

Uploading and Updating Attendance

Overview

This Quick Reference Guide outlines how Providers will upload and update attendance information within the Provider Portal.

Note: Remember to review policy rules/requirements pertaining to maintaining attendance records on the TDHS website.

Audience

Child Care Providers participating in the Certificate Program and all other Child Care Providers using the Time and Attendance system.

Accessing the Attendance Summary Screen

To access the Attendence Management screen from the dashboard: select Attendance Management.



The Attendance Summary screen displays key attendance records of enrolled children, including a child's:

Quick Reference Guide

- Name
- Age
- Gender
- Check-In Time

Uploading Attendance

To upload attendance:

1. Select the Import Attendance hyperlink.

TN Department of Human Services							Home FAQ	's Announcements <mark>o</mark>	Alerts Tours	AE Apple
< BACK TO HOME										
TENNESSEE KIDS CARE- MEMPHIS	Atte	endance Sur	nmary							
Enrollments	Ţ	All								1
Attendance							Add Att	endance Add Multiple Att	endance Import	Attendance
		Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
EAV	1.	Phillips, Lawrence	11 mos	м	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	ď
		Smith, Sunny	3 yrs	м	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	ď
Payments	1	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	ľ

2. If this is your first time importing attendance, select the **Download Sample Attachment Here** hyperlink. Doing so will download a template you can use to upload data into the Provider Portal. Save this template for future use.

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TENNESSEE KIDS CARE- MEMPHIS	Attendance Sumn		TENDANCE					
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Attendance		* Add Attachr	nent		Add At	tendance Add Multiple Atten	dance Import	Attendance
	Child Name		- UPLOAD		eck-Out Time	Check-Out Method	Schedule	
EAV	Phillips, Lawrence 1				6/2021 01:51 PM	Provider Portal	FT	Ľ
	Smith, Sunny		CANG	EL SUBMIT	6/2021 01:51 PM	Provider Portal	РТ	ď
Payments	Hall, Bonnie 1				6/2021 01:51 PM	Provider Portal	РТ	Ľ
-	Smith, Harry 1				6/2021 06:03 PM	Parent PIN	PT	ľ
	Smith, Sunny	3 yrs M	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	PT	ľ
	Smith, Mike 1	0 mos M	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	FT	ľ



- Check-In Method
- Check-Out Time
- Check-Out Method
- Schedule (Full-Time or Part-Time)

Quick Reference Guide

- TN Department of Human Services
- 3. An Excel file will open. The file contains columns to enter the Enrollment ID, Child's First Name, and other required information. Fill out the required information and save the file.

1	A	В	C	D	E	F	G
1	Enrollment ID	Child First Name	Child Last Name	Check-In Time(MM-DD-YYYY HH:MM)	Check-In Method	Check-Out Time (MM-DD-YYYY HH:MM)	Check-Out Method
2	53578120	Hannah	Smith	8/25/2021 07:55	Provider Portal	8/25/2021 14:55	Provider Portal
3	79502688	Lawrence	Phillips	8/25/2021 08:09	Provider Portal	8/25/2021 15:09	Provider Portal
4	45319932	Julie	Morgan	8/25/2021 08:24	Provider Portal	8/25/2021 15:24	Provider Portal
5	19717042	Teresa	Williams	8/25/2021 08:38	Provider Portal	8/25/2021 15:38	Provider Portal
6	24268675	Anna	Davis	8/25/2021 08:52	Provider Portal	8/25/2021 15:52	Provider Portal
7	52124462	Jack	Adams	8/25/2021 09:07	Provider Portal	8/25/2021 15:07	Provider Portal
8	60995916	Douglas	Mitchell	8/25/2021 09:21	Provider Portal	8/25/2021 15:21	Provider Portal
9	96673880	Marie	Cox	8/25/2021 09:50	Provider Portal	8/25/2021 15:50	Provider Portal
10	34522382	Larry	Perry	8/25/2021 09:52	Provider Portal	8/25/2021 15:52	Provider Portal
11	70287343	Jesse	Coleman	8/25/2021 10:00	Provider Portal	8/25/2021 16:00	Provider Portal
12	65387308	Bonnie	Hall	8/25/2021 10:02	Provider Portal	8/25/2021 16:02	Provider Portal
10							

- 4. Save the file and return to the Provider Portal. Click the **Required Upload** button. Another pop-up will appear to allow you to select the file you wish to upload.
- 5. Select the file and click **Open**.

TN Department of Human Services	ſ	500- Articles	Open	×
< BACK TO HOME			← → · · ↑ 🔤 « Desk > Attendance Rec ∨ ひ	9 Search Attendance Records
TENNESSEE KIDS CARE- MEMPHIS	Attendance Summary	IMPORT ATTENDANCE	Organize New folder Provider Portal Name	III ▼ 🛄 🕜 Date modified
Enrollments	Ş All	Import your excel sheet to upload multiple Attendance records. Use the 'REQUIRED UPLOAD' button to load your excel sheet. Download Sample Attachment <u>Here</u> .	This PC Attendance - 8-25-21.xlsx Desktop	9/15/2021 1:32 PM
Attendance	Child Name	*Add Attachment	 Documents Downloads Music 	
EAV	Sadiq, Rafael 12 Sadiq, Rafael 12 mos		Videos	
Payments	Smith, Hannah 8 mos	CANCEL SUBMIT	File game	All Files (*.*)
	Smith, Mike 7 mos		5	<u>Qpen</u> Cancel

6. Click **Submit** to upload your file.

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TENNESSEE KIDS CARE- MEMPHIS	Attendance Summ		/IPORT ATTE	INDANCE					
Enrollments	🕎 All		REQUIRED UPLO	l sheet to upload multiple Att AD' button to load your excel e Attachment <u>Here.</u>					
Attendance	Child Name		* Add Attachmen			Ad eck-Out Time	d Attendance Add Multiple Att Check-Out Method	endance Import. Schedule	<u>Attendance</u>
EAV	! Phillips, Lawrence	1		_		5/2021 01:51 PM	Provider Portal	FT	ď
	Smith, Sunny	1			CANCEL SUBMIT	6 01:51 PM	Provider Portal	РТ	ď
Payments	I Hall, Bonnie	1				21 01:51 PM	Provider Portal	PT	ľ
	Smith, Harry	1				6/2021 06:03 PM	Parent PIN	PT	ď
	Smith, Sunny	3 yrs	м	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	PT	ľ
	Smith, Mike	10 mos	м	10/26/2021 06:02 PM	Parent QR	10/26/2021 06:03 PM	Parent PIN	FT	ľ



7. If your upload was successful, you will receive a green message showing your upload was successful appear temporarily at the top of the screen.

TN Department of Human Services < BACK TO HOME	oorted Successfully				11 Ng 2 - 19 UNIV			X X	Apple Exec
TENNESSEE KIDS CARE- MEMPHIS	Attendance Sum	mary							
Enrollments	Ş All								
Attendance	Load Filter Save Filter Add S	ort					Clear All RUN		×
EAV	All of these conditions must be met choose field		•		•)[OR AND		
Payments	or New Criteria								
							Add Attendance Add Multiple	Attendance Impo	t Attendance
	Child Name	Age	Gender	Check-In Time 👳	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
	Coleman, Jesse	3 yrs	м	09/20/2021 10:30 AM	Provider Portal	09/20/2021 05:30 PM	Provider Portal	FT	ď
	Hall, Bonnie	7 mos	F	09/20/2021 10:02 AM	Provider Portal	09/20/2021 04:02 PM	Provider Portal	PT	ď

8. If the Excel spreadsheet was not filled out properly, you will temporarily see a message at the top of the screen noting what errors were in your attendance record. You will need to go back into your Excel file and update any issues based on these errors.

TN Department of Human Services		ut Date must be within the Child's Enr				FAQ'- A-	Alasta Deseida	- Ciras Camilan - Haar Administ	i-o - Tours	Apple Exe
< BACK TO HOME	#S.No:5: Check In/Out	Date must be within the Child's Enroll Date must be within the Child's Enroll	ment period.							
TENNESSEE KII MEMPH	#S.No:7: Check In/Out #S.No:8: Check In/Out #S.No:9: Check In/Out	Date must be within the Child's Enroll Date must be within the Child's Enrol	ment period. ment period. ment period.							
Enrollments	#S.No:11: Check In/Out	t Date must be within the Child's Enrol t Date must be within the Child's Enrol	lment period.							
Attendance								Add Attendance Add Multiple	Attendance Impo	rt Attendance
		Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
EAV		Coleman, Jesse	3 yrs	м	09/20/2021 10:30 AM	Provider Portal	09/20/2021 05:30 PM	Provider Portal	FT	ď
		Sadiq, Rafael	12 mos	м	09/17/2021 03:00 PM	Provider Portal	09/17/2021 03:05 PM	Provider Portal	FT	ď
Payments		Sadig, Rafael	12 mos	м	09/17/2021 11:22 AM	Provider Portal	09/17/2021 11:23 AM	Provider Portal	FT	R

9. Once submitted, your imported attendance data will be added to your Attendance Summary.



Adding Attendance Manually

In addition to using the Provider or Customer Mobile Apps or a template to add attendance data into the Provider Portal, you can also manually enter it.

Adding a Single Attendance Record

To add a single attendance record:

1. Go to the Attendance Summary screen and select Add Attendance.

TN Human Services							Home FAQ	s Announcements o	Alerts Tours	AE Apple
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TENNESSEE KIDS CARE- MEMPHIS	Atte	endance Sur	nmary							
Enrollments	7	All					1			
Attendance							Add Att	endance Add Multiple At	tendance Import	Attendance
		Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
EAV	1.1	Phillips, Lawrence	11 mos	м	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	ď
		Smith, Sunny	3 yrs	м	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	ď
Payments	1	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	ď

2. Fill out the table and select the **Save** button to save the attendance data.

TN Human Services				Home EAO's X	Announcements o Al	erts Tours	Apple Exec
K BACK TO HOME TENNESSEE KIDS CARE- MEMPHIS	Attenda	ADD ATTENDANCE					
Enrollments	Ş All	Child Information					
Attendance		* Child Name	1		dance Add Multiple Atten		Attendance
EAV	Cr ! Philli	* Check-In Time	Check-Out Time		Check-Out Method Provider Portal	Schedule FT	Ľ
Deumante	Sn	Check-In Method	Check-Out Method		Provider Portal	PT	ľ
Payments	! В	None v	None	Ψ	Provider Portal	PT	ď
	Sn	Correction Reason	Comments		Parent PIN	PT	ď
	Sr	None 🔻			Parent PIN	PT	Ľ
	Si		autor	SAVE	Parent PIN	FT	ď
	Si		CANCEL	SAVE	Parent PIN	FT	ď
	Sm	th, Sunny 3 yrs M 10/26/2021 12:	25 PM Parent QR 10/26/2	2021 12:27 PM	Parent PIN	PT	ď

Note: Questions with an * are mandatory.



Adding Multiple Attendance Records

To add multiple attendance records:

1. Go to the Attendance Summary screen and select Add Multiple Attendance.

Department of Human Services							Home FAQ	's Announcements <mark>o</mark>) /	Alerts Tours	AE Apple
< BACK TO HOME										
TENNESSEE KIDS CARE- MEMPHIS	Atte	endance Sur	nmary							
Enrollments	Ţ	All						1		
Attendance							Add Att	endance Add Multiple Atte	ndance Import	Attendance
		Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
EAV	1.1	Phillips, Lawrence	11 mos	м	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	ď
		Smith, Sunny	3 yrs	м	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	ď
Payments	1	Hall, Bonnie	10 mos	F	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	ľ

Note: The Add Multiple Attendance feature allows you to add time and attendance data for children who were dropped off or picked up from care at the same time (such as multiple children of a specific family or a school bus with many children). This is not a way to enter attendance data in batches for children checked in or out at different times. To do that, use the Add Attendance or Import Attendance functionalities.

- 2. Click the check box(es) to select the children for whom you would like to add attendance data.
- 3. Click Next.

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TENNESSEE KIDS CARE- MEMPHIS	Attendance Summary	ADD	MULTIPLE AT	TENDAN	CE					
Enrollments			Child Name	Age	Gender	Enrollment Start Date	Enrollment End Date	Schedule		
	All		Giraffe, Genevive	21 mos	F	09/28/2021	01/01/2022	FT		
Attendance	1		Reed, John	33 mos	м	10/05/2021	07/01/2022	FT		
	Child Name		Smith, Hannah	11 mos	F	01/01/2021	05/02/2022	FT	Check-Out Time	Add Attendand Check-Out Method
EAV	Phillips, Lawrence		Phillips, Lawrence	11 mos	м	09/17/2021	07/01/2022	FT	11/16/2021 01:51 PM	Provider Portal
Payments	2		Hall, Bonnie	10 mos	F	09/17/2021	07/01/2022	PT		
			Smith, Sunny	3 yrs	м	08/08/2021	08/09/2027	PT	11/16/2021 01:51 PM	Provider Portal
	! Hall, Bonnie		Perry, Larry	3 yrs	м	09/17/2021	07/01/2022	FT	11/16/2021 01:51 PM	Provider Portal
	Smith, Harry		Cox, Marie	33 mos	F	09/17/2021	07/01/2022	FT	10/26/2021 06:03 PM	Parent PIN
	Smith, Sunny		Smith, Mike	10 mos	м	09/02/2021	12/10/2021	FT	10/26/2021 06:03 PM	Parent PIN
	Smith, Mike		Bear, Barry	29 mos	м	09/28/2021	06/30/2022	FT	10/26/2021 06:03 PM	Parent PIN
	Smith, Mike								10/26/2021 12:27 PM	Parent PIN
	Smith, Harry	1					Rows 1 - 10 of 22 < 1	2 3 >	121 12:27 PM	Parent PIN
	Smith, Sunny						CANCEL	NEXT	3 12:27 PM	Parent PIN
	Smith, Harry	1							03:52 PM	Parent PIN
	Smith, Sunny	L							10/20/2021 03:52 PM	Parent PIN

Quick Reference Guide

- TN Department of Human Services
- 4. Add the **Check-In Time** and **Check-Out Time** for a child and mark if a correction is being made and why (if applicable). You can also add comments on the child's attendance record that day as well.
- 5. Click Save.

TN Department of Human Services		ADD MULTIPLE ATTENDANCE		Home FAQ's Announce	ements <mark>o)</mark> Alerts To	ours 🧗
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TENNESSEE KIDS CARE- MEMPHIS	Attendance Summary	*Chedk-In Time *Chedk-Qut Time				
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EAV	Child Name	+Correction Reason Comments	Check-Out Time	Check-Out Method	Schedule	
Payments	Phillips, Lawrence Smith, Sunny	None V		Provider Portal Provider Portal	FT PT	ľ ľ
	! Hall, Bonnie	I I Persylares 2 June 11 02(17/001	CANCEL SAVE 5	Provider Portal	PT	ľ

Updating Attendance

Once all attendance data is in the system, you can update the data if necessary. To edit a child's attendance:

1. Return to the Attendance Summary screen. Click the Pencil/Paper Icon for that specific child.

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TENNESSEE KIDS CARE- MEMPHIS	Atte	endance Sur	mmary							
Enrollments	Ţ	All								
Attendance							Add At	ttendance Add Multiple Att	endance Import	Attendance
		Child Name	Age	Gender	Check-In Time	Check-In Method	Check-Out Time	Check-Out Method	Schedule	
EAV	1.1	Phillips, Lawrence	11 mos	М	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	FT	d 1
		Carlith Commu	3 yrs	М	11/16/2021 11:51 AM	Provider Portal	11/16/2021 01:51 PM	Provider Portal	PT	
Payments		Smith, Sunny	5 915						PI	ď

2. Edit time and attendance data and click Save.

TN Department of Human Services				×			Fours Apple Exec
< BACK TO HOME		EDIT ATTENDANCE					
TENNESSEE KIDS CARE- MEMPHIS	Attendance Summary	EDIT ATTENDANCE					
Enroliments		Child Name					
Attendance	Y All	Phillips, Lawrence v * Check-In Time	*Check-Out Time		Add Attendance Add	d Multiple Attendance I	mport Attendance
EAV	Child Name	11/16/2021 11:51 AM	11/16/2021 01:51 PM	Check-Out Time	Check-Out Method	Schedule	
	1 Phillips, Lawrence	Provider Portal +	Provider Portal *	11/16/2021 01:51 PM	Provider Portal	FT	ď
Payments	Smith, Sunny	* Correction Reason	Comments	11/16/2021 01:51 PM	Provider Portal	PT	ď
	t Hall, Bonnie	Missed Check-In by Parent/Guardian +	Late	21 01:51 PM	Provider Portal	PT	ď
	Smith, Harry			2 03 PM	Parent PIN	PT	Ľ
	Smith, Sunny		CANCEL SAVE	С коз РМ	Parent PIN	PT	ľ
	Smith, Mike	10 mos M 10/26/2021 06:02 PM	Parent QR	21 06:03 PM	Parent PIN	FT	ď

Note: If a child was originally checked in or out using a Parent QR Code or Pin and the attendance data was later updated via the Provider Portal, the listed Check-In or Check-Out method will change to Provider Portal. The original Check-In or Check-Out method will no longer be visible within the system.