<u>USING THE EXPIRATION DASHBOARD</u>

The **Expiration Dashboard** allows you to see which children are nearing their eligibility end date and whose parents have not yet reconfirmed their eligibility.

The system uses colour coding to show the number of children whose eligibility has already expired (displayed in red) or will expire in the next 28 days (displayed in amber). These numbers are displayed on the **Working Parent Entitlement** tile on the Provider Portal home page and on the **Expiration Dashboard** button on the Working Parent Entitlement Portal home page.

1. On the Provider Portal home page, select **Working Parent Entitlement| Expiration Dashboard** to display the **Entitlement Expiration Dashboard** page.

2. Adjust the **Days** filter to show a wider (or narrower) date range.

The background of the **Eligible To** field is displayed according to the following colour scheme:

- Red indicates that the eligibility code has expired;
- Amber indicates that the eligibility code will expire within the next 28 days;
- Green indicates that the eligibility code is more than 28 days from expiry.

Reconfirming Eligibility

After you have run a new check on a given eligibility code you won't need to check it again when the parent reconfirms their entitlement. The system performs a daily check on all codes that are close to expiry to monitor whether the parent has reconfirmed. When eligibility is reconfirmed the new Eligible To date is displayed on the dashboard and the background changes from red/amber to green.

If a parent informs you that he/she has reconfirmed eligibility and the dashboard does not reflect this you can click the **Recheck Now** link to update the child's record.

You should check the Expiration Dashboard regularly so that you can keep track of those codes that are approaching expiry and remind parents to reconfirm their eligibility as soon as possible.

Removing A Record From The Display

If you no longer have an interest in a child's eligibility for the extended hours (e.g. if the child no longer attends your setting) then you can remove the record from the display by clicking the **Update** link.

A dialog box is displayed. Uncheck the **Is Further Action Needed?** box to remove the record from any future eligibility code checks. You can add a note in the text box.
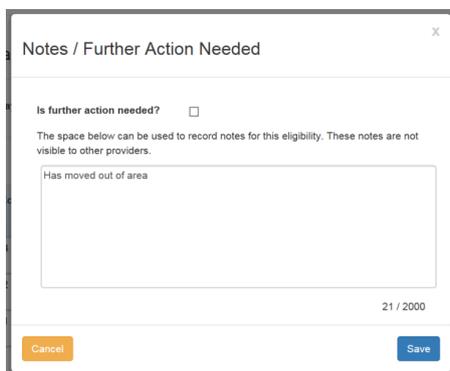
In the Dashboard, the Notes icon changes to show that there is a note on the record. The Further Action Needed flag changes to a black cross:

| Entitlement Expiration Dashboard | | | | | | | |

| Further Action Needed | Any ⌄ | Days | 180 | Eligibility Filter | Grace Period Ending in the next 180 days ⌄ | | Search |

| ⊽ Filter using any keyword | | | | | | | |

▼ Child ⇅	Eligibility Code ⇅	Eligible From ⇅	Eligible To ⇅	Grace Period End ⇅	Eligibility was last checked on ⇅	Notes / Further Action Needed ⇅	
Adam Smith (02/04/2014)	50012934394	16/05/2017	16/08/2017	31/12/2017	30/08/2017 Eligible Recheck now	🗋 ✔	Update
Helen Jones (16/03/2014)	50012738112	10/06/2017	11/09/2017	31/12/2017	30/08/2017 Eligible Recheck now	🗎 ✖	Update
Louise Brown (12/11/2013)	10019920381	13/06/2017	15/09/2017	31/12/2017	30/08/2017 Eligible Recheck now	🗋 ✔	Update

To exclude the record from the display set the **Further Action Required** filter to Yes:

| Entitlement Expiration Dashboard | | | | | | | |

| Further Action Needed | Yes ⌄ | Days | 180 | Eligibility Filter | Grace Period Ending in the next 180 days ⌄ | | Search |

| ⊽ Filter using any keyword | | | | | | | |

▼ Child ⇅	Eligibility Code ⇅	Eligible From ⇅	Eligible To ⇅	Grace Period End ⇅	Eligibility was last checked on ⇅	Notes / Further Action Needed ⇅	
Adam Smith (02/04/2014)	50012934394	16/05/2017	16/08/2017	31/12/2017	30/08/2017 Eligible Recheck now	🗋 ✔	Update
Louise Brown (12/11/2013)	10019920381	13/06/2017	15/09/2017	31/12/2017	30/08/2017 Eligible Recheck now	🗋 ✔	Update

REMEMBER: If the child rejoins your setting the record will remain hidden until you to re-check the **Is Further Action Required?** flag in the dialog box.

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