

NJ Child Care Assistance Program Attendance Calendar User Guide

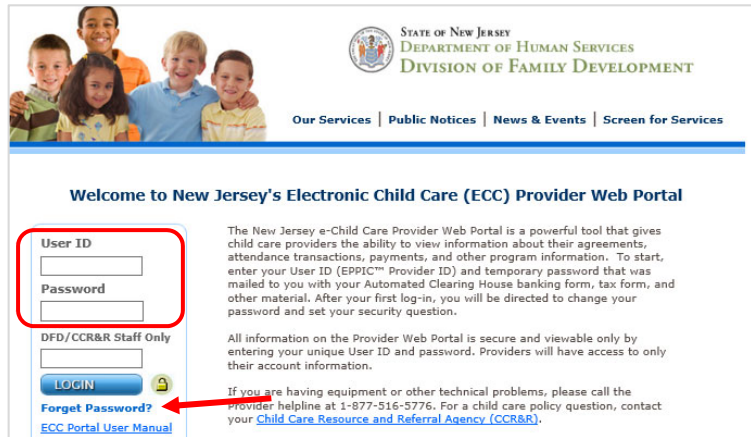
The Department of Human Services (DHS), Division of Family Development (DFD) requires providers to record absences of children participating in the New Jersey Child Care Assistance Program as well as facility closures in the NJ Child Care Assistance Program (CCAP) Attendance Calendar. The NJ CCAP Attendance Calendar is accessed through their existing Electronic Child Care (ECC) Provider Web Portal record.

Step 1: Logging into EPPIC

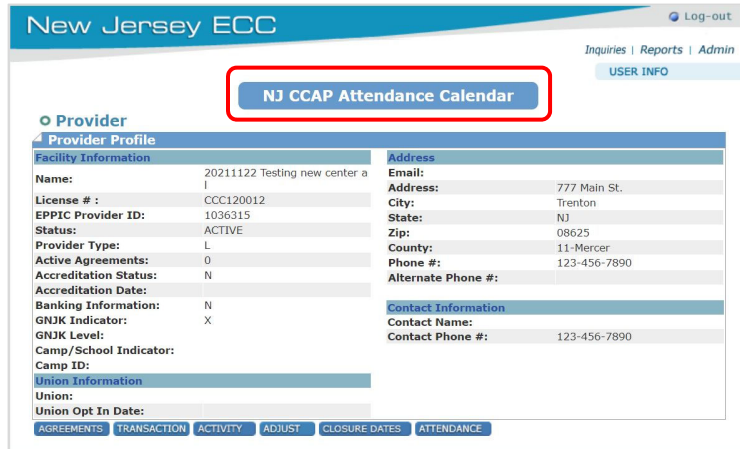
1. Go to www.echildcarenj.org and log in to your account.

If you need help with your User ID or password, use the [“Forgot Password?” button](#) or call the Provider Help Line at 1-877-516-5776.

Do not use Internet Explorer, the NJ CCAP Attendance Calendar will not work.



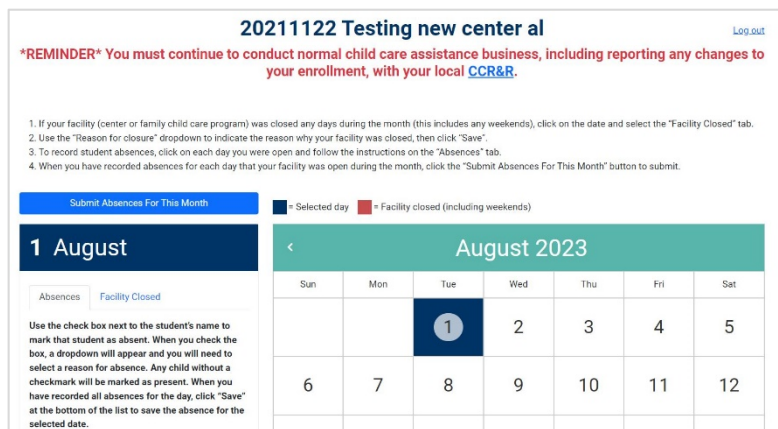
2. Once logged in, click on the “NJ CCAP Attendance Calendar” button at the top of your Provider Profile page.



3. You are now in the NJ CCAP Attendance Calendar.

You will only be able to view the months where child enrollment data has been uploaded.

When completing this calendar, you will always be entering data for the previous month.



Step 2: Recording Facility Closure Days

The first step in recording absences for each month is to mark the days that your facility was closed.

1. Click on the date and select the “**Facility Closed**” tab.

6 August

Absences **Facility Closed**

Use the check box next to the student's name to mark that student as absent. When you check the box, a dropdown will appear and you will need to select a reason for absence. Any child without a checkmark will be marked as present. When you have recorded all absences for the day, click "Save" at the bottom of the list to save the attendance for the selected date.

Sun

6

13

2. Use the “**Reason for Closure**” dropdown to indicate the reason why your facility was closed.

6 August

Absences Facility Closed

Reason for closure

--Select reason--

--Select reason--

Regular closure (weekend)

State/local declared emergency/disaster

Facility/program emergency/disaster closure

COVID-related

In-service/professional development

Temporary closure by OOL/public health

Scheduled closure day (holiday/religious observance)

Closed for other reason not listed above

Sun

6

13

3. Click “**Save**” to save the reason for the closure.

6 August

Absences Facility Closed

Reason for closure

Regular closure (weekend)

Save

Sun

6

4. The date turns red to indicate a closure day was saved.

Click on the next date you need to mark your facility closed and repeat steps 1-3 until you are finished marking closures for the month.

If you need to change the Facility Closure information and have not yet submitted the absences for the month, click cancel and your facility will be marked as open. If you have already submitted the absences for the month, you will not be able to change this information.

6 August Facility Closed

Absences Facility Closed

Cancel

Sun

6

Step 3: Recording Student Absences

The next step in the process is to record the absence of the students in your facility.

1. Click on the date you would like to record an absence for and select the **“Absences”** tab.

You will only need to mark absent students.

6 August

Absences Facility Closed

Use the check box next to the student's name to mark that student as absent. When you check the box, a dropdown will appear and you will need to select a reason for absence. Any child without a checkmark will be marked as present. When you have recorded all absences for the day, click "Save" at the bottom of the list to save the attendance for the selected date.

BLOSSOM, APPLE - 4/1/2021

BLOSSOM, CHERRY - 4/1/2021

2. Choose the student you would like to mark absent by selecting the **check box** next to the student's name.

Take note of the child's birthdate to the right of their name. This will allow you to tell one child from another if there are two or more children with the same name.

BLOSSOM, APPLE - 4/1/2021 Sick

BLOSSOM, CHERRY - 4/1/2021

3. Use the dropdown to select the reason for the student's absence.

Repeat these steps for every student who was absent on this date.

BLOSSOM, APPLE - 4/1/2021 Sick

BLOSSOM, CHERRY - 4/1/2021

BROOKS, MANDY - 7/29/2011

DECCO, ART - 5/5/2013

4. Click the **“Save”** button at the bottom of the student list to save the absence(s) for that date.

Repeat steps 1 – 4 for every date you were open and had an absent student.

VERSAREE, ANNIE - 1/7/2011

WOOD, JSON - 8/5/2019

Notes

Save Cancel

Things to Remember:

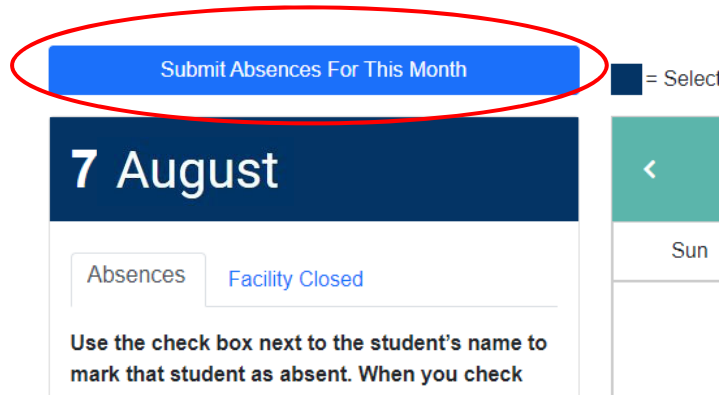
You are recording absences for children receiving funds through the Child Care Assistance Program. Students who do not have a checkmark selected will be counted as present for that date.

Step 4: Submitting Absences for the Month

After you have recorded the facility closed dates and student absences, you need to submit them.

To do this, click on the “**Submit Absences For This Month**” button at the top of the calendar.

Once you submit you cannot make any edits.

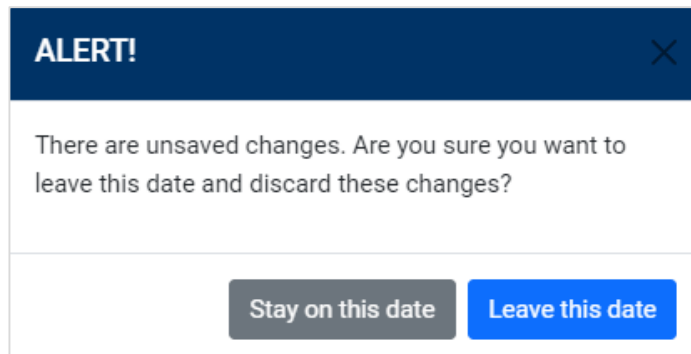


Other Things to Know

The system will alert you if you make changes to student absences or facility closure dates and do not save before trying to navigate to another day.

To go back and save the data you entered, select “Stay on this date”.

To discard your changes and move to the new date, select “Leave this date”.



Reasons for Absence Explanations

Sick: Use this when the family reported a child/family illness or sickness, including COVID-related, child welfare protection or court-related matters. This is considered an excused absence.

Absent: Use this when the child was absent for another reason beyond an excused absence or the reason is unknown. This could include family emergencies, vacations or some other reason. This is considered an unexcused absence.

Not Scheduled: Use this when a child is not scheduled for child care services. For example, if the child is enrolled and attends care fewer than five (5) days per week select this for the days they are not scheduled.

Not Started: Use this when the child is enrolled but has not started attending your child care program (child not officially started).

No Longer Enrolled: Use this when the child is no longer enrolled and not receiving care from your child care program.

Sick with Doctor's Note: Use this when the child was absent for 5 or more days and provided a doctor's note for the absence. This is considered an excused absence.