CalSAWS

CalWIN ISS

Implementation Support Services

Go-Live Packet (GLP) – Appendix E – Instructions to Add Child Care Rate

February 3, 2023

© 2022 CalSAWS Consortium. All Rights Reserved.

CalSAWS Implementation Support Services

Go-Live Packet (GLP) – Appendix E – Instructions to Add Child Care Rate

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/05/22	.01	Original	Deloitte
11/01/22	1.0	Wave 1 Go-Live	Deloitte
02/03/23	2.0	Republish – No change	ISS

TABLE OF CONTENTS

1. INSTRUCTIONS FOR ADDING CHILD CARE PROVIDER RATES AFTER GO-LIVE

- 1. Locate your Child Care Case (Sample is Contra Costa case #1B27L20).
 - a. This case is active with Certificates into the 2022 year.
 - b. Hover over the Child Care tab in the **Global navigation bar** and click Case Summary.

Case Number: 1	1B27L20			Journal 🛃 I	азкз 🌍 неір 🛛	Resources	W Page Ma	pping <mark>m</mark> In
Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports	Clieni Corres
Case S	ase Summary			ventory				
_			Case Summ	nary	Images	; Car	oture	Generate
Case Na	me		APP		County			Ц
1	<u>S</u>		Reporting		Contra Costa			1 -
- Compa	nion Cases		Wait List					
Case Nu	mber		Distributed [Documents	Case Name	2		
			Verification					
Display:			L					

Figure 1-1 – Case Summary Page

- 4 -

2. You are now on the **Child Care Focused Case Summary** page. On the left side, you will see task items specific to the Child Care Program

	Case Number: 1	IB27L20			l nonunai 🛃	газкз 🌍 негр	
Contra Costa CON9	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	s
Case Summary	Case S	ummar	У				
	_					Image	s
Case Number:	Case Na	me				County	
Person Search	<u>](</u>	<u>obs</u>				Contra Cos	sta
Case Summary							
Contact	🔻 Compa	nion Cases					
Child Care Needs	Case Nu	mber				Case Nam	e
Child Care Program							
Child Care Certificates	_						
Individual Demographics	Display:						
Relationships	05/01/2022		ew				

Figure 1-2 – Child Care Focused Case Summary Page

CalSAWS Implementation Support Services Go-Live Packet (GLP) – Appendix E – Instructions to Add Child Care Rate

- 3. Click on Child Care Certificates, to view the Child Care Certificates List page for the case.
 - a. Click the Funding Source link for the certificate you wish to update.

						Im
play by	Status:					
	All 🗸		✓ Exclude I	Rejected		
	From:		To:			
arch Results	Summary				Results 1 - 2	25 of
					123/	5.6
					1 2 2 3	20
					Add Ce	ertific
Funding Source	Child's Name	Provider	Start Date	Stop Date	Add Co	ertific
Funding Source	Child's Name Kingston 4M	Provider Keisha Gray	Start Date	Stop Date	Add Co Status	ertific
Funding Source Stage 1 Stage 1	Child's Name Kingston 4M Jamir 9M	Provider Keisha Gray Keisha Gray	Start Date	Stop Date 10/31/2022 10/31/2022	Add Co Status Approved Approved	ertific
Funding Source Stage 1 Stage 1 Stage 1	Child's Name Kingston 4M Jamir 9M Ki'Leen Rose	Provider Keisha Gray Keisha Gray Keisha Gray	Start Date 11/01/2021 11/01/2021 11/01/2021	Stop Date 10/31/2022 10/31/2022 10/31/2022	Add Co Status Approved Approved Approved	

Figure 1-3 – Child Care Certificates List Page

4. On the **Child Care Certificate Detail** page, scroll down to *Provider Name* at the bottom left of the page, and click the link for the name, this will take you to the **Resource Detail** page

*- Indicates requir	ed fields							
Ima	nges Gen	erate CSF 14	1 Gene	erate For	m Viev	v Payment Cal	culation List Cor	y Edi
Primary: sha 2	6F		Fund i Stage	ing Sou 1	rce:		Certificate ID: 4001715445	
Certificate Perio	d: <mark>*</mark>							
From: 11/01/2021	To: 10/31/	/2022						
Child's Name: *	:						Status: *	
Kingston	4M						Approved	
Activities								
Туре		Status			Begin	Date	End Date	
Other Welfare-To-	Work	Active			11/01/	2021	10/31/202	2
Schedule 🛠								
Regular								
Su Mo	Tu	We	Th	Fr	Sa	Time In	Time 0	ut
Vacation							·	
Su Mo	Tu	We	Th	Fr	Sa	Time In	Time 0	ut
Provider: 🔻		e	Service:	*			Count	y: *
Keisha Gray	-	L	arge Fan	<u>nily Day</u>	Care Hor	ne	Contra	Costa

Figure 1-4 – Child Care Certificate Detail Page

5. On the Resource Detail page, click the Services task item on the left side.

Contra Costa CON9	Case Info	Eligibility	Empl. Services	Child Care	Resource Databank	Fiscal	Special Units	Reports
Resources	Resou	rce Det	ail					
Resource Search	*- Indicat	es required	fields			Images	Direc	t Deposit
Resource Detail	Basic Inf	formation						
Vendor Information	ID:				9	itatus: *		
Approved for County Use	2000.000	.31			A	ctive		
Services	Name: *				F	ayee Name	*	
Activities	Keisha Gr	ау			k	eisha Gray		
County Impact List	eCAPS V	endor Num	ber:					
Notification List								

Figure 1-5 – Resource Detail Page

- 6. You are now on the **Service List** page; this allows you to add new services for child care providers and edit the service types that exist.
 - a. Click the Active Service Type link to go to the Service Detail page.

Service Lis	t					
					Display by	v Status: Active 🗸
Search Results	Summary					Results 1 - 1
						Add Ser
Service Type	Location of Service	Status Begin Date	End Date	Start Time	Lang.	Additional Comments
Large Family Day	ANTIOCH	Active 01/01/2018				CalWIN Conversion:

Figure 1-6 – Service List Page

7. On the Service Detail page, click the View Rate List button at the top right.

Service Detail	ervice Detail					
*- Indicates required fields	Generate Vendor Id	View Rate List	Edit	Close		
Service Information	6					
Service ID: 4(Vendor ID: Gray, Keisha					
Service Category: * Licensed Child Care	Service Type: * Large Family Da	<mark>≮</mark> y Care Home				

Figure 1-7 – Service Detail Page

- 8. This opens the Provider Rates List page:
 - a. As can be seen from the provider below, in the instance of the process Contra Costa follows, it records every single payment made to the provider.
 - b. The following instructions will end date these historical records and allow the County to proceed with payments using the functionality in CalSAWS using the accurate provider rate for age groups, times of day, rate types, and rates.
- 9. Click the Add Rate button on the top right as shown below to get to the **Provider Rate Detail** page.

ovider	Rates	List							
					_			Add Rate	Close
ovider Na isha Gray	me:				Address:				
				Date Range	e	To:			
									Vie
earch Resu	ilts Summ	ary						Results	1 - 25 of
									1 <u>2 3 N</u>
Care Type	Time	Age Group	Rate Type	Rate	Begin Date	End Date	Criteria	Incorrect Rate	
Care Type	Time	Age Group 🗢	Rate Type	Rate 🗢	Begin Date	End Date	Criteria	Incorrect Rate	
Care Type Full Time	Time Daytime	Age Group 2 to 5	Rate Type Weekly	Rate ~ 278.70	Begin Date	End Date 🗢	Criteria	Incorrect Rate	Ed
Care Type Full Time	Time Daytime Daytime	Age Group 2 to 5 2 to 5	Rate Type Weekly Weekly	Rate 278.70 1,316.48	Begin Date ▼ 11/01/2021 08/01/2021	End Date ▽	Criteria	Incorrect Rate	Ed
Care Type Full Time Full Time	Time Daytime Daytime Daytime	Age Group 2 to 5 2 to 5 Under 2	Rate Type Weekly Weekly Weekly	Rate 278.70 1,316.48 299.20	Begin Date 11/01/2021 08/01/2021 06/01/2021	End Date	Criteria	Incorrect Rate	Ed
Care Type Full Time Full Time Full Time Full Time	Time Daytime Daytime Daytime Daytime	Age Group 2 to 5 2 to 5 Under 2 6 and Over	Rate Type	Rate 278.70 1,316.48 299.20 883.55	Begin Date 11/01/2021 08/01/2021 06/01/2021 05/01/2021	End Date	Criteria	Incorrect Rate	Ed Ed Ed
Care Type Full Time Full Time Full Time Full Time Full Time	Time Daytime Daytime Daytime Daytime Daytime	Age Group 2 to 5 2 to 5 Under 2 6 and Over Under 2	Rate Type	Rate 278.70 1,316.48 299.20 883.55 1,256.64	Begin Date ↓ 11/01/2021 08/01/2021 05/01/2021 05/01/2021	End Date	Criteria	Incorrect Rate	Ed Ed Ed Ed
Care Type	Time Daytime Daytime Daytime Daytime Daytime Daytime	Age Group 2 to 5 2 to 5 Under 2 6 and Over Under 2 2 to 5	Rate Type Weekly Weekly Weekly Weekly Monthly Weekly	Rate 278.70 1,316.48 299.20 883.55 1,256.64 1,170.54	Begin Date 11/01/2021 08/01/2021 06/01/2021 05/01/2021 05/01/2021	End Date	Criteria	Incorrect Rate	Ed Ed Ed Ed Ed
Care Type Full Time Full Time Full Time Full Time Full Time Full Time	Time Daytime Daytime Daytime Daytime Daytime Daytime Daytime	Age Group 2 to 5 2 to 5 2 to 5 Under 2 6 and Over Under 2 2 to 5 Under 2	Rate Type Weekly Weekly Weekly Weekly Monthly Weekly	Rate 278.70 1,316.48 299.20 883.55 1,256.64 1,170.54 1,256.64	Begin Date 11/01/2021 08/01/2021 05/01/2021 05/01/2021 05/01/2021	End Date	Criteria	Incorrect Rate	Ed Ed Ed Ed Ed Ed
Care Type Full Time Full Time Full Time Full Time Full Time Full Time	Time Daytime Daytime Daytime Daytime Daytime Daytime Daytime Daytime	Age Group 2 to 5 2 to 5 2 to 5 Under 2 6 and Over 0 under 2 2 to 5 Under 2 Under 2	Rate Type Weekly Weekly Weekly Monthly Weekly Weekly	Rate 278.70 1,316.48 299.20 883.55 1,256.64 1,170.54 1,256.64 1,316.48	Begin Date 11/01/2021 08/01/2021 05/01/2021 05/01/2021 05/01/2021 04/01/2021	End Date	Criteria	Incorrect Rate	Ed Ed Ed Ed Ed Ed Ed Ed

Figure 1-8 – Provider Rates List Page

```
– 9 –
```

© 2022 CalSAWS Consortium. All Rights Reserved.

10. On the Provider Rate Detail page:

- a. Fill out this information accurately, with the correct information.
- b. This page is also where you will add any OPTIONAL special criteria for a certain rate, such as drop-in, not toilet-trained, before/after school, etc.
- c. Begin date should be a recent date after your county's Go-Live date to ensure that the month prior can be paid accurately.
- d. Click the Save and Return button after entering the updated information

- Indicates required fields	Save and Return Cancel
Provider Name: íeisha Gray	Address:
Age Group: * 2 to 5 v Time: * Daytime v	Rate Type: * Weekly Care Type: * Full Time
Rate: * 278.00	Rate Source: *
l egin Date: * 14/01/2022	End Date:
Additional Information:	
□Incorrect Rate	
pecial Criteria	
Drop-in 2nd Child	Add
Toilet-Trained	

Figure 1-9 – Provider Rate Detail Page

- 11. When you click the Save and Return button, the **Effective Dating Confirmation List** page will appear. This page:
 - a. Advises you that you are adding a new record, and due to this, the system will adjust the end dates for the previous records.
 - b. Shows the historical payment records and the effective end date, in this case example, 03/31/2022. This will end date ALL rates that match the basic criteria you entered for age group, rate type, time, and care type.
- 12. Click the Save button to confirm and return to the Rates List page.

This is the re	cord you have a	lded or updated:						
Care Type	Time	Age Range	Rate Type	St Cr	ecial iteria	Rate	Begiı Date	n End Date
Full Time	Daytime	2 to 5	Weekly			278.00	04/01	/2022
The system v	will make correct	ions to your additio	ns/updates:					
The system v record:	will adjust the eff	ective dates of this						
Care Type	Time	Age Range	Rate Type	Special Criteria	Rate	Begii Date	n	End Date
Full Time	Daytime	2 to 5	Weekly		299.2	02/01	/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		1282.0	2 03/01	/2021	03/31/2022
Full Time	Daytime	2 to 5	Weekly		1226.2	8 04/01	/2021	03/31/2022
ruii nine	Dautimo	2 to 5	Weekly		1170.5	4 05/01	/2021	03/31/2022
Full Time	Daytine		43		1316 /	8 08/01	/2021	03/31/2022
Full Time Full Time Full Time	Daytime	2 to 5	Weekly		1010.7	0 00/01	1/2021	00,01,2022

Figure 1-10 – Effective Dating Confirmation List Page

13. On the **Rates List** page, you will see that the new rate you added, along with the historical records that matched the criteria, now have end dates.

Care Type	Time	Age Group	Rate Type	Rate	Begin Date	End Date	Criteria	Incorrect Rate	
3∼	\bigtriangledown	\bigtriangledown	\bigtriangledown	\bigtriangledown	•	$\overline{}$		$\overline{}$	
Full Time	Daytime	2 to 5	Weekly	278.00	04/01/2022				Edit
Full Time	Daytime	2 to 5	Weekly	278.70	11/01/2021	03/31/2022			Edit
Full Time	Daytime	2 to 5	Weekly	1,316.48	08/01/2021	03/31/2022			Edit
Full Time	Daytime	Under 2	Weekly	299.20	06/01/2021				Edit
Full Time	Daytime	2 to 5	Weekly	1,170.54	05/01/2021	03/31/2022			Edit
Full Time	Daytime	Under 2	Monthly	1,256.64	05/01/2021				Edit
- 0	- ··	6 and							

Figure 1-11 – Rates List Page

CalSAWS Implementation Support Services Go-Live Packet (GLP) – Appendix E – Instructions to Add Child Care Rate

- 14. Once you are done reviewing the rates, hover over the *Child* Care tab in the **Global navigation bar** and click Case Summary.
- 15. Then select Child Care Certificates on the left side menu to return to the **Child Care Certificates List** page
- 16. When you click on the certificate you are updating, you will select the correct rate you want to pay under the *Rates* header.
- 17. Click the *Edit* button on the **Certificate Detail** page.

Child Care Certificate Det	ail	
 K- Indicates required fields Images Generate CSF 1. 	41 Generate Form View Pay	ment Calculation List Copy Edit Close
Primary:	Funding Source:	Certificate ID:

Figure 1-12 – Certificate Detail Page

18. Scroll down to the Rates section and click the Add Rate button.

Rates 😵								
	Schedule Type	Care Type	Rate Type	Provider Rate	RMR	Co-Pay		
	Regular 🗸	Full Time	Weekly	278.70	0. <u>00</u>	278.70		
Ren	nove					Add Rate		

Figure 1-13 – Certificate Detail Page – Rates Section

19. You can then select the rate that you just added to start making a payment.