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.

Impacted Counties: 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

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.

5. ADDITIONAL INFORMATION

Not applicable.