

# Child Care Enrollment Study Form User Guide

The Department of Human Services, Division of Family Development (DHS/DFD) is collecting attendance data for a mandatory study comparing the costs of enrollment vs. attendance-based assistance payments using the Child Care Enrollment Study Form.

Providers will access the Enrollment Study Form through their existing Electronic Child Care (ECC) Provider Web Portal record. Providers will be responsible for recording the absences of the children participating in the New Jersey child care assistance program.

## Step 1: Logging into EPPIC

1. Go to [www.echildcarenj.org](http://www.echildcarenj.org) and log in to your account.

If you need help with your User ID or password, call the Provider Help Line at 1-877-516-5776.

**Do not use Internet Explorer, the Child Care Enrollment Study Form will not work.**

2. Once logged in, click on the “Child Care Enrollment Study Form” button at the top of your Provider Profile page.

3. You are now in the Child Care Enrollment Study Form.

You will only be able to view the months where child enrollment data has been uploaded.

When completing this study, you will always be entering data for the previous month.

This study starts with data for March 2022.

## Step 2: Recording Facility Closure Days

The first step in recording absences for each month is to mark the days that your facility was closed.

1. Click on the date and select the “**Facility Closed**” tab.

6 March

Absences **Facility Closed**

Use the check box next to the student's name to mark that student as absent. When you check the box, a dropdown will appear and you will need to select a reason for absence. Any child without a checkmark will be marked as present. When you have recorded all absences for the day, click "Save" at the bottom of the list to save the attendance for the selected date.

Sun

6

13

2. Use the “**Reason for Closure**” dropdown to indicate the reason why your facility was closed.

6 March

Absences Facility Closed

Reason for closure

--Select reason--

--Select reason--

- Regular closure (weekend)
- State/local declared emergency/disaster
- Facility/program emergency/disaster closure
- COVID-related
- In-service/professional development
- Temporary closure by OOL/public health
- Scheduled closure day (holiday/religious observance)
- Closed for other reason not listed above

Sun

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3. Click “**Save**” to save the reason for the closure.

6 March

Absences Facility Closed

Reason for closure

Regular closure (weekend)

Save

Sun

6

4. The date turns red to indicate a closure day was saved.

Click on the next date you need to mark your facility closed and repeat steps 1 -3 until you are finished marking closures for the month.

If you need to change the Facility Closure information and have not yet submitted the absences for the month, click cancel and your facility will be marked as open. If you have already submitted the absences for the month, you will not be able to change this information.

6 March Facility Closed

Absences Facility Closed

Cancel

Sun

6

## Step 3: Recording Student Absences

The next step in the process is to record the absence of the students in your facility.

1. Click on the date you would like to record an absence for and select the “Absences” tab.

You will only need to mark absent students.

6 March

Absences Facility Closed

Use the check box next to the student's name to mark that student as absent. When you check the box, a dropdown will appear and you will need to select a reason for absence. Any child without a checkmark will be marked as present. When you have recorded all absences for the day, click "Save" at the bottom of the list to save the attendance for the selected date.

BLOSSOM, APPLE - 4/1/2021

BLOSSOM, CHERRY - 4/1/2021

2. Choose the student you would like to mark absent by selecting the **check box** next to the student's name.

Take note of the child's birthdate to the right of their name. This will allow you to tell one child from another if there are two or more children with the same name.

name to mark that student as absent. When you check the box, a dropdown will appear and you will need to select a reason for absence. Any child without a checkmark will be marked as present. When you have recorded all absences for the day, click "Save" at the bottom of the list to save the attendance for the selected date.

BLOSSOM, APPLE - 4/1/2021 Sick/Excused

BLOSSOM, CHERRY - 4/1/2021

3. Use the dropdown to select the reason for the student's absence.

Repeat these steps for every student who was absent on this date.

When you check the box, a dropdown will appear and you will need to select a reason for absence. Any child without a checkmark will be marked as present. When you have recorded all absences for the day, click "Save" at the bottom of the list to save the attendance for the selected date.

BLOSSOM, APPLE - 4/1/2021 Sick/Excused

BLOSSOM, CHERRY - 4/1/2021

BROOKS, MANDY - 4/1/2021

4. Click the “Save” button at the bottom of the student list to save the absence(s) for that date.

Repeat steps 1 – 4 for every date you were open and had an absent student.

VERSAREE, ANNIE - 1/7/2011

WOOD, JSON - 8/5/2019

Notes

Save Cancel

### Things to Remember:

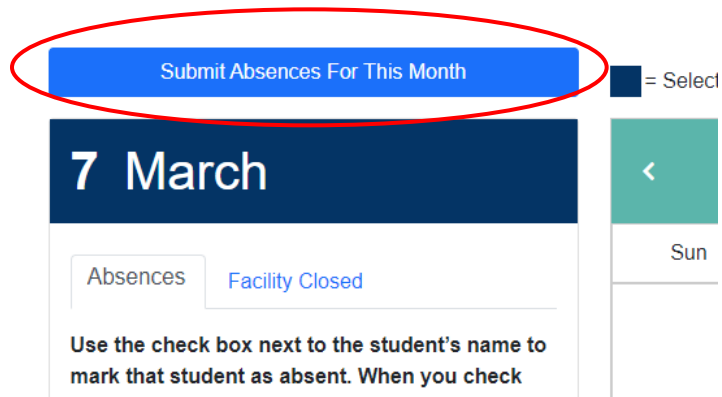
You are recording absences for children receiving funds through the Child Care Assistance Program. Students who do not have a checkmark selected will be counted as present for that date.

## Step 4: Submitting Absences for the Month

After you have recorded the facility closed dates and student absences, you need to submit them.

To do this, click on the “**Submit Absences For This Month**” button at the top of the calendar.

**Once you submit you cannot make any edits.**



## Other Things to Know

The system will alert you if you make changes to student absences or facility closure dates and do not save before trying to navigate to another day.

To go back and save the data you entered, select “Stay on this date”.

To discard your changes and move to the new date, select “Leave this date”.

