

TEMPORARY CLOSURE

According to the CCS handbook, your service is expected to operate for a minimum number of weeks per year. If your service is closing temporarily and you will not be submitting attendances, you will need to notify CCS of this closure.

(CCS Provider Handbook, version 2, page 20)

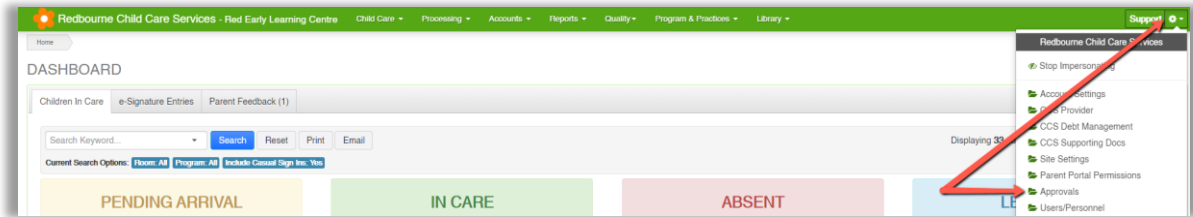
Summary

1. Click on the settings cog and select Approvals
2. Click the CCS Service Profile Button
3. Select the Temporary Ceasing tab
4. Click Create
 - a. Enter the start date (first date of closure) and end date (last day of closure)
 - b. Select Reason and enter in reason text
 - c. Select Authorised Person
 - d. Click Submit

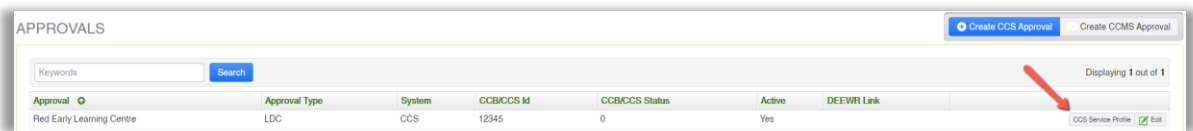
TEMPORARY CLOSURE

Detailed

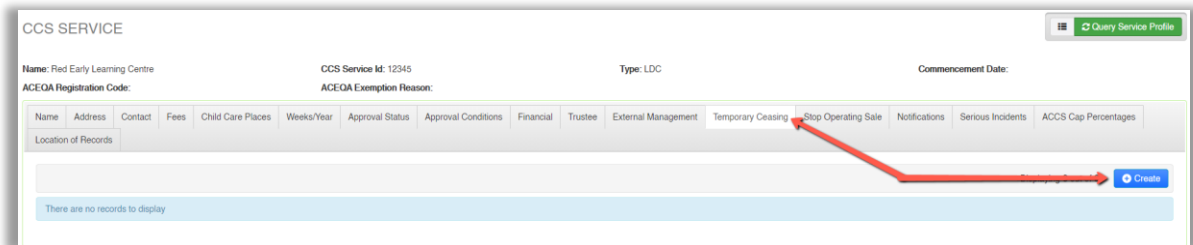
Click on the settings cog and select Approvals:



Click the CCS Service Profile button:



Select the Temporary Ceasing tab, followed by clicking on the +Create button:



When the create window opens enter in:

- Enter or select from the calendar a **Start Date** - This date will be the first date your service is closing
- Enter or select from the calendar an **End Date** - This date will be the last date your service will be closed
- Select a **Reason** from the options CCS has provided
- Enter more information in the **Reason Text** field provided
- Select your **Authorised Person** then click **Submit**

Detailed cont.

Create Ceasing ✕

Start Date

End Date

Reason

Reason Text

Authorised By