

MilitaryChildCare.com (MCC) 2.0 Data Validation Checklist: Provider 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 providers' 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 provider. A Program 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 provider status 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.** 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

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accessing MCC 2.0 or do not see any of your programs or providers listed on your program or provider summary screen.

5. **Confirm you have completed the validation activities by emailing 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. NOTE: This step is identical on the program and provider checklists.

#	Validation Task
1a	<p>Navigate to MCC 2.0 via the new URL. Log in with your CAC.</p> <ul style="list-style-type: none"> ▪ The Data Validation Team will send each POC the URL for MCC 2.0 via email prior to the start of data validation. ▪ 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.
1b	<p>Report any accessibility Issues. 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 Provider User Accounts

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

#	Validation Task
2a	<p>Navigate to the User Profile Summary Screen.</p> <ul style="list-style-type: none"> • Select the User Profile option under the Management menu. • The initially summary screen will show 'No records found'. Select the small yellow triangle in the top left to open the filter. • Filter by Branch, Region, Installation and MCC Position Group of 'FCC Provider' to return a summary of all provider accounts at your installation.
2b	<p>Ensure that all active providers at your installation appear on the user profile summary screen. 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>Ensure the information about each user account is correct. If data is incorrect for any user, log the requested change in your User Account Template.</p> <ul style="list-style-type: none"> ▪ Full Name ▪ Username ▪ FOCUS ON: Area of Responsibility (AOR) <ul style="list-style-type: none"> ○ AOR indicates the Area of Responsibility for the user. ○ An FCC provider user's AOR should be their first and last name. ▪ FOCUS ON: MCC Position Group <ul style="list-style-type: none"> ○ 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). ○ Assign a user to the lowest position group that allows them to complete their work. ○ 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.

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#	Validation Task
	<ul style="list-style-type: none">○ Refer to the User Account Template for descriptions of the MCC position groups for your Service.

3. Request Grade Extension If Applicable

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

#	Validation Task
3a	<p>Request installation level Grade Extension if applicable.</p> <ul style="list-style-type: none">▪ 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 7th grade), the MCC Coordinator may request an installation level grade extension. If you are the FCC Director, please work with the MCC Coordinator to determine if this is applicable to your installation.▪ If the installation requests the extension:<ul style="list-style-type: none">○ 8th grade will be available as an optional grade for ALL school year care options at the installation.○ In step 7.2d, you must request to extend each care options individually if it serves 8th grade.▪ To request the extension, indicate 'Yes' in Column B of the Grade Extension Tab of your Program and Care Option Template.

4. Validate List of Providers

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

#	Validation Task
4a	<p>Navigate to the Provider Profile Summary Screen. Select the Provider Profile option under the Management menu to return a summary of all your providers.</p>
4b	<p>Confirm that all FCC providers at your installation appear on the provider profile summary screen. Confirm that the summary screen lists all of the providers that were active, in-process or inactive for less than 90 days in the previous version of MCC. If a provider is not listed, contact Data Validation Support.</p> <p>Please note: All providers that are offering care must be active in MCC regardless of whether there is a waitlist.</p>
4c	<p>Ensure each FCC Provider has the correct status. Providers that are migrated to MCC 2.0 will be in one of the following statuses. To change the status of any provider, request an update in your Program and 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">• Active: The provider is open and offering care. Active providers are visible to families & families can request care as long as there is at least one active care option whose effective date has passed. If any active providers are closed, request one of the following statuses:<ul style="list-style-type: none">○ Short-Term Closure: The provider is closed for a period that that will last between 15 and 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 provider will not be able to make offers.

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#	Validation Task
	<ul style="list-style-type: none">○ Long-Term Closure: The provider is closed for a period 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.○ Permanent Closure: The provider is closed permanently and will not reopen. Changing status to permanent closure will end any care options and mark requests as cannot fulfill.▪ In-Process: The provider is in the process of being created and has never been active in MCC. In-process providers are not visible to families.<ul style="list-style-type: none">○ If all information about the provider, including one care option, has been entered and it is ready to be activated, request that its status be changed to Active.○ If all of the information about the provider has not been entered or it is not ready to be activated, you may complete the information and/or make the provider active after the launch of 2.0.▪ Short-Term Closure: The provider was previously active, but was inactive when transferred to MCC 2.0. Providers in Short-Term Closure are visible to families & families can request care for any active care options whose effective dates have passed. These providers cannot make offers and cannot create any new care options.<ul style="list-style-type: none">○ If any of these providers are not in short-term closure, request that the status be changed to active, long-term closure or permanent closure (see descriptions above).

Provider Items: Complete each step one time per provider.

5. Validate Provider Details

Once you have confirmed that all of your active providers appear on your summary screens, follow the steps below to review the details about each provider and make updates as needed. You should complete all the applicable steps for each provider before moving to the next provider.

#	Validation Task
5a	<p>Select the Edit link in the Action column to view the details about each provider. Please note that, once you open the provider profile, the General Information section of the Provider 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 Provider Details (Step 5c).</p>
5b	<p>Ensure the General Information for each provider is correct. Families see the information about each provider during the search and/or offer process so it is important this information is accurate. Make updates to this information directly in the system as needed.</p> <ul style="list-style-type: none"> ▪ First Name, Middle Name, Last Name ▪ FOCUS ON: Provider Short Name <ul style="list-style-type: none"> ○ Provider Short Name is new to MCC 2.0 and should be the provider’s first name and last initial. ▪ FOCUS ON: FCC Provider Features <ul style="list-style-type: none"> ○ The definitions of each FCC Feature have changed in MCC 2.0 so features that were selected in 1.X may no longer apply to some providers. The new definitions are: <ul style="list-style-type: none"> ▪ Pet Free Home: Indicates that pets are not permitted anywhere in the provider’s home at any time ▪ Smoke Free Home: Indicates that smoking is not permitted at any time in the provider’s home or anywhere on the premises ▪ Negotiable Hours: Indicates that if a family requires care during a time that is not listed as part of the provider’s standard hours of operation, the provider may be willing work with the family to identify agreed upon hours of care. For example, if the provider's operating hours are listed as 0700 - 1800 but the provider is willing to allow a child to remain in Full-Day care until 1815 to account for a family's commute, Negotiable Hours should be indicated for that provider. ▪ FOCUS ON: Operating schedule <ul style="list-style-type: none"> ○ The provider’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 provider offers care across all of their care options, including 24/7 care or extended care if offered. ○ Families will see this during their search process and it is used to refine their search results. ○ If this information is not correct for any provider, please update it as needed. ○ Note: Changing the provider’s operating hours will change the operating hours of any care option that is set to follow the provider’s operating hours. If you make adjustments here, please focus on confirming each care option’s operating schedule as noted in subsequent steps. ▪ Contact Information ▪ Address Information ▪ FOCUS ON: Notification Signature

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#	Validation Task
	<ul style="list-style-type: none"> ○ The provider’s notification signature should contain information families will need to know or use when they receive a request for interview. Depending on the Service, this may be the provider’s contact information (full name, email address, physical address, and phone number) or the information for a central office (e.g., Parent Central Services, Resource & Referral or FCC Office). ○ For additional guidance on what to enter, you may need to work with your Service Representative.
5c	<p>Ensure the remaining Provider Details for each provider are correct. 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. If the narrative text, photos or resources for an FCC provider was in draft status prior to MCC 2.0, you will need to approve it in order for it to be visible to families.</p> <ul style="list-style-type: none"> ▪ Narrative Text <ul style="list-style-type: none"> – Overview Statement – Program Description – Driving Directions – Training ▪ Photo Gallery ▪ Resources (found on the fourth tab of the program profile)

6. Validate School Information (For Providers Offering School Year Care)

Follow the steps below to review the details listed on the School Information tab for each provider that offers School Year Care. You can determine if a provider has a School Year Care option by viewing the Care Option tab of the program profile.

#	Validation Task
6a	<p>For each provider that offers School Year Care, select the School Information Tab to view the School Details. 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 provider (Step 6c).</p>
6b	<p>Ensure all schools served by the provider are listed and the information about each school is correct. The system will use this information during the search for care process to help match families to providers and care options that meet their transportation needs.</p> <p>Add new school(s), including transportation, for all providers that offer school year care. Each school should be listed individually if:</p> <ul style="list-style-type: none"> ▪ The provider provides transportation to/from the school ▪ The school provides transportation to/from the school ▪ The school is within walking distance of the provider’s home <p>To add a new school:</p> <ul style="list-style-type: none"> ▪ Select the Add New School button and then select the school’s name or address to populate the remaining information about that school.

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#	Validation Task
	<ul style="list-style-type: none"> ▪ FOCUS ON: 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. <p>If you cannot find a school that is served by the provider or information about a selected school is incorrect, log the requested update(s) in the Master School List Template (see Page 1 for a link to this template).</p> <ul style="list-style-type: none"> ▪ 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 provider profile and add it as a school served. The goal is to have all schools served listed for all providers prior to the launch of MCC 2.0. ▪ 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 providers that serve that school.
6c	<p>Ensure all school years are listed with the correct dates. At least one school year is required in order to add or edit the provider's school year care option(s)</p> <ul style="list-style-type: none"> ▪ Each school year should be entered individually ▪ If the provider 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. ▪ Providers can no longer modify dates for the 2018-2019 school year ▪ 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.

7. Validate Care Options

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

#	Validation Task
7a	<p>For each provider, select the Care Options Tab to view the Care Option Summary. The care options listed should reflect all of the care offered by the provider.</p> <p>PLEASE NOTE:</p> <ul style="list-style-type: none"> ▪ The care option structure has changed. Care options will not appear exactly as they did prior to MCC 2.0. ▪ All care offered by each provider, except hourly care, should be included in MCC for families to request. ▪ If the provider 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. ▪ If there are unique circumstances at a provider that are not covered below, contact Data Validation Support for guidance. ▪ 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.

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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. Because FCC Providers can offer all care types, all of the sections below apply to FCC providers.

7.1 CARE TYPES TYPICALLY OFFERED AT CDCS (FULL-DAY CARE AND PART-DAY CARE)

#	Validation Task
7.1a	<p>Ensure the Care Option Summary contains all Full-Day Care offered at the provider.</p> <p>Full-Day Care:</p> <ul style="list-style-type: none"> ▪ The provider should have one Full-Day Care option for all age groups served. For example, a provider 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. ▪ In most cases, you will not have to change the list of Full-Day Care options for a provider. 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. <p>Voluntary Pre-K (VPK):</p> <ul style="list-style-type: none"> ▪ VPK represents state subsidized pre-kindergarten program(s). FCC providers should not offer this care option.
7.1b	<p>Select Edit to review the details about each Full-Day Care Option. 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"> ▪ FOCUS ON: Custom Label <ul style="list-style-type: none"> ○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Providers 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. ○ The custom label has been populated and marked to not show to families when there was information populated in the care option description field for the care option 1.X. ○ 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. ▪ FOCUS ON: Age Group(s)/Age Range <ul style="list-style-type: none"> ○ 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. Providers will be able to refine further when making offers. ○ 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. ▪ 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. ▪ Start Date. You cannot edit the Start Date for a care option if it has passed. ▪ Whether the care option has an end date. <ul style="list-style-type: none"> ○ If the care option has an end date, ensure the End Date is correct. ▪ FOCUS ON: Operating Schedule

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	<ul style="list-style-type: none"> ○ The operating schedule for Full-Day Care options migrated from 1.X that represent the provider’s most comprehensive days/hours of operation will be set to follow the provider’s operating schedule. ○ If you updated the provider’s operating schedule in step 5b, review the care option’s operating schedule to ensure the new hours apply. ○ If the care option does not follow the provider’s new operating hours, log this as an update request on your Program and Care Option Template. <ul style="list-style-type: none"> ▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.
7.1c	<p>Ensure the Care Option Summary contains all Part-Day Care offered at the provider.</p> <p>Part-Day Care:</p> <ul style="list-style-type: none"> ▪ A part-day care option should be listed for each unique schedule that is offered by the provider. 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. ▪ (New in MCC 2.0) 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/providers will see the schedule when making offers. <ul style="list-style-type: none"> ○ If the provider 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. ○ If the provider 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. ▪ If you believe a Part-Day Care option should be added or removed, note this on your Program and Care Option Template. <p>Part-Day VPK:</p> <ul style="list-style-type: none"> ▪ Part-Day VPK represents state subsidized pre-kindergarten program(s). FCC providers should not offer this care option. <p>(New in MCC 2.0) Pre-K Before/After School:</p> <ul style="list-style-type: none"> ▪ If the provider offers before/after school care for children who attend part-day preschool or Pre-K program, and did not have it included in 1.X, log this as an addition in your Program and Care Option Template. ▪ If the provider 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.
7.1c	<p>Select Edit to review the details about each Part-Day Care Option. 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"> ▪ FOCUS ON: Custom Label <ul style="list-style-type: none"> ○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Providers 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. ○ 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. ○ 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. ▪ FOCUS ON: Age Group(s)/Age Range

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	<ul style="list-style-type: none"> ○ 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. Providers will be able to refine further when making offers. ○ 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. ▪ 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. ▪ Start Date. You cannot edit the Start Date for a care option if it has passed. ▪ Whether the care option has an end date. <ul style="list-style-type: none"> ○ If the care option has an end date, ensure the End Date is correct. ▪ Operating Schedule ▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be Active.
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7.2 CARE TYPES TYPICALLY OFFERED AT SAC (SCHOOL YEAR CARE AND SUMMER CAMP)

#	Validation Task
7.2a	<p>Ensure the Care Option Summary contains all School Year Care offered at the provider.</p> <p>School Year Care:</p> <ul style="list-style-type: none"> ▪ The provider should have one School Year Care option for all grades served. ▪ In most cases, you will not have to change the list of School Year Care Options for a provider. 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. <p>School Out Day & Seasonal Camp:</p> <ul style="list-style-type: none"> ▪ A School Out Day & Seasonal Camp Care option will be included if the provider had school out days or seasonal camps in 1.X that have not yet passed. In most cases, this means that provider will only have this care option if entries were made for the 2019-2020 school year. ▪ If a provider 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 Day & Seasonal Camp care option after the launch of MCC 2.0. <p>(New in MCC 2.0) Full-Day Kindergarten:</p> <ul style="list-style-type: none"> ▪ MCC 2.0 now includes a care option for Kindergarteners who attend the Child Development Center all day, including attending Kindergarten at the center rather than at another public or private school. FCC providers should not offer this care option.
7.2b	<p>Select Edit to review the details about each School Year Care option. 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"> ▪ FOCUS ON: Custom Label <ul style="list-style-type: none"> ○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Providers 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. ○ 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. ○ 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. ▪ FOCUS ON: Grades

	<ul style="list-style-type: none"> ○ The Grades set for a care option limit who can place requests for this care option and should be as inclusive as possible. All School Year Care options for FCC Providers have been set to serve grades K-7. ○ If this information is not correct for any care option, log this as an update request on your Program and Care Option Template. ○ If the installation requested a grade extension in step 3a, each applicable care option must also be extended to include 8th grade. Log this as an update request for the appropriate care option(s) on your Program and Care Option Template. ▪ 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. ▪ Start Date. You cannot edit the Start Date for a care option if it has passed. ▪ School Years Supported. This will include the School Years entered for the provider and cannot be edited. ▪ FOCUS ON: Operating Schedule <ul style="list-style-type: none"> ○ The operating schedule for School Year Care options migrated from 1.X that represent the provider’s most comprehensive days/hours of operation will be set to follow the provider’s operating schedule. ○ If you updated the provider’s Operating schedule in step 5b, review the care option’s operating schedule to ensure the new hours apply. ○ If the care option does not follow the provider’s new operating hours, log this as an update on your Program and Care Option Template. ▪ Status. If the care option should be visible to families at launch of MCC 2.0, set the status to active. Note: 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.
7.2c	<p>Select Next to review offerings and schools served for School Year each care option. Offerings represent the options that a family can select as part of a single request. Providers 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 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>School Year Care:</p> <ul style="list-style-type: none"> ▪ Ensure that the correct before and/or after school offerings are selected for each School Year Care option. ▪ Ensure the correct schools served are selected for each care option. <p>School Out Days and Seasonal Camps:</p> <ul style="list-style-type: none"> ▪ Ensure that each seasonal camp from 1.X that has not yet passed has been created as part of each School Out Day & Seasonal Camp care option. <ul style="list-style-type: none"> ○ You will only see seasonal camps if the provider has entered these for the 2019-2020 school year. ○ A seasonal camp should be listed for each week when school will not be in session and the provider will provide child care. ○ 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.

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	<ul style="list-style-type: none"> ▪ Ensure that each School Out Day from 1.X that has not yet passed has been created as part of each School Out Days & Seasonal Camps care option. <ul style="list-style-type: none"> ○ You will only see school out days if the provider has entered these for the 2019-2020 school year. ○ (New In MCC 2.0) As a new feature in MCC 2.0, FCC Providers can also select Unspecified School Out Days as part of their School Out Day & Seasonal Camp care option. This offering indicates that, rather than specifying each specific day care is offered, the provider will work with the family identify the days when care is needed and determine whether they can accommodate. <ul style="list-style-type: none"> ▪ If a provider offers this type of care and did not include in 1.X, you will be able to add it after the launch of 2.0. ▪ If you used a work around in 1.X, such as an indefinite school out day, to indicate this type of care, please include this as a care option update in your template and indicate that it should be unspecified school out days. ▪ 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.
7.2e	<p>Ensure the Care Option Summary contains all Summer Camp offered at the provider.</p> <p>Summer Camp:</p> <ul style="list-style-type: none"> ▪ If the provider offered summer camp in 1.X, a single summer camp should be set up for the provider. ▪ In most cases, you will not have to change the list of Summer Camp care options for a provider. 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.
7.2f	<p>Select Edit to review the details about each Summer Camp Care Option. 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"> ▪ FOCUS ON: Custom Label <ul style="list-style-type: none"> ○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Providers 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. ○ 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. ○ 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. ▪ 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. ▪ 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. ▪ Start Date. You cannot edit the Start Date for a care option if it has passed. ▪ End Date or Duration in Weeks ▪ FOCUS ON: Operating Schedule <ul style="list-style-type: none"> ○ The operating schedule for Summer Camp Care options migrated from 1.X that represent the provider's most comprehensive days/hours of operation will be set to follow the provider's operating schedule. ○ If you updated the provider's Operating schedule in step 5b, review the care option's operating schedule to ensure the new hours apply.

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	<ul style="list-style-type: none"> ○ If the care option does not follow the provider's new operating hours, log this as an update on your Program and Care Option Template. ▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.
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7.3 CARE TYPES TYPICALLY OFFERED AT 24/7 CENTERS (24/7 CARE AND EXTENDED CARE)

#	Validation Task
7.3a	<p>Ensure the Care Option Summary contains all 24/7 Care offered at the provider.</p> <p>24/7 Care:</p> <ul style="list-style-type: none"> ▪ If the provider offered 24/7 care in 1.X, they should have one 24/7 Care option for all of the age groups served. For example, if the provider offers 24/7 care for children ages 6 weeks to the summer after 7th grade, then the provider will have a single 24/7 Care option with the infant, pretoddler, toddler and preschool and school age groups selected. ▪ In most cases, you will not have to change the list of 24/7 Options for a provider. 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.
7.3b	<p>Select Edit to review the details about each 24/7 Care option. 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"> ▪ FOCUS ON: Custom Label <ul style="list-style-type: none"> ○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Providers 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. ○ 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. ○ 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. ▪ 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. ▪ 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. ▪ Start Date. You cannot edit the Start Date for a care option if it has passed. ▪ Whether the care option has an end date. <ul style="list-style-type: none"> ○ If yes, also confirm the accuracy of the End Date. ▪ Operating Schedule. The operating schedule is automatically set to 24/7. Families will provide specific scheduling needs when requesting this care option and the provider will work with the family to determine if they can accommodate the family's needs. ▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.
7.3c	<p>Ensure the Care Option Summary contains all Extended Care offered at the provider.</p> <p>Extended Care:</p> <ul style="list-style-type: none"> ▪ If the provider offered extended care in 1.X, they should have one Extended Care option for all of the age groups served. For example, if the provider offers extended care for children ages 6 weeks to the summer after 7th grade, then the provider will have a single Extended Care option with the infant, pretoddler, toddler and preschool and school age groups selected.

	<ul style="list-style-type: none"> ▪ In most cases, you will not have to change the list of Extended Options for a provider. However, if you believe an Extended Care option should be added or removed, include this as an addition or removal request on your Program and Care Option Template.
<p>7.3d</p>	<p>Select Edit to review the details about each Extended Care option. 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"> ▪ FOUCS ON: Custom Label <ul style="list-style-type: none"> ○ In MCC 2.0, the custom label should be used to differentiate two instances of the same care option. Providers 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. ○ 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. ○ 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. ▪ 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 Extended care options. ▪ 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. ▪ Start Date. You cannot edit the Start Date for a care option if it has passed. ▪ Whether the care option has an end date. <ul style="list-style-type: none"> ○ If yes, also confirm the accuracy of the End Date. ▪ Operating Schedule. There is no operating schedule for Extended Care Options. Families will provide specific scheduling needs when requesting this care option and the provider will work with the family to determine if they can accommodate the family's needs. ▪ Status. If the care option should be visible to families at launch of MCC 2.0, the status must be active.