



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

– 1 –

CalSAWS Implementation Support Services

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

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 displays the CalSAWS interface for the 'Child Care Certificates List'. The top navigation bar includes 'Case Info', 'Eligibility', 'Empl. Services', 'Child Care', 'Resource Databank', 'Fiscal', 'Special Units', 'Reports', 'Client Corresp.', and 'Admin Tools'. The left sidebar lists various case management options, with 'Child Care Certificates' currently selected. The main area features a search filter for 'Status' (set to 'All') and a checkbox for 'Exclude Rejected'. Below this is a 'Search Results Summary' section showing 'Results 1 - 25 of 134'. The table below lists certificates with columns for 'Funding Source', 'Child's Name', 'Provider', 'Start Date', 'Stop Date', and 'Status'. The first row shows a certificate with 'Funding Source' 'Stage 1' (highlighted in red), 'Start Date' 11/09/2022, 'Stop Date' 11/30/2022, and 'Status' 'Approved'. Each row includes an 'Edit' button.

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

Figure 2-1 – Child Care Certificates List Page

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:** Stage 1 **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: *** Contra Costa

Payee: * Same as Provider **Backup 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

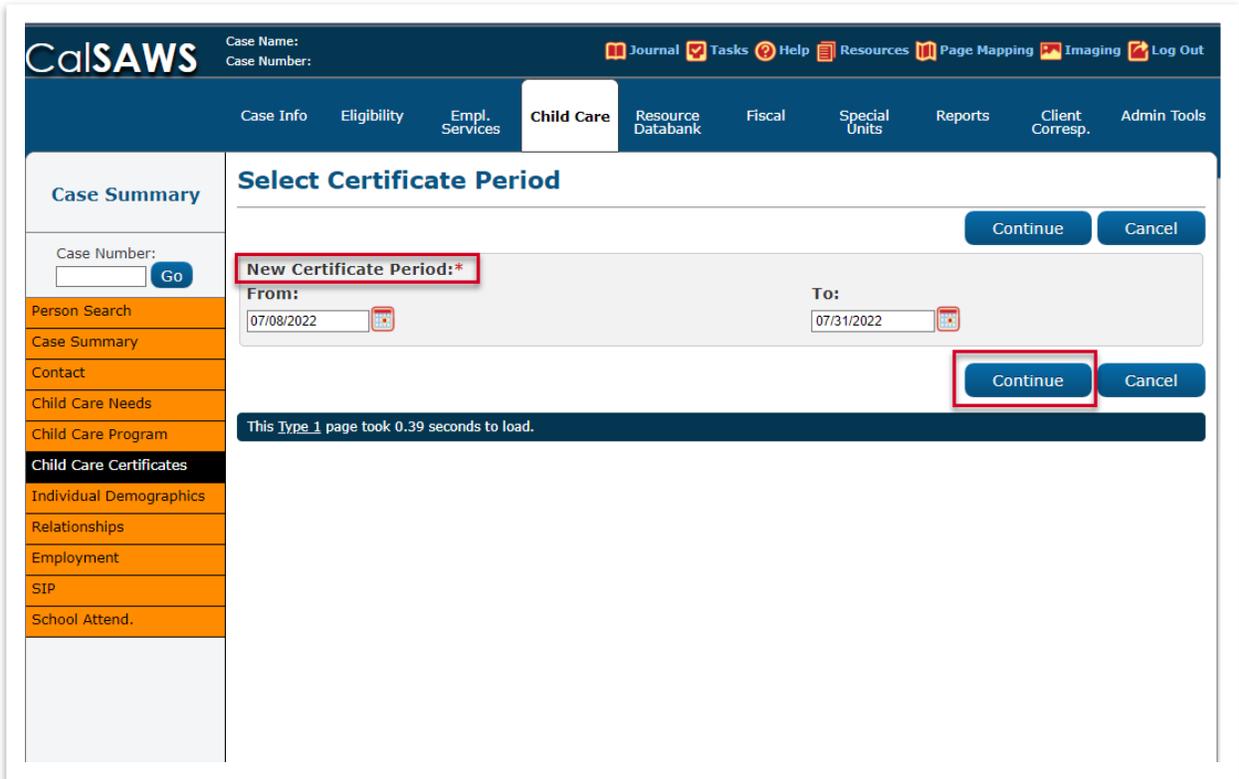


Figure 2-3 – Select Certificate Period Page

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 **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
Select			

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"/>									

Remove **Add**

Variable

Provider: * **Select** Service: * County: *

Payee: * Backup Provider: *

Same as 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.