



# Flexible Closure for Center Based Providers

## Adding a Flexible Closure for a Center Based location:

1. Navigate to Provider details page for the location where the Flexible Closure needs to be added. You can get to this page using
  - a. My Providers dropdown
  - OR
  - b. Searching for the provider using Quick/Advanced Provider search
2. Select Manage Schedule from the Action menu
3. Click Go.
4. Review the existing closures to ensure the provider doesn't have any closure(s) on the day they requested the Flexible Closure.
5. Click Add
  - a. Select Closure type 'Flexible Closure'
  - b. Enter Start Date
  - c. Enter End Date
  - d. Enter a comment
6. Click Save.
7. Repeat Steps 5 and 6 for additional closure days
8. Click Save at the bottom of the page once you are done adding closures for the selected provider.

The screenshot shows a web interface with a 'Family/Person' search bar and a 'Search' button. Below the search bar is a link for 'My Primary Organization'. A dropdown menu labeled 'My Providers' is open, showing a list of providers. Below the dropdown is a 'NOTIFICATIONS' section with columns for 'Date' and 'Message'.

The screenshot shows a web interface with an 'Action' dropdown menu. The menu is open, showing options: 'Edit', 'Manage Contacts', 'Manage Addresses', 'Manage Schedule' (highlighted), 'Manage Published Private Rates', and 'View Placements'. There is a 'Go' button next to the dropdown.

The screenshot shows a web interface for 'Provider Closure Dates'. It has a checkbox 'Use closure dates set for the Administrative Organization' which is checked. Below it is a 'Fiscal Year' dropdown set to '2025'. There is an 'Add' button. Below this is a table with columns: 'Dates', 'Description', 'Closure Reason', and 'ProgramTypes'. The table is empty with a message 'Provider has no closure dates on record'. Below the table is a 'New Closure Date' section with fields for 'Closure Type' (set to 'Flexible Closure'), 'Closure Start Date' (10/18/2024), 'Closure End Date' (10/18/2024), and 'Comments' (Flex Closure Day). There are 'Save' and 'Cancel' buttons. At the bottom right are 'Save' and 'Done' buttons.