

Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Facility / Location Assignment

April 2022



Wisconsin Department of
Children and Families

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Facility / Location Assignment

This module is used to assign the Child Care Locations to a certifier or licensor. Certifiers with update access to the WISCCRS system can view both certified and licensed locations but can only assign certified locations. Licensing specialists with update access to WISCCRS can view both but can only assign licensed locations. Users with inquiry access can view the location assignment information but cannot make any updates.

For more information on specific facilities assigned to a licensor or certifier, view the [My Assignments User Guide](#).

Facility / Locations Included in the Module

The Location Assignment module includes the following provider locations/facilities:

1. Facilities/locations with an active license/certificate
2. Facilities/locations with pending applications (application status pending or approved)
3. Unregulated providers

Once a location/facility has been inactivated (or certification has expired), the location no longer displays in the search results.

Facility / Location Search

The assignment page can be accessed from the link on the WISCCRS homepage.

The screenshot shows the homepage of the Wisconsin Child Care Regulatory System. At the top, there is a navigation menu with the following items: Home, New, Search, Tacks, Announcements, Reports, CBC, Findings, CSAW, CCPI, and YoungStar. Below the menu, the main content area is divided into two columns: Statewide Announcements and County Specific Announcements. The Statewide Announcements section contains a notice about CSAW and WISCCRS availability. The County Specific Announcements section contains information about WREA Child Care Provider Contact Information. In the left sidebar, there are several links: New Provider, Facility/Location Assignments (highlighted with a red arrow), Web Reports, Group Size Estimator, My Assignments, and Data Warehouse Dashboard. The right sidebar contains links for Search, Regulated Child Care and YoungStar Public Search, WISCCRS User Guide, Certification SharePoint, and Administration.

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Clicking on the link will bring up the Search Facility / Location screen. Select either License or Certificate and enter additional search criteria to narrow down the search results. The search result page is restricted to 500 records. If an error message is displayed, the user must narrow down the search by using additional search criteria.

Search Facility/Location

License/Certificate License Certificate

Licensors/Certifier

Region

County

City

Zipcode

Full/Part Time Full Time Part Time

Category/Class

Facility ID

Applicant Number (Enter 10 Digits)

Location Number

Field Name	Description
License/Certificate	If the user selects 'License', the search results will only include licensed facilities (and public school programs and unregulated providers). If the user selects 'Certificate', the search results only includes certified locations. NOTE: This cannot be used as a single search field. Another search criteria must be used.
Licensors/Certifier	If the user wants to search all facilities/locations already assigned to a licensing specialist/certifier, the user can choose the name from the list. If the user chooses 'license' in the search criteria above, all licensing specialists with update access to WISCCRS are displayed. If 'certificate' is chosen above, then all certifiers with update access to WISCCRS are displayed.
Region	Select the region of your choice. NOTE: Region cannot be used as a single search field. You have to use an additional search criteria (such as county, etc). Regions are divided by BECR regional boundaries. https://dcf.wisconsin.gov/cclicensing/contacts
County	Select the specific county or tribe to view. If County is used as a single search criteria, all providers in that county will display. If a county has more than 500 records, an additional search criteria must be used to narrow down the search.
City	If the user wants to find all certified or licensed providers in a city, the user can type the name here.
Zip Code	If the user wants to find all certified or licensed providers within a zip code, the user can type the number here. NOTE: When zip code is used as a search criteria, locations that have the extra 4 digits after the zip code are not displayed in the search results.
Full/Part Time	Select Full Time, Part Time, or both. If the user leaves this field blank while using other search criteria, both Full and Part time programs are displayed.
Category/Class	Choices will vary by the selection of License or Certificate above.
Facility ID	Search for a specific facility.

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Applicant Number Location Number	Enter Applicant Number or Applicant and Location Number. Location Number cannot be used as a single search field. The user has to include Applicant Number.
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Facility / Location Match Results

After the search criteria are entered, click on the Search button to bring back a list of matching locations. If the Facility ID or Applicant Number were not part of the search criteria, the results list may include multiple Applicants and Facilities. The results list will display the name of the Licensor/Certifier if the location is currently assigned.

List Of Possible Matches										
Check All	Licensor/Certifier	Region	County	City	Zip	Full/ Part Time	Category/Class	Active	Facility Name/ ID	Applicant/ Location #
<input type="checkbox"/>		003 - Northeastern	Brown County	Madison	537031507	Full Time Part Time	Licensed Group	Yes	Hole In The Wall Gang 1122779	1800080710 001
<input type="checkbox"/>	Name Mask Name Mask	003 - Northeastern	Brown County	Green Bay	54301				Hee Haw Fun 1122916	5800083357 001
<input type="checkbox"/>		003 - Northeastern	Brown County	New Franken	542299497	Part Time			Helen's House 1122920	5800083357 002
<input type="checkbox"/>		003 - Northeastern	Brown County	Green Bay	54301				1122446	6800075264 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Fond Du Lac	54935				1122456	6800075361 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Rosendale	54974	Full Time	Public School Program	Yes	Spartan Child Care Center 1122917	6800083364 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Madison	54401	Full Time	Licensed Group	Yes	Adams Daycare 1122785	7800080771 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Madison	54901	Full Time Part Time	Licensed Group	Yes	Hockey Child Care 1122787	9800080796 001

Facility / Location Assignment

To assign a location, you must include either the Applicant Number or the Facility ID in the search criteria. Only specifically selected locations can be assigned. If there are multiple locations for the Applicant to be assigned to the same Licensor or Certifier, the Check All box may be used to select all rows. Select the Licensor or Certifier from the Assigned To dropdown list. After the Assign button is clicked, the screen will be refreshed with the Assigned Licensor/Certifier name listed.

List Of Possible Matches										
Check All	Licensor/Certifier	Region	County	City	Zip	Full/ Part Time	Category/Class	Active	Facility Name/ ID	Applicant/ Location #
<input type="checkbox"/>		003 - Northeastern	Brown County	Madison	537031507	Full Time Part Time	Licensed Group	Yes	Hole In The Wall Gang 1122779	1800080710 001
<input type="checkbox"/>	Name-Mask Name-Mask	003 - Northeastern	Brown County	Green Bay	54301				Hee Haw Fun 1122916	5800083357 001
<input type="checkbox"/>		003 - Northeastern	Brown County	New Franken	542299497	Part Time			Helen's House 1122920	5800083357 002
<input type="checkbox"/>		003 - Northeastern	Brown County	Green Bay	54301				1122446	6800075264 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Fond Du Lac	54935				1122456	6800075361 001
<input checked="" type="checkbox"/>		003 - Northeastern	Brown County	Rosendale	54974	Full Time	Public School Program	Yes	Spartan Child Care Center 1122917	6800083364 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Madison	54401	Full Time	Licensed Group	Yes	Adams Daycare 1122785	7800080771 001
<input type="checkbox"/>		003 - Northeastern	Brown County	Madison	54901	Full Time Part Time	Licensed Group	Yes	Hockey Child Care 1122787	9800080796 001

Assigned To	
Assigned To	Backgroundchecker, Ben
Assign >	

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After the location/facility has been assigned to a worker, the name of the certifier/licensing specialist is displayed in the Location/Facility header on every page.

Provider/Loc Number 5800040045 / 001		Name Rosendale-Brandon School District						
Facility Number 1122917		Applicant/Loc Number 6800083364 / 001						
Facility Address 123 Main St Rosendale, WI 54974		Facility Name Spartan Child Care Center						
Licensor Name Ben Backgroundchecker		Certifier Name						
Location Details								
Spartan Child Care Center 123 Main St Rosendale, WI 54974 Brown County								
Licensed Applications For This Location 001								
Application Sequence #	Application Entered Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
001	11/29/16	Category Approved	Public School Program	Approved	11/29/16	11/30/18		