

KidKare eForms Startup Guide

Enrollments

(New & Annual Enrollment Renewal)

For childcare homes





KidKare Process Overview

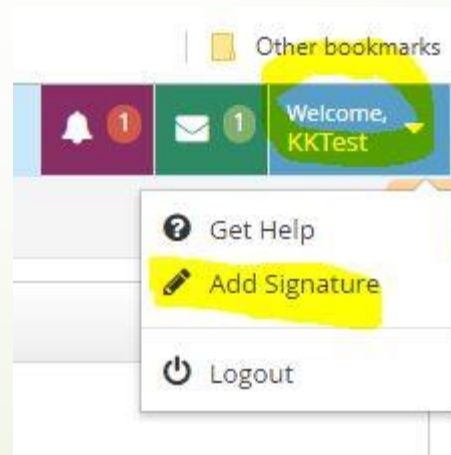
eForms (Electronic Forms) are online documents in KidKare that replace paper forms. With this feature, you can send NEW enrollment invitations directly to parents, track enrollment status, and complete annual child enrollment renewals. The CCRC sends parent invites using eForms for Annual Enrollment Renewals in December.

- Providers add or update parents/guardian email addresses, as needed.
- Parents/guardians who cannot complete eForms online/don't have an email, should complete the forms onsite at your location.
- Providers review and approve parent completed forms in KidKare. Once approved, they will be submitted to the CCRC electronically. You can also send forms back to parent/guardian for revision, if needed.
- CCRC reviews, approves, and renews submitted eForms.

Providers that distribute Income Eligibility Applications (IEA) annually to their families will also use eForms for IEAs







Working with eForms

- Log into your KidKare
- From the menu to the left, click **eForms**. A list of children displays. (If you do not see a list of children, click Clear Filter to remove any existing filters.)
 - ❖ It may be helpful if you use the 'Filter' option when you open eForms. You can filter by 'Not Started', 'In Progress', 'Needs Approval', etc
- Providers should add their 'signature' to their KidKare. This is YOUR personal signature & will show on the forms you approve. To complete this, click on your name in the upper right corner at the drop-down arrow; click 'Add Signature' & sign via your computer's mouse or on a tablet.



KidKare eForm Icons

These icons will guide you while using eForms.

Icon	Action
	The parent email address is missing. Click the child's name to add or update the parent email address, if available.
	Open the eForm in your program, on your device so parent may complete onsite. Easiest way to complete eForms. Must be used if no parent email address.
	Resend an enrollment invitation to the parent. Note that this icon only displays if there is a parent email address on-file. (Seldom used by Providers)
	Cancel the enrollment invitation. Use this only for children who no longer attend daycare or who are withdrawn.
	<u>DO NOT USE.</u> (This is only for Sponsors using paper forms)
	Review and approve the form or send it back to parent for revision. Once approved, the eform comes to CCRC for approval and renewal.



CCRC Resources

- ▶ NEW Child Enrollment:
https://www.youtube.com/watch?v=pz6rnWYa9OU&ab_channel=ccresourccenter
- ▶ Contact Info Update:
<https://www.dropbox.com/s/4redd9ayj0tn008/Contact%20Update%20in%20KidKare.MP4?dl=0>
- ▶ KidKare Messaging:
<https://www.dropbox.com/s/9kauoohxiwiiiioz/KK%20ProviderToParentMsg.MP4?dl=0>

For more information or questions, call Terri at 440/242-0413 x230



KidKare Resources

KidKare Help Pages

- ▶ Enroll New Participants: <https://help.kidkare.com/help/send-eforms>
- ▶ Working w eForms: <https://help.kidkare.com/help/work-with-eforms>
- ▶ Completing OnSite: <https://help.kidkare.com/help/completing-eforms-onsite>
- ▶ Approving eForms: <https://help.kidkare.com/help/approve-eforms>
- ▶ eForms Getting Started Checklist (Providers):
<https://dyzz9obi78pm5.cloudfront.net/app/image/id/5d24f380ad121c0106d01dd6/n/eformschklist-provider.pdf>
- ▶ Parent/Guardian Tip Sheet:
<https://dyzz9obi78pm5.cloudfront.net/app/image/id/5cddb9776e121c68202e2539/n/kk-enroll-child.pdf>



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