



ATS REQUIREMENTS: ELECTRONIC DEVICE & EMAIL

WHO: All CCCAP providers

WHAT: New Attendance Tracking System (ATS)

WHEN: April 23, 2018 Implementation

WHERE: Child care facilities

WHY: Eliminate analog phone line requirement

HOW: Valid email address and personal electronic device



ATS TRAINING:

Unlike POS training, ATS training is not mandatory. ATS resources, including a recorded training webinar, reference guides and videos to illustrate key functionality, are available on the Office of Early Childhood's website. Providers may access these resources at the following link:

http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Colorado-Child-Care-Assistance-Program-For-Providers&lang=en

ATS REGISTRATION:

- Providers will:
 - Complete a registration process to generate an ATS "Welcome" email
 - Click on hyperlink in "Welcome" email to register for ATS and create a password
 - Login to ATS from personal computer, laptop, tablet, or smartphone to view children scheduled, checked-in or checked-out
 - Toggle to "Kiosk" mode within ATS to allow clients to check-in and check-out their children

- Clients will:
 - Automatically receive an ATS "Welcome" email
 - Click on hyperlink in "Welcome" email to create a unique 8-digit PIN
 - Login to ATS from provider's device to check-in/check-out children and create Delegates who are approved to check-in/check-out their children
 - Delegates will also receive an ATS "Welcome" email and create PIN to check-in/check-out designated children



ONLINE & OFFLINE MODES:

The primary goal when creating ATS was to ensure it would be accessible to all of our providers, whether they have internet connectivity at their location or not. As such, ATS will be used in two ways: web-based and mobile application. The mobile app will be rolled out at a later date.

- Web-Based
 - Requires constant internet connectivity or smart phone with a data plan
 - Using Google Chrome, may be accessed from any electronic device
 - Records and transmits check-ins/check-outs automatically

EXTERNAL ATTENDANCE SYSTEMS:

ATS is a product of the State of Colorado, will operate independently as the State's attendance tracking system, and is unaffiliated with external companies or software. As some providers do use external attendance systems, we have created an interface (an "API") that will allow those systems to transmit the data necessary to record attendance and generate provider payment. The API technical specifications document has been sent to several external attendance system vendors. Once these vendors make the necessary configuration changes to their system, providers will be able to use their external attendance system to record attendance for both private pay and CCCAP clients.

NEXT STEPS:

- Ensure your correct email address is on file with county if you have not already
- Remind clients to notify caseworker of their correct email address
- Purchase a personal computer, laptop, tablet, or smartphone if you have not already
- Review ATS resources on the Office of Early Childhood website (coloradoofficeofearlychildhood.com - For Providers > Colorado Child Care Assistance Program > ATS Information and Resources)