



## **CalWIN ISS**

**Implementation Support Services**

# **Case Review Report and Guide (CRG)**

Go-Live Packet (GLP) – Appendix G03–  
Guide #3: Update Child Care Service Detail

February 3, 2023

## CalSAWS Implementation Support Services

### Go-Live Packet (GLP) – Appendix G03– Guide #3: Update Child Care Service Detail

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**TABLE OF CONTENTS**

<b>1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
<b>2</b>	<b>BACKGROUND .....</b>	<b>5</b>
<b>3</b>	<b>IMPACT ANALYSIS.....</b>	<b>6</b>
<b>4</b>	<b>CLEAN-UP INSTRUCTIONS .....</b>	<b>9</b>
<b>5</b>	<b>ADDITIONAL INFORMATION .....</b>	<b>10</b>

## 1 INTRODUCTION

This guide provides detailed actions that end users will be required to take to update the mandatory fields on the **Service Detail** page of Child Care Program.

## 2 BACKGROUND

The mandatory fields *Pay Type Code* and *License Number* may be missing from the **Service Detail** page of Child Care Program.

### 3 IMPACT ANALYSIS

This impacts all child care cases for all counties that use the child care program. These counties will have to update the license number to issue a payment. In the absence of this information, the child care certification is impacted which subsequently impacts case eligibility.

**Impacted Counties:** Contra Costa, Fresno, Orange, San Diego, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, and Sonoma

The screenshot displays the CalSAWS interface. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Images, DCFS Images, 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.

On the left sidebar, the 'Child Care Certificates' option is highlighted. The main content area is titled 'Child Care Certificates List'. It features search filters: 'Display by' (set to All), 'Status' (dropdown), 'From' (calendar), 'To' (calendar), and a checkbox for 'Exclude Rejected'. A 'View' button is present. Below the filters is a 'Search Results Summary' section showing 'Results 1 - 7 of 7' and an 'Add Certificate' button.

Funding Source	Child's Name	Provider	Start Date	Stop Date	Status	Action
			02/01/2020	02/29/2020	Approved	<a href="#">Edit</a>
			01/01/2020	01/31/2020	Approved	<a href="#">Edit</a>
			12/01/2019	12/31/2019	Approved	<a href="#">Edit</a>
			11/01/2019	11/30/2019	Approved	<a href="#">Edit</a>
			10/01/2019	10/31/2019	Approved	<a href="#">Edit</a>
			09/01/2019	09/30/2019	Approved	<a href="#">Edit</a>
			08/01/2019	08/31/2019	Approved	<a href="#">Edit</a>

Figure 3-1 – Child Care Certificates List Page

CalSAWS

Case Name:

Case Number:

Journal

Tasks

Help

Resources

Page Mapping

Images

DCFS Images

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

Save And Copy

Save

Cancel

\* Indicates required fields

Primary:

Funding Source:

Certificate ID:

Certificate Period: \*

From: 02/01/2020 To: 02/29/2020

Child's Name: \*

Status: \*

Approved

Activities

Type	Status	Begin Date	End Date
<input type="checkbox"/> WTW Retention Services	Closed	02/01/2020	05/31/2020

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

Figure 3-2 – Child Care Certificate Detail Page

CalSAWS

[Journal](#)
[Tasks](#)
[Help](#)
[Resources](#)
[Page Mapping](#)
[Images](#)
[DCFS Images](#)
[Log Out](#)

Case Info

Eligibility

Empl. Services

Child Care

Resource Databank

Fiscal

Special Units

Reports

Client Corresp.

Admin Tools

Start Date: \*

01/01/2018

End Date:

Status: \*

Active

Status Date:

QRIS Participation:

No QRIS in Providers Area

Accreditation Status:

Information Unavailable

Hours of Operation:

Total Hours of Operation per Week:

Pay Type Code: \*

Additional Comments:

CalWIN Conversion: Source Service Description:Child Care

Contact Person Name:

Worker ID: \*

07LS005F0E

Licensed Child Care Information

License Number: \*

Effective Date:

08/14/2018

Expiration Date:

Contract Information

Is this Service contracted (and no contracted Activities exist)? \*

No

Generate Vendor Id

View Rate List

Edit

Close

Figure 3-3 – Service Detail Page



#### 4 CLEAN-UP INSTRUCTIONS

1. Place the cursor over *Child Care* on the **Global** navigation bar.
2. Select *Case Summary* from the **Local** navigator.
3. Click the *Child Care Certificates* link in the **Utility** navigation bar to access the **Child Care Certificates List** page.
4. Click the *Edit* button on the desired child care certificate.
5. Click the hyperlink under the *Service* field to access the **Service Detail** page.
6. Click the *Edit* button.
7. Update the *Pay Type Code* and *License Number* fields per county policy.
8. Click the *Save* button to confirm updates.

## 5 ADDITIONAL INFORMATION

Not applicable.