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# Child Absence Management

## User Guide

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## 1. What is The Purpose

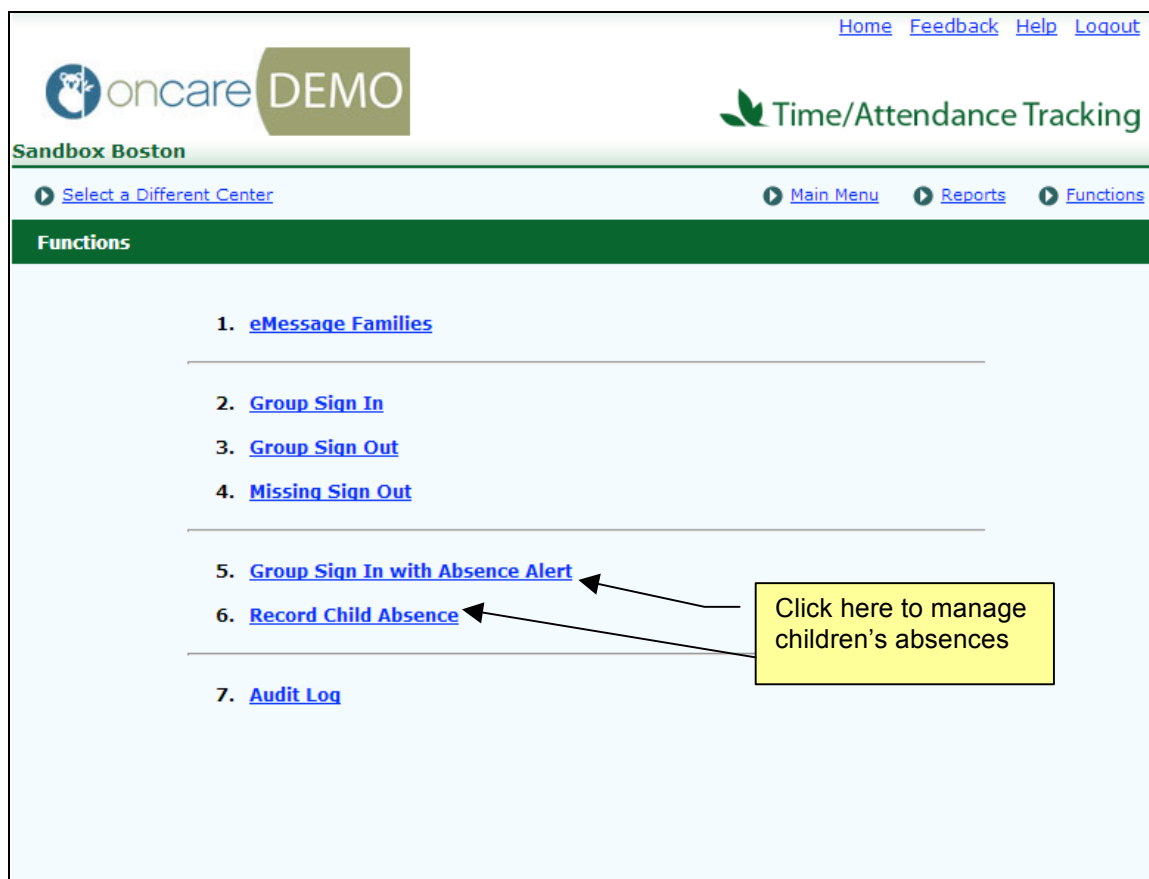
The three primary business purposes for the Child Absence Management function are:

- 1) To record a child absence to report to 3rd party agencies
- 2) To provide alerts to staff during Group Sign-In to avoid missed check-ins
- 3) To allow users to capture known future absences useful for more efficient staff scheduling

## 2. How to Access the Functions

To access the functions, two links are provided under

**Time/Attendance Tracking → Functions**





### 3. Group Sign In with Absence Alert

On the Group Sign In with Absence Alert page, select the children to sign in. After you have filled the Group Sign In selection, you will notice the children grouped into 2 categories:

- Children Schedule to attend
- Children Not Scheduled to attend

This is based on the Child Schedule maintained in the Child Record and listed on the screen.

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>> Group Sign In

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**Children Scheduled to attend today (08/15/2014)**

(1) Select children to sign in

No.	Sel.	First Name	Last Name	Classroom	Schedule	Bus Run Name	Last Sign Out
1	<input type="checkbox"/>	Aidan	Evelly	Green Room	Mon, Tue, Wed, Thu, Fri		
2	<input type="checkbox"/>	Andrew	Trammell	Falcons	Mon, Tue, Wed, Thu, Fri		
3	<input type="checkbox"/>	Bobby	Whitman	Blue Room	Mon, Tue, Wed, Thu, Fri		
4	<input type="checkbox"/>	Breshka	Hughes	Green Room	Mon, Wed, Fri		
5	<input checked="" type="checkbox"/>	Breshka	Swope	Chickadees	Mon, Tue, Wed, Thu, Fri		
6	<input type="checkbox"/>	JAMES	HOLMAN	Falcons	Mon, Tue, Wed, Thu, Fri		
7	<input type="checkbox"/>	Jason	Davis	Blue Room	Mon, Tue, Wed, Thu, Fri	8 AM , 3 PM	
8	<input type="checkbox"/>	Liz	Stith	Chickadees	Mon, Tue, Wed, Thu, Fri		

**Children not scheduled to attend today (08/15/2014)** Classroom: All

(2) Enter the Sign In Time

No.	Sel.	First Name	Last Name	Schedule	Bus Run Name	Last Sign Out
1	<input type="checkbox"/>	Ally	Osborne	Fri	8 AM	
2	<input type="checkbox"/>	Brayden	Viau	G		
3	<input type="checkbox"/>	Jack	Lara		9 AM , 3 PM	
4	<input type="checkbox"/>	James	Ho			

**Group Sign In Time and Notes**



(3) Click Submit

Date	Time	Notes
8/15/2014	09 : 21 pm	

Submit Cancel

After your selection, adjust Time (if needed) and click Submit. You will see an Absence Alert screen as shown below. This screen alerts you to children that are scheduled to attend but were not signed in. The system automatically generates the Sponsor Name, Cell Phone and Home Phone for convenience. Click Yes to record the children absent. Click No if you do not wish to record the absences.

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>> Group Sign In

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The Children you have selected for group sign in have been processed successfully

Alert: The following children are scheduled to attend today but are not included in the group sign in:

No.	First Name	Last Name	Classroom	Schedule	Sponsor Name	Cell Phone	Home Phone
1	Aidan	Exely	Green Room	Mon, Tue, Wed, Thu, Fri	Jennifer Exely	☎ (508) 651-0244	☎ (617) 760-8002
2	Andrew	Trammell	Falcons	Mon, Tue, Wed, Thu, Fri	Shawn Holmer	☎ (931) 639-2194	☎ (931) 735-6460
3	JAMES	HOLMAN	Falcons	Mon, Tue, Wed, Thu, Fri	Chris Holman	☎ (931) 639-2194	☎ (931) 735-6460
4	Liz	Stith	Chickadees	Mon, Tue, Wed, Thu, Fri	Jameson Stith	☎ (774) 233-0477	
5	Max	Kays	Purple Room	Mon, Wed, Thu, Fri			
6	Sally	Osborne	Blue Room	Mon, Tue, Wed, Thu, Fri			
7	Sophie	Davis	Green Room	Mon, Tue, Wed, Thu, Fri	Michael Davis	☎ (508) 650-9888	☎ (617) 877-8862

**You can record these children as absence for today. Would you like to do that now ?**  
Note: If you choose "NO", you can still record the child absence later

Alert = Children schedule to attend but you did not sign in.

Can use the the info here to contact parents right away

You have the OPTION to record the child as absence at this time or later

If you select "Yes", you will be presented with the list of children where you can record absence by checking the check box . Reason code and note are optional.

Date: 08/15/2014 Classroom: All

You have the option to add a reason code and notes for each child's

Check child here to mark absence.

Optional - Add an absence reason code and/or note

No.	Sel.	First Name	Last Name	Reason Code	Notes (Max. 36 Chars)	Sponsor Name	Cell Phone	Home Phone
1	<input type="checkbox"/>	Aidan	Exely	Select Here ▼		Jennifer Exely		
2	<input type="checkbox"/>	Andrew	Trammell	Select Here ▼		Shawn Holmer		
3	<input type="checkbox"/>	JAMES	HOLMAN	Select Here ▼		Chris Holman		

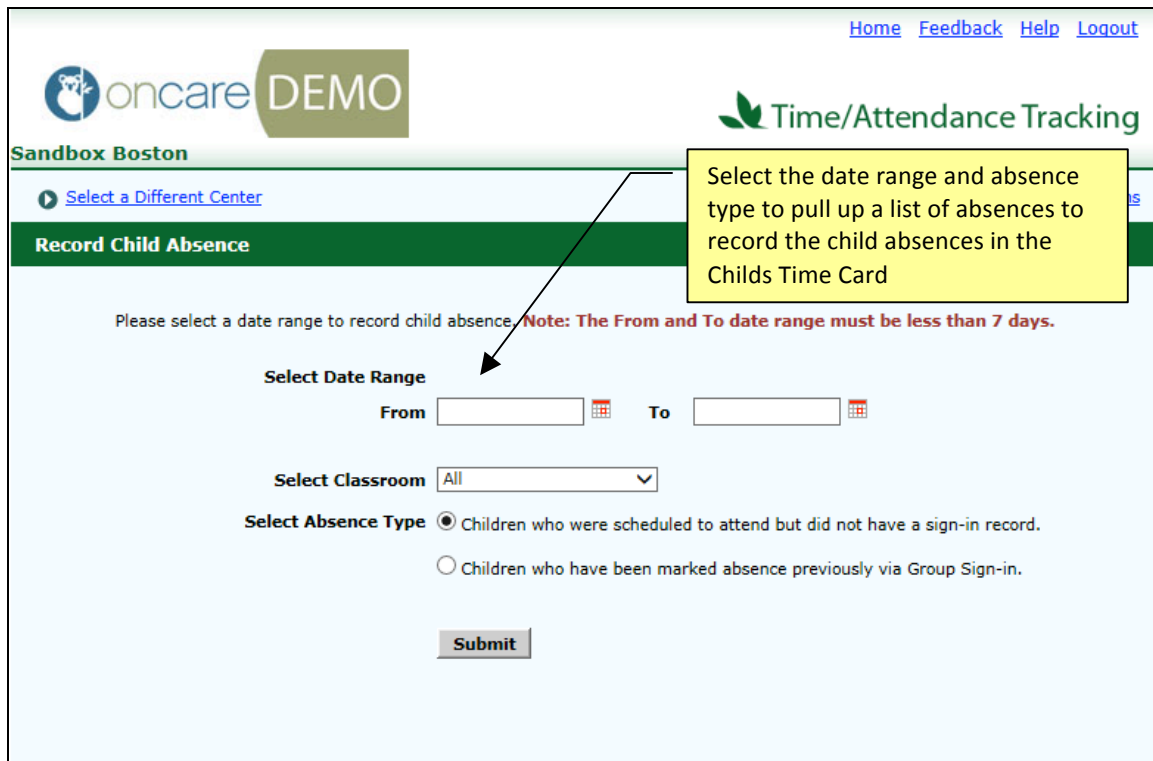
## 4. Record Child Absence

Click on Record Child Absence link from the Time/Attendance Tracking -> Functions page




The screenshot shows a green header bar with the word "Functions" in white. Below it is a list of six links: 1. [eMessage Families](#), 2. [Group Sign In](#), 3. [Group Sign Out](#), 4. [Missing Sign Out](#), 5. [Group Sign In with Absence Alert](#), and 6. [Record Child Absence](#). A yellow callout box with the text "Select this" has an arrow pointing to the "Record Child Absence" link.

The Record Child Absence function allows you to record child absences **after the fact**.




The screenshot shows the "Record Child Absence" form. At the top, there is a header with the "oncare DEMO" logo, "Sandbox Boston", and links for "Home", "Feedback", "Help", and "Logout". The page title is "Time/Attendance Tracking". Below the header, there is a green bar with the text "Record Child Absence". A yellow callout box with the text "Select the date range and absence type to pull up a list of absences to record the child absences in the Childs Time Card" has an arrow pointing to the "Select Date Range" section. The form contains the following fields: "Please select a date range to record child absence. Note: The From and To date range must be less than 7 days." (in red), "Select Date Range" with "From" and "To" date pickers, "Select Classroom" with a dropdown menu set to "All", "Select Absence Type" with two radio buttons: "Children who were scheduled to attend but did not have a sign-in record." (selected) and "Children who have been marked absence previously via Group Sign-in.", and a "Submit" button.

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>> Record Child Absence

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Check child here to mark absence.

Optional - Add an absence reason code and/or note

**Date:** 08/15/2014 - 08/16/2014      **Classroom:** All

Children who were scheduled to attend but did not have a sign-in record:

No.	Sel.	First Name	Last Name	Date	Day	Reason Code	Notes (Max. 36 Chars)	Sponsor Name	Cell Phone	Home Phone
1	<input type="checkbox"/>	Max	Kays	08/15/2014	Fri	Select Here ▼		Michele Kays	📞 (508) 545-5628	
2	<input type="checkbox"/>	Sophie	Davis	08/15/2014	Fri	Select Here ▼		Michael Davis	📞 (508) 650-9888	📞 (617) 877-8862
3	<input type="checkbox"/>	Tommy	Davis	08/15/2014	Fri	Select Here ▼		Michael Davis	📞 (508) 650-9888	📞 (617) 877-8862
4	<input type="checkbox"/>	Aidan	Exely	08/15/2014	Fri	Select Here ▼		Jennifer Exely	📞 (508) 651-0244	📞 (617) 760-8002
5	<input type="checkbox"/>	Sally	Osborne	08/15/2014	Fri	Select Here ▼		Jordan Osborne	📞 (617) 784-8393	📞 (617) 889-5656
6	<input type="checkbox"/>	Liz	Stith	08/15/2014	Fri	Select Here ▼		Jameson Stith	📞 (774) 233-0477	
7	<input type="checkbox"/>	Teresa	Whittman	08/15/2014	Fri	Select Here ▼		Carl Whitman	📞 (508) 315-3108	📞 (781) 893-0053
8	<input type="checkbox"/>	Andrew	Trammell	08/15/2014	Fri	Select Here ▼		Shawn Holmer	📞 (931) 639-2194	📞 (931) 735-6460
9	<input type="checkbox"/>	JAMES	HOLMAN	08/15/2014	Fri	Select Here ▼		Chris Holman	📞 (931) 639-2194	📞 (931) 735-6460

Next

After marking the absence, click Next for a summary page. If all the information is correct, click Submit.


## 5. Child – Not Coming


OnCare provides the function to capture any known/planned absences to assist with staff scheduling. By recording future absences, you can adjust your staff scheduling accordingly and save labor cost. Many providers have incentives for parents to notify the center in advance because the information is useful in center management.

There are 2 places where you can record a child Not Coming :

**1) Child Time Card listing page from the Time/Attendance Tracking module.**

[Home](#)
[Feedback](#)
[Help](#)
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**>> Child Search Results**

You can view the child time card or record a child not coming (future absence). Recording future absences will help with staff scheduling.

Child Status: Active ▼

No.	Family Acct Key	Parent Name	Child Last Name	Child First Name	Child Status	Action
1	Brain	Brain Lara	Lara	Jack	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
2	DAVIS	Michael Davis	Davis	Sophie	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
3	DAVIS	Michael Davis	Davis	Jason	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
4	DAVIS	Michael Davis	Davis	Tommy	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
5	DEAVERS	Jon Deavers	Smith	Raymond	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>

## 2) Individual Child Time Card Page

**>> Child Time Card Details**

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Search by Child First Name:  Go ?

Child Name: Jack Lara  
 Child Status: Active  
 Family Account Key: Brain  
 Classroom Name: Unassigned

Select Dates: Current Week ▼  
 From: 08/11/2014 📅 To: 08/17/2014 📅  
Submit

[Print Child Time Card](#)
[Record Not Coming](#)

No.	Day	Date	Time In	Time Out	Hrs	Total Hrs/Day	Action
1	Mon	08/11/2014	10:10 am	11:25 am	1.25	1.25	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Total Hrs</b>						<b>1.25</b>	

After clicking “Not Coming,” you will see the following screen. Future absences can be recorded here as well.

Previously recorded future absences:

No.	From Date	To Date	Absence Code	Notes	Action
1	08/27/2014	08/28/2014	Medical		<a href="#">Edit</a>

Record Future Child Absence:

From Date  📅

To Date  📅

Reason Code: Select One ▼

Notes (Max. 36 Chars):

Add Cancel

Must enter future dates

## 6. Absence Code Management

Users with permission can configure Child Absence Reason Codes Setup.

**System Administration → Administrative Functions → Child Absence Reason Codes Setup**



**Others**

- [Module Configuration](#)
- [Parent Portal Url](#)
- [Child Absence Reason Codes Setup](#)

Select this

You can add a new reason code, deactivate existing codes and rearrange the display order.

[Home](#) [Feedback](#) [Help](#) [Logout](#)

>> Add/Edit Child Reason Code for Absence

[Add New](#)

No	Reason Codes	Status	Display Order	Action
1	Bereavement	Active ▼	▲ ▼	<a href="#">Edit</a>
2	Medical	Active ▼	▲ ▼	<a href="#">Edit</a>
3	Personal Holiday	Active ▼	▲ ▼	<a href="#">Edit</a>
4	Sick	Active ▼	▲ ▼	<a href="#">Edit</a>
5	Vacation	Active ▼	▲ ▼	<a href="#">Edit</a>
6	Other	Active ▼	▲ ▼	<a href="#">Edit</a>

Save



## 7. Report – Child Time Card with Absences

Useful for reporting to 3<sup>rd</sup> party agencies, a Child Time Card with Absences report can be generated.

**Time / Attendance Tracking --> Reports --> 7. Child Time Card with Absences Report.**

### Attendance

1. [Children Currently Checked In](#)
2. [Children Sign In Report by Time and Date Range](#)
3. [Sign Out \(Late Pick-up\) Report](#)
4. [Failure to SignOut](#)
5. [Center Attendance Summary](#)
6. [Billing By Attendance](#)
7. [Child Time Card with Absences Report](#)
8. [Child Time Card Report](#)

Click here

The report will show the absence information you record for the child:

Child Time Card with Absences

Family Acct Key : EXELY

Child Name : Aidan Exely

Classroom Name : Falcons

Agency Name :

Date From : 08/11/2014 To 08/15/2014

No.	Date	Day	Time In	Time Out		
1	08/11/2014	Mon	07:22 am	05:12 pm		
2	08/12/2014	Tue	08:10 am	05:15 pm	9.08	9.08
3	08/13/2014	Wed	08:15 am	05:13 pm	8.97	8.97
4	08/14/2014	Thu	Absence	Sick (Flu)		
5	08/15/2014	Fri	07:55 am	04:55 pm	9.00	9
					Total Hrs	36.88

Absence information on the child time card

Absence information on the child time card