



**CalWIN ISS**  
**Implementation Support Services**  
**Case Review Report and Guide (CRG)**

Go-Live Packet (GLP) – Appendix G03–  
Guide #3: Update Child Care Service Detail

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## 1 INTRODUCTION

This guide provides detailed actions that end users will be required to take to update the mandatory fields on the **Service Detail** page of Child Care Program.

## 2 BACKGROUND

The mandatory fields *Pay Type Code* and *License Number* may be missing from the **Service Detail** page of Child Care Program.

### 3 IMPACT ANALYSIS

This impacts all child care cases for all counties that use the child care program. These counties will have to update the license number to issue a payment. In the absence of this information, the child care certification is impacted which subsequently impacts case eligibility.

**Impacted Counties:** Contra Costa, Fresno, Orange, San Diego, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, and Sonoma

The screenshot displays the CalSAWS interface for the 'Child Care Certificates List' page. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, and Log Out. The sidebar on the left contains a 'Case Summary' section with a 'Go' button and a list of navigation options: Person Search, Case Summary, Contact, Child Care Needs, Child Care Program, Child Care Certificates (highlighted), Individual Demographics, Relationships, Employment, SIP, and School Attend. The main content area is titled 'Child Care Certificates List' and features search filters for 'Display by', 'Status' (set to 'All'), 'From', 'To', and a checkbox for 'Exclude Rejected'. A 'View' button is located next to these filters. Below the filters is a 'Search Results Summary' section showing 'Results 1 - 7 of 7' and an 'Add Certificate' button. The table below lists certificates with columns for Funding Source, Child's Name, Provider, Start Date, Stop Date, and Status. Each row has an 'Edit' button next to the Status column. The first row's 'Edit' button is highlighted with a red box.

Funding Source	Child's Name	Provider	Start Date	Stop Date	Status	Edit
			02/01/2020	02/29/2020	Approved	Edit
			01/01/2020	01/31/2020	Approved	Edit
			12/01/2019	12/31/2019	Approved	Edit
			11/01/2019	11/30/2019	Approved	Edit
			10/01/2019	10/31/2019	Approved	Edit
			09/01/2019	09/30/2019	Approved	Edit
			08/01/2019	08/31/2019	Approved	Edit

Figure 3-1 – Child Care Certificates List Page

CalSAWS

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Images

DCFS Images

Log Out

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Case Summary

Case Number:

Go

Person Search

Case Summary

Contact

Child Care Needs

Child Care Program

Child Care Certificates

Individual Demographics

Relationships

Employment

SIP

School Attend.

Child Care Certificate Detail

Save And Copy

Save

Cancel

\* Indicates required fields

Primary:

Funding Source:

Certificate ID:

Certificate Period: \*

From: 02/01/2020 To: 02/29/2020

Child's Name: \*

Status: \*

Approved

Activities

Type	Status	Begin Date	End Date
<input type="checkbox"/> WTW Retention Services	Closed	02/01/2020	05/31/2020

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: \*

Service: \*

County: \*

Payee: \*

Backup Provider: \*

Same as Provider

No

Figure 3-2 – Child Care Certificate Detail Page

**CalSAWS** Journal Tasks Help Resources Page Mapping Images DCFS Images Log Out

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

Start Date: \* 01/01/2018 End Date:

Status: \* Active Status Date:

QRIS Participation: No QRIS in Providers Area Accreditation Status: Information Unavailable

Hours of Operation:

Total Hours of Operation per Week: Pay Type Code: \*

Additional Comments: CalWIN Conversion: Source Service Description:Child Care

Contact Person Name:

Worker ID: \* 07LS005F0E

**Licensed Child Care Information**

License Number: \*

Effective Date: 08/14/2018 Expiration Date:

**Contract Information**

Is this Service contracted (and no contracted Activities exist)? \* No

Generate Vendor Id View Rate List Edit Close

Figure 3-3 – Service Detail Page



#### 4 CLEAN-UP INSTRUCTIONS

1. Place the cursor over *Child Care* on the **Global** navigation bar.
2. Select *Case Summary* from the **Local** navigator.
3. Click the *Child Care Certificates* link in the **Utility** navigation bar to access the **Child Care Certificates List** page.
4. Click the *Edit* button on the desired child care certificate.
5. Click the hyperlink under the *Service* field to access the **Service Detail** page.
6. Click the *Edit* button.
7. Update the *Pay Type Code* and *License Number* fields per county policy.
8. Click the *Save* button to confirm updates.

## 5 ADDITIONAL INFORMATION

Not applicable.