

# Reviewing, Submitting, and Tracking EAVs

## Overview

This Quick Reference Guide shows Providers how to review, submit, and track Electronic Attendance Verifications (EAV) using the Provider Portal.

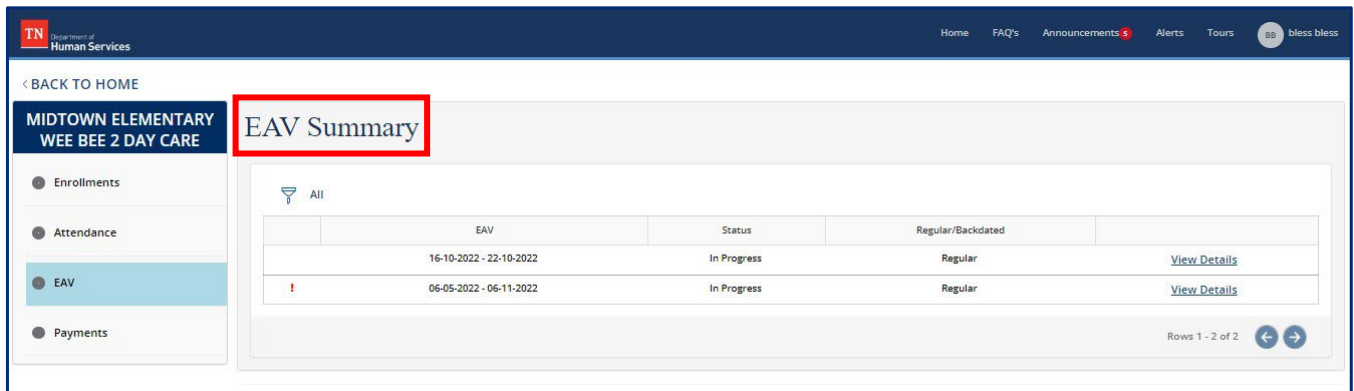
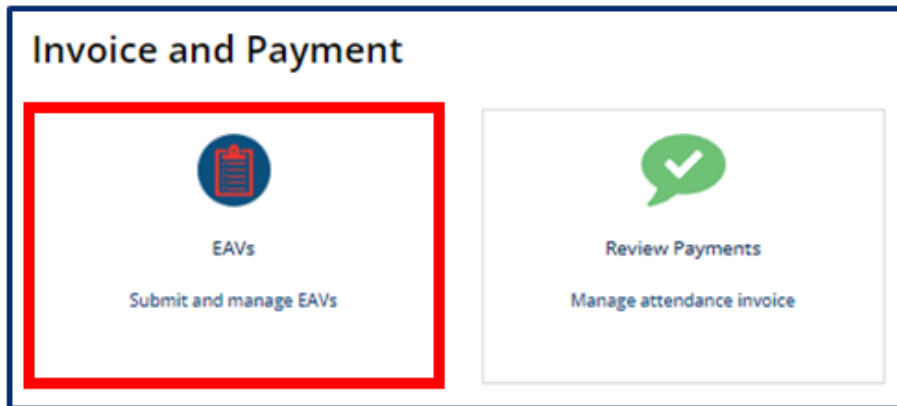
**Before reviewing and submitting an EAV, review and, if necessary, edit attendance data. Detailed steps on how to update attendance data are in the “Uploading/Updating Attendance Quick Reference Guide”.**

## Audience

Child Care Providers participating in the Certificate Program.

## Reviewing and Editing EAVs

To access the **EAV Summary** screen from the dashboard, click **EAVs**.



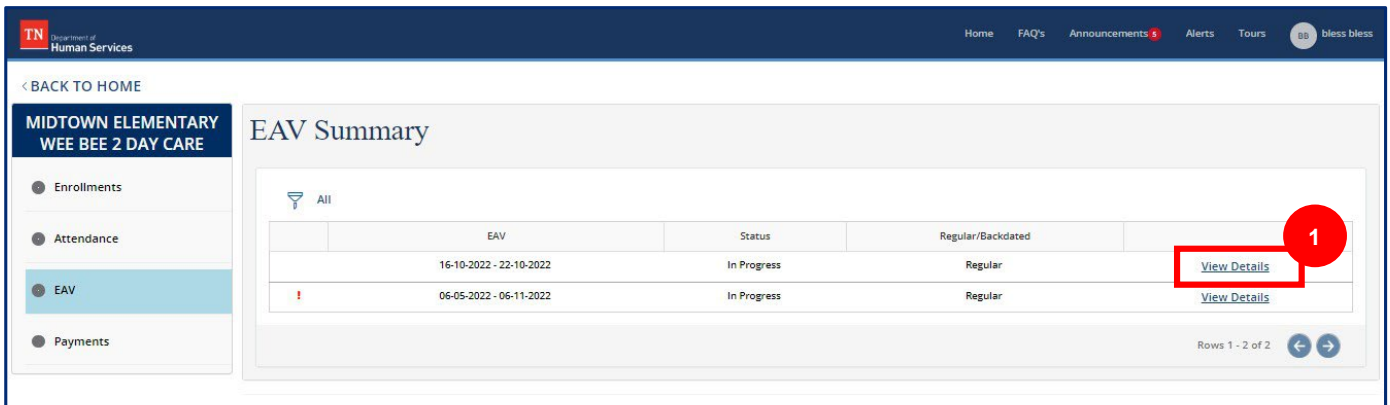
## Quick Reference Guide

The **EAV Summary** screen displays key EAV details, including:

- EAV (notes the dates of the EAV)
- Status (whether the EAV is in progress, has been submitted, has been returned for revision, or has been approved).
- Regular/Backdated (backdated denotes that an EAV has been edited after the week of the EAV has passed)

To review and edit the details of an EAV:

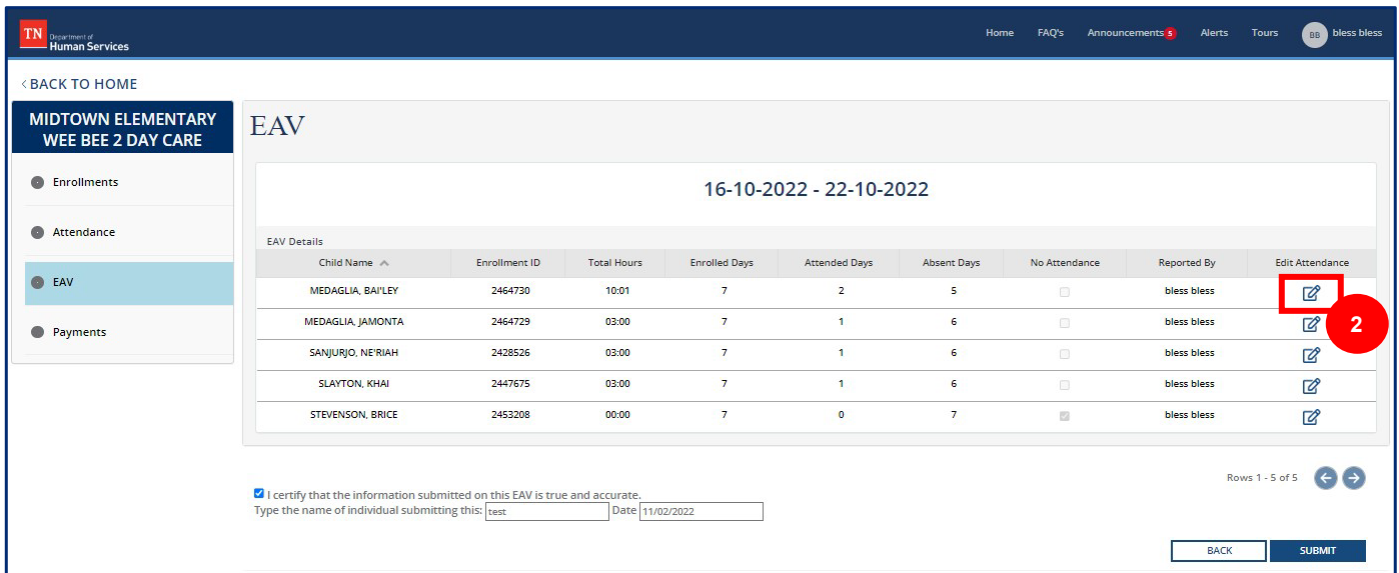
1. Select the **View Details** button in the row of the EAV you wish to review.



The screenshot shows the 'EAV Summary' screen for 'MIDTOWN ELEMENTARY WEE BEE 2 DAY CARE'. It features a table with the following data:

EAV	Status	Regular/Backdated	Action
16-10-2022 - 22-10-2022	In Progress	Regular	<a href="#">View Details</a>
06-05-2022 - 06-11-2022	In Progress	Regular	<a href="#">View Details</a>

2. Click the **Pencil/Paper Icon** under the **Edit Attendance** column if there are edits that need to be made to the attendance data in the system.



The screenshot shows the 'EAV Details' screen for the period '16-10-2022 - 22-10-2022'. It displays a table with the following data:

Child Name	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
MEDAGLIA, BAILEY	2464730	10:01	7	2	5	<input type="checkbox"/>	bless bless	
MEDAGLIA, JAMONTA	2464729	03:00	7	1	6	<input type="checkbox"/>	bless bless	
SANJURJO, NERIAH	2428526	03:00	7	1	6	<input type="checkbox"/>	bless bless	
SLAYTON, KHAI	2447675	03:00	7	1	6	<input type="checkbox"/>	bless bless	
STEVENSON, BRICE	2453208	00:00	7	0	7	<input checked="" type="checkbox"/>	bless bless	

At the bottom of the screen, there is a certification section:

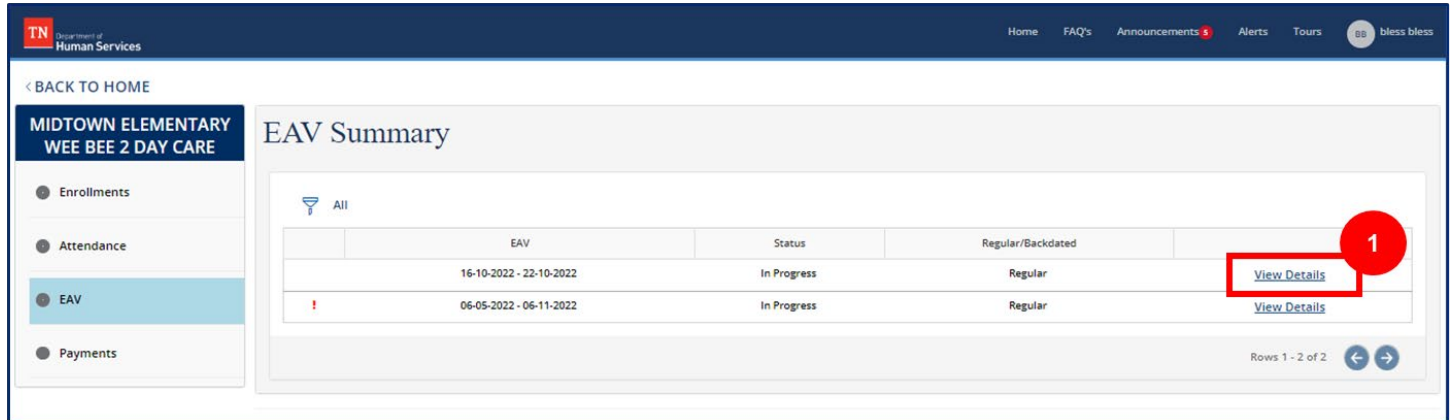
I certify that the information submitted on this EAV is true and accurate.  
 Type the name of individual submitting this:  Date:

Buttons:

## Submitting EAVs

To submit an EAV:

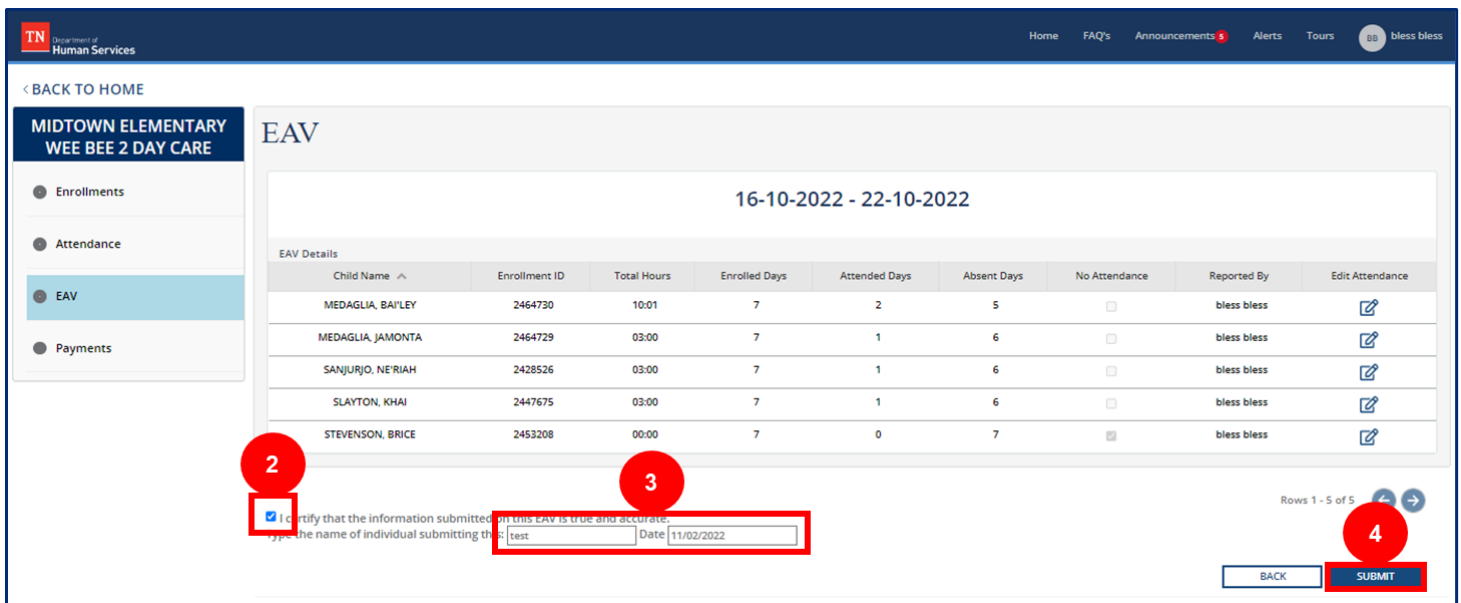
1. Click **View Details** in the row of the EAV you wish to submit.



The screenshot shows the 'EAV Summary' page for 'MIDTOWN ELEMENTARY WEE BEE 2 DAY CARE'. A table lists two EAVs. The first row is for the period '16-10-2022 - 22-10-2022' with a status of 'In Progress' and 'Regular' type. The second row is for '06-05-2022 - 06-11-2022' with a status of 'In Progress' and 'Regular' type. A red box highlights the 'View Details' link in the first row, with a red circle containing the number '1' next to it.

EAV	Status	Regular/Backdated	
16-10-2022 - 22-10-2022	In Progress	Regular	<a href="#">View Details</a>
06-05-2022 - 06-11-2022	In Progress	Regular	<a href="#">View Details</a>

2. Select the check box to certify the data is accurate.
3. Type your name and the date.
4. Click **Submit**.



The screenshot shows the 'EAV Details' page for the period '16-10-2022 - 22-10-2022'. A table lists attendance for five children. At the bottom, there is a certification section with a checkbox, a name input field, and a date input field. A red box highlights the checkbox, and another red box highlights the name and date input fields. A red circle with the number '2' is next to the checkbox, and a red circle with the number '3' is next to the input fields. A red circle with the number '4' is next to the 'SUBMIT' button.

Child Name	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
MEDAGLIA, BAILEY	2464730	10:01	7	2	5	<input type="checkbox"/>	bless bless	<a href="#">Edit</a>
MEDAGLIA, JAMONTA	2464729	03:00	7	1	6	<input type="checkbox"/>	bless bless	<a href="#">Edit</a>
SANJURJO, NE'RIAH	2428526	03:00	7	1	6	<input type="checkbox"/>	bless bless	<a href="#">Edit</a>
SLAYTON, KHAI	2447675	03:00	7	1	6	<input type="checkbox"/>	bless bless	<a href="#">Edit</a>
STEVENSON, BRICE	2453208	00:00	7	0	7	<input checked="" type="checkbox"/>	bless bless	<a href="#">Edit</a>

I certify that the information submitted on this EAV is true and accurate.  
 Name of individual submitting this EAV:  Date:

[BACK](#) [SUBMIT](#)

## Tracking EAVs

To track an EAV, access the **EAV Summary** screen. On that screen, you will be able to see the status of all EAVs under the **Status** column. An EAV's status can be listed as one of the following:

- In Progress (not yet submitted to TDHS)
- Submitted (signed and submitted to TDHS)
- Returned for Revision (the EAV was submitted and reviewed by TDHS, but a mistake must be resolved before payment can be issued)

If an EAV is listed as **Returned for Revision**, the EAV has not been approved. To correct any issues with the EAV:

1. Select the **View Details** button for the EAV you wish to review and edit.

EAV	Status	Regular/Backdated	
16-10-2022 - 22-10-2022	In Progress	Regular	<a href="#">View Details</a>
06-05-2022 - 06-11-2022	In Progress	Regular	<a href="#">View Details</a>

2. You will see a list of all records submitted in the EAV. Each row in the table includes the EAV information for a single child. To identify whether a correction is needed for a child, select the **Paper/Pencil Icon**.

Child Name	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
MEDAGLIA, BAI'LEY	2464730	10:01	7	2	5	<input type="checkbox"/>	bless bless	
MEDAGLIA, JAMONTA	2464729	03:00	7	1	6	<input type="checkbox"/>	bless bless	
SANJURJO, NE'RIAH	2428526	03:00	7	1	6	<input type="checkbox"/>	bless bless	
SLAYTON, KHAI	2447675	03:00	7	1	6	<input type="checkbox"/>	bless bless	
STEVENSON, BRICE	2453208	00:00	7	0	7	<input checked="" type="checkbox"/>	bless bless	

## Quick Reference Guide

- Review the **Comments Box** of the EAV record. If the box is blank, this record did not have any issues flagged. If there is a comment within the box, there was an issue with the record. You will see the reason(s) why the EAV was returned for revision within the box.

**Note: Be sure to not erase the comment provided in this text box from TDHS. This way you have an record of the reason(s) an EAV was returned for revision.**

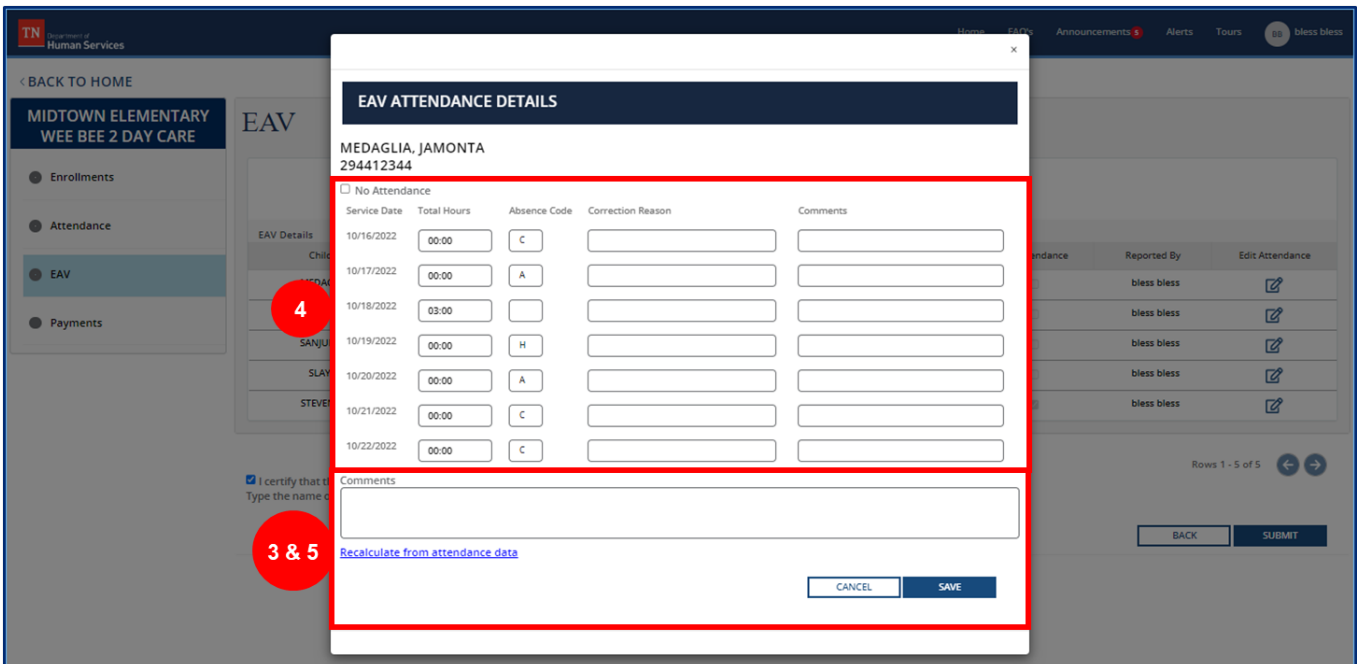
- Based upon the reason(s) an EAV was returned for revision, make changes to each child's record. There are two ways to make changes:

- In the **EAV Attendance Details** pop-up window, change the total hours, absence code, or correction reason in their respective fields.

**Note:** The Absence Code 'C,' Closed, will auto-populate based on your agency's hours of operations. The Absence Code 'H,' Holiday, will auto-populate for State Holidays. The Absence Code 'A,' Absent, will auto-populate if 0 hours were entered for a child on that day.

- Or, you can make changes through the Attendance functions of the Provider Portal. To better understand these functions, reference the **"Uploading/Updating Attendance Quick Reference Guide."**

- Once all updates for a child have been made, describe these changes in the **Comments Box**, under the explanation provided by TDHS for why the EAV was returned. Once done, click **Save**.



**EAV ATTENDANCE DETAILS**

MEDAGLIA, JAMONTA  
294412344

No Attendance

Service Date	Total Hours	Absence Code	Correction Reason	Comments
10/16/2022	00:00	C		
10/17/2022	00:00	A		
10/18/2022	03:00			
10/19/2022	00:00	H		
10/20/2022	00:00	A		
10/21/2022	00:00	C		
10/22/2022	00:00	C		

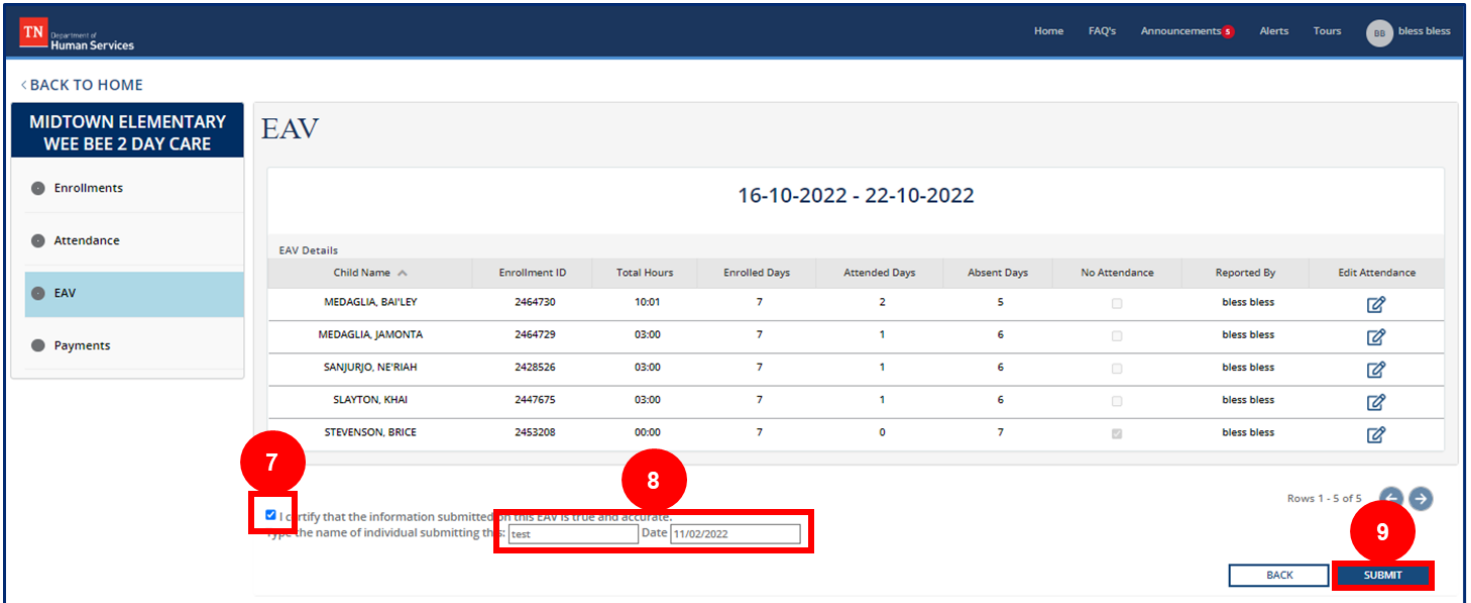
Comments

[Recalculate from attendance data](#)

CANCEL SAVE

## Quick Reference Guide

6. Repeat Steps 2, 3, 4, and 5 for each EAV record within your submission. Every record with a comment in the **Comments Box** requires revision.
7. After you have checked each EAV and all changes are made, select the check box to certify the data is accurate.
8. Type your name and the date.
9. Click **Submit**.



< BACK TO HOME  
**MIDTOWN ELEMENTARY WEE BEE 2 DAY CARE**  
 Enrollments  
 Attendance  
**EAV**  
 Payments

### EAV

16-10-2022 - 22-10-2022

Child Name ^	Enrollment ID	Total Hours	Enrolled Days	Attended Days	Absent Days	No Attendance	Reported By	Edit Attendance
MEDAGLIA, BAILEY	2464730	10:01	7	2	5	<input type="checkbox"/>	bless bless	
MEDAGLIA, JAMONTA	2464729	03:00	7	1	6	<input type="checkbox"/>	bless bless	
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SLAYTON, KHAI	2447675	03:00	7	1	6	<input type="checkbox"/>	bless bless	
STEVENSON, BRICE	2453208	00:00	7	0	7	<input type="checkbox"/>	bless bless	

I certify that the information submitted on this EAV is true and accurate.  
 Name:  Date:

Rows 1 - 5 of 5