## Manage the Provider Calendar

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Use the provider calendar to track when a provider is closed, away from the home, or open on a holiday. Most sponsors require that providers provide advanced notice if they are going to be closed for a day or away from the home for any length of time (for example, they are taking the children on a field trip). You can use this information when scheduling home reviews. Minute Menu HX can also cross-check this information when processing claims to ensure that meals were not claimed on days the provider was closed.

- 1. Click the Tools menu and select Provider Calendars. The Provider's Schedule window opens.
- 2. Click the Provider drop-down menu and select the provider.

**Note:** You can also access the Provider's Schedule window from the Provider Information window. To do so, click Calendar (to the right).

- 3. Click  $\leq$  and  $\geq$  to select the month in which to work.
- 4. To mark the provider as closed for a specific date:
  - a. Click , drag it, and drop it on the appropriate day on the calendar. The Meals Closed dialog box opens.

| Keals Closed   |
|--|
| If a Provider is closed for only certain meals of the day,<br>de-select meals below when the Provider is open. |
| Meals Closed   |
| ✓ Breakfast  |
| 🔽 AM Snack   |
| 🔽 Lunch  |
| 🔽 PM Snack   |
| 🔽 Dinner   |
| Evening Snack  |
| ОК   |
|  |

- b. Check the box next to each meal for which the provider is closed. All meals are checked by default, so if the provider is open for some meals but closed for others, clear the box next to each meal for which the provider is open.
- c. Click OK. The closure notice is added to the calendar.

| Select Provider:  | e<br> | Pro | <b>vider:</b><br>elley, Mary 998894 | Drag and d<br>leon to ind<br>Provider w<br>type a reas<br>below why<br>away from<br>and drop t<br>Home icon | rop the Closed<br>icate when this<br>on't be open, or<br>on in the box<br>the provider was<br>home then drag<br>te Awag From<br>a hol | and drop the Provider<br>on Holiday icon to<br>ate that this provider<br>open even though it was<br>idag. |  |  |
|---|-------|-----|-------------------------------------|---|---|---|--|--|
| Gur   | Maria | Tue | March 2019                          | <b>Th</b>   | r.4   | C-1   |  |  |
| Sun   | MON   | Tue | wea                                 | Inr   | Fri   | Sat   |  |  |
| 3   | 4     | 5   | 6                                   | 7   | 8   | 9   |  |  |
| 10  | 11    | 12  | 13                                  | 14  | 15  | 16  |  |  |
| 17  | 18    | 19  | 20                                  | 21  | 22  | 23  |  |  |
| 24  | 25    | 26  | 27                                  | 28  | 29<br>Provider Closed Day: Sh   | 30  |  |  |
| 31   Print Double Click on a day with () to bring up the details for that day. Add Days Closed Delete Days Closed |       |     |                                     |   |   |   |  |  |

- 5. To mark the provider as away from home for a specific date:
  - a. Click the box at the top of the window and enter the reason the provider is away from home.
  - b. Click (), drag it, and drop it on the appropriate day on the calendar. The Meals Away From Home dialog box opens.
  - c. Check the box next to each meal for which the provider is away. All meals are checked by default, so if the provider is only away for Lunch, for example, clear all boxes except for Lunch.
  - d. Click OK. The away from home notice is added to the calendar.

| Select Provider:        | e<br>   | Pro  | <b>vider:</b><br>elley, Mary 998894 | •       | Drag and drop<br>loon to indica<br>Provider woni<br>type a reason<br>below why the<br>awag from ho<br>and drop the <i>i</i><br>Home icon. | o the Closed<br>te when this<br>i the open, or<br>in the box<br>provider was<br>me then drag<br>Awag From<br>Drag<br>Open<br>a hol | and drop ti<br>on Holiday<br>ate that thi<br>open even t<br>iday. | Ne Provider<br>Jicon to<br>s provider<br>hough it was |
|-------------------------|---|--|-------------------------------------|---------|---|--|---|---|
|                         |   |  | March 2019                          |         | ,   |  |   |   |
| Sun                     | Mon   | Tue  | Wed                                 |         | Thr   | Fri  | S   | at  |
| 3                       | 4   | 5  | 6                                   | 7       |   | 8  | 9   |   |
| 10                      | 11  | 12   | 13                                  | 14      |   | 15   | 16  |   |
| 17                      | 18  | 19   | 20                                  | 21      |   | 22<br>Away From Home: Shel   | 23  |   |
| 24                      | 25  | 26   | 27                                  | 28      |   | 29<br>Provider Closed Day: Sh  | 30  |   |
| 31<br>Print Dou<br>that | uble Click on a day with<br>t day to view or delete | () to bring up the d calendar entries for th | etails for<br>at day. Add [         | )ays Cl | osed  | Delete Days<br>Closed  |   | Close   |

6. To mark the provider as open on a holiday, click 🔞 , drag it, and drop it on the appropriate day of the

month. The notation is added to the calendar.

| Provider's Schedule   Drag and drop the Closed<br>leon to indicate when this<br>Provider won't be open, or<br>type a reason in the box<br>below why the provider was<br>away from home then drag<br>and drop the Away From<br>Home icon. Drag and drop the Closed<br>leon to indicate when this<br>provider was<br>away from home then drag<br>and drop the Away From<br>Home icon. Drag and drop the Provider was<br>away from home then drag<br>and drop the Away From<br>Home icon. Drag and drop the Provider to<br>pen on Holidag icon to<br>indicate that this provi<br>was open even though<br>a holidag. |  |   |          |          |      |                       | rag and drop the Provider<br>pen on Holiday icon to<br>dicate that this provider<br>as open even though it was<br>holiday. |
|--|--|---|----------|----------|------|-----------------------|--|
|  | 14   | <b>T</b>  | May 2019 |          | Thu: | r.4                   | C-1  |
| Sun  | MON  | ide   | wed      | 1        | Inr  | FI                    | sat  |
|  |  |   | 1        | 2        |      | 3                     | 4  |
| 5  | 6  | 7   | 8        | 9        |      | 10                    | 11   |
| 12   | 13   | 14  | 15       | 16       |      | 17                    | 18   |
| 19   | 20   | 21  | 22       | 23       |      | 24                    | 25   |
| 26   | 27<br>Provider Open On Holid:<br>Holiday: Memorial Day | 28  | 29       | 30       |      | 31                    |  |
|  |  |   |          |          |      |                       |  |
| Print Do tha   | uble Click on a day with<br>at day to view or delete   | () to bring up the d<br>calendar entries for th | at day.  | Days Clo | sed  | Delete Days<br>Closed | Close  |

- 7. To remove closed/away/open on holiday notations:
  - a. Double-click a day to view details.

| <b>1</b> | Friday, March 29, 2019 Details   |            |                     | × |  |  |  |  |  |
|----------|--|------------|---------------------|---|--|--|--|--|--|
|          | Select a row from the list below and click Delete to delete the selected calendar entry.<br>To edit meal specific info, double-click on a row from the list below. |            |                     |   |  |  |  |  |  |
|          | Calendar Entry   | Created By | Created On          |   |  |  |  |  |  |
|          | Provider Closed Day: Shelley, Mary   | 993999     | 03/27/2019 11:15 AM |   |  |  |  |  |  |
|          |  |            |                     | _ |  |  |  |  |  |
|          |  |            |                     | _ |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     | _ |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     | _ |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     | _ |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          |  |            |                     |   |  |  |  |  |  |
|          | Delete   |            | Close               |   |  |  |  |  |  |

- b. Click the notation to delete.
- c. Click Delete.
- d. Click Close.