MilitaryChildCare.com (MCC) 2.0 Key Actions and Timelines Cheat Sheet

The next version of MilitaryChildCare.com (MCC) – or MCC 2.0 – will launch on 15 July 2019! This document includes key actions to take now and timelines to be aware of to ensure a smooth transition to MCC 2.0.

ACTIONS

1. **MCC Coordinators complete data validation activities.** If you are a data validation POC for your installation, continue to move forward with reviewing and validating your installation data in MCC 2.0. If you have not already done so, please complete all validation activities and send confirmation of completion to datavalidation@militarychildcare.com. Once these activities are complete, you will not need to complete it again prior to Go Live on 15 July**.**

2. **Submit care option requests to the Support Desk by 28 June.** Your ability to update program content, including care options, will remain suspended in the current version of MCC. If you need to add summer camp for 2019, school year care for 2019-2020, or any other care option that requires families to request care prior to 15 July, submit these requests to the Support Desk at programsupport@militarychildcare.com or at 855-696-2934.

   a. **Note:** Please do not request these care options using the soft launch program and care option templates. After 28 June 2019, no updates to program content or care options will be processed until MCC 2.0 is live.

3. **Submit program user account updates to the Support Desk by 28 June.** If modifications are needed to program user accounts at your installation, submit these requests to the Support Desk. This includes requests to add new program users to MCC, modify permissions for existing program users, and remove program user accounts for existing users. After 28 June 2019, no updates to program users will be processed until MCC 2.0 is live.

   a. **Note:** Any user updates submitted through the data validation process will be processed in MCC 2.0; you do not need to resubmit any requests already submitted.

4. **Be prepared to answer questions from families about the reconfirm process.** The reconfirm process will stop 5 business days prior to the outage (5 July) for the final conversion to MCC 2.0. Families will not receive notifications that they must reconfirm their requests until the reconfirm process begins again in MCC 2.0.

5. **Complete offers for any children who have enrolled or started care.** Review your waitlist and ensure that any accepted offers that are no longer in progress have been marked as complete. Updates must be made at least 3 days prior to the launch of MCC 2.0 (8 July).

6. **Make all planned offers by 3 days prior to the outage.** Offers in MCC will stop 3 days prior to the 3-day outage (8 July) for the final migration to MCC 2.0. Because offers cannot be made in MCC for a total of 6 days, program users should plan to make offers for known vacancies prior to the outage period.

7. **Attend Webinar 3 live or watch the recording on MCC Central.** To ensure you have all the information you need to use MCC 2.0 successfully, join the webinar "Using MCC 2.0: Day 1 Essentials" the week of 8 and 15 July or watch a recording on MCC Central. Check your email for webinar dates and registration details or contact the Support Desk for this information.

TIMELINES

Action	Timeline
Complete Soft Launch Data Validation (MCC Coordinators)	17 May 2019
Submit requests for summer camp 2019, school year care 2019-2020, or new care options with an effective date prior to 15 July	Now – 28 June 2019
Submit requests for program user account changes	Now – 28 June 2019
Reconfirm will stop; be prepared to answer questions from families about this process	5 July 2019
Complete offers	Now – 8 July 2019
Offers will stop in MCC; make all planned offers prior to this date	8 July 2019
Attend Using MCC 2.0: Day 1 Essentials Webinar or watch the webinar recording on MCC Central	8-19 July 2019
System Outage	11-14 July 2019
Go Live	15 July 2019