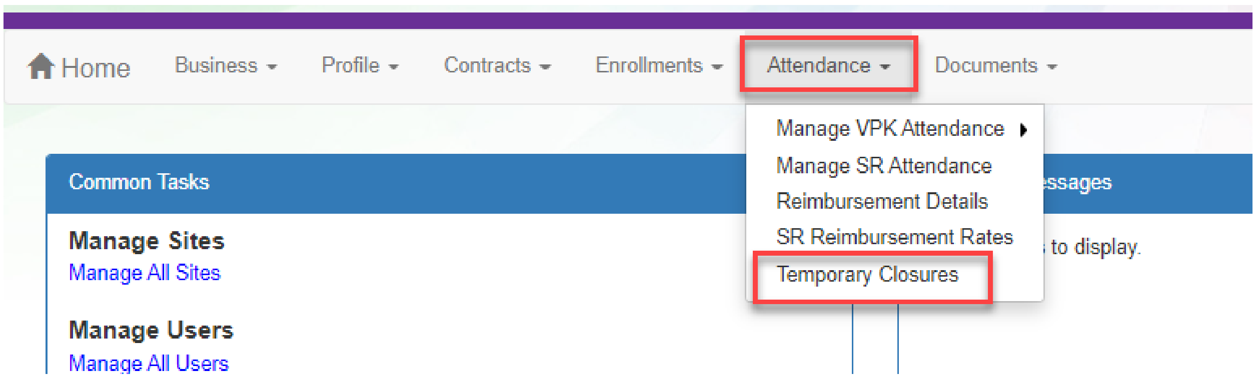
Temporary Closures

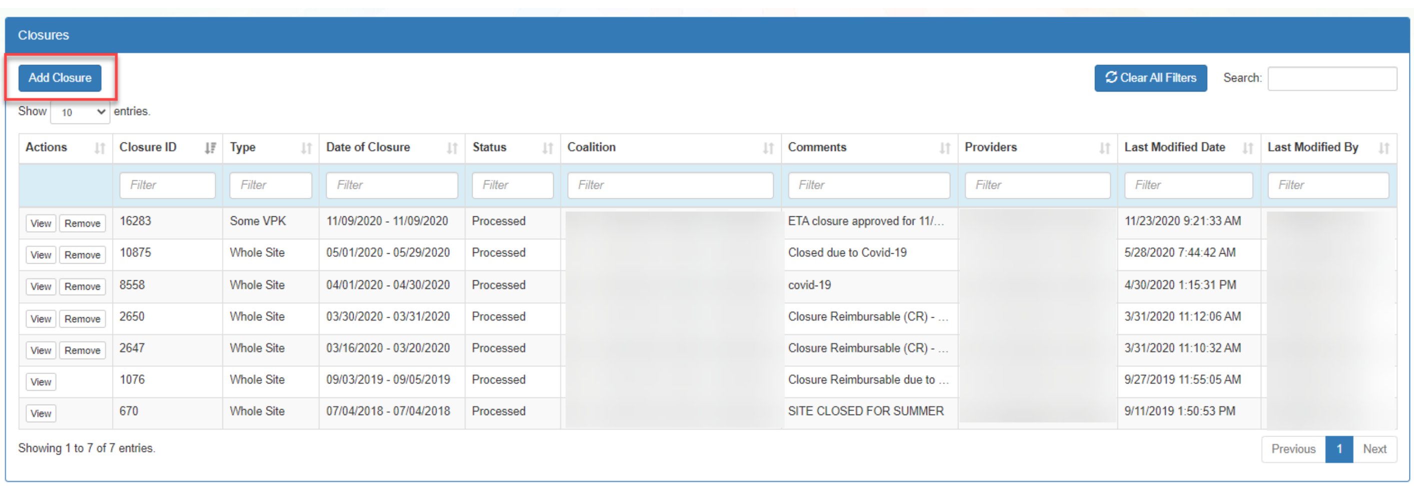
Temporary closures must be created when the whole site or program or specific classroom is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

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**.

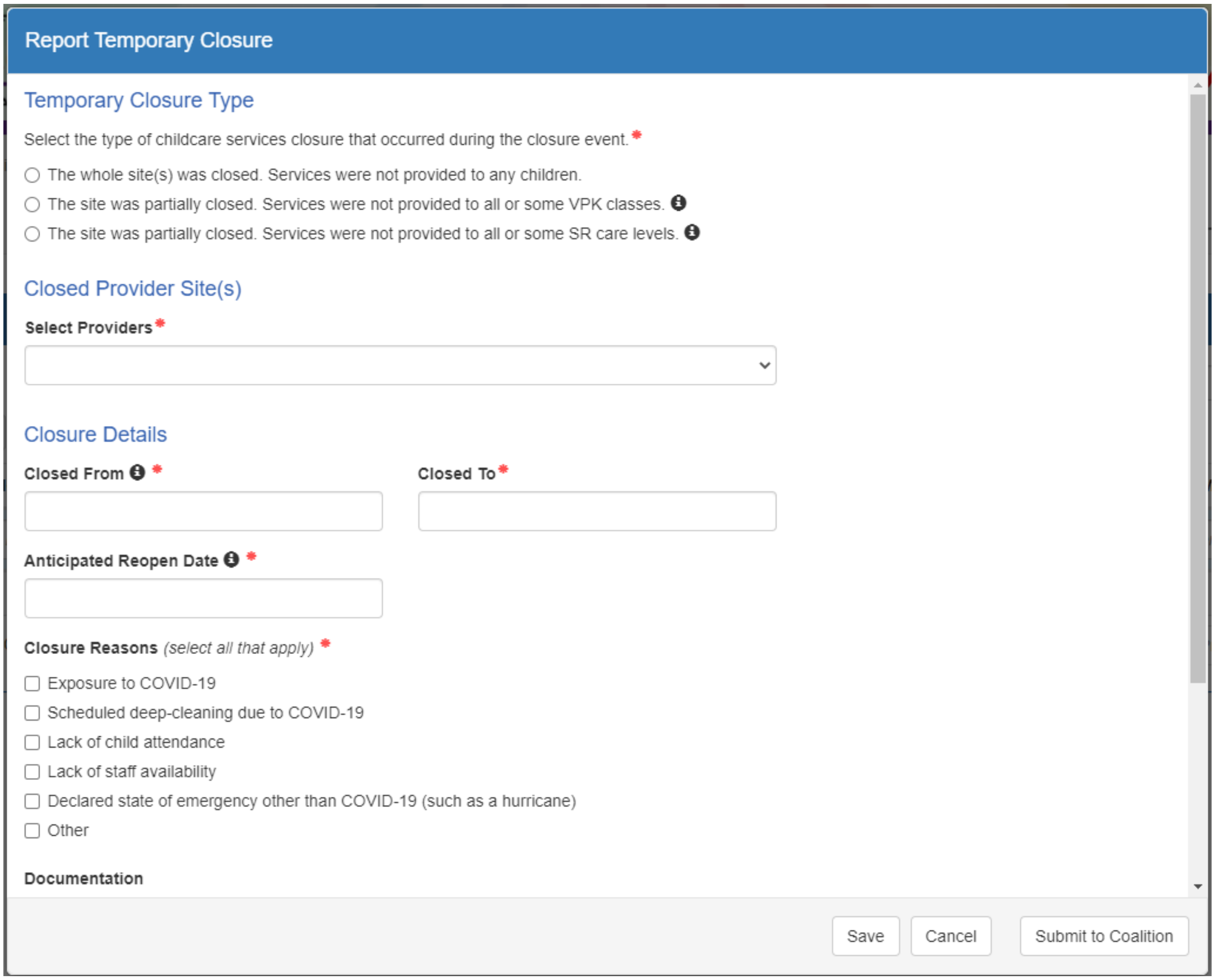


Click the **Add Closure** button.



Actions	Closure ID	Type	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
View Remove	16283	Some VPK	11/09/2020 - 11/09/2020	Processed		ETA closure approved for 11/...		11/23/2020 9:21:33 AM	
View Remove	10875	Whole Site	05/01/2020 - 05/29/2020	Processed		Closed due to Covid-19		5/28/2020 7:44:42 AM	
View Remove	8558	Whole Site	04/01/2020 - 04/30/2020	Processed		covid-19		4/30/2020 1:15:31 PM	
View Remove	2650	Whole Site	03/30/2020 - 03/31/2020	Processed		Closure Reimbursable (CR) - ...		3/31/2020 11:12:06 AM	
View Remove	2647	Whole Site	03/16/2020 - 03/20/2020	Processed		Closure Reimbursable (CR) - ...		3/31/2020 11:10:32 AM	
View	1076	Whole Site	09/03/2019 - 09/05/2019	Processed		Closure Reimbursable due to ...		9/27/2019 11:55:05 AM	
View	670	Whole Site	07/04/2018 - 07/04/2018	Processed		SITE CLOSED FOR SUMMER		9/11/2019 1:50:53 PM	

The Report Temporary Closure pop-up window opens.

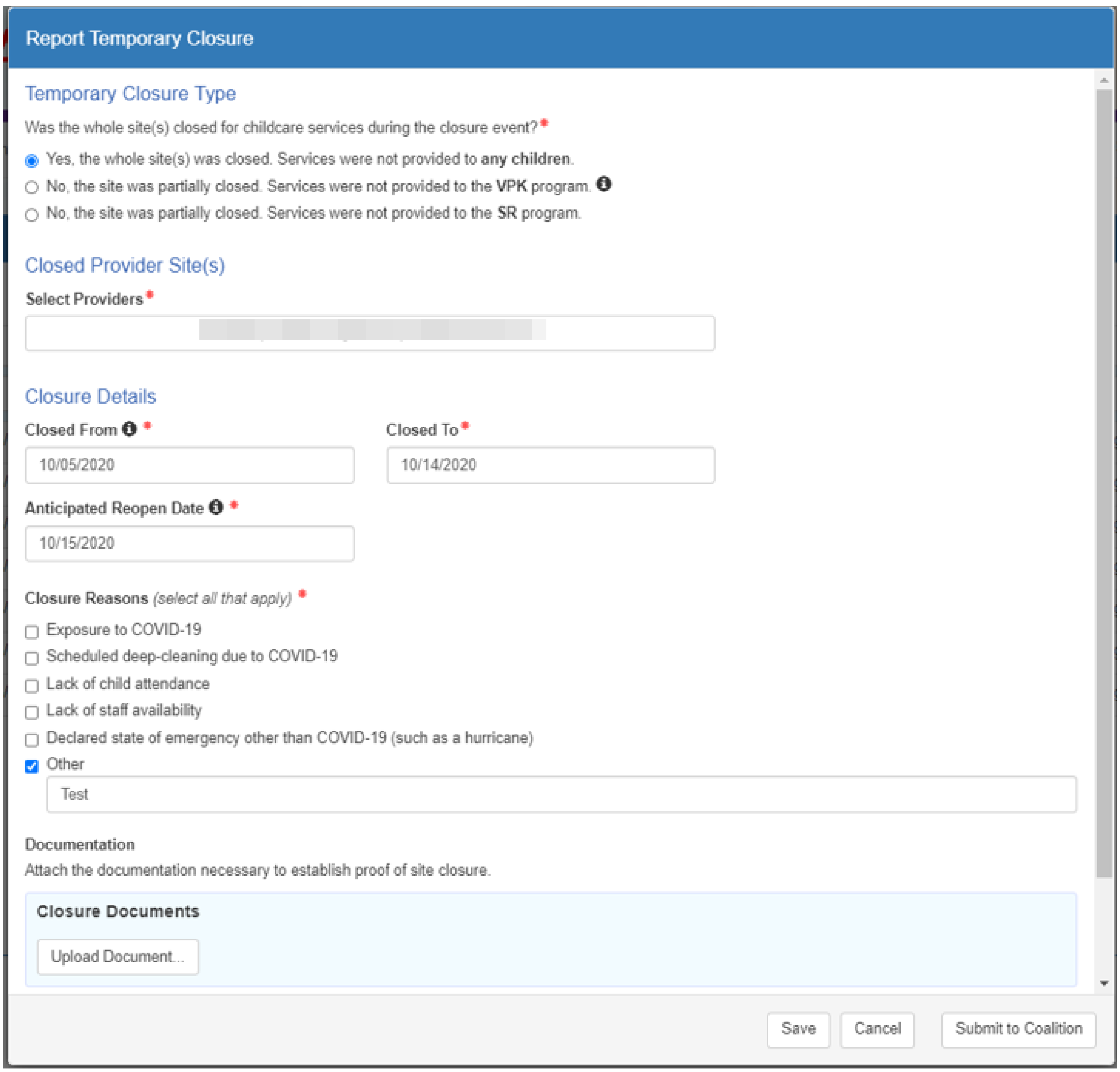


Creating a Temporary Closure for a Whole Site Closure

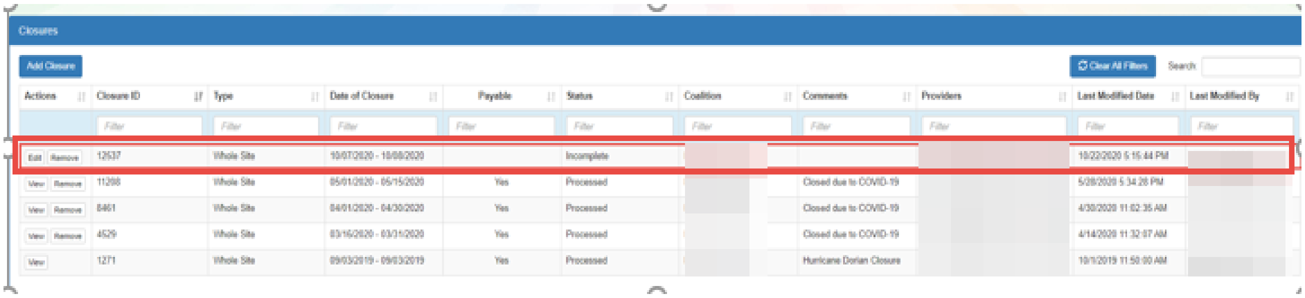
Complete the form. Hover over the information icons for additional information.

- **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.

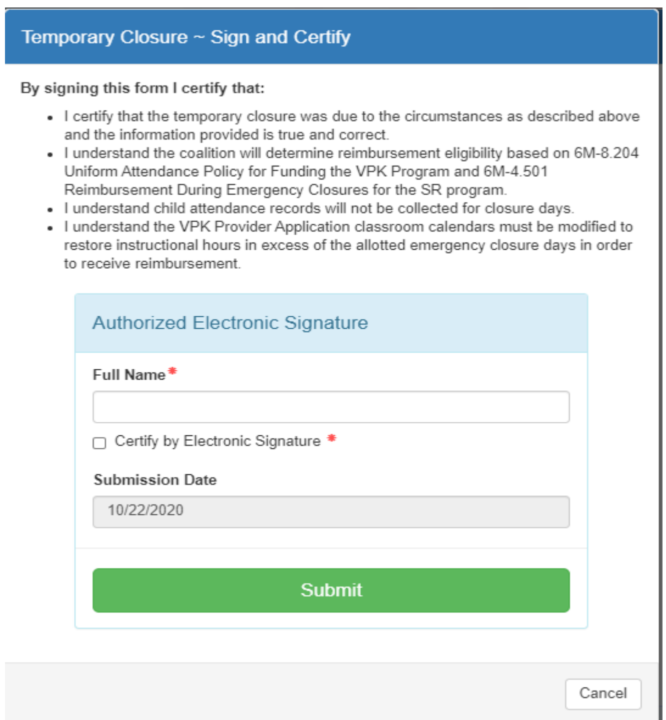
- **Closure Details** – Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure 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.

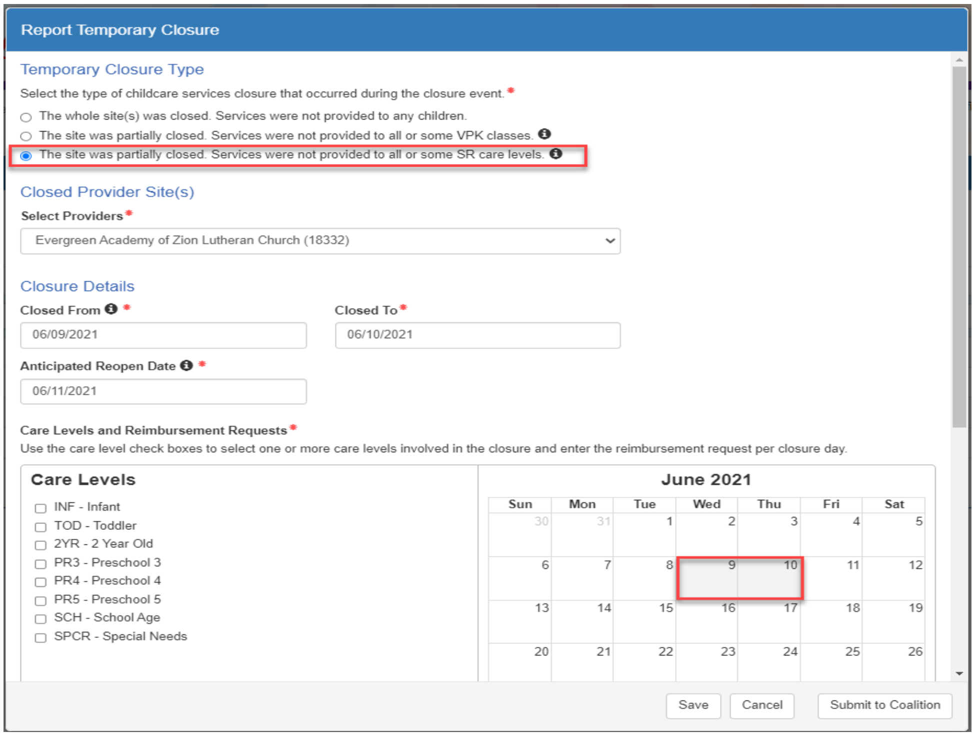


Edit the closure details and click **Submit to Coalition**. After clicking the **Submit to Coalition** button, the Sign and Certify message appears. Complete the authorized electronic signature fields, then click **Submit**.



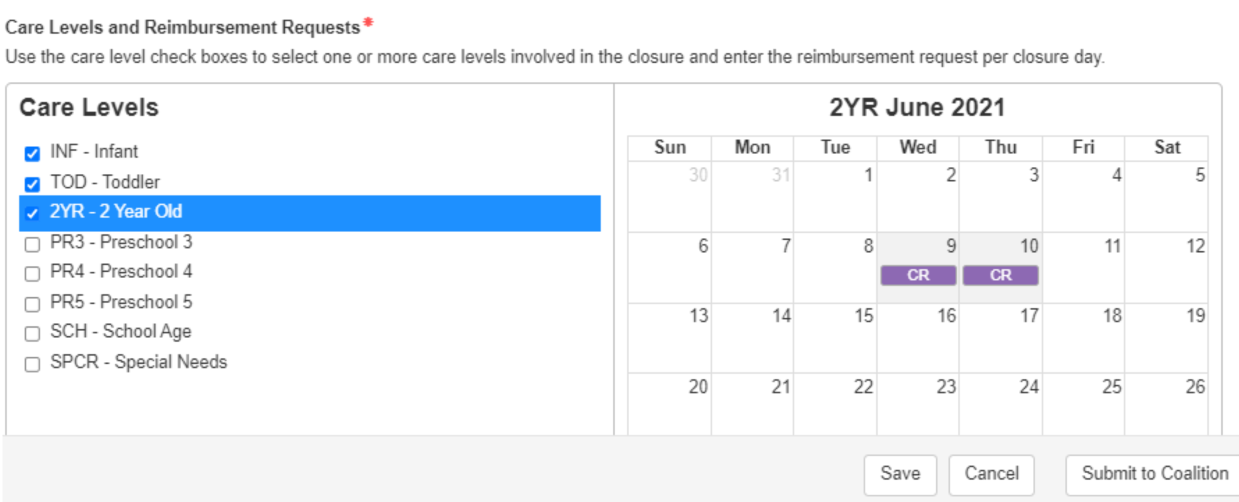
The temporary closure is submitted to the coalition. The record appears in the Submitted closures queue in "Submitted" status.

Creating a Temporary Closure for all or some SR Care Levels.

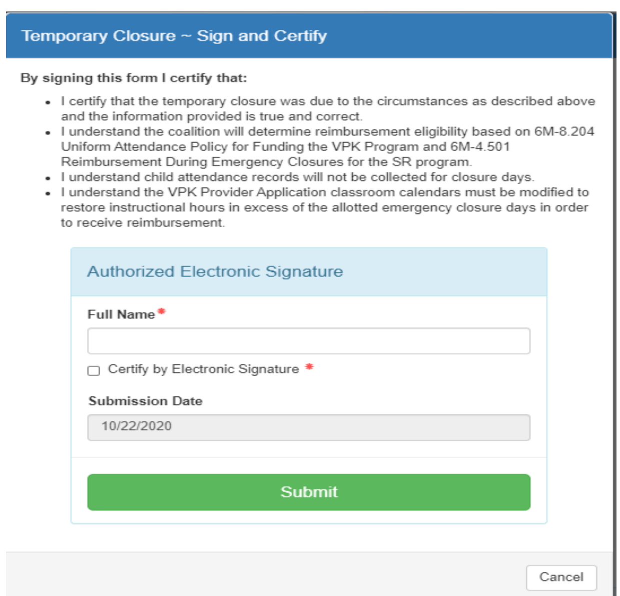


Complete the form. Hover over the information icons for additional information.

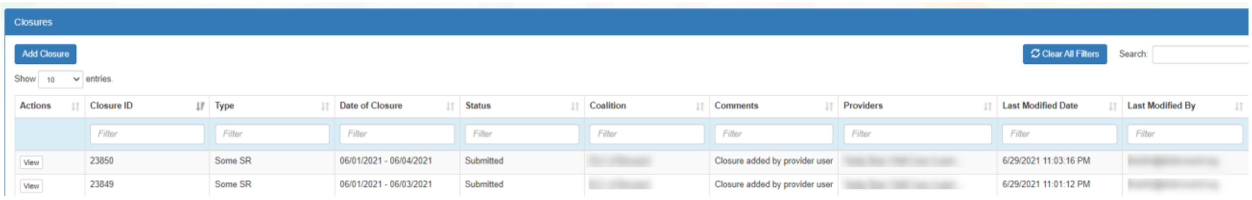
- **Temporary Closure Type** – When services were not provided to all or some SR Care Levels, select 'The site was partially closed. Services were not provided to all or some SR Care Levels.'
- **Closed Provider Site(s)** – Select the site(s) that were completely, temporarily closed due to emergency 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.



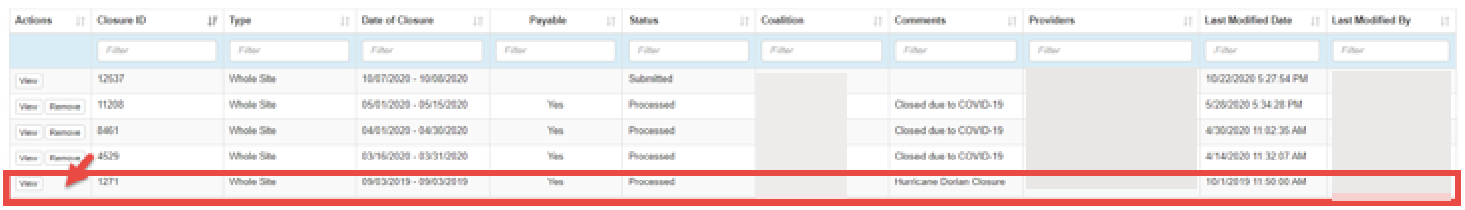
- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.



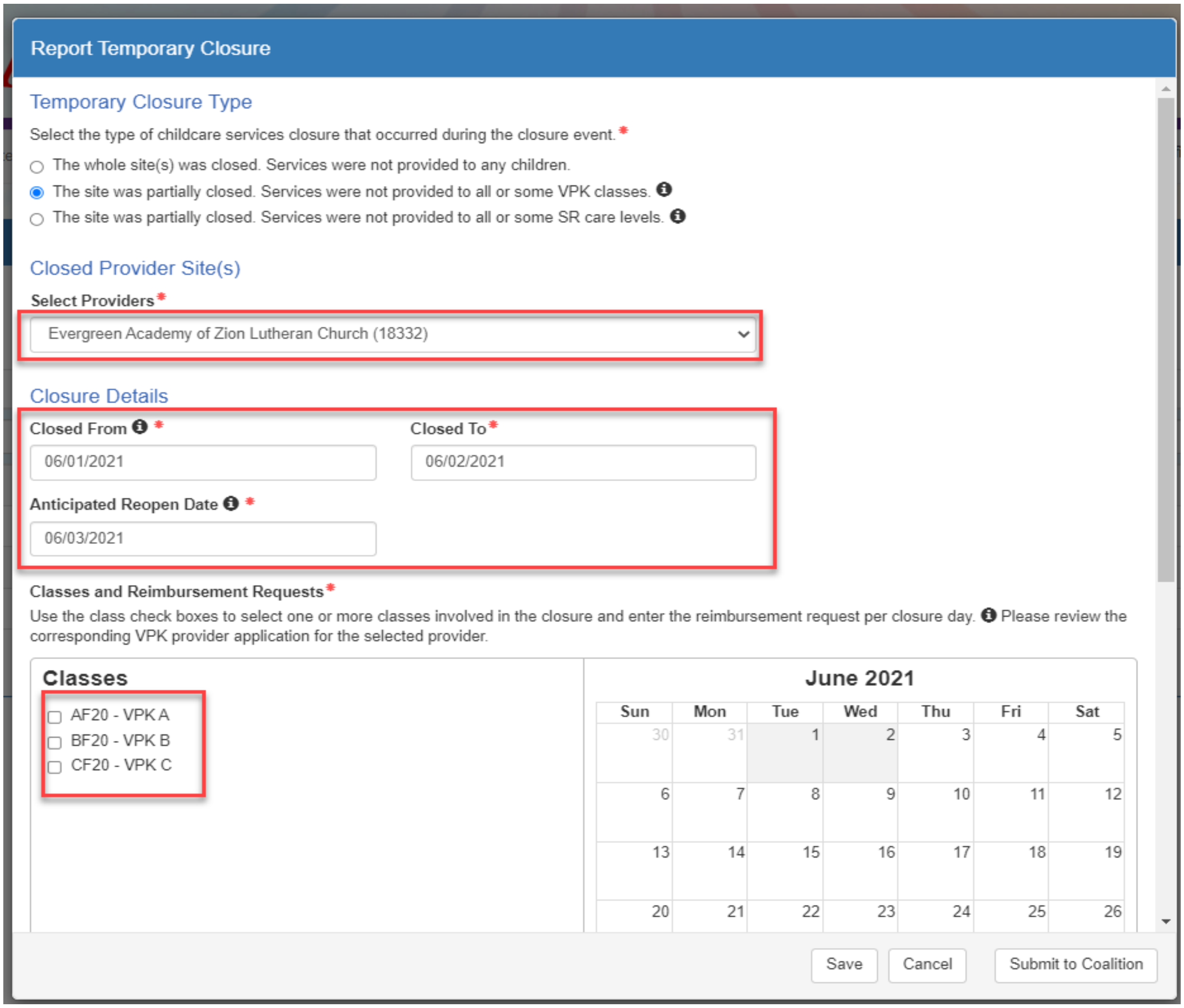
Once the submitted record is processed by the coalition, the record changes to **Processed** status.

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.



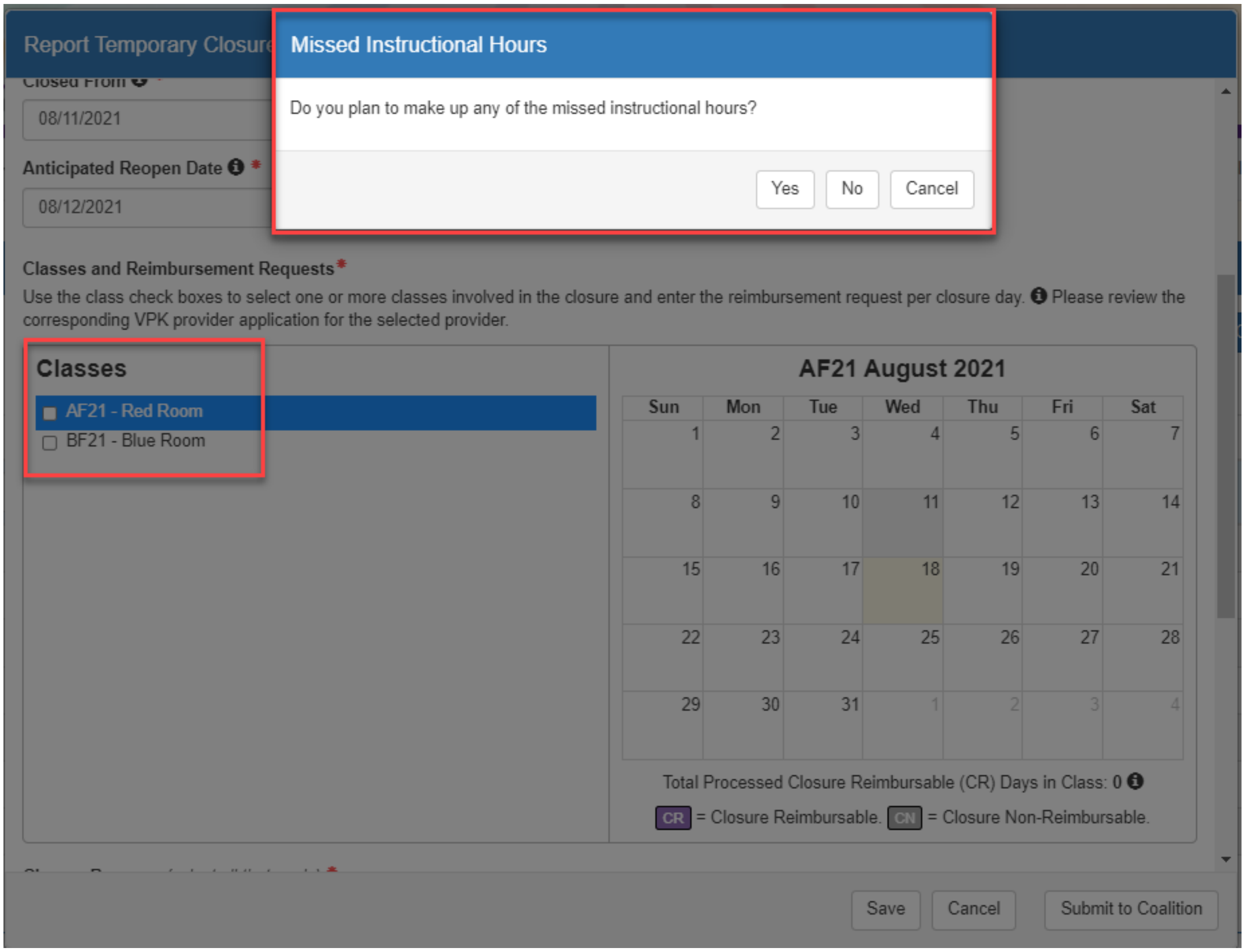
Creating a Temporary Closure for all or some VPK Classes.



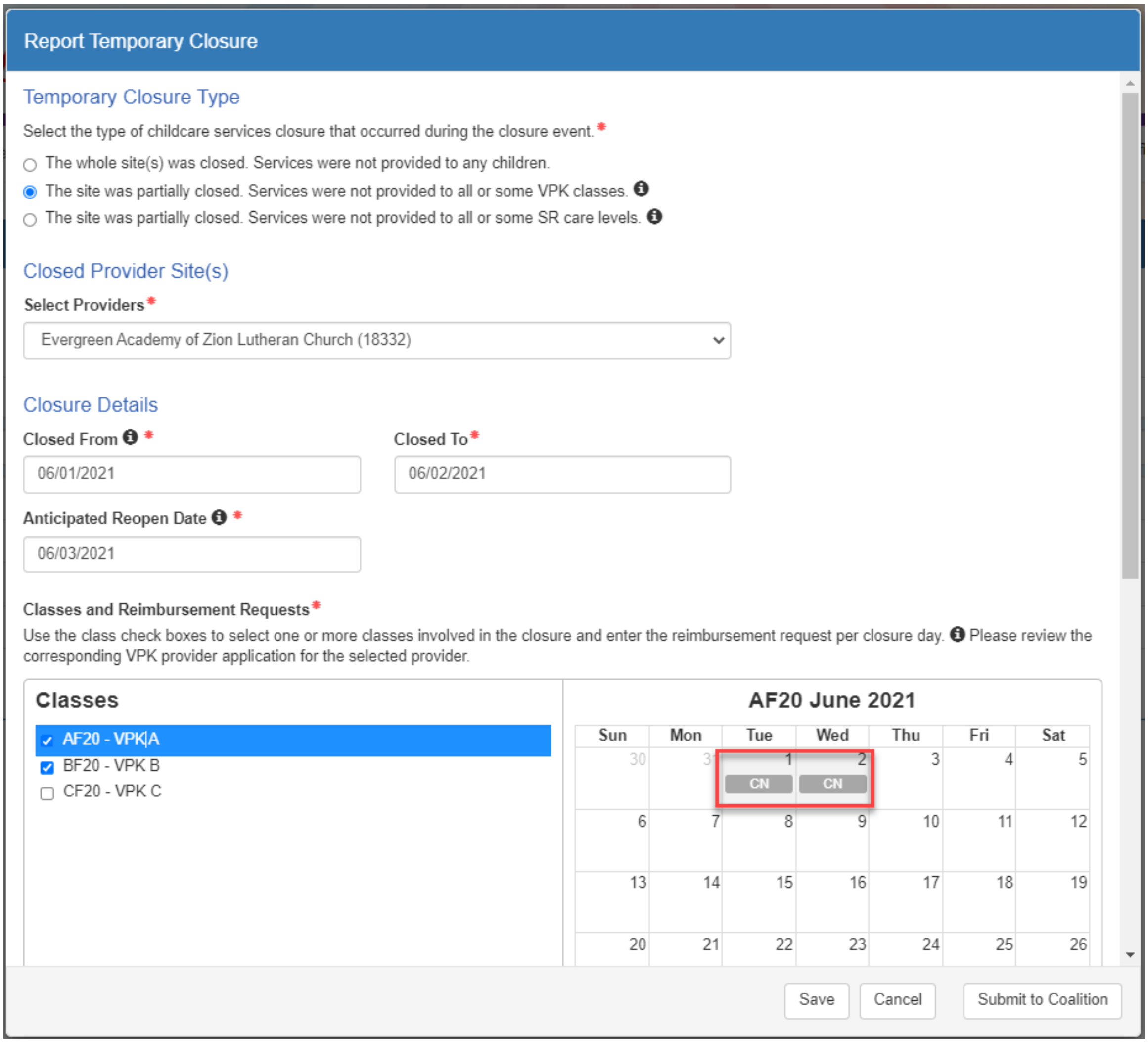
Complete the form. Hover over the information icons for additional information.

- **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.

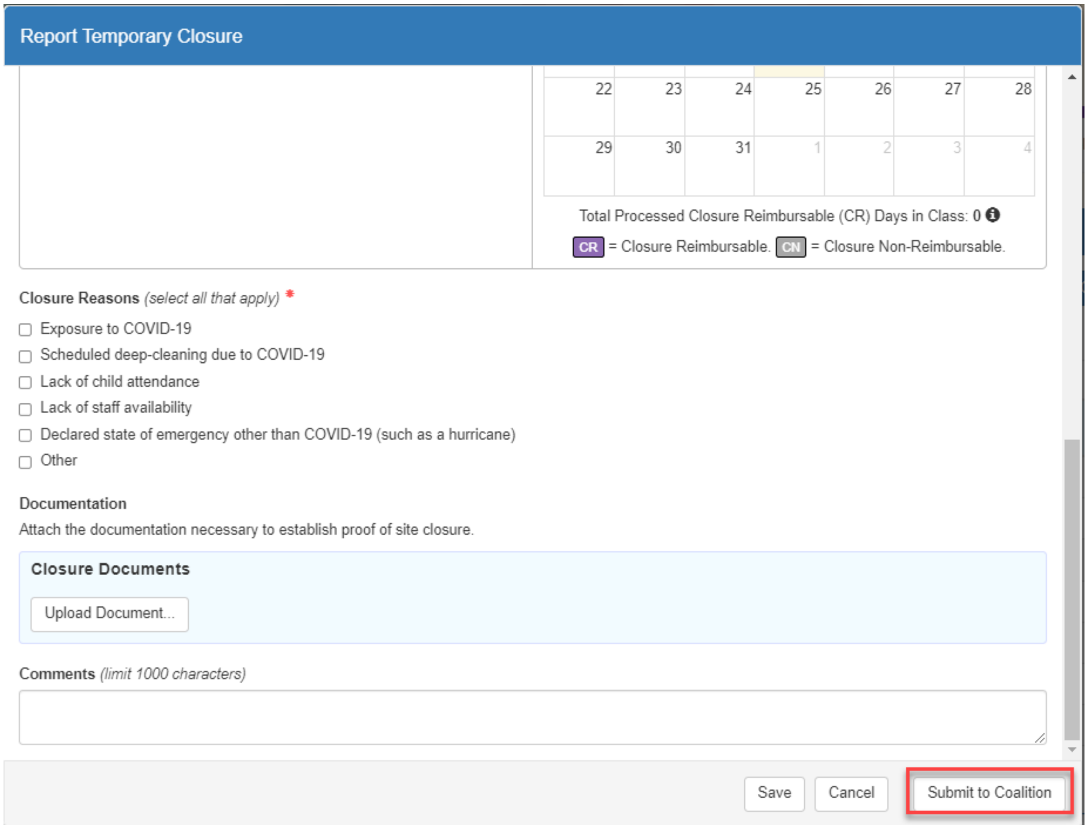
- **Classes and Reimbursement Requests** – Select the class(es) impacted by the closure using the checkbox.
    - The Missed Instructional Hours pop-up window opens.
        - Selecting 'Yes', marks the day as 'Closure Non-Reimbursable' (CN) in the calendar.
        - Selecting 'No', marks the days as 'Closure Reimbursable' (CR) in the calendar.



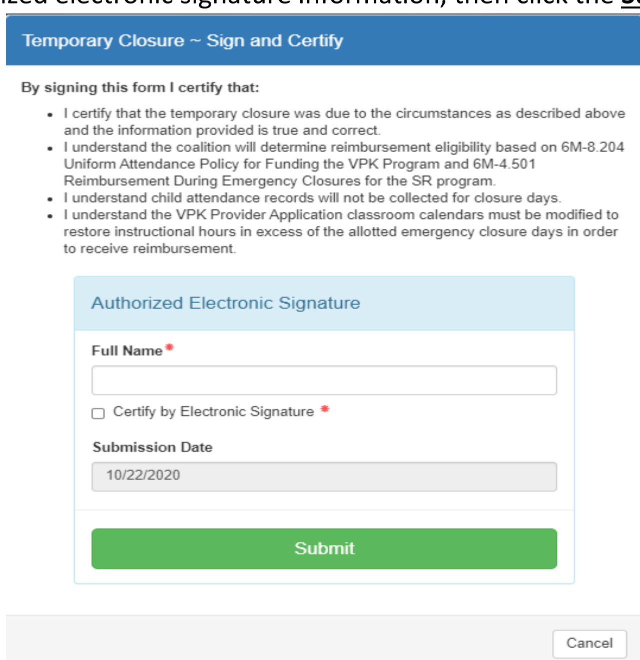
- The days populate as CN – Closure Non-Reimbursable or as CR – Closure Reimbursable.
- Clicking on CN changes the value to CR and vice versa.



- **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.

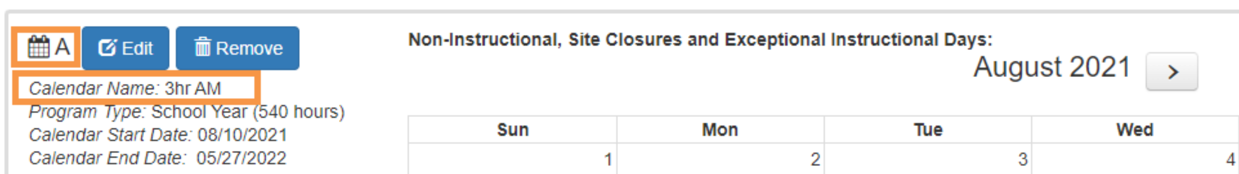
VPK Non-Reimbursable Temporary Closures

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":

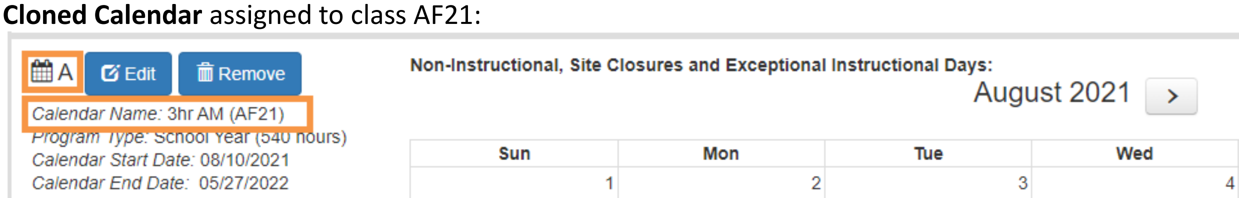
1. The provider's VPK provider application (VPK-APP) is changed to "Incomplete" status.
2. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other 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:



   Cloned Calendar assigned to class AF21:



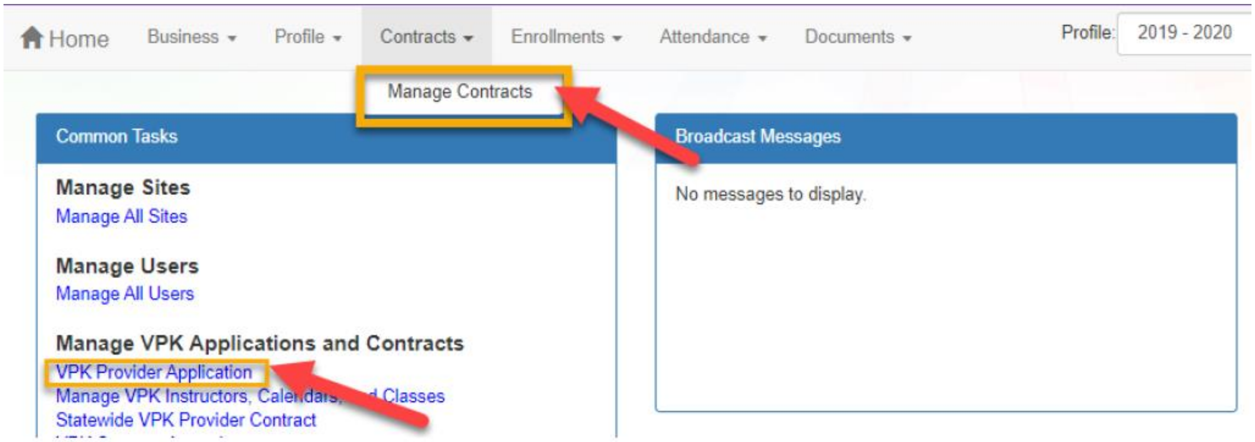
3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as "**Non-Instructional: Temporary Closure Added**" in the correct service period month.

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".

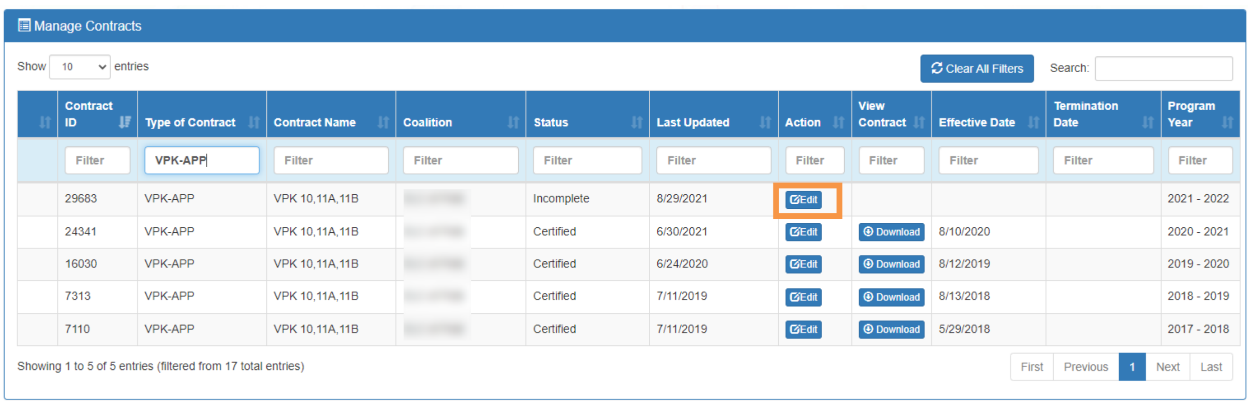
4. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into the account to update and submit the VPK-APP to the coalition.

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.

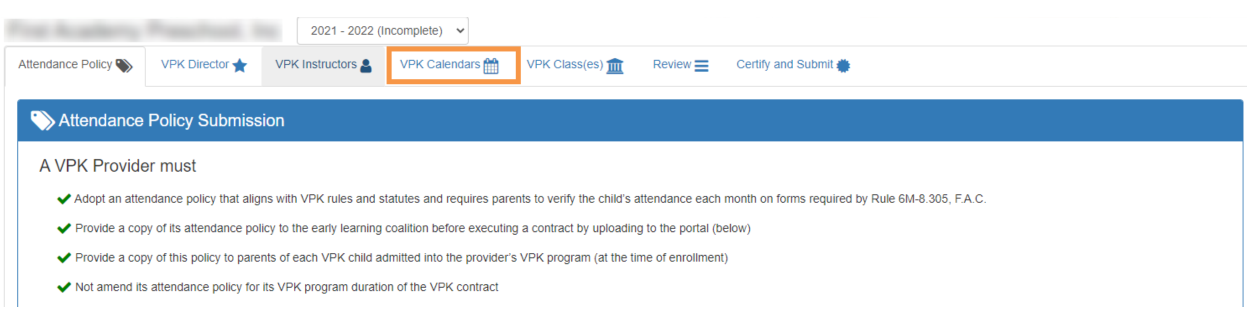


On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

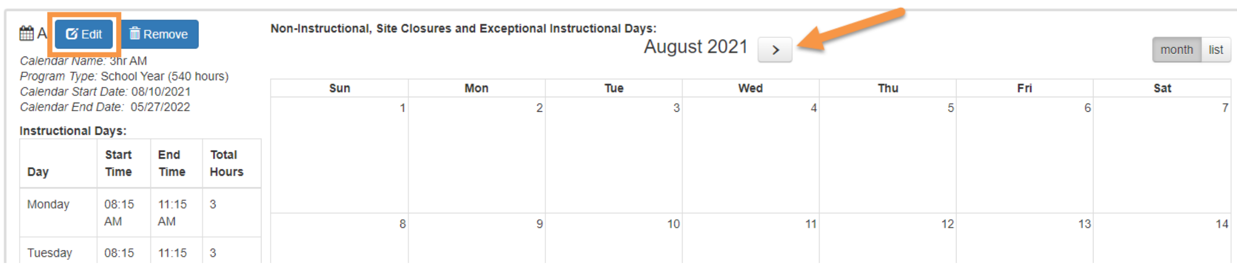


Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
29683	VPK-APP	VPK 10,11A,11B	[illegible]	Incomplete	8/29/2021	Edit				2021 - 2022
24341	VPK-APP	VPK 10,11A,11B	[illegible]	Certified	6/30/2021	Edit	Download	8/10/2020		2020 - 2021
16030	VPK-APP	VPK 10,11A,11B	[illegible]	Certified	6/24/2020	Edit	Download	8/12/2019		2019 - 2020
7313	VPK-APP	VPK 10,11A,11B	[illegible]	Certified	7/11/2019	Edit	Download	8/13/2018		2018 - 2019
7110	VPK-APP	VPK 10,11A,11B	[illegible]	Certified	7/11/2019	Edit	Download	5/29/2018		2017 - 2018

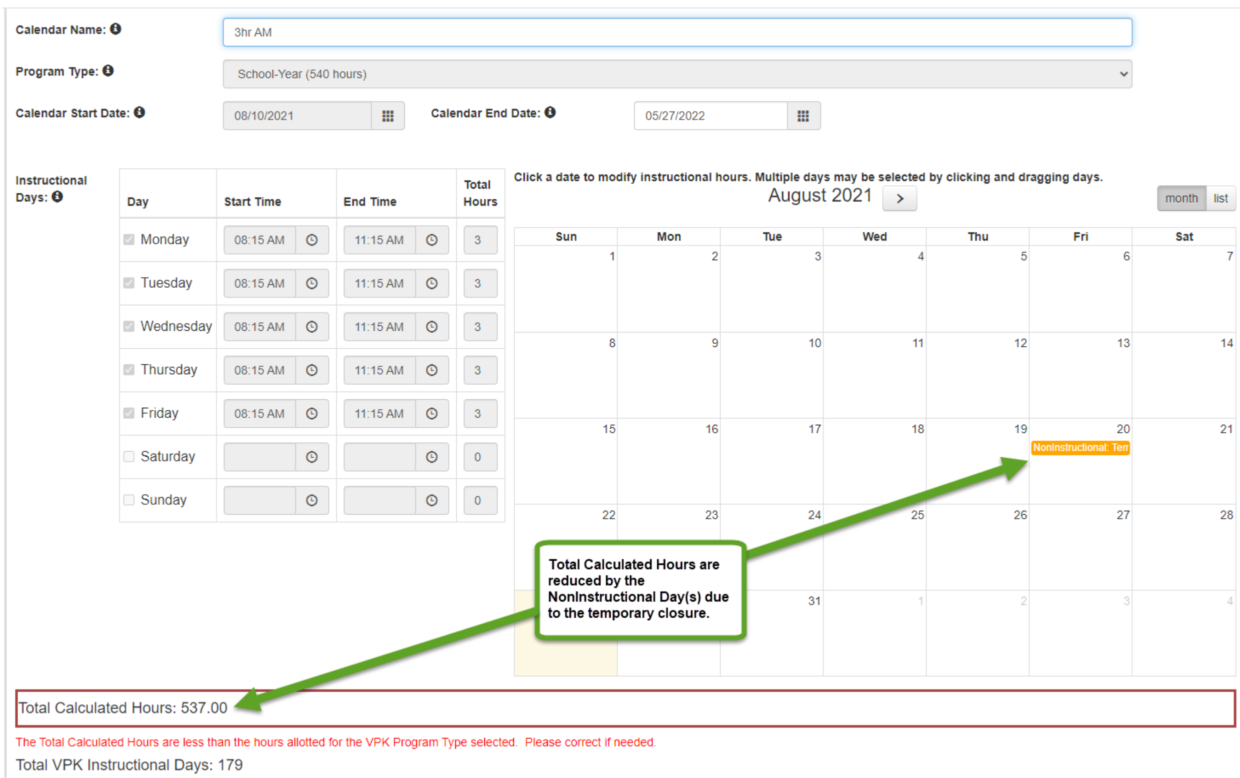
Click the **VPK Calendars** tab to open the calendars page.



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.



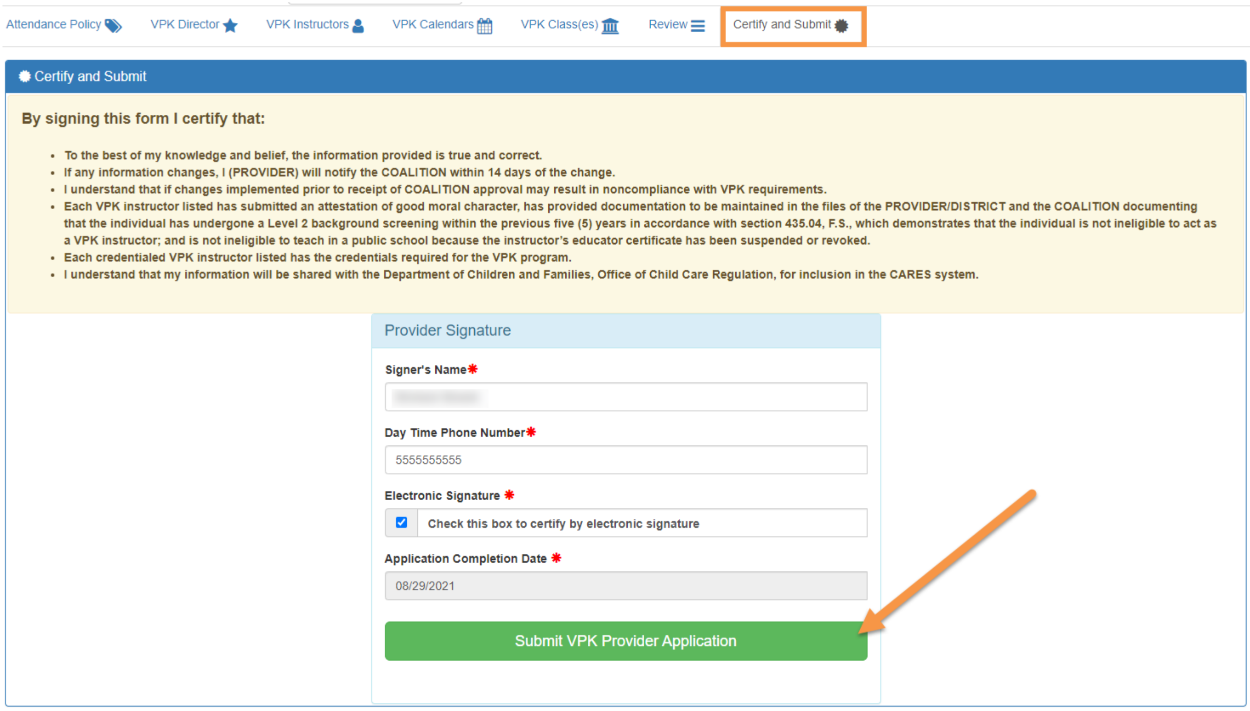
Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- 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

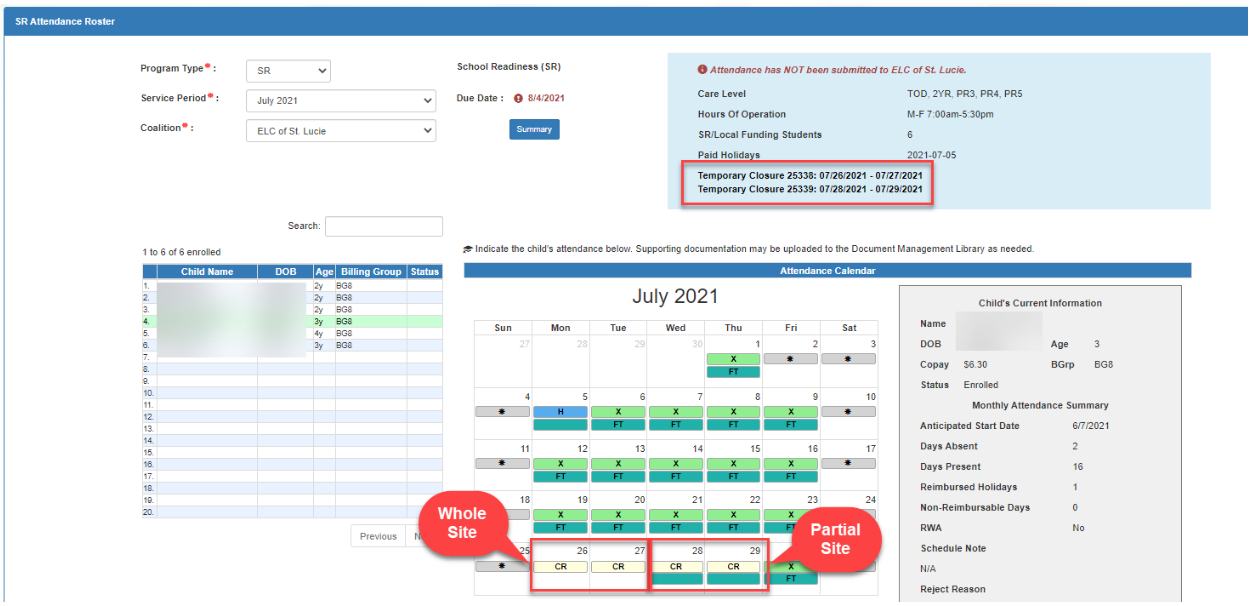
After the temporary closure is processed by the coalition, the temporary closure days will show on SR and/or VPK attendance rosters as CR or CN.

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.

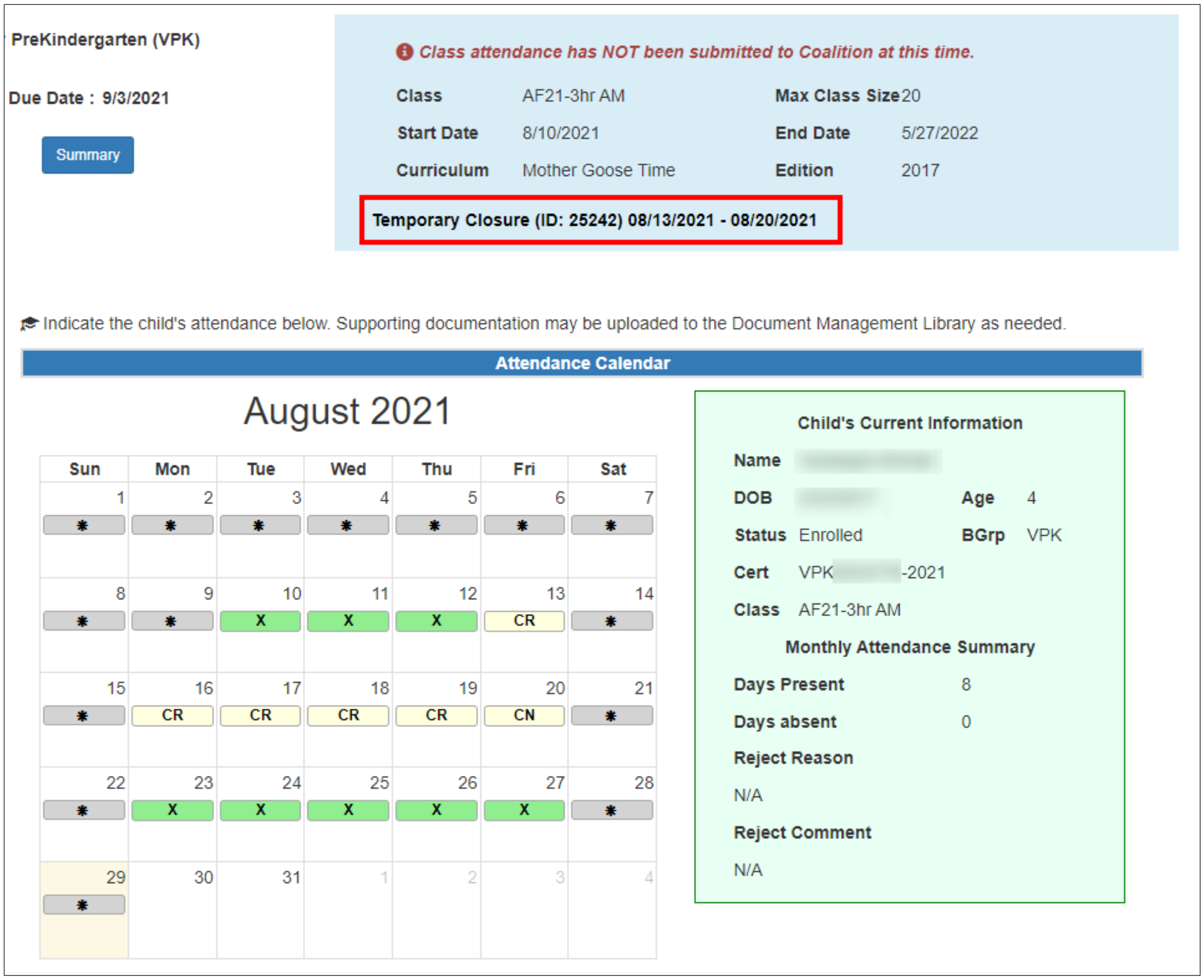
In the blue header, the temporary closure details display:

- Closure ID
- Closure Dates

SR Attendance Roster:



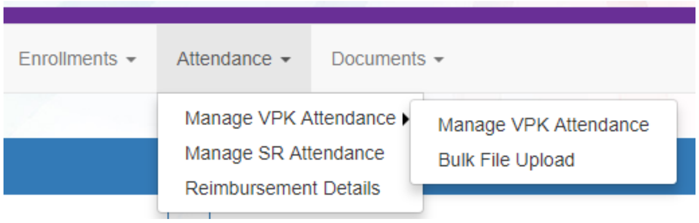
VPK Attendance Roster:



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

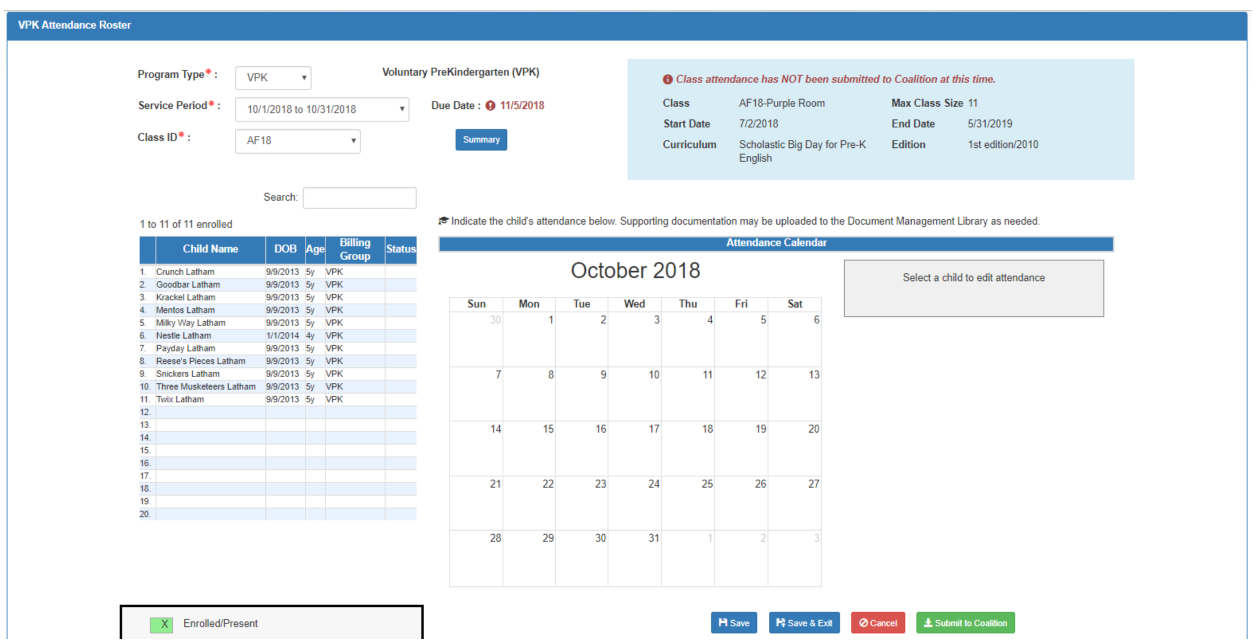
Attendance - VPK

Providers manage VPK attendance online by navigating to the Attendance menu item and selecting **Manage VPK Attendance**. Providers may submit their attendance through the web page or using a bulk file upload, similar to the bulk enrollment file upload. It is important to note that changes to enrollment, such as entering a termination date, or changes to the class schedule, such as reporting a site closure, cannot be performed in attendance. Enrollment information must be corrected in the Enrollments area. Class schedule information must be corrected in the **Contracts > VPK Provider Application** area. Any changes to source data should be done prior to submitting attendance. Coalitions may assist as needed.



Submitting Attendance Online

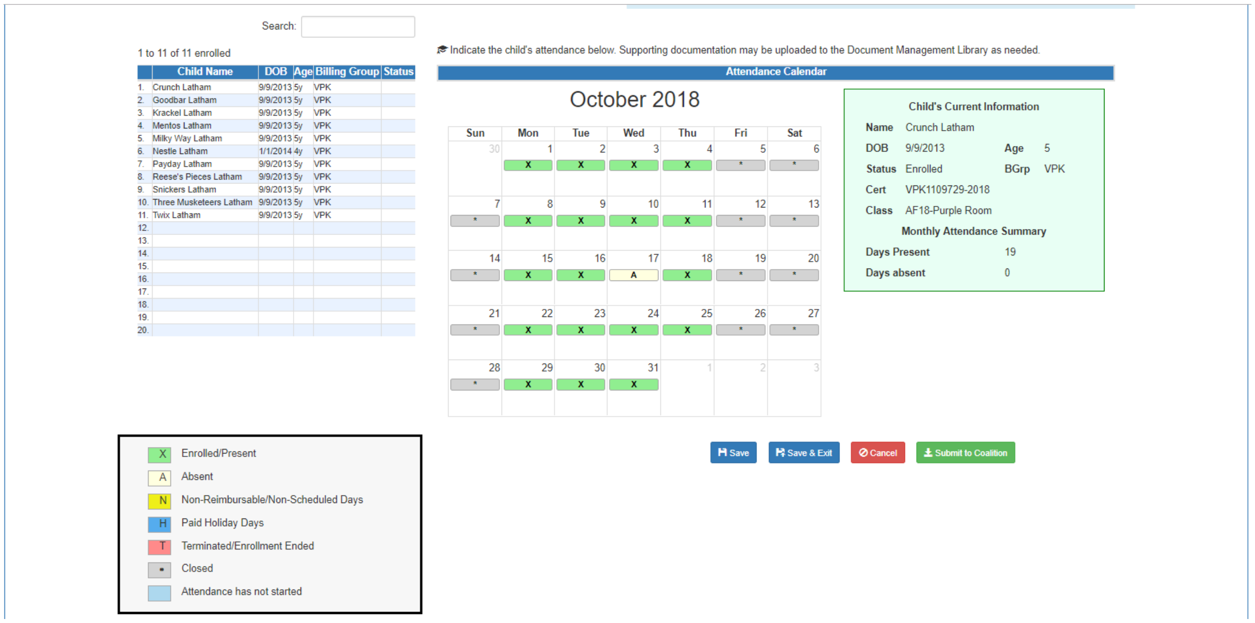
Select the **Manage VPK Attendance** menu item. The VPK Attendance Roster displays, defaulting to the current service period and first class. The blue summary box to the right contains class details such as the class full name, start and end dates, and max class size. If necessary, use the drop downs to select a different service period and/or class.



NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period. Providers with multiple classes must submit an attendance roster for each class for payment.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child's name to view their attendance for the month.

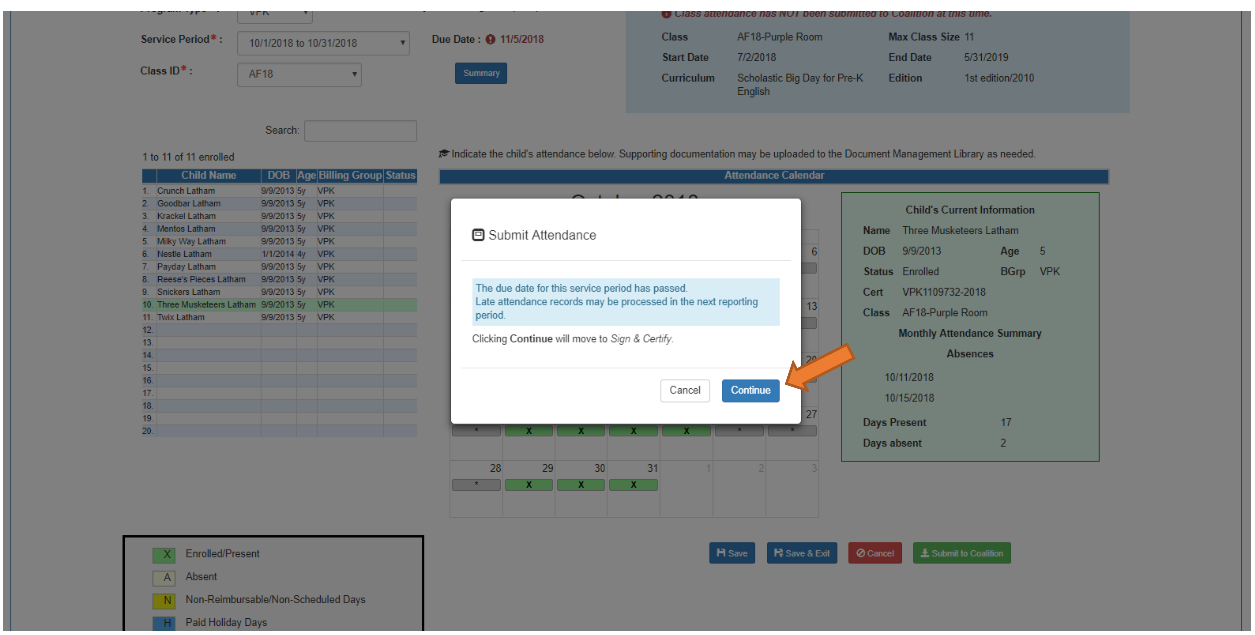


- Days the site is closed are marked with an asterisk "*."
- Days the child is scheduled to attend are marked with an "X" for present.
- A legend is provided in the bottom right for more code descriptions.

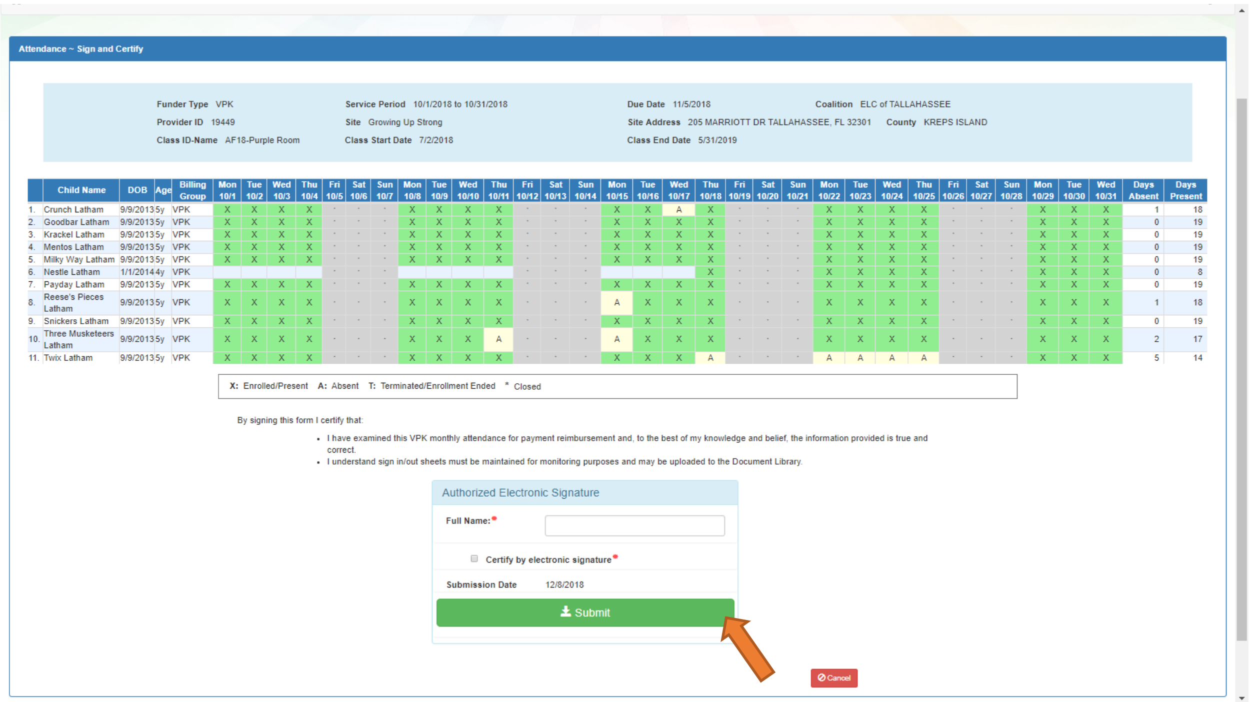
To change a present day to absent, click on the "X." The "X" for present will now appear as an "A" for absent.

NOTE: Absences entered by mistake can be changed back to present by clicking on the "A."

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.



The *Sign and Certify* page displays the class summary with the total number of days absent and days present. At this point, providers may want to print this page using the browser print function. When ready, review the certification statements and complete the Authorized Electronic Signature portion by entering the user's **Full Name,** checking the box for **Certify by electronic signature**, and clicking **<u>Submit</u>**. To abandon the submission, click **Cancel**.



Attendance ~ Sign and Certify

Funder Type VPK | Service Period 10/1/2018 to 10/31/2018 | Due Date 11/5/2018 | Coalition ELC of TALLAHASSEE

Provider ID 19449 | Site Growing Up Strong | Site Address 205 MARRIOTT DR TALLAHASSEE, FL 32301 | County KREPS ISLAND

Class ID-Name AF18-Purple Room | Class Start Date 7/2/2018 | Class End Date 5/31/2019

	Child Name	DOB	Age	Billing Group	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Sun 10/14
1.	Crunch Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
2.	Goodbar Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
3.	Krackel Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
4.	Mentos Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
5.	Milky Way Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
6.	Nestle Latham	1/1/2014	4y	VPK					*	*	*					*	*	*
7.	Payday Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
8.	Reese's Pieces Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
9.	Snickers Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*
10.	Three Musketeers Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	A	*	*	*
11.	Twix Latham	9/9/2013	5y	VPK	X	X	X	X	*	*	*	X	X	X	X	*	*	*

	Child Name	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Mon 10/29	Tue 10/30	Wed 10/31	Days Absent	Days Present
1.	Crunch Latham	X	X	A	X	*	*	*	X	X	X	X	*	*	*	X	X	X	1	18
2.	Goodbar Latham	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	19
3.	Krackel Latham	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	19
4.	Mentos Latham	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	19
5.	Milky Way Latham	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	19
6.	Nestle Latham				X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	8
7.	Payday Latham	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	19
8.	Reese's Pieces Latham	A	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	1	18
9.	Snickers Latham	X	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	0	19
10.	Three Musketeers Latham	A	X	X	X	*	*	*	X	X	X	X	*	*	*	X	X	X	2	17
11.	Twix Latham	X	X	X	A	*	*	*	A	A	A	A	*	*	*	X	X	X	5	14

X: Enrolled/Present A: Absent T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this VPK monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name: *

Certify by electronic signature *

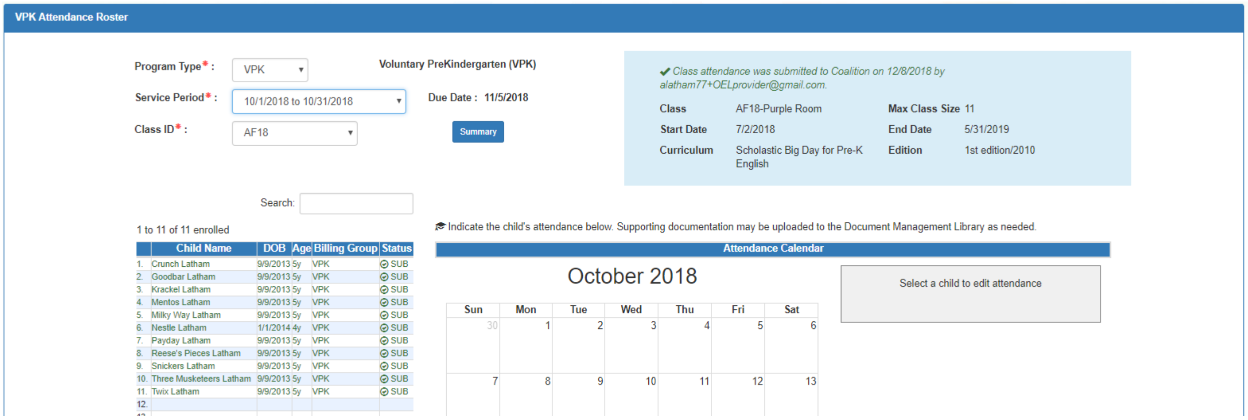
Submission Date 12/8/2018

Submit

Cancel

Submitted Attendance

Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows “SUB” for submitted in the status column. This status will change as the child attendance is processed by the coalition.



VPK Attendance Roster

Program Type * : VPK | Voluntary PreKindergarten (VPK)

Service Period * : 10/1/2018 to 10/31/2018 | Due Date : 11/5/2018

Class ID * : AF18 | Summary

Class attendance was submitted to Coalition on 12/8/2018 by alatham77+OELprovider@gmail.com.

Class	AF18-Purple Room	Max Class Size	11
Start Date	7/2/2018	End Date	5/31/2019
Curriculum	Scholastic Big Day for Pre-K English	Edition	1st edition/2010

Search:

1 to 11 of 11 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Crunch Latham	9/9/2013	5y	VPK	SUB
2.	Goodbar Latham	9/9/2013	5y	VPK	SUB
3.	Krackel Latham	9/9/2013	5y	VPK	SUB
4.	Mentos Latham	9/9/2013	5y	VPK	SUB
5.	Milky Way Latham	9/9/2013	5y	VPK	SUB
6.	Nestle Latham	1/1/2014	4y	VPK	SUB
7.	Payday Latham	9/9/2013	5y	VPK	SUB
8.	Reese's Pieces Latham	9/9/2013	5y	VPK	SUB
9.	Snickers Latham	9/9/2013	5y	VPK	SUB
10.	Three Musketeers Latham	9/9/2013	5y	VPK	SUB
11.	Twix Latham	9/9/2013	5y	VPK	SUB
12.					

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

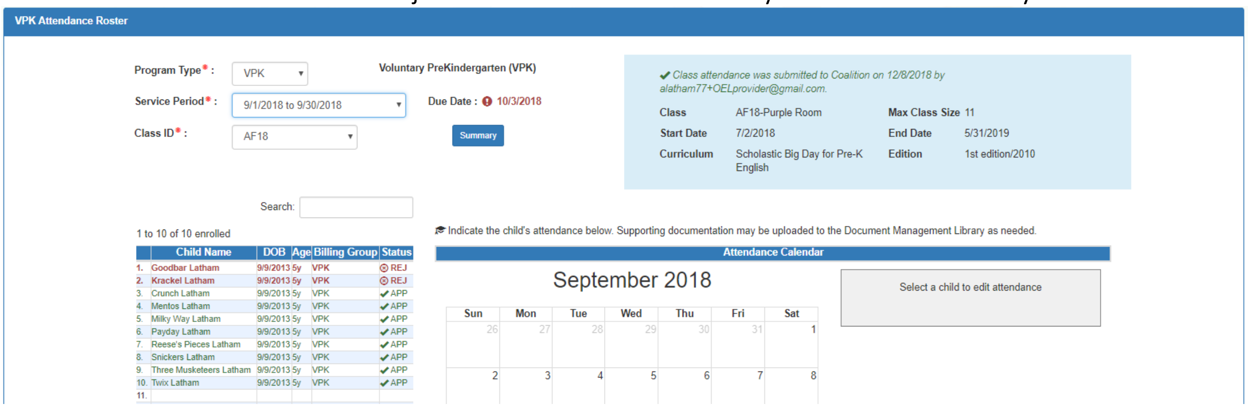
October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13

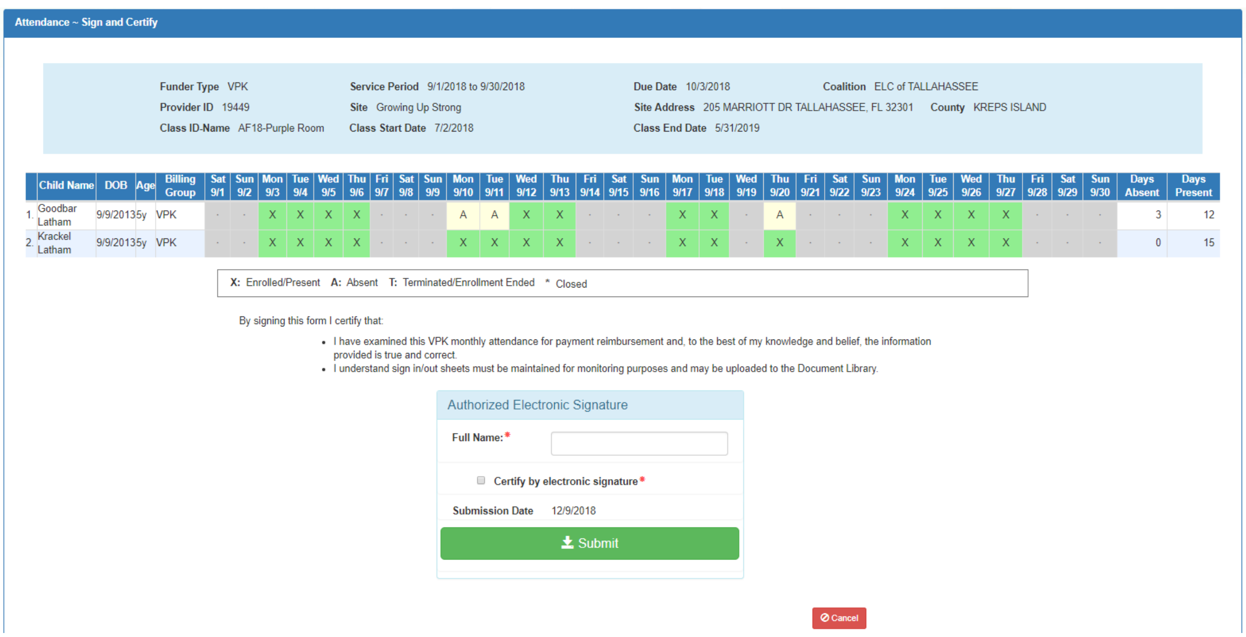
Select a child to edit attendance

Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.



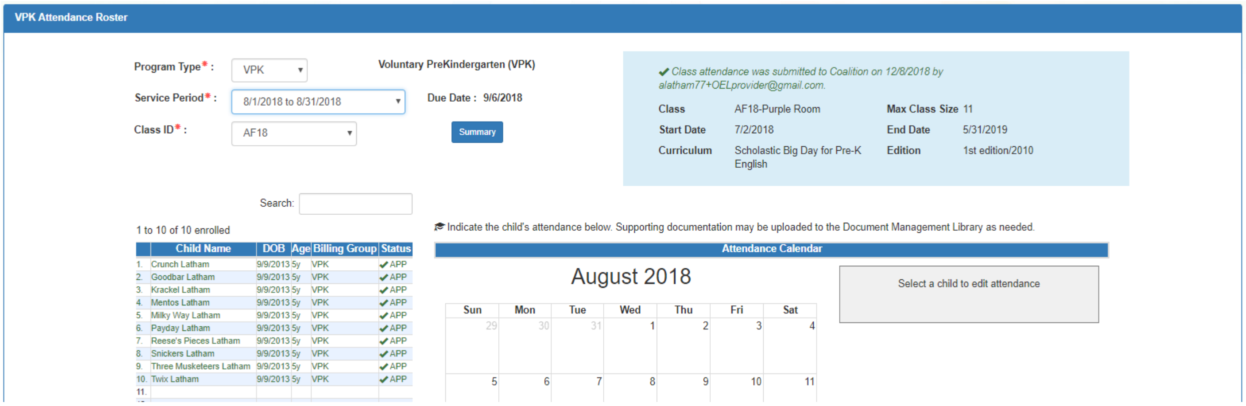
To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.



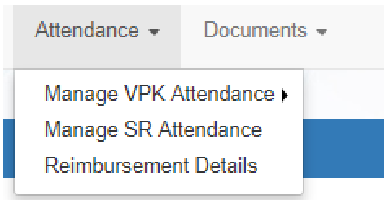
Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

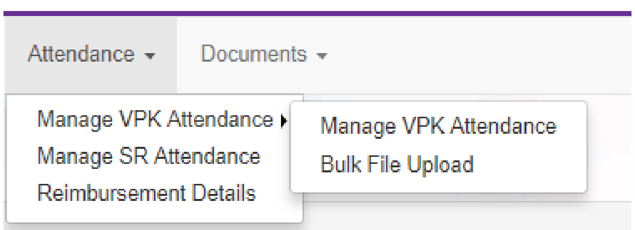


When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under **Attendance > Reimbursement Details**.

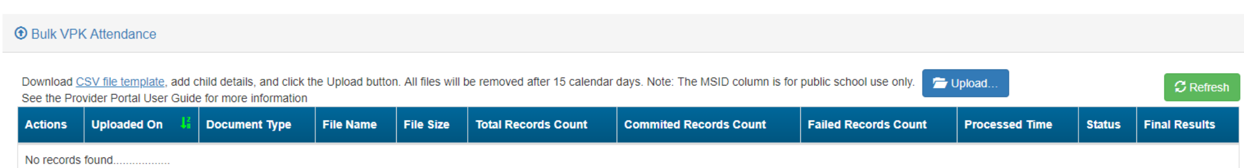


Uploading Bulk Attendance File

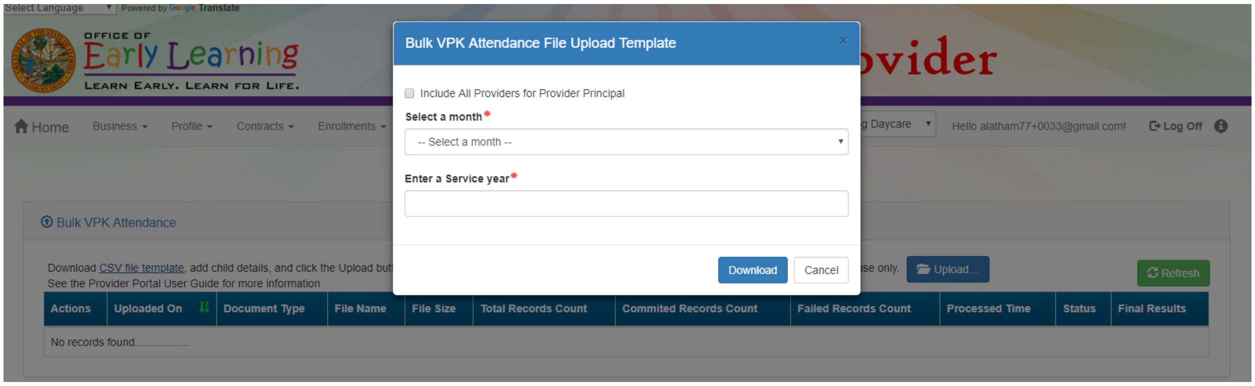
Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process). To begin, go to the Attendance menu item, choose Manage VPK Attendance, and then select **Bulk File Upload**.



The Bulk VPK Attendance page displays.



Click the **CSV file template** link. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the *"Include all providers for provider principal"* box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.



Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	ProviderID	MSID	ProviderName	COENumber	FLEID	ChildLastName	ChildFirstName	ChildDateOfBirth	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9
2	8433		Daisy Mae Daycare	VPK748-2018		Latham	Ariel	2/2/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
3	8433		Daisy Mae Daycare	VPK751-2018		Latham	Bambi	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae Daycare	VPK752-2018		Latham	Blue Fairy	8/8/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
5	8433		Daisy Mae Daycare	VPK753-2018		Latham	Pinocchio	12/12/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
6	8433		Daisy Mae Daycare	VPK747-2018		Latham	Aladin	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
7	8433		Daisy Mae Daycare	VPK757-2018		Latham	Chip	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
8	8433		Daisy Mae Daycare	VPK754-2018		Latham	Cinderella	7/7/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
9	8433		Daisy Mae Daycare	VPK756-2018		Latham	Cruella deVil	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
10	8433		Daisy Mae Daycare	VPK758-2018		Latham	Dale	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
11	8433		Daisy Mae Daycare	VPK749-2018		Latham	Hercules	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*

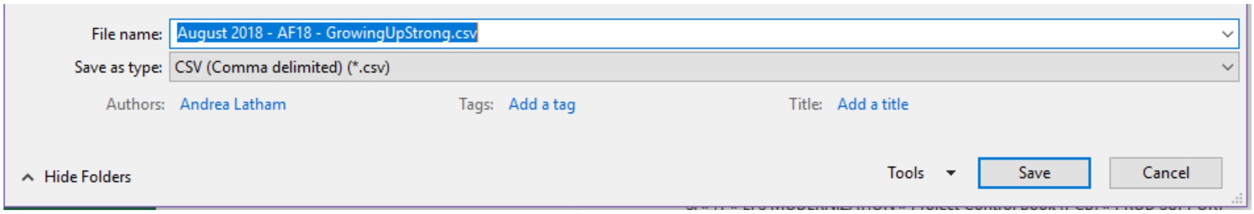
T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20	Day_21	Day_22	Day_23	Day_24	Day_25	Day_26	Day_27	Day_28	Day_29	Day_30	Day_31	ClassroomID	ClassroomName	CountyID	EnrollmentVPKID	ProviderRosterID
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	271	397
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	272	398
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	273	399
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1130	AF18	37	274	400
*	*	*	_	_	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	279	450
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	277	448
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	275	446
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	276	447
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	278	449
*	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	1131	BF18	37	284	451

a. Legend: present (X), site closed (*), student not started (_), student terminated (T).
b. Day_1 = first of attendance month, Day_2 = second day of attendance month, Day_3 = third day of attendance month, etc. In this example, Day_1 = August 1, Day_2 = August 2, and Day_3 = August 3.
c. Regardless of the month/year, columns for Day_1 to Day_31 are included in the file and are necessary for the upload; none should be removed.
d. It is critical that only the content of "Day_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

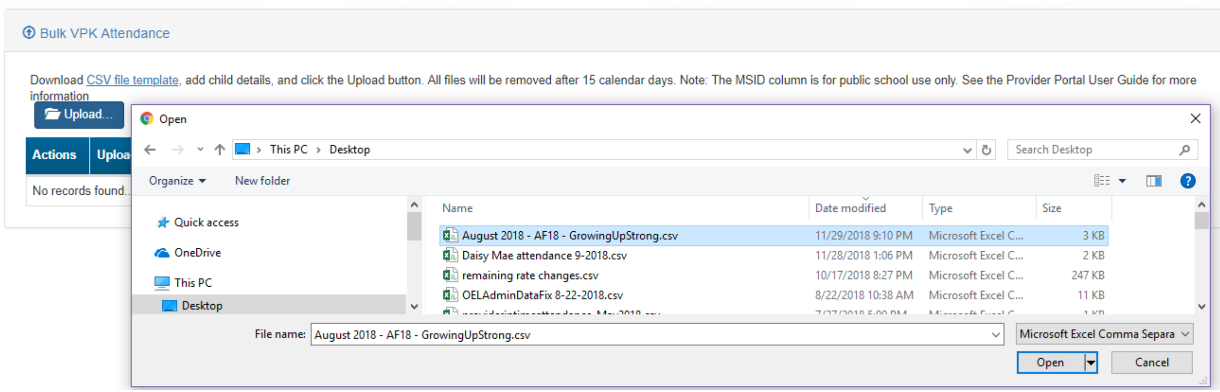
Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
3	Goodbar	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
4	Krackel	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
5	Mentos	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
6	Milky Way	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
7	Payday	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
8	Reese's Pieces	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
9	Snickers	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
10	Three Musketeers	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X
11	Twix	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	X	X	X	X	X	*	*	X

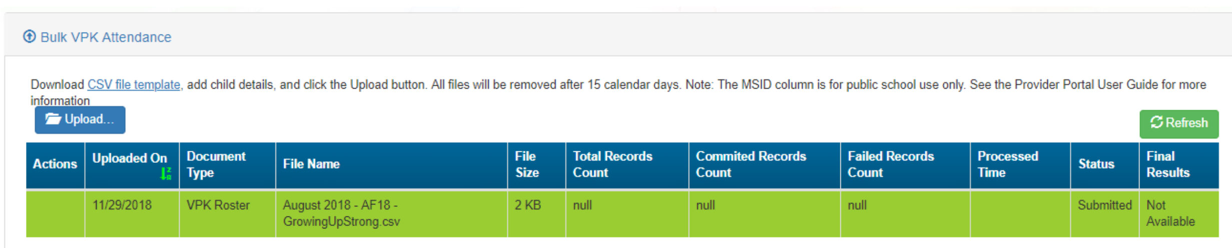
(In Excel) When complete, un-hide and/or un-freeze any columns. Click File > Save As. Re-name file and save locally. Be sure the file type is .csv.



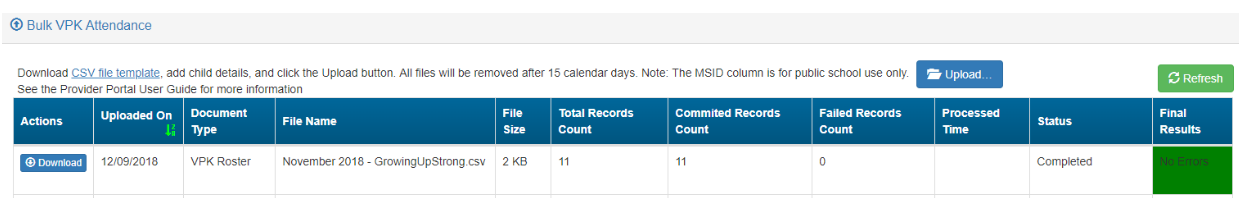
On the Provider Portal, click the **<u>Upload</u>** button. A file manager window opens. Locate the saved file and click **<u>Open</u>**.



The uploaded file displays in the Bulk VPK Attendance log.



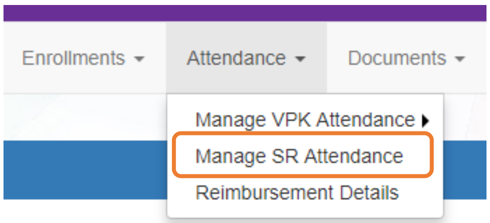
Click the **<u>Refresh</u>** button to get final results.



The successfully submitted attendance is now reflected on the class attendance roster. Each record shows "SUB" for submitted.

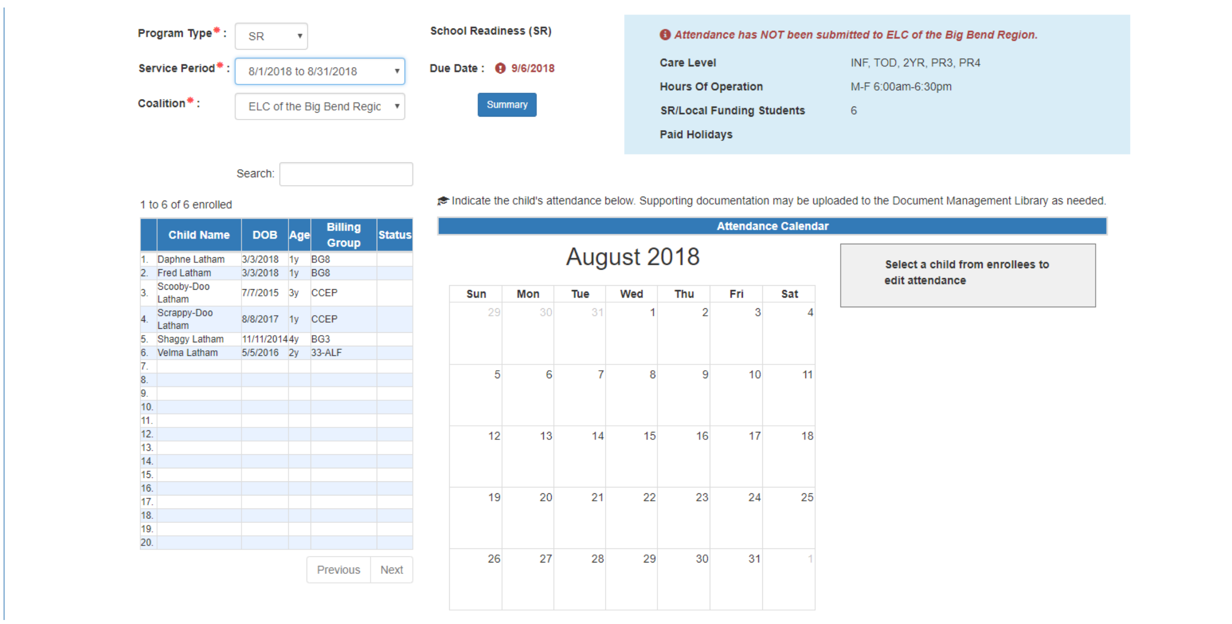
Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.



Submitting Attendance Online

Select the **Manage SR Attendance** menu item. The SR Attendance Roster displays, defaulting to the current service period. The blue summary box to the right contains provider details and paid holiday information for the service period.



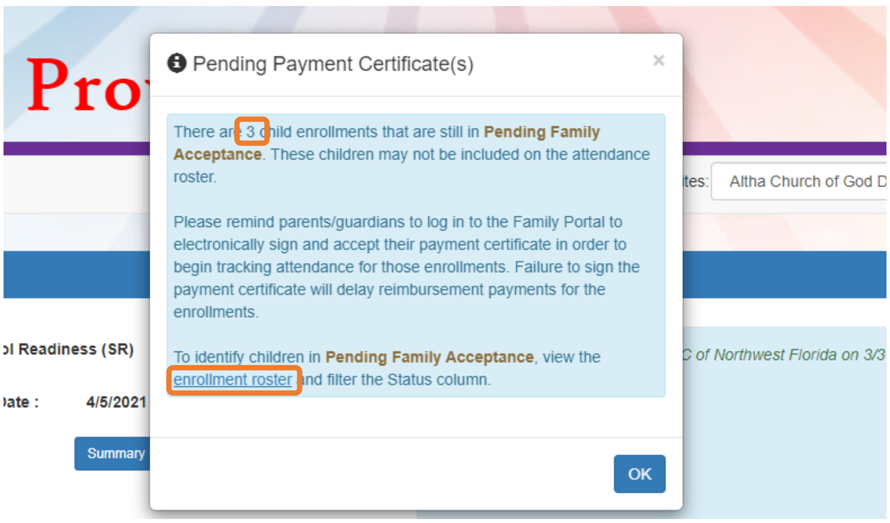
NOTE: A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.

Children that are “Enrolled” are included on the SR attendance roster.

New enrollments in “Pending Family Acceptance” will not be visible on attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in Pending Family Acceptance will populate on attendance rosters
- Existing enrollments in Pending Family Acceptance that have already been submitted for attendance in previous months will continue to populate on attendance rosters

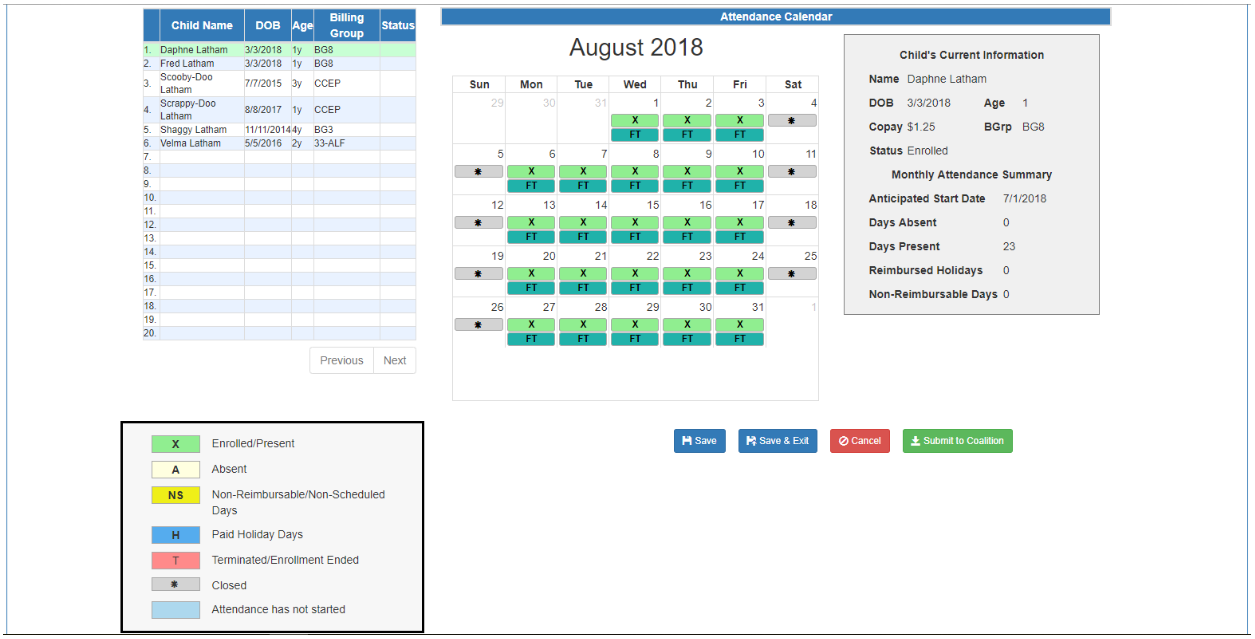
If a provider has new enrollments in “Pending Family Acceptance”, when the provider clicks the **Manage SR Attendance** menu item, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.



See the Pending Family Acceptance Status section in this user guide for more information.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

To record attendance, click on a child's name to view their attendance for the month.



- Days the site is closed are marked with an asterisk "*"
- Days the child is not scheduled to attend are marked with "NS". If the entire month for a child is marked "NS", contact the local early learning coalition to correct the care days.
- Days the child is scheduled to attend are marked with an "X" for present along with his/her scheduled unit of care
- Paid holidays where a child is also scheduled to attend are marked with an "H"
- A legend is provided in the bottom right for more code descriptions

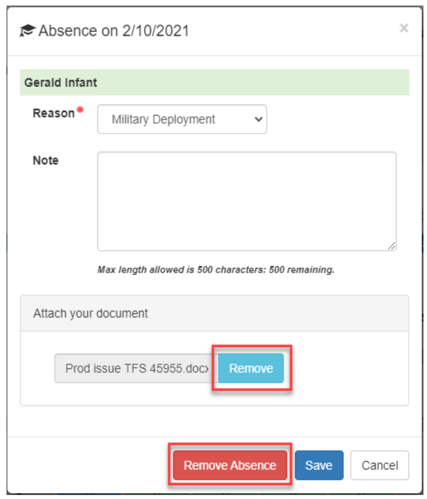
NOTE: The "Child's Current Information" displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child's enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the "Child's Current Information" area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

To change a present day to absent, click on the "X." A pop-up message appears to collect more information.

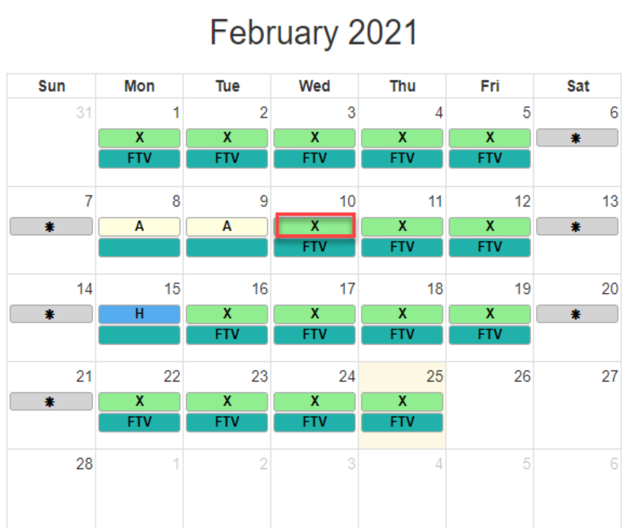
a. Select an absent reason from the dropdown.
b. Include a message to the coalition regarding the absence in the Note area. *(optional for most reasons)*
c. Attach a file for supporting documentation by clicking **Choose File**. *(optional)*
d. Click **Save** when done and the pop-up message will close.
e. The "X" for present will now appear as an "A" for absent.

f. **NOTE:** Consecutive absences must be entered per day (i.e. there isn't a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.

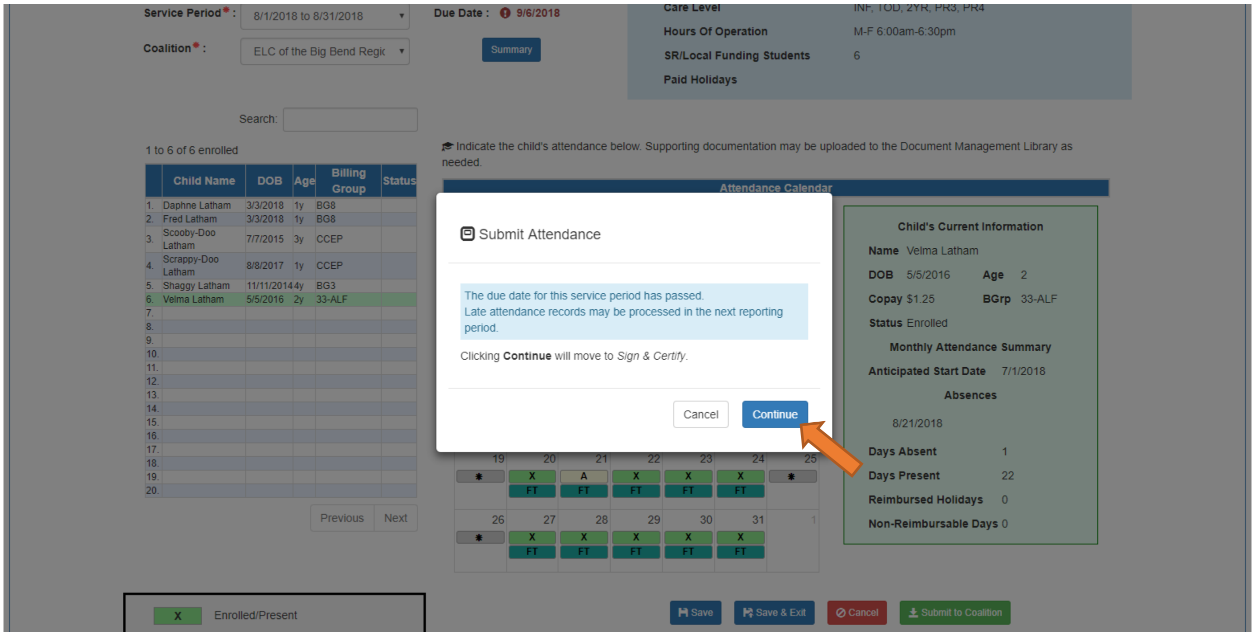
g. Absences entered by mistake can be changed back to present by clicking on the "A." The below pop-up message appears.



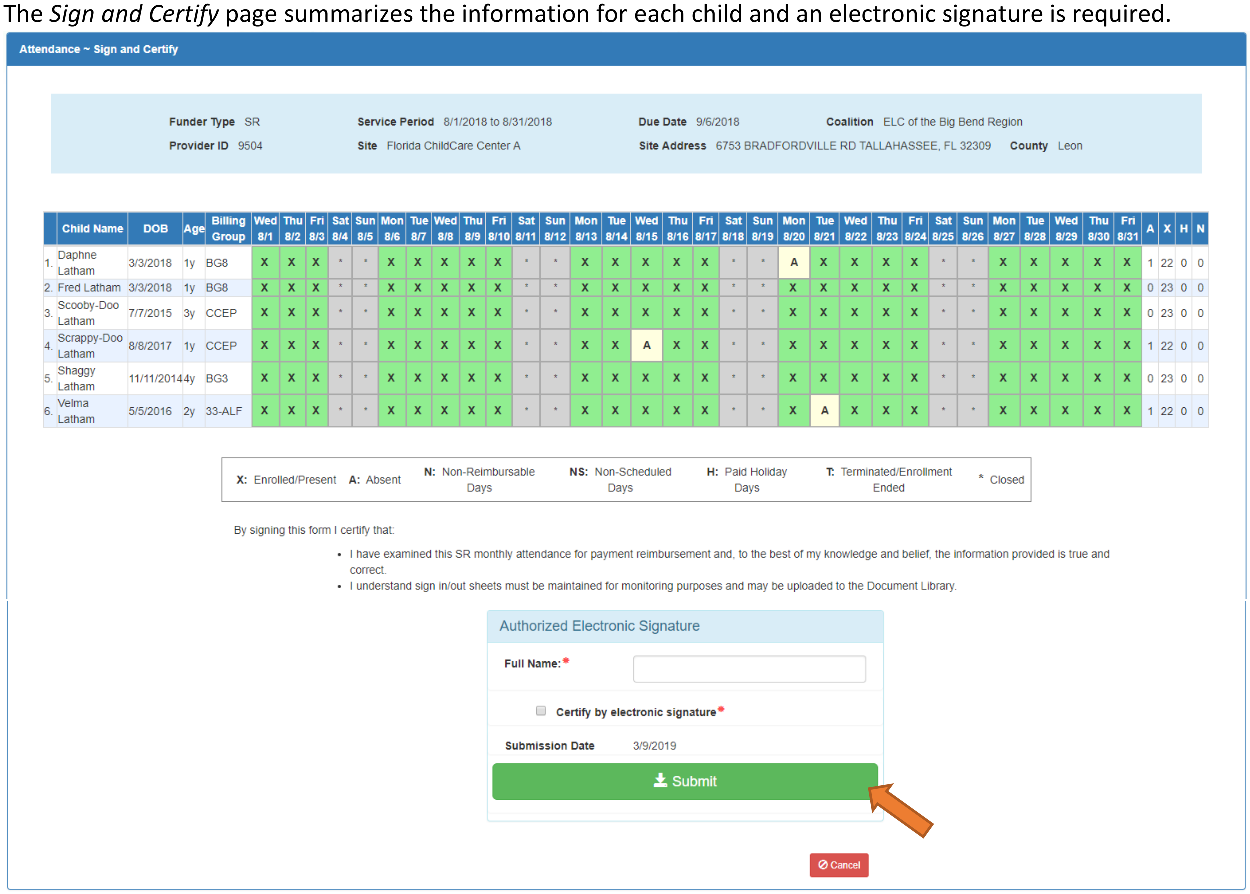
If there was a file attached when the day was marked "A", the **<u>Remove</u>** button appears next to the document name. Click the **<u>Remove</u>** button to remove the file. To undo the absence, click the **<u>Remove Absence</u>** button. The day will show an "X", the absence reason is removed, and the attachment is removed.



While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

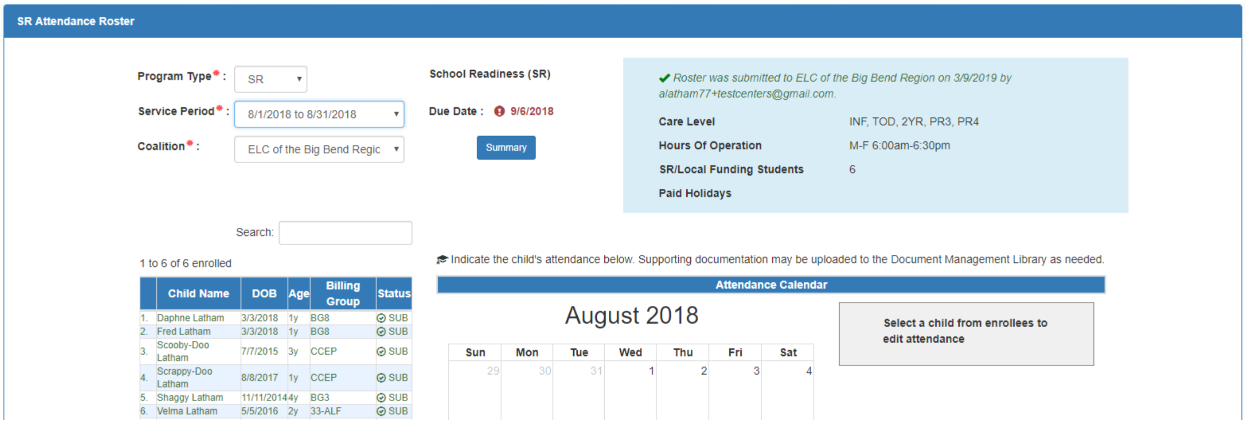


The *Sign and Certify* page summarizes the information for each child and an electronic signature is required.



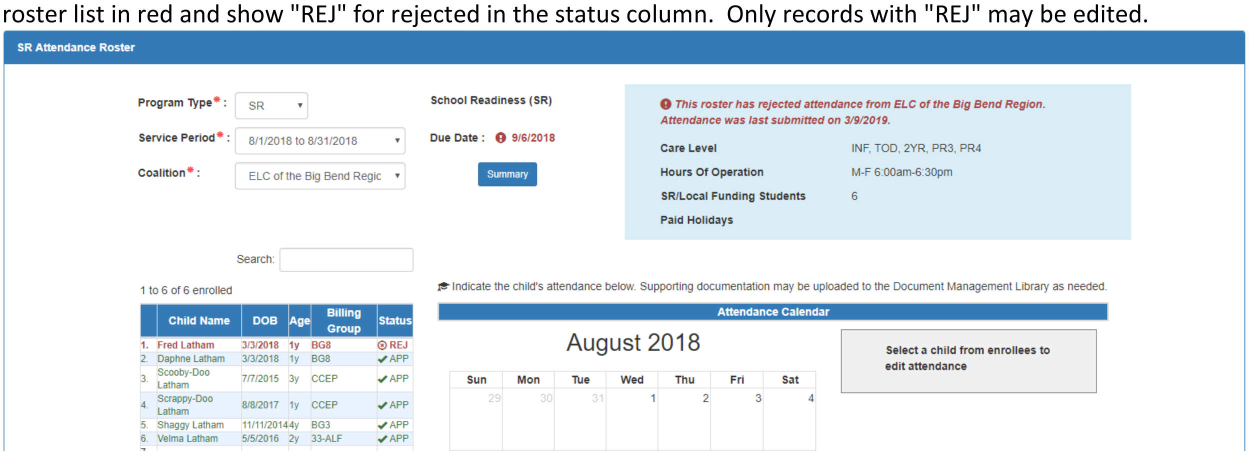
Submitted Attendance

Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows “SUB” for submitted in the status column. This status will change as the child attendance is processed by the coalition.

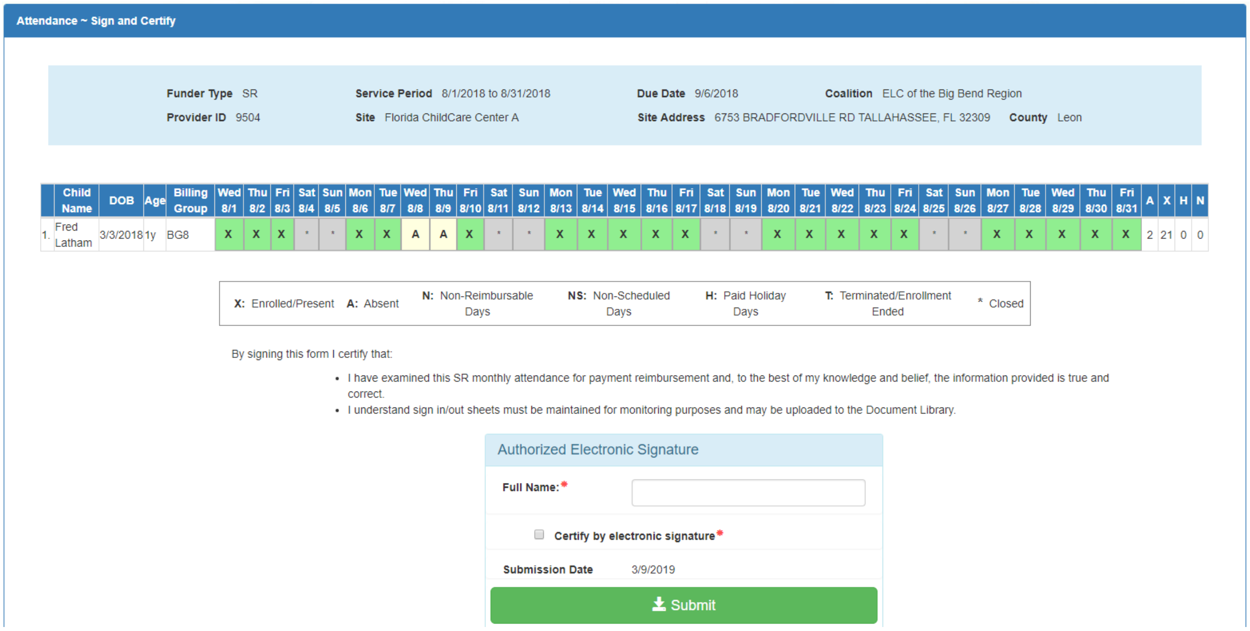


Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.



To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click **Save**. Then, click the **Submit to Coalition** button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click **Submit**.



Attendance ~ Sign and Certify

Funder Type SR **Service Period** 8/1/2018 to 8/31/2018 **Due Date** 9/6/2018 **Coalition** ELC of the Big Bend Region

Provider ID 9504 **Site** Florida ChildCare Center A **Site Address** 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309 **County** Leon

	Child Name	DOB	Age	Billing Group	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	A	X	H	N
1.	Fred Latham	3/3/2018	1y	BG8	X	X	X	*	*	X	X	A	A	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	2	21	0	0

X: Enrolled/Present A: Absent N: Non-Reimbursable Days NS: Non-Scheduled Days H: Paid Holiday Days T: Terminated/Enrollment Ended * Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:*

Certify by electronic signature*

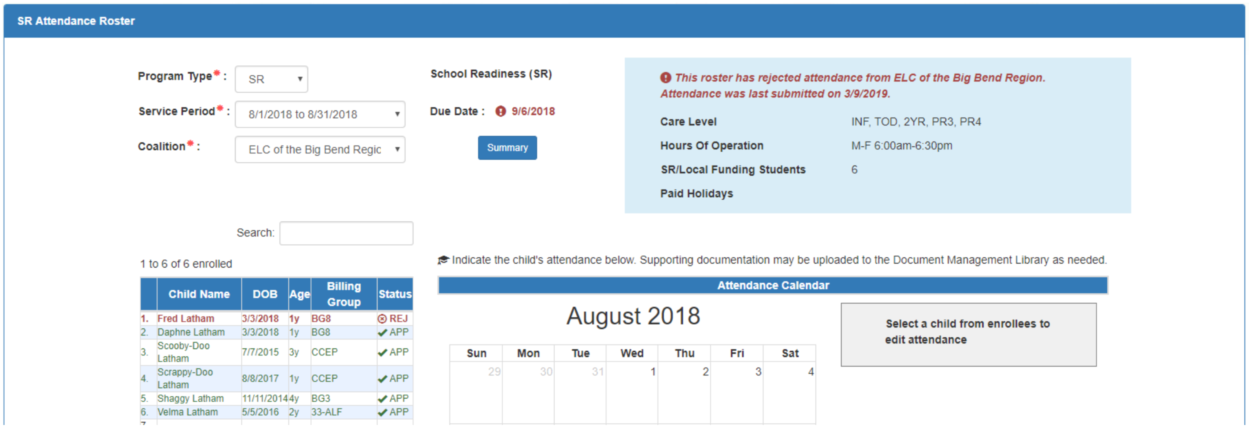
Submission Date 3/9/2019

Submit

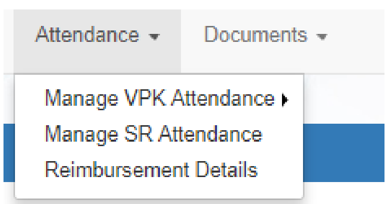
Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

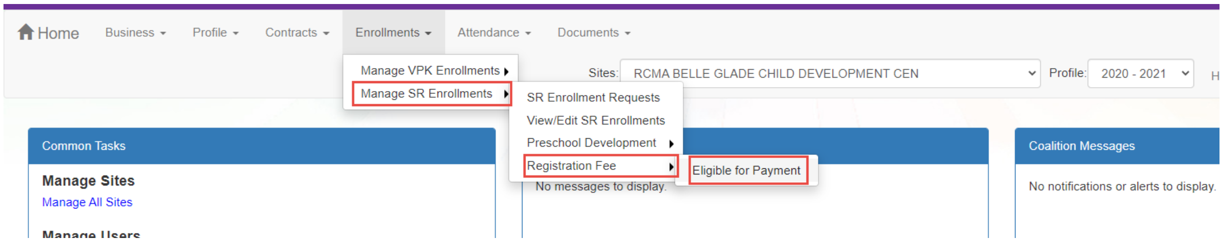


When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under **Attendance > Reimbursement Details**.



Request for Registration Fee Payment

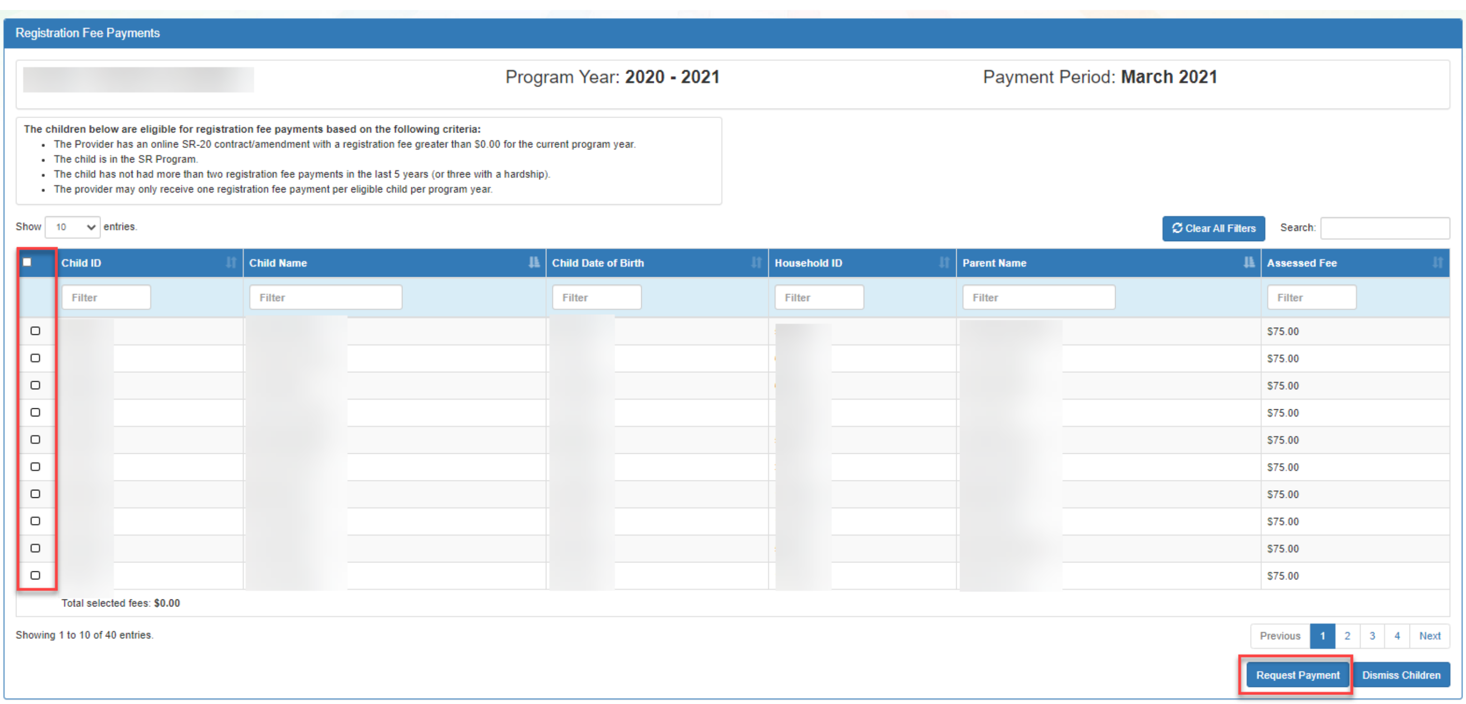
Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments > Manage SR Enrollments > Registration Fees > Eligible for Payment**



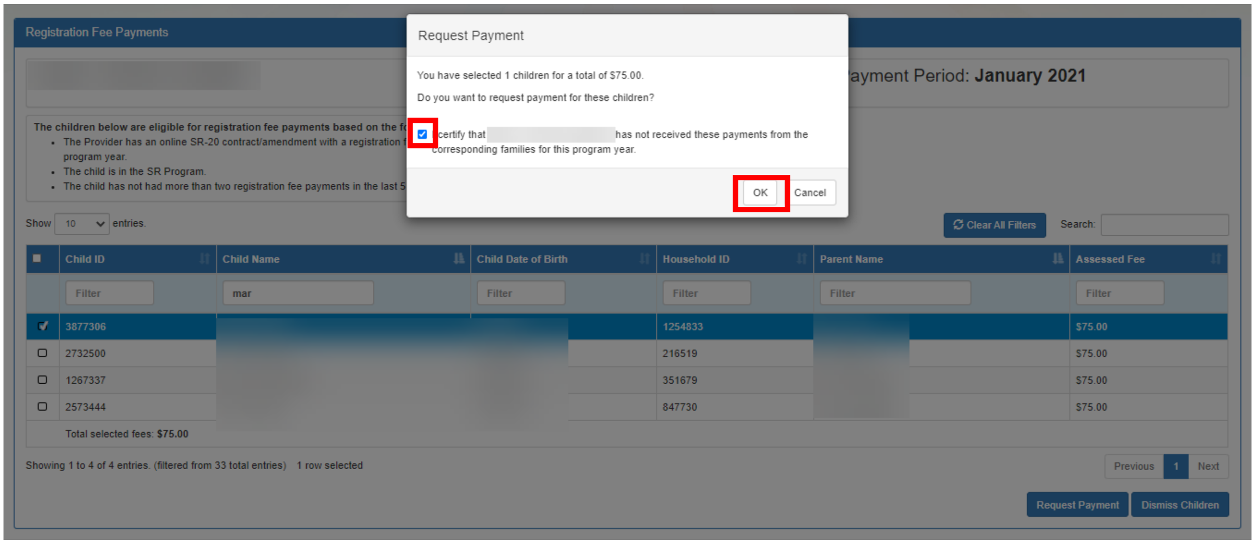
Eligibility Rules for Registration Fee payments:

- Children are/were enrolled during the 2020-2021 program year.
- Children have not been paid more than 2 times in 5 years (or three with a hardship). Payments from 2019-2020 are excluded.
- Children with the BG1-ESS billing group and eligibility code are not eligible.
- Children "dismissed" by the provider for payment for the program year are not eligible.
- Children enrolled 3 months or less with expulsion reasons (Safety of Other Children or Behavior Problems) are not eligible.

The Registration Fee Payments screen lists children who are eligible for Registration Fee payments. To request a payment, check the checkboxes and click **<u>Request Payment</u>** button.

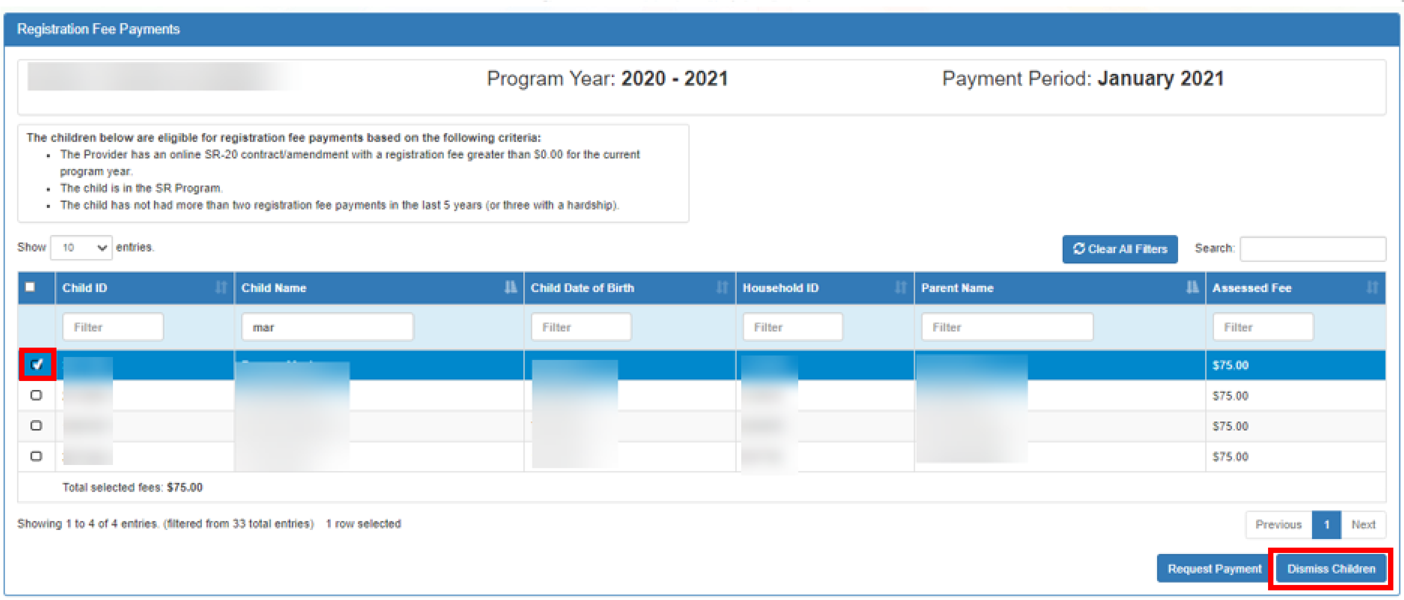


On the Request Payment pop-up, check the **I certify** checkbox and click **OK**. The record will be available for the coalition to Approve, Reject, or mark Ineligible.

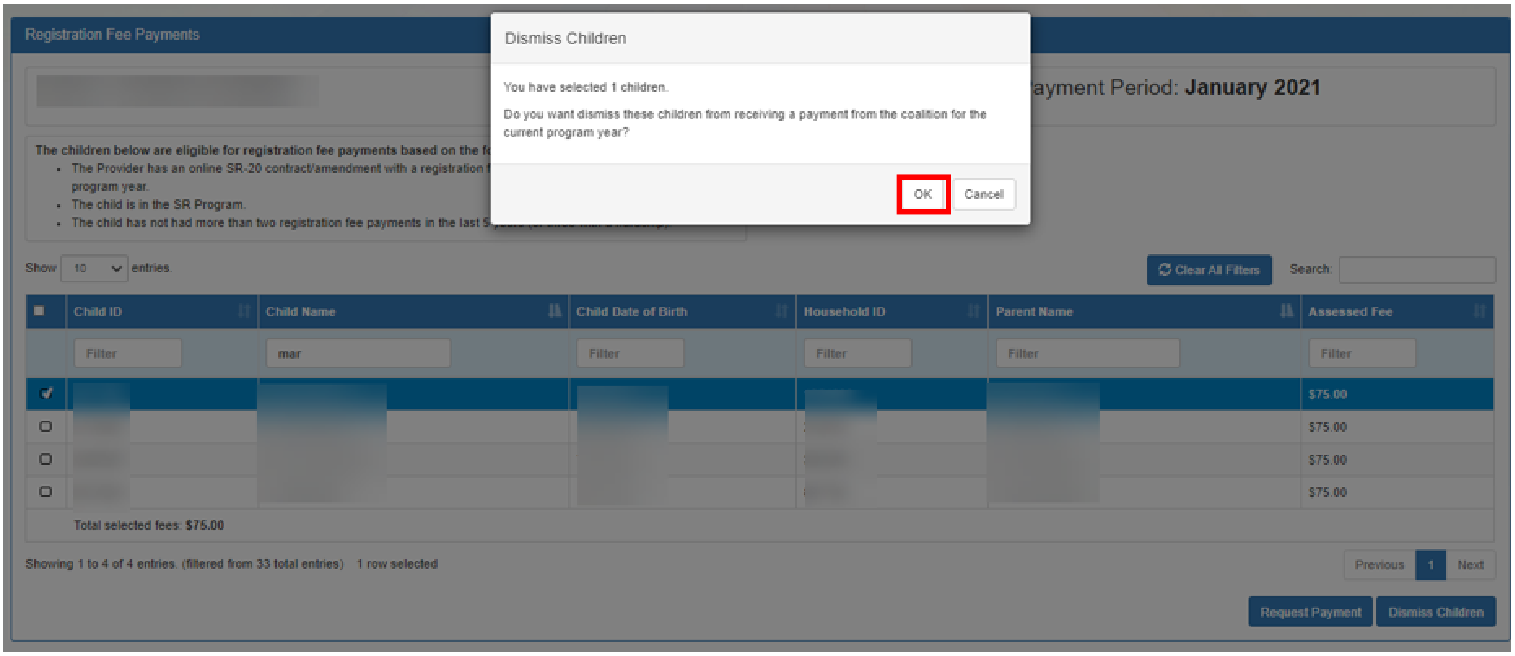


Dismiss Children

If the provider has collected the registration fee from the family, the child is not eligible for a registration fee payment. To dismiss children from the list of registration fee payments, check the checkbox and click **Dismiss Children** button. Hovering over the **Dismiss Children** button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."



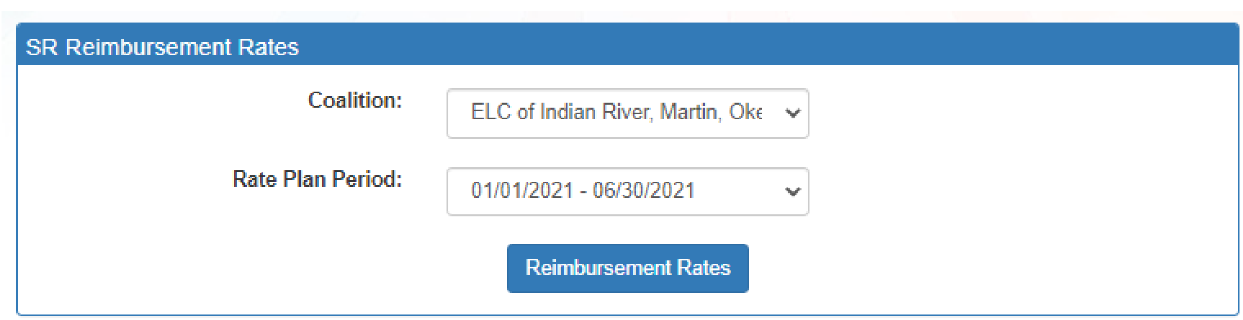
The Dismiss Children pop-up window opens. Click the **OK** button to confirm dismissing the child(ren) from the list of registration fee payments. The Provider won't be able to resubmit these children for registration fee payment.



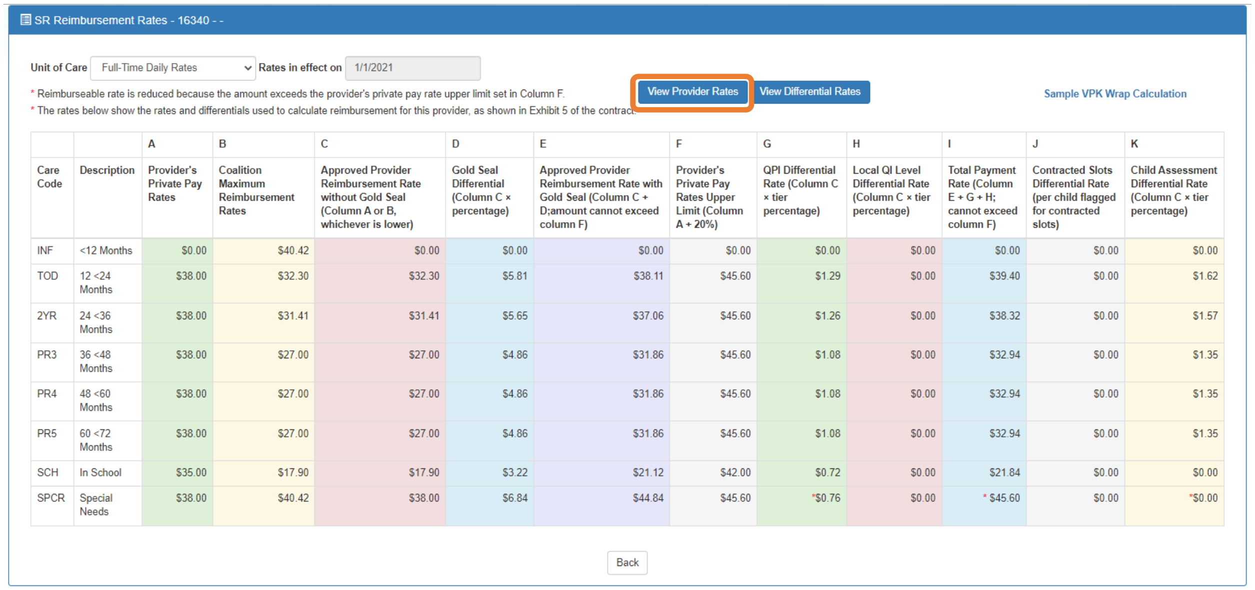
SR Reimbursement Rate Plan

Providers can view their reimbursement rate plans in the Provider Portal. Navigate to **Attendance > SR Reimbursement Rates.**

The Coalition dropdown shows all the coalitions the provider has a contract with. The Rate Plan Period dropdown displays all the rate plans available based on the selected coalition. Clicking the **Reimbursement Rates** button will navigate to the SR Reimbursement Rates screen.



After clicking **<u>Reimbursement Rates</u>**, the SR Reimbursement Rates show for the selected coalition and rate plan period. The rates show the rates and differentials used to calculate reimbursement for the provider as shown in Exhibit 5 of the contract. The provider can view the rates for different units of care by selecting an option from the Unit of Care dropdown menu. Clicking the **View Provider Rates** button will navigate to the Provider's Private Pay Rates.



SR Reimbursement Rates - 16340 - -

Unit of Care: Full-Time Daily Rates | Rates in effect on: 1/1/2021

View Provider Rates | View Differential Rates | Sample VPK Wrap Calculation

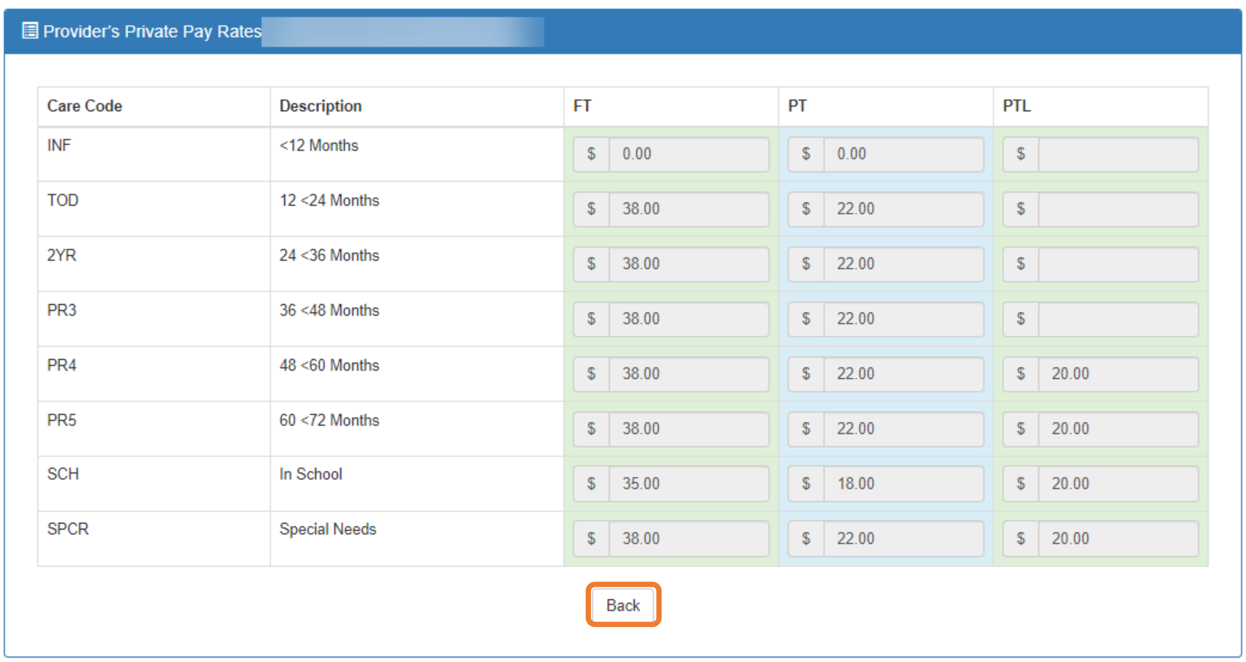
* Reimburseable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.

* The rates below show the rates and differentials used to calculate reimbursement for this provider, as shown in Exhibit 5 of the contract.

		A	B	C	D	E	F	G	H	I	J	K
Care Code	Description	Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column C × percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D;amount cannot exceed column F)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C × tier percentage)	Local QI Level Differential Rate (Column C × tier percentage)	Total Payment Rate (Column E + G + H; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C × tier percentage)
INF	<12 Months	$0.00	$40.42	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOD	12 <24 Months	$38.00	$32.30	$32.30	$5.81	$38.11	$45.60	$1.29	$0.00	$39.40	$0.00	$1.62
2YR	24 <36 Months	$38.00	$31.41	$31.41	$5.65	$37.06	$45.60	$1.26	$0.00	$38.32	$0.00	$1.57
PR3	36 <48 Months	$38.00	$27.00	$27.00	$4.86	$31.86	$45.60	$1.08	$0.00	$32.94	$0.00	$1.35
PR4	48 <60 Months	$38.00	$27.00	$27.00	$4.86	$31.86	$45.60	$1.08	$0.00	$32.94	$0.00	$1.35
PR5	60 <72 Months	$38.00	$27.00	$27.00	$4.86	$31.86	$45.60	$1.08	$0.00	$32.94	$0.00	$1.35
SCH	In School	$35.00	$17.90	$17.90	$3.22	$21.12	$42.00	$0.72	$0.00	$21.84	$0.00	$0.00
SPCR	Special Needs	$38.00	$40.42	$38.00	$6.84	$44.84	$45.60	*$0.76	$0.00	* $45.60	$0.00	*$0.00

Back

The rates are read-only. The rates in the Provider's Pay Rates screen are the rates that display in Column A of the SR Reimbursement Rates screen. Clicking the **<u>Back</u>** button will navigate to the SR Reimbursement Rates screen.

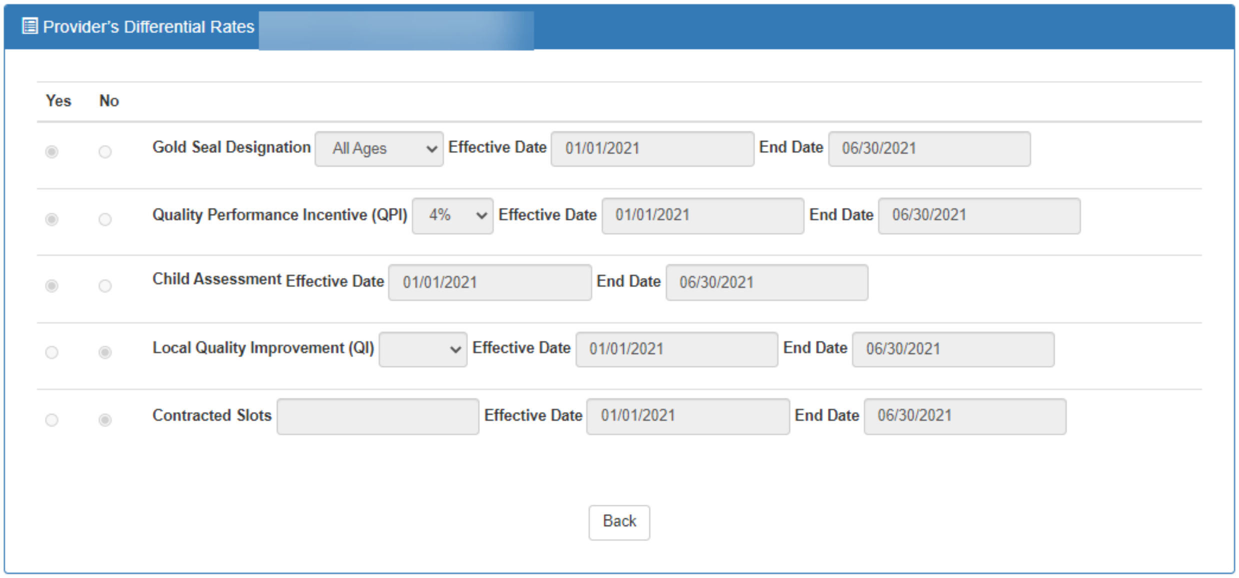


Provider's Private Pay Rates

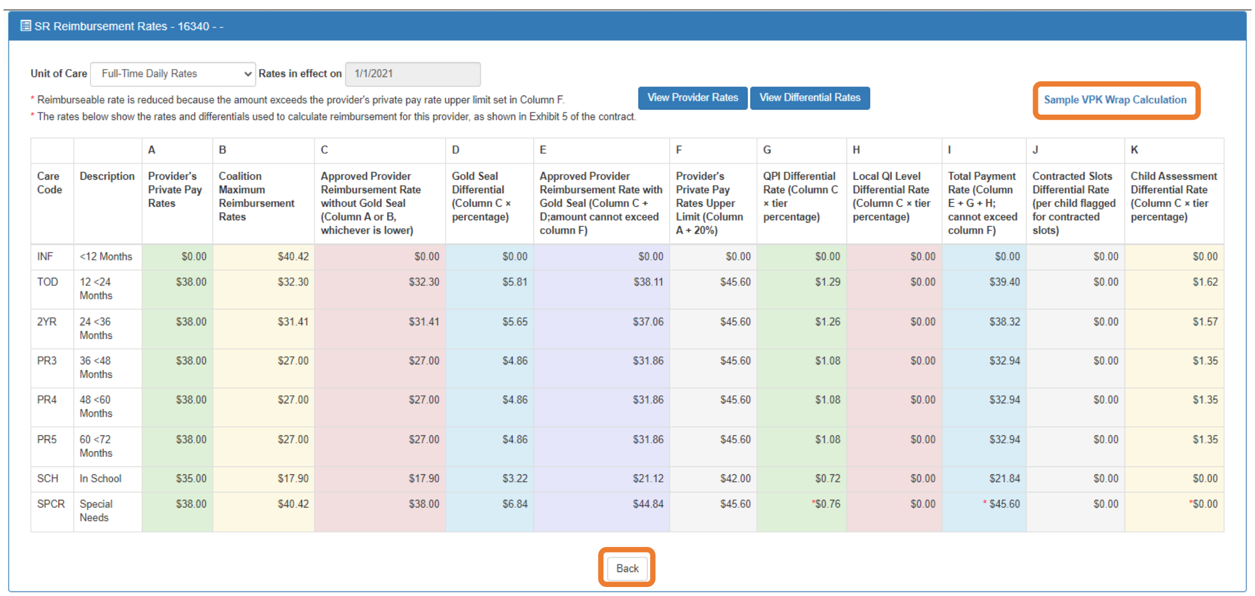
Care Code	Description	FT	PT	PTL
INF	<12 Months	$ 0.00	$ 0.00	$
TOD	12 <24 Months	$ 38.00	$ 22.00	$
2YR	24 <36 Months	$ 38.00	$ 22.00	$
PR3	36 <48 Months	$ 38.00	$ 22.00	$
PR4	48 <60 Months	$ 38.00	$ 22.00	$ 20.00
PR5	60 <72 Months	$ 38.00	$ 22.00	$ 20.00
SCH	In School	$ 35.00	$ 18.00	$ 20.00
SPCR	Special Needs	$ 38.00	$ 22.00	$ 20.00

Back

From the SR Reimbursement Rates screen, clicking the **View Differential Rates** button will navigate to the Provider's Differential Rates screen. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.



From the SR Reimbursement Rates screen, clicking the **Sample VPK Wrap Calculation** link opens a pop-up with a sample calculation. Clicking the **Back** button will navigate to the SR Reimbursement Rates screen.


SR Reimbursement Rates - 16340 - -

Unit of Care: Full-Time Daily Rates | Rates in effect on: 1/1/2021

View Provider Rates | View Differential Rates | Sample VPK Wrap Calculation

* Reimburseable rate is reduced because the amount exceeds the provider's private pay rate upper limit set in Column F.
* The rates below show the rates and differentials used to calculate reimbursement for this provider, as shown in Exhibit 5 of the contract.

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Care Code	Description	Provider's Private Pay Rates	Coalition Maximum Reimbursement Rates	Approved Provider Reimbursement Rate without Gold Seal (Column A or B, whichever is lower)	Gold Seal Differential (Column C × percentage)	Approved Provider Reimbursement Rate with Gold Seal (Column C + D;amount cannot exceed column F)	Provider's Private Pay Rates Upper Limit (Column A + 20%)	QPI Differential Rate (Column C × tier percentage)	Local QI Level Differential Rate (Column C × tier percentage)	Total Payment Rate (Column E + G + H; cannot exceed column F)	Contracted Slots Differential Rate (per child flagged for contracted slots)	Child Assessment Differential Rate (Column C × tier percentage)
INF	<12 Months	$0.00	$40.42	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOD	12 <24 Months	$38.00	$32.30	$32.30	$5.81	$38.11	$45.60	$1.29	$0.00	$39.40	$0.00	$1.62
2YR	24 <36 Months	$38.00	$31.41	$31.41	$5.65	$37.06	$45.60	$1.26	$0.00	$38.32	$0.00	$1.57
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SCH	In School	$35.00	$17.90	$17.90	$3.22	$21.12	$42.00	$0.72	$0.00	$21.84	$0.00	$0.00
SPCR	Special Needs	$38.00	$40.42	$38.00	$6.84	$44.84	$45.60	*$0.76	$0.00	* $45.60	$0.00	*$0.00

Back

Sample VPK Wrap Calculation

This is an example of a VPK wrap calculation for a child enrolled in both SR and VPK. The VPK class is 3 hours long and the child has full time care.

NOTE: The calculations are to 4 decimal places until the Gross Payment Amount, where it is rounded.

How are wrap rates calculated?

1. Provider Contract Approved Rate
2. Hourly Rate = Daily Rate/Max SR Hours [*calculated to 4 decimal places*]
3. Payable Hours = Max SR Hours - VPK Hours
4. SR Daily Rate = Payable Hours * Hourly Rate [*calculated to 4 decimal places*]
5. Gross Payment Amount = SR Daily Rate * Total Days Paid [*calculated to 4 decimal places*]

Example:

1. Provider Contract Approved Rate (PR4): $24.50
2. Hourly Rate: $24.50/11 = $2.2273
3. Payable Hours: 11-3 = 8
4. SR Daily Rate: 8 * $2.2273 = $17.8184
5. Gross Payment Amount: $17.8184 * 20 = $356.3680

For this record on the 5045, the provider is reimbursed for $356.37.

Close