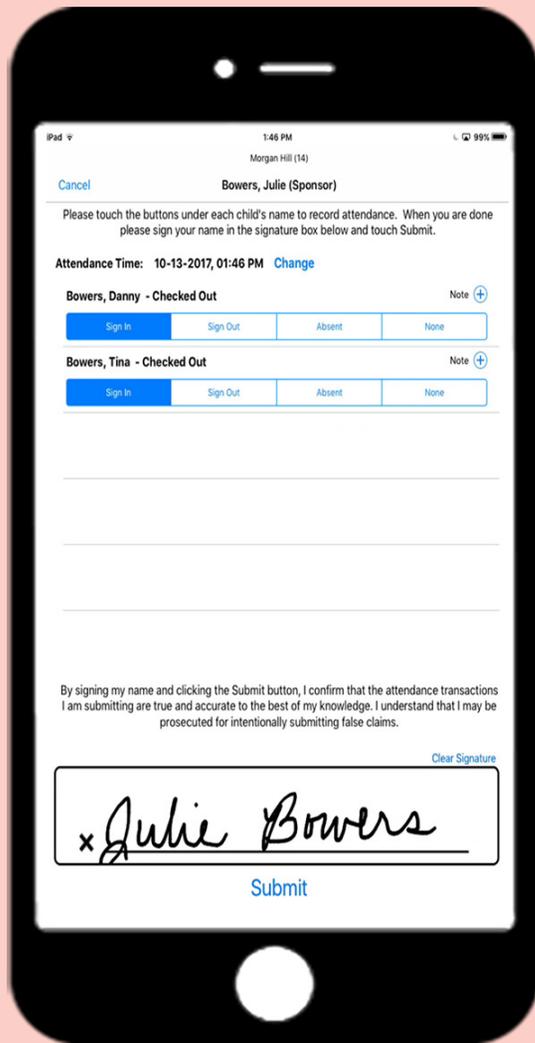


Check children in/out with just a few simple taps!



- ▶ Providers have many options on which kind of device to use - a variety of devices are compatible with the electronic attendance system.
- ▶ Child information is kept confidential.

Stay Connected

- ▶ Learn more about DCYF's attendance system by visiting <http://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/>
- ▶ Find us on Facebook: *Washington-State-Department-of-Children-Youth-and-Families*
- ▶ Look for implementation in your child care facility to occur in spring of 2018
- ▶ **Electronic Attendance General Questions**
 - ▶ Contact DCYF's subsidy team at electronic.attendance@dcyf.wa.gov or 360-725-4430
- ▶ **Technical Support**
 - ▶ Helpdesk number: 1-844-704-6777
 - ▶ Link for additional support: <http://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training>



WASHINGTON STATE
Department of
Children, Youth, and Families

Electronic Attendance System



Creating an Electronic Child Care Attendance System

Making it simple and easy to use while reducing billing inaccuracies

About the Electronic Attendance System

Tracking attendance of children participating in Washington's child care subsidy program is currently done on paper forms. This is a complicated and confusing process for families, child care providers, and the state. It can also result in incorrect payments to providers.

- ▶ Subsidy providers will use either the electronic attendance system provided by the Washington State Department of Children, Youth, and Families (DCYF), or another system of the child care provider's choice that meets DCYF's requirements.
- ▶ Providers using DCYF's system will use either computers or tablets for administrative functions. Provider tablets and parent smart phones can be used at the provider's place of business for child check-in and check-out.
- ▶ The system will track, store, and report on child attendance to support provider billing. Information follows confidentiality requirements.

Attendance System Goals

- ▶ Replace the manual paper attendance system used by most child care providers.
- ▶ Reduce the amount of time that child care providers and state workers spend calculating attendance hours.
- ▶ Implement the new system in a manner that supports child care providers' different comfort levels with technology.



The Electronic Attendance System implementation has three main phases:

- ▶ **Planning and Procurement (Complete)**
Planning of the Electronic Attendance System began in May 2017. This included reviewing various products with child care providers and parents to get a better sense of the options, and surveying providers on their current systems and access to technology. This phase included an evaluation of how easy the systems are to use.
- ▶ **Creating the System (In Progress)**
An Early Adopters phase will allow some child care providers to test out the system in a real-world setting and offer their feedback. This feedback will be used to improve the system before it is deployed state-wide.
- ▶ **Training Providers Across the State**
 - ▶ DCYF understands that a new process and technology can't be simply handed out without any supports.
 - ▶ In phases, DCYF will train providers on the new system. Options for languages other than English will be available.
 - ▶ DCYF will then make the system available to the providers who have been trained.