Temporary Closures

Temporary closures must be created when the whole site or program or specific classroom is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

**NOTE:** Temporary closures must be created BEFORE attendance is submitted for the month in which the closure occurs.

To add a closure, navigate to **Attendance > Temporary Closures.**

Click the **Add Closure** button.
The Report Temporary Closure pop-up window opens.

### Creating a Temporary Closure for a Whole Site Closure

Complete the form. Hover over the information icons for additional information.

- **Closed Provider Site(s)** – Select the site(s) that were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with VPK or SR enrollments display in the dropdown list.
  
  **NOTE:** If providers were closed for different dates, they should be unchecked and have separate closure events created.

- **Closure Details** – 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 available on dates included in the closure date range.
  
  **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.
Clicking the No Services checkbox will select multiple providers with whole site closures and a pop-up will indicate that all classes and care levels are selected for all providers.

Unchecking the No Services checkbox will deselect all providers, but all classes and care levels for each provider are still selected. The user will need to deselect classes and care levels for each provider that should not be included in the closure.
• **Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.
• **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
• **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.

Clicking the **Save** button on the Report Temporary Closure form saves the record in “Incomplete” status. Incomplete closure forms can be seen by the coalition for assistance. To edit a temporary closure record, click the **Edit** button on the incomplete record.

Edit the closure details and click **Submit to Coalition**. After clicking the **Submit to Coalition** button, the Sign and Certify message appears. Complete the authorized electronic signature fields, then click **Submit**.

The temporary closure is submitted to the coalition. The record appears in the Submitted closures queue in “Submitted” status.
Creating a Temporary Closure for all or some SR Care Levels.

Complete the form. Hover over the information icons for additional information.

- **Closed Provider Site(s)** – Select the site(s) that were completely, temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with a certified contract display in the dropdown list.
  
  **NOTE:** If providers were closed for different dates, they should be unchecked and have separate closure events created.

- **Closure Details** – 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 available on dates included in the closure date range.
  
  **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, additional closure is needed to cover that time period.

- **Reimbursement Requests** – Select the care level(s) impacted by the closure. Check the checkbox for the care levels to include it in the closure.
  
  **NOTE:** The days default to ‘CR’.
• Clicking on CR changes the value to CN and vice versa.

• **Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.

• **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).

• **Comments** – Enter comments related to the closure.

• Clicking the **Submit** button submits the closure to the coalition. The record appears in the Closures grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.

**NOTE:** **Save** button saves the record in ‘Incomplete’ status.

• Complete the authorized electronic signature fields, then check the Certify by Electronic signature box, then click the **Submit** button.
• Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.

Once the submitted record is processed by the coalition, the record changes to **Processed** status.

**NOTE:**

1. When the status of the record is submitted, there is only a **View** button. The provider cannot edit or delete a temporary closure record that is in **Submitted** or **Coalition Reviewing** status.
2. **Incomplete** and **Processed** records can be deleted.
3. If a coalition adds more providers to the closure that the provider user does not have access to, there will not be a **Remove** button.

4. Individual students, not affected by a temporary closure, may be edited in SR attendance. For example, a 2 Year Old class has 6 children showing a CR for the temporary closure, but 3 of them were present on the CR days. The provider can change the CR days to an X to mark the 3 children present.
Creating a Temporary Closure for all or some VPK Classes.

Complete the form. Hover over the information icons 📋 for additional information.

- **Closed Provider Site(s)** – Select the site where some or all VPK classes were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with enrollments display in the dropdown list.

- **Closure Details** – 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 available on dates included in the closure date range.  
  **NOTE**: The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.
• **Classes and Reimbursement Requests** – Select the class(es) impacted by the closure using the checkbox.
  o The Missed Instructional Hours pop-up window opens.
    ▪ Selecting ‘Yes’, marks the day as ‘Closure Non-Reimbursable’ (CN) in the calendar.
    ▪ Selecting ‘No’, marks the days as ‘Closure Reimbursable’ (CR) in the calendar.

  ▪ The days populate as CN – Closure Non-Reimbursable or as CR – Closure Reimbursable.
  ▪ Clicking on CN changes the value to CR and vice versa.
• **Closure Reasons** – Select the applicable reason(s) for closure. If “Other” is selected as the closure reason, then a comment is required.

• **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).

• **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.

• After clicking the **Submit to Coalition** button, the **Sign and Certify** message appears.

**NOTE:** Clicking the **Save** button saves the record in “Incomplete” status. The coalition can view incomplete forms.
• Complete the authorized electronic signature information, then click the **Submit** button.

• Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with “Submitted” status. It is available in Coalition’s ‘Submitted’ queue.
VPK Non-Reimbursable Temporary Closures

After the coalition approves a temporary closure that has non-reimbursable (CN) days, VPK providers must take additional steps to complete the process. When the temporary closure with non-reimbursable days is set to “Processed”:

1. The provider’s VPK provider application (VPK-APP) is changed to “Incomplete” status.
2. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other words, the original class calendar is cloned as many times as needed and each cloned calendar is assigned to a class so that all classes involved in the closure have its own calendar. (One of the classes will keep the original calendar.)
   - A new cloned calendar’s name consists of the word “Revised:” followed by the original calendar’s name and the associated class’s name in parenthesis.
   - If the original calendar does not have a name, the cloned calendar’s name will only consist of “Revised:” and the associated class’s name in parenthesis.

Example:

**Original Calendar:**

![Original Calendar Image]

**Cloned Calendar** assigned to class AF21:

![Cloned Calendar Image]

3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as “**Non-Instructional: Temporary Closure Added**” in the correct service period month.

**NOTE:** When non-instructional temporary closure days are added to a VPK calendar, the Total Calculated Hours are reduced, so the provider must adjust the calendar to restore the calculated hours to “540”.

4. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into the account to update and submit the VPK-APP to the coalition.
Update VPK Class Calendar
Providers must revise their VPK class calendar(s) in their VPK-APP to make up the hours for the non-instructional day(s) due to temporary closure (CN days). In the Provider Portal, navigate to the Contracts > Manage Contracts. Or, on the home page Common Tasks section, click the VPK Provider Application link.

On the Manage Contracts page, click the Edit button for the incomplete VPK-APP.

Click the VPK Calendars tab to open the calendars page.
Identify the calendar(s) with the non-instructional temporary closure days. Click the Edit button to make changes to a calendar. The system defaults to the first calendar month of the class. Click the forward arrow if needed to view the month with the closure.

The Totaled Calculated Hours will be reduced for each non-instructional day based on the hours defined for the day.

Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- Canceling previously identified future non-instructional days
- Extending the class end date
- Extending the time on instructional days by creating Instructional Day Exceptions with different class hours
When the changes are done and the calculated hours are restored, click the **Save** button.

**NOTE**: These steps must be completed for each impacted calendar.

When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information, then click the **Submit VPK Provider Application** button.

After clicking **Submit VPK Provider Application**, the VPK-APP status changes to “Submitted” and the application is available for the coalition to review.

**NOTE**: Since reimbursable temporary closure (CR) days do not reduce the total class hours, they will **not** be added to the VPK calendar.