

Child Care Statewide Administration on Web (CSAW) User Guide

Authorization Management

Expected Outcome

The goal of the CSAW User Guide is to provide child care workers with instructions for using and navigating through the Authorization Management screens.

Objectives

Upon completion of this guide, you will be able to:

- View, create and modify authorizations
 - View School Bank hours/Identify a School Age Child
 - Track Parent Education
 - View case utilization information
-

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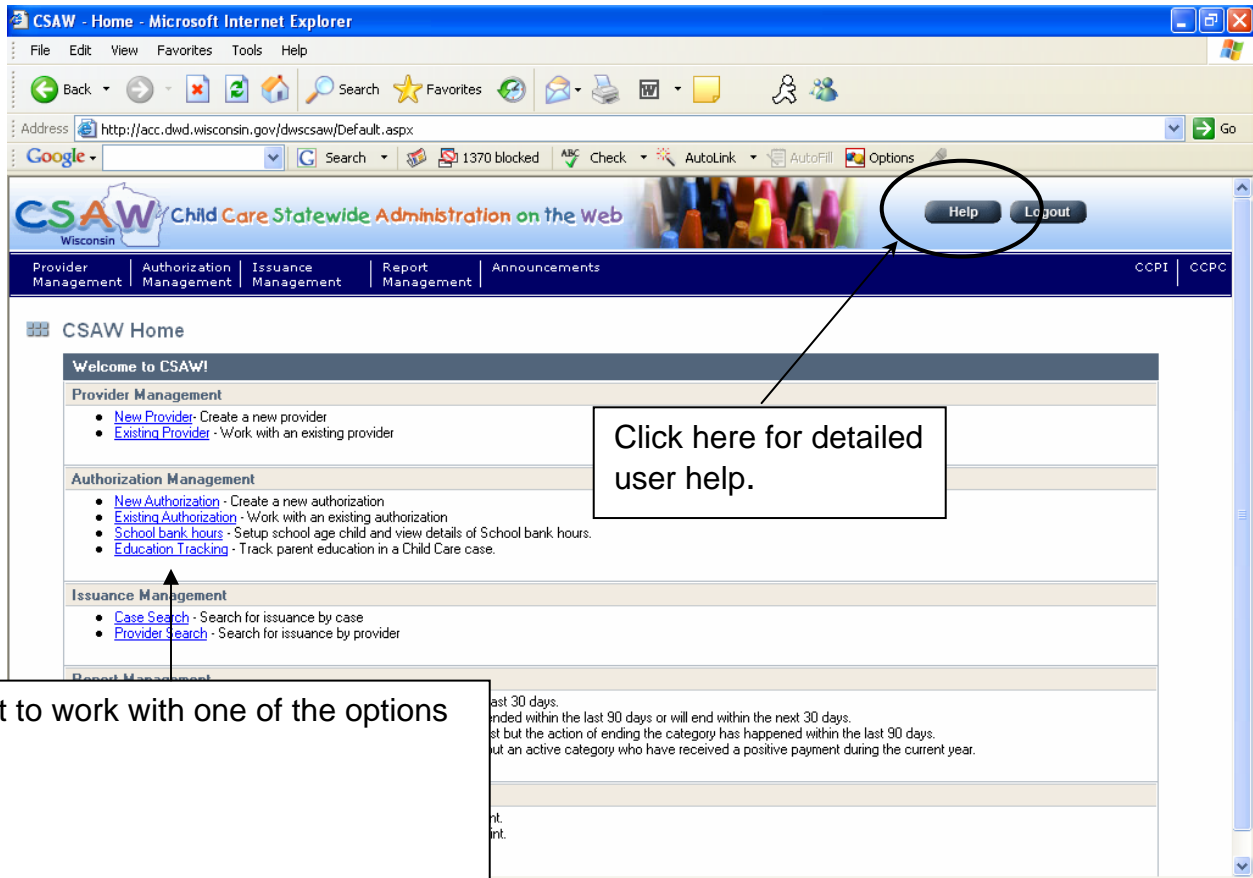
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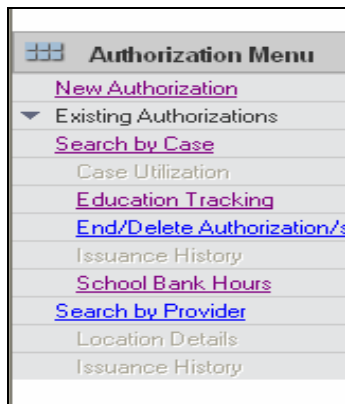
Accessing Authorization Management

On the CSAW home page, click on the Authorization Management Link located on the left side of the blue menu bar or click on the desired link under Authorization Management heading.



CSAW Navigation

On the left side of the screen, a navigation menu lists links to all Authorization Management pages.



- The navigation menu gives the user easy access to the various Authorization screens
- Links will be activated based on the Case and/or Provider selected.

Searching for an Authorization

The Home page has the following links:

New Authorization: When selected, takes user to case Search page and once the case number (or other search criteria) has been entered, the List of Recent Authorizations will display.

Existing Authorization: When selected, takes user to a case Search page and once the case has been identified List of Authorizations for a Case page will display. Users can view or modify existing authorizations for a case.

School Bank Hours: When selected, takes user to individual Search page. User can search on case or individual to identify as school age.

Education Tracking: This page will take the user to individual Search page and once the individual has been identified, the Education Tracking page will display.

Search Methods:

The following search methods can be used when searching with First and Last name combinations.

1. **Starts with...** When the user clicks this option, the search will include all people who have the search criteria in their names.

Example: You are looking for a people whose last name is Johnson, but

you are not sure if the first name is Mary or Martha. Enter “Ma” in the First Name field and “Johnson” in the Last Name Field. The results will list all individuals whose last name is Johnson and whose first name starts with “Ma..”, such as Martha, Marla, Mary, etc. If you are not sure how “Johnson” is spelled in the system, you can search by entering just “Jo...” in the last name field. This will bring up all last names that starts with “Jo...”, such as Jones, Jonson, etc.

2. **Sounds like...**When clicking on this option, the system will bring up all individuals whose names sound similar to the one that is being searched.

Example: Mary Johnson is entered in the First and Last Name fields and the ‘sounds like...’ is clicked. The system will bring individuals such as Margaret Johnson, Marla Janssen, etc.

3. **Exact...** When the user chooses this option, the system will bring up the individuals whose names perfectly match the name that is being searched.

Advanced Search on Providers: Check this box to get listing of cross-matches based on the Business and Individual Name. This feature can be used when searching by any of the numbers or names. It also brings duplicate provider numbers if they exist.

A Helpful Hint: Searching by using case, pin, provider or tax number will bring the most accurate search results.

Searching for Authorizations by Provider Number

The provider can be searched by the following ways:

- The fastest way to find a provider is to use the 10-digit provider number.
- If the provider number is not known, search by using the provider’s Tax ID Number (either an SSN or FEIN).
- If the provider is licensed and knows his/her facility number, enter the number in the Facility ID field.
- If none of the above numbers are known, conduct a search by using the provider’s first or last names. To narrow the search, it is better to use both names at the same time. See [Search Methods](#) for further information on page 4.

Search For a Provider

Search Criteria

Advanced Search Check this box to get a listing of crossmatches based on the Business and Individual Name.

Provider Number (Enter 10 Digits)

Location Number

Tax ID Number (Enter 9 Digits)

Facility ID

Name search method Starts With Sounds Like Exact

First Name

Last Name

Business Name

Location Name

Payee Name

Search >

Criteria entered in this section must match exactly as entered. (Provider Number must be entered to search by Location Number)

The following error has occurred

Provider Number: This field must be 10 digits in length and numeric.

Search For a Provider

Search Criteria

Advanced Search Check this box to get a listing of crossmatches based on the Business and Individual Name.

Provider Number (Enter 10 Digits) !

Location Number

Tax ID Number (Enter 9 Digits)

Facility ID

Name search method Starts With Sounds Like Exact

First Name

Last Name

Business Name

Location Name

Payee Name

If an error is found in a field, a message will appear and the field will be highlighted. The error must be corrected before you can continue. Or you can click on another link and go to that page without saving the entered data.

A list of possible providers and locations will be displayed. Click on either the provider number or the location number to access List of Authorizations for a Location page.

List of Authorizations for a Provider Location/Site

If the user clicks on the location number from the Search Results page, the user will be taken to List of Authorizations for a Location.

This page lists authorizations for the last 6 months.

The screenshot shows the 'List of Authorizations for a Location' page in a Microsoft Internet Explorer browser. The page title is 'CSAW - List of Authorizations for a Location - Microsoft Internet Explorer'. The address bar shows the URL: http://acc.dwd.wisconsin.gov/DW5CSAW/authorization/ListAuthForPriv.aspx?PROVIDER_NUM=3800036813&LOCATION_SEQ_NUM=001. The page has a navigation menu on the left with options like 'New Authorization', 'Existing Authorizations', 'Search by Case', 'Case Utilization', 'Education Tracking', and 'Find/Delete Authorization'. The main content area is titled 'List of Authorizations for a Location' and includes a 'Printable' link. Below the title is an 'Authorization Period' section with 'Begin Date' (01/31/2006) and 'End Date' fields, a 'Search >' button, and a checkbox for 'Include deleted authorizations'. Below this is a 'Provider Details' section with fields for 'Provider #', 'Provider Name', 'Phone #', 'Location Name', and 'Address'. The 'List of Authorizations for the Provider Location as of 01/31/06' section contains a table with columns: Child's Name, DOB, CATG, COPAY TYPE, AUTH TYPE, RATE TYPE, BEGIN DATE, END DATE, HRS, REL, SPL IND, TRM IND. The table lists three children: Jane Jones, Jerry Jones, and Joan Jones. Below the table is another 'Case No.' section with details for a different case.

Begin Date is defaulted to list authorizations for the last 6 months. By changing this date, the user can view past/future authorizations.

Many screens in CSAW have 'printable' version of the screens making it convenient for the worker to give a copy to the client or the provider.

By clicking the child's name, the user can access the List of Authorizations for a Child page

Child's Name	DOB	CATG	COPAY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	REL	SPL IND	TRM IND
Jane Jones	04/01/04	LFAM	REG	A	R	04/09/06	07/29/06	25	N	N	
Jerry Jones	04/01/01	LFAM	REG	A	R	02/26/06	07/29/06	25	N	N	
Joan Jones	04/01/02	LFAM	REG	E	O	02/26/06	07/29/06	45	N	N	

Searching for Authorizations by Case Number

Use this page to perform a search to identify a case. There are no required entries on this page so the user may search using the details that are available. After you have entered the case information you are searching, click on the Search button at the bottom of the page. If an exact match is found, the List of Authorizations for a Case page will be returned. Otherwise, the search page will be redisplayed with potential matches at the top of the page. Click on the case number in the Search Results section of the page if you have found the case you want. If not, you can enter new information to search again. Searching for and selecting a case is the first step in creating a new authorization or viewing or modifying existing authorizations.

To access this page, click on New Authorization or Existing Authorization on the CSAW Home Page. It also displays when you click on Search by Case on the Authorization menu or the Issuance menu.

The fastest way to find a case is by using the Case Number, SSN or PIN.

See [‘search methods’](#) to learn about the different options when searching by using name(s).

The screenshot shows the 'Search for Case' interface. The 'Search Criteria' section includes the following fields and options:

- Name search method: Start With, Sounds Like, Exact
- Case Number:
- First Name:
- Last Name:
- SSN:
- PIN:

List of Authorizations for a Case

This page lists all currently open authorizations for a case. Enter a date range to see all authorizations that were open during a specific time period. There is also an option to include deleted authorizations in the display.

To access this page, conduct a Search by Case on the Authorization Menu and have searched for and selected a case.

Begin Date * 5/22/2006
When you enter the Begin Date only than the Begin Date will be displayed.

End Date
When you enter both a Begin and End time period entered will display.

Deleted Authorizations

700388562
 Closed
 CTB87

Primary Person Jimmy Jones
Review Date N/A
SMRF Date N/A

List of Authorizations for the Case as of 05/22/06

Child's Name	DOB	CATG	COPY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	REL	SPL IND	TRM
Provider # / Name: 3800036813 - Sugar And Spice Day Care Location # / Name: 001 - Sugar And Spice Day Care New Authorization Phone #: (608) 283-3030											
Jane Jones	04/01/04	LFAM	REG	A	R	04/09/06	07/29/06	25	N	N	
Jerry Jones	04/01/01	LFAM	REG	A	R	02/26/06	07/29/06	25	N	N	
Joan Jones	04/01/02	LFAM	REG	E	O	02/26/06	07/29/06	45	N	N	
Provider # / Name: 7800039267 - Unregulated Provider Location # / Name: 001 - Unregulated Provider New Authorization Phone #:											

Begin Date is defaulted to list authorizations for the last 6 months. By changing this date, the user can view past/future authorizations.

Many screens in CSAW have 'printable version of the screens making it convenient for the worker to give a copy to the client or the provider.

By clicking the child's name, the user can access the List of Authorizations for a Child page

List of Authorizations for a Child (by provider)

This page lists all authorizations for a child in a chronological order listing the latest on top.

Case Details

Case Number	6700388562	Agency	40
AG Status	Open	Primary Person	Jimmy Jones
Auth Worker ID	XCTB87	Review Date	2/28/2007
		SMRF Date	8/31/2006

Child Details

Child's Name	Jane Jones	DOB	04/01/2004
PIN	6100803551	SSN	879-65-2412

Location Details

Provider #	3800036813	Location #	001
Provider Name	Sugar And Spice Day Care	Location Name	Sugar And Spice Day Care
Phone #	(608) 283-3030	Address	256 W Main Milwaukee WI 53333

List of Authorizations for the Child for the Location as of 01/31/06

AUTH #	CATG	CDPAY TYPE	AUTH TYPE	RATE TYPE	AUTH BEGIN DATE	AUTH END DATE	HRS	REL	SPL IND	TRM
1800295791	LFAM	REG	A	R	04/09/06	07/29/06	25	N	N	

Rate Details

Rate Begin Dt	Rate End Dt	Rate
04/09/06	07/29/06	5.34

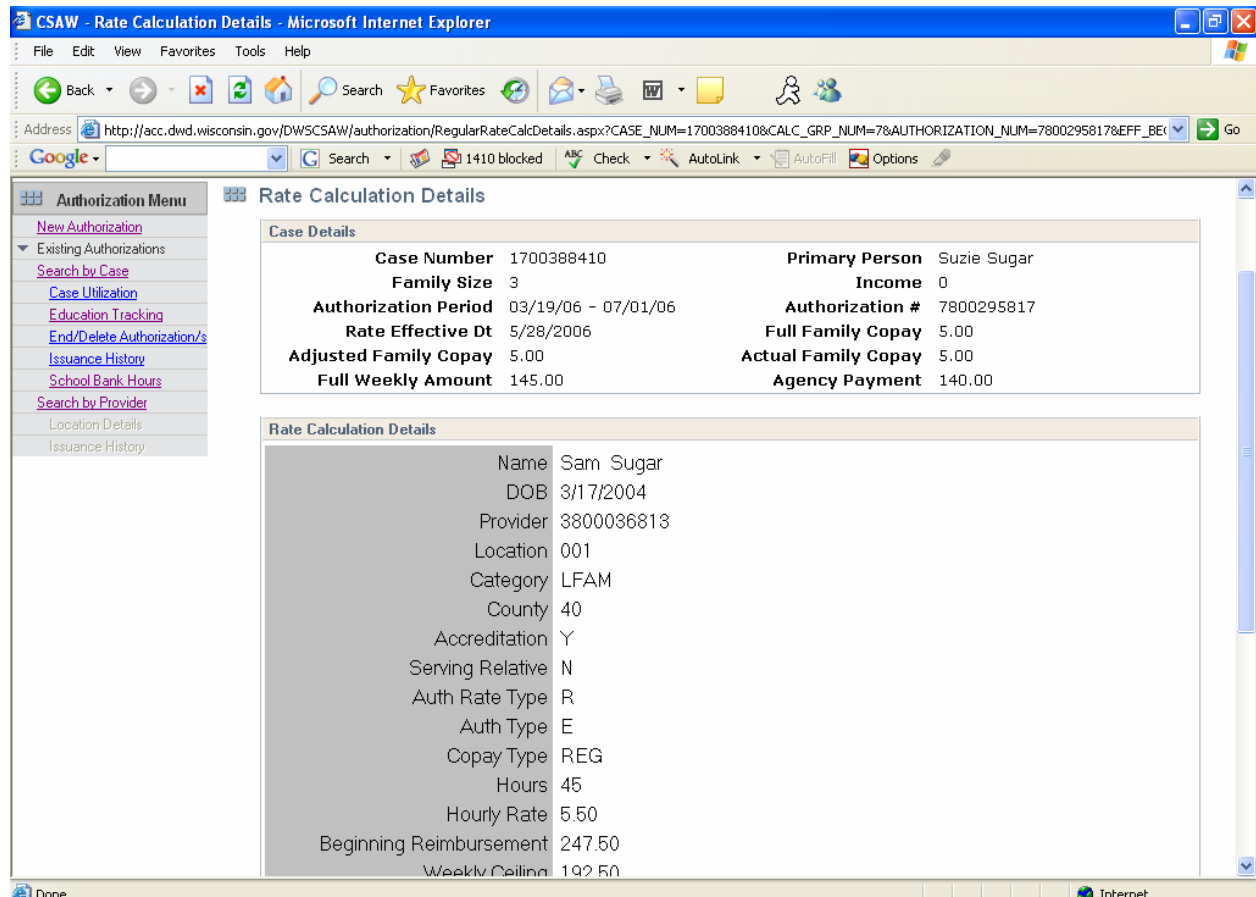
Rate Details

Rate Begin Dt	Rate End Dt	Rate
03/26/06	04/08/06	145.71
03/19/06	03/25/06	145.71

Click on the rate to find out how the authorized rate was calculated.

Rate Calculation Details

The screen print below shows how the system has calculated the authorization amount.



The table below explains the fields on this screen:

Case Details Heading	
Field Name	Description
Case number	System assigned 10-digit case number. There can be only one case number by SSN (One individual can be in multiple cases)
Primary Person	Name of the primary person of the case
Family Size	The number of individuals in the assistance group
Income	Income of the assistance group used to calculate the authorization amount
Authorization Period	Indicates the dates the authorization is valid
Authorization number	System assigned authorization number. Each authorization has a unique number.
Rate Effective Date	The effective date of the authorized rate
Full Family Copay	The co pay amount for the entire assistance group
Adjusted Co-pay	Copay amount for the family, including a reduced copay for some children depending on copay types.
Actual Family Co-pay	The Actual copay considering other factors like part-time authorizations etc.

Full Weekly Amount	When calculating authorizations for licensed providers, the system compares the Beginning Reimbursement Rate, the agency maximum weekly ceiling and the provider’s private-pay price and chooses the lower of the three. The lowest amount is the Full Weekly Amount
Agency Payment	The actual amount that the subsidy will pay to the provider

Rate Calculation Details Heading	
Field Name	Description
Name	Name of the authorized child
DOB	Date of Birth of the child
Provider Number	10-digit provider number to whom the child is authorized
Location Number	3-digit location number of the site where the child is attending.
Category	Regulatory status of the authorized provider. Values are: LGRP = licensed group LFAM = licensed family PROC = provisionally certified REGC = regularly certified IHPC = in-home provisionally certified (child’s home) IHRC = in-home regularly certified (child’s home) PSCH = school age program operated by a public school CSAP = certified school age program UNRG = unregulated provider
County	County number of the case county
Accreditation	A “Y” is displayed if the provider is accredited. “N” if provider is not accredited. Note: The weekly county max is raised by 10% for accredited providers.
Serving Relatives	If a “Y” is displayed, the provider is related to all children in care. This field is retrieved from CCPC “Serving related children only” and if it is set at “Y” for a REGC provider, the system will pay that provider at PROC rate.
Auth Rate Type	R = regular rate BA = before and after school rate. Must be used for a part-time authorization for children >7 years if number of authorized hours is less than 21. Can be used for younger children if the provider BA rate exists. C = certified O = other
Auth Type	Values are: A = attendance based E = enrollment based
Co-pay Type	The values are: FOS = foster child FST = FSET KIN = kinship care LNF = Learnfare

	<p>NCK = non-court ordered kinship PSP = public school provider – Milwaukee only REG = Regular THS = teen high school WWE = W2 employment ended, unsubsidized employment began.</p>
Hours	Number of hours the child is authorized to attend a site
Hourly Rate	County maximum hourly rate by age group is displayed here
Beginning Reimbursement	Hourly Rate multiplied by number of authorized hours.
Weekly Ceiling	The county/tribal maximum weekly ceiling (accredited ceiling is increased by 10%)
Provider Price	The provider's private rate for the age group. Applies to licensed/cert school age/public school programs only.
Lowest Weekly	The system compares the county weekly ceiling with providers private price and beginning reimbursement rates, and chooses the lowest of the three.
Adjusted Sum of Lowest Weekly	If there is only one child authorized for a case, the Lowest Weekly rate is displayed here. If there are more than one child, the sum of Lowest Weekly prices for all children are summarized here.
% Full Cost	For a case with one child only, 100% will display here. If there is more than one child, the system assigns percentage based on number of hours each child is authorized.
Adjusted Agency Payment	Calculated weekly payment will be displayed here if there is only one child in a case. If there are multiple children, sum of Calculated Weekly Payments is displayed here.
Calculated Weekly Payment	The final weekly amount (Lowest weekly amount – copay)
Calculated Rate	The calculated rate is the rate calculated based on the all the current criteria used to calculate the authorization amount (provider price, co-pay, accredited/not accredited, etc). If the new calculated rate change is less than \$3/wk or \$.05/hr - the old rate (based on old criteria) will be used. The rate that will actually be used is the Effective Rate.
Effective Rate	The Effective Rate is the amount that the provider will be paid and the amount communicated to the provider in notices. The Effective Rate may be different from the Calculated Rate. If the Calculated Rate amount does not change from the previous Effective Rate by more than \$3.00/wk for enrollment authorizations or \$0.05/hr for attendance based authorizations, the previous Effective Rate will continue to be used

The screen looks slightly different for retro/zero hr authorization calculation.

See the Day Care Manual, chapter 3, section 2.5.0 for more information on how authorization rates are calculated.

Creating New Authorizations

To create a new authorization for the existing provider, click on the New Authorization link from the navigation menu. The user will be taken to the case search page, when a case is searched for and selected, the List of Authorizations for a Case page (if authorizations exist) will display. If the case has no previous authorizations, click on Authorize to a New Provider Location and the Search for a Provider page will display. After you have searched for and selected a provider, the New Authorization page will be displayed.

If previous authorizations exist, but the worker wants to create an authorization to a new provider, click on the Authorize to a New Provider Location link on the lower right-hand corner of the screen. This link will take the user to the Provider Search screen and once the provider has been identified, the user will be taken to New Authorization page. Note: if the parent is switching providers, the authorization to the old provider must be end-dated. There should not be overlap between the two authorizations.

The screenshot shows the CSAW web application interface. At the top, there is a header with the CSAW logo and navigation buttons for 'Help' and 'Logout'. Below the header is a navigation bar with 'Provider Management' and 'Authorization Management' tabs. On the left, there is an 'Authorization Menu' with options: 'New Authorization', 'Existing Authorizations', 'Search by Case', 'Search by Provider', and 'School Bank Hours'. The main content area is titled 'List of Recent Authorizations' and displays 'Case Details' for Case Number 3000333835, which is 'Open'. Below this, it shows 'List of Recent Authorizations for the Case' with a table of authorizations. The table has columns: Child's Name, DOB, CATG, COPAY TYPE, AUTH TYPE, RATE TYPE, BEGIN DATE, END DATE, HRS, REL, SPL, and AUTH #. Two rows are visible: Benny Baker and Brian Baker. A 'New Authorization' link is present next to the table. At the bottom right, there is a link 'Authorize to a New Provider Location'. Annotations with arrows point to these links, explaining their functions.

Click on [New Authorization](#) to create an authorization for a provider listed on the page.

Click on [Authorize to a New Provider Location](#) to create a new authorization with a different provider. This will take you into CSAW Provider Management to search for a provider.

Below is a screen print of the New Authorization screen:

The table below explains the key fields on this screen:

Field Name	Description
Child's Name	Name of child to be authorized
DOB	Date of Birth of the authorized child
Scl Ind	School Age Indicator: "Y" is displayed if the child is identified as a school age child. Children 5 and older are defaulted to a "Y". If the worker needs to change the school age status for a child, click on "y" or "n" to access the School Bank Hours page.
CoPay Type	This field indicates various co-pay types. Click on the pull-down menu to find the desired value. To find the explanation for each copay type, click on the reference table icon on the right side of the pull-down menu. Values are: FST – FSET KIN – Kinship care LNF – Learnfare NCK – Non court-ordered Kinship care PSP – Public school provider REG – Regular THS – Teen High School WWE – W-2 employment ended, unsubsidized employment began.
Auth Type	Choose "A" for attendance based or "E" for enrollment based authorization. Certified providers can be authorized on

	attendance basis only.
Rate Type	<p>Choose the Rate type to be used. Values are for licensed providers:</p> <p>Regular – used for full-time care and for part-time care for children under 4.</p> <p>Before and After – This rate must be used for part-time authorizations (less than 21 hours/week) for children over 7. This rate can be used for younger children for part time care if the provider BA rate exists. The provider B/A rate must be entered in the Provider Management Rate screen before an authorization can be created. If no rate exists, an error message will display.</p> <p>Other – The worker manually calculates the weekly rate and enters it here. See operation memo 05-47 for further information.</p> <p>Certified providers:</p> <p>Other – see above</p> <p>Certified – certified rate</p>
Begin Date	Enter the date the authorization begins. This date must be a Sunday.
End Date	Enter the date the authorization ends. This date must be a Saturday.
Hrs	Enter the number of hours the child is authorized to attend care.
Amt	<p>For the following types of authorizations, the amount must be manually calculated:</p> <ol style="list-style-type: none"> 1. If 'Other' rate is used. 2. The authorization is for a special needs child. 3. The care is provided in the child's home (For category types IHRC/IHPC).
Rel	Check this box if the child is related to the provider. This field does not have effect on rate calculation.
SPL NDS	Click in this box to indicate a special needs authorization. A check mark will appear. When this box is selected, the rate must be manually calculated and entered into the Amount field.
Add	Click to add the authorization. The user will be taken to Confirm Authorizations page
Back to Previous Page	Click on this button to return to the previous page without adding the authorization.

Once the authorization has been created, the user is taken to the Confirmation page where the user can confirm the authorizations. If this is not done by end of the work day, the system will automatically delete the unconfirmed authorizations. If there are multiple children in a case, confirm all authorizations at one time (not separately).

Delete/End Authorization

The quickest way to delete or end-date an authorization:

Click on the End/Delete Authorizations link in the left-side navigation menu. The following page will display:

End/Delete Authorization

Case Details

Case Number 1700388410 **Agency** 40
AG Status Open **Primary Person** Suzie Sugar
Auth Worker ID XCTB87 **Review Date** 2/28/2007
SMRF Date 8/31/2006

List of Authorizations for this Provider Location as of 02/21/06

Provider # / Name: 3800036813 - Sugar And Spice Day Care
Location # / Name: 001 - Sugar And Spice Day Care
Phone #: (608) 283-3030

Child's Name	Dob	Catg	Copay Type	Auth Type	Rate Type	Begin Date	End Date	Hrs	Rel	Spl	Ind	Delete?	Delete Reason
Sam Sugar	3/17/2004	LFAM	REG	A	R	7/2/2006	8/26/2006	10	N	N		<input type="checkbox"/>	
Sam Sugar	3/17/2004	LFAM	REG	A	R	7/2/2006	7/29/2006	35	N	N		<input type="checkbox"/>	
Sam Sugar	3/17/2004	LFAM	REG	E	R	5/28/2006	7/1/2006	45	N	N		<input type="checkbox"/>	
Sam Sugar	3/17/2004	LFAM	REG	A	R	3/12/2006	3/18/2006	5	N	N		<input type="checkbox"/>	
Sam Sugar	3/17/2004	LFAM	REG	A	R	2/26/2006	3/11/2006	2	N	N		<input type="checkbox"/>	
Sandy Sugar	6/6/2003	LFAM	REG	E	R	7/2/2006	8/26/2006	45	N	N		<input type="checkbox"/>	
Sandy Sugar	6/6/2003	LFAM	REG	E	R	5/28/2006	7/1/2006	45	N	N		<input type="checkbox"/>	

In the End Date field, enter the desired end-date. This date must be within the current authorization period. The end date cannot be a date within a period in which attendance has already been entered.

If the authorization needs to be deleted, click the check box below Delete Heading and choose a Delete reason code from the pull-down menu. Note: the delete reason is there to prevent accidental deletions. No reports or queries are run from the reason codes. Then click Submit. The user will be taken back to List of Authorizations for a Case page.

Edits: If attendance has already been entered for the authorization, the system will not let the user delete it. In this case, the authorization must be end-dated instead.

You can also delete/end date an authorization by going into the Modify Authorization page.

CSAW - List of Authorizations for a Case - Microsoft Internet Explorer

Address: http://acc.dwd.wisconsin.gov/DWSCSAW/Authorization/ListAuthForCase.aspx?CASE_NUM=1700388410&CONFIRM_IND=Y

Begin Date * 2/13/2006
When you enter the Begin Date only, authorizations with an End Date that is greater than the Begin Date will be displayed.

End Date
When you enter both a Begin and End Date, authorizations that span any part of the time period entered will display.

Include deleted authorizations

Case Details

Case Number	1700388410	Agency	40
AG Status	Open	Primary Person	Suzie Sugar
Auth Worker ID	XCTB87	Review Date	2/28/2007
		SMRF Date	8/31/2006

List of Authorizations for the Case as of 02/13/06

Child's Name	DOB	CATG	COPAY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	REL	SPL IND	TRM
Provider # / Name: 3800036813 - Sugar And Spice Day Care											
Location # / Name: 001 - Sugar And Spice Day Care New Authorization											
Phone #: (608) 283-3030											
Sam Sugar	03/17/04	LFAM	REG	A	R	07/02/06	07/29/06	35	N	N	
Sam Sugar	03/17/04	LFAM	REG	E	R	05/28/06	07/01/06	45	N	N	
Sam Sugar	03/17/04	LFAM	REG	A	R	03/12/06	03/18/06	5	N	N	
Sam Sugar	03/17/04	LFAM	REG	A	R	02/26/06	03/11/06	2	N	N	
Sandy Sugar	06/06/03	LFAM	REG	E	R	05/28/06	07/01/06	45	N	N	
Sandy Sugar	06/06/03	LFAM	REG	E	O	02/26/06	05/27/06	45	N	N	

* Indicates the authorization is in pending status. If not confirmed by end of the day, authorizations will be deleted. Click [here](#) to go to confirmation page.

Access the List of Authorizations for a Case page. Click on the Modify icon (pencil) on the right to access the Modify Authorization page:

Once on Modify Authorization page, click on the Delete check box and choose the Delete Reason from the pull-down menu. Note: the delete reason is there to prevent accidental deletions. No reports or queries are run from the reason codes. Then click Modify. The user will be taken back to List of Authorizations for a Case page.

Edits: If attendance has already been entered for the authorization, the system will not let the user delete it. In this case, the authorization must be end-dated instead.

To end an authorization, change the end date to a desired date. The end date cannot be a date within a period in which attendance has already been entered.

Modify Authorization

Authorization Details

Case Number: 1700388410
 AG Status: Open
 Child's Name: Sam Sugar
 PIN: 1100803335
 Provider #: 3800036813
 Provider Name: Sugar And Spice Day Care
 Address: 256 W Main Milwaukee WI 53333
 Phone #: (608) 283-3030
 Auth #: 2800295822

CATG	COPAY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	REL	SPL NDS	DELETE ?	DELETE REASON
LFAM	REG	A	R	07/02/06	7/29/2006	35	N	N	<input checked="" type="checkbox"/>	Other

Buttons: Modify > < Go to Previous Page

The user is able to view deleted authorizations if the 'Include deleted authorizations' check box is clicked. See the screen print below:

List of Authorizations for a Case

Authorization Period

Begin Date *: 2/13/2006
 End Date:
 Include deleted authorizations:

Search >

Case Details

Case Number: 1700388410
 AG Status: Open
 Auth Worker ID: XCTB87

List of Authorizations for the Case as of 02/13/06

Child's Name	DOB	CATG	COPAY TYPE	AUTH TYPE	RATE TYPE	BEGIN DATE	END DATE	HRS	REL	SPL IND	TRM
* Sam Sugar	03/17/04	LFAM	REG	E	R	05/28/06	08/19/06	45	N	N	
Sam Sugar	03/17/04	LFAM	REG	A	R	07/02/06	07/29/06	35	N	N	
* Sam Sugar	03/17/04	LFAM	REG	E	R	02/26/06	07/01/06	45	N	N	
Sam Sugar	03/17/04	LFAM	REG	E	R	05/28/06	07/01/06	45	N	N	
* Sam Sugar	03/17/04	LFAM	REG	E	R	03/19/06	07/01/06	45	N	N	
Sam Sugar	03/17/04	LFAM	REG	A	R	03/12/06	03/18/06	5	N	N	
Sam Sugar	03/17/04	LFAM	REG	A	R	02/26/06	03/11/06	2	N	N	
Sandy Sugar	06/06/03	LFAM	REG	F	R	05/28/06	07/01/06	45	N	N	

Case Utilizations

The purpose of this page is to monitor the usage of authorized hours. The page displays 10 weeks of attendance. The user can easily compare the authorized hours with attended hours. If the hours are under utilized, the worker should reduce the number of authorized hours to better reflect the need for care. If the provider regularly over-reports, the worker should contact the parent to find out the reason for the over reporting. If there is a valid reason for added hours, the worker should adjust the authorization to reflect the increase in need of more hours.

To access this page, click on the Case Utilization link in the left-side navigation menu after the case has been identified.

Below is a screen print of the page:

Case Utilization Listing

Search Query Usage

Attendance Begin Date * 4/12/2006

Attendance End Date * 6/21/2006

Search >

Case Details

Case # 1700388410 Agency Milwaukee County

Primary Person Suzie Sugar

Search Results - Case Utilization for the Period of: 4/12/2006 - 6/21/2006

Provider #	Locn #	Child's Name	Authorization Begin Date	Authorization End Date	Auth Type	Attendance Begin Date	Authorized Hours	Attended Hours	Authorization Worker
3800036813	001	Sandy Sugar	02/26/06	05/27/06	Enrollment	05/14/06	45	1	XCTB87
3800036813	001	Sandy Sugar	02/26/06	05/27/06	Enrollment	05/07/06	45	1	XCTB87
3800036813	001	Sandy Sugar	02/26/06	05/27/06	Enrollment	04/30/06	45	45	XCTB87
3800036813	001	Sandy Sugar	02/26/06	05/27/06	Enrollment	04/23/06	45	45	XCTB87
3800036813	001	Sandy Sugar	02/26/06	05/27/06	Enrollment	04/16/06	45	45	XCTB87

Education Tracking

This page can be used to enter details about the time periods the parent is authorized to receive child care while attending school. The page will track the number of months that have already been authorized for education and the number of months remaining to be authorized for education based on the 24-month limit. The page tracks 24 months of education for high school education (or its equivalent) and post secondary education each.

To access this page, click on Education Tracking in the Authorization Management left-side menu. The Individual Search page will display. Search on an individual. Once the search results are displayed, click on the desired pin number.

Below is a screen print of this page:

Parent Education Tracking

Individual Details

Name Suzie Sugar DOB 06/06/1966
PIN 1100803327 SSN 599-63-6666

Post Secondary Education Tracking

Number of Months Remaining 16.4

From	To	Number of Months	School Schedule on File	Comments
9/5/2005	12/22/2005	3.6	<input type="checkbox"/>	Attending Matc 14 of 150 characters.
1/20/2006	5/20/2006	4.0	<input type="checkbox"/>	Attending Matc. 16 of 150 characters.
			<input type="checkbox"/>	0 of 150 characters.

High School Education Tracking

Number of Months Remaining 24.0

From	To	Number of Months	School Schedule on File	Comments
			<input type="checkbox"/>	

The From and To fields are mandatory. Once the data is entered, click the Update button at the bottom of the page. The user can go back and update the From/To fields as needed and the months used and months remaining for education will recalculate based on the updated entry. This page does not prevent authorizations for school when the 24 months have been used. This page is for tracking only. A message will display when more than 24 months of education have been entered.

Data can be deleted and/or modified on this page. The months remaining will be recalculated based on the deletion/modification. To delete data, place the cursor in the data field and use the delete key delete the data. To modify data, type over with the corrected data. There is no history to this page so users will not be able to view the original data.

School Bank Hours

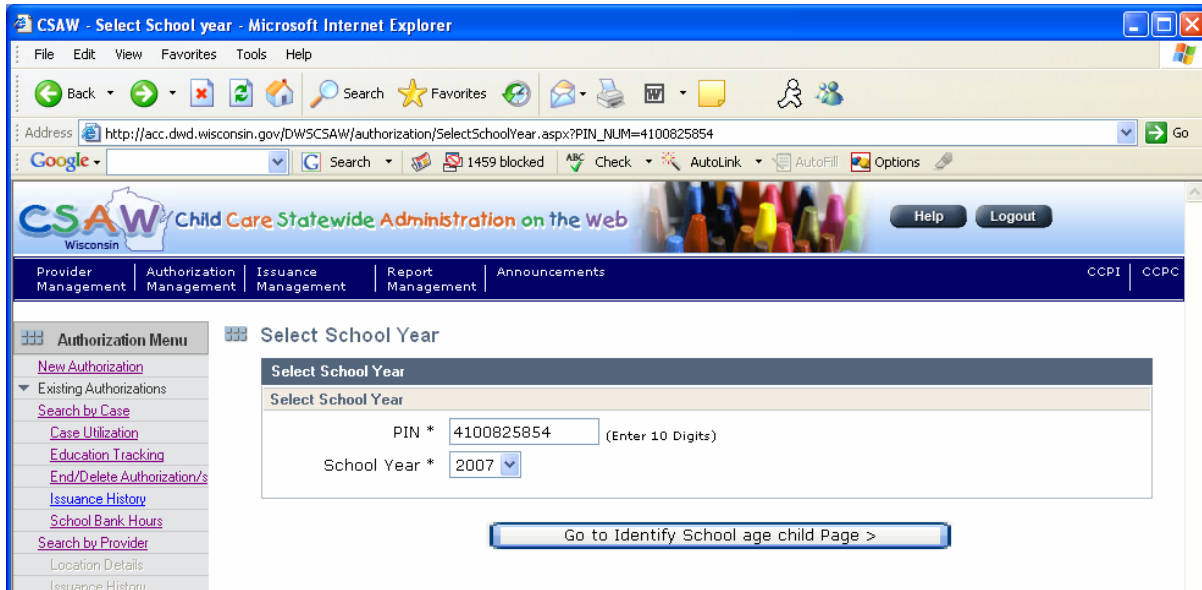
School bank hours are used by school age children who need care when the school is not in session for a short period of time. Examples of the usage are: spring and Christmas break, snow days, occasional days when the school is closed due to parent/teacher conferences, teacher compensation days, statewide teacher conference, etc. Note: Do not use these hours when a school age child is ill and cannot attend school. In these cases, the worker needs to create a separate authorization that covers the sick days.

The system automatically marks all children over age 5 as school age children and the provider is able to claim these hours in addition to the regularly scheduled hours. If the school age child is younger than 5, the worker must identify the child age as school age child (must be 3 and older). If the school age child does not need regular, weekly care, the worker can create a Zero-hour authorization to a provider who is taking care of the school age child during occasional breaks in school.

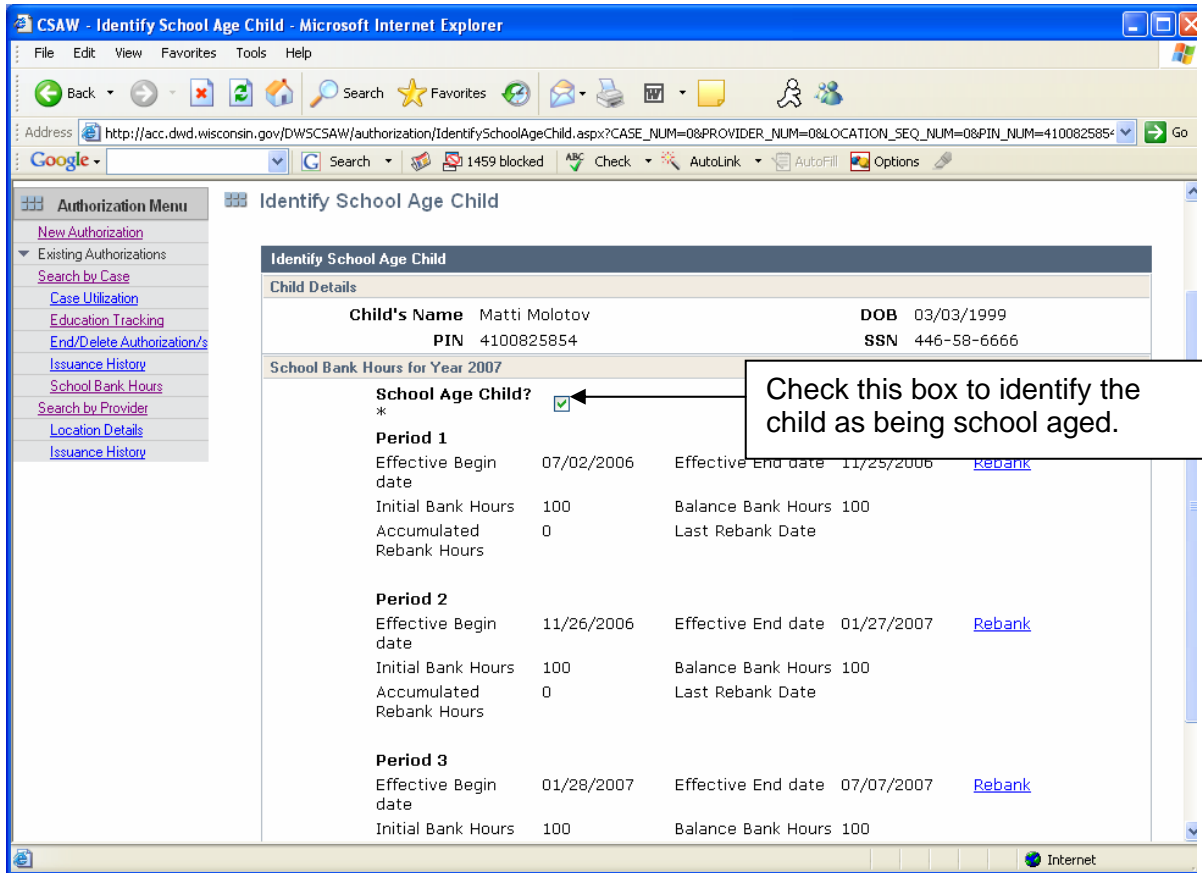
To Identify a School Age Child

To identify a child as a school age child, do the following:

1. Click on the School Bank link in the left-side navigation menu. The user will be taken to the individual search screen.
2. Enter the case number or search by the child's name. If the case does not have any children above 3, the system will not allow the user to go any further.
3. If there are children over 3, the child's pin number is highlighted and the user will be able to access the following page. The next page displayed will be Select a School Year page.
4. Select the desired school year.



To access the Identify a School age child page, the user must click on Go to Identify School age Child page. The following page will display:



This page also displays the school bank balance. The school year is divided into three periods and a total of 320 bank hours are available and allocated among the three periods. The begin and end dates of each period are shown, along with the initial number of hours allotted and the balance remaining for the child for that period. Accumulated Rebank Hours displays the number of hours that have been restored for the period by Child Care Section staff after the initial number of hours allocated for the period have been used. Bank hours do not carry over from one period to another or from one year to another.

School Bank Balance for a Child

To find out how many hours a child has in the School Bank, do the following:

1. Click on the School Bank Hours link in the left navigation menu.
2. Enter either case number or pin number. Select School Year page will display
3. Choose desired school year and click 'Go to Identify school age child' button
4. Identify School Age Child page will display with information about the school bank balances for the child.

Note: If a child runs out of school bank hours, the county workers must contact the Child Care Helpdesk at 608-261-6717 (option 2) to have hours added. The worker must give a reason why the hours were not adequate before the staff can authorize more hours.

Contact Information

Questions regarding this training material can be directed to Child Care Section Staff at:

Child Care Help Desk: 608-261-6317 (option 2)

Pirkko Zweifel: 608-261-4595
pirkko.zweifel@dwd.state.wi.us

Rebecca Brueggeman: 608-266-9703
Rebecca.brueggeman@dwd.state.wi.us

Sue Mathison: 608-266-8872
susan.mathison@dwd.state.wi.us

Questions regarding production cases should be directed via your local agency process to the BHCE CARES Information & Problem Resolution Center at:

E-mail: carpolcc@dhfs.state.wi.us
Telephone: 608-261-6378 (option 1)
Fax: 608-267-2269

Questions regarding security should be directed via your security liaison to the DWS Security Help Desk at:
608-261-6317 (Option 1)