



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

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, Imaging, 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: 'Display by' (set to All), 'Status' (dropdown), 'From' and 'To' date pickers, and an 'Exclude Rejected' checkbox. A 'View' button is also present. Below the filters is a 'Search Results Summary' section showing 'Results 1 - 9 of 9' and an 'Add Certificate' button. The main table lists certificates with columns: Funding Source, Child's Name, Provider, Start Date, Stop Date, and Status. Three certificates are shown, all with 'Approved' status and 'C3AP' funding source. Each row has an 'Edit' button, which is highlighted with a red box in the first row.

Funding Source	Child's Name	Provider	Start Date	Stop Date	Status	Action
C3AP	[Redacted]	[Redacted]	08/01/2021	07/31/2022	Approved	Edit
C3AP	[Redacted]	[Redacted]	02/09/2021	07/31/2021	Approved	Edit
C3AP	[Redacted]	[Redacted]	08/01/2020	02/08/2021	Approved	Edit

Figure 2-1 – Child Care Certificates List Page

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Imaging

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

* - Indicates required fields

Images

Save And Copy

Save

Cancel

Primary:

Funding Source:

Certificate ID:

Certificate Period: *

From: 08/01/2021 To: 07/07/2022

Child's Name: *

Status: *

Schedule *

Regular

Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out	
		✓					7:30 AM	5:30 PM	10.0
0.0	0.0	10.0	0.0	0.0	0.0	0.0	Total: 10.0	Ratio: 0.0%	

Vacation

Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out

Variable

Provider: *

Service: *

County: *

Payee: *

Backup Provider: *

Same as Provider

No

Rates *

Schedule Type	Care Type	Rate Type	Provider Rate	RMR	Co-Pay
Regular	Full Time	Daily	36.92	36.92	0.00
Regular	Part Time	Hourly	8.35	8.35	0.00
Regular	Part Time	Monthly	496.93	496.93	0.00
Regular	Full Time	Monthly	608.98	608.98	0.00
Regular	Part Time	Weekly	126.04	126.04	0.00

Figure 2-2 – Child Care Certificate Detail Page

The screenshot displays the CalSAWS web application interface. At the top, the CalSAWS logo is on the left, and user navigation links (Journal, Tasks, Help, Resources, Page Mapping, Imaging, Log Out) are on the right. Below this is a horizontal menu with tabs: Case Info, Eligibility, Empl. Services, Child Care (selected), Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. On the left side, a vertical sidebar lists various case management functions: Case Summary, 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 'Select Certificate Period'. It features a 'New Certificate Period: *' label, a 'From:' date field with the value '07/08/2022', and a 'To:' date field with the value '07/31/2022'. There are 'Continue' and 'Cancel' buttons at the top right and bottom right of the date selection area. A status bar at the bottom of the main content area indicates 'This Type 1 page took 0.39 seconds to load.'

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.