CalSAWS

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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Guide # 7 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.

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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.

<u>Impacted Counties</u>: Contra Costa, Fresno, Orange, San Diego, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, and Sonoma

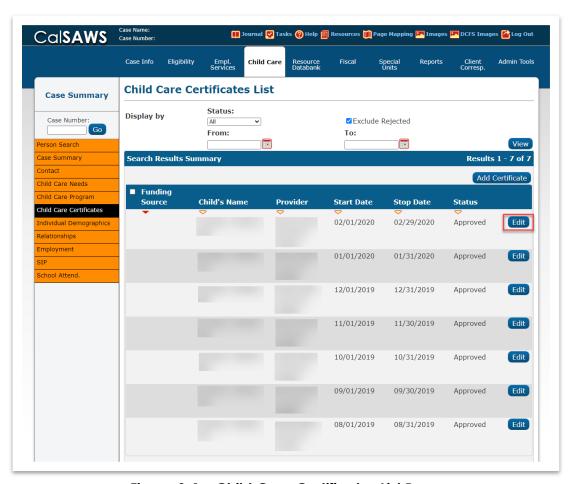


Figure 3-1 – Child Care Certificates List Page

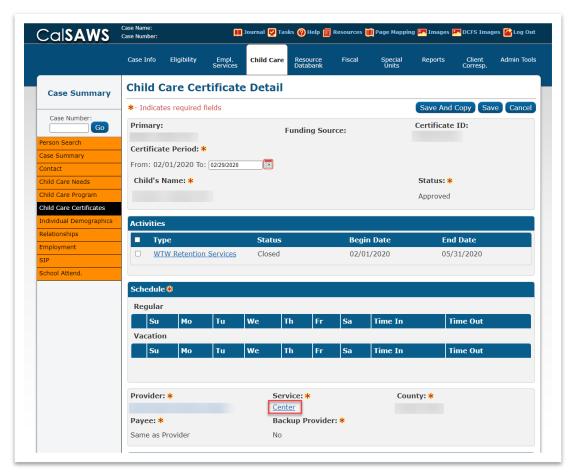


Figure 3-2 – Child Care Certificate Detail Page

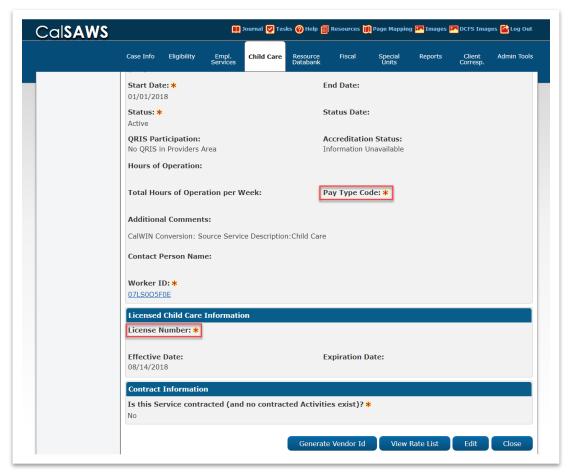


Figure 3-3 – Service Detail Page

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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.

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5 ADDITIONAL INFORMATION

Not applicable.