Wisconsin Child Care Regulatory System (WISCCRS)

Public School and Out-of-State

Programs

December 2, 2016

Division of Early Childhood Education

Contents

Background

This user guide explains how to enter Public School Programs (PSCH) and Out-of-State Programs (OOS) into WISCCRS.

Programs Operated by a Public School Board

The Bureau of Early Care Regulation (BECR) will begin monitoring license-exempt providers (programs operated by a public school board (PSCH) in limited health and safety areas due to requirements of the Child Care and Development Block Grant (CCDBG) Act of 2014. In the past, public school programs have been entered into CSAW by county/tribal subsidy agency staff if the program is serving Wisconsin Shares children. Since the licensing staff will be monitoring these programs, WISCCRS has been enhanced to allow licensing staff to enter them into WISCCRS instead of the CSAW system. The mobile app will be enhanced later to include the health and safety rules for the PSCH programs.

Out-of-State Providers

Licensed and certified programs that are located outside Wisconsin sometimes enroll children served by the Wisconsin Shares Program. Counties have been entering these programs into CSAW in the past, but this functionality is also moved into WISCCRS and the provider records will be entered by the BECR Central Office staff.

Conversion of Provider Data

Public School programs and Out-of-State providers who have active categories in CSAW will be converted from CSAW into WISCCRS**.**

Entering PSCH programs into WISCCRS

The steps below have an asterisk * if the step is mandatory for creating a PSCH program.

1. Conduct a search using the Tax ID, name, and address to find out if the program already exists in WISCCRS.
   a. If the applicant has history in WISCCRS and the previous category is PSCH, start a new application by clicking on the *Initial* button. If it is a currently open program, see the *Converted Programs* section later in this document.

   b. If the applicant exists in WISCCRS but the previous category is NOT PSCH, start a new location. WISCCRS does not allow the same location to have PSCH and licensed/certified category.

c. If the applicant has no history in WISCCRS, start a new application by clicking the *New* link in the upper navigation bar and complete the steps below.

1. *Complete the *Applicant Basic Details* screen:

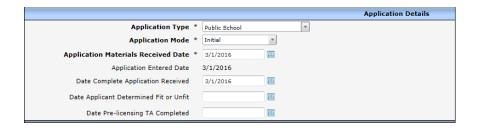| Applicant Basic Details	
First Name *	SCHOOL
Middle Initial	
Last Name *	Superindentent
Business Name	Anytown School District
Tax ID Number Type *	○ SSN ◉ FEIN
Tax ID Number *	12-6899666 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Additional ID Number Type	◉ N/A ○ SSN ○ FEIN
Additional SSN/FEIN	(SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Date Of Birth *	1/1/1960

2. *Complete the *Facility/Location Address* by entering the physical address of the program.

Facility/Location Address	
Street Number	123
Unit	
Direction	East
Street/Rural Rt/Box# *	SCHOOL
Suffix	Road
Quadrant	
Apt#	
Address Line 2	
City *	SCHOOLVILLE
State *	Wisconsin
Zip Code *	45454-____

3. *On the *Location Details* screen, complete the required sections.
    a. On the *Application Details* section, enter *Public School* as the *Application Type*.
    b. Enter *Application Mode* as follows:
        i. **Initial**: Applicant without prior history.
        ii. **Continuation**: Choose this for programs that have been converted from CSAW and have an active category. PSCH programs are not required to submit a continuation application. However, the category will be 48 months in length so an assessment can be done if the program still needs monitoring (continue serving Wisconsin Shares children).
        iii. **Relocation**: Choose this value when a PSCH is relocating to a new site.
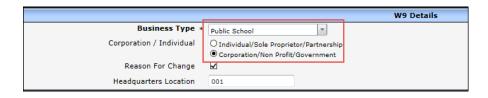   c. Enter application dates.

	Application Details
Application Type *	Public School
Application Mode *	Initial
Application Materials Received Date *	3/1/2016
Application Entered Date	3/1/2016
Date Complete Application Received	3/1/2016
Date Applicant Determined Fit or Unfit	
Date Pre-licensing TA Completed	

d. Complete the *Facility/Location Contact Details* section. The *Do you intend to participate in the YoungStar* should be marked *Yes* for these programs so the system will automatically generate the *FIS Provider Letter*.

	Facility/Location Contact Details
Do you intend to participate in YoungStar?	◉ Yes ○ No ○ Unknown
Facility/Location Name *	Anytown Elementary
Entered County *	Dane County
Location County *	Dane County
First Name *	patty
Middle Initial	
Last Name *	principal
Suffix	
E-Mail	
Phone Numbers	
Primary *	(454) 545-4545
Secondary	Enter Phone Number
Pager	Enter Phone Number
Cell	Enter Phone Number

d. Complete the *Child Care Center Information* section.

	Child Care Center Information
Do you have employees?	○ Yes ○ No ◉ Unknown
Type of Care *	☐ Full Time
	☑ Part Time
	☐ Before and After School Care
	☐ Summer Care For School Age Children

4. *Most of the fields on the *Applicant* screen have been populated by data entered on the previous fields, except the W9 Details section. Choose *Public School* as the *Business Type* and click on the *Corporation/Non Profit/Government* radio button.
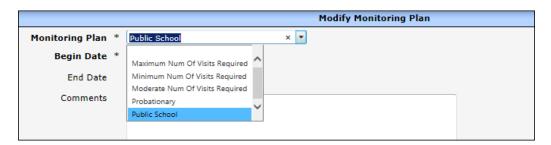
	W9 Details
Business Type *	Public School
Corporation / Individual	○ Individual/Sole Proprietor/Partnership
	◉ Corporation/Non Profit/Government
Reason For Change	☑
Headquarters Location	001

5. *Other Licenses* screen: Optional

6. *DOR Requests:* Does not apply to PSCH programs.

7. *DWD Requests*: Does not apply to PSCH program.

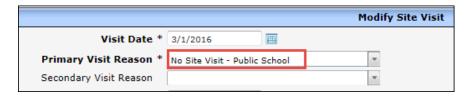8. *Documents (Applicant):* Upload applicable documents.

Location related screens:

9. *Subsidy Details* screen: Can be updated, if necessary.

10. *Pets*: Can be updated, if needed.

11. *Other Licenses*: Can be updated, if needed.

12. *Transportation*: Can be updated, if needed

13. *Insurance*: Can be updated, if needed.

14. *Comments*: Can be updated, if needed.

15. *Alternate Address*: Can be updated, if needed.

16. *Transactions*: No fees are automatically generated for PSCH programs. The screens may be updated if potential fees need to be recorded.

17. *Individuals*: Import the applicant into the Individual module. The *Role* for the applicants for PSCH should be marked *Applicant/Licensee – Exempt*. Like other governmental programs, no background checks are needed for these applicants. If other individuals are entered into WISCCRS (employees, etc.), those individuals are subject to the background checks.

18. *Monitoring Plan:* A monitoring plan is required to grant a category. *Public School* has been added as a value to be used with the PSCH programs.

19. Site visit: Any site visit completed for a PSCH program must be entered directly into WISCCRS. The Mobile App will be updated later to include these programs.

When entering a new PSCH program that has not had a visit done yet, choose N*o site visit – Public School* as the *Primary Visit Reason.* This visit will allow you to bypass the validation for a

visit when approving the category. For ongoing programs, *Monitoring for Licensing* will be used. A site visit is required before a category can be granted.
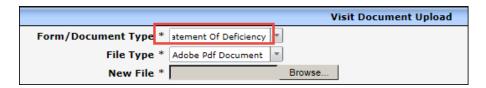

The Next Visit Due date is automatically set at 12 months from the latest visit.

Monitoring Standards:

Monitoring standards can be entered for the PSCH programs, but the visits are not brought to the Public Search until later. The *Print Non-Compliance* button has been disabled for these programs because no violations will be issued. However, *Statement of Deficiency* has been added as a *Document Type* under the *Visit Documents* section to be used when concerns are documented in the future.

20. *Complaints*: Complaints or self-reports can be entered into WISCCRS in the same manner as they are entered for licensed programs. Complaints received on these programs will be referred to the Public School District. Choose *School Board* as the *Referred To* value.
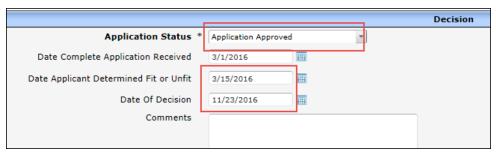

21. *Enforcements*: No enforcements can be entered for a PSCH program.
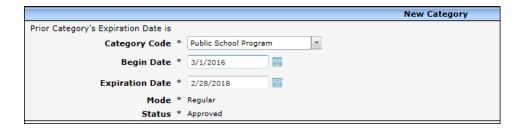
The functionality of the rest of the screens listed under the *Location* header function the same way as they do for licensing.

22. **Hours of Operation:* Enter Hours of Operation and Capacity.

23. *Checklist*: This is not mandatory for PSCH programs but is updatable if needed.

24. **Decision:* Complete the *Decision* page to mark the application approved.

25. **Category*: Grant a category for the program. The length can be up to four years. Note that the *Mode* for the PSCH will always be *Regular*.
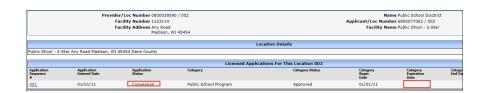

26. **Original License Date:* Enter the category begin date into this date field.
27. **Ages Served:* Enter the age range the program is serving.
28. *Conditions*: This screen is updatable, but not mandatory.
29. **Grant Regulation:* Click on the Grant Regulation button so the program details are sent to CSAW and the YS CMS.

Converted Programs

Public School programs that have active category in CSAW, will be converted into WISCCRS**.** When a new application is received for these programs, take the following steps:

1. Enter an Expiration Date for the PSCH category that is in *Conversion* status.

2. After the Expiration Date has been entered, the *Initial* button displays. Click on the *Initial* button to start a new application. Choose *Continuation* as the Mode.

3. Complete the *Application Details* pages.
4. Complete the *Location* page by entering data into the mandatory fields (*Center Contact, Phone, Type of Care* and *Original License* Date).
5. On the Individuals page, select *Select Individuals from other Locations* link. Import individuals if they exist. If not, add a new individual. The *Role* should be *Applicant/Licensee – Exempt*.
6. Enter monitoring plan.
7. Enter a site visit.
8. Enter hours of operation*.*
9. On the *Decision* page, change the *Application Status* to *Application Approved* and enter the *Date of Decision.*
10. Create a new category.
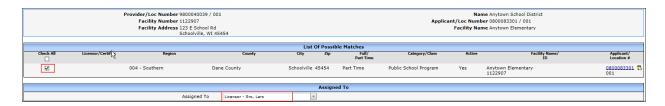11. Enter ages served.
12. Grant Regulation.

My Assignments

The PSCH programs assigned to a Licensing Specialist will appear on the *My Assignment* module if there is a site visit with a *Next Visit Due Date*. Programs converted from CSAW will not appear in the *My Assignment* module until a new PSCH application has been created in WISCCRS with a site visit.

Also, these programs do not appear in the mobile app.

Facility Location Assignments

Like the licensed programs, the PSCH can be assigned to a Licensing Specialist.

Security

Users with licensing update access can enter the public school programs into WISCCRS for the counties they have access to.

Mobile App

Visits conducted to the PSCH programs will not be recorded using the Mobile App until later in 2017.

Public Search

The site visit information on PSCH will not be transferred onto the Public Search until later in 2017.

WebI

WebI reports will be modified at a later date to include site visit information on these programs.

Entering Out-of-State Providers into WISCCRS

If a regulated (licensed or license exempt) provider located outside the State of Wisconsin is caring for a Wisconsin Shares child, those providers must be entered into WISCCRS. The provider must submit the following information:
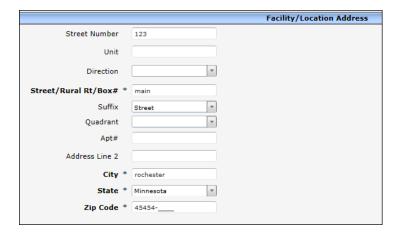
- A copy of the license/certificate from the state the program is located in.
- A W9 form that lists the provider's *Tax I*D and *Type*.
- Wi Shares Contract at http://dcf.wisconsin.gov/files/forms/pdf/2587.pdf
- Provider prices (if licensed). The prices are submitted to the County that will be creating Wisconsin Shares authorizations (Entered County).

Below are steps how to enter a provider located outside the state.

1. Conduct a search using the Tax ID, name and address to find out if the program already exists in WISCCRS.
    a. If the applicant has history in WISCCRS, start a new application by clicking on the *Initial* button on the Application screen.

    b. If the applicant has no history in WISCCRS, start a new application by clicking the *New* link in the upper navigation bar and complete the steps below.

2. *New Applicant* Page: Complete all fields on this page using the W9 form submitted by the provider.
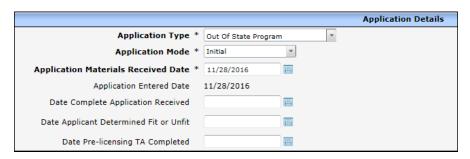

3. L*ocation Address*: Enter the address as listed on the License/Certificate.

4. *Location Details* page:

    Complete the required sections.

    a. On the *Application Details* section, enter *Out of State Program* as the *Application Type*.
    b. Enter *Application Mode* as follows:
        i.   **Initial**: Applicant without prior history.
        ii. **Continuation**: Choose this for programs that have been converted from CSAW and have an active category and a license/certification renewal has been received.
        iii. **Relocation**: Choose this value when a program has relocated to a new site.
    c. Enter *Application Materials Received Date*.

    d. Facility/Location Contact Details:

Below is a table that described each value in this section in more detail.

Field Name	Description
Do you intend to participate in YS?	Check *Yes* so the FIS letter is generated and sent to the provider.
Location Name	Enter the name on the license/certificate.
Entered county	Choose the county that will be creating the authorizations to the OOS provider. Example: La Crosse should be chosen for MN providers if the Wisconsin Shares authorizations are issued by La Crosse County. La Crosse will be updating the provider's private prices (if licensed) in CSAW.
First/Last Names	Enter the provider's names. If a group center, the director's name can be used.

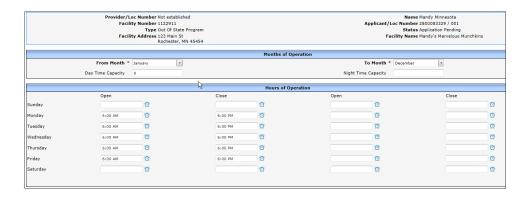d. *Child Care Center Information*: Choose the *Type of Care*.

5. *Applicant* page:

The information on this page is populated by the first two screens in the driver flow. In the *W9 Details* section, choose the *Business Type* indicated on the W9 form. Also, make sure that the Headquarters Location is set to reflect the active site (if multiple sites).

6. *Hours of Operation*:

    If the license/certificate received from the state where the provider is regulated includes hours of operation, enter the information into WISCCRS.

7. *Decision*:

    Change the *Application Status* to *Application Approved*. All date fields are required on this page. Enter the date the provider submitted the materials to BECR.

8. *Category*:

    Create a category for the program as follows:

    a. *Certified School Age Program:* Choose for a program that only cares for children over 7 years of age.
    b. *Inhome Provisional:* Does not apply to OOS providers
    c. *Inhome Regular:* Does not apply to OOS providers
    d. *License Family:* Choose this if the provider is a family provider licensed for 1-8 children, usually cared in the provider's home.
    e. *Provisional Certified:* Choose this if the out-of-state regulation corresponds WI provisional certification (no entry level training completed).
    f. *Regular Certified*: Choose this if the out-of-state regulation corresponds WI Regular Certification (entry level training completed).

Begin Date: enter the date the provider submitted the materials.

Expiration Date: The license/certificate from the neighboring state should have an end date for the regulatory approval. Enter that date as the Expiration Date.

9. *Original License Date (Location* Page*)*: Enter the *Category Begin Date* into this field.

9. *Ages Served:* If the license/certificate indicates the age range the program is approved to care for, enter the age range.
10. *Grant Regulation:* This is not needed for the OOS provider.

Security

BECR Central Office Staff will be able to enter these programs into WISCCRS.

Provider's Prices

If the program is licensed, the provider must submit the prices the program charges to private pay parents to the county that will be creating the Wisconsin Shares authorization (Entered County). The County will add this information into EBT CSAW.

Wisconsin Shares Participation Contract

The OOS provider must submit signed contract http://dcf.wisconsin.gov/files/forms/pdf/2587.pdf with the copy of the license and the W9 Form to BECR Central Office. BECR staff will forward this form to the YS unit to be entered into the CSAW system.

Public Search

The OOS providers are not listed on the Child Care Public Search.