



# **Wisconsin Child Care Regulatory System (WISCCRS)**

## **My Assignments**

July 31, 2015

Division of Early Childhood Education

DCF-P-2972

## Contents

Background .....	3
Security .....	3
Providers/Facilities included in My Assignments: .....	3
Searching my Facilities: .....	4
Sorting .....	5
Calculating the Visit Due Date .....	5
Certification: .....	5
Licensing:.....	5
Events that Recalculate the Visit Due Date - Licensing.....	7
Site Visit Screen.....	7
Visit types that set the Visit Due date - Licensing.....	8
Web Reports - Licensing .....	8

## Background

A new module has been created in WISCCRS to assist certification and licensing staff to conduct timely visits to the providers/centers that are assigned to them. The module will display facilities/provider locations that are due a site visit within the next 30 days or if the visit was due in the past.

There is no delay in data transfer between the My Assignments module and WISCCRS. The My Assignments module is updated as soon as the visit has been completed and entered into WISCCRS. This means that the visit due record will fall off the My Assignment module immediately.

To access the My Assignments, click on the link on the Home page.

Home	New	Search	Tasks	Announcements	Reports	CBC	Findings	CSAW
Home								
Welcome to the Child Care Regulation Home Page								
Statewide Announcements				County Specific Announcements				
<b>Welcome To Wiscrcs/Webi Training!</b> If you are having concerns with the system performance or functionality, check the announcements first. If not announcement pertaining the problem has been posted, then call the number that appears on the error message screen.				2/22/2012	No County announcements for you at this time. Please click on the Announcements link to view all announcements.			
<a href="#">More...</a>								
<b>New Provider</b> Use this link to start an application for a new certified or licensed provider.				<b>Search</b> Use this link to search a provider or individual associated with a program by various criteria such as name, tax ID, address, etc.				
<b>Facility/Location Assignments</b> Here you can select the facilities/locations and assign a licensor/certifier.				<b>Regulated Child Care and YoungStar Public Search</b> Use this link to access the Child Care Public Search page.				
<b>Webi Reports</b> Use this link to access Webi Reports. A separate login is needed.				<b>WISCCRS User Guide</b> Use this link to access User Guides explaining WISCCRS functionality.				
<b>Group Size Estimator</b> (requires javascript) Using this tool, you can determine whether a certified provider is in violation with the certification group or the 16-hour rules.				<b>Information for Certifying Agencies</b> Use this link to access the DCF Child Care Certification Partner page. The intended audience for this page is county/tribal certification workers.				
<b>My Assignments</b> Here you can view your assignments.				<b>Licensing Administration</b> Here you can view the licensing administration related pages.				

## Security

WISCCRS users who have update access to either certification or licensing records are able to access the module. Users with inquiry access are not able to view the link and access the module.

## Providers/Facilities included in My Assignments:

Providers included in the My Assignment must meet the following criteria:

1. The provider/facility must be active (have a current category).  
As soon as the regulatory approval is granted, the provider/facility will be included in the myAssignment module. The reverse is also true; when a program is closed in WISCCRS, it falls off from the module.
2. Must have been assigned to a worker using the Facility/Location Assignment module.  
The Facility Assignment functionality is explained in <http://dcf.wisconsin.gov/childcare/wiscrcs/pdf/locationassignment.pdf>. If the provider/facility assignment is changed from one worker to another, My Assignment module reflects the change immediately.

New applicants with pending applications and unlicensed providers (licensing only) are not included in this module.

## Searching my Facilities:

When you access the My Assignment module, the following screen is displayed:

Search My Assignments	
Regulation *	<input checked="" type="radio"/> License <input type="radio"/> Certificate
Licensor/Certifier *	Licensor, Lars
Visit Due Date From	<input type="text"/>
Visit Due Date To	<input type="text"/> (This page will list all site visits past due and those due in the next 30 days)

The Regulation and Licensor/Certifier fields are defaulted based on the user's security setting, however, any user with update access is able to view licensing/certification assignments for any worker on the list.

If the Visit Due Date From and To are left blank, the system will display any visits due within 30 days from today's date and those that are past due. When displaying providers/facilities that are past due or due within the next 30 days, the system considers both the user-entered Next Visit Date and the system-calculated Visit Due Date.

My Assignments									
Applicant/Location Facility Address	Application Type	Category Status	Last Visit Reason	Last Visit Date	Next Visit Date	Visit Due Date	Rule Violated	Actions	
7800078777/001 Happy Daycare 201 NE Happy Radl Anytown WI 54697	Certified Family	Approved	<a href="#">Complaint Visit</a>	02/07/13	08/30/14	10/31/14	Yes		
4800078741/001 Jim Doe 400 Washington Anytown WI 45454	Certified Family	Approved	<a href="#">Complaint Visit</a>	02/07/13	08/25/14	11/01/14	Yes		

The user may expand the search beyond the next 30 days by entering dates in the Visit Due Date From and Visit Due Date To fields. The search by dates can be up to 12 months in length.

The table below explains each of the fields included in the module:

Field Name	Description
Applicant/Location Facility address	Facility/location details are brought from the Location screen.
Application Type	The type of application is brought over from the Application Details screen.
Category Status	The category status of the most current, active category is displayed.
Last Visit Reason	The screen displays details about the last visit conducted.
Last Visit Date	The screen displays details about the last visit conducted.

Next Visit Date	If the user entered a Next Visit Date on the Add or Modify Site Visit screen, the date is displayed here.
Visit Due Date	This field displays the system calculated due date. See Calculating the Visit Due Date section for further information. If the system-calculated visit due date is in the past, it is displayed in <b>red</b> font.
Rule Violated	Yes or No is displayed if violations were cited during the last visit.
Actions	If a compliance statement was issued during the last visit, the system displays it here.

### ***Sorting***

The list of locations/facilities is defaulted to the system-calculated Visit Due Date, however, they can be sorted by Application type, Facility Name, Next Visit Date (user entered) and Zip code.

## **Calculating the Visit Due Date**

The system calculates the Visit Due Date as follows:

### **Certification:**

The DCF 202 – certification rules require agencies to visit the provider at initial, continuation and at relocation. The My Assignment module uses the category end date as the Visit Due Date for certification. If the certifier enters the Next Visit Date into the Site Visit record, the provider location will be displayed in the My Assignments module.

### **Licensing:**

Below is a table that explains the frequency of the visits required for various programs:

Facility type	Category mode	Monitoring plan	System-calculated next visit due date	Next visit date calculated in months*
Family	Probation	Probation	Two visits between category start and end dates.	3 months from the category begin date (new) or the last visit (ongoing)
Family	Regular	Min or Mod	One visit every 12 months	12 months from the last visit
Family	Regular	Maximum	Two visits in a 12-month period	7 months from the last visit
Small Center, Capacity <=50	Probation	Probation	Two visits between category start and end dates.	3 months from the category begin date (new) or the last visit (ongoing)

Facility type	Category mode	Monitoring plan	System-calculated next visit due date	Next visit date calculated in months*
Small Center, Capacity <=50	Regular	Min or Mod	One visit every 12 months	12 months from the last visit
Small Center, Capacity <=50	Regular	Maximum	Two visits in a 12-month period	7 months from the last visit
Large group, Capacity >50	Probation	Probation	Two visits between category start and end dates.	3 months from the category begin date (new) or the last visit (ongoing)
Large group, Capacity >50	Regular	Min or Mod	Two visits in a 12-month period	7 months from the last visit
Large group, Capacity >50	Regular	Maximum	Three visits in a 12-month period	5 months from the last visit
Part-time, Any capacity	Probation	Probation	Two visits between category start and end dates.	3 months from the category begin date
Part time, Any capacity	Regular	Min or Mod	One visit every 12 months	12 months from the last visit
Part time, Any capacity	Regular	Maximum	One visit every 12 months	7 months from the last visit
Camp	Probation (12 months)	Probation	Two visits between category start and end dates.	6 months from the category begin date (new) or the last visit (ongoing)
Camp	Regular	Min or Mod	One visit every 12 months	12 months from the last visit
Camp	Regular	Maximum	Two visits in a 12-month period	7 months from the last visit

\* The logic will execute the Visit Due Date in the following order:

1. Process will use the **category begin date** to calculate the Visit Due Date when the Application Mode is Initial and the Visit Type is Initial Licensing Study (new locations, relocations and change from family to group and vice versa).
2. Process will use the **previous Visit Due Date** to calculate the Visit Due Date, when the Application Mode is Initial and there is a previous visit with a Visit Due Date (probationary licenses).
3. Process will use **the current visit date** to calculate the Visit Due Date for all other scenarios.
4. When the calculated Visit Due Date is prior to current visit date, then the process will use **the current visit date** to calculate the Visit Due Date-

Note about part-year programs: These programs will have the part-time checkbox checked so the Visit Due will be calculated using that formula.

## Events that Recalculate the Visit Due Date - Licensing

The following updates in WISCCRS will recalculate the Visit Due Date for licensing:

1. **Pending application (new facility):**  
As soon as the category is created and license issued, the Site Visit Screen shows the next system-calculated Visit Due date calculated from the category begin date.
2. **Monitoring plan changed from Minimum/Moderate to Maximum or vice versa:**  
The Visit Due will be set X number of months from the date of the previous Visit Due Date for the site.
3. **Capacity for a group center is changed:**  
The Visit Due will be set X number of months from the previous Visit Due Date for the site.
4. **Full-time/Part-time group centers:**  
The Visit Due will be set X number of months from the previous Visit Due Date for the site.
5. **Category Mode change from probationary to regular and vice versa:**  
When the new regular category is issued, the system re-calculates the Visit Due Date for the site. Also, the reverse is true when a facility with a regular license relocates to a new address and is issued a probationary license.
6. **Conversion records:**  
The Visit Due Date will be set X number of months from the latest visit date for the site.

**NOTE:** If the monitoring plan or capacity is ended/deleted, the system sets the Visit Due Date using the most frequent schedule (3 months).

## Site Visit Screen

The system-calculated Visit Due Date is displayed on the Display and Modify Site Visit screens.

Site Visits							
Type Of Visit	Date Of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action
License	08/05/14	Monitoring For Licensing		08/04/15		No	<a href="#">Monitoring Results</a>
License	03/01/14	Complaint Licensed Facility		07/01/14		No	<a href="#">Monitoring Results</a>
License	03/15/14	Complaint Licensed Facility		07/01/14		No	<a href="#">Monitoring Results</a>
License	01/01/14	Initial Licensing Study		04/01/14		No	<a href="#">Monitoring Results</a>

## Visit types that set the Visit Due date - Licensing

When one of the following visit types is entered into WISCCRS, the system recalculates the Visit Due Date:

- Complaint Licensed Facility
- Enforcement Action Compliance Verification
- Initial Licensing Study
- License Amendment
- Monitoring for licensing
- TA for Licensed Facility
- Verification of DCF-294

## Webi Reports - Licensing

The Webi Reports for licensing have been modified so that the system-generated Visit Due Date is brought over to the reports.