Missouri Child Care Business Information Solution (CCBIS) After Delivery and Training

Dear Child Care Provider,

After your training is complete you should:

- ☐ **Use the setup/delivery month to familiarize yourself and your staff with the system and introduce it to parents and sponsors.**
- ☐ **Ensure the accuracy of the sponsor information that is already in KinderConnect. Make any necessary changes to their telephone numbers.**
- ☐ **Enter all private pay children. Optional**
- ☐ **Enter additional sponsors and their phone numbers into KinderConnect.**
- ☐ **Help parents and sponsors set up their account in KinderSign.**
- ☐ **Advise primary parents to review the Sponsor Options tab in KinderSign to allow sponsor access.**
- ☐ **Use the practice month to get parents and sponsors using the system to check their children in and out of care in preparation for the system going live.**
- ☐ **Use the practice month to determine how you will ensure all attendance is entered and approved by sponsors.**
- ☐ **Visit our info site for more information about the system** www.ccbismo.info

When do I start using CCBIS?

Immediately after delivery, begin working with CCIBS. You have the rest of the month after your tablet is delivered to setup the system by entering private pay children and additional sponsors, etc. Use the month after delivery to practice using CCBIS (if you intend to use CCBIS to enter attendance for online invoicing, you will need to ensure the attendance is maintained accurately to match the units of care you invoice for online). If your install date falls on or after the 23rd day of the month, you will receive an additional month to practice. Starting the month after the practice month, you will collect attendance data that will be submitted for payment. This is your "go-live" month. You must submit attendance using KinderConnect starting with your "go-live" month and every month thereafter.

For Example:

If your training date is on or before 04/22/2020 your go live date is 6/1/2020, with attendance submission 07/2020.

If your training date is on or after 04/23/2020 your go live date is 7/1/2020, with attendance submission 08/2020.

Set-up Month:_____

Practice Month(s):_____

Go-Live Month:_____

Submit Attendance Beginning:_____

Set Up Month/Delivery Month	Practice Month	Go-Live Month
• Familiarize yourself and your staff with the system (KinderConnect, KinderSign, and KinderSmart)	• Monitor attendance daily	• Monitor attendance daily
• Enter ALL private pay children and parent/sponsors in KinderConnect	• Attendance can only be corrected within 5 calendar days	• Attendance can only be corrected within 5 calendar days
• Verify the accuracy of any sponsor information already in KinderConnect and make any necessary updates	• Verify that parents have approved any additional sponsors connected to their child(ren)	• Ensure time in/out is being recorded each day, by all parents/sponsors (even private pay)
• Enter additional sponsors in KinderConnect (2nd parent, relatives, etc.)	• Determine the best way to ensure parents are signing in/out at every drop off/pick up	• After the service month, ensure attendance is accurate and pending attendance is approved
• Advise parents and sponsors on how to set up a KinderSign Account and discuss the importance of signing in and out daily • Advise parents and sponsors on training material available to assist with understanding the system and/or how to utilize KinderSmart	• Pending attendance must be approved	• Verify attendance and submit for payment
• Have parents/sponsors begin using KinderSign or KinderSmart as soon as possible to get them familiar with the system.		