



CalWIN ISS

Implementation Support Services

Go-Live Packet (GLP) – Appendix E –
Instructions to Add Child Care Rate

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CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix E – Instructions to Add Child Care Rate

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1. INSTRUCTIONS FOR ADDING CHILD CARE PROVIDER RATES AFTER GO-LIVE

1. Locate your Child Care Case (Sample is Contra Costa case #1B27L20).
 - a. This case is active with Certificates into the 2022 year.
 - b. Hover over the *Child Care* tab in the **Global navigation bar** and click *Case Summary*.

Case Number: 1B27L20

Journal Tasks Help Resources Page Mapping

Case Info Eligibility Empl. Services **Child Care** Resource Databank Fiscal Special Units Reports Client Corres

Case Summary

Workload Inventory

Case Summary

Images Capture Generate

Case Name

APP

County

Contra Costa

▼ Companion Cases

Case Number

Wait List

Distributed Documents

Verification

Case Name

Display:

Figure 1-1 – Case Summary Page

2. You are now on the **Child Care Focused Case Summary** page. On the left side, you will see task items specific to the Child Care Program

The screenshot displays the CalSAWS interface for the 'Child Care Focused Case Summary' page. The top navigation bar includes the CalSAWS logo, the case number '1B27L20', and tabs for 'Case Info', 'Eligibility', 'Empl. Services', 'Child Care', 'Resource Databank', 'Fiscal', and 'S'. The 'Child Care' tab is selected. On the left sidebar, the 'Case Summary' section is expanded, showing options like 'Person Search', 'Case Summary', 'Contact', 'Child Care Needs', 'Child Care Program', 'Child Care Certificates', 'Individual Demographics', and 'Relationships'. The 'Child Care Program' option is highlighted with a red arrow. The main content area shows the 'Case Summary' for case number '1B27L20'. It includes a 'Case Name' field with the value 'John Doe', a 'County' dropdown set to 'Contra Costa', and a 'Companion Cases' section. A red arrow points to the 'Case Number' field in the 'Companion Cases' section. At the bottom, there is a 'Display:' section with a date picker set to '05/01/2022' and a 'View' button.

Figure 1-2 – Child Care Focused Case Summary Page

3. Click on *Child Care Certificates*, to view the **Child Care Certificates List** page for the case.
 - a. Click the *Funding Source* link for the certificate you wish to update.

Child Care Certificates List

Display by

Status:

All

From:

To:

Exclude Rejected

Images

View

Search Results Summary

Results 1 - 25 of 126

1

2

3

4

5

6

Next

Add Certificate

☐ Funding Source	Child's Name	Provider	Start Date	Stop Date	Status	
☐ Stage 1	Kingston 4M	Keisha Gray	11/01/2021	10/31/2022	Approved	Edit
☐ Stage 1	Jamir 9M	Keisha Gray	11/01/2021	10/31/2022	Approved	Edit
☐ Stage 1	Ki'Leen Rose	Keisha Gray	11/01/2021	10/31/2022	Approved	Edit
☐ Stage 1	Judah 2M	Keisha Gray	11/01/2021	10/31/2022	Approved	Edit

Figure 1-3 – Child Care Certificates List Page

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- On the **Child Care Certificate Detail** page, scroll down to *Provider Name* at the bottom left of the page, and click the link for the name, this will take you to the **Resource Detail** page

Child Care Certificate Detail

* - Indicates required fields

[Images](#)
[Generate CSF 141](#)
[Generate Form](#)
[View Payment Calculation List](#)
[Copy](#)
[Edit](#)

Primary: sha 26F	Funding Source: Stage 1	Certificate ID: 4001715445
Certificate Period: * From: 11/01/2021 To: 10/31/2022		
Child's Name: * Kingston 4M	Status: * Approved	

Activities

Type	Status	Begin Date	End Date
Other Welfare-To-Work	Active	11/01/2021	10/31/2022

Schedule *

Regular

Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out

Vacation

Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out

Provider: * Keisha Gray	Service: * Large Family Day Care Home	County: * Contra Costa
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Figure 1-4 – Child Care Certificate Detail Page

5. On the Resource Detail page, click the Services task item on the left side.

Contra Costa CON9 Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports

Resources

- Resource Search
- Resource Detail**
- Vendor Information
- Approved for County Use
- Services**
- Activities
- County Impact List
- Notification List

Resource Detail

*- Indicates required fields

Images Direct Deposit

Basic Information

ID: 1000000031 Status: * Active

Name: * Keisha Gray Payee Name: * Keisha Gray

eCAPS Vendor Number:

Figure 1-5 – Resource Detail Page

6. You are now on the **Service List** page; this allows you to add new services for child care providers and edit the service types that exist.
 - a. Click the Active Service Type link to go to the **Service Detail** page.

Service List

Display by Status: Active View

Search Results Summary Results 1 - 1 of 1

Add Service

Service Type	Location of Service	Status	Begin Date	End Date	Start Time	Lang.	Additional Comments
Large Family Day Care Home	ANTIOCH	Active	01/01/2018				CalWIN Conversion: Source Service Description: Child Care Edit

Figure 1-6 – Service List Page

7. On the **Service Detail** page, click the *View Rate List* button at the top right.

Service Detail

*- Indicates required fields

Generate Vendor Id View Rate List Edit Close

Service Information

Service ID: 40 Vendor ID: Gray, Keisha

Service Category: * Licensed Child Care Service Type: * Large Family Day Care Home

Figure 1-7 – Service Detail Page

8. This opens the **Provider Rates List** page:
 - a. As can be seen from the provider below, in the instance of the process Contra Costa follows, it records every single payment made to the provider.
 - b. The following instructions will end date these historical records and allow the County to proceed with payments using the functionality in CalSAWS using the accurate provider rate for age groups, times of day, rate types, and rates.
9. Click the *Add Rate* button on the top right as shown below to get to the **Provider Rate Detail** page.

Provider Rates List

Provider Name: Keisha Gray Address:

Date Range From: To: View

Search Results Summary Results 1 - 25 of 52

Care Type	Time	Age Group	Rate Type	Rate	Begin Date	End Date	Criteria	Incorrect Rate
Full Time	Daytime	2 to 5	Weekly	278.70	11/01/2021			Edit
Full Time	Daytime	2 to 5	Weekly	1,316.48	08/01/2021			Edit
Full Time	Daytime	Under 2	Weekly	299.20	06/01/2021			Edit
Full Time	Daytime	6 and Over	Weekly	883.55	05/01/2021			Edit
Full Time	Daytime	Under 2	Monthly	1,256.64	05/01/2021			Edit
Full Time	Daytime	2 to 5	Weekly	1,170.54	05/01/2021			Edit
Full Time	Daytime	Under 2	Weekly	1,256.64	05/01/2021			Edit
Full Time	Daytime	Under 2	Weekly	1,316.48	04/01/2021			Edit
Full Time	Daytime	2 to 5	Weekly	1,226.28	04/01/2021			Edit

Figure 1-8 – Provider Rates List Page

10. On the **Provider Rate Detail** page:
 - a. Fill out this information accurately, with the correct information.
 - b. This page is also where you will add any OPTIONAL special criteria for a certain rate, such as drop-in, not toilet-trained, before/after school, etc.
 - c. Begin date should be a recent date after your county's Go-Live date to ensure that the month prior can be paid accurately.
 - d. Click the *Save and Return* button after entering the updated information

Provider Rate Detail

*- Indicates required fields

Provider Name: Keisha Gray **Address:**

Age Group: * 2 to 5 **Rate Type: *** Weekly

Time: * Daytime **Care Type: *** Full Time

Rate: * 278.00 **Rate Source: *** Provider

Begin Date: * 04/01/2022 **End Date:**

Additional Information: Test

☐ Incorrect Rate

Special Criteria

Drop-in
2nd Child
3rd Child
Toilet-Trained
Not Toilet-Trained
Before School
After School
Holiday
Off Track/Vacation
Other

Save and Return **Cancel**

0.45 seconds to load.

Figure 1-9 – Provider Rate Detail Page

11. When you click the *Save and Return* button, the **Effective Dating Confirmation List** page will appear. This page:
 - a. Advises you that you are adding a new record, and due to this, the system will adjust the end dates for the previous records.
 - b. Shows the historical payment records and the effective end date, in this case example, 03/31/2022. This will end date ALL rates that match the basic criteria you entered for age group, rate type, time, and care type.
12. Click the *Save* button to confirm and return to the **Rates List** page.

Effective Dating Confirmation List

This is the record you have added or updated:

Care Type	Time	Age Range	Rate Type	Special Criteria	Rate	Begin Date	End Date
Full Time	Daytime	2 to 5	Weekly		278.00	04/01/2022	

The system will make corrections to your additions/updates:

The system will adjust the effective dates of this record:

Care Type	Time	Age Range	Rate Type	Special Criteria	Rate	Begin Date	End Date
Full Time	Daytime	2 to 5	Weekly		299.2	02/01/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		1282.02	03/01/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		1226.28	04/01/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		1170.54	05/01/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		1316.48	08/01/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		278.7	11/01/2021	03/31/2022

Click Save to continue or Cancel to undo this action.

Figure 1-10 – Effective Dating Confirmation List Page

13. On the **Rates List** page, you will see that the new rate you added, along with the historical records that matched the criteria, now have end dates.

Care Type	Time	Age Group	Rate Type	Rate	Begin Date	End Date	Criteria	Incorrect Rate
Full Time	Daytime	2 to 5	Weekly	278.00	04/01/2022			
Full Time	Daytime	2 to 5	Weekly	278.70	11/01/2021	03/31/2022		
Full Time	Daytime	2 to 5	Weekly	1,316.48	08/01/2021	03/31/2022		
Full Time	Daytime	Under 2	Weekly	299.20	06/01/2021			
Full Time	Daytime	2 to 5	Weekly	1,170.54	05/01/2021	03/31/2022		
Full Time	Daytime	Under 2	Monthly	1,256.64	05/01/2021			
Full Time	Daytime	6 and over	Weekly	299.20	06/01/2021			

Figure 1-11 – Rates List Page

14. Once you are done reviewing the rates, hover over the *Child Care* tab in the **Global navigation bar** and click *Case Summary*.
15. Then select *Child Care Certificates* on the left side menu to return to the **Child Care Certificates List** page
16. When you click on the certificate you are updating, you will select the correct rate you want to pay under the *Rates* header.
17. Click the *Edit* button on the **Certificate Detail** page.

Figure 1-12 – Certificate Detail Page

18. Scroll down to the *Rates* section and click the *Add Rate* button.

	Schedule Type	Care Type	Rate Type	Provider Rate	RMR	Co-Pay
☐	Regular	Full Time	Weekly	278.70	0.00	278.70

Figure 1-13 – Certificate Detail Page – Rates Section

19. You can then select the rate that you just added to start making a payment.