



Mocha Trainings and Resources

Hello ECE program partners! We are excited that you are all going to joining us in using Mocha by the end of this month. We know these transitions can be hard and stressful, we appreciate your patience, and we encourage you to use all of the resources available to you to make your transition successful. Please feel free to reach out with questions and concerns whenever you need to.

This document contains information on key dates, trainings, and resources.

- **Final Mocha Go-Live is June 30th - Cocoa access ENDS on 7/1/2021**
While most key Cocoa data from Fiscal Years 19/20 and 20/21 will be imported to Mocha from Cocoa, it's important to understand that your **access to Cocoa will end on 7/1/2021**. Please plan carefully to run all necessary reports on or before 6/30/2021.
- **Mocha Refresher Training Sign-ups are OPEN**
General Refreshers and those focusing on FCC/Single Sites; Title 5 (CDE) agencies; and limited Teacher workflows are available throughout the month. **Use this form to sign-up!** A separate email that includes the form and link will be issued shortly so you can share it appropriately within your agency. You only need to sign-up once to confirm attendance, but you can sign-up for as many trainings as you would like!
- **Go-Live Week Supports - Drop-in Office Hours**
CLICK HERE to save an Office Hours slot on your calendar during Go-Live week. We will send out reminders closer to these dates.
Drop-in Office Hours will be:
 - Monday, 6/28/2021, 10 a.m. - Noon
 - Wednesday, 6/30/2021, 3 - 5 p.m.
 - Thursday, 7/8/2021, 2 - 4 p.m.



Go-Live Advice

Mocha is LIVE - take a look!

- **Log-in:** <https://app.verticalchange.com/login>

If you or your staff have any trouble accessing Mocha, or need to manage your user accounts, please reply to let me and the VerticalChange team know. Agency administrator access to User management will be rolled-out in the coming weeks; stay tuned!

- **Check your data.**

Information about your Agency, Site(s), and Session(s) has been imported from Cocoa. To check this:

- Go to the Contacts page to view your Site(s) name(s), and click there to view the Site page.

From there,

- Click the Site Information tab to view Basic Info and Site Info sections.
- Click the Sessions tab, and the Session Name to view the Session data.
 - Click the blue linked text under Name on the Session tab to view details, AND
 - Click the blue View attendance and roster button there to see your enrolled students!

- **Take Attendance**

The attendance module is up and running, and ready for you to record days of student attendance based on the enrollment and session information we have added to Mocha from your Cocoa data. Refer to the [Part 3 Mocha Guide on Attendance and Payment](#), and the training session recordings below for a refresher!


You may use the 'Edit' button where you see it in these various pages to make updates to incorrect or missing data - it is yours to improve as you see fit!

If you are a June 30th launcher, during the next week or so, additional child forms and information will be imported from Cocoa. We will provide you with updates as soon as they are ready for your review.

If you launched in February or April, this data should already be in Mocha – please let us know if there is anything missing!



Resources:

1. *February Office Hours:* We kicked off the last wave of Go-Live sites with Office Hours in February and an overview for agency leads yesterday - here's a link to that session recording.
 - [February Go-Live Agency Overview for Directors / Administrators - 2/23/2021](#)
2. *Help chat:* Please use the in-app chat by clicking the  bubble in the lower-right corner when logged-in to Mocha for direct support. Also please remember you're able to use the online [Submit a Request form](#) to share input, questions, or report trouble that you're unable to resolve using the in-app support chat for any reason.
3. *Training Guides:* [Click here](#) to visit the OECE Data Reporting web page, where all **Mocha Training Guides** are accessible.
 - [Mocha Guide, Part 1: Basic Functions](#)
 - [Mocha Guide, Part 2: Enrollment and Certification](#)
 - [Mocha Guide, Part 3: Attendance and Payment](#)
 - [Mocha Guide, Part 4: Report Builder](#)
4. *Recordings of past trainings:* Here are recording links to past trainings - feel free to use these anytime as refreshers!
 - [Provider training Part 1, Basic Functions - Overview - 1/5/2021](#)
 - [Provider training Part 1, Basic Functions - Practice Session - 1/7/2021](#)
 - [Provider training Part 2, Enrollment workflows - Overview - 1/12/2021](#)
 - [Provider training Part 2, Enrollment workflows - Practice Session - 1/14/2020](#)
 - [Provider training Part 3, Attendance & Payment - Overview - 1/19/2020](#)
 - [Provider training Part 3, Attendance & Payment - Practice Session - 1/21/2020](#)
 - [Provider training Part 4, Reports - Overview \(first\) - 12/22/2020](#)
 - [Provider training Part 4, Reports - Overview \(second\) - 1/26/2020](#)
5. *Teacher Training Sessions:*
 - Teacher training, 1/6/2021 - [10 a.m. Session](#) and [4 p.m. Session](#)
 - Teachers training, 1/13/2021 - [10 a.m. Session](#) and [4 p.m. Session](#)