

Quick Tips for SR Temporary Closures

When do I need to report a temporary closure?

Report all temporary closures that occur, where some or all children are impacted and services are not provided.

When is a closure reimbursable (CR)?

Closure reimbursable are days services are not provided to some or all children and are:

- Related to COVID
- Related to a declared state of emergency (declared by federal, state, or local officials)

The provider will be reimbursed for the processed CR days.

What new functionality is in EFS Mod for SR Temporary Closures?

1. For partial SR closures, the provider can select the specific care level(s) impacted by the temporary closure. The provider can set each care level temporary closure day as CR (closure reimbursable) or CN (closure non-reimbursable).

Example: The **2YR** care level has the day as CN because they have exceeded the allowable number of days of CR.

The **PR5** care level has the day as CR because they only have 2 days of CR for the program year.

Notice the **Total Processed Closure Reimbursable (CR) Days in Program Year.**

Care Levels		2YR July 2021						
<input type="checkbox"/>	INF - Infant	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	TOD - Toddler	27	28	29	30	1	2	3
<input checked="" type="checkbox"/>	2YR - 2 Year Old	4	5	6	7	8	9	10
<input type="checkbox"/>	PR3 - Preschool 3	11	12	13	14	15	16	17
<input type="checkbox"/>	PR4 - Preschool 4	18	19	20	21	22	23	24
<input checked="" type="checkbox"/>	PR5 - Preschool 5	25	26	27	28	29	30	31
<input type="checkbox"/>	SCH - School Age			CN				
		Total Processed Closure Reimbursable (CR) Days in Program Year: 8						
		<input checked="" type="checkbox"/> CR = Closure Reimbursable. <input type="checkbox"/> CN = Closure Non-Reimbursable.						

If the closures are for different dates, then separate temporary closure events will need to be created.

2. In the provider's attendance roster, the temporary closure displays in the blue header.

SR Attendance Roster

Program Type*: SR

School Readiness (SR)

Service Period*: August 2021 Due Date: 9/3/2021

Coalition*: ELC of Polk Summary

Attendance has NOT been submitted to ELC of Polk.

Care Level: 2YR, PR3, PR4, PR5, SCH

Hours Of Operation: M-F 7:00am-5:30pm

SR/Local Funding Students: 23

Paid Holidays

Temporary Closure 25383: 08/16/2021 - 08/19/2021

3. For partial SR closures, the provider can change the closure day (CR or CN):
 - a. To an absence, if the child was not impacted by the temporary closure.
 - b. Remove the absence, indicating the child attended.

SR Attendance Roster

Program Type*: SR
 School Readiness (SR)
 Service Period*: August 2021
 Due Date: 9/3/2021
 Coalition*: ELC of Polk

Attendance has NOT been submitted to ELC of Polk.
 Care Level: 2YR, PR3, PR4, PR5, SCH
 Hours Of Operation: M-F 7:00am-5:30pm
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Search:

1 to 20 of 23 enrolled

Child Name	DOB	Age	Billing Group	Status
1		7y	BG9	
2		5y	BG8	
3		4y	BG8	
4		8y	BG8	
5		6y	BG1	
6		5y	BG8	
7		3y	BG8	
8		7y	BG8	
9		6y	BG8	
10		4y	BG8	
11		5y	BG1	
12		4y	BG3	
13		4y	BG8	
14		6y	BG8	
15		6y	BG8	
16		6y	BG8	
17		4y	BG8	

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

Attendance Calendar

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1						
2	X	X	X	X	X	
3	FT	FT	FT	FT	FT	
4						
5	X	X	X	X	X	
6	FT	FT	FT	FT	FT	
7						
8						
9	X	X	X	X	X	
10	FT	FT	FT	FT	FT	
11						
12						
13						
14						
15						
16	CR	CR	CR	CN	X	
17						
18						
19						
20						
21						
22						
23	X	X	X	X	X	
24	FT	FT	FT	FT	FT	
25						
26						
27						
28						

Child's Current Information

Name:
 DOB:
 Age: 5
 Copay: \$4.00
 BGrp: BG8
 Status: Enrolled

Monthly Attendance Summary

Anticipated Start Date: 10/12/2020
 Days Absent: 4
 Days Present: 16
 Reimbursed Holidays: 0
 Non-Reimbursable Days:
 RWA: No
 Schedule Note:

What can coalitions change on a submitted temporary closure?

Coalitions can edit all fields in Incomplete and Submitted temporary closure forms.

Are there additional materials for questions related to temporary closures?

There are supporting materials available:

- a. Training videos on YouTube [Provider Portal Temporary Closures](#)
- b. User Guides for the Provider Portal and Coalition Portal
- c. Policy Guidance on SharePoint