



## Child Care Automated Attendance - Desk Aid

### Provider website

The provider web portal was developed to help providers review attendance recorded by CCS parents each month. Providers are required to view the web portal at least once every 3 days.

### Log onto the web page

Website: [www.workforcesolutionschildcare.com](http://www.workforcesolutionschildcare.com)

**Login:** use your license number for child care licensing

CCAA

Welcome to the Texas Provider Portal

Program Materials

[Start Here](#) Login Instructions and User Manual

Child Care Attendance Automation Project Implementation News

Provider Information Presentation  
Sample Client Questions and Answers Postcard  
Sample Client Postcard

Helpful Links

Texas Workforce Commission  
Resources for Childcare Providers  
211 Texas Child Care  
Child Care Licensing

Stockbyte Getty Images

Login Password LOGIN

TEXAS WORKFORCE SOLUTIONS

The Texas Workforce Commission Provider Web Portal gives childcare providers with internet access the ability to view their referrals and the attendance and absence reports for their referred children online. Providers are given temporary User IDs and passwords, which must be changed at the first login. Logging in gives providers access to their referral and attendance information. The information for each provider is secure, viewable only by entering User ID and password.

TWC Provider Web Portal [Forgot Password](#)

### Passwords:

- Initial password: the first time you log into the website, use your seven digit zip code as your password. The system will prompt you to change your password.
- Setting your password: passwords must be at least 8 characters and must include at least one number and at least one letter
- Security question: the system will ask you to set up a security question. Choose a question and answer that you remember easily.

CCAA

Log-out Admin

USER INFO

User Password Change

User Password Change

Old Password

New Password

Confirmation

CHANGE

©EPPIC

CCAA

Log-out Admin

USER INFO

User Profile

User Profile

Security Question Security Answer Confirm Security Answer

In what city were you born?

SAVE

©EPPIC



## Child Care Automated Attendance - Desk Aid

### Main Page

The main page has your basic information. There are three areas that you need to review and keep updated:

1. License number with child care licensing—this is your login and must be kept current with CCS
2. holidays—these are the days we will pay you. If you need to make changes to these dates, this must be done BEFORE the holiday occurs.
3. Phone number—this is the number the system uses to send attendance and referral information for each child

The screenshot shows the CCAA Provider Profile page. The 'Facility Information' section includes fields for Name, License #, Board, Provider ID, Status, Regulation Type, and Billing Cycle. The 'Address' section includes fields for Email, Address, City, State, Zip, County, and Phone #. The 'Provider Holidays' section shows a table of holidays for 2010 and 2009. At the bottom, there are four navigation buttons: REFERRALS, ACTIVITY, TRANSACTION, and ATTENDANCE. Arrows from the text above point to the License #, the Holidays table, and the Phone # field. Additional arrows point from the navigation buttons to their respective descriptions below.

Year	Holidays
2010	01/01, 04/15, 08/15, 09/09, 09/10, 10/12, 10/13, 10/14, 10/15, 11/26, 11/27, 11/28, 12/24, 12/25, 12/26
2009	11/26, 11/26, 12/24, 12/25

**REFERRALS** - click on this button to see a list of children who are authorized to receive child care assistance at your center/home.

**ACTIVITY** - click on this button to see a list of today's activity for each child

**TRANSACTION** - click on this button to search transactions for a specific time period

**ATTENDANCE** - click on this button to see the attendance for all children in care



# Child Care Automated Attendance - Desk Aid

## Referral Screen

This screen shows a list of children who are authorized to receive child care assistance

### Referral Report

If you click on a child's name, it will pull up details on that child's authorized days/times for care and the start and end date for child care assistance.

This screen will also show the "Child #" parent's need to check their children in/out each day.

Case #	Child #	Child Name	Last Activity	Trans Type	Response
1 73863	1	BAM-BAM FLINTSTONE	---	---	---
2 73863	2	PEBBLES FLINTSTONE	---	---	---

### Referral - Profile

Referral Information		Address Information	
Case #:	73863	Address:	1325 ROCKY ROAD
Child #:	1	City:	BEDROCK
Child Name:	BAM-BAM FLINTSTONE	State:	TX
DOB:	12/25/2002	Zip:	74747
		County:	061 - Denton
		Home Phone:	940-555-1212
		Work Phone:	940-555-1234

### Referral Profile

This gives you all the information about the days and times care is authorized in the CCAA system.

The main referral line in blue gives the start and end dates for child care by month.

When you click on the "Referral", the details about the child's care will drop down.

Referral1	STATUS	OPEN	EFFECTIVE DATE	11/11/2009	END DATE	08/08/2010
Referral2	STATUS	OPEN	EFFECTIVE DATE	11/17/2009	END DATE	08/16/2010
Referral Information		Provider Information				
Status:	OPEN	Provider Name:	SELF-ARRANGED CARE			
Received Date:	02/15/2010 19:50:57	Provider ID:	10000080942			
Effective Date:	11/17/2009	License/ Permit/ SSN #:	213213			
End Date:	08/16/2010	Address:	#1 TREE LN.			
Care Days:	NYYYYYN	City:	DENTON			
# of Days:	5	State:	TX			
Full/Part Time:	P	Zip:	22222			
		County:	61 - Denton			
		Phone:	222-222-2222			
Referral3	STATUS	CLOSED	EFFECTIVE DATE	08/17/2010	END DATE	05/16/2011

### Referral Information

Status: "Open" means the referral is current. "Closed" means the referral is no longer valid.

Effective Date: the day this referral begins

End Date: day the referral ends (care is not authorized past this date)

Care Days: shows the days of the week care is authorized. The "weeks" starts on Sunday and ends on Saturday.

"N" - care is NOT authorized

"Y" - care is authorized

In this example, (NYYYYYN) care is authorized Monday—Friday. Care is not authorized on Sunday or Saturday.

# of Day: shows the number of days care is authorized each week.

In the example to the right, care is authorized all 5 days of the week.

Full/Part Time:

"F" - care is authorized for more than 6 hours per day

"P" - care is authorized for up to 6 hours per day

Referral Information	
Status:	OPEN
Received Date:	02/15/2010 19:50:57
Effective Date:	11/17/2009
End Date:	08/16/2010
Care Days:	NYYYYYN
# of Days:	5
Full/Part Time:	P



## Child Care Automated Attendance - Desk Aid

### Activity Screen

The Activity Screen shows a list of today's activity listed by case number. This allows children in a family to be listed together.

#### Transaction Types:

- IN—child checked in
- OUT—child checked out
- P/IN—child checked in for a previous day
- P-OUT—child checked out for a previous day
- ABSENT—parent reported child out with a general absence
- ILLNESS—parent reported child out ill
- COURT—parent reported child out on court ordered visitation

**Provider - Activity Report**

Facility Information		Address	
Name:	DEMO DAYCARE	Email:	DEMO@DAYCARE.COM
License #:	5544332211	Address:	1234 DEMO DR
Board:	6 - Dallas		APT 123
Provider ID:	801112222	City:	DALLAS
Status:	ACTIVE	State:	TX
Regulation Type:	RELATIVE IN CHILD HOME	Zip:	75211
Billing Cycle:	Twice per month	County:	57 - Dallas
		Phone #:	214-123-0000

  

Case #	Child #	Child Name	Time	Trans Type
1 999888101	1	BAM-BAM FLINTSTONE	00:00	ILLNESS
2 999888202	2	PEBBLES FLINTSTONE	07:15	P/IN

SEARCH DETAILS REFERRALS TRANSACTION BROADCAST MSG POS LIST ATTENDANCE

### Transaction Screen

This screen allows providers to search transactions for a range of dates.

Put in the start and end dates you want to review.

If you are looking for transactions for a particular family, you can enter the Case # to narrow your results.

**Provider Transaction Search**

Report on dates between:  -  (Month/Day/Year)  
Start Date End Date

Case #:

SEARCH RESET CANCEL

Results display in the following order:

1. Date
2. Time
3. Case Number
4. Child Number

Date	Case #	Child Name	Child #	Trans Type	Entry D/T (CT)	Response
07/29/10 06:35 PM	45438	PEBBLES FLINTSTONE	2	OUT		(00) S/A
07/29/10 06:35 PM	45438	BAM-BAM FLINTSTONE	1	OUT		(00) S/A
07/29/10 06:35 PM	45438	PEBBLES FLINTSTONE	2	IN		(00) S/A
07/29/10 06:35 PM	45438	BAM-BAM FLINTSTONE	1	IN		(00) S/A

### RESPONSE CODES

Code	Description	Action Needed
(00) S/A	Success/Approved	None - action was successful
(A4) Card not Active	Card has not been activated	Parent needs to call 866-960-6496 to activate care
(DB) No Auth For	Child is not authorized	Parent needs to call CCS to find out why care is not authorized
(55) Inv PIN	PIN number entered is not valid	Re-try—if PIN # is still showing invalid, call 866-960-6496 to reset PIN #
(DD) Check In First	Child was not checked in	Go back to main menu and select Prev In to complete a previous check in, then check out
(CC) Check Out First	Child was not checked out	Go back to main menu and select Prev Out to complete a previous check out, then check in



## Child Care Automated Attendance - Desk Aid

### Attendance Screen

This screen allows providers to view attendance for CCS children for an entire month. The screen defaults to the current month.

To change the month of attendance to view, enter the month and year and click "search".

Case / Child Name	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	31
55716																															
PEBBLES FLINTSTONE																															
55716																															
BAM-BAM FLINTSTONE																															

### ATTENDANCE CODES

Code	Title	Description
H	Holiday	One of the provider's holidays requested for payment
P	Present	Parent reported the child present at the facility
A	Absent	Parent reported the child absent
I	Ill	Parent reported the child is out ill
C	Court Ordered Visitation	Parent reported the child is out on court ordered visitation
Z	No attendance reported	Child is authorized for care but the parent has not reported any attendance for this day
	Care not authorized	Child care assistance is not authorized on days that are "blank" (example: weekends when the facility is not open will be blank)

Note: any days marked **Z** indicates a day of non-payment by CCS unless the provider has contacted CCS within 3 days of the parent's failure to report attendance.