

KinderConnect – Provider Registration

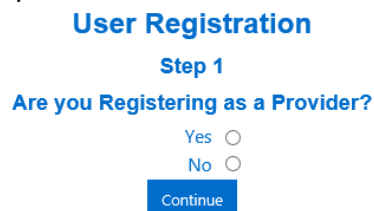
Providers and parents/sponsors must self-register before they can login to KinderConnect. This process can only be done once. The first person from the Provider to create an account is matched to the Provider information loaded into TAP. Once the first person has registered, they will be able to add new operators.

A Open your web browser and enter the web address <https://www.ohiocctap.com/kinderconnect>. Note: You cannot access KinderConnect using Internet Explorer. Please use another browser such as Google Chrome, Firefox or Safari.

Click **Not registered yet?** if you do not have an account.

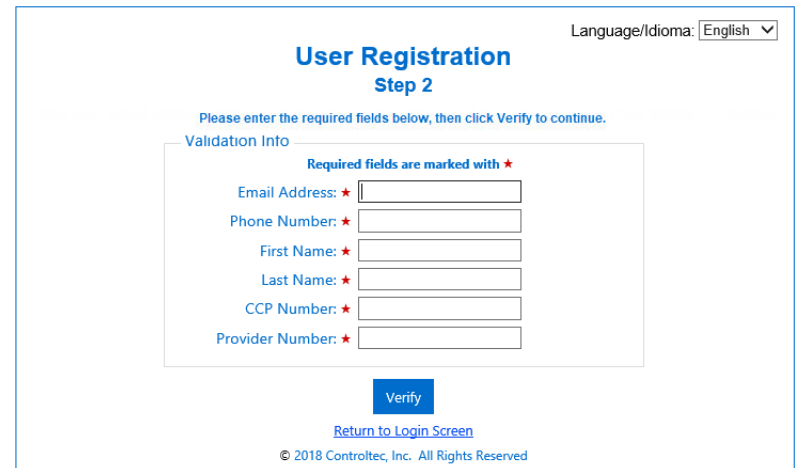


B Click on the appropriate radio button to indicate if you are a **Provider**.



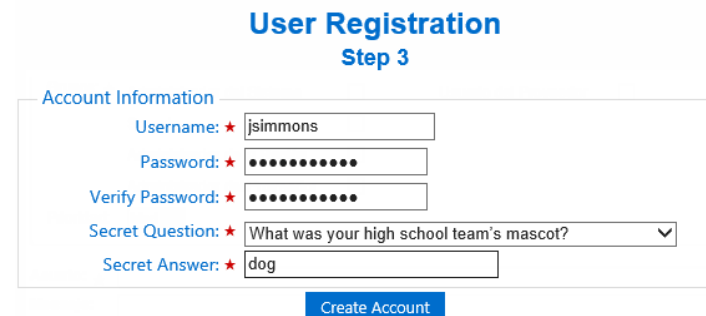
C Enter the information in the required fields.

- The email address and phone number as entered in OCLQS.
- First and last name of the person registering.
- CCP Number is the six-digit Child Care Portal ID number used to log into CCIDS Provider Portal.
- Provider number is the License number.



D After entering the required information, press **Verify**.

E To create your User name and set up security information and password, enter all the required information. Passwords are case sensitive, if capital letters are used while creating the password, they need to be used during login. The image below is an example, follow the instructions on your screen for specific password requirements.



F Press **Create Account**.

G A message will appear indicating that the account was created successfully. It provides you with a link to return to the KinderConnect **Login** page.

KinderConnect – Login

After your account has been created, you will need to logon each time you use the system.

- A** Open your browser to the page <https://www.ohiocctap.com/kinderconnect>
Note: You cannot access KinderConnect using Internet Explorer. Please use another browser such as Google Chrome, Firefox or Safari.
- B** Enter your **User Name** and **Password** created at the time of registration. Passwords are case sensitive. If capital letters were used while creating the password, they need to be used when logging on.



Ohio Child Care Time, Attendance and Payment

[Forgot password?](#)

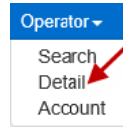
[Not registered yet?](#)

- C** Press **Sign In** to access your account.

KinderConnect – Add New Operator

Operators are all system users able to access the Program’s KinderConnect account. A Program can add more than one Operator. You should always **Search** for the Operator before adding a new one to avoid duplication.

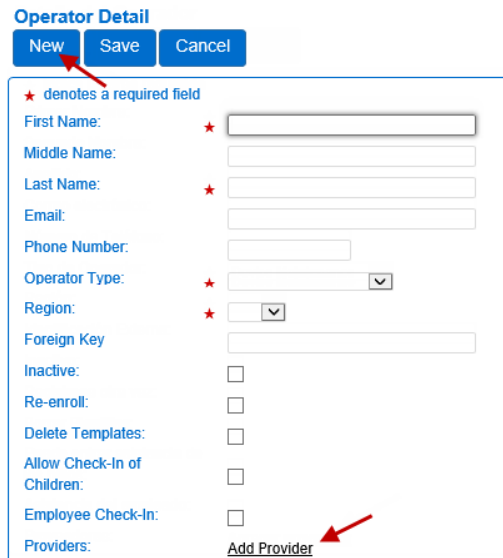
A Click **Detail** under **Operator**.



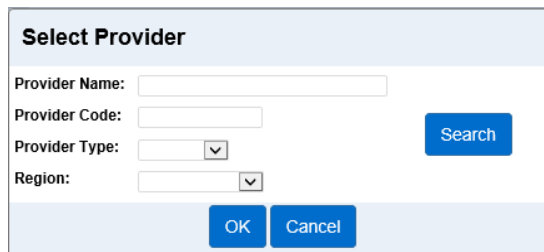
B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider** to add the Program name.

Note: Every Program must have at least one **Operator** with the role **Program System Owner**. Ensure that your Program has at least one **Operator** with this role.

Note: Checking the **Inactive** check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.

A screenshot of the 'Operator Detail' form. At the top are buttons for 'New', 'Save', and 'Cancel'. Below is a list of fields: 'First Name', 'Middle Name', 'Last Name', 'Email', 'Phone Number', 'Operator Type', 'Region', 'Foreign Key', 'Inactive', 'Re-enroll', 'Delete Templates', 'Allow Check-In of Children', 'Employee Check-In', and 'Providers'. Red asterisks (*) indicate required fields for First Name, Last Name, Operator Type, and Region. A red arrow points to the 'Add Provider' link at the bottom right.

C Enter the **Provider** (Program) **Name** and press **Search** to locate.

A screenshot of the 'Select Provider' dialog box. It contains input fields for 'Provider Name', 'Provider Code', 'Provider Type', and 'Region'. A 'Search' button is located to the right of the 'Provider Type' field. At the bottom are 'OK' and 'Cancel' buttons.

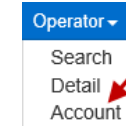
D In the search results, click to select the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

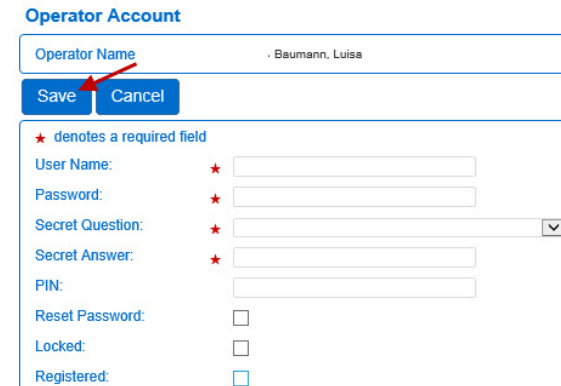
KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login related information.

A Click **Account** under **Operator**.



B Enter the required information of the Operator indicated by a red asterisk (*).

A screenshot of the 'Operator Account' form. At the top is the 'Operator Name' field, which is populated with '. Baumann, Luisa'. Below are 'Save' and 'Cancel' buttons. The form contains several fields: 'User Name', 'Password', 'Secret Question', 'Secret Answer', 'PIN', 'Reset Password', 'Locked', and 'Registered'. Red asterisks (*) indicate required fields for User Name, Password, Secret Question, and Secret Answer.

C Press **Save**. The system displays a message indicating that the record was saved successfully.

KinderConnect - Adding Private Pay Children

Private pay children are children who are not currently authorized to your program to receive publicly funded child care.

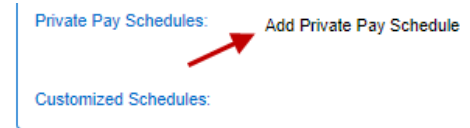
- A** Click **Detail** under Child. Note: A child must be added before the **Caretaker/Sponsor** is added.



- B** Add a private pay child by pressing **New** to create a new record. Enter the required information for the child indicated by a red asterisk (*).

A screenshot of the 'Child Detail' form. At the top, there are three buttons: 'New', 'Save', and 'Cancel'. A red arrow points to the 'New' button. Below the buttons, there is a form with several fields. A legend at the top left states '* denotes a required field'. The fields are: 'Child ID:', 'First Name:', 'Middle Name:', 'Last Name:', 'Date of Birth:', 'Age Group:', 'Phone Number:', 'Child Type:', 'CIN:', 'Subsidized Schedules:', 'Private Pay Schedules:' (with a link 'Add Private Pay Schedule'), and 'Customized Schedules:'. There is also a placeholder for a profile picture on the right side of the form.

- C** Click on **Add Private Pay Schedule**.



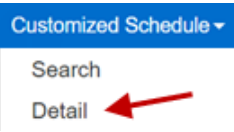
- D** Enter a **Start Date** and **End Date**. We recommend setting the **End Date** out one year. Press **OK** to return to the child **Detail** page.

A screenshot of the 'Child Schedule' form. It has a title 'Child Schedule' and a legend '* denotes a required field'. The form contains: 'Provider:' with a dropdown menu showing 'Happy Thyme's Day Care' and a 'Select >>' link; 'Start Date:' with a text input and a calendar icon; 'End Date:' with a text input and a calendar icon. At the bottom, there are 'OK' and 'Cancel' buttons.

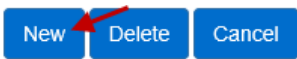
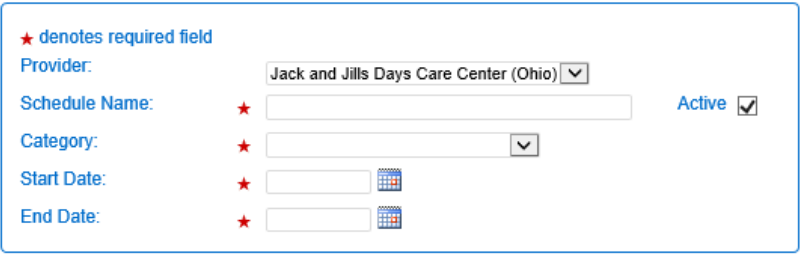
- E** Press **Save**. A message will display indicating the record saved successfully.

KinderConnect – Adding School Customized Schedules


A Open the **Customized Schedule Detail** page.



B Press **New**.

- C** Enter the required information:
- The name of the new **Customized Schedule** in the **Schedule Name** field.
 - The **Active** checkbox must be selected.
 - Press the **Category** drop-down arrow and select the appropriate **School Age** category.
 - Enter the **Start Date** or use the calendar to select.
 - Enter the **End Date** or use the calendar to select.



Start Date:

End Date:

Mon

Start Time: 08:45 AM

End Time: 05:00 PM

D Enter the **Start Time** and the **End Time** for each day of the week.

	Mon <input checked="" type="checkbox"/>	Tue <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thur <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>	Sat <input checked="" type="checkbox"/>	Sun <input checked="" type="checkbox"/>	
Start Time:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Fill M-F"/> <input type="button" value="Fill"/> <input type="button" value="Clear"/>
End Time:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Fill M-F"/> <input type="button" value="Fill"/> <input type="button" value="Clear"/>

E If your schedule has hours that are the same Monday through Friday, enter the hours for Monday, then press the **Fill M-F** button located to the right of the **Customized Schedule** to automatically populate both the **Start Time** and **End Time** in the remaining days. Otherwise, enter the hours for each day Monday through Friday.

If the hours are the same for all days of the week, enter the hours for Monday, then press the **Fill** button located to the right of the **Customized Schedule** to automatically populate both the **Start Time** and **End Time** in the remaining days. Otherwise, enter the hours for each day Monday through Sunday.

If you make a mistake when entering the times, you can use the following options to clear the incorrect times:

- Press the **Clear** button located to the right of the **Customized Schedule** to remove all times entered in the **Start Time** or **End Time** fields and re-enter the times.
- Press the **X** button located on top of each day of the week to remove all times entered for that day.

F Assign or unassign children to a **Customized Schedule**. Refer to the Assigning or Unassigning Children to a Customized Schedule QRC for additional information.

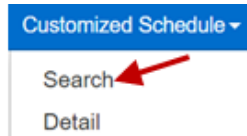
G Press **Save**.



H Enter the reason for adding the **Customized Schedule**, then press **OK**.

KinderConnect – Assigning or Unassigning Children to a Customized Schedule

- A** Use **Customized Schedule Search** to locate the **Customized Schedule** you would like to assign or unassign children to. Refer to the Searching and Exporting Customized Schedules QRC for more information.



- B** Once located, click on the name of the **Customized Schedule** to open.

Customized Schedule Detail

New Delete Save Cancel History

★ denotes required field

Provider: AAA Child Care

Schedule Name: ★ Anthony's First Active

Category: ★ Half-Day School

Start Date: ★ 1/1/2019

End Date: ★ 7/31/2019

Mon Tue Wed Thur Fri Sat Sun

Start Time: 12:00 PM 12:00 PM 12:00 PM 12:00 PM 12:00 PM 06:00 AM Fill M-F Fill Clear

End Time: 04:00 PM 04:00 PM 04:00 PM 04:00 PM 04:00 PM 03:00 PM Fill M-F Fill Clear

Unassigned Children **Filters** Assigned Children

Amos Appleton (02/02/2014)	→	Ben Peterson (01/01/2015)
Abbey Appleton (01/01/2015)	←	Little Hogar (02/02/2015)
Abe Vasquez (02/02/2015)	↔	Francis Bernard (02/02/2016)
Africa Appleton (04/02/2014)	↔	Abel Wilkinson (02/02/2014)
Astrid Appleton (04/02/2014)	↔	Bama Carson (01/01/2015)
Abe Leo (04/04/2014)	↔	

- C** Click the **Filters** button and make your selection to filter unassigned children by one or more age categories. Press **OK**.

Filters

Infant

Toddler

PreSchool

School Age

OK

- D** To assign children to a **Customized Schedule**:

- Click on one child's name in the **Unassigned Children** box and click to move the single child.
- Using your keyboard, press and hold the Control Key and click on multiple children names. Then, click to move all selected children.
- Click to move all Unassigned Children to the **Assigned Children** box.

- E** To unassign children from a **Customized Schedule**:

- Click on one child's name in the **Assigned Children** box and click to move the single child.
- Using your keyboard, press and hold the Control Key and click on multiple children names. Then, click to move all selected children.
- Click to move all Assigned Children to the **Unassigned Children** box.

- F** Press **Save**.



- G** Enter the reason for making changes to the **Customized Schedule**, then press **OK**.

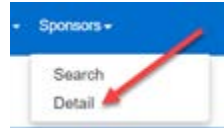
Reason for Update

Add new schedule

OK Cancel

KinderConnect - Adding Caretakers/Sponsors to a Child

A Click **Detail** under Sponsors.



B There might already be information in the Sponsor Detail that you would like to review, otherwise press **New** to create a record. Enter the required information about the new caretaker/sponsor indicated by a red asterisk (*). **Be sure to add a telephone number to a Caretaker/ Sponsor since it will be required to check children in and out of care.**

★ denotes a required field

Sponsor ID: _____

First Name: ★ _____

Middle Name: _____

Last Name: ★ _____

Sponsor Type: ★ _____

Phone Number: _____

Email Address: _____

CIN: _____

Inactive:

Re-enroll:

Delete Templates:

Region: ★ _____

Sponsored Children: ★ Add Children

C Click on **Add Children**.

Region: ★ Ohio ▾

Sponsored Children: ★ Add Children

D Enter the Child's First and Last Name. Press **Search**.

Select Children

First Name: _____

Last Name: _____

Search

E Check the box next to the name of the Child you want to select. Press **OK**.

S	Child Name	Date of Birth
<input type="checkbox"/>	Anderson, Mike	1/1/2014

OK Cancel

Repeat, starting at Step C, as many times as necessary to add more children.

F In the Sponsor Detail page, press the drop-down arrow next to the Child Name to select the relationship between the Caretaker/Sponsor and the child.

Child Name	Relationship to Child	Delete
Aaron, Amy	Parent ▾	Delete
Aartsen, Ben	▾	Delete

Babysitter
Neighbor
Other
Parent
Relative

G Press **Save**.

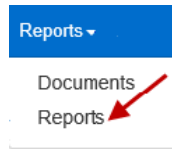


H The system displays a message indicating the record saved successfully.

KinderSign - Initial Registration of Provider's Tablet

You will need to register each tablet one time only. To register the tablet you must complete steps in both KinderConnect and KinderSign. You must be able to log in to KinderConnect on your computer using the URL <https://www.ohiocctap.com/kinderconnect> provided to you in the **Read Me First** document. There are additional Quick Reference Cards (QRCs) if you need more information about KinderConnect.

- A** To use KinderSign on a tablet you must first register with KinderConnect using a computer. Login to KinderConnect using the user name and password created during registration. Click on **Reports** under **Reports**.



- B** Press the drop-down arrow and select **KinderSign Tablet Registration Form** from the menu.

A screenshot of a web application's report selection interface. At the top, there is a 'Report:' label followed by a dropdown menu currently showing 'KinderSign Tablet Registration Form'. Below this, there is a legend: a red star followed by the text '* denotes a required report parameter'. Underneath, there are two rows of information: 'Description' with the text 'Display a KinderSign tablet registration form' and 'Provider' with a red star and a dropdown menu showing 'TAP TEST PROGRAM 201 (Ohio)'. At the bottom right of the form area is a blue 'View' button. A red arrow points to the dropdown arrow of the 'Report:' menu.

- C** Press **View**. A document that contains the Quick Response (QR) code is automatically downloaded to your computer and an icon labeled **KinderSign Tablet...pdf** appears in the lower right corner of the screen. Note that the exact location may be different depending on your browser. Click on the icon to open the PDF document. When the .pdf opens in a new browser, maneuver between the two tabs at the top of your screen.



- D** The PDF document contains a scannable QR code. This PDF can be used from the computer screen or can be printed and used in paper form.



For more information, visit www.ohiocctap.info, email us at supportOH@controltec.com or call us at 1-833-866-1708.

- E** Verify the tablet is connected to wireless internet (WiFi). Using the tablet, open **KinderSign**.
- F** Tap **Scan** on the tablet screen, which switches the tablet to scan mode. You may either...
- Scan the KinderConnect QR code on the computer screen, or
 - Scan the KinderConnect QR code from a printed copy.
- G** To scan, move the QR code into the view of the tablet camera so that the QR code is visible on the tablet screen. As soon as the whole QR code is visible to the tablet camera, the tablet scans the QR code automatically.
- H** Once the scan is successful, the tablet will be registered to the provider and displays the following message: **Device Registered. Your device has been registered and is ready to use.**
- I** Now that you are registered, return to KinderConnect on your computer and click on **Reports** under **Reports** to finalize steps and be able to track attendance. Press the drop-down arrow and select **Provider Mobile Sign In Sheet** to complete setup.

Report: **Provider Mobile Sign In Sheet** ▼

- J** Repeat steps **C** and **G** to connect the families to the Provider/Program. Upon successful completion, the telephone keypad displays and KinderSign is ready for Caretakers/Sponsors to use for checking their children in and out of care.



KinderSign - Checking Children In and Out

- A** Caretakers/Sponsors will use the keypad to enter the 10-digit telephone number. Tap **Next**.



NOTE: If more than one Caretaker/Sponsor shares the same telephone number, KinderSign displays a list of their names. The Caretaker/Sponsor needs to select his/her name from the list in order to continue.

- B** Enter the **PIN** and tap **Verify**. If the Caretaker/Sponsor is signing a child **In** or **Out** for the first time, the system prompts the Caretaker/Sponsor to create his/her own **PIN**. The **PIN** consists of four digits (contact the Support Desk if you forget your **PIN**).



- C** When the Activities screen appears, tap **Attendance**.



- D** The tablet will take a picture of the Caretaker/Sponsor who is signing the children **In** or **Out** of care. Tap **Authenticate** to capture the picture.



- E** When the child list appears, select **Sign In** or **Sign Out** by tapping the corresponding box(es) for one or more children. The system will highlight your selections.



- F** Tap **Submit** to automatically transmit the Attendance to KinderConnect. The tablet needs to be online.
- G** A message will appear confirming the Attendance was saved successfully.

KinderSign returns to the telephone keypad and is ready for the next Caretaker/Sponsor to sign in.

KinderConnect - Correct Incomplete Attendance

If, after clicking **Submit** initially and selecting the desired service week, a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to correct prior to submittal.

Submit	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Taylor, Cameron		1	Incomplete			Attendance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Taylor, Cody	13:45	0	Ready			Attendance

A Click **Correct** to review.

B The example below shows the arrival time but no departure time. Make the necessary corrections and press **Save**.

Attendance Date	Error Description	Attendance								
6/29/2018	Missing Time Out	<table border="1"> <thead> <tr> <th>In:</th> <th>Out:</th> </tr> </thead> <tbody> <tr> <td>09:00 am</td> <td></td> </tr> <tr> <td colspan="2">Absent: <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Sched: 9:00AM-12:00PM 1:00PM-5:00PM</td> </tr> </tbody> </table>	In:	Out:	09:00 am		Absent: <input type="checkbox"/>		Sched: 9:00AM-12:00PM 1:00PM-5:00PM	
In:	Out:									
09:00 am										
Absent: <input type="checkbox"/>										
Sched: 9:00AM-12:00PM 1:00PM-5:00PM										

C The image below shows examples of common errors made while entering attendance which can generate an **Incomplete** status. Yellow boxes indicate missing **In** or **Out** times while the red boxes indicate incorrect

sequence on the times of arrival and departure. You can only enter one **In** or **Out** time for each time pair.

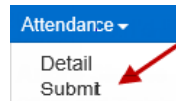
Barker, Betty Date of Birth: 1/1/2009 Case Number: 555555 Total Hours: 14:00 Hours Attended: 14:00 Hours Absent: 00:00	In: 09:30 am Out:	In: Out: 03:35 pm 10:00 pm Missing Time Daily Hours: 0:00 Absent:	In: 12:00 am Out: 02:00 pm 06:00 pm Missing Time Daily Hours: 14:00 Absent:
	Daily Hours: 0:00 Absent:	Absent:	Absent:
	Absent: <input type="checkbox"/> Sched: 3:00PM-4:00PM	Absent: <input type="checkbox"/> Sched: 3:00PM-4:00PM	Absent: <input type="checkbox"/> Sched: 3:00PM-4:00PM
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: A Provider can only enter one **In** or one **Out** per time pair. A Caretaker must approve all time entered by a provider prior to submission of attendance.

KinderConnect - Submit Attendance

Attendance is submitted by child. To submit **Attendance** for payment:

- A** Click **Submit** under Attendance. Note that Attendance can be reviewed prior to submittal by clicking **Detail** under Attendance.



- B** Click **Submit** on the row which corresponds to the service week you would like to submit.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	6/24/2018	6/30/2018	Ohio	2	0	Exceptions
Submit	Recall	Note	6/17/2018	6/23/2018	Ohio	2	0	Exceptions
Submit	Recall	Note	6/10/2018	6/16/2018	Ohio	2	0	Exceptions

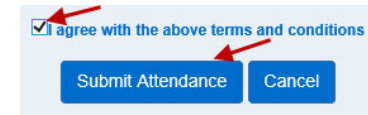
If a child's attendance appears in red, without a **Submit** checkbox and with an **Incomplete** status, the Provider needs to correct prior to submittal (refer to *KinderConnect – Correct Incomplete Attendance* QRC for more details).

- C** Click the **Submit** checkboxes next to the children for whom you would like to submit attendance. You can select all children by clicking the **Submit** checkbox in the title bar (click again to deselect).

<input type="checkbox"/> Submit	Correct	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
<input type="checkbox"/> Submit		Adams, Peter	11:00	0	Ready			Attendance
<input checked="" type="checkbox"/> Submit		Brown, Blair	04:00	0	Ready			Attendance

- D** Press **Save**.

- E** Review the terms and conditions and click on the check box if you agree. Press **Submit Attendance**.



NOTES: If **Attendance** is not submitted by the Saturday at the end of the fourth week after the week of service, KinderConnect will automatically submit all valid time pairs. KinderConnect will generate errors when submitting, among others, incomplete **Attendance** or **Attendance** that corresponds to children of school age that do not have an associated **Customized Schedule**, if during the school year as defined by ODJFS (first Sunday in September through last Saturday in May), preventing **Attendance** submission until the children are associated to a **Customized Schedule**. For additional information refer to *KinderConnect – Add/Delete A Customized Schedule* from a Child Detail QRC.

[KinderConnect – How to Access Additional Training Materials including Webinars and Quick Reference Cards \(QRCs\)](#)

A Open your browser to the page www.ohiocctap.info

Child Care Time, Attendance and Payment Information – TAP

[Home](#) [Programs](#) [Caretakers](#) [Counties](#) [Release Notes](#) [Contact](#) [Equipment](#)

Home



Welcome to the Ohio Child Care Time, Attendance and Payment (TAP) information site!

B Click on the **Programs** tab. Click on the corresponding tab to review any of the Communication or Training material listed below. Note that the list below is just an example. The website will be updated regularly adding more communication and training materials.

Programs

This contains all TAP communication and training material for programs. Please continue to check back as this page will be updated with additional information regularly.

Communication & Training Material:

[Information for New Programs using TAP](#)

[Support Videos](#)

[Quick Reference Cards \(QRCs\)](#)

[Tarjetas de Referencia Rápida \(QRCs, por sus siglas en inglés\)](#)

[Additional Reference Material](#)

[Frequently Asked Questions \(5/8/2019\)](#)

[2019 Step Up To Quality Incentive Payments](#)

C Click on the **Equipment** tab to review agreement to receive equipment and the repair and replacement policy.

Equipment

[Equipment Agreement](#)

[Repair and Replacement Policy](#)

Report damaged, lost or stolen equipment immediately to the TAP Support Center at 833-866-1708 or email supportOH@Controltec.com

For more information, visit www.ohiocctap.info, email us at supportOH@controltec.com or call us at 1-833-866-1708.