

# Welcome to the Attendance Webinar

November 30, 2018



Early Learning  
Coalition of the  
Big Bend Region

## To Participate in this Webinar:

- 1) Call in to hear the webinar audio. The number is 1-888-670-3525.
- 2) Enter the Participant Passcode of 754 051 8312
- 3) Once you hear the webinar audio, you **must** dial \*6 or put your phone on mute

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# Topics

1. Attendance Update
2. Payment Update
3. Upcoming VPK Payments
4. VPK Questions
5. Upcoming SR Payments
6. SR Questions



# Attendance Update

- Attendance cannot be marked in the new portal at this time. OEL continues to make progress and the attendance feature is currently in the testing phase.
- Once it becomes available, training will be provided as to how to complete your attendance and providers will be responsible for going back and marking their attendance in the new portal for each month starting with July 2018.
- Sign in/out sheets, VPK long forms, and VPK short forms must still be collected.
- SR Providers must also ensure that documentation of absences are collected for each month.



# Payment Update

- Because the new portal is not ready, ELC continues to make estimated payments to providers until the new system becomes available.
- The next SR and VPK estimated payments will be paid on December 17, 2018.

# Upcoming VPK Payments

- No changes have been made to VPK for the upcoming payments.
- By the third business day of the month, ELC is requesting that providers upload sign in/out sheets or VPK long forms for each month to the old ELC Provider Portal.
- These forms will be used to determine the number of VPK children you are serving and the number of VPK instructional days that each child attended.
- Your estimated payment will be calculated as follows:

*The total number of children multiplied by the total number of hours each child attended multiplied by the hourly rate = the amount of monthly estimated payment*

- The 80/20 attendance calculation will not be applied at this time.

# VPK Enrollments

- Providers are required to enter their VPK enrollments into the new portal.
- If these enrollments are not entered timely, it may result in a delayed or a reduced VPK payment.
- Please reach out to the ELC Contracts team for technical assistance if you are uncertain as to how to complete this step.



Any VPK  
Questions?

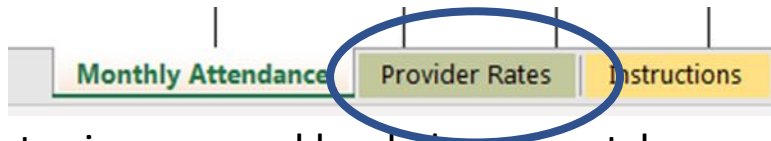


# Upcoming School Readiness Payments

- School Readiness Payments will now be calculated using an Excel Workbook.
- Providers will be required to upload copies of the sign-in sheets and absence documentation to the **old** portal.
- Each provider will receive their own workbook by **Friday, November 30<sup>th</sup>**. The workbook will be available in **the old portal in the Document Library under Uncategorized.**
- This new method will allow ELC to provide payment detail for each child.

# Provider Rates

- Before entering any information in the workbook, providers should verify that their rates are listed correctly on the provider rates tab at the bottom of the workbook.



- If the rates in your workbook do not match your contracted rates (located in your Provider Profile under “Private Pay Rates”, scroll down to “Daily Rates for School Readiness Program”), please reach out to your Finance analyst.
- Rates in the Workbook for Gold Seal Providers include your differential.
- Reminder: Your rates are established in your contract with ELC.

SAMPLE PROVIDER SR Rates

Age	Schedule	Amount:
INF	FT	\$24.20
TOD	FT	\$20.60
2YR	FT	\$19.80
PR3	FT	\$17.00
PR4	FT	\$16.00
PR5	FT	\$16.00
SCH	FT	\$15.40
INF	PT	\$16.25
TOD	PT	\$15.20
2YR	PT	\$14.60
PR3	PT	\$12.00
PR4	PT	\$12.00
PR5	PT	\$12.00
SCH	PT	\$11.40
PR3	FTV	\$11.64
PR4	FTV	\$11.64
PR5	FTV	\$11.64
PR3	PTV	\$7.50
PR4	PTV	\$7.50
PR5	PTV	\$7.50

# Completing the Workbook

## Enrollment/Attendance Certification School Readiness

Return to:  
ELC BIG BEND  
Tallahassee, FL 32303

Name: **SAMPLE PROVIDER**      **A** Absence      **T** TERMINATE      **X** Present      **E** Excuse Absence (3 Excused)      **N** Non-Reimbursement      **H** Holiday      Phone number: (850) 385-0504      Fax: (850) 385-0504

					November																															
					0	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
Child Name	Care level	Parent Fee	Unit of Care	Rate	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Sample Kid 1	2YR	\$ 2.50	FT	\$ 19.80	X	X			X	X	X	X	X			H	X	E	E	E																
Sample Kid 1	2YR	\$ 1.25	PT	\$ 14.60																			A	X	X	X	X			T	T	T	T	T		

- Providers will enter the following information in the workbook:
- Attendance Month (drop down list) and Year
  - Child's Name
  - Child's Care Level (drop down list)
  - Parent Fees
  - Child's Unit of Care (drop down list)
  - Days Attended (X, A, E, N, T, or H)

# Children with Mixed Schedules

## Enrollment/Attendance Certification School Readiness

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ELC BIG BEND  
Tallahassee, FL 32303

Name: **SAMPLE PROVIDER**      **A** Absence      **T** TERMINATE      **X** Present      **E** Excuse Absence (3 Excused)      **N** Non-Reimbursement      **H** Holiday      Phone number: (850) 385-0504      Fax: (850) 385-0504

November

Child Name	Care level	Parent Fee	Unit of Care	Rate	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
					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		
Sample Kid 1	2YR	\$ 2.50	FT	\$ 19.80	X	X			X	X	X	X	X			H	X	E	E	E																	
Sample Kid 1	2YR	\$ 1.25	PT	\$ 14.60																																	

Children that have schedule changes or mixed schedules (such as PT during school days, and FT during non-school days) must be entered on multiple lines of the workbook.

# Submitting the Workbook

- Providers should type their name at the bottom of the workbook to “sign” the workbook.
- ELC is requesting that the workbooks for November be uploaded to the **old** portal by December 5, 2018.
- The file must be uploaded as an Excel workbook file. We cannot accept a printout of the workbook or any other file types.
- The advantage is that you won't have to enter the same children again each month! For new months, you can make any revisions to the file and save it as the next month's workbook. (Just remember to keep a copy of each month's workbook to reference when the time comes to transfer the information to the New Portal.)

# Requested Documents

Document Type	Due to ELC	Upload to Old Portal	Upload to New Portal
November VPK Sign In Sheets OR Long Forms	December 5, 2018	Yes	No
November SR Sign In Sheets	December 5, 2018	Yes	No
November SR Workbooks	December 5, 2018	Yes	No
July, Aug., Sept., Oct. SR Workbooks	January 31, 2019*	Yes	No
July, Aug., Sept., Oct. SR Sign In Sheets	January 31, 2019*	Yes	No

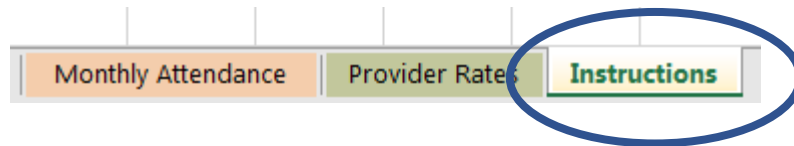
***\*To assist with ELC processing, please upload these as soon as possible.***

# Looking Ahead

- ELC is asking providers to go back and complete the one workbook for each of the months of July, August, September, and October 2018.
- These four workbooks, each month's sign-in sheets, and documentation of absences should be uploaded to the **old** portal by January 31, 2019.
- ***Please note – if ELC Big Bend has overpaid you, you will have until June 30, 2019, to repay the overpayment. We will handle these on a case by case basis.***

# Available Resources

- Instructions are included in the workbook on the Instructions tab at the bottom.



- The Finance team is available to provide technical assistance.
- Providers are welcome to use the ELC Provider resource room computers to complete the workbooks.
- Please contact your ELC Finance Analyst to set up appointments for technical assistance and/or computer use.





Any SR  
Questions?