CalSAWS

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

Go-Live Packet (GLP) – Appendix G04 – Guide #4: Update Schedule on Child Care Certificate Detail Page

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1. INTRODUCTION

This guide provides detailed actions that end users will be required to take to update the schedule in CalSAWS on the **Child Care Certificate Detail** page.

2. BACKGROUND

If there is an active childcare certificate at the time of conversion, then caseworkers need to update the certificate in CalSAWS before payment can be made.

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

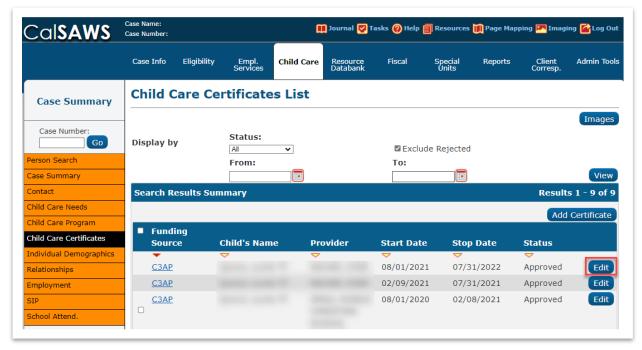


Figure 2-1 – Child Care Certificates List Page

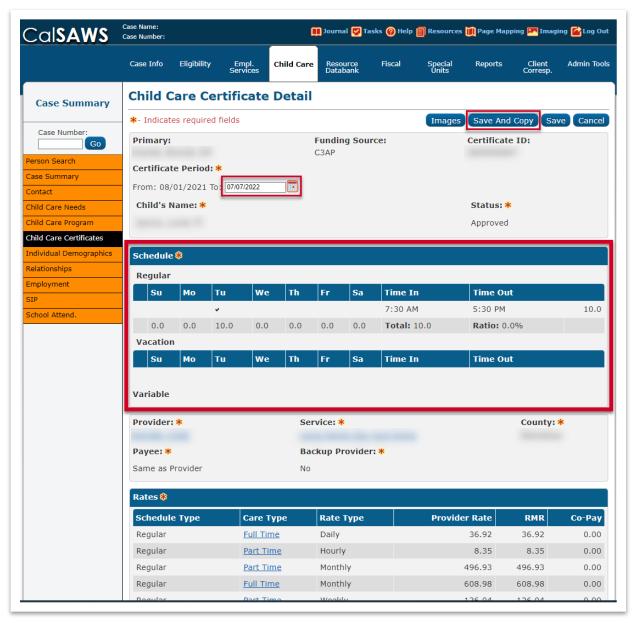


Figure 2-2 – Child Care Certificate Detail Page

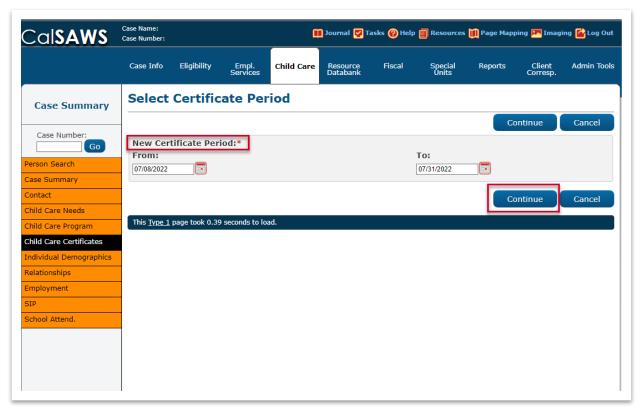


Figure 2-3 – Select Certificate Period Page

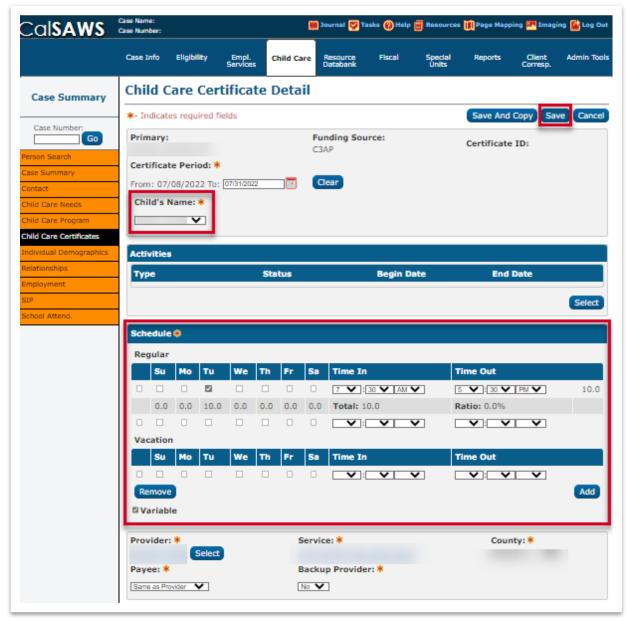


Figure 2-4 – Child Care Certificate Detail Page

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3. IMPACT ANALYSIS

There is no source data from CalWIN for these fields. Upon conversion, if there is a CURRENT certificate in effect that will be used to issue payments, users will need to update the authorized days and hours within the certificate's weekly schedule. Users will not be able to EDIT the certificate schedule.

4. CLEAN-UP INSTRUCTIONS

First, confirm a worker is assigned to the child care program or add the worker.

If there is a current certificate in effect:

- 1. Place the cursor over Child Care on the **Global** navigation bar and select Case Summary.
- 2. Select Child Care Certificates from the **Local** navigator.
- 3. Select the certificate for the most recent month a payment was issued in CalWIN and click the *Edit* button. Enter the "*End Date*" and click the *Save and Copy* button to create a duplicate of the certificate.
- 4. Under New Certificate Periods, enter the new begin date as after the end date of the converted certificate.
- 5. Select the child's name from the drop list menu.
- 6. Under the Schedule section, update the days and hours applicable to the case.
- 7. Click the Save button.

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Certificate Detail Page

5. ADDITIONAL INFORMATION

Not applicable.