not have a subsidy, you can add those records yourself. That way, all of your families, subsidized or not, are using the same attendance system, which keeps everything in one place.

And here's a really helpful feature. If you have a private pay record, and then that child later on qualifies for a subsidy, the two records can be merged, so all the attendance history stays connected. To find a child record, go to the Child Search page. The search fields let you narrow down by name and/or other criteria.

If you leave all fields blank and click Search, every child in your program will appear in the results. Click any name in the results, and that will take you to the child detail page. The child detail page is where you'll see all the important case information for each child For subsidized children, all the case data is managed by DCY. You can view, but cannot change or edit.

You can see both the current subsidy and past subsidy dates here, which is helpful for tracking history. You can also upload a photo of the child to the record, which makes them easier to identify visually. If you need to add a new child, remember, this would only be for private pay children, since subsidized children come in from DCY automatically. Click New at the top of the page to add a private pay child.

To create a new non-subsidized record, just fill in the required fields on the page. Only the fields marked with an asterisk are required, so don't feel like you have to fill out every single field. You can also add a private pay schedule here if you want to track expected hours. When finished, click Save, and then you can immediately link this child to a sponsor's record so attendance can start being recorded on KinderSign or KinderSmart.

Adding a private pay child or children to the same child list as your subsidized children is important because it gives you a complete picture of your enrollment and the attendance in one system. Some key benefits include one roster for all children. Staff can view all enrolled children in one single platform instead of maintaining separate lists for subsidized and private pay families. Attendance tracking in

KinderConnect can merge attendance records for both subsidized and non-subsidized children, helping providers manage attendance consistently across their entire program.

Easier transitions. If a private pay child later becomes eligible for childcare assistance, having the child already in the system can make the transition smoother and reduce duplicate entries. In short, adding private pay children alongside subsidized children helps ensure complete enrollment records, streamlined attendance tracking, better reporting, and less administrative burden. Sometimes a child starts as private pay and later qualifies for a subsidy.

When that happens, you'll get a new record imported from DCY. But their attendance history is on the original private pay record. You can merge those two records together, and once merged, the attendance from the private pay record shows up on the subsidized record. An important thing to remember, records cannot be unmerged.

So once you merge them, that's permanent. Just be sure you're merging the right two records before you confirm the merge.

3.13 Child Records Demonstration

Let me walk you through the child pages in a brief demonstration. To search for a child from KinderConnect's main page, we go to Child, Search. From here, we can search by first and last name, CIN, phone number. The scheduled date will default to today's date.

We can put a case, case number, and age group. If we leave all the criteria empty, that will bring us up a full list of the children under our program. Within the children's results, we can click on the child name, and that will take us to the child details. Here, we can see all the information for that child, like the first and last name, date of birth, age group, which provider they belong to, the start and end dates of the service, the status, scheduled hours, additional information, and authorization program type.

From here, we can view customized schedules. The option to merge is also available from the child details, but we will talk about that in the next steps. To add a new child, we need to click on New. Enter the required information with an asterisk.

Now, keep in mind, this is only for private pay children, since the subsidized children will be added by DCY. You can manually type in the date of birth or click on the calendar and select the desired date. From here, we add the private pay schedule. For private pay, we generally recommend to put the end date one year out.

And click OK. Once the private pay schedule is added, you can click on Edit to make any changes or Delete if you want to remove it. Once all the information is filled out, click on Save. You get a prompt that the record has been saved.

From here, we can do any edits as needed, delete, or upload the child's picture. Now to merge, we can go to Child, Merge Select the child, the potential match, or we can click on Show All Children if there's more. Make sure it's the correct child, since this will be a permanent merge and cannot be undone. Click on Next.

And we'll get a prompt that the record has been successfully merged. Press Okay to continue. And now we can see the records have been merged.

3.14 Provider Pages

Now, let's move into the Provider pages. This is where you find everything specific to your program as a whole, your cases, your payments, your rates, and your remittance. The Cases page shows you all the families that are assigned to your location as of a specific date. The case information comes directly from DCY.

That includes the start and end dates of each authorization and any co-pays the family has. You'll search by date to see who was active on that day. The Payments page shows you all the payment information that has been imported from DCY once payments have been calculated. You can search for payments in a specific period using the start date and end date filters.

So if you want to look at just last month payments, for example, you can filter to that date range. From the Payments page, you can review the detail of any payment. You can also export the payments data to a CSV format if you want to bring it into a spreadsheet for your own records. If you click Details on a payment, it'll show you the specific attendance that was paid as part of that payment.

Really helpful for reconciling. And if you see any issues with a payment, maybe something looks off, you can send a payments alert right from this page to flag it. The Provider Rates page shows you the rates that KinderConnect is using when it calculates your payments. Just to clarify, these are your program's customary rates, not the regional ceiling rates set by the state.

You'll select a rate type and an effective date, and once those are set, KinderConnect will display the rates that apply. We'll look at that on the next slide. Here's what your rates displays look like. Once you've selected the type and effective date, you'll see your rates broken out by age category and care type.

The Provider Remittance page summarizes the details of all payments that have been made to your program during a selected time period. An important note, the system only displays remittance from the past 12 months. On the Remittance search page, you'll choose a reconciliation status, for example, all or just outstanding items, and then click Search to display the results. Once your remittance results are displayed, you can export them just like you can with payment data.

Really useful for sharing with your bookkeeper or accountant. You can also click into the details of any remittance to see exactly what was included.

3.15 Provider Pages Demonstration

Next, let's move on to the Provider Pages demonstration. So let's go ahead and review some of the Provider pages. Once you click on Provider, you can go ahead and navigate to the Provider Rates page in order to view rates. It'll have the program listed at the top, and then you can choose the rate type.

Afterwards, choose the rate effective date. Once it's done, the system will then display the rate information. If you would like to view upcoming authorizations, we can click again on Provider and then go to Cases. Once within the Provider Cases, we'll be able to see all the cases that are upcoming or cases we already have active, and we'll be able to view the family name, the case number, the recertification and closure dates, the children that are authorized from which date to which date, the authorization program type, any co-pays per child, and the co-pays effective date.

And we also have a co-pay history option that will generate the information corresponding to each co-pay. The additional provider pages, such as tax information, remittance, and provider payments, require payments to be made from DCY, so I'll not be able to show you that in this demonstration. However, we have a lot of useful information available on our information site, which we'll talk about next

3.16 Getting Help and the Information Site

Before we move on, let's talk about how to get help, because you're not alone in this. Our dedicated TAP support team is here to help, and there are several ways to reach us. You can email us at supportoh@kindersystems.com. You can call us at 833-866-1708.

We're available Monday through Friday from 7:00 AM to 8:00 PM Eastern Time. There's also a chat option built right into KinderConnect for quick questions. We have a whole information site that's ohiocctap.info. On there, you'll find instructional videos like this one covering customized schedule setup, KinderSign and

KinderSmart, plus quick reference cards, or also known as QRCs, which are written guides with screenshots that walk you through specific tasks.

There's information on that site for both programs and caretakers, so feel free to share it with the families you serve. So just a quick walk through the info site. We have here information for new programs with quick reference guides. You can also access the KinderConnect login page from here.

And then the information for programs with support videos, quick reference guides, and also information in Spanish if needed. For caretakers, very similar. Support videos, quick reference guides, and information in Spanish if needed. We also have the contact information where you can input your name, email, and a comment to reach us directly.

And also our phone number, 833-866-1708. And our email, supportoh@kindersystems.com. And our hours of operation, which are Monday through Friday, 7:00 AM to 8:00 PM Eastern Time. Now, for the next part of our training, my colleague, Zaki, will show us in more depth all you will need to learn regarding customized schedules, KinderSign, and KinderSmart.

4 Customized Schedules

Let us continue by reviewing customized schedules, KinderSign, and KinderSmart, along with some common workflows and demonstrations.

4.1 What is a Customized Schedule?

What is the customized schedule? A customized schedule is a schedule created for a program to be paid for childcare of a school-aged child while they are not in school. How are they used? Using customized schedules allows programs into accurate school schedules for each school-aged child.

It is also programmed to track attendance hours while a child is in attendance, or if they use a different funding source such as Head Start. Customized schedule hours reflect the time when the child is in school or other funding sources. The key benefits of a customized schedule are accuracy. Ensures programs are paid for the actual hours of attendance by automatically subtracting the school hours that are entered in the customized schedule.

Payment alerts. If the child's school hours are outside the default school hours, programs are no longer required to send a payment alert. Single time pair. Parents need only to sign in and out one time.

Multiple time pairs are generally not needed. Multiple funding sources. Excludes care automatically if paid through other funding sources such as Head Start or pre-K.

4.2 Types of Customized Schedules

School customized schedule and non-school customized schedule. A school customized schedule is required for all school-aged children at the beginning of each school year and must cover the entire academic year. A new schedule is required each year. KinderConnect will not allow attendance to be submitted if there is no active customized schedule during the school year for a school-aged child.

All programs that care for school-aged children during the school year are required to create customized schedules for them. It is a requirement by DCY for this age group. Non-customized schedules are not required and can be added for school-aged children and other age categories such as infants, toddlers, or preschool if it applies. However, all authorized school-aged children, whether PFCC or Special Projects, must have a customized school schedule before programs can submit their attendance.

If the program cares for children whose care is funded by a program other than PFCC or Special Project programs, it is highly recommended that they take advantage of the customized schedules to allow the system to automatically deduct the hours that the children are not in their care.

4.3 Creating New Schedules

Open the customized schedule detail page and press New. Enter the name of the new customized schedule in the Schedule Name field. The name must be entirely new. It cannot be the same as one that has been already created.

Next, press the category dropdown arrow and select the school schedule category. For assistance selecting the correct category, click on the help button. Enter the start date or use the calendar to select the date. Remember, the start date should be the beginning of the school year.

Make sure to select the correct date because the start date will be disabled once saved. The active checkbox must be selected to keep the schedule active. If a new schedule needs to be created in the middle of the school year, make sure that the start of the new schedule begins the day after the end date of the previous schedule. A gap or lapse between the two schedules will result in issues when submitting attendance.

A new message will appear below the end date, reminding you, the program, to include the beginning of the week, Sunday, as a start date. For example, if the child's schedule starts on Tuesday, September 5th, the program must put Sunday, September 3rd as the start date of the customized schedule. Enter the start time and the end time for each day of the week. If the school is closed and the child is doing remote learning for all or some days, the hours should not be listed.

For more information on schedule categories, select Help with the customized schedule categories. School age, full day, in-person learning requires Monday through Friday to be filled out. Other school age categories will not require Monday through Friday to have hours to be completely filled out. If your schedule has hours that are the same Monday through Friday, enter the hours for Monday, then press the Fill M-F button to the right of the customized schedule to automatically populate both the start time and the end time in the remaining days of the week for Monday through Friday.

Otherwise, enter the hours for each day, Monday through Friday. If your daily hours are consistent across the entire week, again, start by entering Monday's hours, then select the Fill button next to the customized schedule to copy the start time and end time to all days, Monday through Sunday. If your hours differ on certain days, enter the specific times for each day individually. If you make a mistake with entering the times, you can use the Clear button to the right of the customized schedule to remove all times entered in the start time or end time fields and re-enter the times.

You can also press the X button on the top of each day of the week to remove all times entered for that day. You will assign the children to the customized schedule by clicking on their name and then clicking on the single right arrow between the boxes, or by dragging a name with the mouse from the left box to the right box. This usually works on PCs. If the desired child is not displayed on the page, you can check the filters and make your selection to filter unassigned children by one or more age categories, then press OK.

4.4 Creating a School Schedule Demonstration

Let's walk through creating a school schedule. First, I'd like to say I am working in a training environment, so some of the things you might see will not pertain to you. I will make you aware when this happens. First, you would need to log in.

After you log in, you will see your name in the upper right corner of the Kinder Connect. This alerts you that you are logged into your account correctly. Next, open the customized schedule and select Detail. Your program name will already be populated next to the word Provider.

Next, enter the name of the new customized schedule in the Schedule Name field. The name must be entirely new. It cannot be the same as any name that has already been used. If by chance, the program enters a name already used by another provider, the system will automatically amend the program license number to the end of the schedule name.

Next, press the category dropdown arrow and select the school category. The schedules that fulfill the school-age children requirement are those that end with the word school. For assistance selecting the correct category, click on the Help button in the upper right corner. It is the question mark inside of the circle.

Enter the start date or use the calendar to select the dates. Remember, the start date should be the beginning of the school year. Make sure you select the correct date because the start date will be disabled once saved. If the school schedule starts after the first Sunday of September, it must include the Sunday prior to that date.

Otherwise, if the school starts in August, then the start date must be the correct school start date. Enter the end date or use the calendar to select the end date. The end date should be the end of the school year. Once the end date has passed, then you will not be able to update it.

Therefore, make sure the end date is accurate at all times before it's due. The end date cannot be more than one year after the start date. The active checkbox must be selected to keep the schedule active If a new schedule needs to be created in the middle of the school year, make sure that the start date of the new schedule begins the day after the end date of the previous schedule. A gap or lapse between the two schedules will result in issues with submitting attendance.

A message will be below the end date reminding you, the program, to include the beginning of the week, Sunday, as the start date if the schedule starts after the first Sunday in September. For example, if the child's schedule starts on Tuesday, September ninth, the program must put Sunday, September seventh, as the start date of the customized schedule. However, schedules in August can be true to the start date. Enter the start time and the end time for each day of the week.

For more information on schedule category, select the help button in the upper right corner of your Kinder Connect. If your schedule has hours that are the same Monday through Friday, enter the hours for Monday, then press the Fill M-M button to the right of the customized schedule. This will automatically populate both the start time and the end times in the remaining days. Otherwise, enter the hours for each day manually from Monday through Friday.

If the hours are the same for all days of the week, enter the hours for Monday, then press the Fill button to the right of the customized schedule to automatically populate for both the start time and the end time, and the remaining days of the week. Otherwise, enter the hours for each day, Monday through Sunday, manually. If you make a mistake when entering the times, you can use the Clear button to the right of the customized schedules to remove all the time entered in the start time or the end time fields and re-enter the times. You can also press the X button above each day of the week to remove all times entered for that day.

Next, you will assign children to the customized schedule. If the desired children are not displayed in the page, check the filters and make your selection to filter unassigned children by one or more age categories, then press OK. To assign the children, click on their name, then click on the single arrow between both boxes, and it will move the name from the left box to the right box. Or you can click on the name in the left box and drag it over to the right box.

The latter usually works on PCs. Lastly, press Save and enter the reason to add the customized schedule. Then press OK. You will again see the words "Record Saved" in red under the New and Delete buttons, alerting you that your updated schedule was saved correctly.

4.5 Updating a Customized Schedule

Next, let's go over updating your customized schedule. Select Customized Schedule from the home page and select the Search option. The name of your program will already be populated next to the word Provider. The name of your customized schedule will not be populated next to Customized Schedule.

Again, mine is populated because I am in a training format. So you would enter the name of your customized schedule and hit Search. After the schedule populates below, click on the schedule name. This will take you back to the Customized Schedule Detail page.

From here, you can update the name of the schedule, change the end date, as long as the end date hasn't passed yet, along with the start time and the end times. You can also add a child to your schedule. If the child's name is not showing, press the Filters button and select the age group that is needed. The child's name will populate in the left box.

Now, select the child's name and press the arrow pointing to the right in between the two boxes, and it will move the name to the right box. Or you can click on the name and drag it over to the right box. After you have updated your schedule, as you see fit, you will hit the Save button, enter the update reason Hit OK. And again, you will see the red words Record Saved populate under New and Delete, alerting you that your updated schedule was saved correctly.

4.6 Rules and Common Troubleshooting Scenarios

Rule one: The schedule must not contain any special characters other than the underscore. Otherwise, it cannot be saved. Rule two: The end date cannot exceed one year from the start date. The end date cannot be edited once it has passed, a notice will pop up if it does.

Rule number three: When creating a new customized schedule, the correct start date must be selected. It cannot be modified once you hit Save. Any modification to the start date will require a new schedule. The start date will be grayed out so it cannot be edited.

Rule number four: The schedule will not be able to be saved unless you check the box to acknowledge the statement. You must select this disclaimer to save the schedule you have just created. Rule number five: For customized school schedules created after the first Sunday in September, the school schedule start date must be the Sunday prior to the first day of attendance. Scenario one: The first day of school is August 25th.

The start date must be August 25th. Scenario two: The first day of school is September 8th. The start date must be September 6th, the previous Sunday. If the program creates an incorrect customized schedule, they must inactivate the incorrect schedule, then create a new one.

4.7 Customized Schedule Recap

We have gone over how to ensure accurate program payments for school-aged children and adjustments for other funding sources. School schedules are required for school-aged children, and non-school schedules are optional for other age groups. How to enter schedule names, categories, start and end dates, daily hours, assigning children, and saving with a reason. The start date cannot be changed after saving.

End dates greater than one year. Schedule names avoiding special characters, and incorrect schedules require programs to inactivate them.

5 KinderSign

5.1 Overview and Downloading the App

Next, we'll go over KinderSign. KinderSign is an attendance application for the tablet. Sponsors will be able to use it to clock children in and out. The tablet is located where children are picked up or dropped off.

Sponsors will be able to record attendance without an active internet connection, and sponsors will have the ability to review child case information. Remember, anyone authorized to pick up or drop off a child from care is considered a sponsor. KinderSign activities consist of signing in, entering attendance, backdating attendance, reading messages, reviewing attendance transactions, and viewing case information. Downloading KinderSign app.

All DCY provided tablets will have the KinderSign app pre-installed. Programs can download the KinderSign Ohio app on their personal tablets if desired. KinderSign can be installed on Android or iOS tablets from the app stores. Google Play store for Android and Apple App Store for iOS.

The tablet will require an active internet connection during the registration process.

5.2 Registering a Tablet

Before using KinderSign on a tablet, the device needs to be registered by the program for that location. There is no limit to how many tablets a program can register for a location. Programs will need two QR codes from the reports page in KinderConnect, to provide a mobile sign-in sheet, and a KinderSign tablet registration form. The tablet registration process.

Connect the tablet to the internet. Open the KinderSign app. The app is pre-installed on all DCY provided tablets. Scan a registration QR code starting with the KinderSign registration form, which can be found in the report page in KinderConnect.

Next, scan the mobile sign-in sheet, which also can be found in the reports page in KinderConnect. Your tablet is now ready to use. Sponsors can now use their phone number to log into their account, and your registration as a program is complete.

5.3 Tablet Registration Demonstration

Now, we will review the program tablet registration demo. Now, after you log into your KinderConnect site, you want to navigate to the top of the page where it says Reports. If you click on Reports, another pop-up of reports will show and then select that second Reports. This will take you to the reports page.

Now, next to the word Reports, you will see a drop-down, and once you select that, it will be a list of the reports that you can download But today, you will only be downloading two reports, the KinderSign Tablet Registration Form and the Provider Mobile Sign-In Sheet. So first, you want to select the KinderSign Tablet Registration Form. Now, after selecting a form that you want to download, you will see the name of your provider pop up and the word View. The word View, if you select that, will download the form for you.

So please select View. And as you may see, the form downloads on the top right of my screen. Your screen may be different for your tablet, laptop, or PC, and it may pop up in the bottom left corner. Or you may need to go to your downloads to view it.

Now, you want to go and download the second report. So go to the dropdown, select it again, and navigate to Provider Mobile Sign-In Sheet. Select that. Again, your provider name will pop up, and the Provider Mobile Sign-In Sheet will be in the reports name, and the word View will be there again as well.

Once you select the word View, it will download that form as well. And as you see, I have both downloaded on my computer. Now, after you have downloaded both forms, you can go to your downloads and open up each form. So we have the KinderSign Tablet Registration Form and the Provider Mobile Sign-In Sheet.

The first one you need to use is the tablet registration form. As you can see, it has the name of your provider and your address at the top, with the QR code that you will scan with the tablet. Now, after scanning the KinderSign Tablet Registration Form, you will need to scan the mobile sign-in sheet. Now, let's get your KinderSign app registered on your tablet.

Select your KinderSign app. It will load in, and it will ask you for permission to take pictures and record video. Select While using the app, and it will bring you to the screen that says, "Register your tablet." Now is when you want to open up your KinderSign Tablet Registration Form with the QR code.

You hit Scan. You scan the QR code. It's going to ask you for permission again for your approximate location. Hit While using the app, and another pop-up will pop to say for your approximate to precise location.

Change to Precise location. Now it says, "Your device has been registered and is ready to use." Select OK, and it will prompt you to scan the mobile sign-in sheet. So bring up the Provider Mobile Sign-In Sheet, hit Scan, scan the QR code on there.

It loads up and brings you to the telephone keypad. And from here, a caretaker or sponsor can log in.

5.4 Sponsor Sign-In and KinderSign Features

The first time a sponsor logs into KinderSign, they will sign in with the phone number, create a secret question and answer, create a PIN, and remember, this PIN expires every 90 days. And then you will set up an account verification/PIN recovery. And here are some examples of setting up your secret question and secret answer. Remember, the secret answer is case sensitive.

Then here's an example of selecting your PIN. You will use a keyboard or the tablet to select a PIN, and then set up an account verification, which you will need to provide an email or phone number where you can be reached in the event you get locked out of your account. KinderSign overview. Sponsors will be able to change app settings, change the language, review and approve previous attendance.

Attendance can be modified or backdated up to four calendar weeks in the past, as long as the service period has not been processed for payment. Review case information for their child, review messages, and record attendance. Logging attendance in KinderSign. To log attendance, sponsors will take a photo confirming their identity, confirm the date and time of the check-in or out, choose if the child is recorded as in or out.

Sponsors see all children attached to their sponsor account, and then select Submit to complete recording the attendance. Remember, to backdate attendance, simply select the calendar at the top of the screen. Approving attendance in KinderSign. Attendance entered by the program in KinderConnect must be approved by the primary caretaker.

The transaction page allows approving attendance. Primary caretakers can approve all attendance at once or individually. Pending transactions display all attendance required approval. Attendance entered by the program in KinderConnect must be approved by the primary caretaker.

The transactions page allows approving attendance. Primary caretakers can approve all attendance at once or individually Pending transactions display all attendance requiring approval.

5.5 Sponsor Registration and Attendance Demonstration

Next, we will review the sponsor registration and attendance demo. Now as you can see, the very first screen that a sponsor will see when they open the KinderSign app is a request to enter their telephone number. So they will enter their telephone number and press Next. Now, after pressing next, you will see a screen that says Account Setup, and it is requesting you to complete a personal PIN and a security answer/question.

Select the Activate button, and here you will see the secret question and the answer. So from the dropdown, select the secret question. Input the answer, but remember, it is case sensitive. And press Confirm.

Now, it will prompt you to select a PIN. Select your PIN and press Next. You would have to confirm that PIN, so input it a second time and press next again. Back to the keypad, where they are ready to sign in and adjust any attendance or sign in or sign out for their child.

So put the number in one more time. Hit Next, and it will request you to enter your PIN. So enter the PIN, press Verify, and now from here, it will take you to a screen to set up account verification. So from here, you provide an email or a telephone number where you can be reached at in the event you get locked out of your account.

So you will select one, you enter that information, and it will ask you to verify. So for now, we're going to press Skip. After signing in, we can go ahead and review the sponsor's activity page. First, we can tap on Attendance to enter any attendance.

Once you click on Attendance, it will prompt you to take a picture of yourself to authenticate. Once on the attendance details screen, the sponsor can check in or check out their children. We'll tap Check In, then press Submit at the bottom of the screen. After pressing Submit, a confirmation message lets us know that the attendance was submitted successfully, and the screen returns to the home screen ready for the next sponsor to use.

Next, let's discuss backdating attendance. We'll sign in again as a sponsor and press Next. Enter your PIN. Hit Skip for now.

Click on Attendance and verify with that photo. Hit Authenticate. To backdate attendance, click on the calendar at the top of the screen. This will open an additional window where you can select a specific date and time to enter attendance.

We'll select Friday, May 29th at 3:00 PM. And press OK. From here, we can check in or check out the child at that time. We'll press Check In and press Submit.

Once submitted, a confirmation message will indicate that the attendance was submitted and the record contained backdated transactions. It will ask if you would like to enter more attendance. Pressing Yes allows you to continue entering any additional backdated transactions as needed. But once we reach back to the sponsor's activity page, at the bottom of the screen is the settings option, where a sponsor can change their language.

They can click on Settings, then select the language. They can choose between English, Spanish, or Vietnamese as needed. From the sponsor activity screen, sponsors can click on their case information to review their child's authorization details, including absences, case number, authorization dates, and monthly co-payments. Now, let's discuss approving attendance.

If a program enters attendance on behalf of a sponsor in KinderConnect, the sponsor will receive a message in KinderSign notifying them of pending attendance transactions. To approve those transactions, the sponsor navigates back to the sponsor activity page and taps Transactions. This will display all children under that sponsor. Any that require approval will show a red number indicating the number of attendance transactions that need approval Select the child that has an attendance transaction that needs approval.

On the top of the page, on the right side, there is a Pending option. Click on the Pending, and this will list all pending transactions for that child, with a button at the top to either approve all transactions at once or approve them individually. Once approved, the attendance transactions are confirmed and completed.

6 KinderSmart

6.1 Overview and Downloading the App

Next, we will go over KinderSmart. KinderSmart is an attendance application. The same features and menu options as KinderSign, installed on sponsors' personal smartphones, and can be used across multiple program locations, reading messages, reviewing attendance transactions, and viewing case information. Downloading the KinderSmart app.

Sponsors will download the KinderSmart Ohio app on their personal smartphone devices. KinderSmart can be installed on Android or iOS phones from the App stores, Google Play for Android, and Apple App Store for iOS. Programs will assist the sponsor's registration of KinderSmart by giving them their KinderSmart registration QR code. The QR code is found on the sponsor's detail page.

All QR codes for sponsors are unique to that record.

6.2 KinderSmart Registration

To register for KinderSmart, the program would be able to search for the sponsor's record in KinderConnect. From the sponsor detail page, the program will select the Print KinderSmart Registration Form, and it will be in a PDF format. The PDF for that sponsor would download to the browser, allowing it to be printed or emailed to the sponsor. All registration QR codes are unique to that sponsor.

No registration QR codes should be shared. Next, we will watch the program downloading KinderSmart registration form demo. KinderSmart registration. First, you connect your phone to the internet or mobile data.

Open the KinderSmart app and scan the sponsor's unique registration QR code. It will have the sponsor's name on top and your facility underneath it. Once the device is registered, it will say, "Device registered. Your device has been registered and is ready to use."

Pre-select OK. When successfully registered, the main activities menu will show. The activities menu will show each time the sponsor opens the KinderSmart Ohio app. The device must have access to Wi-Fi internet access or mobile data.

Next, we will view the sponsor registration demo.

6.3 Logging Attendance in KinderSmart

Logging attendance in KinderSmart. KinderSmart sign-in. KinderSmart does not require a user to enter sign-in information. Sponsors can access all menu options when they are away from the location, except the attendance page.

Sponsors can scan the provider mobile sign-in sheet to use the attendance page. Users do not get logged out of their KinderSmart app unless the device has been de-registered. Caretaker sponsor activities. Sponsors can enter attendance in both KinderSmart and KinderSign as needed.

All menu options can be accessed outside of the program's location, except attendance. KinderSmart will require the sponsor to scan the provider mobile sign-in sheet. Families in a PFCC, CCCP programs are required to complete sign-in on-site. Programs are not permitted to share or distribute the provider mobile sign-in sheet QR codes to families.

Families under the OPP authorization attending the OPP program will be permitted to receive a copy of the provider mobile sign-in sheet to enter attendance outside of the program's location or facility.

However, there's an exception to the rule. If an OPP program has a family with active non-OPP, PFCC, or CCCP, et cetera, authorizations, that family must enter attendance on-site and cannot enter attendance outside of the facility. Logging attendance in KinderSmart.

To log attendance, sponsors will need to tap on Attendance and scan the provider mobile sign-in sheet, confirm the date and time of the check-in or check-out, choose if the child is recorded as in or out. Remember, sponsors see all children attached to their sponsor account. Then select Submit to complete recording of the attendance. Backdating attendance.

Sponsors will need to select Attendance and scan the provider mobile sign-in sheet, then change the date and time, record the child's attendance, and submit attendance. Approving attendance in KinderSmart. Attendance entered by the program in KinderConnect must be approved by the primary caretaker. The transactions page allows approving attendance.

The primary caretakers can approve all attendance at once or individually. Pending transactions displays all attendance requiring approval.

6.4 KinderSmart Demonstrations

After you've downloaded the KinderSmart registration form, it is up to your caretaker or sponsor to download the KinderSmart app onto their smartphone. Depending on what type of phone they have, that will determine where they would download the app from. So Android will download the app from the Google Play Store, iOS will download the app from the Apple App Store. This is the Android, so we'll select the Play Store.

Now we'll scroll to the top where it says Search, enter the name of the app you're looking to download. I have previously downloaded, so it's in my recent searches. Type out the full name, KinderSmart Ohio. Select it, and it will populate all the KinderSmart apps and KinderSign apps.

So as you can see, there are multiple KinderSmart apps for different states. Make sure you select KinderSmart Ohio, because the other states will not function correctly for you. Now you select it, choose Install. It will download the app onto your smartphone, and you can hit Open to bring you to the app.

Now once you have opened the app, if you look at the bottom of the screen, you will see something asking for permission to take pictures and record videos. You will select While using the app, and it will take you to the Scan QR code. Now is where you would scan the KinderSmart QR code. Get your KinderSmart QR code ready, hit Scan.

You scan the QR code. The screen will say, "Device registered. Your mobile device has been registered in KinderSmart Mobile and is ready to use." If you select OK, it will take you to the caretaker or sponsor's activities.

Next, let's go into more detail about the attendance. KinderSmart does not require users to enter sign-in information. Sponsors can access all menu options when they are away from the location, except the attendance page. Sponsors must scan the provider mobile sign-in sheet to use the attendance page.

Users do not get logged out of their KinderSmart app unless the device has been de-registered. Sponsors can enter attendance in both the KinderSign and KinderSmart app as needed, and families in the PFCC, CC, CP programs are required to complete sign-in on-site. Programs are not permitted to share or distribute the provider mobile sign-in sheet codes to any families. Families under the OPP authorization attending an OPP program will be permitted to receive a copy of the provider mobile sign-in sheet to enter attendance outside of the program's location or facility.

However, there's an exception to the rule. If an OPP program has a family with an active non-OPP, meaning PFCC, CCCP authorization, the family must enter attendance on-site and cannot enter attendance outside of the facility. Now, let's get into logging into the attendance. You will tap on the Attendance, and you will see a screen that says Scan.

Tap the Scan and scan the mobile sign-in sheet. Now, it will take you to a page that has all of the children that are under that sponsor. You can confirm the date at the top and choose the child that you want to check in or check out. So we have Baby Buckeye, who's been checked in, and Toddler Buckeye, who has been checked out.

So we are going to sign out Baby Buckeye and hit Submit. Now, if you entered the attendance correctly, you receive a message that says, "Attendance saved. Your attendance has been saved. Thank you for using KinderSmart Mobile."

If you hit OK, it will take you back the caretaker sponsor activity page. And from here, we can go into backdating attendance. If you go back into your attendance, scan a mobile sign-in sheet. It will take you back to the sponsor page that has the children that are under that sponsor.

If you hit the date, let's go back to the 29th of May, hit OK. We'll change that sign in to 11:54 AM. Hit OK. Now you see the time has been changed at the top and the date.

Now we want to hit the sign-in for Baby Buckeye, hit Submit, and it'll let you know, "Attendance saved. Your attendance has been saved. Thank you for using KinderSmart Mobile." Hit OK.

Negative message says, "Your attendance you submitted contained backdated transactions. Would you like to enter more?" Hit No, and it take you back to the caretaker sponsor's activity page. In addition, sponsors can view message on KinderSmart.

If we tap the messages We can see an alert regarding pending attendance transactions. Let's go ahead and discuss approving these pending attendance transactions. We'll go back to the home page of KinderSmart and click on Transactions. Once we click on Transactions, it will display a list of our providers.

We can choose the provider, then choose the child, and it will show transactions for time in and time out. We can navigate to the previous weeks using a calendar at the top of the page. As you can see, when I navigate back to the current week, a Pending Transaction tab appears. Clicking on it allows us to review the pending transactions.

In this case, there are multiple pending transactions. From here, we can approve it individually by clicking on Approve, or we can approve them all at once by clicking on Approve All Pending Transactions at the bottom. If you agree with all of those transactions, the system will prompt you to confirm, and you simply press OK. Once complete, those attendance transactions have been approved.

In addition, primary caretakers on KinderSmart can also review their case information. Simply go back to the Activities page, click on Case Information, and select a child, and you'll be able to see absences, case numbers, authorization category, schedule start and end dates, and also co-payment amounts. Now, if we navigate back to the Activities page, at the bottom of the screen, they can access settings, and if they would like to change their language, they can switch from English to Spanish.

7 Conclusion

This completes today's training. Thank you so much for joining, and I hope you have a great rest of your day.