

# Wisconsin Child Care Regulatory System (WISCCRS)

## User Guide

### **My Assignments**

April 5, 2018



WISCONSIN DEPARTMENT OF  
CHILDREN AND FAMILIES

## Table of Contents

<b>Background</b> .....	<b>2</b>
<b>Security</b> .....	<b>2</b>
<b>Providers / Facilities included in My Assignments</b> .....	<b>2</b>
<b>Searching My Facilities</b> .....	<b>3</b>
Sorting .....	3
<b>Calculating the Visit Due Date</b> .....	<b>4</b>
Certification .....	4
Licensing .....	4
<b>Events that Recalculate the Visit Due Date - Licensing</b> .....	<b>6</b>
<b>Site Visit Screen</b> .....	<b>6</b>
<b>Visit types that set the Visit Due date - Licensing</b> .....	<b>6</b>
<b>WebI Reports – Licensing</b> .....	<b>6</b>

The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at [dcfclicreg@wisconsin.gov](mailto:dcfclicreg@wisconsin.gov), 608-421-7550 (general), or the Wisconsin Relay Service (WRS) 711. For civil rights questions call 608-422-6889 (general) or the Wisconsin Relay Service (WRS) 711.

## 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.

## 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 My Assignment 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 the [Facility/Location Assignment User Guide](#).**  
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:

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
<a href="#">7800078777/001</a> 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	
<a href="#">4800078741/001</a> 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 primary and secondary reasons the last visit was 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 red 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 how WISCCRS calculates the frequency of visits for various programs. Note: A moderate monitoring plan means you should visit more frequently than a minimum monitoring plan, but it does not require a specific number of visits.

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 Date of Visit Due for 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)
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:

## WISCCRS User Guide – My Assignments

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 as primary or secondary visit reason, the system recalculates the Visit Due Date:

- Initial Licensing Study
- Monitoring for Licensing

## Web Reports – Licensing

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