



Child Care Management Software

What You Need to Know!

The Ohio Department of Children and Youth (DCY) has partnered with **brightwheel**, a child care management software (CCMS) company, to provide **free** brightwheel CCMS premium subscriptions (full payment) to all Ohio licensed/approved/certified child care programs who wish to take advantage of this opportunity. There are currently more than 800 Ohio early childhood care and education programs already using brightwheel CCMS.

What can brightwheel CCMS help with?

Some of the options the **free** brightwheel CCMS premium subscription can provide to your program include:

- Recording children's attendance (overall and between classrooms)
- Electronic access to current DCY required and sample forms (updated by DCY as needed)
- Family communication options
- Automated fee payment options
- Managing admissions & paperwork
- Photo & video sharing capabilities
- Tracking lesson plans & observation information

How do I sign up?

Free access to the brightwheel CCMS begins on March 26, 2024. A brightwheel Product Specialist will help walk you through the free sign-up process.

- To learn more about the brightwheel CCMS platform or schedule your sign-up appointment [Click here](#) or email ohio@mybrightwheel.com

How would the brightwheel CCMS track attendance at my child care program?

Families at your program will be able to record their child's attendance through brightwheel CCMS by:

- Using their smart phones to scan a "quick response" (QR) code.
- Using the brightwheel app on your program's computer or tablet.
- Creating and using personalized information to access the CCMS.
- Entering in the arrival and departure times of the child in care.
- Reviewing all attendance entered for their child for accuracy.

Note: The brightwheel CCMS will capture the electronic signature of the individual submitting the information to meet Ohio's attendance documentation requirements.

- You and your program's staff can also use the brightwheel CCMS to track the in and out attendance in addition to the movement of children between classrooms, outdoor play spaces, activities, field trips, etc.

Will brightwheel's electronically recorded attendance meet the Ohio Administrative Code (OAC) Licensing rule attendance requirements?

Current OAC rules do not permit child care programs to use TAP attendance to meet attendance requirements, however, DCY has determined the following compliance criteria regarding electronic attendance recorded and maintained through CCMS programs, including the brightwheel CCMS program.

- The program will need to track the in and out time for each child in attendance.
- Electronic attendance information must contain all details listed in rule.
- Programs using electronic attendance should be able to print them out or email an electronic copy - and - store these accessible electronic records for one year.
- If an electronic attendance record is taken on field trips, the provider will need to have a plan in place if the device's battery would die.
- The child care program will need to have constant access to the maintained electronic attendance records and be able to produce them for DCY or county agency staff during an inspection visit.

As long as the CCMS program maintained attendance meets the criteria to comply with the rule stipulations, the provider may use it for attendance compliance.

Can recording attendance in the brightwheel CCMS replace recording publicly funded child care (PFCC) attendance in Ohio's Time Attendance and Payment (TAP) automated payment system?



Payment for PFCC services will still need to be completed through TAP – however, DCY is currently working with brightwheel on system enhancements to transfer children’s brightwheel recorded attendance into TAP.

Does the brightwheel CCMS curriculum meet the state of Ohio’s requirements?

The brightwheel curriculum currently meets Ohio’s current Step Up To Quality 5-star system requirements through June 30, 2024. Information on curriculum requirements related to Ohio’s revised quality rating system will be provided as soon as it is available.

Although the brightwheel curriculum is not included with your premium subscription, their curriculum can be purchase separately and added to your DCY subscription. You can ask about purchase options when you speak with your brightwheel representative.

Does Brightwheel have an assessment tool that meets Ohio’s current Step Up To Quality 5-star system requirements?

The assessment tool is currently pending review. An update will be provided once the review is complete.

What if I'm already a brightwheel customer?

If you are already using the brightwheel CCMS, please click [here](#) and a brightwheel Product Specialist will reach out to confirm your eligibility and transfer your subscription!

What ongoing support does brightwheel offer?

24-hour support is available to brightwheel subscribers through their website ohio@mybrightwheel.com. You may also reach out to your programs free brightwheel Onboarding Coach that will be assigned to assist you.

