



Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Web Intelligence (WebI) Reports

June 2025

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The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at dcfcclireg@wisconsin.gov or 608-421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

Web Intelligence (WebI) Reports

Wisconsin Child Care Regulatory System (WISCCRS) data is loaded into WebI every night; however, there is a one-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.

Requesting 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 (CCR&Rs, CACFP, etc.)

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

DCF Staff

The application request process is explained at <https://dcfweb/da/webi>.

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 dcfservicedesk@wi.gov or 608-264-6323 to have the password reset.

Password Expiration

DCF Security sends an email once WebI security is granted. The email includes your user ID and a temporary password. **WebI passwords expire after 59 days.** Set a reminder for yourself to reset your passwords.

Non-DCF users:

To update the password, take the following steps:

1. While logged on to WebI, at the top right, click on this symbol:



2. Select **Settings** and then **User Account**.



3. Click on **Change 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 dcfservicedesk@wi.gov or 608-264-6323 to have it reset.

If a WebI account is inactive for 13 months, the account is automatically deactivated by DCF Security.

DCF-Users:

DCF users use the ACCOUNTS user ID to access WebI. The password is changed in STAR.

Login Process

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. Users can access the Login link at <https://dwdbiportal.wisconsin.gov/BOE/BI>
3. DCF Users can go to the [Gateway page](#), and under Reports, click on the **WebI** link.

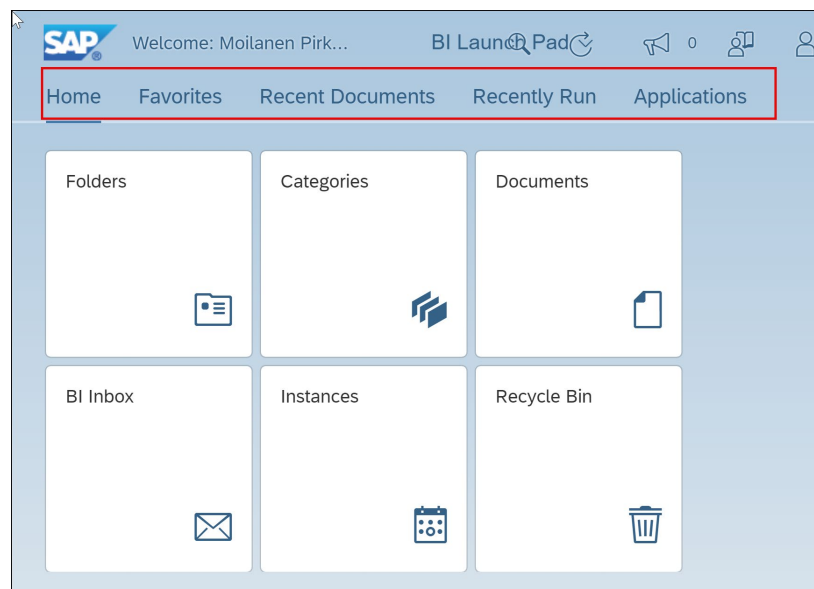
Login Screen

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 **Windows AD** 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

When you log in to WebI, you will see the screen below if you are on the Home screen.



From this screen, you can access folders, Categories, etc. The home page varies based on the user's security setting.

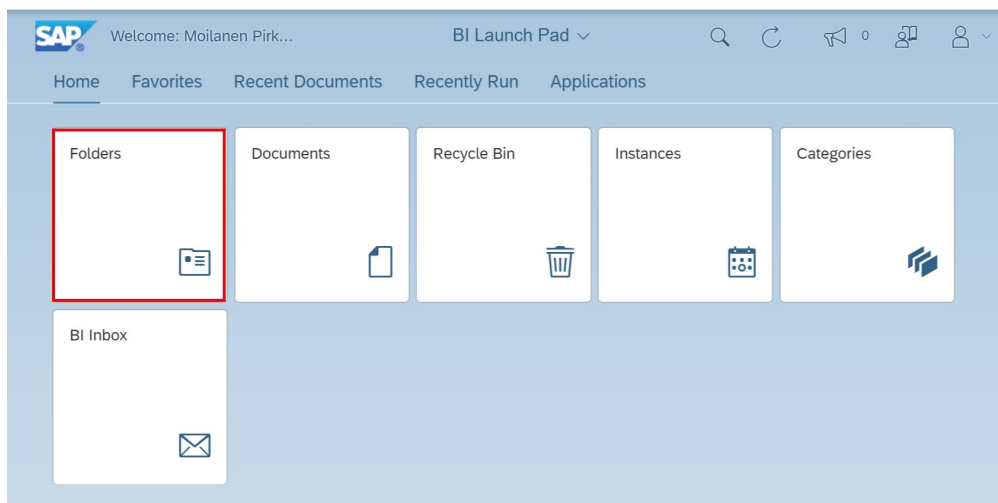
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- **Folders:** This link takes the user to the public and personal folders.
- **Categories:** As reports are run and saved, a category description can be added help organize reports by a common theme.
- **Documents:** This folder has all reports organized by most recent updated date on top.
- **BI Inbox:** This folder includes reports sent to you by another WebI user.
- **Instances:** Instances identify reports that are scheduled to run and the status of the reports.
- **Recycle Bin:** Includes deleted reports.

On top of the screen, you can easily access Favorites, Recent Documents, etc.

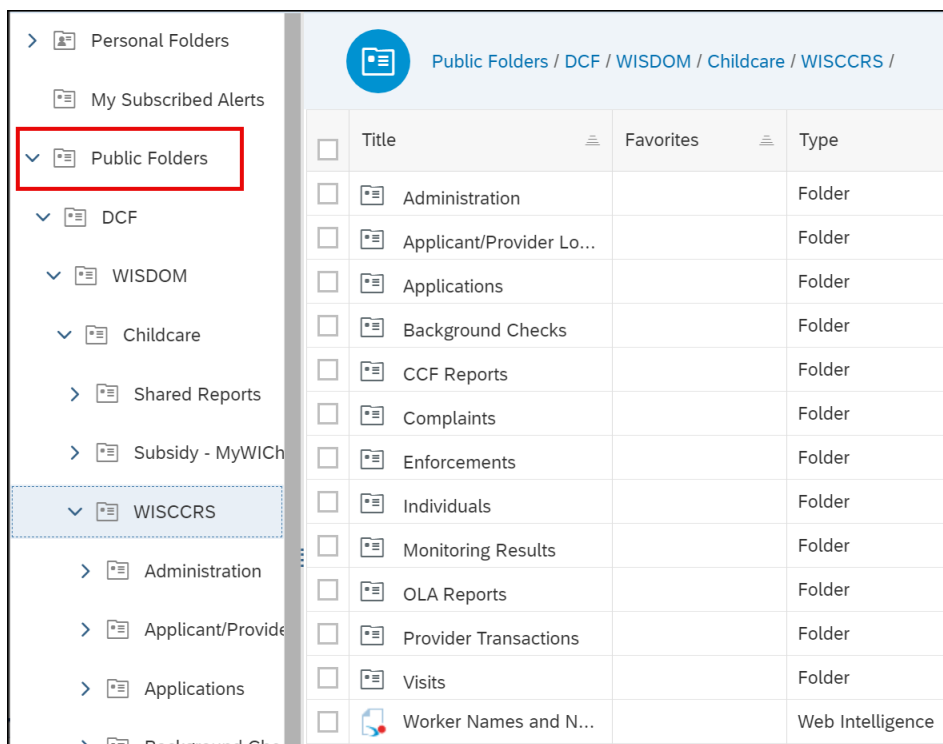
WebI WISCCRS Reports

To navigate to the WISCCRS reports for the first time, choose **Folders**.



Then navigate to Public Folders > DCF > WISDOM > Childcare > WISCCRS.

WISCCRS User Guide – Web Reports



Once you have navigated to the WISCCRS folder, the following folders are displayed:

Title	Favorites	Type
Administration		Folder
Applicant/Provider Lo...		Folder
Applications		Folder
Background Checks		Folder
CCF Reports		Folder
Complaints		Folder
Enforcements		Folder
Individuals		Folder
Monitoring Results		Folder
OLA Reports		Folder
Provider Transactions		Folder
Visits		Folder
Worker Names and N...		Web Intelligence

Marking Favorite Reports

The home page has a tab for favorite reports.

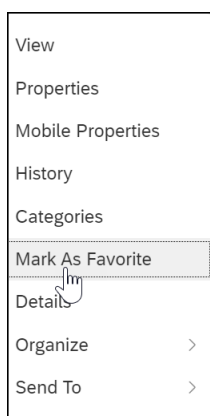
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To add reports to the Favorites, navigate to the report that you want to add to the Favorites and click on the '3 dots' icon on the right.

<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated	
<input type="checkbox"/>	Application Status (By Applicati...		Web Intelligence		Jul 25, 2024 3:49 PM	...

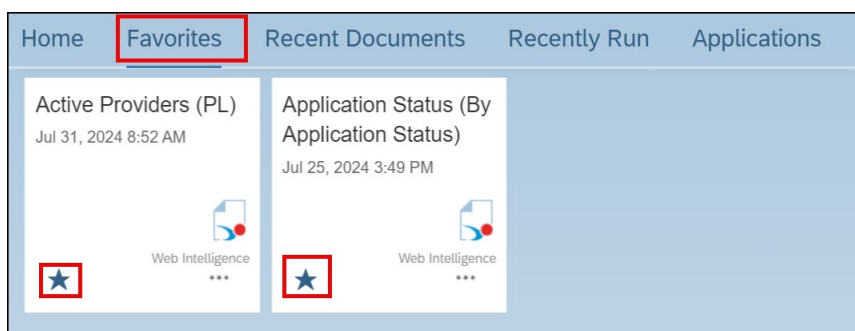
The menu below displays. Choose **Mark as Favorite**.



A star appears in the Favorites column after the report has been marked favorite.

<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated	
<input type="checkbox"/>	Application Status (By Applicati...		Web Intelligence		Jul 25, 2024 3:49 PM	...
<input type="checkbox"/>	Application Status (by Applicati...		Microsoft Word		Aug 26, 2022 9:55 PM	...

Also, the Favorites tab shows the reports that the user has marked favorite.



Generating Reports

When the user double-clicks a report, a Web Intelligence window opens displaying various prompts. Below are instructions on how to generate the Active Providers report. Prompts may

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vary slightly, but most reports follow the same pattern.

The prompts are either required (indicated an asterisk *) or optional. The second prompt in the example below (Regulation Type) is a mandatory prompt while the rest are not. Optional prompts are helpful in filtering information.

Prompts

Search

Enter value(s) for Application Type Description

*Enter value(s) for Regulation Type Description

Enter value(s) for Category Mode

Enter value(s) for Certification Agency

Enter value(s) for Category Status:

Enter value(s) for Translator Language:

Enter value(s) for Provider Location Business Type Description:

Enter value(s) for Category:

Enter value(s) for County:

Enter value(s) for Child Care Licensing Region:

Mandatory (1) Run Reset All Cancel

Then choose the regulation type by entering a check mark next to the regulation type.

* Enter value(s) for Regulation Type Description

Search or enter a value manually

Regulation Type Description

☐ CERTIFIED

☒ LICENSED

1 OK Reset Cancel

Some prompts that don't have values listed, the user can find the values by choosing the refresh button on the upper right corner of the prompt pop-up window or by entering the value in the Search field.

Enter value(s) for Category:

Search

To see the content of the list, click the refresh values button.

The full list of options displays. Choose the option by clicking the check box next to the value(s).

Enter value(s) for Category

Search

Category Type

☐

☐ -

☐ CERT SCHOOL AGE PROGRAM

☐ INHOME PROVISIONAL CERT

☐ INHOME REGULAR CERTIFIED

☐ LICENSED FAMILY

☐ LICENSED GROUP

☐ PROVISIONAL CERTIFIED

☐ PUBLIC SCHOOL PROGRAM

☐ REGULAR CERTIFIED

☐ UNREGULATED

Some prompts, like dates, do not have values. When a date is needed, type the date in the search field in MM/DD/YYYY format. Then choose the 'manual entry'.

* Enter Application Materials Received Date(Start):

01/01/2024

+ 01/01/2024 (manual entry)

No selected value

When data is found that matches the search criteria, a report is generated. If the filters need to be modified, click on the **Prompts** link. This opens the list of prompts again.

9/18/24 8:46 AM												
Region	County	Certification Agency Name	Provider#	Location#	Facility#	Facility Name	Location Contact	Monitoring Plan	Assigned Worker	Assigned Worker Begin Date	Application Type Description	Category Type
SOUTHERN	13. DANE	Community Coordinated Child Care(4-C), Inc	9000588789	001	2002744			Minimum		10/18/2022	LICENSED FAMILY	LICENSED FAMILY
SOUTHERN	13. DANE	Community Coordinated Child Care(4-C), Inc	7000579097	001	2002499			Minimum		10/18/2022	LICENSED FAMILY	LICENSED FAMILY

If you want to see what the values are that have been programmed for the report, you can view those values by clicking on the name of filter.

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<div>File Data Analyze</div> <div> Category Status Description All Values Child Care Licensing Region All Values County All Values Category Status Description All Values </div> <div> Summary Data Active Providers - Excel ... Alpha Listing by Applica... Alpha Listing by Facility... Listing by Language Listing by Application Ty... </div> <div>9/18/24 8:46 AM</div>												
Region	County	Certification Agency Name	Provider#	Location#	Facility#	Facility Name	Location Contact	Monitoring Plan	Assigned Worker	Assigned Worker Begin Date	Application Type Description	Category Type
SOUTHERN	13. DANE	Community Coordinated Child Care(4-C), Inc	9000588789	001	2002744			Minimum		10/18/2022	LICENSED FAMILY	LICENSED FAMILY
SOUTHERN	13. DANE	Community Coordinated Child Care(4-C), Inc	7000579097	001	2002499			Minimum		10/18/2022	LICENSED FAMILY	LICENSED FAMILY

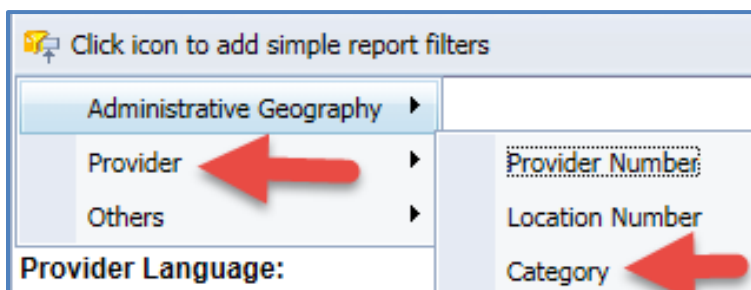
Sorting/Filtering Data on a Report

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

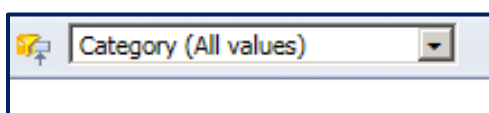
1. Click on the **Filter** icon (Filter Bar) on the upper right corner of the screen. This will add a new bar above the report screen.



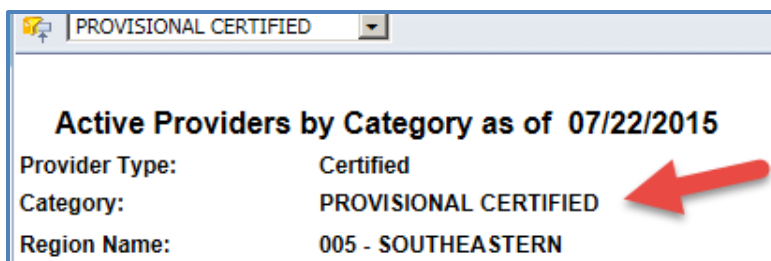
2. Click on the **Filter** icon (Click icon to add simple report filters). A list of various sorting options will display in the pull-down menu.



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.



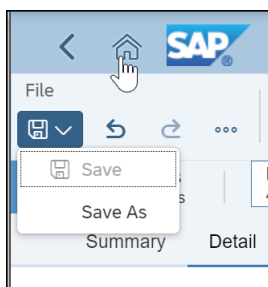
3. If **Provisional Certified** category is chosen as the sort option, the report only shows those providers who are provisional. Also, the count on the bottom of the report displays the total number of provisional providers in that county.



- To remove a filter, choose **Remove** from the pull-down menu.

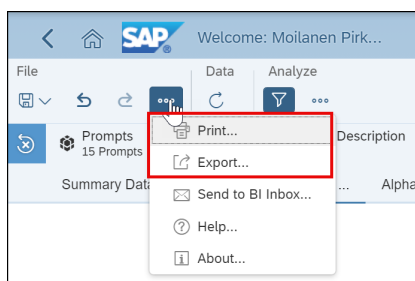
Saving a Report - Caution

Users can save the report in their own folder. However, users should **not** save the published reports under their own user account because if a change is made to that report, the changes do not flow to reports saved under a user's own folder.

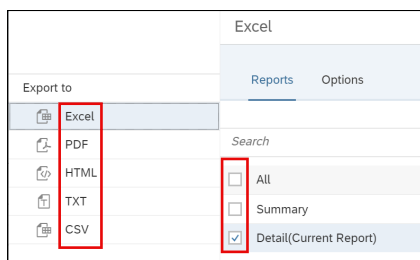


Exporting/Printing a Report

To export the results of a report to your personal folder, choose the 'three dots' icon on the top of the report. This opens up a new menu that allows you to choose the print/export options.



The export option opens up the following options. You can export the entire report (all tabs) or just a specific one.



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The print option has the same range as the export. Once the **Print** button on the bottom is chosen, the data is converted into a PDF document first. Then the report can be sent to a printer.

The screenshot shows a settings panel with two tabs: 'Range' and 'Layout'. The 'Range' tab is active. It contains three radio button options: 'All reports' (selected), 'Current report', and 'All'. Below these are two more radio button options: 'Current Page' and 'Pages' (with an example text box showing 'Example: 1,3,5-11'). The 'Page Size' section has a dropdown menu set to 'Letter'. The 'Orientation' section has two radio button options: 'Portrait' and 'Landscape' (selected).

Report with Multiple Pages

If a large number of rows is returned, the system inserts paging logic. If the user hovers the mouse over the report, the following window appears. If the report contains multiple pages, the window shows 1+. To access the following pages, either type the page number in the page number field or use the > arrow. To go to the last page of the report, choose >|.

The screenshot shows a pagination bar with the text 'Go To' followed by a series of navigation icons. A red box highlights the page number field, which contains '1' and 'of 1+'. To the right of the field are arrows for navigating between pages. Further right are icons for zooming in and out, and a print icon.

To go back to previous pages, use the reversed arrows |< and <.

This screenshot is similar to the previous one, but it includes additional icons for zooming in and out, and a print icon. The page number field still shows '1' and 'of 1+'.

To make the display larger or smaller, choose the magnifying glass icon A.

To show the print layout, choose icon B.

To modify the display so that it fits the screen, choose icon C.

To modify the display so that the entire report (width and height) fits the screen, choose icon D.

Refresh Data on a Report

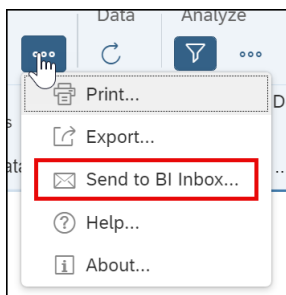
If the user wants to change the search criteria and start the report over, the prompts can be reentered by clicking the **Refresh** icon on the top navigation menu.

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9/18/24 8:46 AM												
Region	County	Certification Agency Name	Provider#	Location#	Facility#	Facility Name	Location Contact	Monitoring Plan	Assigned Worker	Assigned Worker Begin Date	Application Type Description	Category Type
SOUTHERN	13. DANE	Community Coordinated Child Care(4-C), Inc	9000588789	001	2002744			Minimum		10/18/2022	LICENSED FAMILY	LICENSED FAMILY
SOUTHERN	13. DANE	Community Coordinated Child Care(4-C), Inc	7000579097	001	2002499			Minimum		10/18/2022	LICENSED FAMILY	LICENSED FAMILY

Share a Report

WebI has a built-in inbox system in which one can send reports to other WebI users. To send a report to another user, click on the '3 dots' icon and then choose **Send to BI Inbox**.



On the following screen, choose **Find Full Name** in the Select Users/Groups dropdown and then enter the last name of the user you want to send the report to. Finally, click OK to send the report.

 A screenshot of the 'Send to users' dialog box. At the top, there is a toggle for 'Use default settings:' which is currently 'OFF'. Below this are two tabs: 'Select Users/Groups' and 'Send Options'. Under 'Select Users/Groups', there is a dropdown menu with 'Find Full Name' selected (highlighted with a red box). To the right of the dropdown is a search input field containing 'smith'. Below the search field is a list of users with columns for 'Title' and 'Full Name'. The list includes users like 'smithcbpfq', 'lsmith', 'analiesesmith', 'asmithwow', 'sasmith', 'JEFFSMITH5217', 'smithdkjyf', and 'tsmith'. At the bottom, there is a 'Selected Items' field and 'Ok' and 'Cancel' buttons.

Note that published reports should **not** be sent to other user's inbox because if changes are made to the report by DCF staff, those changes are not brought to the report sent to a BI Inbox.

WISCCRS Reports

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. Workload 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:

Scheduled folder

This folder contains reports that are scheduled to automatically run. The purpose of scheduled reports is to update Tableau Dashboards, publish files to DCF public web pages, or provide consistent extracts that are shared directly with program staff. Users should **not** run data from this folder as it can be found in the main production folder(s).

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 **Spanish**, but if the agency has entered other language information on the Applicant page in WISCCRS, the report can be sorted by language.
- Listing by Application Type (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. Active providers in the month (PL): This report allows the user to identify providers who are/were active within a specific timeline.

3. Capacity Report (PL)

This report allows the user to view the following information pertaining to capacity:

- **Capacity Regulation Type**
- Capacity by Region
- Capacity by County
- Capacity by Licensor/Certifier

4. Capacity Trend Report (PL)

This report allows the user to view the following information:

- **Capacity Regulation Type**
- Capacity Statewide
- Capacity by Region
- Capacity by County
- Capacity Range by Region
- Capacity Range by Category

5. CCDBG Active Provider and Capacity Trends Dashboard: This report shows certain trends such as daytime and nighttime capacity, etc.

6. 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.

7. Certified Providers Well Water Test Needed

This report shows providers who needs a well water test with a due date for the test.

8. Child Care Directory (PL)

This report is identical to the Active Providers report, but also lists information on Capacity, Operational Hours, Ages Served, etc.

9. 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.

10. Closed Providers in the Month (PL)

This report allows the user to view programs that are closed within a given time frame (permanent or temporary closures).

11. Denied Providers (AD)

This report shows certified providers whose certification has been denied within last 5

years.

12. 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.

13. Illegally Operated Providers Report (PL)

This report displays facilities that are considered 'illegally operated' (operating without a license as required under Section 48.65, Stats) and date that they were forced to close.

14. Key Performance Indicator (KPI) Provider Trends – Monthly/Daily

This report displays active and closed providers based on user defined time period. User may choose multiple calendar months to view number of active and closed providers to determine trends by/across county/counties/Tribal Nations or a region/regions.

15. 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.

16. 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.

17. Multisite Centers in Multiple Regions (PL)

This report shows all providers that own multiple centers in different regions.

18. 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.

19. Out-of-State Providers (PL)

This report includes providers who are located outside Wisconsin but serve children who receive Wisconsin Shares subsidies.

20. 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.

21. 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.

22. Provider Management Directory (PL)

This report contains all providers and their contact information along with their hours of operation and their monitoring plan.

23. Providers Changing Regulation Type (AD)

This report displays providers who were previously regulated as one regulatory type but then reopened as another regulatory type.

24. Providers Tags Report (PL)

This report displays current overall tag counts (enforcement + complaint) at the provider level.

25. Providers Trend Report (PL)

This report displays active/closed provider information in a user-defined time period.

26. 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 YoungStar 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 Completed 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 Completed 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

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 Check Eligibility**

2. **WISCCRS Background Check Details:**

This report allows the user to query statistics on various types of background checks conducted within a specified date.

Child Care Finder (CCF) Reports

These folders include reports on the Child Care Public Search (Child Care Finder) usage.

1. **CCF County Report**

This report displays number of searches conducted, total number of results received, and number of providers viewed by county.

2. **CCF Device Type Report**

This report displays search source (parent, provider, other or unknown), number of searches, number of results, providers viewed and number of distinct devices (device and IP addresses).

3. **CCF Distinct Users Report**

This report displays users (parents, providers, other and unknown) by month.

4. **CCF Infant and Weekend Care Report**

This report displays users who used the Infant or Weekend filters in their searches. The results show county, number of searches, number of users, number of visits and providers viewed.

5. **CCF Search Details Report**

This report pulls all search details available within a time frame.

Complaints Folder

The following reports are available on complaint information:

BECR Complaints Report

This report displays complaint received/complaint closed information in a user-defined date.

- **Complaint Tags Report (PL)**
 - This report displays tag information associated with complaints.
- **Complaint Tags Report (PL) – Needing Medical Attention**
 - This report displays “Needing Medical Attention” tags associated with complaints.
- **Complaints Trend Report (PL)**
 - This report displays complaint received/complaint closed information in a user-defined time period (month-year).
- **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.

5. **Enforcements – Excel Format (PL)**

This report displays active and closed enforcements in Excel format for a chosen time frame.

Individuals

This folder has two folders: Background Checks and Certifications.

Background Checks Folder

1. **CBU Executive Summary Dashboard**

2. **CBU Reports – Licensing - Folder**

This folder has the following reports:

a. **Closed Licensed Facilities to be Invoiced report**

This report identifies closed providers that have outstanding fees that need to be invoiced.

b. **Minor Turning 18 Year of Age Report**

This report provides a list of minor household members that are turning 18 years of age.

3. **CBU Workload Dashboard**

4. **Background Check Appeals Report**

This report displays all individuals who appealed their CBC denial since October 2018. The report also shows the results of the appeal.

5. Background Checks Complete Status Report (CD)

This report contains statistics on the number of people statewide that have finished background checks and it groups them into regions and types of facility. The report also gives counts for eligibility, reasons for ineligibility and reasons for the late decisions.

6. Background Check Status Report (CD)

This report contains statistics on the number of people statewide that have **pending** or **in progress** background checks, and it groups them into regions and types of facility. The report also gives counts for eligibility, reasons for ineligibility and reasons for late decisions.

7. CBC Barred Crimes Reports

This report shows individuals whose background check was denied due to a barred offense.

8. Fingerprint Non-Compliance Report (CD)

This report contains individuals who have been sent out fingerprint request forms, but have not completed them yet, and the number of days that they have been non-compliant.

9. Incomplete Background Checks without Tasks

This report identifies individuals whose background check is pending.

10. Individual Final Decision Ineligible and Prospective Clean-Up

This report allows the user to filter individuals by Employment Status, Final Decision Status and Type of Episodes.

11. Minors >10 – No BCR

This report identifies active individuals who have turned 10 (if entered in system) but have not completed the BCR that triggers the DOJ check.

12. Processed Tasks Missing Final Eligibility (CD)

This report identifies individuals with processed tasks, but with a missing Final Decision Eligibility Date.

13. SCHEDULED – Awaiting Results

This report identifies individuals whose background check episode is in Awaiting Results status. It will remain in that status until the results are received from DOR.

Certification Folder

1. Certification Providers TB Test (CD)

This report identifies certified providers who have a TB test due.

2. Individual's Continuing Education Report (CD)

3. Individual's Trainings Report (CD)

This report contains a thorough list of all the trainings that licensed and certified providers and individuals that work at the facilities have completed.

Monitoring Results Folder

These reports include information on monitoring results for both certified and licensed provider sites.

The following reports are available:

1. Health and Safety Monitoring Dashboard folder:

a) This folder includes the following reports:

1. BECR HS Last site visit

2. BECR HS Monitored Rules

This report looks at results of health and safety rules monitored on CC providers within the current calendar year.

3. Health & Safety Monitoring Dashboard

This dashboard shows an executive summary that gives high level overview of the licensing regions' progress towards monitoring all licensed facilities for compliance with a set of licensing rules pertaining to Health and Safety standards.

4. Milwaukee Certified Dashboard

This dashboard gives a high-level overview of the region's progress towards monitoring all certified facilities for compliance with rules regarding Health and Safety standards.

2. 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.

3. Monitored Health & Safety Rules (PL) - Certified

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

4. Monitored Health & Safety Rules (PL) - Licensed

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).

5. Provider Violations – Missing Correction Verification Date

6. Rule Violations with Description (PL)

This report includes information on all violations within a county/region by rule number and description.

Online Applications (OLA) Reports

This folder has the following reports:

1. EOI Status Report

This report allows the user to filter Expression of Interest records received within a specified date.

2. EOI Task Report

This report displays EOI related tasks generated within a time frame.

Provider Transactions

This folder includes the following transaction related reports:

1. All Forfeitures with Outstanding Balance (PL)

This report displays all forfeitures with an outstanding balance by region/county.

2. E-payment continuation fees

This report displays providers who have paid their continuation fee using e-payment. (Certified providers in the balance of the state cannot pay certification renewal fees using e-payment.)

3. Forfeitures by Rule Number (PL)

This report shows history of forfeiture amounts by rule number.

4. Forfeitures with Licensing Specialist (PL)

This report displays all forfeitures assessed by licensing specialist by county/region.

5. Outstanding Balances (PL)

This report displays providers who have an unpaid balance. The report displays all providers in the state.

6. Transaction Detail Report (PL):

This report shows transactions by region for today's date.

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. Certification Unannounced Visits:

This report contains information on all providers who haven't had an unannounced visit prior to a specified date and all providers whose most recent site visit date hasn't been in the current calendar year.

4. 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.

5. 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.

6. 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.

7. **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.

8. **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.

9. **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.

10. **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.

Training

Below are links to training videos that explain the WebI functionality.

Introductions: <https://www.youtube.com/watch?v=Ft1wyGC5gII>

Opening and using reports: <https://www.youtube.com/watch?v=ZWZAnFI2HIA>

Additional report functionality: https://www.youtube.com/watch?v=0IDI-fZRD_c