



Community Coordinated Care for Children, Inc. (4C)

"Caring for Our Future Today"

Provider VPK Attendance

Dec. 13, 2018

VPK Attendance is now ready for you to use in the Provider Portal. Instructions for completing attendance can be found on our website and through the following links:

- Step-by-step written instructions
 - For Individual Classes - <https://4cflorida.org/wp-content/uploads/2018/12/Provider-Portal-Submitting-VPK-Attendance-1.pdf>
 - For Bulk Uploads - <https://4cflorida.org/wp-content/uploads/2018/12/Instructions-VPK-Bulk-Attendance-Upload-for-Providers.pdf>
- Sign and Certify Required for Bulk Uploads - <https://4cflorida.org/wp-content/uploads/2018/12/VPK-Enrollment-Sign-and-Cert-Form-December-2018a.pdf>
- Video - <https://www.youtube.com/watch?v=qtSeLjF-EMA&feature=youtu.be>
- Provider Portal User Guide – pages 100-105 - <https://4cflorida.org/wp-content/uploads/2018/12/Provider-Portal-User-Guide-120918.pdf>

To get started, you are to submit VPK child attendance for August and September by January 15, 2019 so that staff can verify and make your payment for those months by the end of January. Once August and September have been processed you will submit attendance for October, November, and December by January 31, 2019 for a payment in February. If you can submit sooner, that's ok too. Just remember that it will take our staff time to process and reconcile for all providers and we must do this in date (month) order.

When you open the attendance rosters, you will select month and class. Complete the days attending and absences for each child, then sign to certify and submit. **Please submit in order of the starting month of your classes as this is the order we must process your payments.**

There is also an option for a bulk attendance upload which may be especially helpful to you if you have a large program, though it's available to all providers no matter your program's size. The bulk attendance roster will pre-populate all children in all classes for each of your program sites. If you are a multi-site provider, there's a check box to select all children, all classes, and all sites. Instructions for the bulk attendance upload are in the Provider Portal User Guide on pages 104-105. **It's important if using the bulk upload not to alter any information that pre-populates on the sheet except the "X" and "A" indicating attendance or absence. Even if you are not using a column or row, those must be present as populated for the bulk upload to function correctly.** If using the bulk attendance upload, you will also be required to submit the OEL sign and certify document, confirming the accuracy of your attendance submission.

As you are preparing your VPK attendance, if you need to change a child's enrollment such as adding a termination date, that is done in the child enrollment screen. Instructions for making those changes are on pages 87-98 in the Provider Portal User Guide. A reminder that as reimbursement begins, if you've been over or under paid through the estimated payment process, adjustments to the amounts due will be factored into your payments. You will receive a detailed report of the payment you receive.

We understand that you will have questions along the way and we will do our best to support you with the needed information. However, we do ask that you review the training materials first for answers. If you still need to contact us, you may do so by phone (Orange County 407-532-4113 or Osceola County 321-219-6018) or website at <https://4cflorida.org/contact-us/>.

If calling, please leave only one message and allow up to 10 business days for staff to research your question and be back in touch with answers. Our focus will be on processing the 5-month backlog of attendance and reconciling your reimbursement in the shortest time possible. We expect that this work will take staff through the end of February 2019.

You will begin hearing about School Readiness attendance for participating providers within the next 1-2 months. Until then, we suggest you begin to get your documentation ready if you have not been doing so along the way. Thank you in advance for your cooperation through this process and in the coming months!