Creating a Digital Child Care Attendance System
Making it simple and easy to use, while reducing billing inaccuracies.

Tracking attendance of children participating in Washington's child care subsidy program is currently done on paper forms. This is a complicated and confusing process for families, providers, and the state. It can also result in incorrect payments to providers.

Now, the federal government is requiring us to improve our attendance records for child care subsidies.
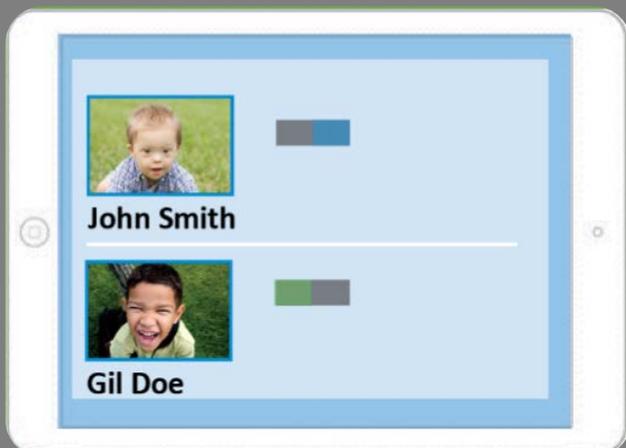
DEL is purchasing a digital attendance system to:

- Simplify and improve how we track children's participation in child care;
- Work on smartphones, tablets, and computers in a child care provider's place of business;
- Track, store, and report on child attendance to support provider billing.

Attendance Project Goals:

- Replace the manual paper attendance system used by most providers with a modern, off-the-shelf, cloud-based software.

- Reduce the amount of time that providers and state workers spend tabulating attendance hours.

- Reduce billing inaccuracies and overpayments with internal controls over child care payments.

- Implement the new system in a manner that supports providers' different comfort levels with technology.

Check children in/out with a few simple taps!

Child Care's Device

John Smith

Gil Doe

Parent/Caregiver's Device

John Smith

Gil Doe

Timing and Major Activities for The Digital Child Care Attendance System

The digital attendance project has three main phases:

Planning and Procurement

This includes reviewing various off-the-shelf products with child care providers and parents to get a better sense of the options, and surveying providers on their current systems and access to technology. A formal Request for Proposals and procurement process is how the final product will be chosen. This will include an evaluation of how easy the systems are to use.

Connecting and Configuring the System at DEL

Even though we are not building a new product from scratch, it will take some time to make small adjustments to suit DEL's needs, to connect the digital attendance system with the child care subsidy programs, and to ensure that DEL staff and trainers understand how to use the program well.

Training Providers and Deploying State-wide

DEL understands that a new process and technology can't be simply handed out without any supports. In phases, DEL will train providers on the new system, ensuring that trainings are delivered in a variety of ways and languages. DEL will then make the system available to the providers who have been trained.

Full implementation won't start until January 2018 at the earliest!

DEL does not yet have a set date when all providers must begin using the new digital attendance system. DEL does plan to have a phased roll-out whereby some providers will start using the system earlier than others. DEL will have more information about implementation dates by August of this year.

Washington State Department of
Early Learning

Learn more about DEL's attendance project by visiting www.del.wa.gov/Attendance-Project