Providers: Confirming/Rejecting Child Enrollment

Introduction

If a child is authorized for care at your program but does not attend within the first nine days of the authorization period, you will need to communicate with the family to determine whether they intend to utilize your program. If they do, you will need to "confirm" enrollment in ATS. If they do not, you will need to "reject" enrollment and instruct the family to contact their CCCAP eligibility worker to discuss their CCCAP care needs.

> **STOP** If a child attends care at least once in the first nine days of being authorized, their **enrollment is automatically confirmed** when attendance is entered into ATS.

Confirming or rejecting enrollment ensures you receive the correct CCCAP payment, reducing the chance for inaccurate absence payments and the need for absence payment recovery.

> *NOTE*: The confirming child enrollment features are only available in ATS. Providers using Early Learning Ventures (ELV) CORE or that have an approved Attendance Tracking System (ATS) waiver will not be utilizing these features.

Confirming/Rejecting Enrollment

To confirm or reject enrollment:

1. After you have logged into ATS, select the Children icon on the Home page, or the Children button from the main menu.
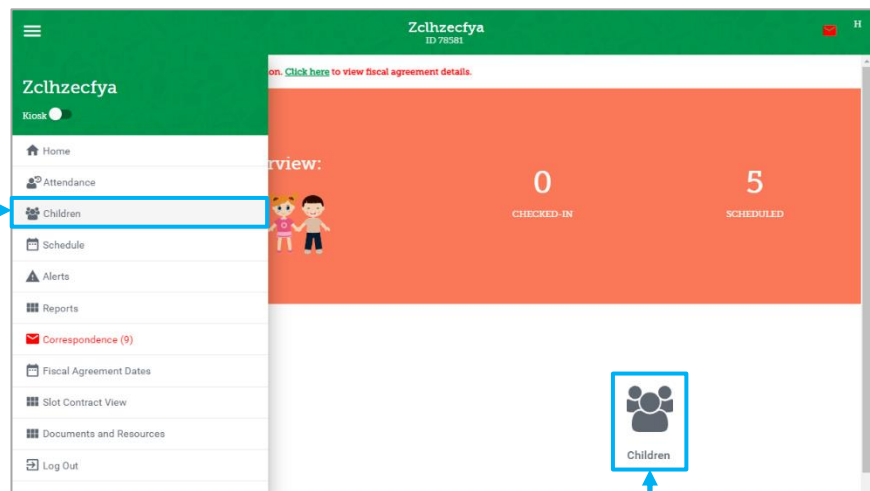
When in the list of children, the yellow icon displayed under the CCCAP column indicates if enrollment needs to be confirmed/rejected. The **Confirmed CCCAP Confirmation Authorization in Use** column will display a set of buttons that you will use to confirm/reject enrollment.

This record needs your attention. You must confirm/reject enrollment for this child. When enrollment is confirmed/rejected, this yellow icon will disappear.

Use these buttons to confirm/reject enrollment.

The Enrollment Status button shows the enrollment status of each child:

Neutral State – the system will default to this neutral state when enrollment needs to be confirmed/rejected. The indicator will also remain neutral if enrollment is confirmed and a future enrollment begin date has been selected.

Enrollment Reject – the "x" button will turn red when enrollment is rejected.

Enrollment Confirmed – the "checkmark" will turn green when enrollment is confirmed within 9 days of authorization begin date.

2.   To confirm/reject enrollment, select either the "checkmark" or the "×". A dialog box will open. Enter the date of enrollment (the date can be up to 9 days in the past, today's date, or a future date). Then choose one of the three options:

- Child confirmed attending
- Child stopped attending after previous attendance
- Child never attended
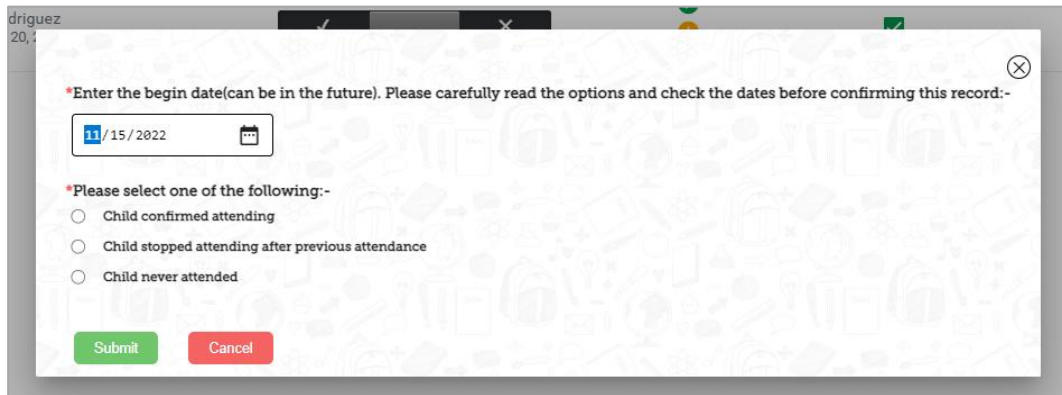
3.   Then select Submit.

- The checkmark will turn green if today's date or a date up to 9 days in the past is selected and "Child confirmed attending" is selected.

- The "×" will turn red if "Child stopped attending after previous attendance" or if "Child never attended" is selected. (*If the enrollment is rejected or not confirmed, the county will be notified within the ATS system interface*).

- If a future date of enrollment and "Child confirmed attending" are selected, the indicator will remain neutral until the begin date of enrollment. The alert yellow icon (🟠) will disappear at this point, so no further action is required from you. The indicator will turn green automatically on the day the enrollment begins.

4. Another way you can confirm/reject enrollment is to go to the child's schedule. You will be able to see the Enrollment Status button and confirm/reject enrollment from here. If you already confirmed/rejected enrollment from the list of children, as described in the steps above, there is no need to complete this process again.

Use these buttons to confirm/reject enrollment.

Please submit a **manual claim** to your county CCAP office for any care that was authorized and provided but was not paid correctly within **60 days** following the month of care.

Please submit an email to the ATS Helpdesk at **cdec_ats_helpdesk@state.co.us**.