



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

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MEMORANDUM

TO: EXECUTIVE DIRECTORS/PROGRAM DIRECTORS/COPA CONTACT

FROM: LOUKISHA SMART PENNIX
DIRECTOR
CHILDREN SERVICES DIVISION

SUBJECT: POLICY CLARIFICATION AND NEW PROCEDURE FOR ATTENDANCE
EDITING REQUESTS

DATE: 5/23/2008

CC: DELEGATE AGENCY GOVERNING BOARD

Policy Clarification on Attendance Editing Beyond 10 Days.

As you are aware, the COPA system does not allow agencies to input or edit attendance for days that are more than 10 days in the past. We have been receiving requests from agencies to allow them to edit attendance after the 10 day limit has expired. In response, we are issuing the following policy clarification:

- It is the responsibility of delegate agencies to enter their attendance information in a timely manner:
 - For center based programs, attendance should be entered into COPA no later than 10am the following day.
 - For home based programs, attendance for each week should be entered by 10am on the first business day of the following week.
- Children and Youth Services (CYS) will assist agencies by opening past attendance for editing when agencies were not able to enter attendance for children in the following circumstances:
 - a technical problem with the COPA system
 - agency needed CYS assistance in enrolling children
 - children were moving over from another agency
 - over income enrollment approval was requested
 - a child was not enrolled in the COPA classroom until after the 10 day limit had passed, so the program was not able to take attendance for the child's first day(s) in class.
- CYS will NOT allow attendance to be edited after the 10 day window is closed for the following circumstances:
 - neglected to enter attendance
 - staff vacation or absence
 - site or agency's internet access was down

If a delegate agency's internet access is down, agency staff are expected to enter attendance by going to another location with internet access. If no other location can be found, time can be scheduled to use the computer lab at the CYS central office, 1615 W Chicago Avenue, to enter attendance. Contact CYS if you wish to schedule time to use our computer lab by emailing your request to Craig.Zemke@cityofchicago.org or Jennifer.Santana@cityofchicago.org. No form is required.

If your agency wants CYS to open attendance so you can edit for attendance past the 10 day window and the request is consistent with the above policy, we have provided a form you can use to make this request. The form is available on the CSD Web page at http://csdgroup.cyscopa.com/CSD_Main/Policies_Procedures/.

To submit your request, please use the following procedure:

- Open the "COPA Attendance Adjustment Request" form in Word.
- Select SAVE AS to create a new file naming it with your agency name and attendance adjustment with today's date. For example, "ABCAgencyAttendanceRequest042808"
- Fill in the form completely; specifying which of the approved circumstances justify the request and/or what extraordinary circumstances you want us to consider to allow your late access. (If this is due to CYS delay, please provide details of when your original request was submitted to CYS.)
- Email the file as an attachment to Craig.Zemke@cityofchicago.org
- We will respond within 5 business days with an approval or denial of your request.

If you have any questions on this policy or procedure, please email Craig.Zemke@cityofchicago.org.
