

Parents: Confirming Previous Check In/Out Transactions

Introduction

If a parent/caregiver fails to check a child in or out in ATS, providers can create previous in/out transactions. Providers should create the previous in/out transaction the same day if possible, or within nine calendar days from the day of care. Only providers can create previous transactions.

Parents will need to confirm those provider-created transactions when they log into the ATS Kiosk from the provider location. Confirmations must be completed within the nine-day (today plus nine days) time frame to avoid payment issues. The parent will receive a reminder email six days after the transaction has been entered if the transaction is still pending.

Parent Confirmation

1. When you log into the ATS in Kiosk Mode, you will see the triangle/exclamation point notification that there are pending confirmations. To confirm the transaction, select the Confirmations icon to go to the child's Schedule page.



2. On the transactions with an exclamation point (!), click directly on the black circle with the exclamation point next to the time of the transaction (you should *not* select the time).

		y v	The Alexandre	
	SCHEDULE	LEGATES HOUSEHOLD	Parent Fee	ART Fee
0.4.1.4.011	< FEBRUARY 2022 >			Daily
			Check-In	Check-Out Notes
	Thursday 10th	8		
PETER HOLLY	Friday 11th	8		
January 1, 2020 (25 Months old)	Saturday 12th	0		
CCCAP Case: 161019299 Child Individual ID: 100570470	Sunday 13th	8		
County: Denver	Monday 14th	8		
Authorized: M - FT, Tu - FT, W - FT, Th - FT, F - FT	Tuesday 15th	•		
1/12/2022 - 7/31/2022	raooday roar	•		0.00 0.01
Parent Fee: \$0.00	Wednesday 16th	0	08:00 AM	0.00 AIVI
	Thursday 470			
	Thursday 17th	•		az
	Friday 18th	•		
	Saturday 19th	•		
	Sunday 20th	•		
	CCCAP Authorized	CCCAP Not Authorized	Care Not Offered	Private Pay 🖉 Attendance 🐼 No Attendance
			Action Needed	



3. Select Confirm if the date/time is accurate. Manually correct the time if the time is not accurate, or select Deny if the date is not accurate.



4. If you confirm the transaction, the black circle with the exclamation point will be cleared in the child's schedule.

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	SCHEDULE DELEG	ATES HOUSE	HOLD Parent Fee	ART Fee	
02212/011	< FEBRUARY 2022 >				Daily
		10-0-		Check-Out	Notes
	Thursday 10th	8	8.00 AV	Λ	
PETER HOLLY	Friday 11th	8	0.00740	~	
January 1, 2020 (25 Months old)	Saturday 12th	8	аz		
CCCAP Case: 161019299	Sunday 13th	8			
Child Individual ID: 100570470 County: Denver	Monday 14th	8			
FT, F - FT	Tuesday 15th	8			
1/12/2022 - 7/31/2022 Parent Fee: \$0.00	Wednesday 16th	9	8:00 AM a z	●2:45 PM a z	国
	Thursday 17th	•			
	Friday 18th	•		+	
	Saturday 19th	•			
	Sunday 20th	•		02:45 DM	
	CCCAP Authorized	CCCAP Not Authorize	ed 😑 Care Not Offered	•2.40 FIVI	No Attendance
5 \$ 4 4 4 V 3 V	9621619A		Action Nee	аz	14-20

5. If you deny the transaction, the date will be marked with a red dot in the child's schedule. (You can leave a note explaining why the transaction was denied by selecting the Notes icon.)



Parent Denies the Transaction

When you deny the transaction, ATS sends the provider an email informing them that the transaction has been denied. When the provider views the child's schedule, they will see the red circle with the exclamation point.

	FLORENCE CRITTENTON ECE CENTER					▲ ^{ciw}	
	SCHEDULE			Parent Fee			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	✓ JANUARY 2022 >						Daily 👻
		1410/- C-		Check-In		Check-Out	Notes
ETER HOLLY	Monday 17th	8					
nuary 1, 2020 (24 Months old)	Tuesday 18th	0					
	Wednesday 19th	0					
CCAP Case: 161019299 nild Individual ID: 100570470	Thursday 20th	8					
ounty: Denver Ithorization: 768905	Friday 21st	0					
shorized: M - FT, Tu - FT, W - FT, Th - FT, F - FT 12/2022 - 7/31/2022	Saturday 22nd	0					
arent Fee: \$0.00	Sunday 23rd	0					
	Monday 24th	•		8:00 AM		4.15 PM	
	Tuesday 25th	0		9:00 AM 8 Z		01:19 PM	01:19 PN
	Wednesday 26th			08.00 AM	L	04:00 PM	8 Z
	Thursday 27th	0					
	Friday 28th						
	Saturday 29th						
	Sunday 30th						D.
	CCCAP Authorized	CCCAP Not Authorized	Care Not Offered	 Private Pay Parent Rejected 	Create Transaction	Attendance	No Atlendance Action Needed

The provider selects the time entry to return to the Create Check In/Check Out screen. The provider then has two options:

- Update the transaction-Enter the correct the time and then select **Update**.
- Void the transaction—Select **Void**. (The provider can void a transaction at any point, even if the parent has approved it.)

Greate Greek I	Troneck Out
PETER H	OLLY
Date: Tuesday, .	lanuary 25th
Date: Tuesday, .	lanuary 25th
Date: Tuesday, , Past Check In - Approved	anuary 25th Past ^I Check Out - Rejected
Date: Tuesday, , Past Check In - Approved	Past Check Out - Rejected
Date: Tuesday,	Past ^I Check Out - Rejected

The transaction will now appear in the schedule with the grey circle and exclamation point, indicating the update still needs to be confirmed.



	SCHEDULE				
100	C JANUARY 2022 >				Daiy -
4_3	Monday 17th	0	Check-In	Check-Out	Notes
PETER HOLLY	Tuesday 18th	0			
anuary 1, 2020 124 Months oldi	Wednesday 19th	0			
CCAP Case: 161019299	Thursday 20th	۵			1
sid Individual ID: 100570470 Sunty: Denver	Friday 21st	0			
0101220. M - F I, 10 - F I, W - F I, IN - F I, F - F I 12/2022 - 7/31/2022	Saturday 22nd	•			
ten: Fee. \$0.00	Sunday 23rd	•			
	Monday 24th	٢	8.00 AM 8.2	4:15 PM	A 1-10 Da
	Tuesday 25th		9:00 AM a z	04:19 PM	W-4,18 (*)
	Wednesday 26th	•	@S 00 AM 3 Z	●4 00 PM 8 7	8 Z
	Thursday 27th	0			
	Friday 28th	•			
	Saturday 29th				
	Sunday 30th	•			
	Monday 31st	•			

The parent will need to confirm the updated transaction when they log into ATS.