

Provider Temporary Closures

Providers will enter Temporary Closures into the Temporary Closure Module in Webauthor. This qualifies as the Provider's contractual responsibility of notifying the ELC of Temporary Closure.

Per 21-22 School Readiness Contract

XI. NOTIFICATION 79. Information Change Notification. PROVIDER agrees that it will comply with each of the following notification requirements:

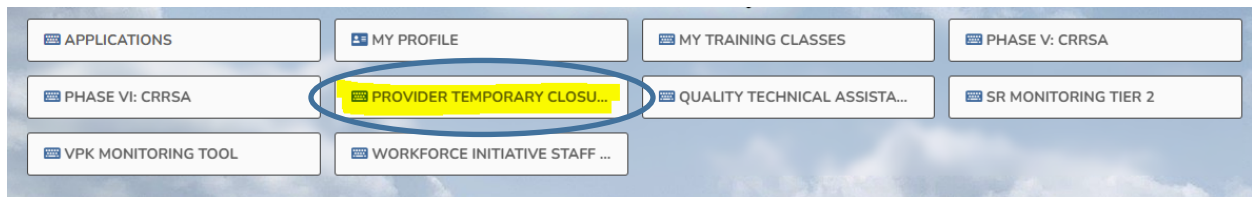
c. Providing notice to the COALITION of temporary emergency closure by the close of business the first day that the closing occurs. Providing notice to the COALITION of subsequent reopening of the SR Program within two (2) business days of reopening

Per 6M 8.204 Uniform Attendance Policy for the VPK Program

a. An initial notification of the closure before the coalition's close of business on the first day of the closure. Initial notification shall indicate the provider's name and address, the date(s) of the closure, the VPK class(es) affected by the closure, and, if available, an estimate of the date upon which the affected VPK class(es) will resume instruction.

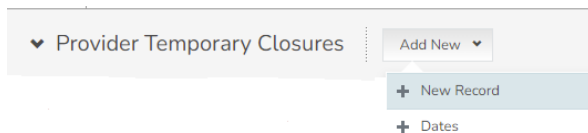
Entering Temporary Closure into Webauthor

Click on the Provider Temporary Closures Module



To add new record, Click on “Add New” - Select “New Record”

See instructions below for existing records



Select Provider Name from the dropdown list.

Provider ID, Address, City, Zip and County will auto-populate.

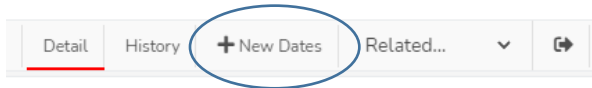
A screenshot of the 'Provider Temporary Closures' form. The form has several fields with pre-filled data: 'Provider Name' is a dropdown menu showing 'ELC'; 'Provider ID' is '1234'; 'Provider Address' is '115 S Missouri Ave'; 'City' is 'LAKELAND'; 'Zip' is '33815'; and 'County' is 'Polk'.

Click Save

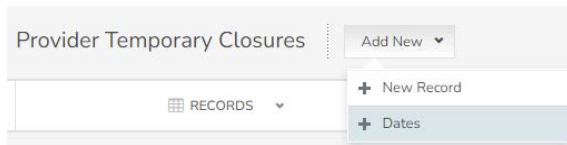


Add Temporary Closure Dates

Click on "+New Dates"



Or Click on "Add New"- Select "Dates"



Select the Temporary Closure Type

Temporary Closure Type

[The whole site was closed. Services were not provided to any children](#)

[The site was partially closed. Services were not provided to all or some VPK classes](#)

[The site was partially closed. Services were not provided to all or some SR care levels](#)

- If only VPK - Select "The site was partially closed. Services were not provided to all or some VPK classes". Select the VPK class from the dropdown list. You may select multiple classrooms.

VPK Class *

- If only SR - Select "The site was partially closed. Services were not provided to all or some SR care levels" Select the Care Level from the dropdown list. You may select multiple Care Levels.

Care Levels *

Enter Closure Reasons. You may select multiple reasons. Add comments if necessary.

Closure Reasons *

Comments

Enter the Date Notified of Closure. This date should be the first day your site was close. Enter Closed From date. Enter Closed To date. Enter Anticipated Reopen Date. Provide any Closure Documents by uploading if needed.

Enter Provider Staff name, Provider Signature, Date, Provider E-mail and Provider Phone

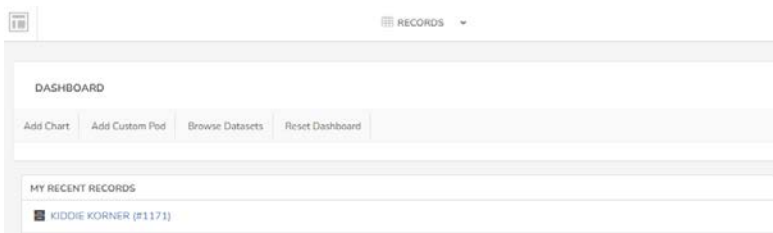
Click Save Entry



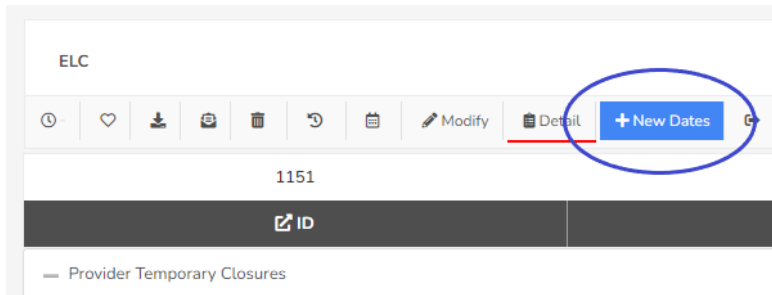
You will receive a confirmation email.

Existing Records

Click on Provider name in the My Recent Records Pod



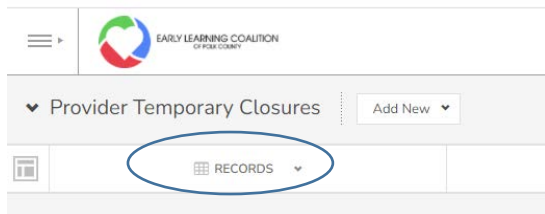
Select “+New Dates” button



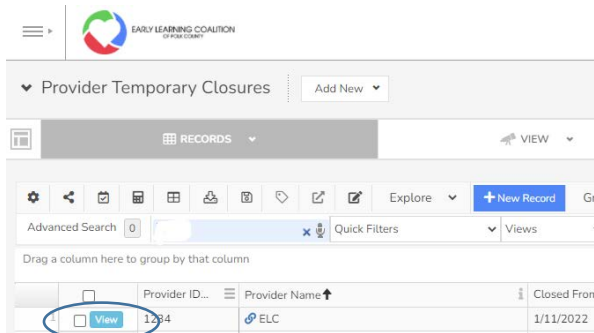
Add Temporary Closure Dates

See instructions above on (Page 2)

If Provider name is not in My Recent Records Pod, click on the word “Records”.



Click on the blue “View” button next to Provider Name



Add New Dates

See instructions above (Page 2) on how to add New Dates – Temporary Closure

Modify Temporary Closure Dates

Access your Provider Record and scroll down. Click “View” button in the Dates Table

The screenshot shows the ELC Provider Record interface. At the top, there are navigation icons and buttons for 'Modify', 'Detail', and '+ New Dates'. Below this is the provider's ID '1151' and a link to the ID. The main section is titled 'Provider Temporary Closures' and contains a list of provider details: Created By (Bernie Wade), Modified By (Christian Sojka), Provider Name (ELC), Provider ID (1234), DCF License Number (C10PO), Provider Address (115 S Missouri Ave), City (LAKELAND), Zip (33815), and County (Polk). Below the details is a 'DATES' table with columns for Temporary Clos., VPK Class, Care Levels, and Date Notified. The table contains seven rows of data, with the first row's 'View' button circled in blue.

	Temporary Clos...	VPK Class	Care Levels	Date Notified
1	View The site was		PR3	1/11/2022
2	View The whole site			3/1/2022
3	View The whole site			3/1/2022
4	View The whole site			3/7/2022
5	View The whole site			3/14/2022
6	View The whole site			3/23/2022
7	View The whole site			3/24/2022

Click “Modify Entry”

The screenshot shows the ELC Provider Record interface with the 'Dates' section selected. At the top, there are navigation icons and buttons for 'Record Details', 'Modify Entry', and 'Delete Entry'. The 'Modify Entry' button is circled in blue. Below this is the provider's ID '1151' and a link to the ID. The main section is titled 'Dates' and contains a list of provider details: Temporary Closure Type (The site was partially closed. Services v) and VPK Class.

Modify the information in record as needed. You will receive a confirmation email.

Enter Temporary Closure into the DEL Provider Services Portal.