



Statewide Provider Portal – SR Attendance Process

Sign into your account



Go to the following Provider Portal link to sign into your account.

<https://providerservices.floridaearlylearning.com>

Before getting started

Make sure the following prerequisites are in the statewide Provider Portal before submitting SR attendance:

- Provider profile for 2018-2019
- SR-20 contract for 2018-2019
- Enrolled SR children

How to submit SR Attendance

1. From the Provider Portal dashboard, go to the **Attendance** menu item.
2. Select **Manage SR Attendance**.
3. On the SR Attendance Roster, select a Service Period and Coalition.
 - a. Start with the oldest service period available with enrollments (i.e. 7/1/2018 to 7/31/2018).
 - b. Note, a service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period.
 - c. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.
 - d. Children that are “Enrolled” or “Pending Parent Acceptance” are included on the SR attendance roster. Children that are “Pending Parent Acceptance” are listed first and have an initial status of “PND”; children that are “Enrolled” do not have an initial status. When “PND” children are listed, a provider message will also appear. Clicking **OK** dismisses the message.
 - e. The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status).
 - f. The summary feature shows the current/saved attendance information for all children in one view.

4. Click on a child's name to view their attendance for the month.
 - a. Days the site is closed are marked with an asterisk "*."
 - b. Days the child is not scheduled to attend are marked with "NS."
 - c. Days the child is scheduled to attend are marked with an "X" for present along with his/her scheduled unit of care.
 - d. Paid holidays where a child is also scheduled to attend are marked with an "H."
 - e. A legend is provided in the bottom left for more code descriptions.
 - f. Note, the "Child's Current Information" displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child's enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the "Child's Current Information" area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

****Contact the coalition when:** paid holidays are missing from the attendance calendar, information on the roster is incorrect (such as child's date of birth, billing group, unit of care, scheduled days, termination date, etc.), enrolled children are missing on the roster, children appear on the roster more than once, or absences get saved multiple times on the same day. These issues should be addressed prior to submitting the roster.

5. To change a present day to absent, click on the "X." A pop-up message appears to collect more information.
 - a. Select an absent reason from the dropdown.
 - b. Include a message to the coalition regarding the absence in the Note area. (*optional for most reasons*)
 - c. Attach a file for supporting documentation by clicking **Choose File**. (*optional*)
 - d. Click **Save** when done and the pop-up message will close.
 - e. The "X" for present will now appear as an "A" for absent.
 - f. Note, consecutive absences must be entered per day (i.e. there isn't a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
 - g. Absences entered by mistake can be changed back to present by clicking on the "A." A message will appear to confirm the change. Clicking **Yes** removes the saved absence information, deletes the document, and changes the "A" for absent to "X" for present.
 - h. If the system saves the absences more than once, please notify the coalition for assistance before submitting the roster.
 - i. While not required, it is recommended to click **Save** (below the calendar) before moving on to another child.
6. Repeat step 5 to record absences for each child.

7. When all child absences are marked for the month, click **Save**, then click the **Submit to Coalition** button.

8. The next page displayed is the **Sign and Certify** page.
 - a. Note, when attendance is submitted after the service period due date, a provider message appears. Clicking **Continue** brings up the **Sign and Certify** page.
9. The **Sign and Certify** page summarizes the information for each child and an electronic signature is required. Read the certification statements.
10. Enter first and last name in the **Full Name** field, check the box for **Certify by electronic signature**, and click **Submit**. To abandon the submission, click **Cancel**.

- Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

The screenshot shows the SR Attendance Roster interface. At the top, there are filters for Program Type (SR), Service Period (9/1/2018 to 9/30/2018), and Coalition (ELC of TALLAHASSEE). A message box indicates the roster was submitted on 10/14/2018. Below this is a table of enrolled children with columns for Child Name, DOB, Age, Billing Group, and Status. All children listed have a status of 'SUB'. To the right is an attendance calendar for September 2018. At the bottom, there are buttons for Save, Save & Exit, Cancel, and Submit to Coalition, along with a legend for Enrolled/Present (X) and Absent (A).

In addition: Enrollment changes, such as changing start dates and entering terminations, can be made in the Enrollment area, not Attendance. These changes should be addressed prior to submitting attendance.