

Reviewing, Submitting, and Tracking EAVs

Overview

This Quick Reference Guide shows Providers how to review, submit, and track Electronic Attendance Verifications (EAV) using the Provider Portal.

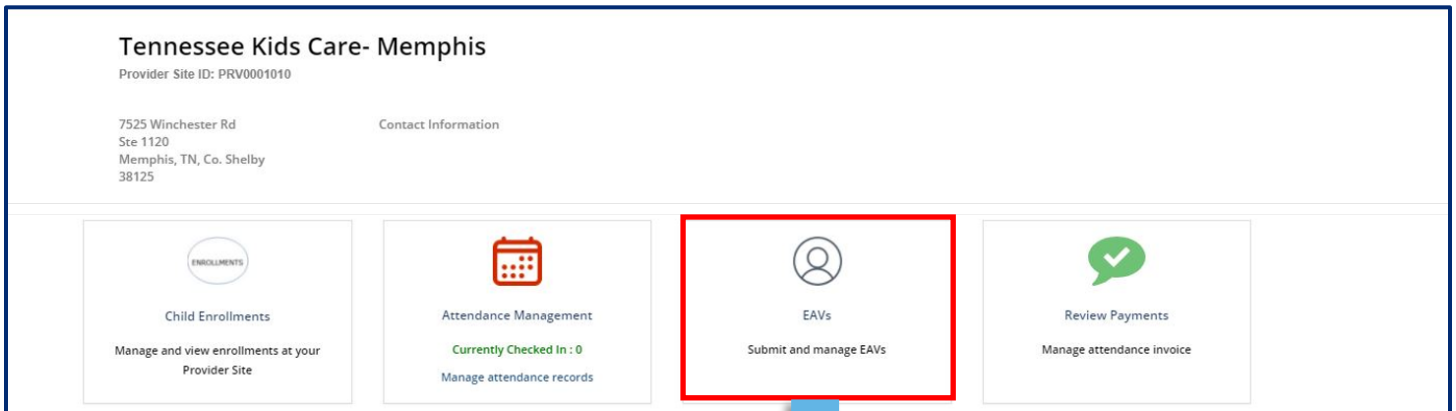
Before reviewing and submitting an EAV, review and, if necessary, edit attendance data. Detailed steps on how to update attendance data are in the “Uploading/Updating Attendance Quick Reference Guide”.

Audience

Child Care Providers participating in the Certificate Program.

Reviewing and Editing EAVs

To access the **EAV Summary** screen from the dashboard click **EAVs**.

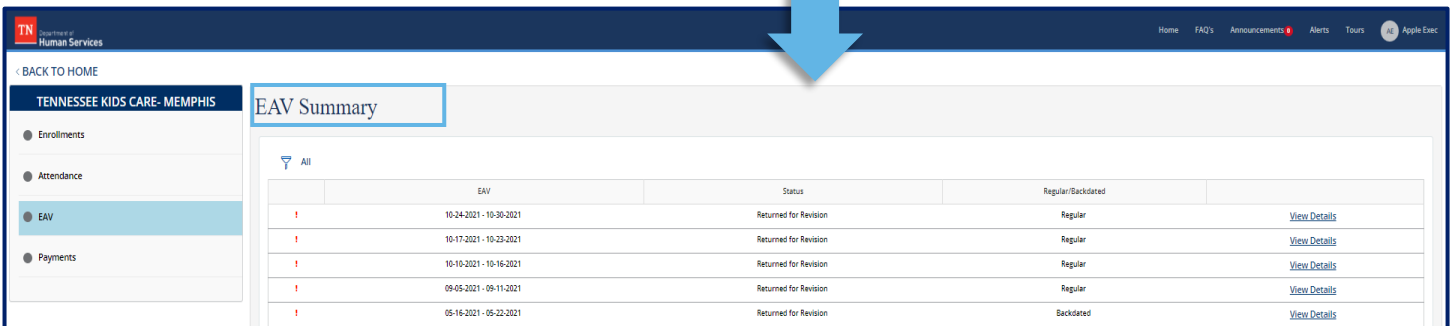


Tennessee Kids Care- Memphis
 Provider Site ID: PRV0001010

7525 Winchester Rd
 Ste 1120
 Memphis, TN, Co. Shelby
 38125

Contact Information

- Child Enrollments: Manage and view enrollments at your Provider Site
- Attendance Management: Currently Checked In : 0, Manage attendance records
- EAVs: Submit and manage EAVs**
- Review Payments: Manage attendance invoice



BACK TO HOME

TENNESSEE KIDS CARE- MEMPHIS

- Enrollments
- Attendance
- EAV**
- Payments

EAV Summary

All

EAV	Status	Regular/Backdated	
10-24-2021 - 10-30-2021	Returned for Revision	Regular	View Details
10-17-2021 - 10-23-2021	Returned for Revision	Regular	View Details
10-10-2021 - 10-16-2021	Returned for Revision	Regular	View Details
09-05-2021 - 09-11-2021	Returned for Revision	Regular	View Details
05-16-2021 - 05-22-2021	Returned for Revision	Backdated	View Details

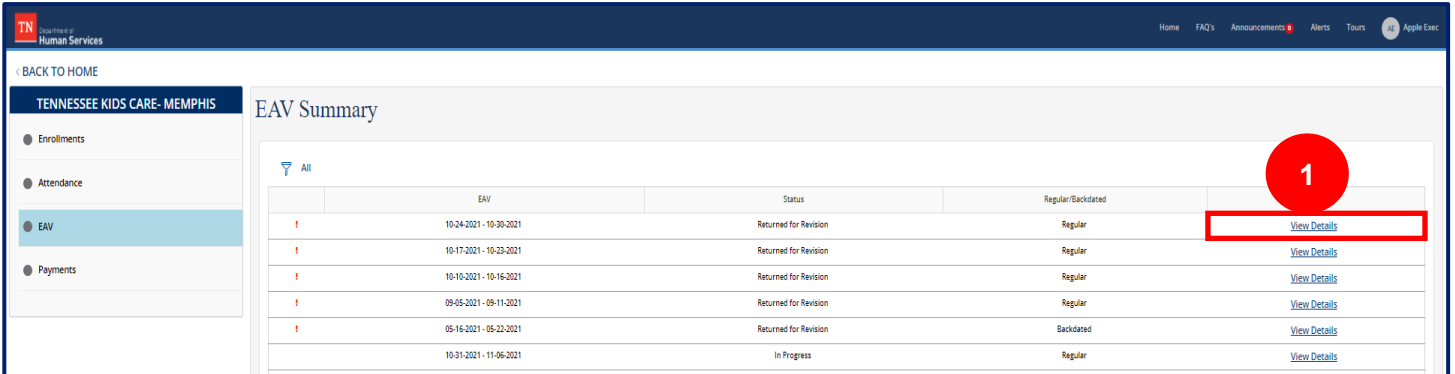
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The **EAV Summary** screen displays key EAV details, including:

- EAV (notes the dates of the EAV)
- Status (whether the EAV is in progress, has been submitted, has been returned for revision, or has been approved).
- Regular/Backdated (backdated denotes that an EAV has been edited after the week of the EAV has passed)

To review and edit the details of an EAV:

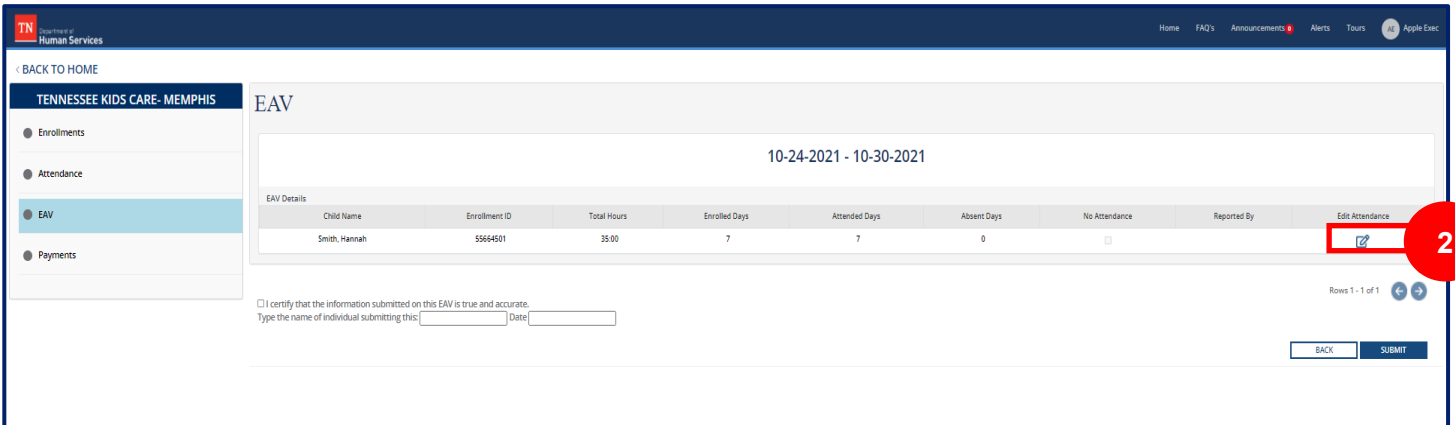
1. Select the **View Details** button in the row of the EAV you wish to review.



The screenshot shows the 'EAV Summary' screen with a table of records. A red circle with the number '1' highlights the 'View Details' button in the first row of the table.

	EAV	Status	Regular/Backdated	
!	10-24-2021 - 10-30-2021	Returned for Revision	Regular	View Details
!	10-17-2021 - 10-23-2021	Returned for Revision	Regular	View Details
!	10-10-2021 - 10-16-2021	Returned for Revision	Regular	View Details
!	09-05-2021 - 09-11-2021	Returned for Revision	Regular	View Details
!	05-16-2021 - 05-22-2021	Returned for Revision	Backdated	View Details
	10-31-2021 - 11-06-2021	In Progress	Regular	View Details

2. Click the **Pencil/Paper Icon** under the **Edit Attendance** column if there are edits that need to be made to the attendance data in the system.



The screenshot shows the 'EAV Details' screen for the period 10-24-2021 - 10-30-2021. A red circle with the number '2' highlights the 'Edit Attendance' button in the table.

Child Name	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
Smith, Hannah	55664501	35.00	7	7	0	<input type="checkbox"/>		

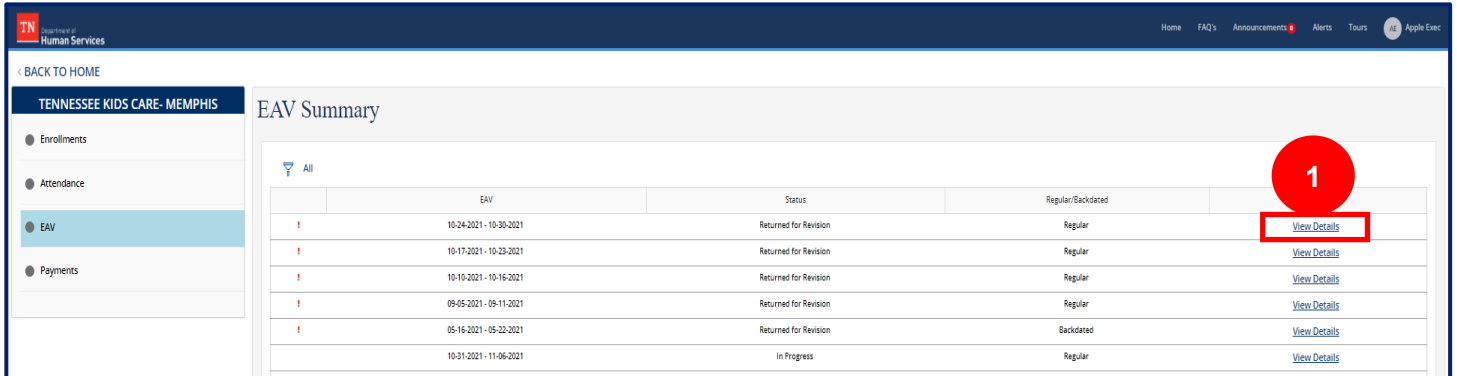
Rows 1 - 1 of 1

I certify that the information submitted on this EAV is true and accurate.
Type the name of individual submitting this: _____ Date: _____

Submitting EAVs

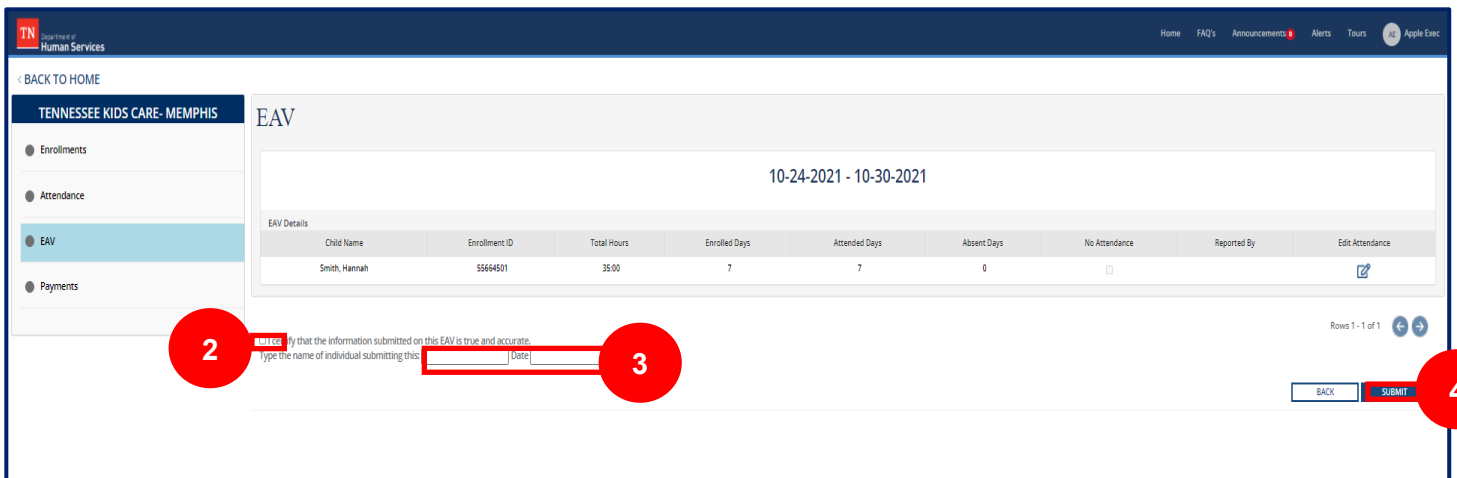
To submit an EAV:

1. Click **View Details** in the row of the EAV you wish to submit.



EAV	Status	Regular/Backdated	
10-24-2021 - 10-30-2021	Returned for Revision	Regular	View Details
10-17-2021 - 10-23-2021	Returned for Revision	Regular	View Details
10-10-2021 - 10-16-2021	Returned for Revision	Regular	View Details
09-05-2021 - 09-11-2021	Returned for Revision	Regular	View Details
05-16-2021 - 05-22-2021	Returned for Revision	Backdated	View Details
10-31-2021 - 11-06-2021	In Progress	Regular	View Details

2. Select the check box to certify the data is accurate.
3. Type your name and the date.
4. Click **Submit**.



I certify that the information submitted on this EAV is true and accurate.

Type the name of individual submitting this: (Date)

BACK **SUBMIT**

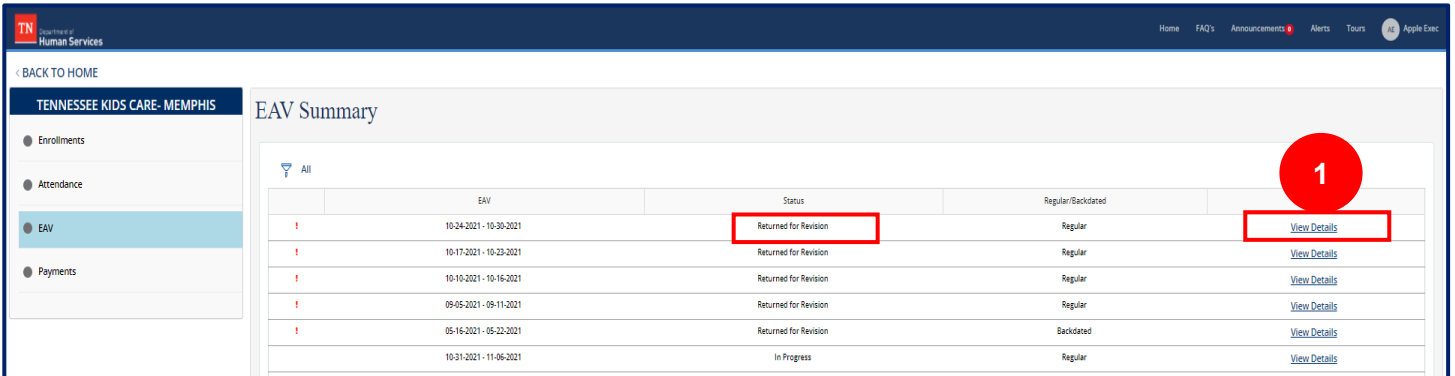
Tracking EAVs

To track an EAV, access the **EAV Summary** screen. On that screen, you will be able to see the status of all EAVs under the **Status** column. An EAV's status can be listed as one of the following:

- In Progress (not yet submitted to TDHS)
- Submitted (signed and submitted to TDHS)
- Returned for Revision (the EAV was submitted and reviewed by TDHS, but a mistake must be resolved before payment can be issued)

If an EAV is listed as **Returned for Revision**, the EAV has not been approved. To correct any issues with the EAV:

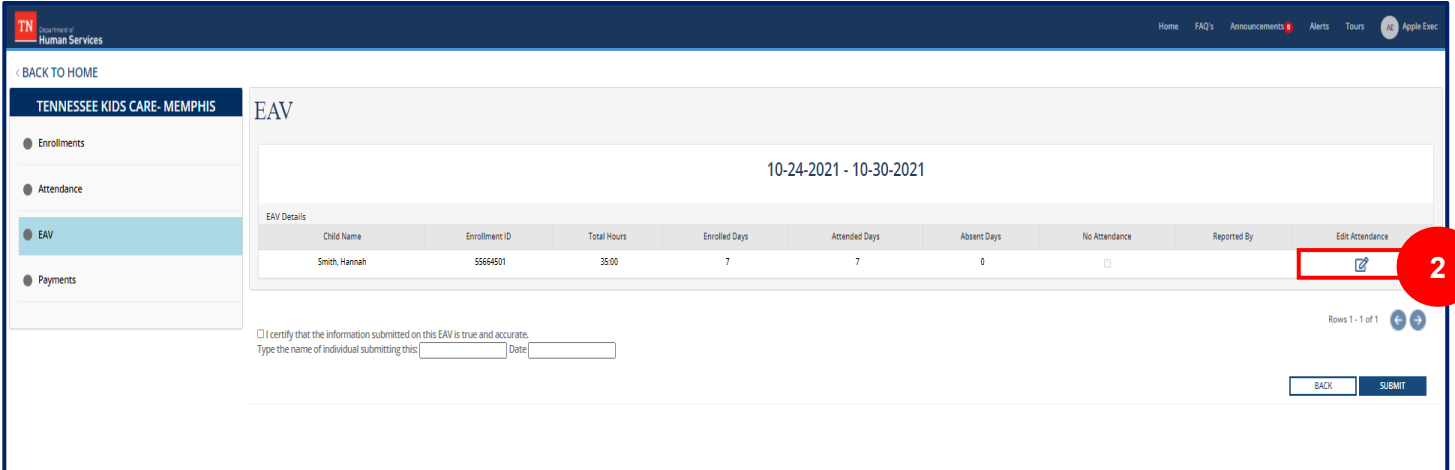
1. Select the **View Details** button for the EAV you wish to review and edit.



The screenshot shows the 'EAV Summary' page. A table lists several EAV records. The first three records have a status of 'Returned for Revision', and the last one is 'In Progress'. A red circle with the number '1' highlights the 'View Details' link for the first 'Returned for Revision' record.

EAV	Status	Regular/Backdated	Action
10-24-2021 - 10-30-2021	Returned for Revision	Regular	View Details
10-17-2021 - 10-23-2021	Returned for Revision	Regular	View Details
10-10-2021 - 10-16-2021	Returned for Revision	Regular	View Details
09-05-2021 - 09-11-2021	Returned for Revision	Regular	View Details
06-16-2021 - 05-22-2021	Returned for Revision	Backdated	View Details
10-31-2021 - 11-06-2021	In Progress	Regular	View Details

2. You will see a list of all records submitted in the EAV. Each row in the table includes the EAV information for a single child. To identify whether a correction is needed for a child, select the **Paper/Pencil Icon**.



The screenshot shows the 'EAV Details' page for the record '10-24-2021 - 10-30-2021'. A table displays details for child 'Smith, Hannah'. A red circle with the number '2' highlights the 'Edit Attendance' button in the 'Edit Attendance' column.

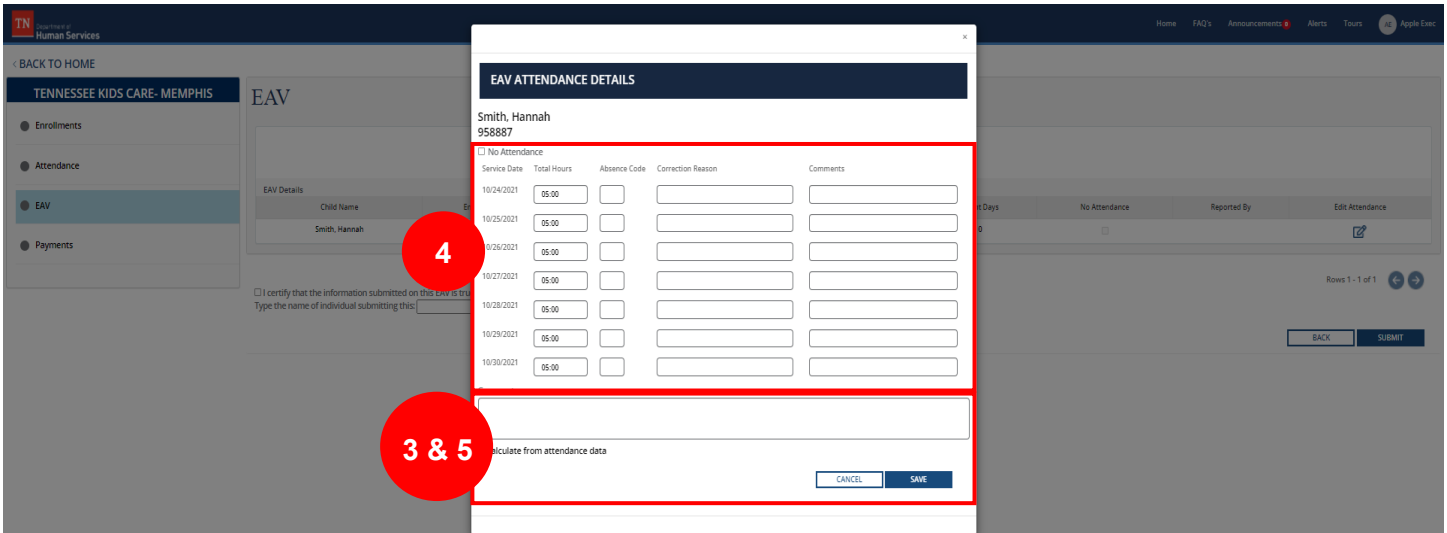
Child Name	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
Smith, Hannah	55664501	3500	7	7	0	<input type="checkbox"/>		

3. Review the **Comments Box** of the EAV record. If the box is blank, this record did not have any issues flagged. If there is a comment within the box, there was an issue with the record. You will see the reason(s) why the EAV was returned for revision within the box.

Note: Be sure to not erase the comment provided in this text box from TDHS. This way you have an record of the reason(s) an EAV was returned for revision.

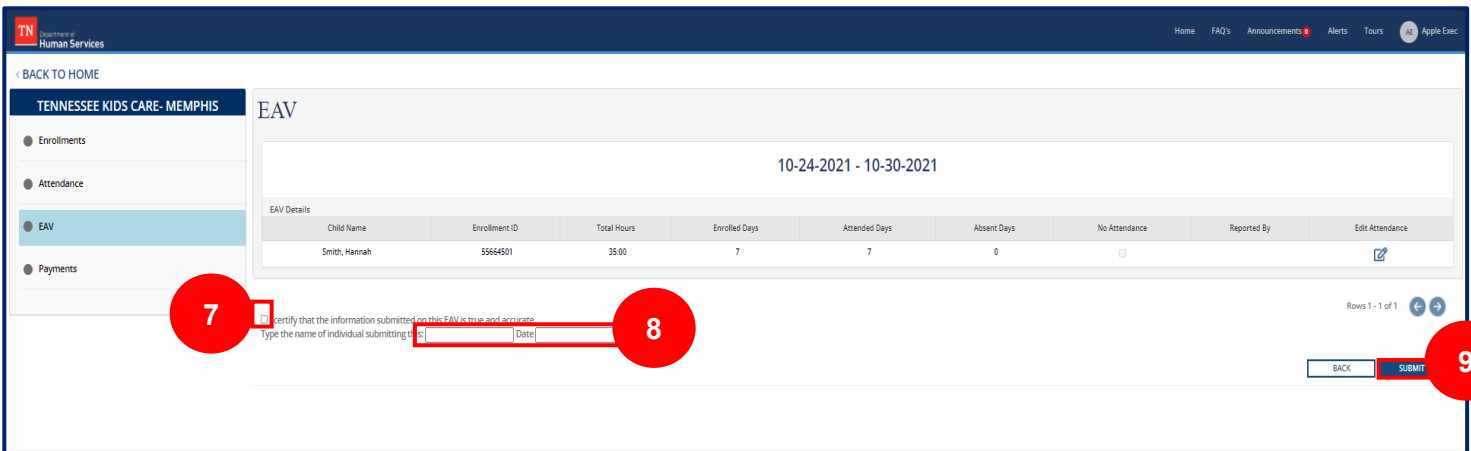
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4. Based upon the reason(s) an EAV was returned for revision, make changes to each child's record. There are two ways to make changes:
 - a. In the **EAV Attendance Details** pop-up window, change the total hours, absence code, or correction reason in their respective fields.
 - b. Or, you can make changes through the Attendance functions of the Provider Portal. To better understand these functions, reference the **"Uploading/Updating Attendance Quick Reference Guide."**
5. Once all updates for a child have been made, describe these changes in the **Comments Box**, under the explanation provided by TDHS for why the EAV was returned. Once done, click **Save**.



Service Date	Total Hours	Absence Code	Correction Reason	Comments
10/24/2021	05:00			
10/25/2021	05:00			
10/26/2021	05:00			
10/27/2021	05:00			
10/28/2021	05:00			
10/29/2021	05:00			
10/30/2021	05:00			

6. Repeat Steps 2, 3, 4, and 5 for each EAV record within your submission. Every record with a comment in the **Comments Box** requires revision.
7. After you have checked each EAV and all changes are made, select the check box to certify the data is accurate.
8. Type your name and the date.
9. Click **Submit**.



Child Name	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
Smith, Hannah	5564501	35:00	7	7	0			