Child Care Time and Attendance (CCTA): Web Submittal for Providers
Quick Reference Card 1 (of 3)

CCTA Introduction

CCTA is web based application used by the New York State (NYS) Office of Children and Family Services (OCFS). This system helps assure that subsidy payments are correct and on time. It also assures that eligibility and time and attendance are correct. Finally, it will calculate and approve child care payments. You will be using a part of the system called: CCTA - Web Submittal. It will allow you to electronically send attendance to your local Department of Social Services over the internet.. This card will show you how to: Register, log in, and Enter Attendance.

Registration

Prior to registering for CCTA – Web Submittal, be sure you have your **Verification Code** and **CCFIS ID**. If you do not have either one of those, you must contact your Local District Social Services office and request a verification code that will be used during the registration prcoess.

To access CCTA – Web Submittal, use the following Internet address: **https://www.ccta-newyork.com/provider**.

1 Open your Internet browser (Internet Explorer, Chrome, etc.) and type the URL, noted above, in the **Address** bar. Then, press the **Enter** key. The CCTA - Web Submittal **Logon** page will appear on your screen.

https://www.ccta-newyork.com/provider

2 Click the link: "Click here if you do not have an account". The **User Registration** page is on your screen.

Fill in the required fields and click **Validate User**:

Welcome to
New York CCTA Web Submittal

Version 2.0.11.1

Type in your user name and password and click the **Logon** button.

Logon
User Name:
Password:

Logon

Click here if you do not have an account
Click here if you forgot your password

Validation Info
Required fields are marked with ★
First Name: ★
Last Name: ★
Date of Birth: ★
CCFS ID: ★
Verification Code: ★

Validate User

Enter a **username** and **password**, then select a **secret question** and enter your **secret answer.** Click **Create Account**. You will need to enter the password twice to verify. *NOTE: Write this information down and store it in a safe place. You will need this each time you access CCTA – Web Submittal.*

User Registration

Passwords must be at least 7 characters in length and contain at least 1 digit(s).

Account Information
Required fields are marked with ★
User Name: ★
Password: ★
Verify Password: ★
Secret Question: ★
Secret Answer: ★

Create Account

Log on to CCTA – Web Submittal

To access CCTA – Web Submittal, use the following Internet address: **https://www.ccta-newyork.com/provider**.

1 Open your Internet browser (Internet Explorer, Firefox, etc.) and type the URL, noted above, in the **Address** bar. Then, press the **Enter** key. The CCTA - Web Submittal **Logon** page will appear on your screen.

https://www.ccta-newyork.com/provider

2 Enter your **User Name** and **Password** and then click the **Logon** button. The CCTA - Web Submittal **Home** page will appear on your screen.

Language/Idioma English

Welcome to
CCTA Provider Web Submittal

Version 2.0.0.3

Type in your user name and password and click the **Logon** button.

Logon
User Name: jsimmons
Password:

Logon

Record Attendance and Absence

1 In the menu on the left, under **Attendance**, click **Enter**. The **Enter Attendance** page will appear on your screen.

2 Complete the **Enter Attendance** page.

- Enter the child's check in and check out times in the **In** and **Out** fields.
- Select **Absent**, **Holiday**, **Program Closure**, or **Sick** from the **Absent** drop-down list to show an absence then enter the child's **normally scheduled hours** for that absence.

  Note: **Absent** should only be selected when **Holiday**, **Program Closure**, and **Sick** do not apply.
- Click **Note** to add a note to the day's attendance, if necessary. Examples include notes about medical appointments, traffic problems, etc.

3 Click the **Save** button at the top of the page to save the attendance information.

Note: To view attendance for previous weeeks, click the **Back** arrow button located to the right of the **Calendar** icon. To advance a week, click the **Forward** arrow button located to the far right of the page.

Important!
- ✓ You *must* enter the amount of hours a child would have **normally attended care** when selecting one of the choices from the Absent drop-down list.

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This card will show you how to: Submit attendance and recall attendance.

Submitting Attendance

✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Attendance**, click **Submit**. The **Submit Attendance** page will appear on your screen.

2 Click the **Submit** link to select the appropriate cycle.

3 The **Submit Attendance** pop-up screen displays. Verify that the correct **Attendance Cycle** is showing.

➢ **Attendance Not Yet Submitted**

To **submit** attendance for a child, click the ☐ with the corresponding **"Submit"** text next to the child's name. You can also click the ☐ within the dark blue title row to select all the children in the list.
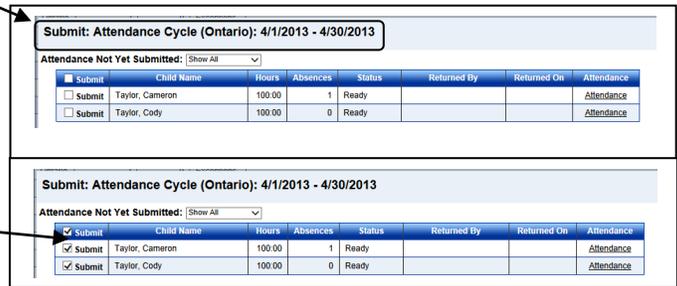
Note: If you do not see ☐ **Submit** next to a child's name and the child's **status** shows **Incomplete**, you will not be able to submit that child's attendance. Please review the attendance for that child for any errors. *Note: Days incomplete or in error will shaded in either **Red***(Error) *or **Yellow(***Incomplete***)** on the **Enter Attendance** page.*

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	6/1/2013	6/30/2013	Ontario	2	0	Exceptions
Submit	Recall	Note	5/1/2013	5/31/2013	Ontario	2	0	Exceptions
Submit	Recall	Note	4/1/2013	4/30/2013	Ontario	2	0	Exceptions

Provider: Simmons, Jody (Ontario)
Region: Ontario

Submit: Attendance Cycle (Ontario): 4/1/2013 - 4/30/2013
Attendance Not Yet Submitted: Show All

Submit	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
☐ Submit	Taylor, Cameron	100:00	1	Ready			Attendance
☐ Submit	Taylor, Cody	100:00	0	Ready			Attendance

Submit: Attendance Cycle (Ontario): 4/1/2013 - 4/30/2013
Attendance Not Yet Submitted: Show All

Submit	Child Name	Hours	Absences	Status	Returned By	Returned On	Attendance
☑ Submit	Taylor, Cameron	100:00	1	Ready			Attendance
☑ Submit	Taylor, Cody	100:00	0	Ready			Attendance

4 Click the **Save** button.

[Save] [Cancel]

5 The **Attendance Submittal** page displays.

- Review the electronic attendance submittal terms (not shown here), click the **I agree with the above terms and conditions** checkbox, and then click the **Submit Attendance** button. (This is required.)

☑ I agree with the above terms and conditions

[Submit Attendance] [Cancel]
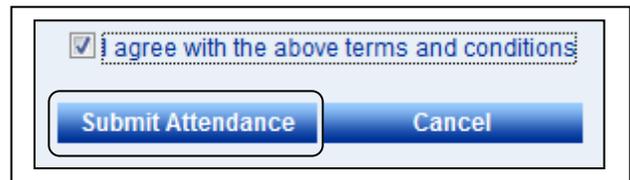
Recalling Attendance

✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Attendance**, click **Submit**. The **Submit Attendance** page will appear on your screen.

2 Click the **Recall** link to select the appropriate cycle.

Submit	Recall	Note	Cycle Start	Cycle End	Region	Unsubmitted	Submitted	Exceptions
Submit	Recall	Note	6/1/2013	6/30/2013	Ontario	2	0	Exceptions
Submit	Recall	Note	5/1/2013	5/31/2013	Ontario	2	0	Exceptions
Submit	Recall	Note	4/1/2013	4/30/2013	Ontario	0	2	Exceptions

3 The **Recall Attendance** pop-up screen displays. Verify that the correct **Attendance Cycle** is showing.

Recall: Attendance Cycle (Ontario): 4/1/2013 - 4/30/2013

Attendance Previously Submitted:

☐ Recall	Child Name	Hours	Absences	Status	Submitted By	Submitted On	Attendance
☐ Recall	Taylor, Cameron	100:00	1	Submitted	Simmons, Jody	06/11/2013	Attendance
☐ Recall	Taylor, Cody	100:00	0	Submitted	Simmons, Jody	06/11/2013	Attendance

➢ **Attendance Previously Submitted**

To **recall** attendance for a child, click the ☐ with the corresponding "**Recall**" text next to the child's name. You can also click the ☐ within the dark blue title row to select all the children in the list.

Note: You can only recall attendance for children prior to the district reviewing the attendance record. If the **Recall** selection is not visable, and you need to modify and re-submit attendance, please contact your district worker. They can change the status of the attendance record so that you can recall it.

Recall: Attendance Cycle (Ontario): 4/1/2013 - 4/30/2013

Attendance Previously Submitted:

☑ Recall	Child Name	Hours	Absences	Status	Submitted By	Submitted On	Attendance
☑ Recall	Taylor, Cameron	100:00	1	Submitted	Simmons, Jody	06/11/2013	Attendance
☑ Recall	Taylor, Cody	100:00	0	Submitted	Simmons, Jody	06/11/2013	Attendance

4 Click the **Save** button.

Save   Cancel

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This card will show you how to: Review the rates on record with the district, review the status of submitted attendance, view case information for subsidized children, add a sponsor to a child's record and create a sponsor logon account for the TimeClock application.

Provider Rates

The Provider Rates section will display the rates, as of an effective date, that the district has in CCTA.

- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Providers**, click **Rates**. The **Rates** page will appear on your screen.

2 The grid will display the rates in CCTA. This is a display only, and the rates cannot be modified from this screen.

Provider Payments

The Provider Payments section will display the status of submitted attendance records.

- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Providers**, click **Payments**. The **Payments** page will appear on your screen.
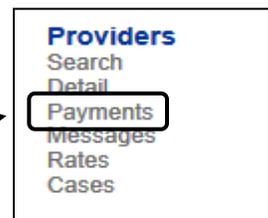
2 Enter the **Start Date** and **End Date** for the billing cycle you would like to review. Also, you can select the **Status** of All Payments, Processing or Paid.

3 Click **Search.**

4 The page will now display payments that meet the search criteria entered. NOTE: Payments in a Processing status may show an amount. This amount is only an "estimated" amount.

June 2013

Provider Cases

The Provider Cases section will display case information for children recieving subsidized care.

- ✓ To Begin: The CCTA - Web Submittal **Home** page is on your screen.

1 In the menu on the left, under **Providers**, click **Cases**. The **Cases** page will appear on your screen.

2 Enter a date in the **Cases Active As Of** field.
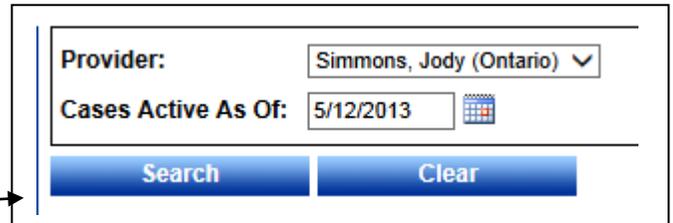
3 Click **Search.**

4 The page will now display case information for children receiving subsidized care. This includes the Case Number, Family Fee and Effective date, the Recert Date (the date the family needs to recertify with the district), and the children that are receiving care. The dates next to the children's names reflect the start and end dates of authorized care.

Add a Sponsor to a Child's Record

Parents and caretakers may designate another person (such as a babysitter, neighbor, friend, or relative) as a *sponsor*. Sponsors can be authorized to check a child in or out at a provider's site.

1 In the menu on the left, under **Sponsor**, click **Detail**. The **Sponsor Detail** page is now on your screen.

2 Click the **New** button and then complete the **Sponsor Detail** page with as much information as you know.
- The **First Name** and **Last Name** are required. The **Sponsor Type** drop-down list includes: **Babysitter**, **Neighbor**, **Other**, **Parent**, and **Relative**.
- Click the **Add Children** link at the bottom of the page to search for and add children to connect with the sponsor.

3 Click the **Save** button at the top of the page to save the new sponsor information.

Sponsor Detail

| New | Save |

★ denotes a required field
First Name: ★
Middle Name:
Last Name: ★
Sponsor Type: ★
Phone Number:
Email Address:
CIN:
Reset Password: ☐
Inactive: ☐
Locked: ☐
Re-enroll: ☐
Delete Templates: ☐
Region: ★ Ontario
Sponsored Children: ★ Add Children

Create a Sponsor Logon Account for TimeClock

Once the sponsor is added to CCTA, a user name and password for the TimeClock system must be authorized by the parent. You will create this with the parent/caretaker and sponsor at your site. (See the *CCTA - Web Submittal Edition for Providers* reference guide for further details.)

1 In the menu on the left, under **Sponsor**, click **Search**. Search for the sponsor. Click the sponsor **Account** link. (not shown here)

2 The *parent/caretaker* validates his/her account. (not shown here) The **Sponsor Account** page is now on your screen.

3 The *sponsor* enters his/her user name and password, his/her secret question and answer, and then clicks the **Save** button.

Sponsor: Slaughter, Lauren

Save Cancel

★ denotes required field
User Name: ★ lslaughter
Password: ★ ••••••••
Secret Question: ★ What is your father's middle name?
Secret Answer: ★ Wayne

Request Additional Support

If you have any questions or need further assistance regarding CCTA, you may contact:

NYS OCFS CCTA Support Center:
Toll free telephone number: 1-877-369-6106. Press option 9 for Support.
E-mail: **support@controltec.com**