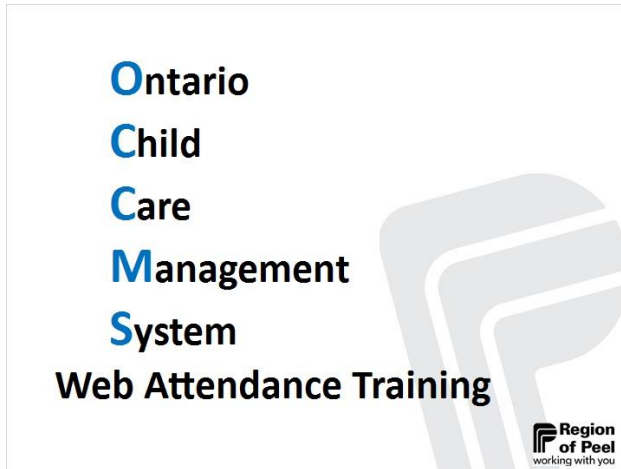


# OCCMS Web Attendance Training

## 1. OCCMS Web Attendance

### 1.1 Welcome



#### Notes:

Welcome to the Ontario Child Care Management System Web Attendance training. This e-Learning will take you approximately 30 to 40 minutes to complete. You will be required to complete a short quiz at the end of this presentation. For a printable version of this e-learning along with other resources, please access the links on the previous web page or click on the Resource tab.

As you move through this e-learning you can click "Next" to advance slides or "Previous" to return to any previously viewed slides. Notes are also available with each slide.

Click "next" to continue.

## 1.2 Resources



### Notes:

We will now review the E-Learning Screen to locate the Menu, Notes and Resources.

If you are working from a desktop or laptop computer the tabs with menu and notes are located here and the resources are located here.

On a cell phone or tablet you would click the three lines here and then click on notes, menu or resources.

You can hover over the flashing markers on any page for additional information on each item.

Go ahead now and access resources from either the computer screen, the cell phone or the tablet.

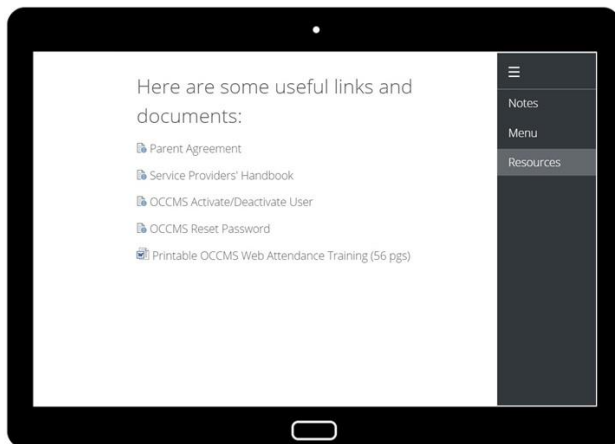
**Menu layer:** Great job! You will notice that the computer screen lists all resources available once you click on the Resources link and the cell phone and tablet open a menu that you would choose resources from the list. Click on Resources.

**Resources layer:** Good for you! You will now see all of the resources available. You can access these Resources at anytime during this e-learning.

## Menu pop up Layer (Slide Layer)



## Resources Layer (Slide Layer)



## 1.3 Objectives

### Objectives

- ✓ Identify the Web Attendance support team
- ✓ Understand monthly reporting requirements
- ✓ Recognize the appropriate attendance codes

#### Notes:

By the end of this training, you will be able to identify your Web Attendance Support Team; understand your monthly reporting requirements; and recognize the appropriate attendance codes.

## 1.4 OCCMS Web Attendance

### OCCMS Web Attendance

The Ontario Child Care Management System (OCCMS) Web Attendance is used to track the attendance of children who are in receipt of child care fee subsidy



#### Notes:

OCCMS is used to track the attendance of children who are in receipt of child care fee subsidy. This is a provincial system and is used throughout Ontario. The attendance reported on OCCMS will be stored for 7 years in the system.

## **1.5 Web Attendance Support Team**

### **Web Attendance Support Team**

#### **Early Years Specialists (EYS)**

Reviews original attendance records and compares with OCCMS Web Attendance submission; including answering questions regarding Web Attendance.

#### **Children's Services Workers (CSW)**

Approves eligibility for child care fee subsidy, completes centre placement, creates schedules and approves program related changes, supports and coaches families in receipt of fee subsidy.

#### **Contracts Coordinators (CC)**

Reviews and verifies attendances and processes payment requests.

#### **Notes:**

Your Web Attendance Support Team is comprised of an Early Years Specialist, Children's Services Workers and Contracts Coordinators.

The Early Years Specialist may conduct an on-site attendance review. They will visit your program to review your daily attendance records. The Early Years Specialist can also answer any questions you may have regarding your web attendance.

You can connect with your Children's Services Worker in order to confirm: enrolment, eligibility, or with any changes or transfers in a child's program.

Once your month is complete and your attendance has been reported, if you have any questions about your web attendance, you may contact the Contracts Coordinator.

## 1.6 User Rights

### User “Rights” in OCCMS

**Please note:**  
Each user must have their own unique user name and password.  
  
**\*\*\*Do not share log in information.\*\*\***

### Notes:

Each OCCMS user must have their own unique user name and password. Do not share log in information.

You will likely be assigned access to OCCMS in one of these three categories: Head Office Administrator, Head Office User or Site User.

It is recommended each agency have AT LEAST two Head Office Administrators assigned. One main person and at least one back up person.

Individuals with Head Office Administrator access in OCCMS can:

- Add other Head Office Administrators, Head Office Users and new Site Users
- Reset passwords for all individuals within their agency
- View and print attendance
- Complete attendance
- View and print Center Payment Detail Summary

These individuals should be your first point of contact should you be “locked out” for too many tries with an incorrect password and if there are new staff who have completed this Web attendance e-learning and require access to OCCMS for your agency.

Anyone with access as a “Site User” can update and complete the agency’s attendance but can NOT view the financial information found in the “Center Payment Detail Summary”.

In the resources tab there are tip sheets for Head Office Administrators about how to reset passwords and add new users.

## User “Rights” in OCCMS (Slide Layer)

### User “Rights” in OCCMS

#### Head Office Administrators:

- Add new users and reset passwords
- View, print and complete attendance
- View and print Center Payment Detail Summary

#### Head Office Users:

- View, print and complete attendance
- View and print Center Payment Detail Summary

#### Site Users:

- View, print and complete attendance

## 1.7 Attendance Schedules

### Attendance Schedules

OCCMS Monthly Web Attendance schedules are available on the **first business day** of the month and are due by the **seventh business day** of the month.

Each program will input the attendance for the **previous month**.

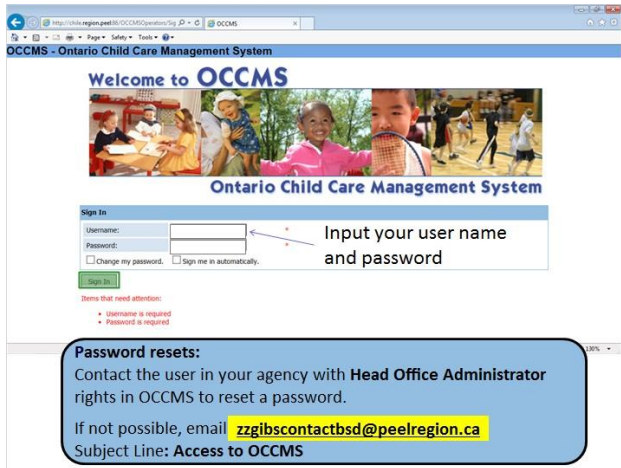
September 2018				
1	2	3	4	5
Monday	Tuesday	Wednesday	Thursday	Friday
Labour Day Stat	Web Attendance Available			
8	9	10	11	12
		Web Attendance Due		
15	16	17	18	19
22	23	24	25	26
29	30			

#### Notes:

The monthly web attendance schedules are available on the first business day of the month, and are due by the 7<sup>th</sup> business day of the month. Each program will input the attendance for the previous month. For example, to report the attendance for the month of August, as displayed here, we will be able to access the attendance on September 4th (because the 3rd is a statutory

holiday) and it is due by September 12th.

## 1.8 Log in Screen



### Notes:

OCCMS is a web-based program and can be opened in an Internet browser. You will require Microsoft Internet Explorer Version 11, at least.

This is the sign-in page.

Staff completing the web attendance are required to be trained before submitting any monthly attendance.

For any changes to: access for staff, if you have forgotten your password, or are denied access for trying more than 3 times, please contact your agency person who has rights as the “OCCMS Head office Administrator” to have your password reset.

**Please note:** OCCMS Head Office Administrator’s are able to add new Site Users and reset passwords for users within their own agency and should be your first point of contact.

If this is not possible you can email the email shown - [zzgibscontactbsd@peelregion.ca](mailto:zzgibscontactbsd@peelregion.ca) - with the Subject: **Access to OCCMS**. Include in the email: the user’s name, the program’s name and location, phone number and email address. This information is critical in order to provide you with faster service.

Now let’s sign into OCCMS! Please log in using your last name with your first initial (as your user name) then enter a password of your choice. When you have completed this, click the “Sign In” button.

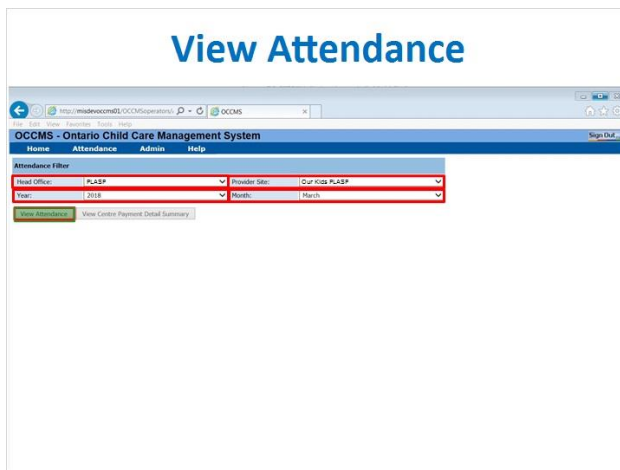
**Attendance Tab Screen:** Once you have signed in, click on the attendance tab at the top.



## Attendance Tab (Slide Layer)



### 1.9 View Attendance



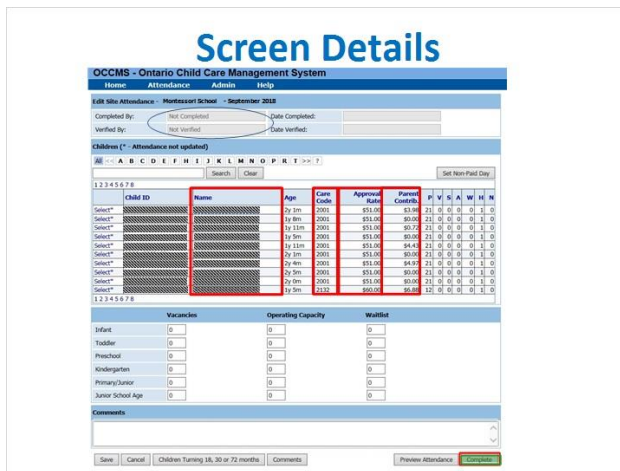
#### Notes:

You will then be asked to select the attendance you are looking for by completing this filter. The Head Office will be populated for you. If you have multiple sites, you can select the site you wish to report on by using the drop-down. Using the drop-down again, you would select the year and month of the attendance you wish to report.

When you have populated all of the fields you can click on the View Attendance button.

Please click the View Attendance button now.

## 1.10 Screen Details



### Notes:

In this example, we have logged in to report the attendance for September 2018. In this section, you will notice that it has not yet been completed, and therefore not yet verified.

Listed below are the names of the children in the program who are currently in receipt of child care fee subsidy.

You can choose to sort the list by the legal name of the child by clicking on "Name". This will help you identify those children with more than one schedule.

A Care Code is a description of the child's approved program. For example, 6-12 years old, before and after school.

An Approved Rate is the daily rate for the programs listed on your Fee Subsidy and Funding Agreement (Appendix A1 or A2 in your contract).

When families apply for child care fee subsidy at the Region of Peel, an income test will determine their Parental Contribution for their child care program.

Contact your Children's Services Worker (CSW) immediately when a change is required to your attendance, such as: If a child's name is missing from your attendance list or if a child has withdrawn but is still showing on the list. You should also always make a note in the comments section of OCCMS regarding the required change.

Let's practice this - Please make a note now that Mary Smith is missing from your attendance list.

When you are done press "complete".

## 1.11 Previewing Attendance

Completed By: [ ] Date Completed: [ ]  
Verified By: [ ] Date Verified: [ ]

Children [Attendance not updated]  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Search [ ] Clear [ ] Set Main Print Day [ ]

Child ID	Name	Age	Care Code	Approval Rate	Parent Count	P	V	N	A	W	H	K
Select*	.....	2y 6m	2001	\$11,000	\$3,996	0	0	0	0	0	0	0
Select*	.....	1y 6m	2001	\$11,000	\$0,000	21	0	0	0	0	0	0
Select*	.....	1y 11m	2001	\$11,000	\$0,772	21	0	0	0	0	0	0
Select*	.....	1y 5m	2001	\$11,000	\$0,000	21	0	0	0	0	0	0
Select*	.....	1y 11m	2001	\$11,000	\$4,432	21	0	0	0	0	0	0
Select*	.....	2y 2m	2001	\$11,000	\$0,000	21	0	0	0	0	0	0
Select*	.....	2y 6m	2001	\$11,000	\$4,400	21	0	0	0	0	0	0
Select*	.....	2y 5m	2001	\$11,000	\$0,000	21	0	0	0	0	0	0
Select*	.....	2y 6m	2001	\$11,000	\$0,000	21	0	0	0	0	0	0
Select*	.....	1y 5m	2112	\$60,000	\$5,988	22	0	0	0	0	0	0

Vaccination [ ] Operating Capacity [ ] Waitlist [ ]  
Toddler [ ]  
Toddler [ ]  
Preschool [ ]  
Kindergarten [ ]  
Primary/Quasi [ ]  
Junior School Age [ ]

Comments [ ]

Save [ ] Cancel [ ] Children Turning 18, 30 or 72 months [ ] Comments [ ] **Preview Attendance** [ ] Complete [ ]

### Notes:

By clicking the Preview Attendance button you have an option in how you'd like to sort your preview.

From the drop-down, you can choose to sort it by age group, by the child's name or by the care code.

If you select by child name, all schedules for that child will be shown in sequence. For example if a child has a PD schedule in addition to their regular schedule, both schedules will be shown one after the other.

You would, make your selection on how you would like to sort and then click Ok. We will practice this later.

## 1.12 Start Dates

### Start Dates

#### Late Starts:

- Child care fee subsidy is reimbursed starting from the first **physical** day a child attends care.
- If a child is approved to start on the 1<sup>st</sup> but does not attend until the 3<sup>rd</sup>, the 3<sup>rd</sup> will be considered the start date.

#### Early Starts:

- Child care fee subsidy is reimbursed starting from the first **approved** day a child attends care.

### Notes:

Child care fee subsidy is reimbursed from the first physical day that the child attends care. In other words, if the child is approved on the first of the month, but does not attend until the 3<sup>rd</sup>, the 3<sup>rd</sup> will be considered as the start date.

The child care fee subsidy is only reimbursed starting from the first approved day a child attends care.

## 1.13 Populated Schedule

### A Populated Schedule

**Note:** Please ensure the correct dates are populated

### Notes:

A Children's Services Worker pre-populates the fields in a child's schedule. Please ensure that



## Drop Down Menu - screen 2 (Slide Layer)

### Reporting Attendance

Drop-down menu:

- Absent
- Holiday-Stat
- Non Paid
- Present
- Sick
- Vacation
- Withdrawal



## 1.15 Attendance definitions



### Notes:

Let's review each of the choices in the drop-down menu when reporting attendance for a child. Click each word to review and when the rainbow is complete, you can continue to the next slide.

## 1.16 2 Schedules

**2 Schedules for One Child**

OCMS - Ontario Child Care Management System

Home Attendance Admin Help

Edit Child Attendance: Our Kids (PLASP) Depp, Johnny | \$0.00 | 3662 | 4-5 years | Before School + After School

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Comments

Child Info

Child ID: [redacted] Name: [redacted]  
 Age: 4y 5m Age Group: Preschool  
 Applicant 1 Name: [redacted] Applicant 1 Carebnd: [redacted]  
 Approved Date: 5/8  
 Remaining Sick / Vacation / Absent Days: 25

Other Placements for Johnny Depp (4y 5m)

Site	Care Code	Approval Rate	Parent Contrib.	P	V	S	A	W	H	N
Our Kids (PLASP)	3506	\$12.00	\$0.00	1	0	0	0	0	0	0

Next Child Cancel

This is a pre-populated before and after school schedule. Select from the drop-down box - **Non-Paid** - when the child is attending full day of care instead of just before and after school.

### Notes:

This is an example of a child who has two schedules. What you see here is the regular before and after school schedule. They have a PA day at the school this month. Therefore, they will not require before and after school, but rather a full day of care on the 9<sup>th</sup> of this month. The before and after school program will be selected as Non-Paid on the 9<sup>th</sup>. The full day of care program will be on the next schedule.

## 1.17 2nd Schedule

**2 Schedules for One Child**

OCMS - Ontario Child Care Management System

Home Attendance Admin Help

Edit Child Attendance: Our Kids (PLASP) Depp, Johnny | \$0.00 | 3666 | 4 & 5 year | Full Day | Non-Instructional

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Comments

Child Info

Child ID: [redacted] Name: [redacted]  
 Age: 4y 5m Age Group: Preschool  
 Applicant 1 Name: [redacted] Applicant 1 Carebnd: [redacted]  
 Approved Date: 5/8  
 Remaining Sick / Vacation / Absent Days: 25

Other Placements for Depp, Johnny (4y 5m)

Site	Care Code	Approval Rate	Parent Contrib.	P	V	S	A	W	H	N
Our Kids (PLASP)	3602	\$25.66	\$0.00	17	0	0	1	0	1	1

Next Child Cancel

This is a non-populated full day schedule (only one schedule can be billed at a time). This is where you would select from the drop-down: present, vacation, absent or sick. The 9<sup>th</sup> is a PA Day, therefore the child is attending a full day of care.

### Notes:

This is a full day care schedule for the same child. You will notice it is not pre-populated like the

other one and that is because school PA/PD days can vary according to school boards. When a child is scheduled to be in care for the full day, you would come into this schedule and populate the attendance.

For example, on the 9<sup>th</sup> of the month, you would use the drop-down and populate either Present, Vacation, Absent or Sick. Keep in mind, only one schedule can be billed at a time. In other words, you cannot select Present in the full day care and Absent in the before and after school care. You want to ensure that you are populating the correct attendance in the correct care code or schedule, to ensure you get paid at the right rate.

### 1.18 Site Comments

**Comments**

Home Attendance Admin Help

KDR Site Attendance - Our Kids Nursery School - January 2018

Completed By: Smith, Jane Date Completed: 2018-02-01 11:56 AM

Verified By: MacDonald, Lisa Date Verified: 2018-02-02 11:11 AM

Children (\* - Attendance not updated)

Search Clear

CHM ID	Name	Age	Care Code	Approval Rate	Parent	P	V	S	A	W	H	N
Select		1y 11m	2001	\$53.00	\$3.90							
Select		1y 9m	2001	\$53.00	\$0.00							
Select		1y 9m	2001	\$53.00	\$0.72							
Select		1y 3m	2001	\$53.00	\$0.00							
Select		1y 9m	2001	\$53.00	\$6.60							
Select		1y 11m	2001	\$53.00	\$0.00							
Select		2y 0m	2001	\$53.00	\$4.40							
Select		2y 3m	2001	\$53.00	\$0.00							
Select		1y 0m	2001	\$53.00	\$0.00							
Select		3y 0m	3033	\$48.00	\$1.92							

Vacancies	Operating Capacity	Waitlist
Infant	0	0
Toddler	0	0
Preschool	16	26
Kindergarten	0	0
Primary/Junior	0	0
Junior School Age	0	0

Comments

Cancel Children Turning 16, 20 or 22 months Comments Preview Attendance

Insert details about holiday closures here

**Notes:**

In the comments section below, you would type in whether or not your site was open on Easter Monday. You also are required to note if you are not charging your full-fee families. Another example is over the winter holidays; if you are closed on Christmas Eve and not charging your full-fee families for the day please add a comment indicating this and place Non-Paid in the schedule.

Enter a comment in the comments section below and press next to advance slide.



## 1.19 Break in Service

### Break in Service

- If a child will be absent from care for more than four consecutive weeks, families must contact their Children's Services Worker for approval
- If approved, families will be advised that their child care fee subsidy will not be guaranteed upon return
- Child Care provider to talk with the family about the availability of space upon return.

### Notes:

If a child plans to be absent from care for more than 4 consecutive weeks, families must contact their Children's Services Worker for approval in advance. If approved, the family will be advised that the child care fee subsidy is not guaranteed upon their return. The child care provider and the family should discuss whether the space will be available upon the child's scheduled return. The child care provider is not obligated to hold the space for the child during a break in service.

## 1.20 Withdrawal Date

### Withdrawal and Comments

The withdrawal date is September 28

A site comment needs to indicate that the child is present on that date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Comments: Site has present on September 28, 2012

Child Info: Child ID: 011301010001, Name: Pitts, Brad, Age: 04, Age Group: School Age, Absence Sick Days: 0, Absence Vacation Days: 0, Approved Date: 11/6

### Notes:

As demonstrated here, this child's withdrawal date was September 28<sup>th</sup>. The site service

provider will be paid up to September 28<sup>th</sup>, including the absent day on September 26<sup>th</sup> as long as the child has not exceeded their allowable absent days. A site comment needs to indicate whether or not the child was present on September 28<sup>th</sup>.

## 1.21 Withdrawal Date 2

### Payment and Attendance

**1** The withdraw date is September 28

**2** A site comment needs to indicate that the child was absent on the withdraw date September 28

**3** Note: Service providers will be paid until the last physical day the child is in attendance

### Notes:

Service providers will be paid until the last physical day that the child is in attendance. Here you can see the child has been absent since September 26<sup>th</sup> even though his withdrawal date is September 28<sup>th</sup>. In the site comments you can see that he was also absent on September 28<sup>th</sup>. Therefore, the last day the service provider will be paid up until is Tuesday September 25<sup>th</sup>.

## 1.22 Child Info

### Verify Information

**1** Please verify the child info

**2** Verify allowable absent days (this includes vacation, absent and sick)

**3** Approved Days – the number of days the child has been approved to attend the program

**4** Select Save or Save & Next Child

### Notes:

Once you've gone ahead and populated the attendance for the child for the entire month, take a minute to verify the Child Info section at the bottom. Verify their allowable absent days, which includes their vacation, absent and sick; and also their approved days, which is the number of days they have been approved to attend the program. Once you've done that, select Save, or Save & Next Child, which will bring you to the next child's schedule.

## 1.23 Vacancies

### Vacancies and Preview

Once all children schedules are completed please submit vacancies in the appropriate age category

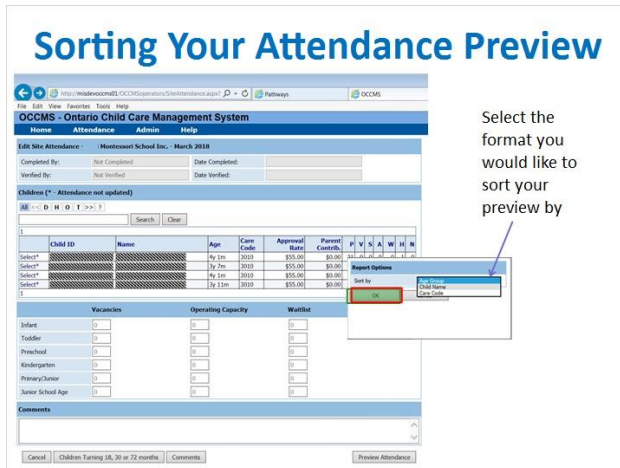
Select Preview Attendance

### Notes:

When you have completed the attendance for a child, you will notice that the star (\*) beside the

word Select is removed. This indicates that the attendance has been populated for that child. The final step is to enter and record vacancies for your program in the section below. Once you're ready, you can select the Preview Attendance button.

## 1.24 Preview Attendance



### Notes:

You have an option in how you'd like to sort your preview. From the drop-down, you can choose to sort it by age group, by the child's name or by the care code.

Once again, if you select by child name, all schedules for a child (if they have more than one) will be shown in sequence.

Make your selection and click Ok.

Layer - Attendance - PDF: A PDF document will be generated based on your selection. This will summarize all the children in your program who are currently in receipt of child care fee subsidy, and the attendance that you've reported for them for the month. Take a few extra minutes to verify this attendance with your attendance records to ensure that there are no errors or omissions. If corrections are required, this is your final opportunity to go back in and make your changes.

Click anywhere to continue.

## Layer - Attendance - PDF View (Slide Layer)

### Attendance - PDF View

Page 1 of 1

Attendance Schedule  
September 2018  
Status: Verified

Region of Peel  
Kates Services - Regional Manager of Peel Children Services  
100 King Street West 8  
Brampton, ON  
L7T 0L1  
Telephone: 905-874-9330  
Facsimile: 905-874-9331

Provider ID# 00000000  
User ID# 00000000  
User Name  
Provider ID#

Child ID	Child Name	Age	Case Code	Approval Rate	Enroll	Status	Attendance																										
							Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X
1714	1714	3	0015	100.00	0	0	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X
1715	1715	3	0015	100.00	0	0	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X
1716	1716	3	0015	100.00	0	0	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X
1717	1717	3	0015	100.00	0	0	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X	Y	N	A	P	S	U	V	W	X

Verify the number of children from the left column

## 1.25 Completing Attendance

Attendance Complete

OCOIS - Ontario Child Care Management System  
Home Attendance Admin Help

Edit Site Attendance - PSIA Camp - September 2018

Completed By: Not Completed Date Completed:

Verified By: Not Verified Date Verified:

Children (\* - Attendance not updated)

Child ID	Name	Age	Case Code	Approval Rate	Enroll	Status	P	V	N	A	W	H	R
1714	1714	3	0015	100.00	0	0							
1715	1715	3	0015	100.00	0	0							

Vacancies Operating Capacity Waitlist

Complete

Save Cancel Children Turning 18, 30 or 72 months Comments Show Attendance **Complete**

Select Complete

### Notes:

Once you are satisfied with the attendance you have reported, select the Complete button.

## 1.26 Confirm Completion

### Changes After Completing

Once you select complete you can no longer make changes

**Note:** please contact your Contracts Coordinator for any changes

### Notes:

Keep in mind that once you hit the Complete button, you can no longer make changes without the help of your Contracts Coordinator.

If you have missed something, for example...a child was absent on the 12th but you put present, please contact your Contracts Coordinator.

## 1.27 Centre Payment Details

### Payment Detail Summary

Once attendance has been verified by the Region of Peel, the Centre Payment Detail Summary will be available to view by clicking this button (providing rights in OCCMS allow) . This provides a summary of what has been reported.

### Notes:

You have now completed reporting for the month of September 2018. Once the attendance has been verified in OCCMS by the Region of Peel, the Centre Payment Detail Summary can be



Head office users will be able to view the Cheque Requisition by clicking on this button. They can sort the preview by age group, child name or care code.

## **1.29 Billing Process at a Glance**

### **Billing Process**

#### **Submitting Attendance**

- On the first business day of each month, schedules for the previous month are available when you log into the Web Attendance .
- Complete and submit your Attendance Schedule(s) by clicking the “Submit” button by the seventh business day of the month.
- Contracts Coordinators verify submitted attendances and then Accounts Payable processes payment via direct bank deposit. They will email you a Pre-Authorized Payment notice with payment details.

#### **Notes:**

Once you’ve submitted your attendance schedules, Contracts Coordinators will verify the information. If you have multiple sites, the Contracts Coordinators cannot verify your attendance until all site locations have provided their attendance. Although we cannot give you an exact date in terms of how long this process takes, you can be assured that your payment will be received within the month.

You can read through the information provided here and on the next slide, related to, “Submitting Attendance” and “How and When Payments are Distributed”.

Press next to advance to the next slide when you are ready.



## Billing Process - How and When Payments are Distributed (Slide Layer)

### Billing Process

#### How and When Payments are Distributed

Once you submit your Attendance Schedules, the following procedure takes place:

- The Contracts Coordinator verifies the information.
- Adjustments (as required) will be completed the following month if not notified prior to receiving the attendance.

**Note:** If the Children's Services Worker's approval is required and not received at time of validating payment, the adjustment will not be completed.

### 1.30 Attendance Verified

**Verified Attendance**

Montessori School Inc. - February 2018

Completed By: [Redacted] Date Completed: 2018-03-05 9:59 PM  
Verified By: [Redacted] Date Verified: 2018-03-06 10:25 AM

Children (\* - Attendance not updated)

Child ID	Name	Age	Care Code	Approval Rate	Percent Collected	Y	V	S	A	W	N
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$5.50						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						
Select	[Redacted]	Ty. Inf.	3010	\$55.00	\$0.00						

Vacancies: Infant [0], Toddler [0], Preschool [0], Kindergarten [0], Primary/Junior [0], Junior School Age [0]

Operating Capacity: Infant [0], Toddler [0], Preschool [0], Kindergarten [0], Primary/Junior [0], Junior School Age [0]

Waitlist: Infant [0], Toddler [0], Preschool [0], Kindergarten [0], Primary/Junior [0], Junior School Age [0]

Comments

From the main page select view attendance

Once attendance has been verified this screen will be populated with the name of the Contract's Coordinator

#### Notes:

Once the attendance has been verified, the Contracts Coordinator's name will be populated on this screen. If you have any questions about the payment, you would contact this person directly.

## 1.31 Payment Errors and Omissions

### Payment Errors and Omissions

As per your Service Provider's Handbook (copy in Resources section):

#### "11.11. Payment Errors and Omissions Reminder

The Region has discretion to adjust prior payments up to 24 months from the date of written notice to correct a fee subsidy over or underpayment. Any errors or omissions (adjustments) with respect to program payments should be reconciled **within 90 days** of identification of the over/underpayment, in accordance with the EYCC Services Fee Subsidy and Funding Agreement."



#### Notes:

It is encouraged that all errors are addressed immediately as errors or omissions with respect to your payments are required to be reconciled within 90 days in accordance with the EYCC Services Fee Subsidy and Funding Agreement.

## 1.32 Preview Attendance

### Additional Features

Other buttons available :

- Cancel
- Children Turning 18, 30 or 72 months
- Comments
- Preview Attendance

#### Notes:

We will now explore some of the functionality of buttons found on this page.

You can click through the buttons on the bottom of the page in any order to get more details





## Preview attendance drop down #1 (Slide Layer)

The screenshot shows the OCCMS interface for 'Sandberg, Nursery School - March 2018'. A 'Support Options' dialog box is open, displaying a 'Sort by' dropdown menu with 'Attendance' selected. The background table lists child records with columns for Child ID, Name, Age, Care Code, Approval Rate, Parental Contrib, and attendance indicators (P, V, S, A, W, H, N).

Child ID	Name	Age	Care Code	Approval Rate	Parental Contrib	P	V	S	A	W	H	N
Select		29 mo	2001	\$51.00	\$3.96	10	0	0	0	1	2	
Select		18 mo	2001	\$51.00	\$0.00	10	0	0	0	0	0	0
Select		18 11m	2001	\$51.00	\$0.72							
Select		18 5m	2001	\$51.00	\$0.00							
Select		18 11m	2001	\$51.00	\$4.41							
Select		28 mo	2001	\$51.00	\$0.00							
Select		29 mo	2001	\$51.00	\$4.97							
Select		29 mo	2001	\$51.00	\$0.00							
Select		29 mo	2001	\$51.00	\$0.00							
Select		18 5m	2133	\$60.00	\$1.80							

## Preview attendance drop down #2 - Copy (Slide Layer)

This screenshot is identical to the one above, showing the OCCMS interface with the 'Support Options' dialog box open and 'Attendance' selected in the 'Sort by' dropdown menu.



If a child starts full-time child care in September, how many available paid absent days are they entitled to for the rest of this year?

type your answer here

Month of Enrolment	Absences Permitted *Full time	Absences Permitted **Part time
January	36 Days	18 Days
February	33 Days	16 Days
March	30 Days	15 Days
April	27 Days	13 Days
May	24 Days	12 Days
June	21 Days	10 Days
July	18 Days	9 Days
August	15 Days	7 Days
September	12 Days	6 Days
October	9 Days	4 Days
November	6 Days	3 Days
December	3 Days	2 Days

\* 4-5 days per week

\*\* 2-3 days per week

Choice

12

12 days

twelve

twelve days

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response.

## Correct (Slide Layer)

If a child starts full-time child care in September, how many available paid absent days are they entitled to for the rest of this year?

type your answer here

**Correct**  
That's right! You selected the correct response.

Continue

Month of Year	4-5 days per week	2-3 days per week
January	18 Days	9 Days
February	15 Days	7 Days
March	12 Days	6 Days
April	9 Days	4 Days
May	6 Days	3 Days
June	3 Days	2 Days
July	18 Days	9 Days
August	15 Days	7 Days
September	12 Days	6 Days
October	9 Days	4 Days
November	6 Days	3 Days
December	3 Days	2 Days

\* 4-5 days per week      \*\* 2-3 days per week

## Incorrect (Slide Layer)

If a child starts full-time child care in September, how many available paid absent days are they entitled to for the rest of this year?

type your answer here

**Incorrect**  
You did not select the correct response.

Continue

Month of Year	4-5 days per week	2-3 days per week
January	18 Days	9 Days
February	15 Days	7 Days
March	12 Days	6 Days
April	9 Days	4 Days
May	6 Days	3 Days
June	3 Days	2 Days
July	18 Days	9 Days
August	15 Days	7 Days
September	12 Days	6 Days
October	9 Days	4 Days
November	6 Days	3 Days
December	3 Days	2 Days

\* 4-5 days per week      \*\* 2-3 days per week



## Try Again (Slide Layer)

If a child starts full-time child care in September, how many available paid absent days are they entitled to for the rest of this year?

type your answer here

**Incorrect**  
That is incorrect. Please try again.

Try Again

Month of Year	Permitted time
January	18 Days
February	15 Days
March	12 Days
April	9 Days
May	6 Days
June	3 Days
July	18 Days
August	15 Days
September	12 Days
October	9 Days
November	6 Days
December	3 Days

\* 4-5 days per week      \*\* 2-3 days per week

## 1.34 Quiz #2

(Multiple Choice, 10 points, unlimited attempts permitted)

Who would you contact if a child moved from the Toddler Room to the Preschool Room and their placement schedule needs to be switched?

- Early Years Specialist
- Children's Services Worker
- Contracts Coordinator

Correct	Choice
	Early Years Specialist
X	Children's Services Worker
	Contracts Coordinator

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response.

**Notes:**

**Correct (Slide Layer)**



### Incorrect (Slide Layer)

Who would you contact if a child moved from the Toddler Room to the Preschool Room and their placement schedule needs to be switched?

- Early Year Specialist
- Children's Services
- Contracted Services

**Incorrect**

You did not select the correct response.

Continue

### Try Again (Slide Layer)

Who would you contact if a child moved from the Toddler Room to the Preschool Room and their placement schedule needs to be switched?

- Early Year Specialist
- Children's Services
- Contracted Services

**Incorrect**

That is incorrect. Please try again.

Try Again

### 1.35 Quiz #3

*(Multiple Choice, 10 points, unlimited attempts permitted)*

While completing the web attendance, you notice that the rate on the system is incorrect. Who do you contact?

- Early Years Specialist
- Children's Services Worker
- Contracts Coordinator

Correct	Choice
X	Early Years Specialist
	Children's Services Worker
	Contracts Coordinator

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response.

## Correct (Slide Layer)

While completing the web attendance, you notice that the rate on the system is incorrect. Who do you contact?

- Early Year Specialist
- Children's Services
- Contracted Services

**Correct**

That's right! You selected the correct response.

Continue

## Incorrect (Slide Layer)

While completing the web attendance, you notice that the rate on the system is incorrect. Who do you contact?

- Early Year Specialist
- Children's Services
- Contracted Services

**Incorrect**

You did not select the correct response.

Continue

## Try Again (Slide Layer)

While completing the web attendance, you notice that the rate on the system is incorrect. Who do you contact?

- Early Year Specialist
- Children's Services
- Contract Manager

**Incorrect**

That is incorrect. Please try again.

Try Again

## 1.36 Quiz #4

(Multiple Choice, 10 points, unlimited attempts permitted)

Child care fee subsidy is reimbursed by the Region of Peel starting from the

- first physical day the child attended
- date of their appointment
- first of the month

Correct	Choice
X	first physical day the child attended
	date of their appointment
	first of the month

**Feedback when correct:**

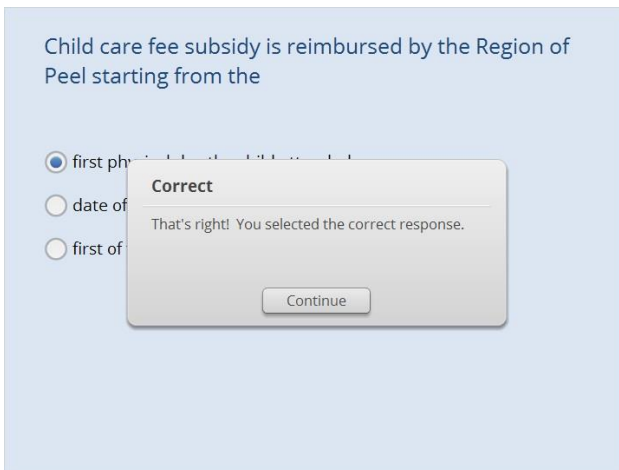
That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response.

**Notes:**

**Correct (Slide Layer)**



## Incorrect (Slide Layer)

Child care fee subsidy is reimbursed by the Region of Peel starting from the

- first ph
- date of
- first of

**Incorrect**

You did not select the correct response.

Continue

## Try Again (Slide Layer)

Child care fee subsidy is reimbursed by the Region of Peel starting from the

- first ph
- date of
- first of

**Incorrect**

That is incorrect. Please try again.

Try Again

## 1.37 Quiz #5

*(Multiple Choice, 10 points, unlimited attempts permitted)*



A child is withdrawing from care and has provided proper notice, what attendance code will you select on the last day they are registered at your program ?

- Present
- Absent
- Withdrawal
- Non Paid

Correct	Choice
	Present
	Absent
X	Withdrawal
	Non Paid

**Feedback when correct:**

That's right! You selected the correct response.

**Feedback when incorrect:**

You did not select the correct response.

**Notes:**

## Correct (Slide Layer)

A child is withdrawing from care and has provided proper notice, what attendance code will you select on the last day they are registered at your program ?

- Present
- Absent
- Withdr
- Non Pa

**Correct**

That's right! You selected the correct response.

Continue

## Incorrect (Slide Layer)

A child is withdrawing from care and has provided proper notice, what attendance code will you select on the last day they are registered at your program ?

- Present
- Absent
- Withdr
- Non Pa

**Incorrect**

You did not select the correct response.

Continue

## Try Again (Slide Layer)

A child is withdrawing from care and has provided proper notice, what attendance code will you select on the last day they are registered at your program ?

Present

Absent

Withdr

Non Pa

**Incorrect**

That is incorrect. Please try again.

Try Again

## 1.38 Support Team

FOR GENERAL INQUIRIES [ZZG-IBSPACHSContracts@peelregion.ca](mailto:ZZG-IBSPACHSContracts@peelregion.ca)

**Region of Peel**  
working with you

### Notes:

This concludes your OCCMS Web Attendance training. If you have any questions for your web attendance support team, please contact them directly. For any general questions, e-mail this e-mail address [ZZG-IBSPACHSContracts@peelregion.ca]. Please be sure to input your information on the following screen in order to verify your completion of this training.

## 2. Schedule Definitions

### 2.1 Non-Paid

#### Non-Paid

Non-paid refers to the days families are **not** charged the approved daily rate.

When the program is closed and families are **not** required to pay for the day, **Non-Paid** is selected from the drop-down box on the Web Attendance.

You can also set a non- paid day for all children in your program by clicking the Non-Paid button and selecting the date.

Next

#### Notes:

When your program is closed and families are not required to pay for the day, Non-Paid is selected from the drop-down box on the web attendance.

You can enter a non-paid day for all children in your program by pressing the “Set non-paid day” button. We will discuss this in more detail.

### 2.2 Non-Paid Day

**Non-Paid Day**

OCCMS - Ontario Child Care Management System

Home Attendance Admin Help

Edit Site Attendance - Suzie's Nursery School - March 2018

Completed By: Not Completed Date Completed:

Verified By: Not Verified Date Verified:

Children (\* - Attendance not updated)

Search Clear **Set Non-Paid Day**

Child ID	Name	Age	Care Code	Approval Rate	Parent Contrib.	P	V	A	W	N
Select*	XXXXXXXXXXXXXXXXXXXX	2y 1m	2001	\$51.00	\$1,982	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 8m	2001	\$51.00	\$0,000	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 11m	2001	\$51.00	\$0,721	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 5m	2001	\$51.00	\$0,000	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 11m	2001	\$51.00	\$4,421	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 1m	2001	\$51.00	\$0,000	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 4m	2001	\$51.00	\$4,927	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 2m	2001	\$51.00	\$0,000	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 0m	2001	\$51.00	\$0,000	21	0	0	0	1
Select*	XXXXXXXXXXXXXXXXXXXX	2y 5m	2132	\$60.00	\$6,881	121	0	0	0	1

Vacancies Operating Capacity Waitlist

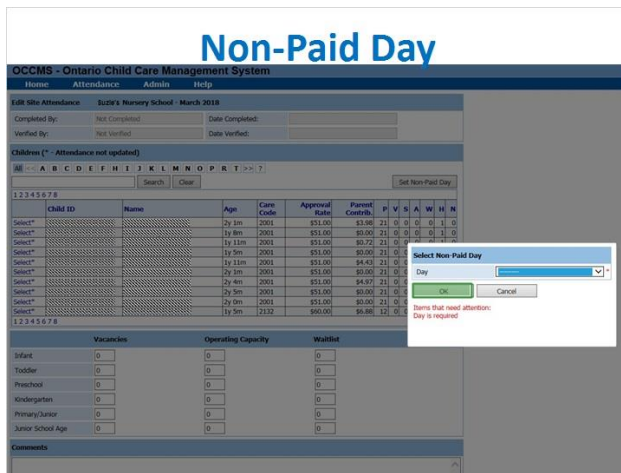
Comments

Non-Paid day will be marked for all schedules of children in OCCMS within your program.

#### Notes:

To set a non-paid day in OCCMS for all children receiving childcare subsidy in your program, you can click the “Set Non-Paid Day” button. Click the “Set Non-Paid Day” button now.

### 2.3 Non-Paid Day



#### Notes:

Once you click the button a pop up appears as shown. You can then change all scheduled days to non-paid days for a specified day. Chose your date from the drop-down and click ok.

In this instance, we will assume that you have selected your date.

Click “OK”.

## 2.4 Non-Paid Day

**Non-Paid Day**

OCCMS - Ontario Child Care Management System

Home Attendance Admin Help

Edit Site Attendance: ELCR's Nursery School March 2018

Completed By: Not Completed Date Completed:

Verified By: Not Verified Date Verified:

Children (\* - Attendance not updated)

AB C D E F G H I J K L M N O P R T >> ?

Child ID	Name	Age	Care Code	Approval Rate	Parent Contact	P	V	S	A	W	H	N
Select*		2y 3m	2001	\$11.00	\$1.98	21	0	0	0	0	1	0
Select*		1y 8m	2001	\$51.00	\$0.00	21	0	0	0	0	1	0
Select*		1y 11m	2001	\$51.00								
Select*		1y 5m	2001	\$51.00								
Select*		1y 11m	2001	\$51.00								
Select*		2y 3m	2001	\$51.00								
Select*		2y 4m	2001	\$51.00								
Select*		2y 5m	2001	\$51.00								
Select*		2y 0m	2001	\$51.00								
Select*		1y 5m	2132	\$60.00								

Message From webpage

Are you sure you want to change all scheduled days to non-paid days for the 12th day of the month?

OK Cancel

Next

### Notes:

OCCMS will then confirm that this is what you want to do by asking, “Are you sure you want to change all scheduled days to non-paid days for the day you chose?” Chose ok or cancel, if it was an error.

If you chose OK, this date will be pre-populated as non-paid for all children on the date you selected and you will not have to do this manually for each child’s schedule.

## 2.5 Sick

**Sick**

A child is considered sick any day he or she is away from the program due to illness.

When a child is ill, **sick** is selected from the drop-down box on the Web Attendance.

Next

### Notes:

If a parent advises you that a child will be away from the program due to illness,


please select Sick on the drop-down box on the web attendance. If you have a policy that a child needs to remain away from the program for an additional 48 hours due to illness, you would also select Sick for the following days. If a parent provides you with a doctor's note, please keep it on file. Although Absent, Sick, and Vacation are all considered absent days for the child, we request that you specify the reason for the absence if you are aware.

## 2.6 Present

### Present

A child is considered present each day they attend care at the program.

When a child attends care, **present** is selected from the drop-down box on the Web Attendance.



### Notes:

You would select Present from the drop-down box on the web attendance when a child attends care. If a child attends care but leaves due to illness or for any other reason, you would still select Present for this date.

## 2.7 Vacation

### Vacation

A child is considered to be on vacation when he or she is away from the program due to a planned absence.

When a child is on vacation, **vacation** is selected from the drop-down box on the Web Attendance.



Next

#### Notes:

Vacation is selected from the drop-down box on the Web Attendance when you have been advised that a child will be away from the program due to a planned absence.

## 2.8 Stat-Holidays

### Stat-Holidays

If you charge your full fee families for statutory holidays, the approved daily rate will be paid for child care fee subsidy families.

When a holiday is observed, **Holiday-Stat** will be pre-populated on the Web Attendance.

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

Next

#### Notes:

The approved daily rate will be paid for statutory holidays, provided you are charging your full fee families.

When a holiday is observed, Holiday-Stat will be pre-populated on the web attendance. Here is a



list of recognized statutory holidays. You will note that Easter Monday is not considered a statutory holiday. In the site comments in your web attendance, please identify whether your program is open or not on that day.


**Please note:** If you are not charging your full fee families, then record it as a non-paid day and not a Holiday-Stat. You must also put a comment in the Comments section regarding your program not charging for the selected date.


## 2.9 Absent

### Absent

A child is considered absent when he or she is away from the program for an unexplained reason.

When a child is away, **Absent** is selected from the drop-down box on the Web Attendance.



[Next](#) 

### Notes:

Absent is selected from the drop-down box on the web attendance when a child is away from the program for an unexplained reason.

## 2.10 Absent Day Allowance

### Absent Day Allowance

Each child is allowed a **maximum** number of paid absent days per year.

The absent day allowance is adjusted for the calendar year, based on the **month** the child is enrolled.

Month of Enrolment	Maximum Absences Permitted	Maximum Absences Permitted
	*Full time	**Part time
January	36 Days	18 Days
February	33 Days	16 Days
March	30 Days	15 Days
April	27 Days	13 Days
May	24 Days	12 Days
June	21 Days	10 Days
July	18 Days	9 Days
August	15 Days	7 Days
September	12 Days	6 Days
October	9 Days	4 Days
November	6 Days	3 Days
December	3 Days	2 Days

\* 4-5 days per week

\*\* 2-3 days per week

Next

#### Notes:

Each child is allowed a maximum number of paid absent days. The absent day allowance is adjusted for the calendar year based on the month the child enrolls. For example, if a full-time child enrolls in the month of May, they will have 24 absent days allowed until the end of the year. In January, their absent day allowance will reset to 36 days for the entire year. Any unused absent days do not get carried over into the next year. If the allotted absent day allowance has been exhausted, it is your responsibility to collect the full fee from the parent for any additional absent days.

Please note, the absent day allotment includes: sick, vacation and unknown absences.

When a child transfers from one service provider to another in the Region of Peel, any balance in the absent day allotment is transferred with the child.

## 2.11 Withdrawals

### Withdrawals

If a family wants to withdraw their child, they are required to provide their Children's Services Worker 2 weeks written notice.

When a family has provided 2 weeks notice for their last day, **withdrawal** is selected on the Web Attendance on that date.

Families should also be following the child care services agreements provided by the site (notice to withdrawal).

**Note:** Families who want to **transfer** to another program will follow the same process, as they must withdraw in order to enroll at a new program or site.

Next 

#### Notes:

If a family wants to withdraw their child from care, they are required to provide a Children's Services Worker 2 weeks written notice. This is outlined in their Parent Agreement with the Region of Peel. When a family has provided 2 weeks' notice, Withdrawal is selected on the web attendance on the last day of their notice period.

If at the time of withdrawal there is an outstanding balance from unpaid child care, please inform your Children's Services Worker of the amount. Should the family decide to reapply for subsidy at the Region, their application will not be processed until they have paid the outstanding balance, or have entered into a payment arrangement with you.


Families who want to transfer to another program will also follow the same process as they must withdraw in order to enroll in a new program or site. Please keep in mind, the requirement for 2 weeks' notice to the Children's Services Worker is the requirement for the Region of Peel. This is in addition to your program's requirement. For example, if you require 4 weeks' notice as your standard policy, the parent must also provide you sufficient notice.

## 2.12 Withdraws Without Notice


### Withdraws Without Notice

If a parent withdraws without notice, the program should inform their Children's Services Worker (CSW).

Upon request to your Children Services Worker, reimbursement may be issued to the program for the **municipal contribution**, for up to **10 days** following the last physical day the child attended care.



\*\*Please refer to the Parent Agreement (provided to and signed by the parent yearly)

Next 

### Notes:

If a parent withdraws without notice, inform your Children's Services Worker. Upon request, you may be issued a reimbursement for the municipal contribution according to your withdrawal policy, up to a maximum of 10 days following the last day the child attended care. Also, inform your Children's Services Worker if a parent has been absent for 10 consecutive days without notifying the program.