

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 **only** offer the School Readiness (SR) program.

Scenario 1

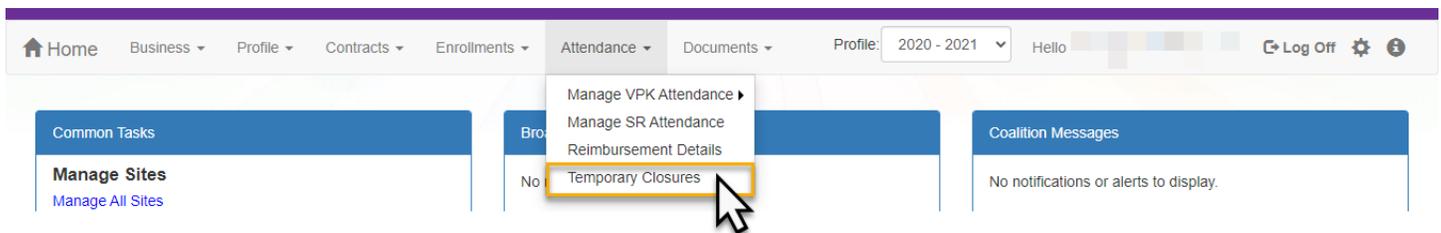
Site Is Completely Closed – No Services Provided for Any Children

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** → **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 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 unknown, 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.

The screenshot shows a web application interface for reporting a temporary closure. The main form is titled "Report Temporary Closure" and is divided into several sections:

- Temporary Closure Type:** A section with three radio button options:
 - Yes, the whole site(s) was closed. Services were not provided to **any children.**
 - No, the site was partially closed. Services were not provided to the **VPK** program.
 - No, the site was partially closed. Services were not provided to the **SR** program.
- Closed Provider Site(s):** A section with a dropdown menu labeled "Select Providers".
- Closure Details:** A section with three text input fields:
 - "Closed From" (with a calendar icon)
 - "Closed To" (with a calendar icon)
 - "Anticipated Reopen Date" (with a calendar icon)

At the bottom of the form, there are three buttons: "Save", "Cancel", and "Submit to Coalition". A yellow callout bubble on the right side of the form says "Scroll down for more". The background shows a sidebar with "Home", "Business", and "Closures" sections, and a top navigation bar with "Log Off" and user information.

- 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.

Select Language | Powered by Google Translate

Report Temporary Closure

D Closure Reasons (select all that apply) *

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

E Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

F Comments (limit 1000 characters)

Save | Cancel | **Submit to Coalition**

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

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name *

Certify by Electronic Signature *

Submission Date

10/28/2020

Submit

Cancel

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 Closure	Clear All Filters Search: <input type="text"/>									
Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
View	12555	Whole Site	10/05/2020 - 10/05/2020	Yes	Submitted	ELC of Lake			10/28/2020 7:37:22 AM	
View	1113	Whole Site	09/03/2019 - 09/04/2019		Processed	ELC of Lake	Hurricane Dorian - Closure September 3 & 4		9/30/2019 10:07:33 AM	

Scenario 2

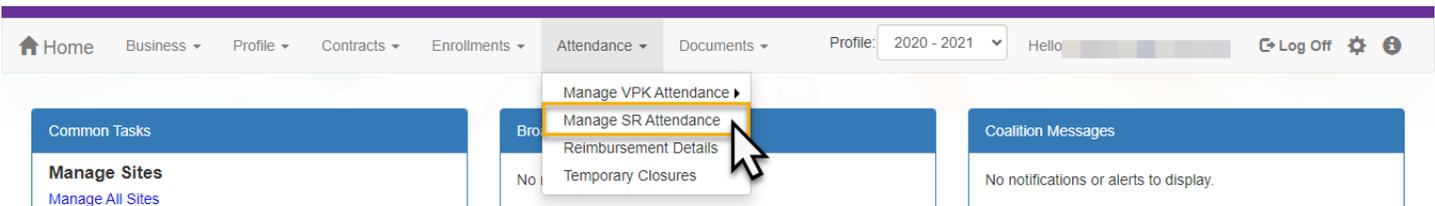
Site Is Partially Closed – Some SR Classes Closed

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 **with** the service period attendance in which the closure occurred. These steps cannot be completed when attendance is already submitted or approved.

Steps:

1. Navigate to **Attendance** → **Manage SR Attendance**.



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 **Save** button.

Reason for Absence on 10/15/2020

A Reason * Absence Due To Disaste

B Note
The PR3 class was temporarily closed due to Covid-19. Class will resume on Monday.

Max length allowed is 500 characters: 417 remaining.

Attach your document

This will upload a copy of your document and store it in the document library management system. The upload process may take from several seconds to a minute, depending on the size of the document and speed of your internet connection.

Select a file to upload
Choose File | No file chosen

C Save Cancel

	Child Name	DOB	Age	Billing Group	Status
1.		7/6/2020	0y	BG1	
2.		11/25/2018	1y	BG1	
3.		11/25/2018	1y	BG8	
4.		1/30/2018	2y	BG1	
5.		2/6/2016	4y	BG1	
6.		2/6/2016	4y	BG8	
7.		8/10/2012	8y	BG1	
8.		1/11/2017	3y	BG8	
9.		4/21/2016	4y	BG8	
10.		3/28/2018	2y	BG1	
11.		2/24/2017	3y	BG8	
12.		12/31/2016	3y	BG8	
13.		1/12/2010	10y	BG1	
14.		5/26/2015	5y	BG1	
15.		7/2/2014	6y	BG8	
16.		7/18/2016	4y	BG8	
17.		8/7/2016	4y	BG8	
18.		2/15/2020	0y	BG1	
19.		2/15/2020	0y	BG8	
20.		7/29/2014	6y	BG8	

Child's Current Information

Name [Redacted]
DOB 2/24/2017 Age 3
Copay \$5.10 BGrp BG8
Status Enrolled

Monthly Attendance Summary

Anticipated Start Date 9/28/2020
Days Absent 0
Days Present 21
Reimbursed Holidays 1
Non-Reimbursable Days 0
RWA No
Schedule Note N/A
Reject Reason N/A
Reject Comment N/A

- 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.