

EFS Modernization Process for Temporary Closures Guidance for School Readiness Program (Only) Providers Updated 11/12/2020

This document provides the steps necessary to report temporary closures for providers that <u>only</u> offer the School Readiness (SR) program.

Scenario 1

Site Is Completely Closed – No Services Provided for Any Children

Important things to know:

- 1. This scenario requires the new Temporary Closure reporting form.
- 2. The reporting form consists of three main sections: temporary closure type, closed provider site(s), and closure details.
- 3. The form must be completed and submitted to early learning coalitions **before** attendance is submitted for the month in which the closure occurs.
- 4. Submitted closures appear on the closures log with the *Submitted* status. Once the coalition has processed the request, the status changes to *Processed* and additional information appears.
- 5. The closure dates do not appear on the attendance roster until the status is *Processed*.

Steps for completing the form:

1. Navigate to Attendance \rightarrow Temporary Closures.



2. Click the Add Closure button.

Closures										
Add Closure									Clear All Filters Sear	ch:
Actions	Closure ID	Туре ↓↑	Date of Closure 1	Payable 🕼	Status 1	Coalition $\downarrow\uparrow$	Comments 1	Providers 4	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter

- 3. Complete the form.
 - a. **Temporary Closure Type =** When one or more sites that you manage are completely closed temporarily due to emergency circumstances, where all programs and all children are impacted, select "Yes, the whole site(s) was closed. Services were not provided to **any children**."
 - i. Note: Individual SR class closures are covered in the next scenario.
 - b. **Closed Provider Site(s)** = Select the provider site(s) that were completely closed temporarily due to emergency circumstances. Each site the user has access to manage are listed.
 - i. **Note:** If more than one site is selected and they were closed for different dates, they should be unchecked and have separate closure events created.
 - c. Closure Dates = Enter the closure date range. The "Closed From" date is the first day of the closure and the "Closed To" date is the last day of the closure. A single day closure would have the same "Closed From" and "Closed To" date. No services are rendered on dates included in the closure date range. Enter the anticipated date services will resume. While the reopen date may be uknown, enter your best estimate.
 - i. **Note:** The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.

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	Eat	Report Temporary Closure					der	
	LEARN	Temporary Closure Type				-	uci	
	A	Was the whole site(s) closed for childcare servi	ces during the closure event?*					
ft Home	Busines	O Yes, the whole site(s) was closed. Services	were not provided to any children.					
		\bigcirc No, the site was partially closed. Services w	ere not provided to the VPK program.	•				-
		\bigcirc No, the site was partially closed. Services w	ere not provided to the SR program.			arell down for	🗈 Log Off 🛛 🔁	6
_		Closed Provider Site(s)			5	more		
Closures		Select Providers*			_			
Add Closu	re			~				
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		Anticipated Reopen Date 🤀 🍍						
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Showing 1 to	o 1 of 1 en	tries.			_	_		

- d. **Reasons =** Select the closure reason(s). Select all that apply.
 - Note: At this point, you may click the <u>Save</u> button to save your work and return to the form at a later time. Incomplete forms may be accessed by the early learning coalition for assistance. Remember, the form must be completed and submitted to early learning coalitions **before** attendance is submitted for the month in which the closure occurs.
- e. **Documentation =** Upload documentation to support closure reasons as needed. Up to five documents may be uploaded. (Optional)
- f. Comments = Enter additional information to support closure reasons. (Optional)

4. When complete, click the **<u>Submit to Coalition</u>** button.

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Ea)	Report Temporary Closure	der
LEARN		
🕈 Home 🛛 🛛 🕒	Closure Reasons (select all that apply) *	
Ĭ	Exposure to COVID-19	
	Scheduled deep-cleaning due to COVID-19	🗈 Log Off 🧔 🕤
	Declared state of emergency other than COVID-19 (such as a hurricane)	
	Other	
Closures	Documentation	
Add Closure	Attach the documentation necessary to establish proof of site closure.	
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4	Save Cancel Submit to Coalition	,
Showing 1 to 1 of 1 en	tries.	NS I

 Complete the Sign and Certify modal by entering your full name, checking the "Certify by Electronic Sigature" box, and clicking the <u>Submit</u> button.

y signing this form I certify that	it:
Certify that the temporary of information provided is true Lunderstand the coalition wi Attendance Policy for Fundi Emergency Closures for the Lunderstand child attendand Lunderstand the VPK Provid instructional hours in excess reimbursement.	Josure was due to the circumstances as described above and th and correct. iil determine reimbursement eligibility based on 6M-8.204 Unifor ng the VPK Program and 6M-4.501 Reimbursement During SR program. ce records will not be collected for closure days. for Application classroom calendars must be modified to restore s of the allotted emergency closure days in order to receive
Authorized Electronic Sig	gnature
Full Name*	
Certify by Electronic Signatu	re *
Submission Date	
10/28/2020	
	Submit

6. These steps will submit the closure information to the early learning coalition to process. The closure information appears on the closures log with the *Submitted* status. Once the coalition has processed the request, the status changes to *Processed* and additional information appears. The closure dates do not appear on the attendance roster until the status is *Processed*.

Closures										
Add Clos	ure								Clear All Filters	Search:
Actions	Closure ID ↓	Type ↓†	Date of Closure	Payable 🕸	Status 🕸	Coalition $\downarrow\uparrow$	Comments 11	Providers 1	Last Modified Date 1	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
View	12555	Whole Site	10/05/2020 - 10/05/2020	_	Submitted	ELC of Lake			10/28/2020 7:37:22 AM	
View	1113	Whole Site	09/03/2019 - 09/04/2019	Yes	Processed	ELC of Lake	Hurricane Dorian - Closure September 3 & 4		9/30/2019 10:07:33 AM	

Scenario 2

Site Is Partialy Closed – Some SR Classes Closed

Important things to know:

- 1. The temporary closure reporting form is for whole site or whole program closures (for providers offering both SR and VPK programs). Until additional functionality becomes available, individual SR class closures are managed through attendance.
- 2. Absences due to temporary class closures must be submitted <u>with</u> the service period attendance in which the closure occured. These steps cannot be completed when attendance is already submitted or approved.

Steps:

1. Navigate to Attendance \rightarrow Manage SR Attendance.

A	Home	Business -	Profile 👻	Contracts -	Enrollment	S 🔻	Attendance -	Documents -	Profile: 2020 - 2	202 ⁻	1 V Hello	🕒 Log Off 🔅	0
					/		Manage VPK A	ttendance ►					
	Common	Tasks				Bro	Reimbursemen	It Details			Coalition Messages		
	Manage Manage	e Sites All Sites				No	Temporary Clos	sures 5			No notifications or alerts to display.		

- 2. Click an impacted child and the date when the temporary class closure occurred. In the absence modal:
 - a. Select the "Absence due to disaster" reason.
 - b. Enter a note regarding the temporary class closure.
 - c. Then, click the **<u>Save</u>** button.

1 to 20 of 45 enrolled	♥ Ind	to the Document Management Library as needed.				
Child Name DOB Age Billing Statu		alendar				
1. 7/6/2020 0y BG1 2. 11/25/2018 1y BG1		Child's Current Information				
3. 11/25/2018 1y BG8 4. 1/30/2018 2y BG1	Absence Due To Disaste V	Sat Name 3 3 DOB 2/24/2017 Age 3				
5. 202010 4y 501 6. 206/2016 4y BG8 7. 8/10/2012 8y BG1 8. 1/11/2017 3y BG8	B Note The PR3 class was temporarily closed due to Covid- 19. Class will resume on Monday.	Copay \$5.10 BGrp BG8 Status Enrolled				
9. 4/21/2016 4y BG8 10. 3/28/2018 2y BG1 11. 2/24/2017 3y BG8		10 Monthly Attendance Summary Anticipated Start Date 9/28/2020				
12. 12/31/2016 3y BG8 13. 1/12/2010 10y BG1 14. 5/26/2015 5y BG1	Max length allowed is 500 characters: 417 remaining.	17 Days Absent 0				
15. 7/2/2014 6y BG8 16. 7/18/2016 4y BG8 17. 8/7/2016 4y BG8	Attach your document	Days Present 21 Reimbursed Holidays 1				
18. 2/15/2020 0y BG1 19. 2/15/2020 0y BG8	This will upload a copy of your document and store it in the document library management system. The upload process may take from	24 Non-Reimbursable Days 0 RWA No				
Previous Next	several seconds to a minute, depending on the size of the document and speed of your internet connection.	31 Schedule Note				
	Select a tile to upload Choose File No file chosen	* N/A Reject Reason				
		N/A Palect Commant				
		N/A				
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3. Repeat for each impacted child and temporary class closure day. When service period ends, click the **Submit to Coalition** button and submit attendance per usual.