# Provider Quick Guide for Managing Child Absences

This step-by-step guide explains how to track child absences in the new Pay by Enrollment voucher payment model. In this new model, families no longer need to track their child(ren)'s attendance using swipe cards. Instead, the Office of Early Childhood and Out-of-School Learning (OECOSL) will assume all children are in attendance unless marked absent by the child care provider.

Step 1: Log in to your provider portal account.

**1** Log into I-LEAD. If you are a new provider, you can create an account through Access Indiana.
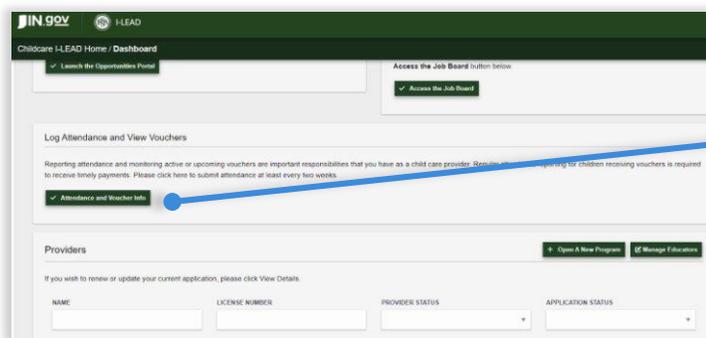
2 To access the portal, select the 'Attendance and Voucher Info' tile within the 'log Attendance and View Vouchers' section of the I-LEAD home screen.
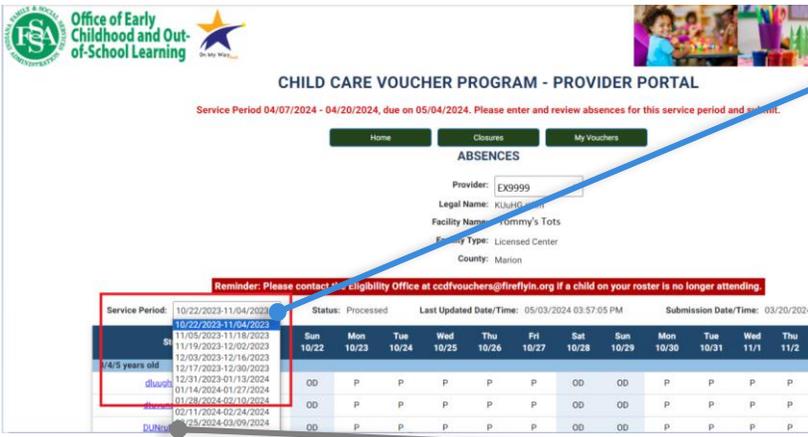
Step 2: Access the child absences view in the portal.

1 You should now be on the provider portal home screen. From here, select the 'Absences' tile.

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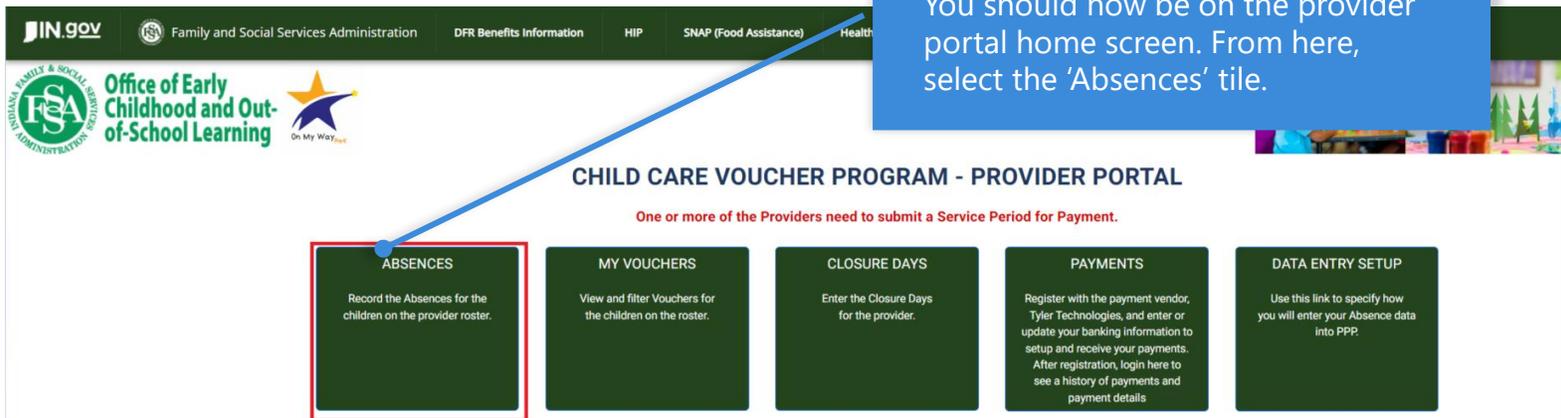
Step 3: Make the necessary absence changes.

1 To make attendance or absence changes to an unsubmitted service period, select a service period in the "Service Period" drop-down box.

TIP: A child's complete list of vouchers can be viewed by selecting their name from this list.

The grid automatically populates with "P" for Present for Monday - Friday and "OD" for Off Day for Saturday and Sunday. This assumes children are present for a full week of care, and the only changes you need to make are when a child is absent or if the default values are not correct- for example if a child only attends Tuesday-Friday, then Monday should be updated to "OD"

3 Each click on a value will change it to the next available value, from "P" (Present) to "AB" (Absent) to "OD" (Off Day) and back to "P". Click through to get to the absence value needed.

2 To change a child's attendance status in the grid, click on the entry for that child on the day you wish to change.

| Service Period: | 06/16/2024-06/29/2024 ⌄ | | Status: Open | | | Last Updated Date/Time: 05/03/2024 02:55:14 PM | | | | | | | Submission Date/Time: | | |

Student Name	Sun 6/16	Mon 6/17	Tue 6/18	Wed 6/19	Thu 6/20	Fri 6/21	Sat 6/22	Sun 6/23	Mon 6/24	Tue 6/25	Wed 6/26	Thu 6/27	Fri 6/28	Sat 6/29
3/4/5 years old														
Ltull, Jusmur (CCDF)	OD	P	AB	AB	P	P	OD	OD	PC	P	P	NP	PC	OD
School Age														
vurrtd, Juvtus-Duntul (CCDF)	OD	P	P	P	AB	P	OD	OD	PC	P	P	NP	PC	OD
vurrtd, urult-Jundt (CCDF)	OD	P	P	P	P	OD	OD	OD	PC	P	P	NP	PC	OD

Attendance Symbols

Print ▾   Save

5 At the bottom of the page you can click the link labeled 'Attendance Symbols' to access a key of the codes and a description of their use.

4 Once changes are made, select the 'Save' button.

Attendance Symbols

PC (Paid Closure) - Providers get 16 paid closure days per calendar year which can be used for provider vacations, sick days, inclement weather days, emergency closures, staff in-service, or holidays. Providers should use all 16 paid closures before entering non-paid closures.

OD (Off Day) - Off days should be used when the provider does not operate or a child is not regularly scheduled to attend on this day (for example, a child only attends Mon-Thurs.) These days are paid and do not count against the child's excessive absence total.

NP (Non-Paid Closure) - Any day your program would normally be open, but no children are in attendance. This would be used for weeks that already have attendance recorded, and you would still be paid.

P (Present) - This is used when a child attended any amount of time during a given date.

AB (Absent) - Absent should be used when a child is regularly scheduled to attend but was not in attendance at all on a given date (pre-planned or not) for a child's vacations, sick days, emergencies etc. Children are allowed up to 40 absence days (or 20 consecutive absences), across all providers, per enrollment year.

Step 4: When ready, submit attendance for the service period.

1 To submit attendance for a service period, select the 'Submit' button. Once submitted, the service period is locked for editing. **Ensure that your entries are correct before selecting the 'Submit' button.**

- Only submitted absences pages will be available for payment via the Tyler Technologies portal. No payments will be initiated that haven't had the service period submitted. You must wait for a service period to end before you will be able to submit attendance or absences for that service period.

- Submissions are due two weeks after the service period ends. If you do not see a submit button on this screen it is likely because either the service period has already been submitted, you elected to submit through a CCMS, or the current date falls within the service period begin and end dates.

- The first missed submission service period will be paid. Additional pay periods will not be paid until unsubmitted service periods are caught up.

Note: If you use a CCMS provider such as Alliance CORE powered by Early Learning Ventures, brightwheel, or Playground and have connected your CCMS to the portal for absence tracking, this screen will be read-only. If you have selected to manually enter absences into the portal, you will be able to change attendance from this screen.

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