

## MilitaryChildCare.com (MCC) 2.0 Data Validation Checklist: Program Due 10 May

Welcome to MilitaryChildCare.com (MCC) 2.0! As an MCC Coordinator or delegate, you will play a critical role during the soft launch data validation period by confirming that program data has moved from the current version of MCC (1.X) to MCC 2.0 as expected and that care option data is accurate and reflects the care that your programs and providers offer. Your responsibilities are defined below.

1. **Use this checklist as a guide to ensure that your programs' information displays correctly in MCC 2.0.** You must review and, if necessary, update and/or populate all the information listed in the checklist below for each program and provider you oversee by **10 May**. Complete steps 1-4 once per installation and steps 5-7 once per program. A Provider Checklist is also available.
2. **Refer to the webinar materials and training documents for additional information.** These references are available on the Prepare for MCC 2.0 page on MCC Central and provide additional information to assist you in completing each of the validation tasks listed below. The MCC team will also post a recording of the webinar to MCC Central after the first session.
  - a. Data Validation Webinar PowerPoint Presentation: <https://www.mcccentral.com/38b>
  - b. MCC Basics Reference Guide: <https://www.mcccentral.com/38E>
  - c. Program Profile Reference Guide: <https://www.mcccentral.com/38a>
  - d. Care Options Overview Handout: <https://www.mcccentral.com/38R>
3. **Use the supplied templates to log requests for any changes you are not able to make yourself.** The MCC Coordinator should consolidate input from any delegates and submit one User Account Template, one Master School List Template and one Program and Care Option Template for the installation.
  - a. User Account Template. Use this template to request to additions, removals or updates to program and provider user accounts. This template contains MCC position group descriptions and is, therefore, Service specific. Please ensure that you use the correct form for your Service.
    - i. Air Force: <https://www.mcccentral.com/38D>
    - ii. Army: <https://www.mcccentral.com/38z>
    - iii. DLA: <https://www.mcccentral.com/38K>
    - iv. Navy: <https://www.mcccentral.com/38r>
    - v. USMC: <https://www.mcccentral.com/38H>
  - b. Master School List Template. Use this template request additions or updates to the Master School List. <https://www.mcccentral.com/38V>
  - c. Program and Care Option Template: Use this template to request updates to program status or secondary program type as well as updates or additions to care options. The Data Validation Support Team will send each Validation POC a customized template with all programs, providers and care options at your installation via email prior to the start of data validation.
4. **If you require further assistance contact Data Validation Support at 855-696-2934 (Option 3) or [DataValidation@militarychildcare.com](mailto:DataValidation@militarychildcare.com).** You can use this support line for any general questions relating to this checklist or any of the individual validation activities. Please also contact this line immediately if you have trouble accessing MCC 2.0 or do not see any of your programs listed on your program summary screen.

5. **Confirm you have completed the validation activities by emailing [DataValidation@militarychildcare.com](mailto:DataValidation@militarychildcare.com).** This step must be completed by **10 May** and should only be done once you have validated all information is correct and/or made all necessary updates for all of your programs/providers. Please include your Service, Installation, Name and the following statement in your email “I, or a designated representative, have completed MCC 2.0 validation activities for all programs and providers at my installation and confirm that the information is accurate and ready to launch in MCC 2.0 and/or I have requested all necessary changes.”

## Installation Items: Complete each step one time per installation.

### 1. Navigate to MCC 2.0 and Log In

Follow the steps below to ensure you can access MCC 2.0 and begin data validation.

#	Validation Task
1a	<p><b>Navigate to MCC 2.0 via the new URL.</b> Log in with your CAC.</p> <ul style="list-style-type: none"> <li>▪ The Data Validation Team will send each POC the URL for MCC 2.0 via email prior to the start of data validation.</li> <li>▪ All program users must log into MCC 2.0 using their CAC. If you have not yet associated your CAC with your MCC account, you will be asked to do so the first time you log in.</li> </ul>
1b	<p><b>Report any accessibility Issues.</b> Attempt to access the site from various work locations where MCC is typically used. If you are unable to access, contact Data Validation Support.</p>

### 2. Validate Program User Accounts

Follow the steps below to ensure all program staff at your installation have the appropriate access to MCC 2.0.

#	Validation Task
2a	<p><b>Navigate to the User Profile Summary Screen.</b></p> <ul style="list-style-type: none"> <li>▪ Select the User Profile option under the Management menu.</li> <li>▪ The initially summary screen will show 'No records found'. Select the small yellow triangle in the top left to open the filter.</li> <li>▪ Filter by Branch, Region, Installation to return a summary of all program user accounts at your installation.</li> <li>▪ If applicable to your installation, the summary screen will also contain all FCC Providers at the installation. If you are delegating the review of FCC Providers to the FCC Director, they can use the instructions in Step 2 of the Provider Checklist to validate provider accounts. If you are not delegating this task, you can use the instructions included here for both program user and provider accounts.</li> </ul>
2b	<p><b>Ensure that all active program users at your installation appear on the user profile summary screen.</b> To add or remove any user account, log the requested change in the User Account Template for your Service (see Page 1 of this document for links to the User Account Templates).</p>
2c	<p><b>Ensure the information about each user account is correct.</b> If data is incorrect for any user, log the requested change in your User Account Template.</p> <ul style="list-style-type: none"> <li>▪ Full Name</li> <li>▪ Username</li> <li>▪ <b>FOCUS ON:</b> Area of Responsibility (AOR) <ul style="list-style-type: none"> <li>○ AOR indicates the Area of Responsibility for the user.</li> <li>○ For example: <ul style="list-style-type: none"> <li>▪ A CDC clerk or SAC Director's AOR should be the names of one or more programs (e.g., Main CDC, Harbor SAC).</li> <li>▪ The MCC Coordinator's AOR should be one or more installations.</li> <li>▪ An FCC provider user's AOR should be their first and last name.</li> </ul> </li> </ul> </li> </ul>

#	Validation Task
	<ul style="list-style-type: none"> <li>▪ <b>FOCUS ON: MCC Position Group</b> <ul style="list-style-type: none"> <li>○ Position group is a collection of roles and permissions associated with a particular job and each user must be assigned to at least one position group (e.g., MCC Coordinator, SAC Director).</li> <li>○ Assign a user to the lowest position group that allows them to complete their work.</li> <li>○ Some users may be assigned more than one position group. For example, a CDC Director who also functions as the SAC Director would be assigned two position groups.</li> <li>○ Refer to the Program User Template for descriptions of the MCC position groups for your Service.</li> </ul> </li> </ul>

### 3. Request Grade Extension If Applicable

Follow the steps below to request a grade extension if applicable to your installation.

#	Validation Task
3a	<p><b>Request installation level Grade Extension if applicable.</b></p> <ul style="list-style-type: none"> <li>▪ If there are unique circumstances at your installation that allow you to extend eligibility for care through the summer 8th grade (vs. the standard eligibility of the summer after 7<sup>th</sup> grade), the MCC Coordinator may request an installation level grade extension.</li> <li>▪ If the installation requests the extension:               <ul style="list-style-type: none"> <li>○ 8<sup>th</sup> grade will be available as an optional grade for ALL school year care options at the installation.</li> <li>○ In step 7.2d, you must request to extend each care options individually if it serves 8<sup>th</sup> grade.</li> </ul> </li> <li>▪ To request the extension, indicate 'Yes' in Column B of the Grade Extension Tab of your Program and Care Option Template.</li> </ul>

### 4. Validate List of Programs

Follow the steps below to ensure all programs at your installation are included in MCC 2.0.

#	Validation Task
4b	<p><b>Navigate to the Program Profile Summary Screen.</b> Select the Program Profile option under the Management menu to return a summary of all your programs.</p>
4c	<p><b>Confirm that all CDC, SAC, 24/7 and FCC programs at your installation appear on the program profile summary screen.</b> Confirm that the summary screen lists all of the programs that were active in the previous version of MCC. If an active program is not listed, contact Data Validation Support.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ All programs that are offering care must be active in MCC regardless of whether there is a waitlist.</li> <li>▪ The FCC Program is new in MCC 2.0. If your installation offers Family Child Care, an FCC Program will appear in your program summary.</li> </ul>
4d	<p><b>Ensure each program has the correct status.</b> Programs that are migrated to MCC 2.0 will be in the <b>Active</b> status, which means that the program is open and offering care. Active programs are visible to families &amp; families can request care as long as there is at least one active care option whose effective date has passed. If any of your programs are closed, request an update to one of the closure statuses below in your Program and</p>

## MCC 2.0 Data Validation Checklist - Program

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#	Validation Task
	<p>Care Option Template. An installation specific version of this template with all programs, providers and care options populated will be sent to Validation POCs via email prior to the start of data validation.</p> <ul style="list-style-type: none"><li>▪ <b>Short-Term Closure:</b> The program is closed for maintenance or renovations that will last from 15 to approximately 90 days. Changing status to short-term closure will retain care options and active requests. Families will be able to place requests but the program will not be able to make offers.</li><li>▪ <b>Long-Term Closure:</b> The program is closed for maintenance or renovations that will last more than approximately 90 days. Changing status to long-term closure will end any care options and mark requests as cannot fulfill.</li><li>▪ <b>Permanent Closure:</b> The program is closed permanently and will not reopen. Changing status to permanent closure will end any care options and mark requests as cannot fulfill.</li></ul>

## Program Items: Complete each step one time per program.

### 5. Validate Program Details

Once you have confirmed that all of your active programs appear on your summary screens, follow the steps below to review the details about each program and make or request updates as needed. Please note that not all items listed below will be applicable to all program types. You should complete all the applicable steps for each program before moving to the next program.

#	Validation Task
5a	<p><b>Select the Edit link in the Action column to view the details about each program.</b> Please note that, once you open the program profile, the General Information section of the Program Details tab will be visible. You will review this section in Step 5b. Once step 5b is complete, use the small white arrow in the section header to collapse the General Information or scroll to the bottom of the screen to view the remaining Program Details (Step 5c).</p>
5b	<p><b>Ensure the General Information for each program is correct.</b> Families see the information about each program during the search and/or offer process so it is important this information is accurate. Make or request updates to this information as needed.</p> <p><b>Note:</b> You can update the items denoted with an asterisk (*) in MCC 2.0 directly in the system during soft launch. You must request all other updates using your Program and Care Option Template.</p> <ul style="list-style-type: none"> <li>▪ <b>FOCUS ON:</b> Secondary program type(s) if applicable             <ul style="list-style-type: none"> <li>○ The program type is used to determine which care types and care options are available to the program.</li> <li>○ Secondary program type is new in MCC 2.0 was designated for certain programs that offer care that is not associated with their primary program type.</li> <li>○ For example, A CDC that serves children from infancy through preschool age, and also offers a kindergarten program would have a primary program type of CDC and secondary program type of SAC.</li> <li>○ If the primary or secondary program type is not correct for any program, log the requested update(s) in your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>*FOCUS ON:</b> Operating schedule             <ul style="list-style-type: none"> <li>○ The program’s operating schedule is new in MCC 2.0 and should indicate the earliest start time, latest end time and most comprehensive days of the week the program offers care across all of its care options.</li> <li>○ Families will see this during their search process and it is used to refine their search results.</li> <li>○ If this information is not correct for any program, please update it as needed.</li> <li>○ <b>Note:</b> Changing the program’s operating hours will change the operating hours of any care option that is set to follow the program’s operating hours. If you make adjustments here, please focus on confirming each care option’s operating schedule as noted in subsequent steps.</li> </ul> </li> <li>▪ *Contact Information</li> <li>▪ *Address Information</li> <li>▪ *Notification Signature (not included for FCC Programs)</li> </ul>

#	Validation Task
5c	<p><b>Ensure the remaining Program Details for each program are correct.</b> Make updates to this information directly in the system as needed. If you plan to change any text for these sections, please review and follow the Service-specific Program Profile Standard Language requirements, which are available in MCC Central.</p> <p><b>Note:</b> For FCC Programs, this information was populated based on language provided by each Service and should not be adjusted.</p> <ul style="list-style-type: none"> <li>▪ *Narrative Text                             <ul style="list-style-type: none"> <li>– Overview Statement</li> <li>– Program Description (or FCC Benefits for FCC Programs)</li> <li>– Driving Directions (not included for FCC Programs)</li> <li>– Training</li> </ul> </li> <li>▪ *Photo Gallery</li> <li>▪ *Resources (found on the fourth tab of the program profile; not included for FCC Programs)</li> </ul>

## 6. Validate School Information (For Programs Offering School Year Care)

Follow the steps below to review the details listed on the School Information tab for each program that offers School Year Care. This may include SAC programs as well as CDCs or 24/7 centers that have designated SAC as their secondary program type. You can determine if a program has a School Year Care option by viewing the Care Option tab of the program profile.

#	Validation Task
6a	<p><b>For each program that offers School Year Care, select the School Information Tab to view the School Details.</b> Please note that, once you navigate to the School Information Tab, the Schools Served section will be visible. You will review this section in Step 6b. Once step 6b is complete, use the small white arrow in the header of the School Year Setup section to expand that section and review the school years that have been set up for the program (Step 6c).</p>
6b	<p><b>Ensure all schools served by the program are listed and the information about each school is correct.</b> The system will use this information during the search for care process to help match families to programs and care options that meet their transportation needs.</p> <p>Review and/or add new school(s), including transportation, for all programs that offer school year care. Each school should be listed individually if:</p> <ul style="list-style-type: none"> <li>▪ The program provides transportation to/from the school</li> <li>▪ The school provides transportation to/from the school</li> <li>▪ The school is within walking distance of the program</li> </ul> <p>To review an existing school:</p> <ul style="list-style-type: none"> <li>▪ Select the Edit link in the Action column to view the school’s information.</li> <li>▪ <b>FOCUS ON:</b> Select the type(s) of transportation provided to/from each school. This is a new feature in MCC 2.0. Families will see this information when making or managing their requests.</li> </ul> <p>To add a new school:</p> <ul style="list-style-type: none"> <li>▪ Select the Add New School button and then select the school’s name or address to populate the remaining information about that school.</li> <li>▪ <b>FOCUS ON:</b> Select the type(s) of transportation provided to/from each school. This is a new feature in MCC 2.0. Families will see this information when making or managing their requests.</li> </ul>

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#	Validation Task
	<p>If you cannot find a school that is served by the program or information about a selected school is incorrect, log the requested update(s) in your Master School List Template (see Page 1 for a link to this template).</p> <ul style="list-style-type: none"> <li>▪ If you have new school requests, the MCC Coordinator should submit the template soon as it is complete for all programs and providers at the installation. The Data Validation Support Team will inform you when they have added the new school(s) to MCC. You must then return to each applicable program profile and add it as a school served. The goal is to have all schools served listed for all programs prior to the launch of MCC 2.0.</li> <li>▪ If you only have school updates, the MCC Coordinator can submit the template when you report completion of your data validation activities. Once the Data Validation Support team makes these updates, they will automatically be applied across all programs that serve that school.</li> </ul>
6c	<p><b>Ensure all school years are listed with the correct dates.</b> At least one school year is required in order to add or edit the program's school year care option(s).</p> <ul style="list-style-type: none"> <li>▪ Each school year should be entered individually.</li> <li>▪ If the program serves schools with different schedules, the school year list should contain a single school year with the start and end date reflective of the earliest start and latest end of all schools served.</li> <li>▪ Programs can no longer modify dates for the 2018-2019 school year.</li> <li>▪ If you have not yet entered your dates for the 2019-2020 school year, do so in 2.0 as soon as your current school year is over. The system will automatically add the new school year to your existing School Year care options.</li> </ul>

## 7. Validate Care Options

Follow the steps below to review the Care Option Summary for each program and ensure all care offered by the program is included.

#	Validation Task
7a	<p><b>For each program, select the Care Options Tab to view the Care Option Summary.</b> The care options listed should reflect all of the care offered by the program.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ The care option structure has changed. Care options will not appear exactly as they did prior to MCC 2.0.</li> <li>▪ All care offered by each program, except hourly care, should be included in MCC for families to request.</li> <li>▪ If the program offers care that is not included on the care option summary or was not previously included in MCC (e.g., flexible part-day care), you will need to request additional care options.</li> <li>▪ If there are unique circumstances at a program that are not covered below, contact Data Validation Support for guidance.</li> <li>▪ Because request data has not yet migrated to MCC 2.0, you will be unable to edit care options during data validation. Use your Program and Care Option Template to request all care option updates. In some cases, you will use the Template to request care option additions and in some case, you will make these additions after the launch of MCC 2.0. Specific details on additions are included with each step below.</li> </ul>



## MCC 2.0 Data Validation Checklist - Program

In MCC 2.0, care options are categorized by care type (Full-Day Care, Part-Day Care, 24/7 Care, Extended Care, School Year Care and Summer Camp.) The information below provides additional information about the care options associated with each care type and, therefore, each program type.

### 7.1 CDC CARE TYPES (FULL-DAY CARE AND PART-DAY CARE)

#	Validation Task
7.1a	<p><b>Ensure the Care Option Summary contains all Full-Day Care offered at the program.</b></p> <p><b>Full-Day Care:</b></p> <ul style="list-style-type: none"> <li>▪ The program should have one Full-Day Care option for all age groups served. For example, a program that previously had four separate care options for the infant, pretoddler, toddler and preschool age groups will now have a single Full-Day Care option with the infant, pretoddler, toddler and preschool age groups selected. Any Full-Day Pre-K and/or Strong Beginnings care options from 1.X have also been merged into this single Full-Day Care option.</li> <li>▪ If the program offered a Preschool Summer Camp in 1.X, it will have an additional Full-Day Care Option with a Preschool Summer Camp custom label and defined start/end dates.</li> <li>▪ In most cases, you will not have to change the list of Full-Day Care Options for a program. However, if you believe a Full-Day Care option should be added or removed, include this as an addition or removal request on your Program and Care Option Template.</li> </ul> <p><b>Voluntary Pre-K (VPK):</b></p> <ul style="list-style-type: none"> <li>▪ If the program offered Full-Day VPK in 1.X, they will have a Voluntary Pre-K care option in MCC 2.0. VPK represents state subsidized pre-kindergarten program(s). Only approved programs should offer this care option.</li> <li>▪ If the program used VPK in 1.X for anything other than state subsidized pre-kindergarten, include this as an update request in your Program and Care Option Template.</li> </ul>
7.1b	<p><b>Select Edit to review the details about each Full-Day Care Option.</b> Log any requested updates on your Program and Care Option Template. When you have completed your review of each care option, select Cancel to return to the Care Option Summary.</p> <ul style="list-style-type: none"> <li>▪ <b>FOCUS ON: Custom Label</b> <ul style="list-style-type: none"> <li>○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Programs can select whether or not to make this label visible to families. If yes is selected, the custom label will be appended to the care option name throughout the system.</li> <li>○ The custom label has been populated and made visible to families to differentiate Preschool Summer Camp from standard Full-Day Care.</li> <li>○ The custom label has also been populated and not made visible to families when there was information populated in the care option description field for the care option 1.X.</li> <li>○ To update the custom label for any care option and/or change its visibility to families, log this as an update request in your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>FOCUS ON: Age Group(s)/Age Range</b> <ul style="list-style-type: none"> <li>○ The Age Group(s) or Age Range set for a care option limit who can place requests for this care option and should be as inclusive as possible. Programs will be able to refine further when making offers.</li> <li>○ Full-Day Care options should include all age groups who are eligible for the care. In nearly all cases, this will include the Infant through Preschool age groups. If the selected age groups are not correct for any care option, log this as an update request in your Program and Care Option Template. Age range should not be used for Full-Day care options.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ VPK care options have been set to serve the Preschool age group. If this information is not correct for any care option (e.g., the care option only serves 4-5 year olds), log this as an update request in your Program and Care Option Template.</li> <li>▪ Effective Date. The effective date must have passed for a care option to be visible to families. You cannot edit the effective date for a care option if it has passed.</li> <li>▪ Start Date. You cannot edit the Start Date for a care option if it has passed.</li> <li>▪ Whether the care option has an end date.             <ul style="list-style-type: none"> <li>○ If the care option has an end date, ensure the End Date is correct.</li> <li>○ For Full-Day Care options with end dates, ensure that the correct option is selected for whether the care option is a camp managed by weeks.</li> </ul> </li> <li>▪ <b>FOCUS ON:</b> Operating Schedule             <ul style="list-style-type: none"> <li>○ Nearly all Full-Day care options migrated from 1.X will be set to follow the program’s operating schedule.</li> <li>○ If you updated the program’s operating schedule in step 5b, review the care option’s operating schedule to ensure the new hours apply.</li> <li>○ If the care option does not follow the program’s new operating hours, log this as an update request on your Program and Care Option Template.</li> </ul> </li> <li>▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.</li> </ul>
7.1c	<p><b>Ensure the Care Option Summary contains all Part-Day Care offered at the program.</b></p> <p><b>Part-Day Care:</b></p> <ul style="list-style-type: none"> <li>▪ A part-day care option should be listed for each unique schedule that is offered by the program. For example, T/Th 0900 – 1200 is one care option and M/W/F 0900 – 1200 is a second care option. Each care option should include all of the age groups served by that schedule.</li> <li>▪ If the program offers part-day Strong Beginnings, they should have an additional Part-Day care option for each Strong Beginnings schedule with a custom label of Strong Beginnings.</li> <li>▪ If the program offered a part-day Pre-K care option in 1.X, they should have an additional Part-Day care option for each Pre-K schedule with a custom label of Pre-K.</li> <li>▪ <b>(New in MCC 2.0)</b> Part-Day Care options can have a Flexible Schedule in MCC 2.0. This indicates that the program or provider will work with the family to see if it can meet their unique part-day care scheduling requirements. Families will enter their schedule when making a request and programs will see the schedule when making offers.             <ul style="list-style-type: none"> <li>○ If the program offers a Part-Day care option with a flexible schedule and did not include it in 1.X, log this as an addition in your Program and Care Option Template.</li> <li>○ If the program previously used a work around (e.g., a Part-Day Care Option with a Full-Day Schedule to represent this care), log this as an update request in your template.</li> </ul> </li> <li>▪ If you believe a Part-Day Care option should be added or removed, note this on your Program and Care Option Template.</li> </ul> <p><b>Part-Day VPK:</b></p> <ul style="list-style-type: none"> <li>▪ If the program offers Part-Day VPK, they should have a Part-Day VPK care option.</li> <li>▪ If the program used Part-Day VPK in 1.X for anything other than state subsidized pre-kindergarten, note this as an update request on your Program and Care Option Template.</li> </ul> <p><b>Pre-K Before/After School (New in MCC 2.0):</b></p> <ul style="list-style-type: none"> <li>▪ If the program offers before/after school care for children who attend part-day preschool or VPK either within or outside of the center, and did not have it included in 1.X, log this as an addition in your Program and Care Option Template.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ If the program previously used a work around (e.g., a Part-Day Care Option with a Full-Day Schedule or two Part-Day Care Options with early morning and late afternoon schedules to represent this care), log this as an update in your template.</li> </ul>
<b>7.1c</b>	<p><b>Select Edit to review the details about each Part-Day Care Option.</b> Log any requested updates on your Program and Care Option Template. When you have completed your review of each care option, select Cancel to return to the Care Option Summary.</p> <ul style="list-style-type: none"> <li>▪ <b>FOCUS ON: Custom Label</b> <ul style="list-style-type: none"> <li>○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Programs can select whether or not to make this label visible to families. If yes is selected, the custom label will be appended to the care option name throughout the system.</li> <li>○ A custom label was used and made visible to families to differentiate Pre-K and Strong Beginnings care options from standard Part-Day Care.</li> <li>○ The custom label has also been populated and not made visible to families when there was information populated in the care option description field for the care option 1.X.</li> <li>○ To update the custom label for any care option and/or change its visibility to families, log this as an update request on your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>FOCUS ON: Age Group(s)/Age Range</b> <ul style="list-style-type: none"> <li>○ The Age Group(s) or Age Range set for a care option limits who can request this care option and should be as inclusive as possible. Programs will be able to refine further when making offers.</li> <li>○ Most Part-Day Care options will be set up using age groups. All age groups who are eligible for the care option should be selected (e.g., IN-PS). If this information is not correct for any care option, log this as an update request on your Program and Care Option Template.</li> <li>○ Part-Day care options with the Strong Beginnings custom label have been set to the custom age range of 4-5 years. If this information is not correct for any care option (e.g., the care option should serve the entire preschool age group), log this as an update request on your Program and Care Option Template.</li> <li>○ Part-Day VPK, and Part-Day care options with a Pre-K custom label care option(s) have been set to serve the Preschool age group. If this information is not correct for any care option (e.g., the care option only serves 4-5 year olds), log this as an update on your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>Effective Date.</b> The effective date must have passed for a care option to be visible to families. You cannot edit the effective date for a care option if it has passed.</li> <li>▪ <b>Start Date.</b> You cannot edit the Start Date for a care option if it has passed.</li> <li>▪ <b>Whether the care option has an end date.</b> <ul style="list-style-type: none"> <li>○ If the care option has an end date, ensure the End Date is correct.</li> </ul> </li> <li>▪ <b>Operating Schedule</b></li> <li>▪ <b>Status.</b> If the care option should be visible to families at launch of MCC 2.0, the status must be Active.</li> </ul>

### 7.2 SAC CARE TYPES (SCHOOL YEAR CARE AND SUMMER CAMP)

#	Validation Task
7.2a	<p><b>Ensure the Care Option Summary contains all School Year Care offered at the program.</b>  <b>School Year Care and School Year Care - Kindergarten:</b></p>

- The School Year Care option is intended to serve all children who attend school full day and should be as inclusive of grades as possible. However, until the MCC is updated to add the ability to use grades when making an offer, the system will maintain separate care options for Kindergarten and non-Kindergarten children. Offerings for before and/or after school are included as part of the care option.
- The School Year Care – Kindergarten care option serves Kindergarten children who attend school part day (i.e., AM/PM Kindergarten). Offerings for before and after AM and PM Kindergarten can be selected as part of the care option.
- Examples of how 2.0 School Year care options will be set-up based on 1.X care options include:
  - If the program offers just Before and/or After School for all children who attend school full day and does not need to differentiate when making offers (i.e., they had no Kindergarten specific care options in 1.X), they should have one School Year Care Option that serves grades K-7. The care option will have before and/or after school offerings based on what was included in 1.X.
  - If the program offers Before and/or After School for non-Kindergarten children who attend school full day and separate care for Kindergarten children who attend school full day (i.e., they had Before/After Kindergarten care option(s) in 1.X), they will have 2 care options in 2.0. First, they will have a School Year Care Option that serves grades 1-7. Second, they will have a School Year Care Option w/ a custom label of “Full-Day Kindergarten” that serves grade K. Each care option will have before and/or after school offerings based on what was included in 1.X.
  - If the program offers Before and/or After School care for non-Kindergarten children who attend school full day and care for Kindergarten children who attend school part day (i.e., they had AM/PM Kindergarten Care Options in 1.X), they will also have 2 care options in 2.0. First, they will have one School Year Care Option that serves grades 1-7. Second, they will have one School Year Care-Kindergarten care option that serves grade K. The School Year Care option will have before and/or after school offerings based on what was included in 1.X. The School Year Care- Kindergarten care option will have before and/or after AM/PM offerings based on what was included in 1.X.
- In most cases, you will not have to change the list of School Year Care Options for a program. However, if you believe a School Year Care option should be added or removed, include this as an addition or removal request on your Program and Care Option Template.

### **School Out & Seasonal Camp and School Out & Seasonal Camps - Kindergarten:**

- A School Out & Seasonal Camps Care option will be included if the program had school out days or seasonal camps in 1.X that have not yet passed. In most cases, this means that program will only have this care option if entries were made for the 2019-2020 school year.
- The School Out & Seasonal Camps care option should be as inclusive of grades as possible. However, until the MCC is updated to add the ability to use grades when making an offer, the system will maintain separate care options for Kindergarten and non-Kindergarten children.
- If a program has not yet entered their school out days and seasonal camps for the 2019-2020 school year, add them as part of a new School Out & Seasonal Camps care option after the launch of MCC 2.0.

### **Full-Day Kindergarten (New to MCC 2.0):**

- MCC 2.0 now includes a care option for Kindergarteners who attend the program all day, including attending Kindergarten at the center rather than at another public or private school.

## MCC 2.0 Data Validation Checklist - Program

	<ul style="list-style-type: none"> <li>▪ If a program offers this care and did not include in 1.X, log this as an addition request in your Program and Care Option Template.</li> <li>▪ If the program previously used a work around (e.g., a Before/After Full Day Kindergarten care option to represent this care), log this as an update request in your template</li> </ul>
<p><b>7.2b</b></p>	<p><b>Select Edit to review the details about each School Year Care option.</b> Log any requested updates on your Program and Care Option Template. When you have reviewed the care option details, select next to review the care offerings for that care option.</p> <ul style="list-style-type: none"> <li>▪ <b>FOCUS ON:</b> Custom Label <ul style="list-style-type: none"> <li>○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Programs can select whether or not to make this label visible to families. If yes is selected, the custom label will be appended to the care option name throughout the system.</li> <li>○ The custom label has been populated and made visible to families to differentiate School Year Care – Full-Day Kindergarten from standard School Year Care.</li> <li>○ The custom label has also been populated and not made visible to families when there was information populated in the care option description field for the care option 1.X.</li> <li>○ To update the custom label for any care option and/or change its visibility to families, log this as an update on your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>FOCUS ON:</b> Grades <ul style="list-style-type: none"> <li>○ The Grades set for a care option limit who can place requests for this care option and should be as inclusive as possible.</li> <li>○ Review each care option based on the information provided in step 7.2b. If this information is not correct for any care option, log this as an update request on your Program and Care Option Template.</li> <li>○ If you requested a grade extension in step 3a, each applicable care option must also be extended to include 8<sup>th</sup> grade. Log this as an update request for the appropriate care option(s) on your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>Effective Date.</b> The effective date must have passed for a care option to be visible to families. You cannot edit the effective date for a care option if it has passed.</li> <li>▪ <b>Start Date.</b> You cannot edit the Start Date for a care option if it has passed.</li> <li>▪ <b>School Years Supported.</b> This will include the School Years entered for the Program and cannot be edited.</li> <li>▪ <b>FOCUS ON:</b> Operating Schedule <ul style="list-style-type: none"> <li>○ Nearly all School Year Care options migrated from 1.X will be set to follow the program’s operating schedule.</li> <li>○ If you updated the program’s Operating schedule in step 5b, review the care option’s operating schedule to ensure the new hours apply.</li> <li>○ If the care option does not follow the program’s new operating hours, log this as an update on your Program and Care Option Template.</li> </ul> </li> <li>▪ <b>Status.</b> If the care option should be visible to families at launch of MCC 2.0, set the status to active. <b>Note:</b> School Year Care options will remain active and available for families to request until a program manually indicates the care option is no longer offered. Each new school year will be added to the existing care option and active requests will automatically be applied to the next year.</li> </ul>
<p><b>7.2c</b></p>	<p><b>Select Next to review offerings and schools served for School Year each care option.</b> Offerings represent the options that a family can select as part of a single request. Programs can then make offers for one or more of the requested offerings as part of a single offer. Offerings for each School Year care option were</p>

	<p>populated based on 1.X care options. Request updates via the Program and Care Option Template as needed. When you have completed your review, select Cancel to return to the Care Option Summary.</p> <p><b>School Year Care and School Year Care-Kindergarten:</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that the correct before and/or after school offerings are selected for each School Year Care option.</li> <li>▪ Ensure that the correct before and/or after AM and/or PM Kindergarten offerings are selected for each School Year Care – Kindergarten care option.</li> <li>▪ Ensure the correct schools served are selected for each care option.</li> </ul> <p><b>School Out Day &amp; Seasonal Camps and School Out Day &amp; Seasonal Camps-Kindergarten:</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that each seasonal camp from 1.X that has not yet passed has been created as part of each School Out Day &amp; Seasonal Camps and/or School Out Day &amp; Seasonal Camps - Kindergarten care option.             <ul style="list-style-type: none"> <li>○ You will only see seasonal camps if the program has entered these for the 2019-2020 school year.</li> <li>○ A seasonal camp should be listed for each week when school will not be in session and the program will provide child care.</li> <li>○ If the care option serves schools that have the same seasonal camp during different weeks, ensure a separate camp is set up for each week so that families can request the one appropriate for their school.</li> </ul> </li> <li>▪ Ensure that each school out day from 1.X that has not yet passed has been created as part of each School Out Day &amp; Seasonal Camps and/or School Out Day &amp; Seasonal Camps -Kindergarten care option.             <ul style="list-style-type: none"> <li>○ You will only see school out days if the program has entered these for the 2019-2020 school year.</li> </ul> </li> <li>▪ If you have not yet entered your seasonal camps and school out days for the 2019-2020 school year, you can add them after the launch of MCC 2.0.</li> </ul>
<p>7.2e</p>	<p><b>Ensure the Care Option Summary contains all Summer Camp offered at the program.</b></p> <p><b>Summer Camp:</b></p> <ul style="list-style-type: none"> <li>▪ A single summer camp should be set up for the program.</li> <li>▪ If the program offered a Kindergarten Summer Camp in 1.X, it will be listed as a separate care option with a custom label.</li> <li>▪ If the program previously set up Summer Camps under stand-alone programs for different locations or different grades, these will be listed under the main program as separate care options with custom labels.</li> <li>▪ In most cases, you will not have to change the list of Summer Camp care options for a program. However, if you believe a Summer Camp option should be added or removed, include this as an addition or removal request on your Program and Care Option Template.</li> </ul>
<p>7.2f</p>	<p><b>Select Edit to review the details about each Summer Camp Care Option.</b> Log any requested updates on your Program and Care Option Template. When you have completed your review of each care option, select Cancel to return to the Care Option Summary.</p> <ul style="list-style-type: none"> <li>▪ <b>FOCUS ON:</b> Custom Label             <ul style="list-style-type: none"> <li>○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Programs can select whether or not to make this label visible to families. If yes is selected, the custom label will be appended to the care option name throughout the system.</li> </ul> </li> </ul>

## MCC 2.0 Data Validation Checklist - Program

	<ul style="list-style-type: none"> <li>○ The custom label has been populated and made visible to families to differentiate Kindergarten Summer Camp and Summer Camps from 1.X that indicated grade or location.</li> <li>○ The custom label has also been populated and not made visible to families when there was information populated in the care option description field for the care option 1.X.</li> <li>○ To update the custom label for any care option and/or change its visibility to families, log this as an update on your Program and Care Option Template.</li> <li>▪ Age Group/Age Range. All existing Summer Camp care options have been set to serve the school age group. No updates should be made to the Age Group for 2019 Summer Camp care options.</li> <li>▪ Effective Date. The effective date must have passed for a care option to be visible to families. You cannot edit the effective date for a care option if it has passed.</li> <li>▪ Start Date. You cannot edit the Start Date for a care option if it has passed.</li> <li>▪ End Date or Duration in Weeks</li> <li>▪ <b>FOCUS ON:</b> Operating Schedule             <ul style="list-style-type: none"> <li>○ Most Summer Camp Care options migrated from 1.X will be set to follow the program’s operating schedule.</li> <li>○ If you updated the program’s Operating schedule in step 5b, review the care option’s operating schedule to ensure the new hours apply.</li> <li>○ If the care option does not follow the program’s new operating hours, log this as an update on your Program and Care Option Template.</li> </ul> </li> <li>▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.</li> </ul>
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### 7.3 24/7 CARE TYPES (24/7 CARE AND EXTENDED CARE)

#	Validation Task
7.3a	<p><b>Ensure the Care Option Summary contains all 24/7 Care offered at the program.</b></p> <p><b>24/7 Care:</b></p> <ul style="list-style-type: none"> <li>▪ The program should have one 24/7 Care option for all of the age groups served. For example, if the program offers 24/7 care for children ages 6 weeks to the summer after 7<sup>th</sup> grade, then the program will have a single 24/7 care option with the infant, pretoddler, toddler and preschool and school age groups selected.</li> <li>▪ In most cases, you will not have to change the list of 24/7 Options for a program. However, if you believe a 24/7 care option should be added or removed, include this as an addition or removal request on your Program and Care Option Template.</li> </ul>
7.3b	<p><b>Select Edit to review the details about each 24/7 Care option.</b> Log any requested updates on your Program and Care Option Template. When you have completed your review of each care option, select Cancel to return to the Care Option Summary.</p> <ul style="list-style-type: none"> <li>▪ <b>FOCUS ON:</b> Custom Label             <ul style="list-style-type: none"> <li>○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Programs can select whether or not to make this label visible to families. If yes is selected, the custom label will be appended to the care option name throughout the system.</li> <li>○ The custom label has been populated and not made visible to families when there was information populated in the care option description field for the care option 1.X.</li> <li>○ To update the custom label for any care option and/or change its visibility to families, log this as an update on your Program and Care Option Template.</li> </ul> </li> </ul>

## MCC 2.0 Data Validation Checklist - Program

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	<ul style="list-style-type: none"><li>▪ Age Group(s)/Age Range. All age groups who are eligible for the care option should be selected. In nearly all cases, this will include the infant through school age groups. Age range should not be used for 24/7 care options.</li><li>▪ Effective Date. The effective date must have passed for a care option to be visible to families. You cannot edit the effective date for a care option if it has passed.</li><li>▪ Start Date. You cannot edit the Start Date for a care option if it has passed.</li><li>▪ Whether the care option has an end date.<ul style="list-style-type: none"><li>○ If yes, also confirm the accuracy of the End Date.</li></ul></li><li>▪ Operating Schedule. The operating schedule is automatically set to 24/7. Families will provide specific scheduling needs when requesting this care option and the program will work with the family to determine if they can accommodate the family's needs.</li><li>▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.</li></ul>
7.3c	<p><b>Ensure the Care Option Summary contains all Extended Care offered at the program.</b></p> <p><b>Extended Care (New in MCC 2.0):</b></p> <ul style="list-style-type: none"><li>▪ Extended Care is available for 24/7 Centers in MCC 2.0.</li><li>▪ If the program offers Extended Care in addition to 24/7 Care, log this as an addition request on your Program and Care Option Template. The care option should be inclusive of all age groups served.</li><li>▪ <b>Note:</b> For Extended Care options, there is no operating schedule. Families will provide specific scheduling needs when requesting this care option and the program will work with the family to determine if they can accommodate the family's needs.</li></ul>