Professional Development Days

This user guide is meant as a reference on how to enter and manage professional development days in CCFA.

Adding a Professional Development Day directly on the provider schedule:

The instructions under this section apply to a scenario where you are entering a professional development day for only one location of care.

1. Navigate to Provider details page for the location where the Professional Development Day 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 Professional Development Day.

5. Click Add

   Select Closure type 'Professional Development Day'

   a. Enter Start Date

   b. Enter End Date

   c. Select Program Type.

      Note: *You can skip this if*

the closure applies to all program types available at the provider. If the Professional Development Day doesn't apply to all the program types, you can select one or more program types(classrooms) that will be closed on the selected day and proceed to the next step.
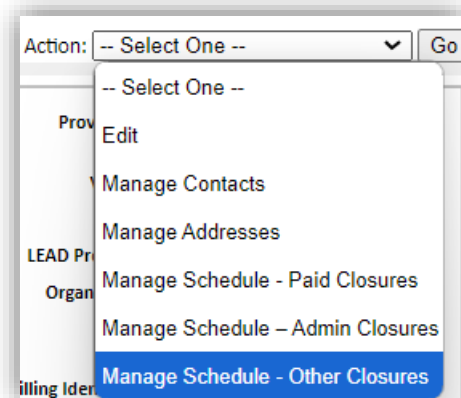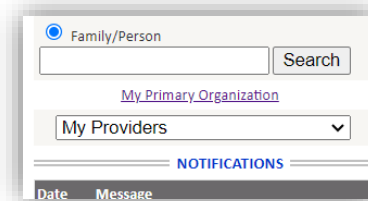
      d. Enter a comment

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.

Note: For every Professional Development Day added you will see a list of program type(s) that the day applies to. The limit of 5 professional development days applies to each program type. Once you reach a limit of 5 professional development days for a particular program type that program type will no longer be available for selection.

Adding a Professional Development Day for more than one provider at a time:

The instructions below apply to a scenario where more than one location of care is closed for professional development on the same day.

1. Navigate to Provider details page for the admin organization using the My Primary Organization link under the quick search section on the right summary of the home page.

2. Select Manage Schedule – Other Closures from the Action menu

3. Click Go.

4. You can review the list of existing closures and the locations of care each of that closure applies to on this page.

5. To add a new closure, Click Add

   a. Select Closure type 'Professional Development Days'

   b. Enter Start Date

   c. Enter End Date

   Note: *The list of providers will be available only after entering the start and end dates*

   d. Enter a comment

   e. Select Program Type.

   Note:

New Closure Date

Please select a Start and End date to populate the list of available providers.

Once a bulk closure (closure date set up for more than one provider) is set up and saved at the Org Admin level, CCFA will not allow the user to remove closure date(s) prior to and including the current calendar date for all providers at the same time. The closure date can only be removed by going to the individual providers schedule on the providers detail page.

Closure Type *   [Professional Development Days ▼]

Closure Start Date *   [   ]

Closure End Date *   [   ]

Comments *   [   ]

ProgramType   [Select options   ▼]

All Available Providers

Available Providers   Selected Providers

[>>]

[<<]

[Save]   [Cancel]

- *The list of program types displayed will include all program types available at the providers that are eligible for a Professional Day*

- *Provider(s) Eligible include*
  - *ones that do not have any other closures on the selected date(s) AND*
  - *have fewer than 5 professional days on their schedule.*

  For example, if you are an FCC system that has both Center Based locations as well as Family childcare providers you will see the program types

applicable to all providers that are eligible for a Professional Development Day on the day(s) selected.

- *You can skip program selection if the closure applies to all program type(s) available at the provider(s) selected.*
- *If a program type(s) is/are selected, the list of providers under Available Providers section will be refreshed to show only the providers that are eligible per the criteria listed above.*

f. Select one or more providers listed from the Available Providers section and click on ⟩⟩ button to move them to the Selected Providers section.

g. If you selected a provider accidentally and want to remove them from the selected list, select the provider you need to remove and click on ⟨⟨ button to move them back to the Available Providers list.

6. Once the providers are selected.

7. Click Save.

Note: For every Professional Development Day added you will see a list of program type(s) that the day applies to. The limit of 5 professional development days applies to each program type. Once you reach a limit of 5 professional development days for a particular program type that program type will no longer be available for selection.