



# Missouri CCBIS Guide for Approving Attendance

February 25, 2019

If attendance is entered by your provider, you will have to approve the attendance transactions. You will also have to approve attendance transactions that were entered by a sponsor who has not yet been approved by you.

Approving attendance entered by others is a very important step since all attendance needs to be approved before the Provider can submit for processing.

## How Do Primary Parents Approve Attendance Transactions?

### If using KinderConnect...

When there is **Attendance** pending **Approval**, the Parent/ Sponsor will see a message on the Welcome page upon successful login.

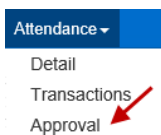
Home

Welcome to  
KinderConnect  
Tuesday, May 01, 2018  
Version 2.1.2.18  
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Messages

Subject	From	Date	Priority	Action
Pending Attendance Transactions	Glen Will	4/17/2018	Medium	▲
Pending Attendance Transactions	Glen Will	4/10/2018	Medium	▲
Pending Attendance Transactions	Glen Will	4/10/2018	Medium	▲

Press **Approval** under Attendance to display a list of all **Attendance** pending an **Action**.





The list displays the names of all children of the Sponsor with attendance pending approval.

Approval

Approve All								
<input type="checkbox"/>	Child Name	DCN	Date	Time	Type	Approval Status	Provider Created	Actions
<input type="checkbox"/>	Carrera, Eric	001759903	3/19/2018	09:00 am	Time Out	Pending Sponsor	Yes	<a href="#">Approve</a>
<input type="checkbox"/>	Romero, Roy	002194592	3/26/2018	07:00 am	Time In	Pending Sponsor	No	<a href="#">Approve</a>
<input type="checkbox"/>	Carrera, Eric	001759903	4/2/2018	01:00 am	Time In	Pending Sponsor	Yes	<a href="#">Approve</a>
<input type="checkbox"/>	Romero, Roy	002194592	4/3/2018	01:00 am	Time In	Pending Sponsor	No	<a href="#">Approve</a>
<input type="checkbox"/>	Romero, Roy	-009799849	4/9/2018	01:00 am	Time In	Pending Sponsor	Yes	<a href="#">Approve</a>

The **Approval Status** column indicates whose approval the **Attendance** is waiting for. All Parents/Sponsors for that child can approve the **Attendance**.

Select the checkbox corresponding to the transaction(s) that you would like to **Approve**. To select all, click on the checkbox located in the header row (click again to deselect). Selecting one or more transactions activates the **Approve Selected** button where you can **Approve** all transactions or just those selected.



Press the desired **Approval** button. The system will prompt you to confirm the action.

**Confirm Approval**

Please review the following pending attendance for confirmation.

Child Name	Date	Time	Type	Approval Status
Carson, Eric	3/19/2018	09:00 am	Time Out	Pending Sponsor

[Confirm](#) [Cancel](#)

**Confirm Void**

Please review the following pending attendance for confirmation.

Child Name	Date	Time	Type	Approval Status
Romero, Roy			Time In	Pending Sponsor

[Confirm](#) [Cancel](#)

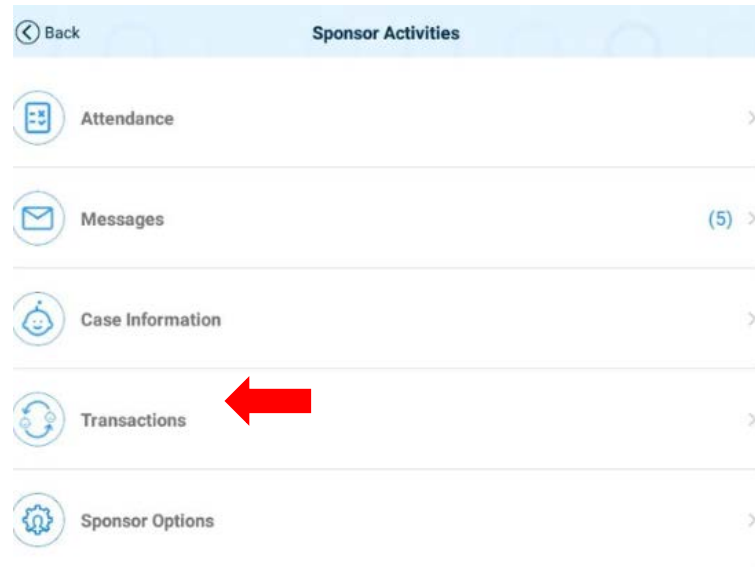
Once confirmed, the transaction disappears from the list of **Attendance** requiring **Action**.



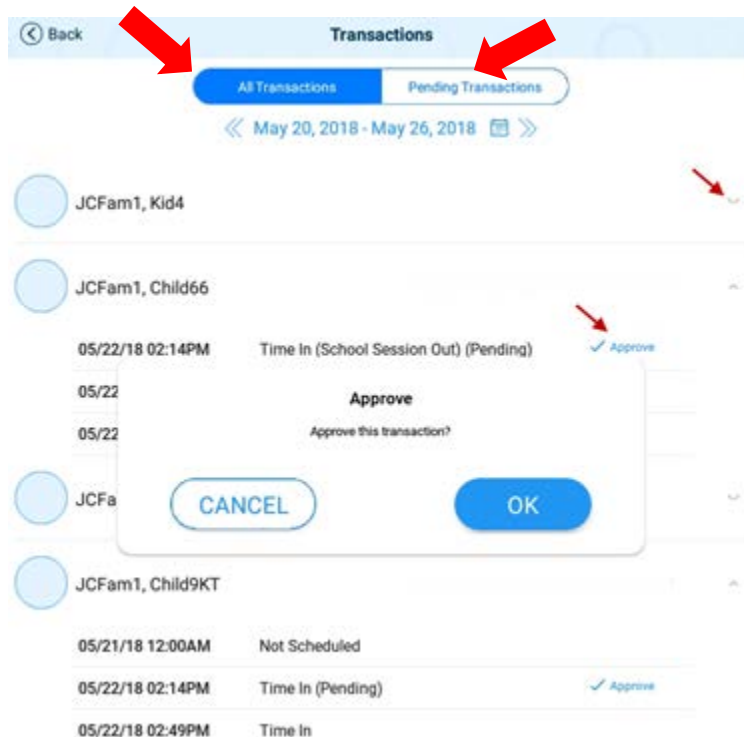
## If using KinderSign...

Log onto KinderSign using your 10-digit phone number and 4-digit pin.

Tap on the **Transactions** tab.



When the list of **Transactions** appears, tap to select **All Transactions** or **Pending Transactions**. Tap the drop-down arrow on the right to expand the details.





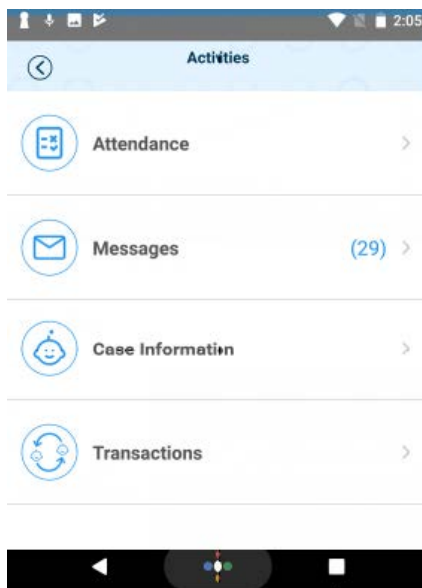
Select **All Transactions** to view and/or approve every transaction individually. Tap **Approve**, then tap **OK** to confirm.

Select **Pending Transactions** to view and/or approve only the children with transactions pending approval.

### If using KinderSmart...

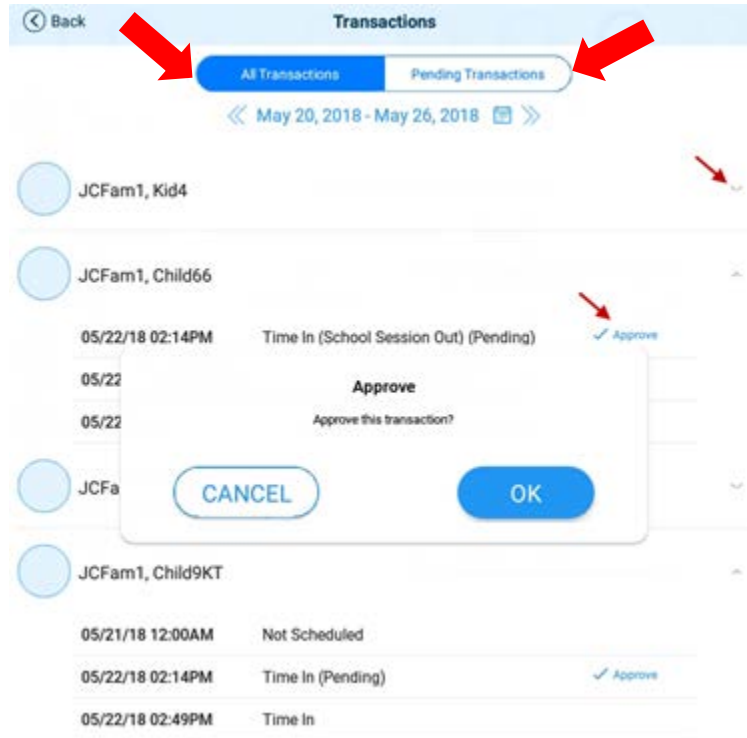
The parent/sponsor opens KinderSmart app on his/her phone.

Tap on the **Transactions** tab.





When the list of **Transactions** appears, tap to select **All Transactions** or **Pending Transactions**. Tap the drop-down arrow on the right to expand the details.



Select **All Transactions** to view and/or approve every transaction individually. Tap **Approve**, then tap **OK** to confirm.

Select **Pending Transactions** to view and/or approve only the children with transactions pending approval.