

Updated Electronic Attendance Implementation Timelines

Electronic Attendance Implementation Timeline for Licensed Providers (Centers and Homes)*			
Due Date	Requirement	Providers Meeting Requirement	Providers Not Meeting Requirement
September 1, 2018	Providers must complete training	Providers have one month to register in KinderConnect and log at least one transaction	Working Connections and Seasonal Child Care authorizations will close September 30, 2018
October 1, 2018	Providers must register in KinderConnect and log at least one transaction	Providers have one month to fully incorporate into their business	Working Connections and Seasonal Child Care authorizations will close October 31, 2018
November 1, 2018	Providers must log all attendance transactions by November 1, 2018 and “submit” records prior to claiming payment	Continue using the system	Working Connections and Seasonal Child Care authorizations will close December 31, 2018

***Providers who have elected to use a third party system must report this by September 1, 2018.**

[Current list of approved systems](#)

[Instructions for reporting the use of a third party system](#)

Electronic Attendance Implementation Timeline for Family, Friend, and Neighbor (FFN) Providers**			
Due Date	Requirement	Providers Meeting Requirement	Providers Not Meeting Requirement
October 1, 2018	New FFN providers must complete attendance training and log at least one transaction within 90 days of initial authorization.	Continue using the system.	Working Connections authorizations will close within 120 days of initial authorization
October 1, 2019	Existing FFN providers must log all attendance transactions by October 1, 2019 and “submit” records prior to claiming payment	Continue using the system	Working Connections authorizations will close November 30, 2019

***New FFN providers who elect to use a third party system must report this within 90 days of their initial authorization.**

Existing FFN providers who elect to use a third party system must report this by October 1, 2019.

[Current list of approved systems](#)

[Instructions for reporting the use of a third party system](#)

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Common Questions

What does it mean to “Submit attendance records” or have a “successful transaction”?

- **An electronic attendance transaction:** A transaction is each time the electronic attendance system is used to check a child in or out of care and the information is saved to your account.
- **To submit attendance records:** Transactions logged for a calendar month are submitted to the state through the Electronic Attendance System.

I have an attendance system I already use, now what?

Let DEL know by following the steps here to make sure your system qualifies.

https://del.wa.gov/sites/default/files/public/Attendance_How_To/EASApprovedSystemChecklist.pdf

I need help using my computer, tablet or other electronic device.

You may visit your local library. Libraries often have drop in sessions for help with technology. Contact us and we will get you connected a place in your community that can assist with technology.

I can't find training in my community, what do I do?

Find Training by reviewing the list linked below for in-Person, online or to request a training workbook to complete. <https://del.wa.gov/Attendance-support>

Can you tell me all steps to get started in one list?

View the How to Get Started Guide:

English: <https://del.wa.gov/sites/default/files/public/Partnerships/Tribal/Resources/ElectronicAttendanceSystemChecklist.pdf>

Spanish: https://del.wa.gov/sites/default/files/public/Attendance_How_To/ElectronicAttendanceSystemChecklist_Spanish.pdf

Soomali: https://del.wa.gov/sites/default/files/public/QRIS/ElectronicAttendanceSystemChecklist_So.pdf

Where can I find all of the Frequently Asked Questions?

English: https://del.wa.gov/sites/default/files/public/Attendance_How_To/Electronic_Attendance_Project_Provider_FAQs_6.19.18.pdf

Spanish: https://del.wa.gov/sites/default/files/public/FAQs%20for%20providers_attendance%20project_DecUpdate_ES.pdf

Soomali: https://del.wa.gov/sites/default/files/public/FAQs%20for%20providers_attendance%20project_DecUpdate_SO.pdf

I want to talk to somebody, who do I call?

Call: 1-844-704-6777 or you can email eas.servicedesk@del.wa.gov

The website also has a lot of helpful information: <https://del.wa.gov/Attendance-Support>

On the website you will find: Parent guides, videos to help learn the system, resource cards that give step-by-step instructions and more.