Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Web Intelligence (WebI) Reports

December 2019

Wisconsin Department of Children and Families

Contents

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Web Intelligence (WebI) Reports

Wisconsin Child Care Regulatory System (WISCCRS) data is loaded into WebI every night; however, there is a 1-day lag between the updates in WISCCRS and the data in the WebI reporting system.

ATTENTION: Anyone with access to WISCCRS WebI will be able to run reports on both licensed and certified provider information; however, the agencies should not be releasing information pertaining to another regulatory agency.

Example 1:
If County A receives a request from the public to release information about certified providers in County B, please refer the person to County B who is responsible for certifying the providers in County B.

Example 2:
Dane County receives a request from a newspaper asking to release violation and enforcement information on all **licensed** and **certified** providers in Dane County. Dane County will release the information on the **certified** providers but the requestor must be referred to the Southern Regional office for the licensed provider information.

Gaining Access to WebI

WebI system is separate from WISCCRS. Users must apply for security clearance for both systems separately. WISCCRS security access process is explained in WISCCRS Basics user guide.

Requesting Access to WebI:

Submit a new Access Request as follows:

County/tribal staff:
Give the form to the County/Tribal Security Officer for processing. NOTE: If you have a CARES ID, please make sure to give the User ID.

Other staff (SFTA, CACFP, etc.):
Once the form is completed and has gone through the appropriate channels at your agency, email the form to DCFSecurity@wisconsin.gov.

DCF Staff:
Once the form is completed and has gone through the appropriate channels at your agency, email the form to DCFSecurity@wisconsin.gov.

MECA Staff:
Once the form is completed and has gone through the appropriate channels at your agency, email the form to DCFSecurity@wisconsin.gov.

Once WebI access has been granted, the applicant will receive an email from DCF Security with the User ID and login link.

Passwords

Similar to WISCCRS and other child care web applications, the system locks the account after a third incorrect try. If you cannot log in after the second try, close your browser, open a new session, and try again.

If the account is locked, you must contact the DCF Service Desk at DCFSecurity@wisconsin.gov or 608-264-6323 to have the password reset.

Password Expiration

DCF Security will send an email once WebI security is granted. The email includes your user ID and a temporary password. **WebI passwords expire after 90 days**. Set yourself a reminder to reset the passwords. Go to Preferences within Web-I to reset your password.

If the password has expired and you are unable to successfully reset your password at the web link provided above, you must contact the DCF Service Desk at DCFSecurity@wisconsin.gov or 608-264-6323 to have it reset.

If a WebI account is inactive for six months, the account is automatically deactivated by DCF Security.

Login Process

The users can log in to WebI multiple ways:

1. Users who have WISCCRS access (either update or inquiry) can access the WebI Login page by clicking on the Reports link in the top navigation bar in WISCCRS.

2. The users can access the Login link at https://dwdbiportal.wisconsin.gov/BOE/BI

3. DCF Users can click on the Information Technology Applications link on the Intranet page. Scroll down to Web Intelligence.

Login Screen:

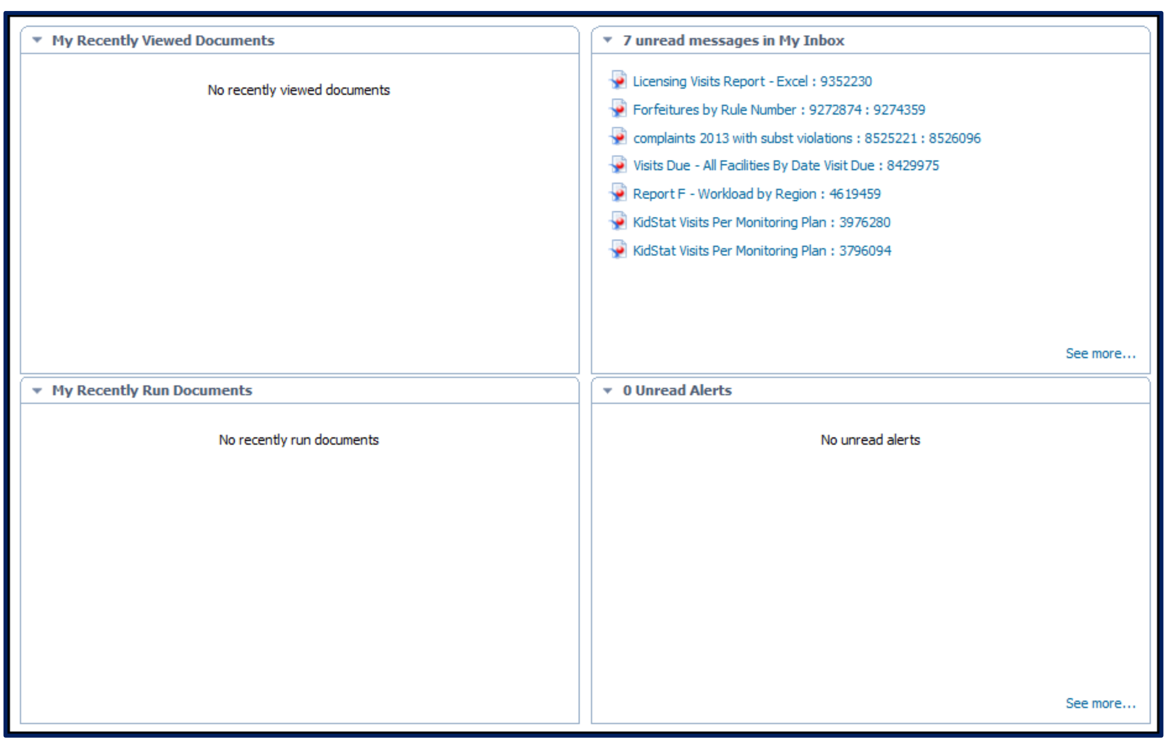
The links listed above will take the user to WebI Login page. Below are instructions on the login screen for various users:

1. **DCF Staff:**
   Use the DCF Network Login ID and password you received from DCF Security. Choose 'Enterprise' in the Authentication field.

2. **County/Tribal, CCRR, CACFP and other non-DCF staff:**
   Use the User ID and password you received from DCF Security. Choose 'Enterprise' in the Authentication field.

Logging in to WebI for the First Time

When you log in to WebI for the very first time, you will see the screen below if you are on the Home screen. For most users, all sections will be blank.

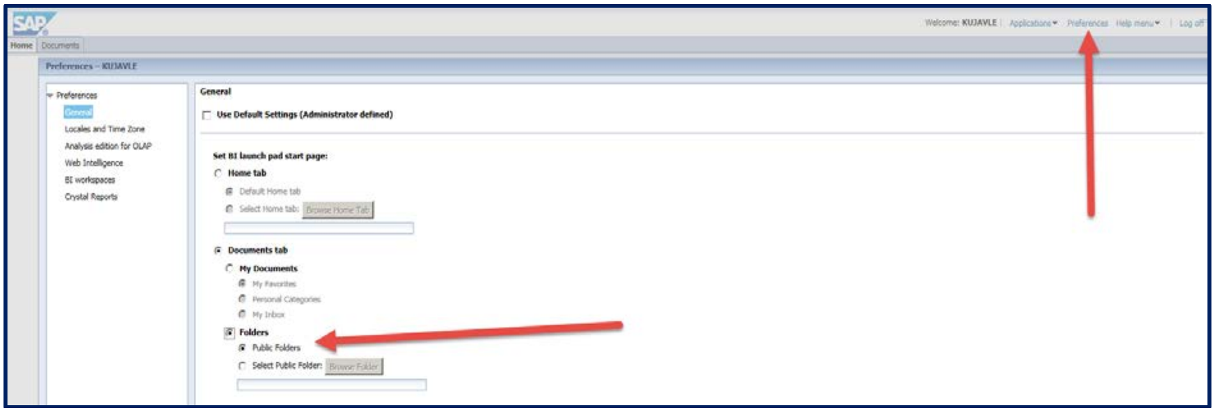


Setting Preferences

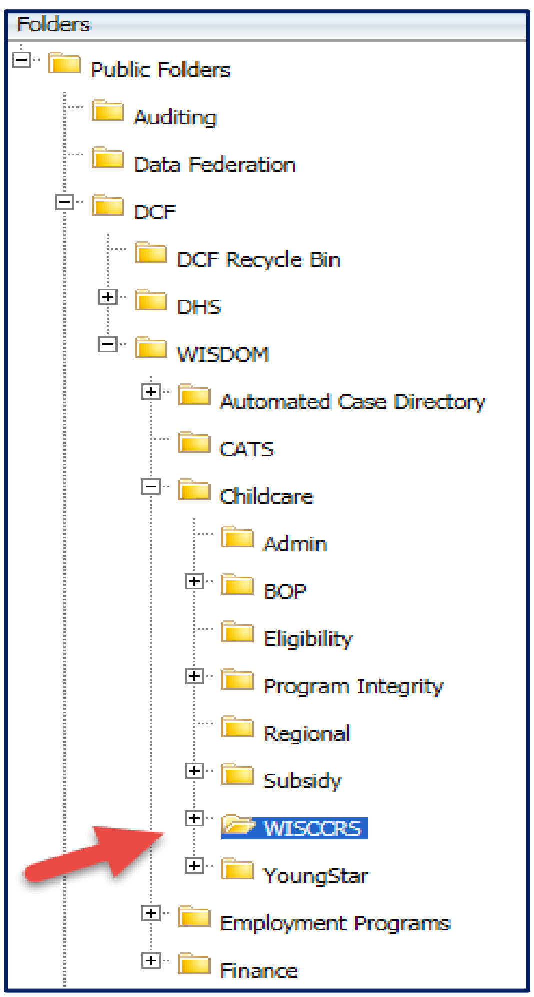
WebI allows you to change the way the folders and reports are generated and displayed. Below are steps on how to modify your preferences.

Mapping to the folder of your choice:

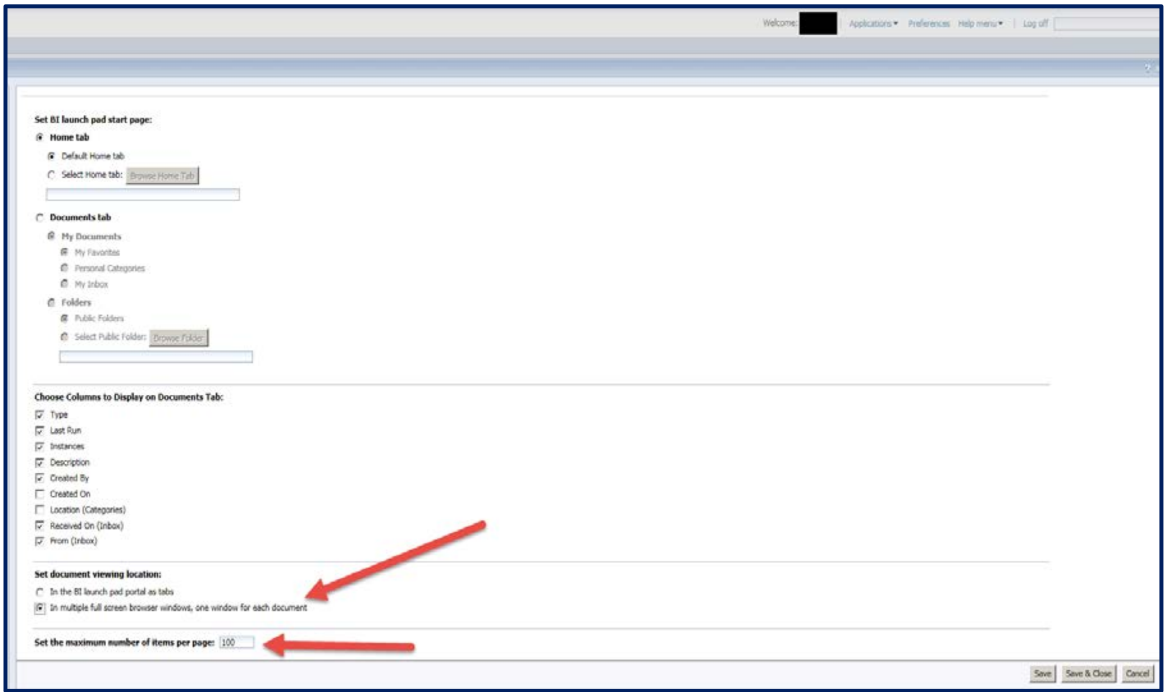
1. Click on the Preferences link on upper-right corner.



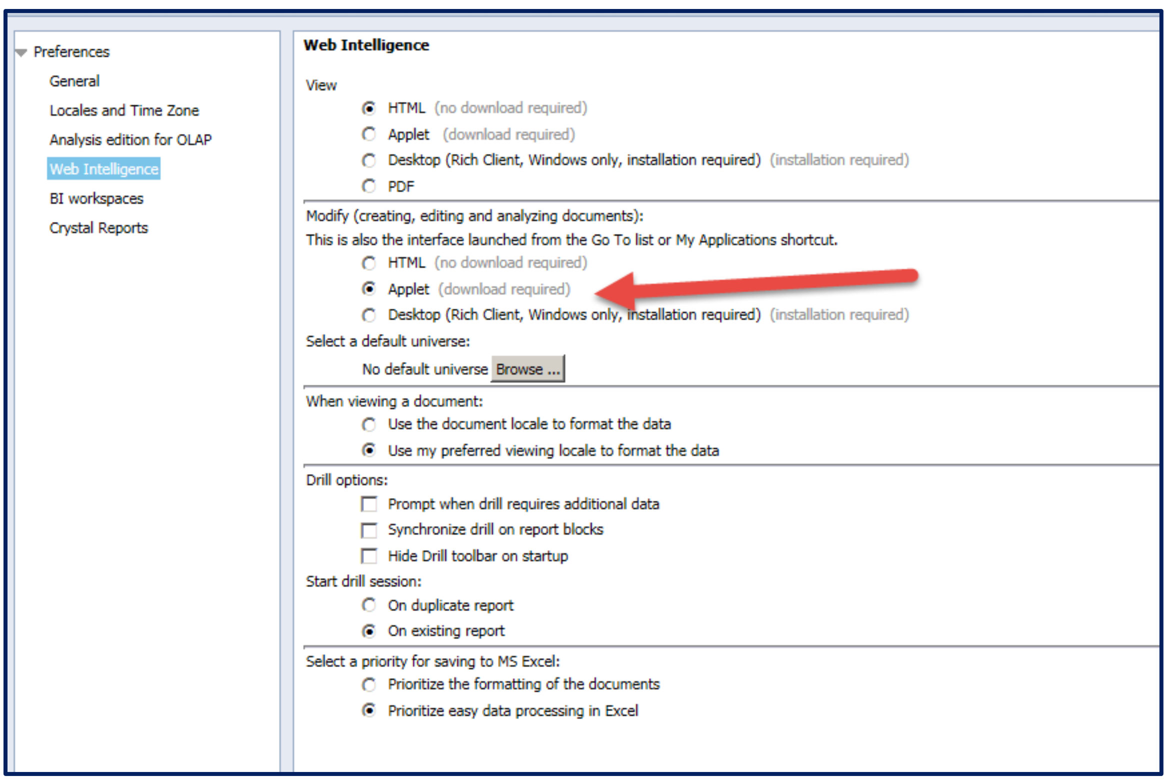
2. Click on the ‘Browse Folder’ button. The list of folders that you have access to will appear. Choose the folder that you want displayed when you log in. Then click OK at the very bottom of the page in order for the changes to be applied.



The following page will offer various settings on how the data is displayed. You can set the number of objects to your preference. Also, if you want each report to open in a separate window, click on the option under ‘Set Document Viewing Location’.



Under the Preferences – Web Intelligence page, users may also change their modify option to ‘Applet’. When the user wants to modify a report, the new window will open in a user friendly platform (Applet) instead of another web browser (View).



WebI WISCCRS Reports

Once you have navigated to the WISCCRS folder, the following reports will display:

Title ▲	Type	Last Run	Instances	Created By
Administration	Folder			PENDYS
Applicant/Provider Location	Folder			Administrator
Applications	Folder			Administrator
Background Checks	Folder			Administrator
Complaints	Folder			Administrator
Enforcements	Folder			Administrator
Forfeitures	Folder			Administrator
Monitoring Results	Folder			Administrator
Visits	Folder			Administrator
Worker Names and Numbers	Web Intelligence		0	Administrator

Below are explanations of each report/folder. (AD)(PL)(WD) denote which Data Warehouse (Application / Provider Location / Original WISCCRS) the report points to. Each report has a corresponding word document which provides further details on report purpose, content, and tips of how the user can run the report.

Administration Folder

This folder currently houses two reports:

1. **Workload Counts by Licensing Region (PL)**
   This report is used by licensing to display the number of facilities in each licensing region.

2. **Work Load Counts by Specialist (PL)**
   This report is used by licensing to display the number of facilities assigned to a licensing specialist. If no name is displayed, those facilities are unassigned.

Applicant/Provider Location Folder

This folder includes reports pertaining to a provider location/facility. The reports are:

1. **Active Providers (PL)**
   This report lists active providers/facilities by regulatory type (category). The word "active" indicates that the current date of the report falls within the category begin date and category end date (license/certification period). This report also allows the user to view the following information pertaining to active providers:
   - Summary Data (crosstab tables showing number of active providers by application type and categorized by Licensing Region/County)
   - Active Providers – Excel format (basic active provider information displayed in a format that can be easily exported to Excel)
   - Alpha Listing by Applicant Name
   - Alpha Listing by Facility Name
   - Listing by Language: Is defaulted to English, but if the agency has entered other language information on the Applicant page in WISCCRS, the report can be sorted by language.
   - Listing by Category (type of regulatory approval)
   - Listing by Provider (in alphabetical order by Facility/Location Name)
   - Labels – Licensing/Labels - Certification: When the user chooses this view, the providers/facilities on the report are inserted into mailing labels. The labels fit on Avery 5160 sheets. Note: Licensing Mailing labels have region and facility number listed on the first row and the labels include the name of the contact person listed on the Alternate Address screen in WISCCRS. Certification labels use the provider's first and last name.
   - Email List – Licensing/Email List – Certification: When the user chooses this view, the providers/facilities email addresses on the report are inserted into vertical records sorted by Child Care Licensing Region. By exporting the report to Excel, the user can then copy/paste email addresses into Outlook.

2. **Capacity Report (PL)**
   This report allows the user to view the following information pertaining to capacity:
   - Capacity by Region
   - Capacity by County
   - Capacity Range by Region
   - Capacity Range by Category

3. **Certification Mailing List (PL)**
   This is the same report as the Label section under Active Providers report. It can be easily saved as an Excel spreadsheet for mail merging.

4. **Child Care Directory (PL)**
   This report is identical to the Active Providers report, but also lists information on Capacity, Operational Hours, Ages Served, etc.

5. **Closed Provider Locations/Facilities (PL)**
   This report identifies providers whose regulatory license has ended. User must choose Category End Date (From/To) to set date parameters for the report results.

6. **Expiring Providers (PL)**
   This report lists certified/licensed provider locations/facilities that expire within a selected period of time. Providers appear on this report when the license/certification category end date falls within this period. The user can also choose the mailing labels option and insert providers listed on the report onto mailing labels. The report is designed to use Avery 5160 labels. **Note:** Licensing mailing labels have region and facility number listed on the first row and the labels include the name of the contact person listed on the Alternate Address screen in WISCCRS. Certification labels use the provider’s first and last name.

7. **Licensed Mailing List (PL)**
   This is the same report as the Label section under Active Providers report. It can easily be saved as an Excel spreadsheet for mail merging.

8. **Monitoring Plan Report (PL)**
   This report includes information on monitoring plans of licensed facilities. The user can search by region, county, type of plan, licensing specialist and/or facility name. The report also includes dates for the next visit and next visit reason if those are entered into WISCCRS.

9. **New Providers (PL)**
   This report lists new provider locations/facilities for a selected period of time. The word "new" indicates a first time certification/license for a provider location/facility, as well as renewals and relocation applications. This report includes all providers whose regulatory (category) begin date falls within the selected time period.

   Use the ‘Application Mode’ prompt to filter by initial, continuation, or relocation application. The user can also choose the mailing labels option and insert providers listed on the report onto mailing labels. The report is designed to use Avery 5160 labels.

10. **Pets Rabies Vaccination Due Date (WD)**
    This report identifies provider locations that have pets and if their rabies vaccination date falls within the time frame specified.

11. **Provider Categories Ending in 30 Days With No New Application or Category (WD)**
    This report identifies providers whose regulation category ends within the next 30 days.

12. **Providers Changing Regulation Type (AD)**
    This report displays providers who were previously regulated as one regulatory type but then reopened as another regulatory type.

13. **Providers Tags Report (PL)**
    This report displays current overall tag counts (enforcement + complaint) at the provider level.

14. **Providers Trend Report (PL)**
    This report displays active/closed provider information in a user-defined time period.

15. **Revoked Providers in Appeal Status (PL)**
    This report lists all providers whose license has been revoked, but who have submitted an appeal. The appeal is in pending status. **NOTE:** Email the provider number to youngstar@wisconsin.gov so the YS program can mark the provider as 1-Star.

Applications Folder

This folder includes reports that pertain to initial/continuation/relocation applications for provider sites.

1. **Application Status (by Application Status) (AD)**
   The report displays current applications (focusing on Application Status) in a user-defined time period.

2. **Application Status (by Derived Status) (AD)**
   The report displays current applications (focusing on Derived Status) in a user-defined time period.

3. **Application Timeliness Report (AD)**
   The report shows the average processing time for a regulatory application. Timeliness logic parameters are built as day intervals (0-30 days/31-60 days) and are visible in the 'Timeliness by Region' tab.

4. **Applications Not Approved 90 days After Application Begin Date/Fit Date (AD)**
   The report lists (in separate tabs) pending applications that have not been completed 90 days after the 'Begin Date' or 'Fit Date' (two date benchmarks in the application process).

5. **Applications Not Approved 60 days After Application Begin Date/Fit Date (AD)**
   The report lists (in separate tabs) pending applications that have not been completed 60 days after the 'Begin Date' or 'Fit Date' (two date benchmarks in the application process).

6. **Completed Applications (AD)**
   The report shows completed applications in a user-defined time period.

7. **Pending Applications (AD)**
   This report lists all pending applications for a county, tribe, or region (organized by Licensing Region or Assigned Worker). The report includes pending applications in all three modes (initial, continuation, and relocation).

Background Checks Folder

These reports are used by certification agencies or the Caregiver Background Check Unit (CBU) to identify providers, household members, and other persons subject to background checks.

1. **Background Checks Due Report (WD)**
   This report lists individuals whose background check is due within the time period specified by the user. The dates are retrieved from the Next Check Date field in WISCCRS.

2. **Certification Providers TB Test (WD)**
   This report identifies certified providers who have a TB test due.

3. **Minor Household Member (WD)**
   This report identifies minors who have had background checks conducted for them.

Complaints Folder

The following reports are available on complaint information:

1. **Complaint Tags Report (PL)**
   This report displays tag information associated with complaints.

2. **Complaint Tags Report (PL)**
   This report displays "Needing Medical Attention" tags associated with complaints.

3. **Complaints Trend Report (PL)**
   This report displays complaint received/complaint closed information in a user-defined time period.

4. **Complaints – Active/Closed (PL)**
   This report displays active and closed complaint information in a user-defined time period. This report can also retrieve active/closed complaint information by licensing/certification specialist assigned to facility or to complaint.

Note: It is an option to run complaint reports based on the 'Assigned Licensing Specialist'. This way data is pulled from who the complaint is assigned to and not who the facility is assigned to.

Enforcements Folder

The following reports are available on enforcements:

1. **Enforcement Actions – Detail (PL)**
   This report includes information on enforcement actions issued by a regulatory agency within a given time period. The report includes both open and closed enforcement actions. Information included in this report is:
   - Type of enforcement action
   - Mailing date
   - Appeal information
   - Closed date
   - Unmet Monitoring Result(s) that resulted in an enforcement action
   - Site visit associated with the action (if applicable)

2. **Enforcement Actions – Summary (PL)**
   This report is similar to the one above but includes only a basic summary of the enforcement action.

3. **Enforcement Tags Report (PL)**
   This report displays tag information associated with enforcements.

4. **Enforcement Trend Report (PL)**
   This report displays enforcement issued/enforcement closed information in a user-defined time period.

Forfeitures Folder (Licensing only)

These reports include information on forfeitures issued by licensing. The following reports are available in this folder:

1. **All Forfeitures with Outstanding Balance (WD)**
   This report includes information on facilities that have forfeitures with a balance due.
   The report also includes the original assessed amount and the current balance.

2. **Forfeitures by Rule Number (WD)**
   This report is identical to the one above, but is organized by the rule number. The user can also search on forfeiture history by rule number.

3. **Forfeitures with Licensing Specialist (WD)**
   This report is identical to #1, but also includes forfeitures without an outstanding balance.

Monitoring Results Folder

These reports include information on monitoring results for both certified and licensed provider sites. The following reports are available:

1. **List of all Provider Violations (PL)**
   This report includes information on violations entered into WISCCRS within the specified time period. The report includes the rule numbers, detection date, when the correction plan is due, correction verification date, and rule description.

2. **Monitored Health & Safety Rules (PL)**

This report is used by licensing to identify BECR progress in monitoring providers for Health & Safety Rules in a user defined time period (usually by calendar year).

3. **Monitored Rules 2 Year Lookback – Summary (PL)**
   This report is used by licensing to identify BECR progress in monitoring providers for all rules over the license period.

4. **Rule Violations with Description (PL)**
   This report includes information on all violations within a county/region by rule number and description.

Visits Folder

1. **294 Non-Compliance Statement Missing Issued Date (PL)**
   This report displays 294 Non-Compliance Statements which are missing an issue date. User must choose a visit date to define date parameter of the query. User may also filter query results by Child Care Licensing Region.

2. **294 Non-Compliance Statement Missing Correction Plan Received Date (PL)**
   This report displays 294 Non-Compliance Statements which are missing a correction plan received date. User must choose a visit date to define the date parameter for the query. User may also filter query results by Child Care Licensing Region.

3. **Monthly Visits Done (PL)**
   This report lists visits conducted to homes/facilities within the time frame specified. The report can be used for all Visit types (Licensed/Certified/Unregulated). It includes the current monitoring plan, with begin date, associated with a provider.

4. **Next Visit Date by County/Specialist (PL)**
   This report includes information on upcoming site visits within the specified time period. The sites that have a date entered in the Next Visit Date field in WISCCRS will appear on the report. The report can be sorted by either county or licensing/certification specialist.

5. **Violations Per Visit (PL)**
   The user can filter site visits with X number of cited violations. Example: Find all certification site visits from 1/1/15 through 11/1/15 that had 5 or more violations. The results display non- serious and serious violations at the specific visit for licensed providers. NOTE: At this time, DCF 202 certification rules do not display which rules are considered ‘serious’. The ‘serious’ column will always have a zero displayed for certified providers.

6. **Visits Due – All Facilities by Date of Visit Due (PL)**
   This report is only used by licensing. This report calculates the next visit due date based on facility type, type of license, and monitoring plan. The report uses a formula based on the facility type when calculating the visit due date.

7. **Visits Overdue (11 months) (PL)**
   This report is only used by licensing. The report identifies programs that are visited annually and 11 months have passed from the last visit.

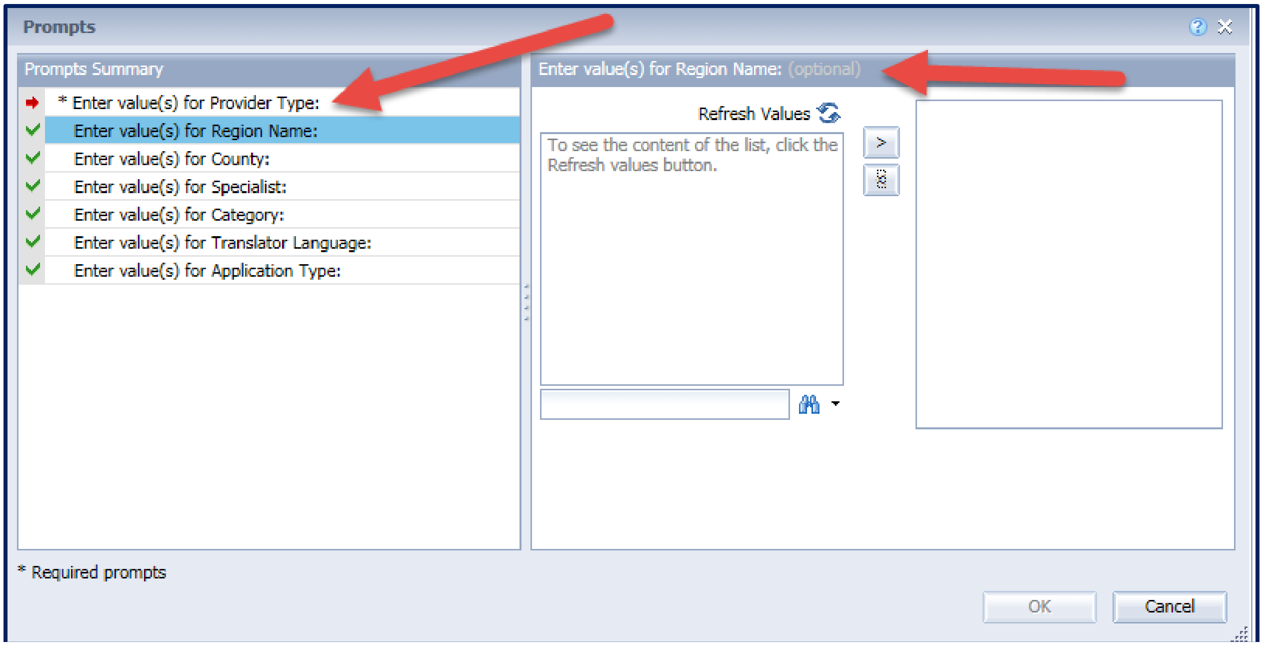
8. **Visits Overdue (3, 6, 9 months) (PL)**
   This report is only used by licensing. This report shows a licensing specialist’s caseload broken down into the following time frames: 0-3 months, 3-6 months, 6-9 months, 9-12 months, and greater than 12 months.

9. **Visits Overdue – KidStat (PL)**
   This report calculates the next visit due date based on facility type, type of license, and monitoring plan. This report only shows facilities that are overdue for a visit based on the calculated next visit date and excludes Probationary licenses. There is a 14-day buffer built in to allow specialists time to enter visits.

Generating Reports

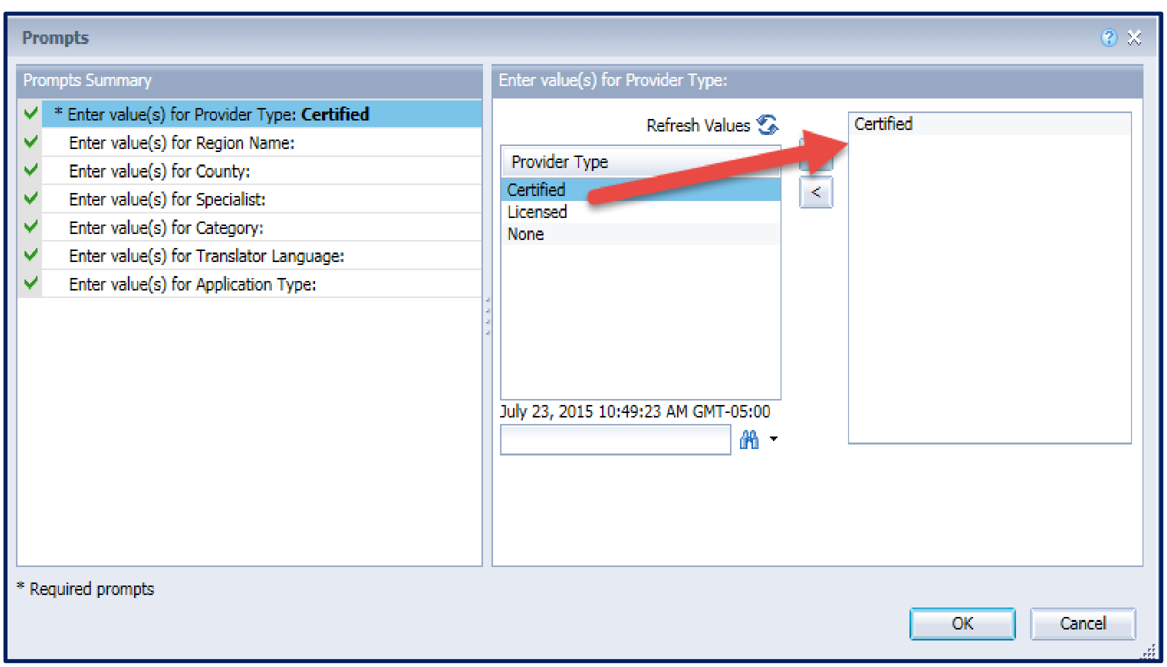
When the user double-clicks a report, a Web Intelligence window will open displaying prompts. Below are instructions on how to generate the Active Providers report. Prompts may vary slightly, but most reports follow the same pattern.

The prompts are either required (indicated with a red arrow) or optional. The first prompt in the example below (Provider Type) is a mandatory prompt while the rest are not. Optional prompts are helpful in filtering information.



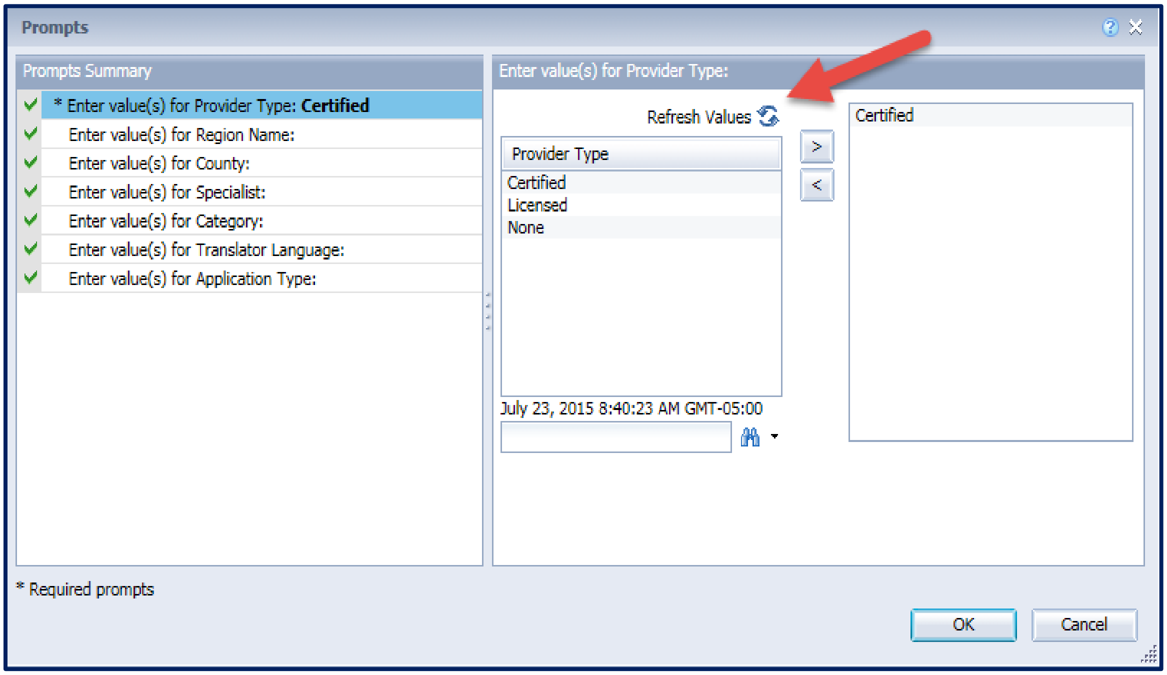
The above screen is for the Active Provider report. Below are steps on how to create an Active Provider report for Milwaukee County.

1. If the user wants to include only certified providers in the report, the user must move the 'certified' value from the left-side box to the right-hand box by using the little arrow. If Provider Type results do not immediately show, click the 'Refresh Values' button and options will then appear.

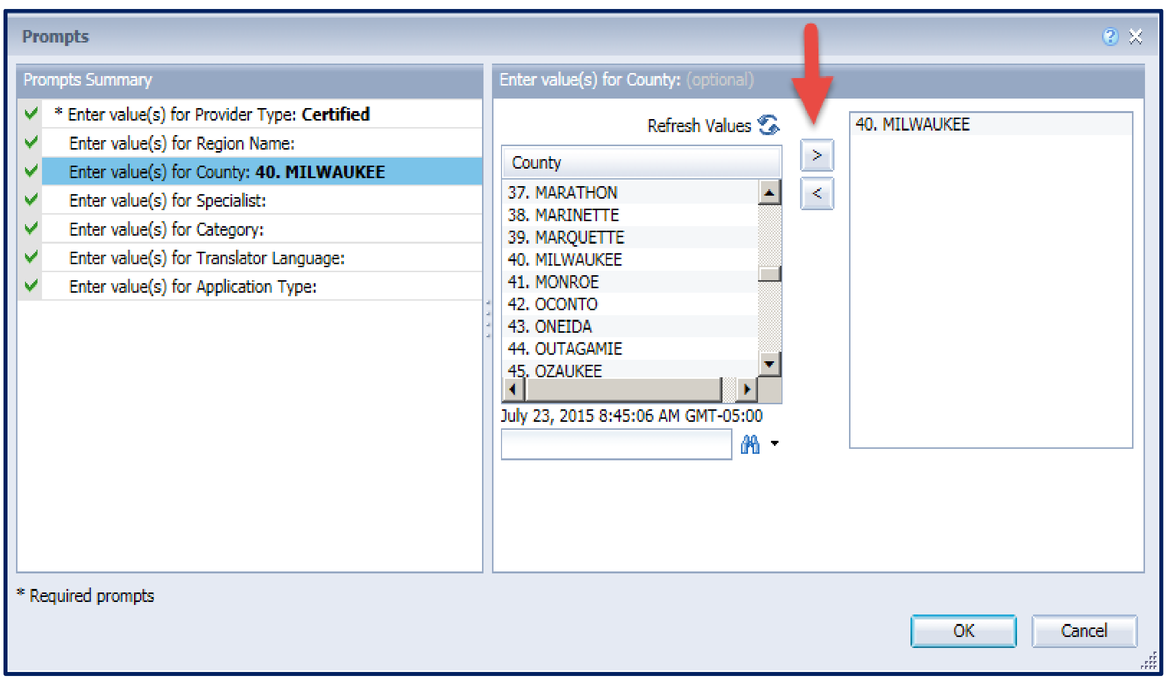


2. The next prompt is Region. This is used by licensing when they want to run a report for one of their 5 regions. This is skipped when generating reports for certified providers.

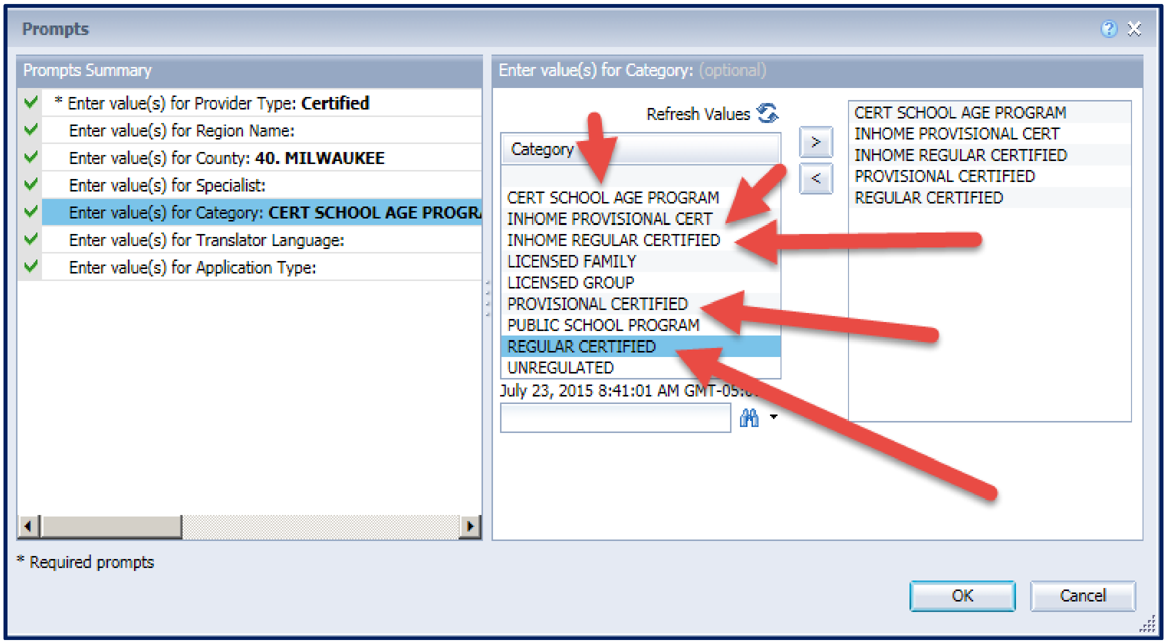
3. Move your cursor to County. In order to view all the counties/tribes, click on the ‘Refresh Values’ button. A list of counties will appear in the left side box.



4. In order to move the county name to the right side box, either double click on the county, or single click to highlight the county and then click on the arrow to move it to the right.



5. Next move your cursor to the Category prompt and click ‘Refresh Values’.

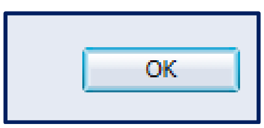


6. Choose the Provider Types you want to include in the report.

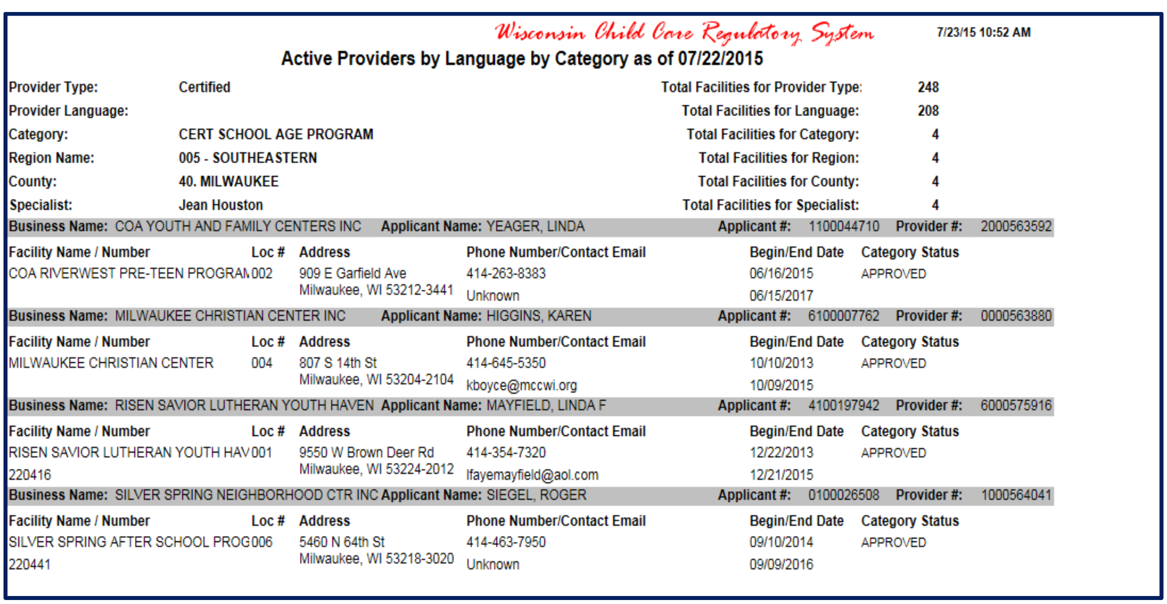
7. The next prompt is Language. The language information is retrieved from the Applicant page. If the agency has indicated that the provider speaks another language, a report can be generated listing providers by language.

8. Since the certification category Provider Type was already chosen under #6, there is no need for Application Type.

9. In order to generate the report, click the OK button on the bottom-right corner of the Prompt window.



10. A new window will open and display the results.


Wisconsin Child Care Regulatory System 7/23/15 10:52 AM

Active Providers by Language by Category as of 07/22/2015

Provider Type:	Certified	Total Facilities for Provider Type:	248
Provider Language:		Total Facilities for Language:	208
Category:	CERT SCHOOL AGE PROGRAM	Total Facilities for Category:	4
Region Name:	005 - SOUTHEASTERN	Total Facilities for Region:	4
County:	40. MILWAUKEE	Total Facilities for County:	4
Specialist:	Jean Houston	Total Facilities for Specialist:	4

Business Name: COA YOUTH AND FAMILY CENTERS INC **Applicant Name:** YEAGER, LINDA **Applicant #:** 1100044710 **Provider #:** 2000563592

Facility Name / Number	Loc #	Address	Phone Number/Contact Email	Begin/End Date	Category Status
COA RIVERWEST PRE-TEEN PROGRAM	002	909 E Garfield Ave Milwaukee, WI 53212-3441	414-263-8383 Unknown	06/16/2015 06/15/2017	APPROVED

Business Name: MILWAUKEE CHRISTIAN CENTER INC **Applicant Name:** HIGGINS, KAREN **Applicant #:** 6100007762 **Provider #:** 0000563880

Facility Name / Number	Loc #	Address	Phone Number/Contact Email	Begin/End Date	Category Status
MILWAUKEE CHRISTIAN CENTER	004	807 S 14th St Milwaukee, WI 53204-2104	414-645-5350 kboyce@mccwi.org	10/10/2013 10/09/2015	APPROVED

Business Name: RISEN SAVIOR LUTHERAN YOUTH HAVEN **Applicant Name:** MAYFIELD, LINDA F **Applicant #:** 4100197942 **Provider #:** 6000575916

Facility Name / Number	Loc #	Address	Phone Number/Contact Email	Begin/End Date	Category Status
RISEN SAVIOR LUTHERAN YOUTH HAV 220416	001	9550 W Brown Deer Rd Milwaukee, WI 53224-2012	414-354-7320 lfayemayfield@aol.com	12/22/2013 12/21/2015	APPROVED

Business Name: SILVER SPRING NEIGHBORHOOD CTR INC **Applicant Name:** SIEGEL, ROGER **Applicant #:** 0100026508 **Provider #:** 1000564041

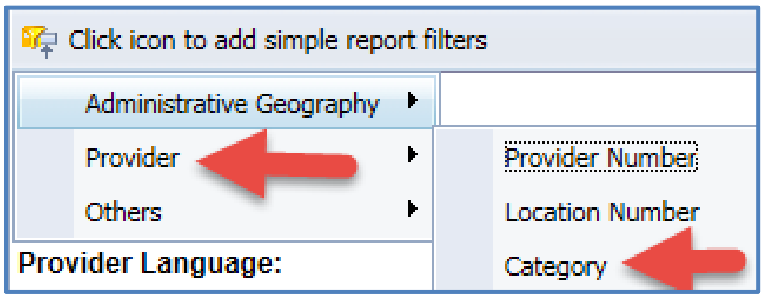
Facility Name / Number	Loc #	Address	Phone Number/Contact Email	Begin/End Date	Category Status
SILVER SPRING AFTER SCHOOL PROG 220441	006	5460 N 64th St Milwaukee, WI 53218-3020	414-463-7950 Unknown	09/10/2014 09/09/2016	APPROVED

Sorting/Filtering Data on a Report

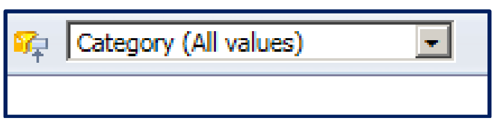
This section shows how a user with an Editor privilege can sort/filter the reports. After generating a report, do the following:

1. Click on the ‘Filter’ icon (Filter Bar) on the upper right corner of the screen. This will add a new bar above the report screen.

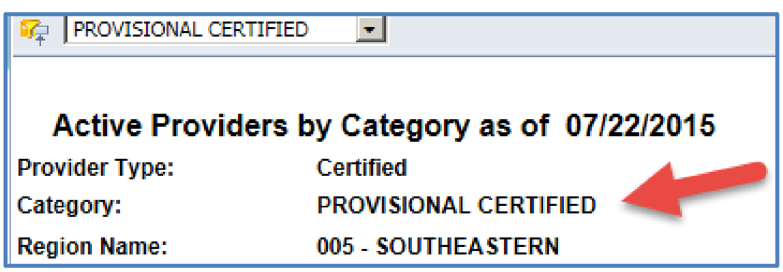
2. Click on the ‘Filter’ icon (Click icon to add simple report filters). A list of various sorting options will display in the pull-down menu.



If you have run a report that is not automatically sorted (example: mailing labels, list, etc.), you can easily sort by category, city, etc. *Example*: A report listing all providers in Dane County has been run. If the user wants to view only provisionally certified provider records, the filter can be set at ‘Provider’ and then the ‘Category’. Now the system allows sorting by the category of choice.



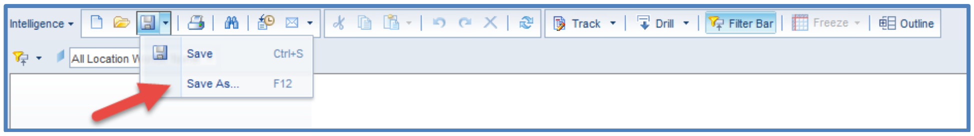
3. If ‘Provisional Certified’ category is chosen as the sort option, the report will only show those providers who are provisional. Also, the count on the bottom of the report displays the total number of provisional providers in that county.



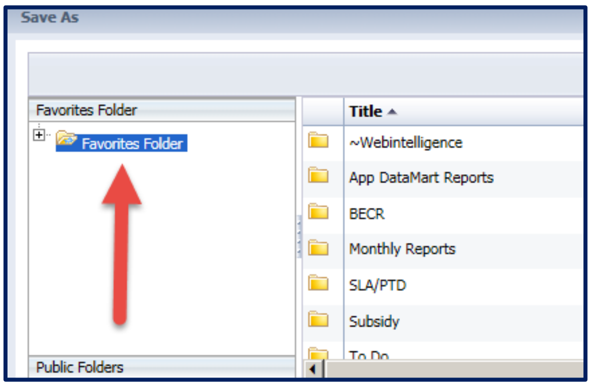
4. To remove a filter, choose ‘Remove’ from the pull-down menu.

Save a Report

There are many ways to save a report in WebI. To save it, click on the 'Save' icon:

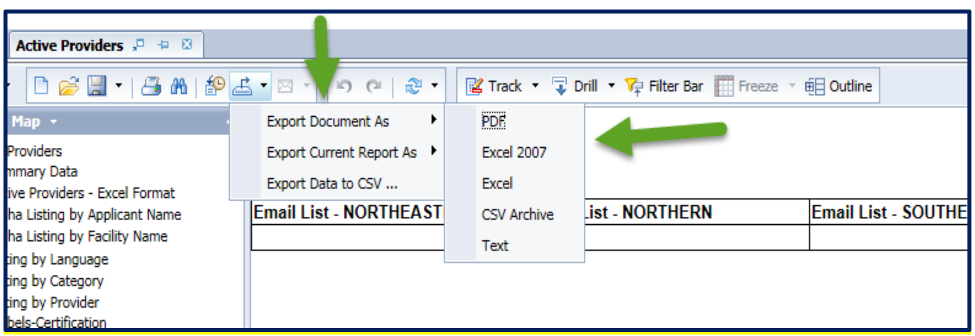


1. **Save as…**
   This option allows you to save the report under your favorites. The system allows you to organize your favorite reports by creating new folders.

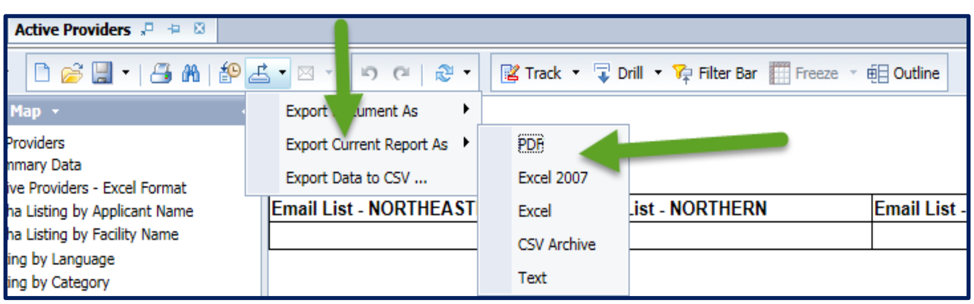


   Once you have saved the report in your favorites, you can email it in Outlook or WebI.

2. **Export Document as…**
   This option will save the entire report, including all tabs. The options are Excel, PDF, and CSV. CSV converts the report into separate columns for each field making it easy to use for sorting.

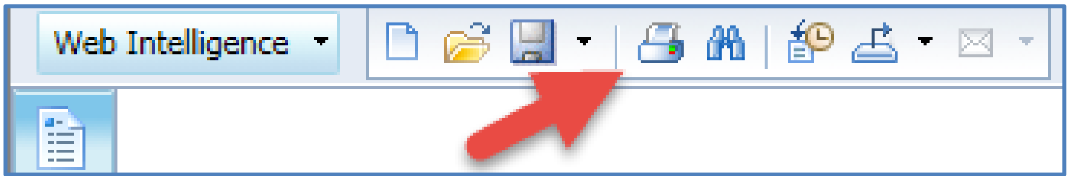


3. **Export Current Report as…**
   This option is similar to #2, but will only save the screen/tab (WebI refers to tabs as reports) you are currently on. This option is useful if you want to email only one page of the report (example: mailing labels). Access the report, click on the tab you want to convert and then save the report as Excel, PDF, or CSV.



Printing a Report

Click the print icon on the top navigation bar. This will open the report in PDF format.



If you want to print the report in one or four of the available modes for this report, click on the mode in the left-side menu.

Reports with Multiple Pages

Some reports are organized so that one provider category is displayed on page 1, another category on page 2, etc. Also, if multiple counties/regions are included in the report, each county/region will be listed on its individual page. To view other pages, click on the blue arrow in the bottom menu. The page counter also indicates if there is more than one page to the report.

Refresh Data on a Report

If the user wants to change the search criteria and start the report over, the prompts can be reentered by clicking the Refresh icon on the top navigation menu.

The prompts for the report will display and you can modify the search criteria.

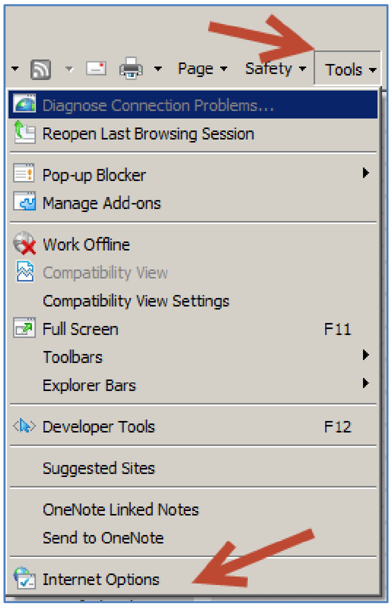
Share a Report

Web-I has a built in inbox system in which one can send reports to other web-I users. On the home page, click on the ‘Send To’ dropdown arrow and choose ‘Business Objects Inbox’. Once on the new screen, the user must uncheck ‘Use default settings’, this will display the available users that the report can be sent to in the ‘Available’ field. Once you find the desired user name (a combination of the 1st five letters of their last name combined with the 1st two letters of their first name), left click on it and click on the arrow so it displays within the ‘Selected’ field. Once all names are selected, choose the ‘Submit’ button. The report will be sent to their Web-I inbox.

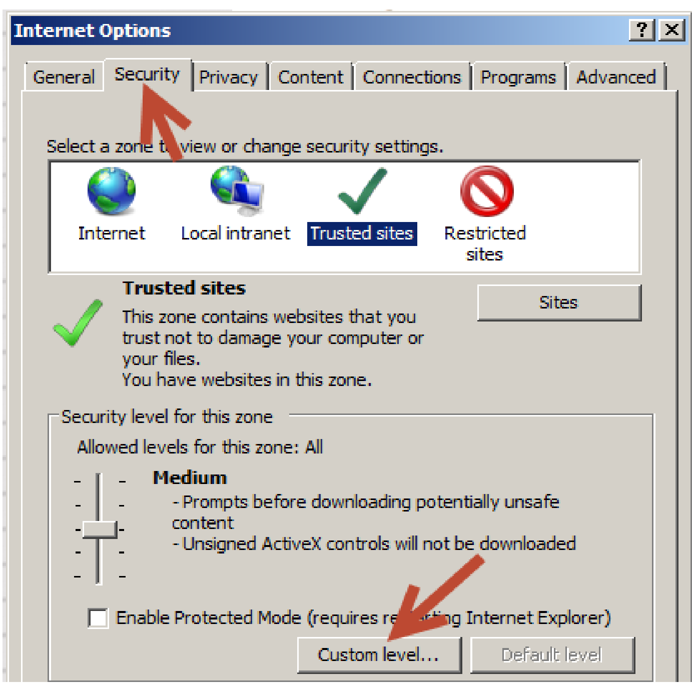
Problems with Printing or Converting Reports

Some users experience problems when printing or converting WebI reports into PDF, Excel, or CSV. The system forces them to re-enter the search criteria. The problem can be corrected by changing the browser settings as follows (Internet Explorer):

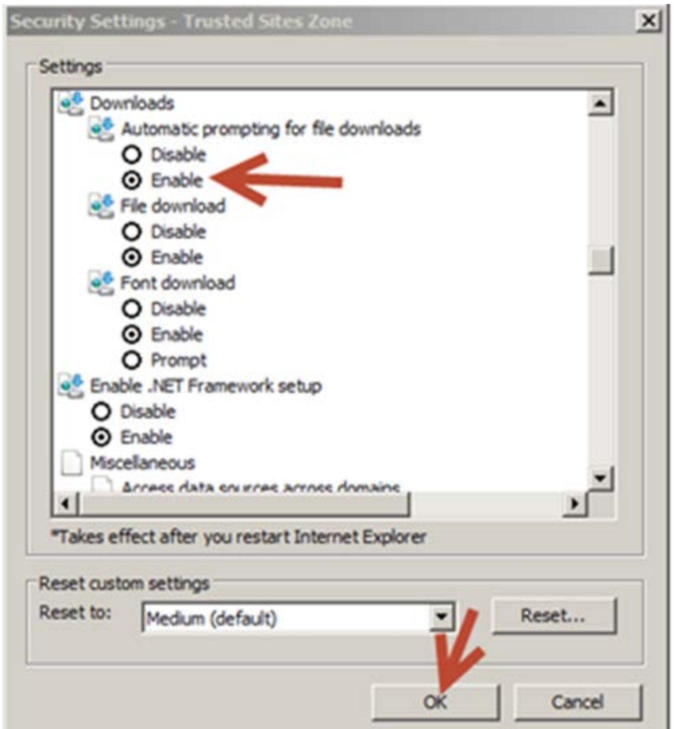
1. Click on the Tools link in your browser and then choose "Internet Options".



2. On the following page, click on the Security Tab and then Custom Level.



3. On the following screen, scroll down to Downloads. Check 'Enable' under 'Automatic prompting for file downloads.' Click 'OK.'



4. Click 'Apply' on the following page and then 'OK'.

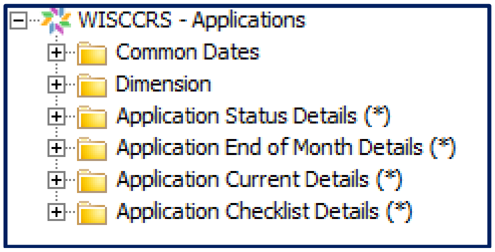
You might have to repeat these steps every time the browser software is upgraded.

WISCCRS Applications Data Warehouse Overview

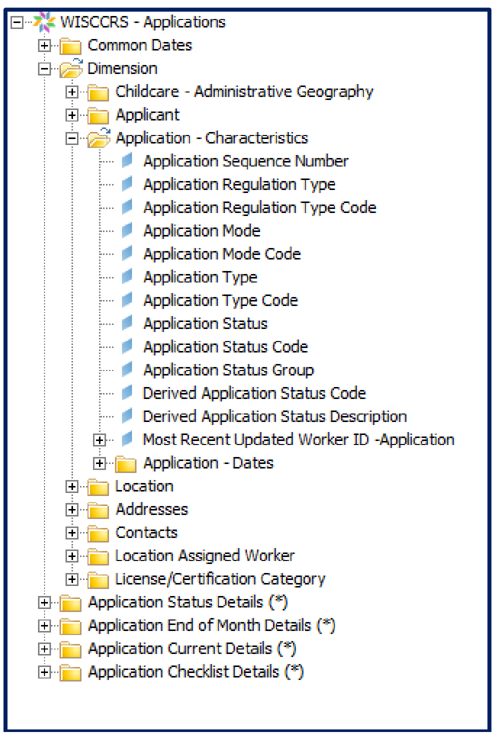
For Users with Analyst Access in Web Intelligence

WISCCRS Applications data mart has a specific structure, necessary to provide both trend and point-in-time reports for application status, checklists and other details.

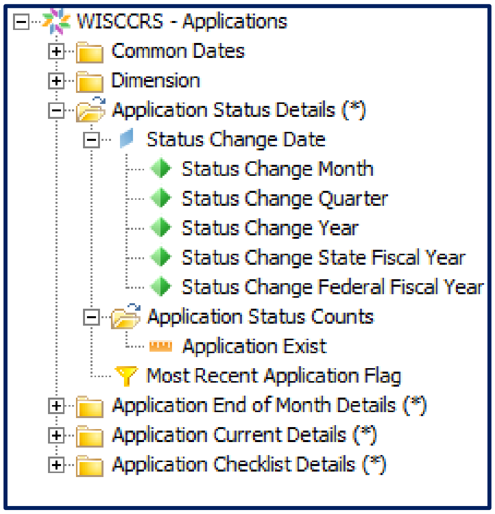
- Data elements in the Common Dates and Dimension folders are common to any report.
- Data elements in a folder name ending with (*) must only be used with the data elements in that folder or Dimension.
- Ad Hoc reports attempting to use data elements from two different (*) folders will not provide useable data and should not be created.



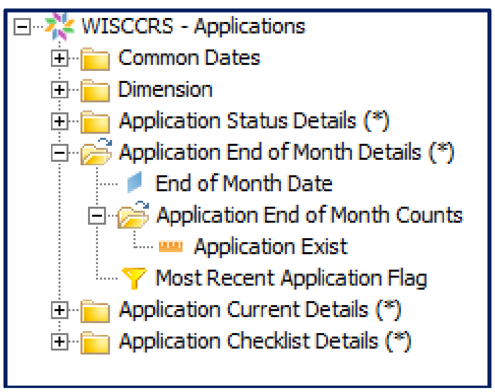
- The Dimension folder contains eight sub-folders. Each sub-folder contains various data elements and, at times, additional data elements in another sub-folder. The example below shows the Dimension > Application – Characteristics folder which contains 13 data elements and 1 sub-folder called Application Dates.



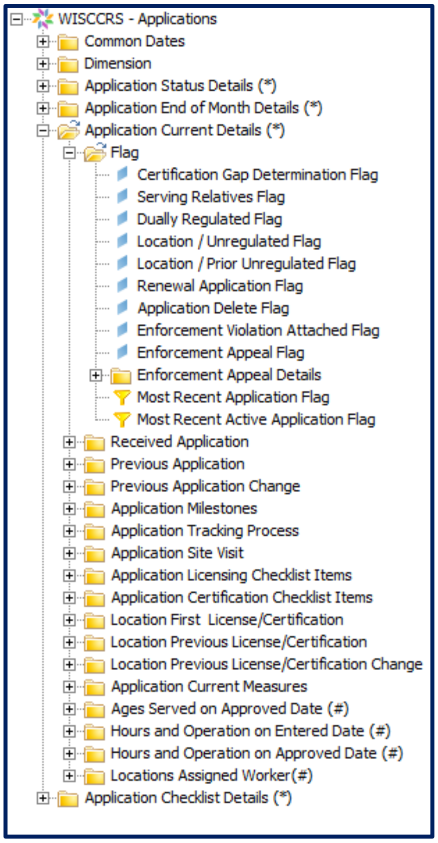
- The folder Application Status Details (*) provides detailed data about the status of an application. Use this folder when creating trend reports to display application status changes over a targeted time period. The data elements in this folder only work with the data elements found in the Dimension folder and its sub-folders.



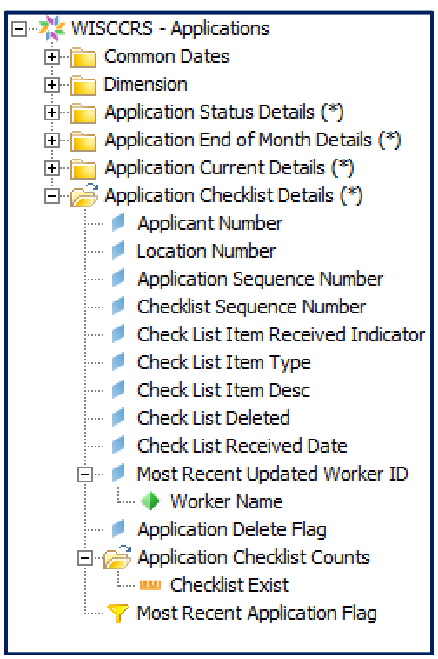
- The folder Application End of Month Details (*) provides information about where an application is at the end of a specified month (as defined by the user). Use this folder when creating reports where you wish to see application information at a specific point in time. The data elements in this folder only work with the data elements found in the Dimension folder and its sub-folders.



- The folder Application Current Details (*) provides detailed information about applications as of the current date. Use this folder when building a report where you wish to see application information as of the current date. The data elements in this folder only work with the data elements found in the Dimension folder and its sub-folders.



- The folder Application Checklist Details (*) provides detailed information about the application checklist. Use this folder when building a report where you wish to see application checklist information. For example, the checklist variables could be used in determining which checklist items were received and which are missing for a specific application. The data elements in this folder only work with the data elements found in the Dimension folder and its sub-folders.

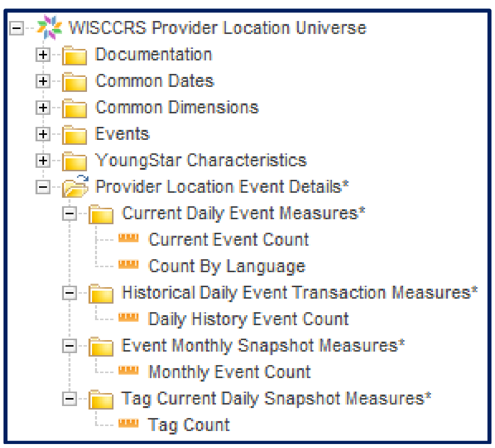


WISCCRS Provider Location Data Warehouse Overview

For Users with Analyst Access in Web Intelligence

The WISCCRS Provider Location Data Warehouse has a specific structure necessary to provide both trend and point-in-time reports for provider information, complaints, enforcements, visits and monitoring results.

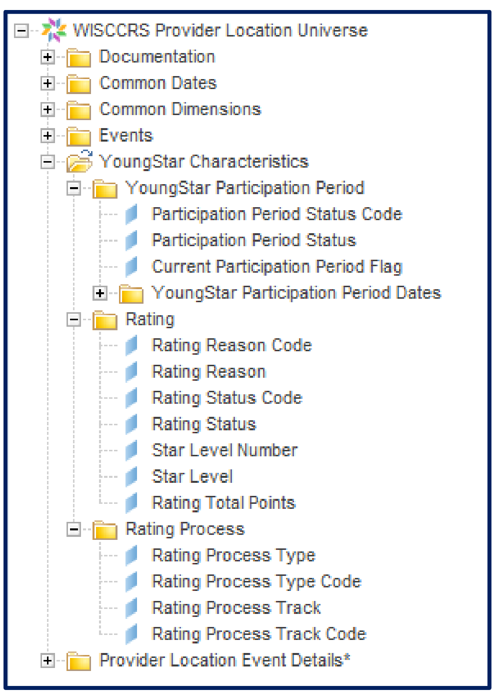
- Data elements in the Common Dates, Common Dimensions, and YoungStar Characteristics folders can be utilized in any report.
- Provider Location Data Warehouse is a data platform with several different contexts. You must choose a specific snapshot in order to define how you will view the data. There are five snapshots on which you can build a report:
  - **Provider Based Report –** choose the **Non Events Filter** Non Events Report **,** in the Provider Characteristics folder under Common Dimensions, in order to build a report off of the Provider Location table. These are high-level provider reports (Active Providers / Expiring Providers / Child Care Directory) which do not take into account the existence of an event (Complaint / Enforcement / Visit) in order to define the report's provider population.
  - **Current Daily Event Measures** – Choose the Current Event Count or Count By Language Measure to have your report point to current data. Reports that wish to look at current active complaints / active enforcements / visits due would utilize this snapshot.
  - **Historical Daily Event Transaction Measures –** Choose the Daily History Event Count Measure to have your report point to historic event data. Reports that wish to see complaints / enforcement records as it looked in WISCCRS on a specific date would utilize this snapshot.
  - **Event Monthly Snapshot Measures –** Choose the Monthly Event Count Measure to have your report point to end of month data. If you wish to see total received complaints / issued enforcements / visits monitored as of the end of a month, you would utilize this snapshot.
  - **Tag Current Daily Snapshot Measures** – Choose the Tag Count Measure to have your report point to current tag data. Reports that wish to look at current tag data at the provider or enforcement / complaint level, would utilize this snapshot.



Common Objects

- The Common Dimensions folder contains three sub-folders. Each sub-folder contains various data elements and, at times, additional data elements in another sub-folder. The example below shows the Common Dimensions > Provider Characteristics folder which contains 29 data elements and 9 sub-folders. These elements may be used in a report defined by any snapshot.

- The YoungStar Characteristics folder contains three sub-folders with YS information that can be utilized in a report defined by any snapshot.

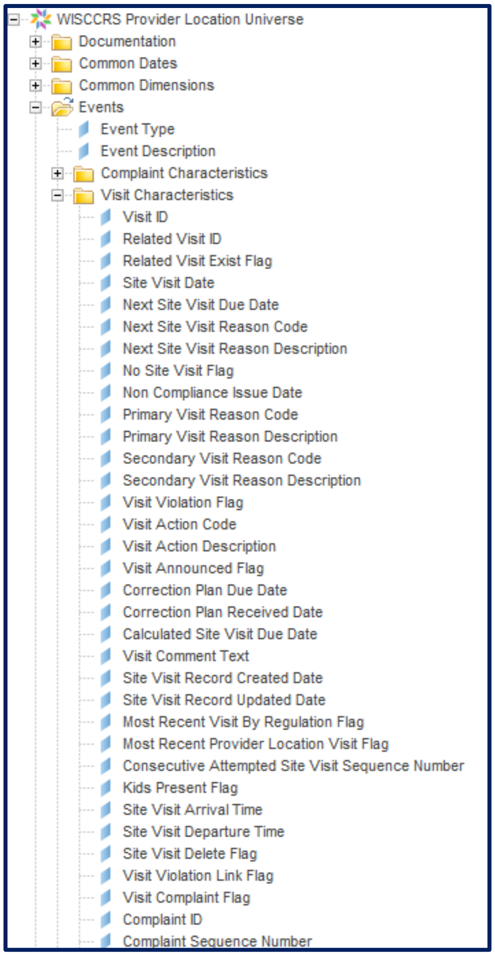


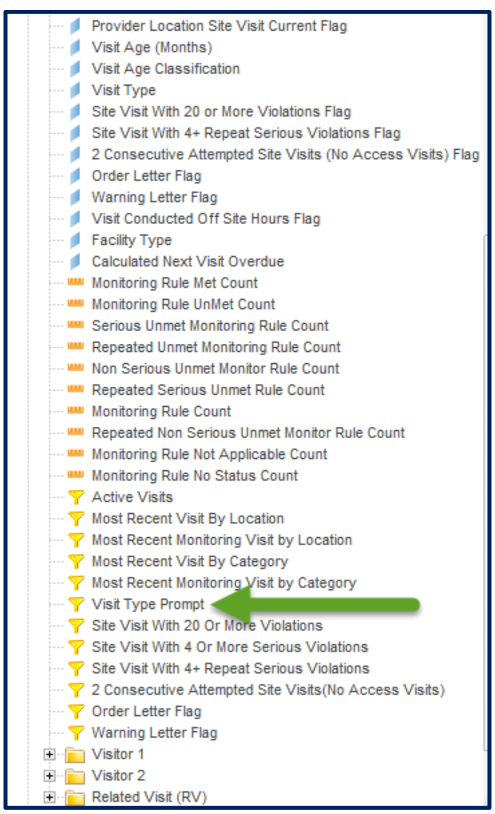
Events

The Events Folder contains different types of events in which the user may define a report. Event Types are Complaints/Visits/Monitoring Results/Enforcements. When building an event report, it is strongly suggested that the Event Type/Event Description is defined in the Query Filter so the report will pull information from the correct dataset.

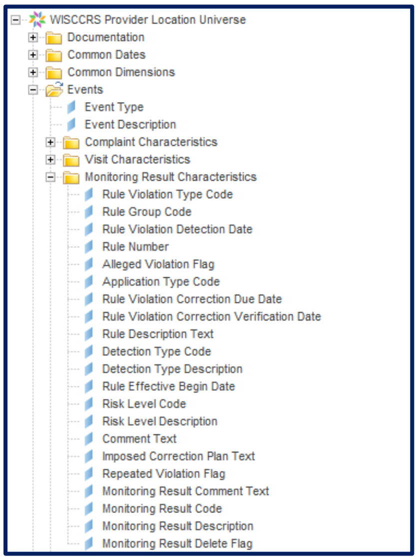
- The Complaint Characteristics folder provides detailed information about complaints. These objects can be utilized with any of the four (*) snapshots (Current Daily / Historic Daily / Event Monthly / Tag Daily) listed above. Be sure to add the **Complaint Type Prompt** into your Query Filter so the user can define the complaint type(s) (Lic, Cert, Unreg) in which to filter the report results. The data elements found in the Common Dates / Common Dimensions / YoungStar Characteristics folders may be used in complaint reports. Please note: the Complaint Reason Tag Description can be utilized in complaints reports **not** off of the Tags Daily snapshot to get tags information.

- The Visit Characteristics folder provides detailed information about visits. These objects can be utilized with any of the four (*) snapshots (Current Daily/Historic Daily/Event Monthly/Tag Daily) listed above. Be sure to add the **Visit Type Prompt** into your Query Filter so the user can define the visit type(s) (Lic, Cert, or Unreg) in which to filter the report results. The data elements found in the Common Dates/Common Dimensions/YoungStar Characteristics folders may be used in visit reports. If a visit has been connected to other events in WISCCRS (e.g. visit was entered through the complaint module link), those data elements may also be utilized in a visit event report.


WISCCRS Provider Location Universe
Documentation
Common Dates
Common Dimensions
Events
Event Type
Event Description
Complaint Characteristics
Visit Characteristics
Visit ID
Related Visit ID
Related Visit Exist Flag
Site Visit Date
Next Site Visit Due Date
Next Site Visit Reason Code
Next Site Visit Reason Description
No Site Visit Flag
Non Compliance Issue Date
Primary Visit Reason Code
Primary Visit Reason Description
Secondary Visit Reason Code
Secondary Visit Reason Description
Visit Violation Flag
Visit Action Code
Visit Action Description
Visit Announced Flag
Correction Plan Due Date
Correction Plan Received Date
Calculated Site Visit Due Date
Visit Comment Text
Site Visit Record Created Date
Site Visit Record Updated Date
Most Recent Visit By Regulation Flag
Most Recent Provider Location Visit Flag
Consecutive Attempted Site Visit Sequence Number
Kids Present Flag
Site Visit Arrival Time
Site Visit Departure Time
Site Visit Delete Flag
Visit Violation Link Flag
Visit Complaint Flag
Complaint ID
Complaint Sequence Number


Provider Location Site Visit Current Flag
Visit Age (Months)
Visit Age Classification
Visit Type
Site Visit With 20 or More Violations Flag
Site Visit With 4+ Repeat Serious Violations Flag
2 Consecutive Attempted Site Visits (No Access Visits) Flag
Order Letter Flag
Warning Letter Flag
Visit Conducted Off Site Hours Flag
Facility Type
Calculated Next Visit Overdue
Monitoring Rule Met Count
Monitoring Rule UnMet Count
Serious Unmet Monitoring Rule Count
Repeated Unmet Monitoring Rule Count
Non Serious Unmet Monitor Rule Count
Repeated Serious Unmet Rule Count
Monitoring Rule Count
Repeated Non Serious Unmet Monitor Rule Count
Monitoring Rule Not Applicable Count
Monitoring Rule No Status Count
Active Visits
Most Recent Visit By Location
Most Recent Monitoring Visit by Location
Most Recent Visit By Category
Most Recent Monitoring Visit by Category
Visit Type Prompt
Site Visit With 20 Or More Violations
Site Visit With 4 Or More Serious Violations
Site Visit With 4+ Repeat Serious Violations
2 Consecutive Attempted Site Visits(No Access Visits)
Order Letter Flag
Warning Letter Flag
Visitor 1
Visitor 2
Related Visit (RV)

- The Monitoring Results Characteristics folder provides detailed information about monitoring results. These objects can be utilized with any of the four (*) snapshots (Current Daily/Historic Daily/Event Monthly/Tag Daily) listed above. Be sure to add the **Visit Type Prompt** into your Query Filter so the user can define the visit type(s) in which to filter the report results. Data elements found in the Common Dates/Common Dimensions/YoungStar Characteristics folders will work with monitoring results reports. If monitoring results were connected to other events in WISCCRS (e.g. enforcement has violations attached to it), those data elements could also be utilized in a monitoring results report.



- The Enforcement Characteristics folder provides detailed information about enforcements. These objects can be utilized with any of the four (*) snapshots (Current Daily/Historic Daily/Event Monthly/Tag Daily) listed above. Be sure to add the **Enforcement Type Prompt** into your Query Filter so the user can define the enforcement type(s) (Lic, Cert, Unreg) in which to filter the report results. Data elements found in the Common Dates/Dimensions/YoungStar Characteristics folders may be utilized in enforcement reports. If enforcements were connected to other events in WISCCRS (e.g. enforcement has violations attached to it), those data elements could be used in an enforcements report. Please note: the Enforcement Reason Tag Description can be utilized in enforcement reports **not** off of the Tags Daily snapshot to get tags information.
-

Tags

To build Tags reports with detailed information, you must utilize a combination of the following attributes:

- Define your report by the Tag Count Measure under Tag Current Daily Snapshot Measures folder (this will give you current tags information).

- For Complaint Tag Reports, utilize objects in the Complaint Tags folder. You may utilize any other complaint objects and provider related dimensions.

- For Enforcement Tag Reports, utilize objects in the Enforcement Tags folder. You may utilize any other enforcement objects and provider related dimensions.