EFS Modernization Process for Temporary Closures
Guidance for Voluntary Prekindergaten VPK (Only) Providers
Updated 11/12/2020

This document provides the steps necessary to report temporary closures for providers that **only** offer the Voluntary Prekindergaten (VPK) program. VPK class/program closures are limited by Rule 6M-8.204 Uniform Attendance Policy for Funding the VPK 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 and updating the VPK Provider Application.
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 → Temporary Closures**.
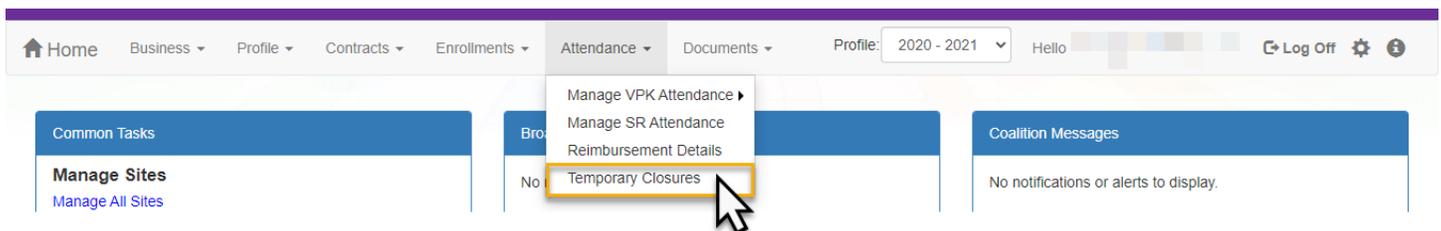
2. Click the **Add Closure** button.
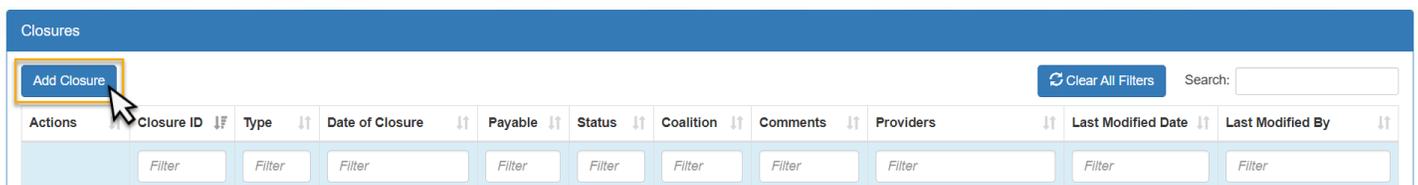
3. Complete the form.
    a. **Temporary Closure Type =** When one or more sites that you manage are completely closed temporarily due to emergency circumstances, where all programs and all children are impacted, select "Yes, the whole site(s) was closed. Services were not provided to **any children**."
        i. **Note:** Individual VPK 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.

    d. **Reasons =** Select the closure reason(s). Select all that apply.
        i. **Note:** At this point, you may click the **Save** 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 **Submit to Coalition** button.

5. Complete the Sign and Certify modal by entering your full name, checking the "Certify by Electronic Sigature" box, and clicking the **Submit** button.

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*.

7. Navigate to **Contracts** → **Manage Contracts**.

8. Locate the VPK Provider Application (VPK-APP) for the current program year and click the **Edit** button.

9. Select the **VPK Class(es)** tab.
   a. Locate the class that did not have instructional hours due to the temporary closure and identify the class calendar assigned to the class.
   b. Review the other classes (if any) and identify whether they use the same calendar. When other classes use the same calendar, a new calendar for the class must be created and assigned. If you have multi-classes using the same calendar, skip to Scenario 3.
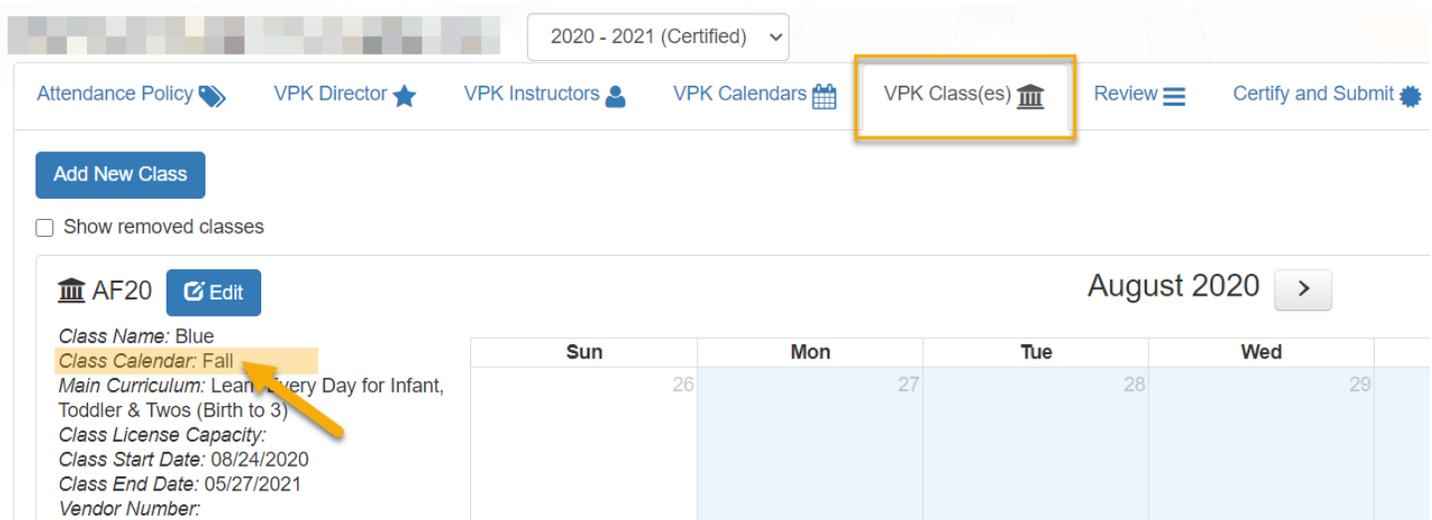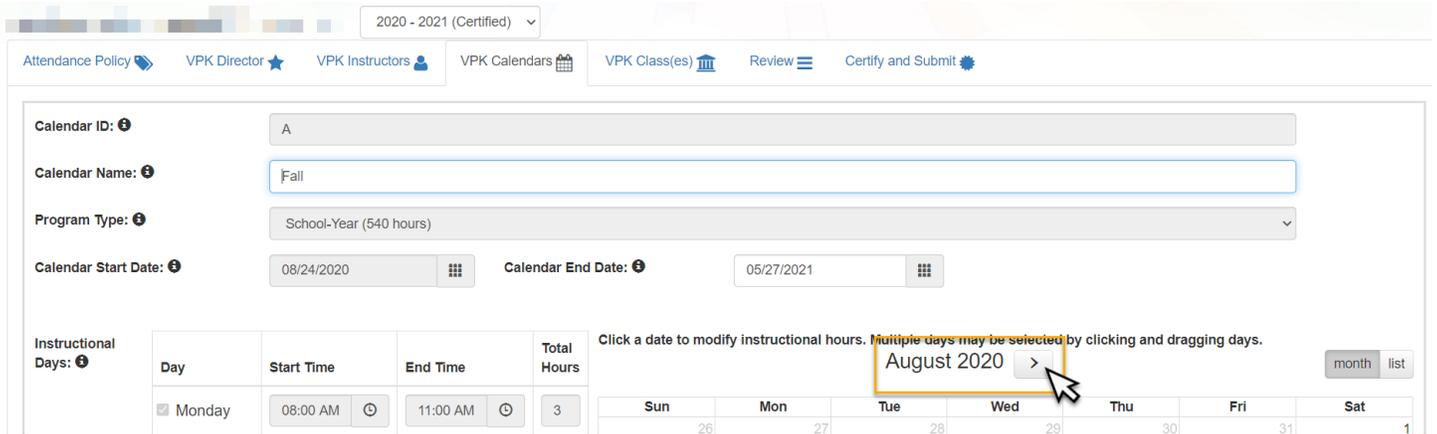

10. Select the **VPK Calendars** tab.
    a. Locate the calendar assigned to the class and click the **Edit** button.
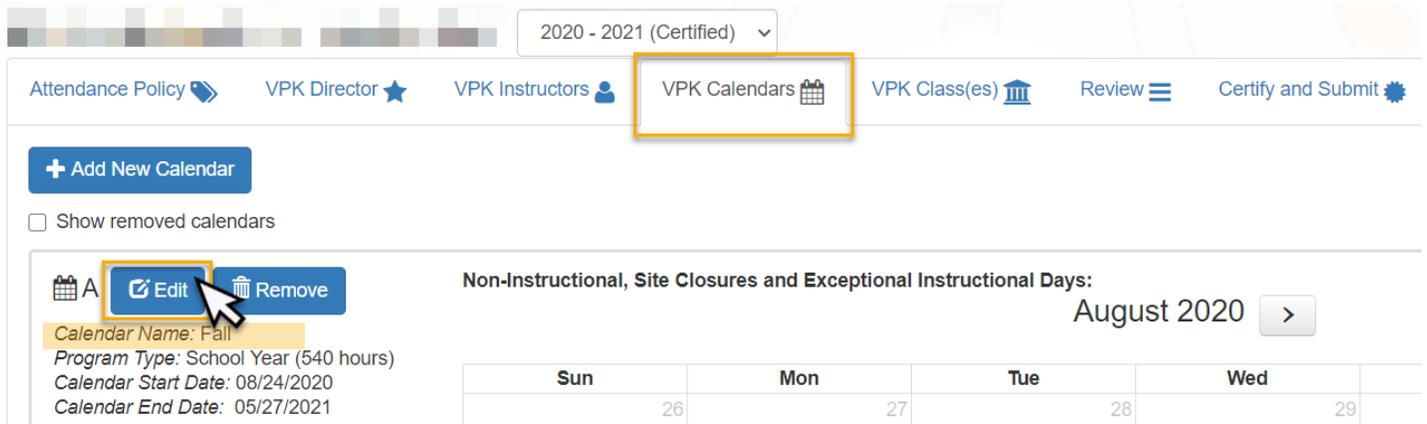
11. Click the arrow button above the calendar to view the month in which the temporary closure occured.
   a. **Note:** The system defaults to the first calendar month of the class.

12. Select the temporary closure day(s) by clicking on the date(s) within the calendar.
    a. **Note:** Multiple days may be selected by clicking and dragging over the date range.
    b. After selecting the date(s), a pop up window will appear. There are two event types available:
       i. **Instructional Day Exception** = Use when closure date(s) will not be made up; this ensures that instructional hours are maintained and reimbursed (up to the number permitted). See below for additional steps.
       ii. **Non-Instructional Day** = Use when closure date(s) will be made up; this deducts instructional hours from the calendar; calendar may be revised to restore lost instructional hours (required if beyond the number permitted). See below for additional steps.
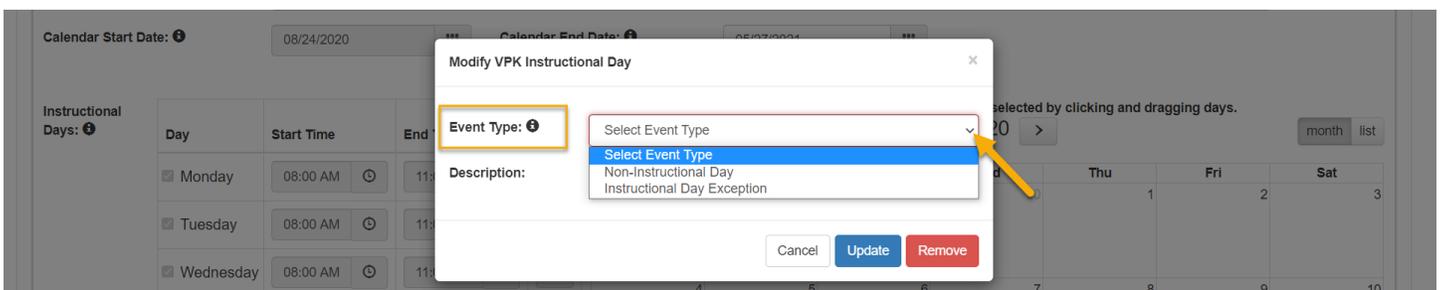
Instructional Day Exception

1. For closures that do not reduce instructional hours, select **Instructional Day Exception** as the event type (up to the number permitted).

2. Once selected:
   a. Enter a description. The example below uses "Closure due to Covid."
   b. Enter the <u>same</u> time range for the closed day as it appears on the calendar.
      i. If a date range was used and the days have different instructional hours (i.e. Mondays are 3 hours and Tuesdays are 3.5 hours), click the **Cancel** button and create separate events.
   c. Click the **Update** button.
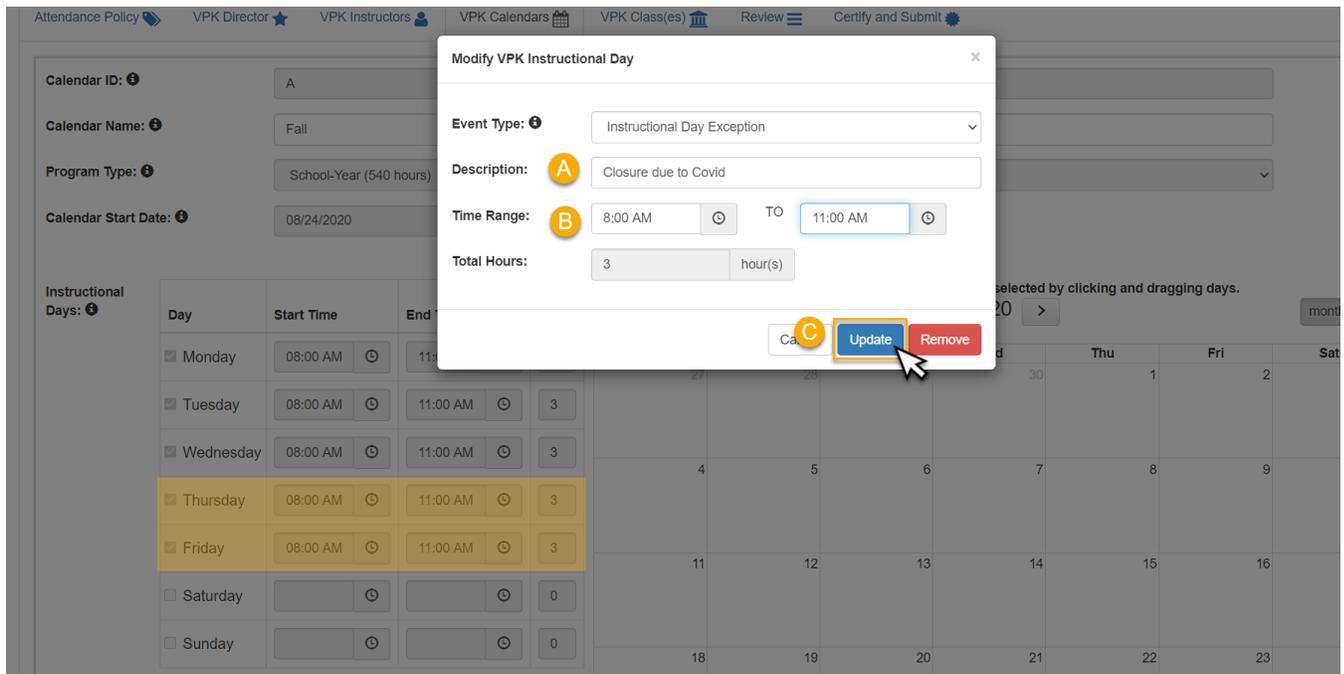
3. The information is displayed on the calendar. The total calculated class hours and total instructional days have not changed.

4. When changes are complete, click the calendar's **Save** button.

Non-Instructional Day

1. For closures that reduce instructional hours, select **Non-Instructional Day** as the event type (required if beyond the number permitted).

2. Once selected:
   a. Enter a description. The example below uses "Closure due to Covid."
   b. Click the **Update** button

3. The total calculated hours and VPK instructional days are reduced for each non-instructional day based on the hours defined for the day. Additional modifications are needed to restore 540 hours. This can be accomplished in a variety of ways such as canceling previously identified (future) non-instructional days, extending the class end date, or even extending the time on some instructional days (by creating exception days with different hours).

Instructional Days: ❶	Day	Start Time	End Time	Total Hours
	☑ Monday	08:00 AM 🕐	11:00 AM 🕐	3
	☑ Tuesday	08:00 AM 🕐	11:00 AM 🕐	3
	☑ Wednesday	08:00 AM 🕐	11:00 AM 🕐	3
	☑ Thursday	08:00 AM 🕐	11:00 AM 🕐	3
	☑ Friday	08:00 AM 🕐	11:00 AM 🕐	3
	☐ Saturday	🕐	🕐	0
	☐ Sunday	🕐	🕐	0

The closure days display on the calendar and reduce the total calculated hours and instructional days. Additional modifications are needed to restore 540 hours.

Total Calculated Hours: 534.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 178

4. When changes are complete, click the calendar's **Save** button.

13. This should be repeated for all impacted class calendars. When all class calendars are updated, click on the **Certify and Submit** tab. Complete the signature information and click the **Submit VPK Provider Application** button.

Scenario 2
Site Is Partialy Closed – Some VPK 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 VPK class closures are managed through the VPK Provider Application class calendar.

1. See Scenario 1, complete steps 7 through 13.

Scenario 3
Multiple VPK Classes Use the Same Calendar

Important things to know:

1. After a class has started and attendance is submitted, the class calendar cannot be re-assigned. Therefore, a new calendar must be created, the existing class must be ended, a new class must be created and assigned the continued calendar, and children transferred to the new class.
2. While having separate calendars for each class is not required, it is recommended so that each class may handle different calendar/scheduling issues as needed.

1. Select the **VPK Calendars** tab. Then, click the **Add New Calendar** button.
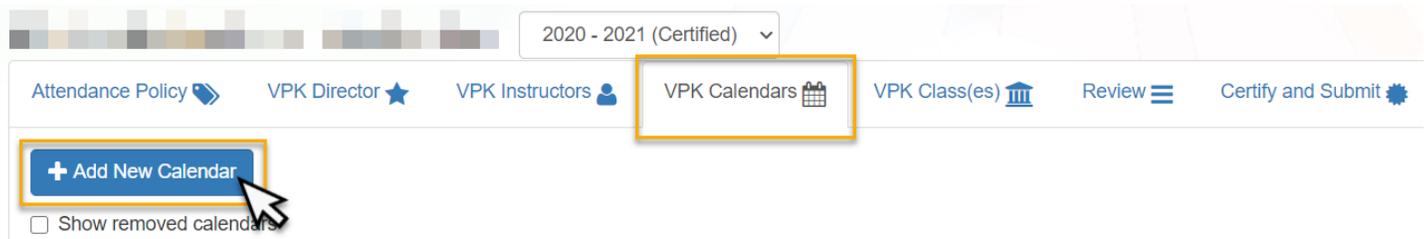
2. Complete the calendar fields.
    a. **Calendar Name =** Enter "Continued for (enter Class ID)". The example below uses "Continued for CF20."
    b. **Program Type =** Select the same program type as the prior calendar.
    c. **Calendar Start Date =** Enter the start date for the new calendar. This is a continued calendar so it should not be the original start date.
        i. Note, the class that is being separated from the existing calendar will be ended one day prior in a future step.
        ii. For example, if this calendar will start on November 1, 2020; the existing class using this calendar will get an end date of October 31, 2020.
    d. **Calendar End Date =** Enter the end date for the new calendar. This may or may not be the same as the original end date. The example below uses the same end date.
        i. Note, a calendar and/or class end date can be edited at a later time as needed.
    e. **Instructional Days =** Enter the same instructional days and times as the prior calendar.
    f. **Modify Insturctional Hours =** Click the arrow button above the calendar to view the months and enter the same planned non-instructional days as the prior calendar.

3. When complete, click the calendar **Save** button.

4. Select the **VPK Class(es)** tab.
   a. Locate the class that will be ended and continued as a new class with the continued calendar.
   b. Click the **Edit** button.

5. Change the class end date to one day prior to the continued calendar's start date. Then, click the **Save** button.

6. On the **VPK Class(es)** tab, click the **Add New Class** button.

7. Complete the class fields.
   a. **Class Name =** Enter "Continued for (enter Class ID)". The example below uses "Continued CF20 – Ladybug."
   b. **Class Calendar =** Select the newly created "continued" calendar for this class.
   c. **Main Curriculum =** Select the same curriculum (or update as needed).
   d. **Class License Capacity =** Licensed providers enter the number; non-licensed providers do not have this field.
   e. **Instructors =** Select same instructors (or update as needed).

8. When complete, click the class **Save** button.

Class ID:	GF20
(A) Class Name:	Continued CF20 - Ladybug
(B) Class Calendar:	D - Continued for CF20
(C) Main Curriculum:	Creative Curriculum for Preschool (3 and 4)*
(D) Class License Capacity:	13
Class Start Date:	11/01/2020
Class End Date:	05/26/2021

(E) Instructors:
- ☐ ▩▩▩▩ (Received an Associate of Science or A.A.S. Degree, Lead, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience)
- ☐ ▩▩▩▩ (Completed High School, Substitute, 40-hour introductory child care training course)
- ☐ ▩▩▩▩ (Received an Associate of Science or A.A.S. Degree, Aide, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience)
- ☐ ▩▩▩▩ (Received a B.S. or a B.A, Substitute, A.A., A.S., A.A.S. in an approved field with required minimum hours and experience)

You must select at least one Lead instructor or enter a new class end date.

Save Cancel

9. When all calendars and classes are updated, click on the **Certify and Submit** tab. Complete the signature information and click the **Submit VPK Provider Application** button.
   a. Note, the next step cannot be completed until the VPK-APP changes are verified by the coalition and the status is *Certified*.

10. Navigate to **Enrollments → Manage VPK Enrollments → Request/Change Enrollment**.

11. Select the VPK Program Year, VPK Session, and VPK Class for the original class.

12. Click the Class change button for the first enrolled child. Complete the transfer fields.

a. **To =** Select the newly created continued class.

b. **Transfer Effective Date =** Enter the first day of the class calendar.

13. When complete, click the **Submit Request** button.
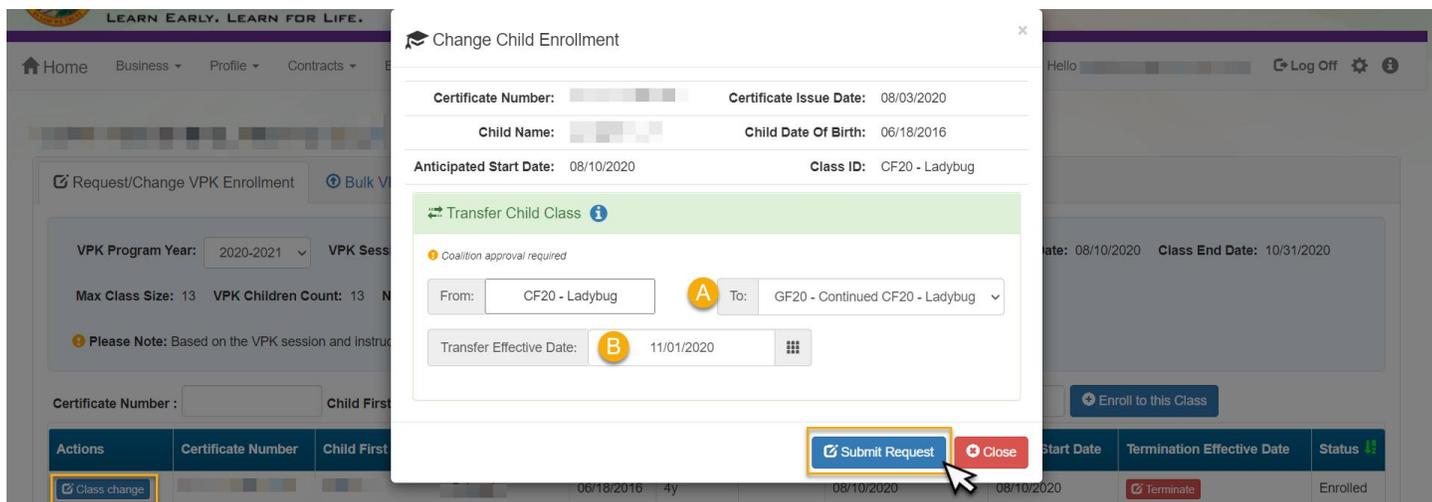
14. Refresh the page and repeat steps 11-13 for the remaining enrolled children. The children will appear as *Enrolled* in the **From** class and *Enrolled-Change Requested* in the **To** class. Once the coalition approves each enrollment change request, the children will appear as *Enrollment Ended (Terminated)* in the **From** class and *Enrolled* in **To** class.

15. Now that the calendar and class have been separated and enrollments updated, proceed with step 9 in Scenario 1.