



ENTERING CLOSURE DAYS IN CCFA

Agenda



- **Admin Calendar**
- **Provider Specific Closures**
- **Unpaid Closures**
- **Please email your questions to CCFATraining@massmail.state.ma.us**

The Administrative Organization Calendar



- **Enter all closure days that are shared across all of your providers to the calendar for the Administrative Organization**
- **Once saved, these will be applied to all the sites as long they are not in the prior months**
 - If a site has a calendar that is different from the Admin Calendar, AND the type of closure that is different is PAID CLOSURE, then the Admin Calendar changes will not be applied
 - You will edit the individual provider calendars for special cases
 - All other closures entered at the provider site such as Professional Days will keep the link to the Admin Calendar

- **Find the Admin Org**
- **Go to Provider Search**
- **Select Manage Schedule**

The screenshot shows a web application interface for provider management. At the top, there is a navigation menu with options: Home, Intake +, Provider +, Billing +, Admin +, Reports +, and Help +. A search bar is located on the right side. Below the navigation, the page title is "PROVIDER DETAIL - GUILD OF ST. AGNES". A red arrow points to the "Action:" dropdown menu, which is currently set to "Manage Schedule". Another red arrow points to the "Go" button next to the dropdown. The main content area is divided into two sections: "Provider Information" and "PROVIDER SUMMARY".

Provider Information	
Name	Guild of St. Agnes
Region	2 - Central MA
Tax Identification No.	397311350
Provider Billing Identification No.	
Lead CCR&R	Child Care Resources
Admin Organization	N/A
Minority Owned	No
Women Owned	No
Send 1099 to Provider	No

PROVIDER SUMMARY	
Name	Guild of St. Agnes
Type	Administrator for Children Organizations (not a provider)
Physical Address	405 Grove St., Worcester, MA 01605

AGREEMENT		
Type	Start	End
Contract - R1 - Income Eligible	9/1/2009	8/31/2016
Contract - R2 - Income Eligible	9/1/2009	8/31/2016
Contract - R2 - Income Eligible - Homeless	7/1/2010	6/30/2017
Contract - R2 - Supportive - ECR	7/1/2010	6/30/2017

- **Closure days that are specific to the Provider should be entered in the Provider's Calendar, not in the Admin Calendar**
 - These include emergency closures or QRIS paid professional days
 - Recall that if a closure type of PAID CLOSURE is entered, the link to the Admin Calendar will be removed and you will need to apply changes made to the Admin Calendar to the provider site as well
- **Find the Provider in the Provider Search, Select Manage Schedule**

Creating Closure Days



- **Specify the Provider weekend schedule**
- **The “Use closure dates form admin” checkbox will be disabled if you are in the admin org or if the provider schedule has been modified from the Admin org schedule**
- **Select Add to open the New Closure Fields at the bottom of the page**
- **Enter information in each field and save twice, one on the new closure info and one for the calendar**

Home Intake + Provider + Billing + Admin + Reports + Help +

1 Edit Provider Schedule - Guild of St. Agnes

Provider Weekend Schedule
Open On Saturdays Open On Sundays

Provider Closure Dates
 Use closure dates set for the Administrative Organization
Fiscal Year: 2016 **2** **3**

Dates	Description	Closure Reason	Edit	Remove
07/03/2015	Closed 7/3/15	Paid Closure	Edit	Remove
09/07/2015	closed 9/7/15 Labor day	Paid Closure	Edit	Remove
10/12/2015	closed 10/12/15 columbus day	Paid Closure	Edit	Remove
11/11/2015	prof dev day	Paid Closure	Edit	Remove
11/26/2015	closed 11/26/15 thanksgiving day	Paid Closure	Edit	Remove
11/27/2015	closed the day after thanksgiving 11/27/15	Paid Closure	Edit	Remove
12/24/2015	closed christmas eve 12/24/15	Paid Closure	Edit	Remove
12/25/2015	closed 12/25/15 christmas day	Paid Closure	Edit	Remove
01/01/2016	closed 1/1/16 new years day	Paid Closure	Edit	Remove
01/18/2016	QRIS CENTER / holiday FCC	Paid Closure	Edit	Remove
02/15/2016	closed 2/15/16 President's day	Paid Closure	Edit	Remove
04/18/2016	closed 4/18/16 patriots day	Paid Closure	Edit	Remove

New Closure Date
Closure Type *
Closure Start Date *
Closure End Date *
Comments *
 4

Closure Types and When to Use



- **No Transportation Day**

- Use this code if transportation was cancelled and one or more children were absent due to the closure
- The day will show up as a closure on attendance for all children and you will individually modify if child attended
- CCFA currently does not support paid transportation for this closure type

- **Paid Closure**

- Use this code for pre-approved paid closure days
- Payment determination is dependent on the Subsidy Administrator approval

- **Paid Emergency Closure**

- Use this code for emergency paid closure days
- Payment determination is dependent on the Subsidy Administrator approval

- **Paid Development Days**

- Use this code for approved paid Professional Development days such as for QRIS

- **Unpaid Closure**

- Use this code for any closures not covered by the rest of the menu items, such as early release days

- **State Holiday Closure**

- Use this code for State Holiday Closures
- If your state holiday closure does not fall on the date of the holiday, use paid closure for the Closure Type

Closure Attendance Codes and Billing



- UC should be used for all unapproved or unpaid closures including early release days**

		CENTER BASED				School Age			FAMILY CHILD CARE****			BILLING PATTERN
		INF	TOD	PS*	SA	BS**	AS**	BA**	FCC <2	FCC >2	FCC >2 SA***	
CF0	Approved Closure (Full) No Transport	X	X	X	X	X	X	X	X	X	X	Pays schedule from placement - no transport
CF1	Approved Closure (Full) One Way Transport	X	X	X	X	X	X	X	X	X	X	Pays schedule from placement - 1 way transport
CF2	Approved Closure (Full) Two Way Transport	X	X	X	X	X	X	X	X	X	X	Pays schedule from placement - 2 way transport
CP0	Approved Closure (Part) No Transport	X	X	X	X				X	X	X	Pays schedule from placement - no transport
CP1	Approved Closure (Part) One Way Transport	X	X	X	X				X	X	X	Pays schedule from placement - 1 way transport
CP2	Approved Closure (Part) Two Way Transport	X	X	X	X				X	X	X	Pays schedule from placement - 2 way transport
IC0	Intermittent Closure No Transport					X	X	X			X	Pays Intermittent Rate for placement full time - no transport
IC1	Intermittent Closure One Way Transport					X	X	X			X	Pays Intermittent Rate for placement full time - 1 way transport
IC2	Intermittent Closure Two Way Transport					X	X	X			X	Pays Intermittent Rate for placement full time - 2 way transport
UC	Unapproved Closure	X	X	X	X	X	X	X	X	X	X	No Payment

- Be sure to select the level of Transportation that should be billed**
- School Age School Closure Providers, be sure to use Intermittent Closure Codes to be paid according to the Full or Part day school age rate for closures**

- **Do CCRRs need to add a closure codes on the provider profile for Voucher Only Providers any time a program is closed for a weather related or non-weather related emergency closure?**
 - Yes, CCRRs must add the Emergency Closure code for any provider that is closed due to a weather related or non-weather related emergency, as described in EMB-FY2012-07
 - Providers will contact the CCRRs when closed due to an emergency
- **Just to clarify, only the Org Admin can do the "manage schedule" function?**
 - Yes, the Org Admin can manage the schedule. Any users who have the Org Admin Profile can manage this functionality
 - How the closure is set up depends on the type of closure. Paid Closures and State Holidays are set up on the Subsidy Admin calendar; Unapproved Closures, Transportation Closures, Professional Development, and Emergency closures will be set up on the individual provider location(s)

- **Half day emergency closures: How do you create a closure for half the day? Yesterday we ran the before school program, but were closed due to weather for the day after noon**
 - Until a change is made in CCFA, this scenario cannot be accommodated. Only Full day closures are able to be entered in CCFA
 - EEC is reviewing this issue
- **Program Specific Closures: We have some locations that have Preschool and School Age program on same license so the locations for placement are the same. Some months they have different approved closures. How would I do that in the system since they are the same location in CCFA?**
 - The functionality to support this is not currently available in CCFA
 - Need to review with EEC Policy Team to determine next steps
 - Please submit a Help Desk Ticket with specific details for EEC review