

Provider Quick Guide for Connecting CCMS for Child Absence Tracking

In the Pay by Enrollment model, there is an option to streamline reporting if you are using one of the state-preferred CCMS systems: Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground. Through a newly implemented API connection, you can choose to automatically share specific attendance data for children using CCDF or On My Way Pre-K vouchers with OECOSL through the CCMS instead of entering it manually into the portal. This guide explains how to set up this connection.

Note: *You may begin automatically sharing attendance with the state's system through a CCMS connection after the first attendance period is submitted (which must be entered in the provider portal). Once the CCMS connection is in place, the provider portal information will become read-only.*

1. If you choose to submit data through a preferred CCMS vendor, first be sure your program's license number is connected to your program. It is likely that this has been done automatically. Please refer to your vendor's help page or resources for more information.
2. Within the provider portal, select the 'Data Entry Setup' tile and fill in the appropriate information.
3. If managing multiple child care sites, select the provider site from the drop down to manage.
4. Select the CCMS vendor you are using.
5. Choose a future date for which your data entry selection to begin. By default, the start date for your selection will always be the start of a service period.
6. Select 'Save' and then return to the main screen by selecting 'Home'.
7. If you change your mind about using the CCMS connection, you can change the selection value back to 'PPP' which will enable you to enter absences manually in the portal.