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**.

![Add Closure button]
Creating a Temporary Closure for a Whole Site Closure

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

- **Temporary Closure Type**
  - When an entire site is temporarily closed due to emergency circumstances, where all programs and children are impacted, select “The whole site was closed. Services were not provided to any children.”
  - When only the VPK program or only some VPK classes were closed, select “The site was partially closed. Services were not provided to all or some VPK classes.”
  - When only the SR program or only some SR classes were closed, select “The site was partially closed. Services were not provided to all or some SR care levels.”

- **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. The “Anticipated Reopen Date” is the date the provider expects to reopen. **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.

• **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.

- **Temporary Closure Type** – When services were not provided to all or some SR Care Levels, select ‘The site was partially closed. Services were not provided to all or some SR Care Levels.’

- **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. The “Anticipated Reopen Date” is the date the provider expects to reopen. **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.

- **Care Levels and 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 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.

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.
Creating a Temporary Closure for all or some VPK Classes.

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

- **Temporary Closure Type** – When services were not provided to all or some VPK classes, select “The site was partially closed. Services were not provided to all or some VPK Classes.”
- **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. The “Anticipated Reopen Date” is the date the provider expects to reopen. **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.
  - 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 original calendar’s name followed by 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 the associated class’s name in parenthesis.

Example:

**Original Calendar:**

![Image of original calendar]

**Cloned Calendar** assigned to class AF21:

![Image of cloned calendar]

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.
Attendance Rosters
After the temporary closure is processed by the coalition, the temporary closure days will show on SR and/or VPK attendance rosters as CR or CN.

**NOTE:** For VPK, if there were any CN days, the coalition must review the provider’s updates to the VPK calendar and set the VPK-APP status to Certified before attendance can be done.

In the blue header, the temporary closure details display:

- Closure ID
- Closure Dates

SR Attendance Roster:
VPK Attendance Roster:

After each child’s attendance for the month is reviewed, it can be submitted to the coalition.