



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

March 3, 2023

DATE	DOCUMENT VERSION	REVISION DESCRIPTION	AUTHOR
10/07/22	.01	Original	Deloitte
11/01/22	1.0	Wave 1 Go-Live	Deloitte
02/03/23	2.0	Republish – No change	ISS
03/02/23	2.1	Clarified that a NEW childcare certificate is needed	ISS

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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, **that Certificate will be ended the last day of the month PRIOR to Go-Live. Example: Wave 2, Certificates will end date 1/31/2023. Wave 3 Certificates will end date 3/31/2023. CalSAWS will not allow you to process payments on converted, future dated certificates. Caseworkers will need to create a new 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 shows the CalSAWS interface. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Imaging, and Log Out. The main navigation bar has tabs for Case Info, Eligibility, Empl. Services, Child Care (selected), Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The left sidebar lists various case management functions, with 'Child Care Certificates' highlighted. The main content area is titled 'Child Care Certificates List' and includes search filters for Status (All), From, To, and an 'Exclude Rejected' checkbox. Below the filters is a 'Search Results Summary' section showing 'Results 1 - 25 of 134'. The table below lists certificates with columns: Funding Source, Child's Name, Provider, Start Date, Stop Date, and Status. The first row shows 'Stage 1' as the funding source, with a status of 'Approved'.

Funding Source	Child's Name	Provider	Start Date	Stop Date	Status
Stage 1			11/09/2022	11/30/2022	Approved
Stage 1			11/09/2022	11/30/2022	Approved
Stage 1			11/09/2022	11/30/2022	Approved

Figure 2-1 – Child Care Certificates List Page

CalSAWS

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

Generate CSF 141

Generate Form

View Payment Calculation List

Copy

Edit

Close

Primary:

Funding Source:

Certificate ID:

Certificate Period: *

From: 11/09/2022 To: 11/30/2022

Child's Name: *

Status: *

Approved

Schedule *

Regular

Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out
----	----	----	----	----	----	----	---------	----------

Vacation

Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out
----	----	----	----	----	----	----	---------	----------

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	Monthly	323.94	0.00	323.94

Figure 2-2 – Child Care Certificate Detail Page

The screenshot displays the CalSAWS web application interface. The top navigation bar includes the CalSAWS logo, case information fields, and links for Journal, Tasks, Help, Resources, Page Mapping, Imaging, and Log Out. The main navigation bar features tabs for Case Info, Eligibility, Empl. Services, Child Care (selected), Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The left sidebar contains a 'Case Summary' section with a 'Go' button and a list of navigation links: 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' and contains a 'New Certificate Period: *' section with 'From' and 'To' date pickers. The 'From' date is set to 07/08/2022 and the 'To' date is set to 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 indicates 'This Type 1 page took 0.39 seconds to load.'

Figure 2-3 – Select Certificate Period 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

Save And Copy

Save

Cancel

Primary:

Funding Source: C3AP

Certificate ID:

Certificate Period: *

From: 07/08/2022 To: 07/31/2022

Clear

Child's Name: *

Activities

Type	Status	Begin Date	End Date
<div>Select</div>			

Schedule *

Regular

	Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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%	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Vacation

	Su	Mo	Tu	We	Th	Fr	Sa	Time In	Time Out
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Remove

Add

☒ Variable

Provider:

Select

Service:

County:

Payee:

Same as Provider

Backup Provider:

No

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.