



Wisconsin Child Care Regulatory System (WISCCRS)

Expression of Interest (EOI) for Pre-Licensors and Certifiers User Guide

June 2024

Division of Early Care and Education

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About This Guide

This guide details the steps taken in the **Wisconsin Child Care Regulatory System (WISCCRS)**, and the assistance provided, by a pre-licensor or certifier in processing a potential new provider's **Expression of Interest (EOI)**. The end goal is to be able to support and assist potential new providers while documenting their progress in **WISCCRS**.

EOI was built to **gather information on potential providers earlier** in the regulation process. It provides another way to connect with the potential provider and **work through any concerns** that may otherwise result in a complete loss of contact.

EOI also allows more accurate tracking of the early phases in the regulation process. This provides more opportunity to collect information on **when and why a potential provider decides to stop moving forward** with becoming a regulated provider.

For a potential new provider, the EOI application system is available in the **Child Care Provider Portal (CCPP)**. Once an EOI is submitted, the goal will be to establish communication with the EOI applicant and help them move through the next steps in becoming a **regulated child care provider**.



Expression of Interest (EOI)

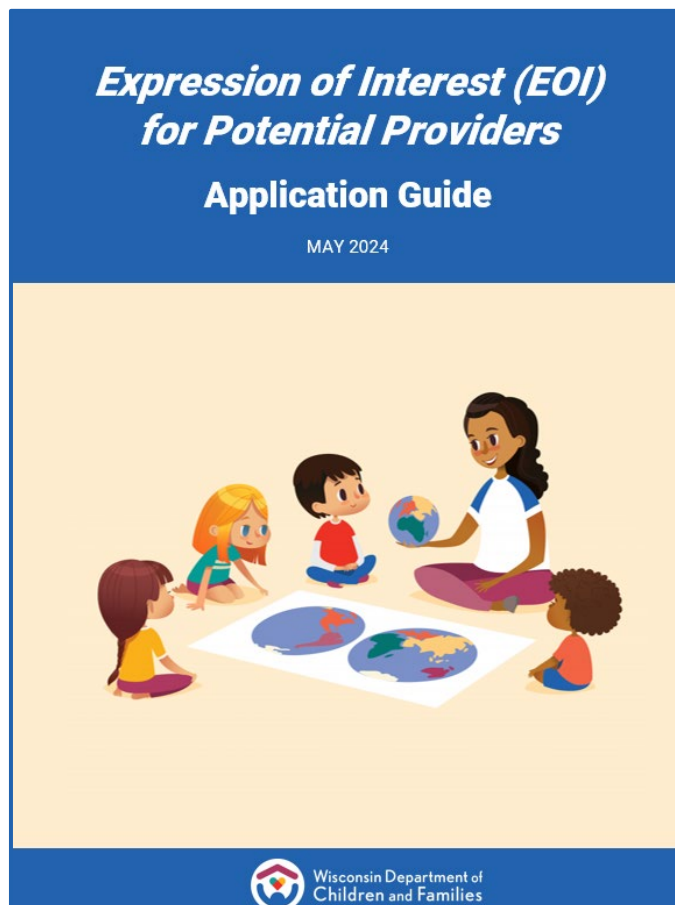
Assisting with the EOI Application

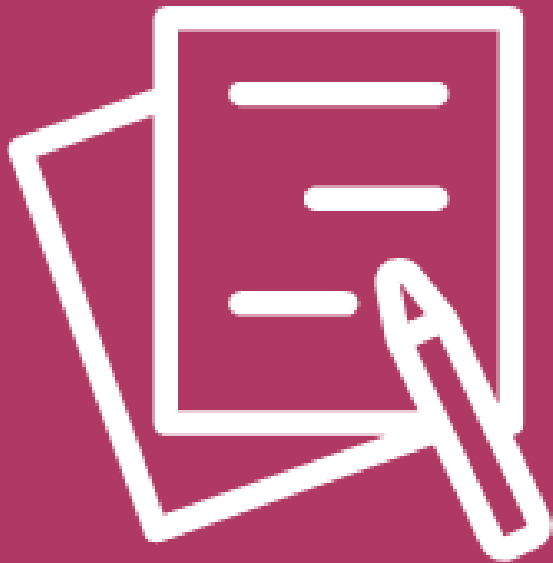
EOI Application Questions from Potential New Providers

As potential new providers initiate **DCF's Expression of Interest (EOI)** in **CCPP**, questions may arise on the initial process. If a question comes directly to your pre-licensing or local certification office, it is beneficial to understand the EOI process from the potential provider's side.

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A training document presenting the **steps for a potential provider to take** in setting up an **EOI** is available. Reviewing this will be beneficial to gain an understanding of the process from their view. Here is a link to the [Expression of Interest for Potential Providers Application Guide](#).



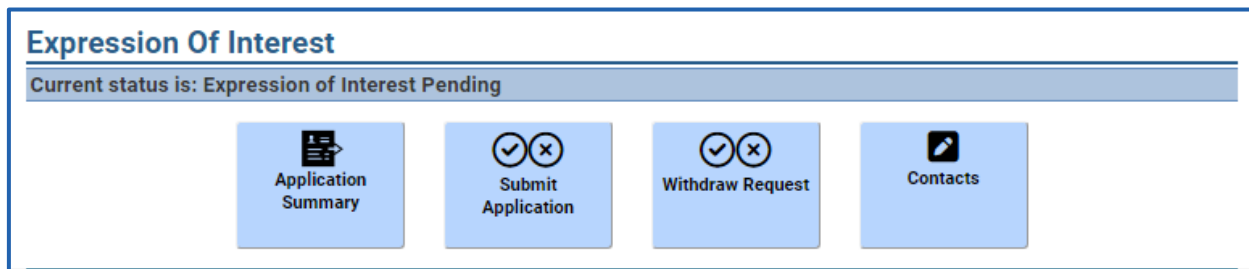


Expression of Interest (EOI)

Assigning Dashboard Tasks

Potential Providers EOI Application

When a potential provider begins filling out and reviewing their **EOI**, their **EOI's status** in **CCPP** is **Expression of Interest Pending**.



EOI at Pending status for a potential provider in CCPP.

Within the **EOI**, a potential provider will determine if they want to open a **certified child care** or **licensed child care** facility. If they intend on opening a **licensed child care**, they will also select if it will be **family child care**, **group child care**, or a **day camp for children**.

Along with selecting a regulation type, the **EOI application** also has steps for the potential provider to supply their **identification information**, **personal mailing address**, **phone number**, and the **county/tribe**, or **full address if available**, of where their child care facility will be located.

If they already have a **name for the business**, and/or a **FEIN** number, that should be entered in the **EOI** as well.

Internal EOI Assignment

After the **EOI** application has been reviewed and submitted by the potential provider, the **EOI status in CCPP** is changed to **Expression of Interest Submitted**. **CCPP** will generate an **EOI dashboard task** to either a pre-licensing vendor, a certification agency, or the regional office for day camps. A **WISCCRS Dashboard Task** will then be available in the system.

Depending on how incoming tasks in **WISCCRS** are processed at your organization, a **manager** or **lead worker** may need to assign the submitted **Dashboard Task** to a specific worker.

Pre-Licensors – Tasks will be assigned by the pre-licensing manager or lead. Assigned tasks will show up in the **My Assignments** section of the dashboard.

Balance of State Certifiers (excluding Milwaukee) – Will process tasks directly from the Task Inbox and need not assign tasks.

Milwaukee Certifiers – Tasks may be assigned by the regional office lead. Assigned tasks will show up in the **My Assignments** section of the dashboard.

Day Camp Submissions – Tasks will be processed by the BECR Regional Offices.

The screenshot displays the 'Wisconsin Child Care Regulatory System' dashboard. At the top, there is a navigation menu with links for Home, New, Search, Dashboard, Announcements, Reports, CBC, Findings, and CCPP. Below the menu, the page title is 'Home > Locations'. The main content area is divided into two sections: 'Applicant Details' and 'Locations For This Applicant'. The 'Applicant Details' section shows the following information: Applicant Number 6800087866, Name Barbara Doe, Tax ID Number 454-99-9999, Tax ID Number Type SSN, and Date of Birth 1/1/2000. There is a 'Modify' button next to the Tax ID Number Type. The 'Locations For This Applicant' section is a table with the following data:

Location/Facility	Address	Regulation	Application Status	Category	Status	Begin Date	Expiration Date	End Date
001 1123630	Dane County 608-264-0000	Licensed Family	Expression of Interest Submitted					

At the bottom of the 'Locations For This Applicant' section, there is a link for 'New Location'.

Pre-Licensing Manager Assigning an EOI

The process to **assign an EOI task** is similar to assigning other tasks.

Find the task in **WISCCRS**.

The screenshot shows the 'Wisconsin Child Care Regulatory System' dashboard. The 'Task Inbox' section contains a table with the following data:

Source	Created Date	Priority	Assigned Admin Unit/Role	Task Description	Task Status	
Provider Portal	04/24/2024	1-High	County: Milwaukee Role: Pre-Licensing	Eoi Submitted For Review Provider Number: 3800040353 Location Number: 001 Individual Name: New User County: Milwaukee County Type of Regulation: Licensed	Pending	Assign
Provider Portal	04/22/2024	1-High	County: Milwaukee Role: Pre-Licensing	Eoi Submitted For Review Provider Number: 3800040350 Location Number: 001 Individual Name: Rin Tintin County: Milwaukee County ZipCode: 531212121	Pending	Assign

Select who to **Assign To**, then click/tap **Assign**.

The screenshot shows the 'Assign Task' form in the WISCCRS system. The form fields are as follows:

- Task/Message Description:** Eoi Submitted For Review, Provider Number: 3800040353, Location Number: 001, Individual Name: New User, County: Milwaukee County, Type of Regulation: Licensed
- Tracking#:** 2952730000
- Task Created Date:** 4/24/2024
- Due Date:** 4/25/2024
- Task Assigned User Role:** Pre-Licensing
- Assign To Different Role
- Assign To *:** Pete Licensor
- Priority *:** 1-High
- Comments:** (Text area with 0 of 500 characters)

Buttons at the bottom: < Back, Assign

Certifying or Licensing Task Assigned

Once the task is assigned, the **WISCCRS Dashboard Task Status** is then **changed by the lead to Assigned**.

The worker can then find their assigned task in **WISCCRS** by clicking **Dashboard** and selecting **My Assignments**.

The screenshot displays the WISCCRS Dashboard interface. At the top, there is a navigation bar with links for Home, New, Search, Dashboard, Announcements, Reports, and CCPP. Below this, a breadcrumb trail shows 'Home > Dashboard'. The main content area is titled 'Dashboard' and features a 'My Assignments' section. This section contains a table with the following data:

Source	Assigned Date	Priority	Task Description	Task Status
Provider Portal	05/03/2024	1-High	Eoi Submitted For Review Provider Number: 9800040349 Location Number: 001 Individual Name: Barbara Doe County: Dane County Type of Regulation: Licensed Tracking Number: 2612730000	Assigned

At the bottom of the table, there are navigation controls including a page size dropdown set to 50 and a status indicator: 'My Assignments 1 to 1 of 1 records found'. Below the table is a 'Task Inbox' section.

Assigning tasks for balance of state certification is not applicable.



Expression of Interest (EOI)

Filling Out an EOI for a Potential Provider

Opening a New EOI Form

You may be contacted by a potential provider that is **currently unable to fill out their EOI using the Child Care Provider Portal.**

On your **WISCCRS Home page** you have the option of **completing an EOI for a potential provider.** This **should only be done** in the unusual case that a potential provider **does not have the capability** to fill out the EOI themselves.

The screenshot shows the WISCCRS Home page. At the top, there is a blue header with the text "Wisconsin Child Care Regulatory System" and a navigation menu with links for Home, New, Search, Dashboard, Announcements, Reports, and CCP. Below the header, the page content includes a "Welcome to the Child Care Regulation Home Page" message and several links with descriptions: "New Provider", "Search", "Regulated Child Care and YoungStar Public Search", "WISCCRS User Guide", "Certification SharePoint", "WebI Reports", and "Group Size Estimator". A red rectangular box highlights the "Expression of Interest" link and its description: "Expression of Interest related pages."

A red rectangular box containing the text "Expression of Interest" in blue, underlined font, followed by "Expression of Interest related pages." in black. A red arrow points from the right side of the box to the left side of the box.

On the lower right of your **WISCCRS home page**, you can click/tap on **Expression of Interest.** This will bring up an EOI file that can be completed for a potential provider with the information they provide.

Completing an EOI for a Potential Provider

While filling out the form, get as much information as you can from the potential provider.

Regulatory System

Search Dashboard Announcements

Application

Application Mode Expression Of Interest

Application Type *

Applicant Details

First Name *

Middle Initial

Last Name *

SSN * (SSN: xxx-xx-xxxx)

Date of Birth *

Applicant Contact Details

Street Number

Unit

Direction

Street/Rural Rt/Box# *

Suffix

Quadrant

Apt

Address Line 2

City *

State *

Zip Code * Enter 9 Zip Code

Primary Phone# * Enter Phone Number

Email

Is A Translator Needed? * Yes No

Translator Language

Business Details

First, find out what type of child care service they want to open: **Certified Family, Licensed Family, Licensed Group, or Licensed Day Camp.**

Then enter all information that is provided by the potential provider. **Information with an asterisk next to it is mandatory.**

If a potential provider does not have an SSN/ITIN, or does not want to provide it, they **cannot enter an EOI** and will need to go through the current paper process.

The address in this section is the **personal or mailing address** of the potential provider. It is **not** the address of their child care business.

The [Creating New Provider Records](#) user guide gives guidance on how the fields should be filled out.

Entering Proposed Facility Information

Enter the potential child care business information on the form.

Business Details	
Business Name	<input type="text"/>
FEIN	<input type="text" value="Enter FEIN"/> (FEIN: xx-xxxxxxx)

Proposed Center's Address	
Location County *	<input type="text"/> ▼
Street Number	<input type="text"/>
Unit	<input type="text"/>
Direction	<input type="text"/> ▼
Street/Rural Rt/Box#	<input type="text"/>
Suffix	<input type="text"/> ▼
Quadrant	<input type="text"/> ▼
Apt	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> ▼
Zip Code	<input type="text" value="Enter 9 Zip Code"/>

It is beneficial to include as much information as you can in this section. The assigned worker won't need to gather this information later. However, the **county or tribe** is the only required information needed to move on.

Then, review the information in the EOI application. Afterwards, submit the EOI application, changing the status to **Submitted**, **Orientation Initiated**, or **Pre-Licensing Initiated**, depending on the conversation with the potential provider.

i If the EOI is entered in WISCCRS on behalf of the potential provider, for the potential provider to gain access to their **EOI** through **CCPP**, they will need to create an account in [DWD Account Management System](#). After setting up their CCPP account, they also need to email the [DCF Service Desk](#) and request access to their CCPP account, including their first name, last name, and username.



Expression of Interest (EOI)

Contacting the Potential Provider

Opening the EOI Application

An **EOI task**, is located in the workers **WISCCRS Dashboard**.

Wisconsin Child Care Regulatory System

Home New Search **Dashboard** Announcements Reports CCPP

Build Date - 4/16/2024 8:54 AM

Home

Welcome to the Child Care Regulation Home Page

New Provider
Use this link to start an application for a new certified or licensed provider.

WebI Reports
Use this link to access WebI Reports. A separate login is needed.

Group Size Estimator (requires javascript) Using this tool, you can determine whether a certified provider is in violation with the certification group or the 16-hour rules.

Search
Use this link to search a provider or individual associated with a program by various criteria such as name, tax ID, address, etc.

Regulated Child Care and YoungStar Public Search
Use this link to access the Child Care Public Search page.

WISCCRS User Guide
Use this link to access User Guides explaining WISCCRS functionality.

Certification SharePoint
Use this link to access the DCF Certification SharePoint site. The intended audience for this site is county/tribal/MECA certification workers.

Expression of Interest
Expression of Interest related pages.

Dashboard

Logged in as: PRCICensor@state Exit ? Help

Wisconsin Child Care Regulatory System

Home New Search **Dashboard** Announcements Reports CCPP

Build Date - 5/1/2024 12:53 PM

Home > Dashboard

Dashboard

My Assignments

Source	Assigned Date	Priority	Task Description	Task Status
Provider Portal	05/03/2024	1-High	Eoi Submitted For Review Provider Number: 9800040349 Location Number: 001 Individual Name: Barbara Doe County: Dane County Type of Regulation: Licensed Tracking Number: 2612730000	Assigned

Page size: 50

My Assignments 1 to 1 of 1 records found

Task Inbox

Change Dashboard Task to In Progress

When beginning to review the submitted EOI, the worker should change the status of the dashboard task from either **Pending** or **Assigned** to **In Progress**.

Modify Task Assignment	
Task Description	Eoi Submitted For Review Provider Number: 0800039390 Location Number: 002 Individual Name: Presley Doe County: Dane County ZipCode: 53703 Type of Regulation: Certified
Tracking#	2513730000
Task Created Date	5/13/2024
Due Date	5/14/2024
Task Assigned User Role	Certification
Assign To	Certifier Pete
Priority *	2-High
Status *	In Progress
Comments	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;">0 of 500 characters</div>

Initial Review of an EOI Application

With the task in progress, the worker begins performing the first steps. Initially the worker should:

- Review the potential provider's information
- Check the location
- Review the EOI

Applicant Logged in as: PreLicensorPete
[Exit](#) [? Help](#)

Wisconsin Child Care Regulatory System

Home New Search Dashboard Announcements Reports CAPP

Build Date - 5/1/2024 12:53 PM
Home > Locations > Applicant Details > Applicant

Application Navigation	Provider # 9800040349 Applicant # 6800087866 Name Barbara Doe
Assignments	
Invoices	
Applicant Details	Applicant Information <p>Business Name <input type="text" value="Barbara's Kiddly Care"/></p> <p>First Name * <input type="text" value="Barbara"/></p> <p>Middle Initial <input type="text"/></p> <p>Last Name * <input type="text" value="Doe"/></p> <p>Suffix <input type="text"/></p> <p>Confirm Name Change <input type="checkbox"/></p> <p>Is A Translator Needed? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Translator Language <input type="text"/></p>
Location Details	Applicant Identification <p>Tax ID Number Type * <input checked="" type="radio"/> SSN <input type="radio"/> FEIN</p> <p>Confirm Tax ID Number Type Change <input type="checkbox"/></p> <p>Tax ID Number * <input type="text" value="999-99-9999"/> (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)</p> <p>Confirm Tax ID Number Change <input type="checkbox"/></p> <p>Tax ID Verification Switch <input checked="" type="checkbox"/></p> <p>Additional ID Number Type <input checked="" type="radio"/> N/A <input type="radio"/> SSN <input type="radio"/> FEIN</p> <p>Additional SSN/FEIN <input type="text"/> (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)</p> <p>Date Of Birth * <input type="text" value="1/1/2000"/></p> <p>Email <input type="text" value="BarbDoe@internet."/></p>
Application Details	W9 Details <p>Business Type * <input type="text"/></p> <p>Corporation / Individual <input type="radio"/> Individual/Sole Proprietor/Partnership <input type="radio"/> Corporation/Non Profit/Government</p> <p>Reason For Change <input type="checkbox"/></p> <p>Headquarters Location <input type="text" value="001"/></p>
	Licensee/Operator Address <p>Street Number <input type="text" value="808"/></p> <p>Unit <input type="text"/></p> <p>Direction <input type="text" value="West"/></p> <p>Street/Rural Rt/Box# * <input type="text" value="Pepperville"/></p> <p>Suffix: <input type="text" value="Street"/></p> <p>Quadrant <input type="text"/></p> <p>Apt# <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>City * <input type="text" value="Madison"/></p> <p>State * <input type="text" value="Wisconsin"/></p>

Establishing Contact with the EOI Applicant

After reviewing the information provided in the **EOI**, the worker **establishes contact with the potential provider.**

During an initial contact, you can answer questions or concerns that the potential provider has and help guide them through the upcoming steps. Changes can also be made to their EOI application, if needed. Gaining contact and providing assistance will help the potential provider move ahead to becoming a **licensed or certified child care provider.**

Applicant	
Provider # 9800040349 Applicant # 6800087866	Name Barbara Doe
Applicant Information	
Business Name	Barbara's Kiddy Care
First Name *	Barbara
Middle Initial	
Last Name *	Doe
Suffix	
Confirm Name Change	<input type="checkbox"/>
Is A Translator Needed ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Translator Language	
Applicant Identification	
Tax ID Number Type *	<input checked="" type="radio"/> SSN <input type="radio"/> FEIN
Confirm Tax ID Number Type Change	<input type="checkbox"/>
Tax ID Number *	999-99-9999 (SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Confirm Tax ID Number Change	<input type="checkbox"/>
Tax ID Verification Switch	<input checked="" type="checkbox"/>
Additional ID Number Type	<input checked="" type="radio"/> N/A <input type="radio"/> SSN <input type="radio"/> FEIN
Additional SSN/FEIN	(SSN: xxx-xx-xxxx)(FEIN: xx-xxxxxxx)
Date Of Birth *	1/1/2000
Email	BarbDoe@internet.
W9 Details	
Business Type *	
Corporation / Individual	<input type="radio"/> Individual/Sole Proprietor/Partnership <input type="radio"/> Corporation/Non Profit/Government
Reason For Change	<input type="checkbox"/>
Headquarters Location	001
Licensee/Operator Address	

Having the **child care location address** is required prior to changing the EOI application status to any of the **completed statuses.**

Change Dashboard Task to Processed when Contact Initiated

After you **establish contact with the potential provider** and the EOI application seems to be moving forward, the **dashboard task** should be changed to **Processed**.

This may vary, depending on the specific situation, but placing the task as **processed** before moving into the licensing/orientation stage is the fundamental goal.

The screenshot shows a web form titled "Modify Task Assignment". The form contains the following fields and values:

Task Description	Request To Withdraw Eoi Provider Number: 3800040363 Location Number: 001 Individual Name: Betsy Doe County: Dane County Type of Regulation: Certified
Tracking#	2913730000
Task Created Date	5/15/2024
Due Date	5/16/2024
Task Assigned User Role	Certification
Assign To	Certifier Pete
Priority *	1-High
Status *	Processed
Comments	<div style="border: 1px solid gray; padding: 5px;">Assigned Cancelled In Progress Processed</div> <p>0 of 500 characters.</p>

At the bottom of the form is a "Modify" button.

EOI Status When Contact is Achieved

If the potential provider wants to move ahead with becoming a child care provider, the worker will **update the EOI status in WISCCRS**.

If this update is for a **licensed family or group potential provider**, the **WISCCRS EOI status** should be changed to **Pre-Licensing Initiated**.

The screenshot shows the 'Expression of Interest Decision' form for a 'Licensed Family' application. The 'Application Status' dropdown menu is open, showing various options. 'Pre-Licensing Initiated' is selected and highlighted in blue. Other visible options include 'Expression of Interest Pending', 'Expression Of Interest Submitted', 'Expression Of Interest Withdraw Requested', 'Expression Of Interest Withdrawn', 'Expression Of Interest Withdrawn - Pre-Submission', 'Pre-Licensing Discontinued/Lost Contact', and 'Pre-Licensing Complete'. The form also includes fields for 'Date Of Decision', 'Date Pre-licensing TA Completed', and 'Comments'.

If it is for a **certified family potential provider**, the worker should update the **WISCCRS EOI status** to **Orientation Initiated**.

The screenshot shows the 'Expression of Interest Decision' form for a 'Certified Family' application. The 'Application Status' dropdown menu is open, showing various options. 'Orientation Initiated' is selected and highlighted in blue. Other visible options include 'Expression of Interest Pending', 'Expression Of Interest Submitted', 'Expression Of Interest Withdraw Requested', 'Expression Of Interest Withdrawn', 'Expression Of Interest Withdrawn - Pre-Submission', 'Orientation Complete', and 'Orientation Discontinued/Lost Contact'. The form also includes fields for 'Date Of Decision', 'Date Pre-licensing TA Completed', and 'Comments'.

Adjusting EOI Status Steps in WISCCRS

With any adjustment to the **EOI Status**, enter the **Date of Decision**, any comments, and then click/tap **Next**.

Expression of Interest Decision

Application Type * Certified Family

Application Status * Orientation Complete

Date Of Decision 5/8/2024

Date TA/Orientation Completed 5/8/2024

Comments
Completed Orientation.
23 of 300 characters.

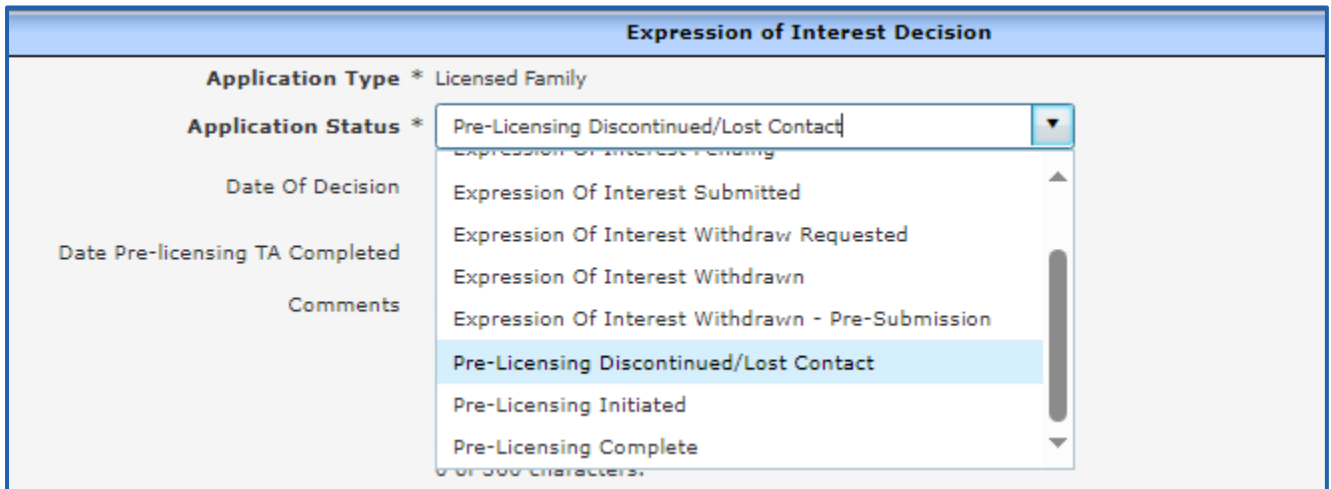
Next >

EOI Status After Unsuccessful Contact

If contact with the **potential provider is unsuccessful**, the assigned worker will continue attempting to reach out.

Eventually, if still unsuccessful, the worker will **update the EOI status**.

If the EOI application was for becoming a **licensed child care provider** and contact was unsuccessful, the status in **WISCCRS** will be changed to **Pre-Licensing Discontinued/Contact Lost**.

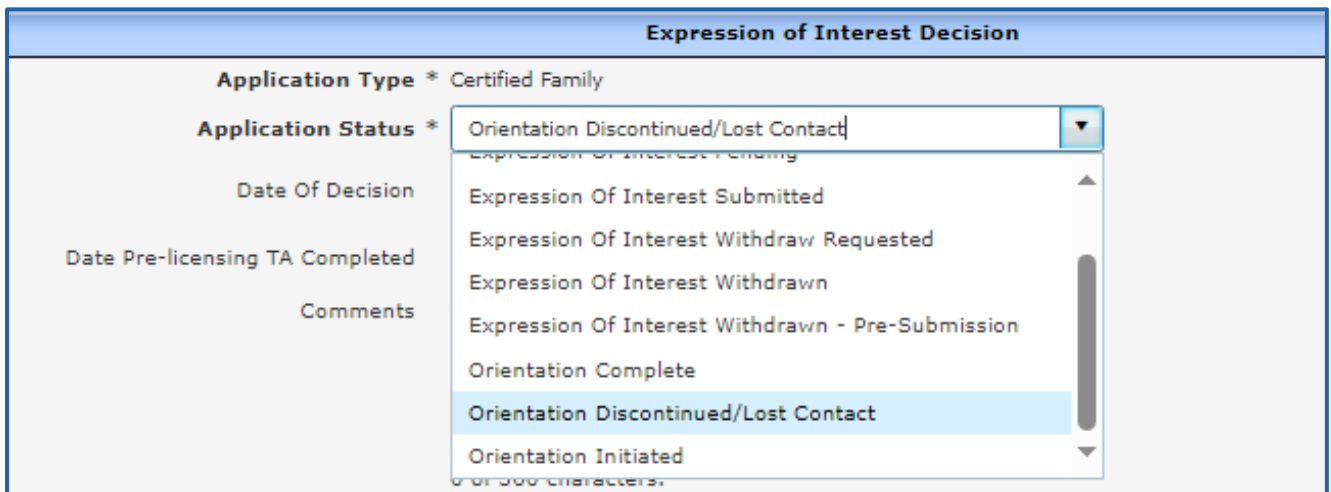


The screenshot shows the 'Expression of Interest Decision' form for a 'Licensed Family'. The 'Application Status' dropdown menu is open, showing various status options. The option 'Pre-Licensing Discontinued/Contact Lost' is highlighted in blue.

Expression of Interest Decision	
Application Type *	Licensed Family
Application Status *	Pre-Licensing Discontinued/Contact Lost
Date Of Decision	
Date Pre-licensing TA Completed	
Comments	

- Pre-Licensing Discontinued/Contact Lost
- Expression Of Interest Pending
- Expression Of Interest Submitted
- Expression Of Interest Withdraw Requested
- Expression Of Interest Withdrawn
- Expression Of Interest Withdrawn - Pre-Submission
- Pre-Licensing Discontinued/Contact Lost
- Pre-Licensing Initiated
- Pre-Licensing Complete

If the EOI application was for a **certified child care provider** and contact was unsuccessful, the status in **WISCCRS** will be changed to **Orientation Discontinued/Contact Lost**.



The screenshot shows the 'Expression of Interest Decision' form for a 'Certified Family'. The 'Application Status' dropdown menu is open, showing various status options. The option 'Orientation Discontinued/Contact Lost' is highlighted in blue.

Expression of Interest Decision	
Application Type *	Certified Family
Application Status *	Orientation Discontinued/Contact Lost
Date Of Decision	
Date Pre-licensing TA Completed	
Comments	

- Orientation Discontinued/Contact Lost
- Expression Of Interest Pending
- Expression Of Interest Submitted
- Expression Of Interest Withdraw Requested
- Expression Of Interest Withdrawn
- Expression Of Interest Withdrawn - Pre-Submission
- Orientation Complete
- Orientation Discontinued/Contact Lost
- Orientation Initiated



Expression of Interest (EOI)

Expression of Interest Statuses

Expression of Interest Application Status

The status of the EOI tracks the progress of the various steps in the regulation process prior to submitting the initial EOI application. Here is an explanation of the different statuses in the EOI process.

Expression of Interest Pending

This status is generated by the potential provider entering at least the first page of information in the EOI.

Expression of Interest Withdrawn - Pre-submission

This status is generated by the potential provider withdrawing their EOI prior to submission.

Expression of Interest Submitted

This status is generated once the potential provider submits their EOI for review. This will trigger a dashboard task to the appropriate pre-licensing agency, county/tribal certifying agency, or regional office for day camps.

Expression of Interest Withdraw Requested

This status is generated when a potential provider **Requests to Withdraw** their EOI after submission. This will trigger a dashboard task to the appropriate pre-licensing agency, county/tribal certifying agency, or regional office. This provides the agency an opportunity to assist the potential provider with any concerns they have about the regulation process and gather information on why they decided to withdraw.

If confirmed, the agency will change the status to **Expression of Interest Withdrawn**. If the potential provider decides to continue with regulation, the status needs to be changed back to what it was previously, or the next status in the sequence, depending on the conversation with the potential provider.

Expression of Interest Withdrawn

After the agency attempts to collect the reason for withdrawal, the agency will update the status in WISCCRS and make a comment on the decision page to record the reason.

Expression of Interest Closed – Provider Already Exists

This status represents a match showing the provider already exists. The discrepancy module will populate this match for the BECR Regional Office to review. They will provide guidance for the potential provider on their next steps.

EOI Status for Specific Groups

Licensing Only

Pre-Licensing Initiated

The pre-licensor will select this status after contact has been made and the potential provider has agreed to move forward with the pre-licensing process.

Pre-Licensing Discontinued/Lost Contact

When the pre-licensor has lost contact with the potential provider, therefore not completing the pre-licensing process.

Pre-Licensing Complete

With successful completion of the pre-licensing process, the pre-licensor updates the application to this status in WISCCRS.

**The location address is required to change to this EOI application status.*

Certification Only

Orientation Initiated

The certifier will select this status after contact has been made and the potential provider has agreed to move forward with the orientation process.

Orientation Discontinued/Lost Contact

When the certifier has lost contact with the potential provider, therefore not completing orientation.

Orientation Complete

With successful completion of the orientation, the certifier updates the EOI application to this status in WISCCRS.

**The location address is required to switch to this EOI application status.*

Day Camps Only

Expression of Interest for Day Camp Complete

The regional office will change the status from **Expression of Interest Submitted** to **Expression of Interest for Day Camp Complete**, after confirming the intention to proceed with filling out an initial EOI application. The worker should also switch the dashboard task to **Processed**.



Expression of Interest (EOI)

Pre-Licensing/Orientation Final Steps of EOI

Certification Orientation or Pre-Licensing Completed

When the **Certification Orientation or Pre-Licensing Process** has been successfully completed, the worker adjusts the potential provider's **EOI status**.

For a **Certification**, the EOI status will be changed to **Orientation Complete**.

The screenshot shows a web form titled "Expression of Interest Decision". The "Application Type" is "Certified Family". The "Application Status" dropdown menu is open, displaying a list of options: "Orientation Complete", "Orientation Discontinued/Lost Contact", and "Orientation Initiated". The "Orientation Complete" option is highlighted in blue. Other options visible in the list include "Expression Of Interest Pending", "Expression Of Interest Submitted", "Expression Of Interest Withdraw Requested", "Expression Of Interest Withdrawn", and "Expression Of Interest Withdrawn - Pre-Submission".

With a **Pre-Licensing**, the EOI status will be changed to **Pre-Licensing Complete**.

The screenshot shows a web form titled "Expression of Interest Decision". The "Application Type" is "Licensed Family". The "Application Status" dropdown menu is open, displaying a list of options: "Pre-Licensing Complete", "Pre-Licensing Discontinued/Lost Contact", and "Pre-Licensing Initiated". The "Pre-Licensing Complete" option is highlighted in blue. Other options visible in the list include "Expression Of Interest Pending", "Expression Of Interest Submitted", "Expression Of Interest Withdraw Requested", "Expression Of Interest Withdrawn", and "Expression Of Interest Withdrawn - Pre-Submission".

After changing the status to **Complete**, the **initial application button is available in WISCCRS**. The potential provider can complete their initial application at this time.

Expression of Interest for a Licensed Day Camp Complete

For day camps, after confirming the intention to proceed by filling out an initial application, the regional office will change the status from **Expression of Interest Submitted** to **Expression of Interest for Day Camp Complete**. The worker will also switch the dashboard task to **Processed**.

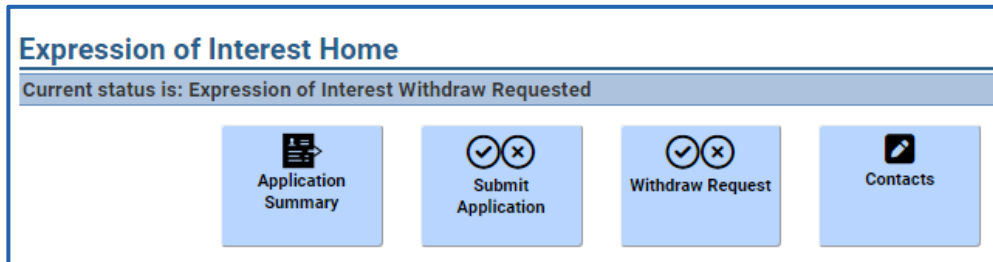
For a **Day Camp** application, the EOI status will be changed to **Expression of Interest for Day Camp Complete**.

The screenshot shows a form titled "Expression of Interest Decision". The "Application Type" is set to "Licensed Camp". The "Application Status" dropdown menu is open, showing the following options: "Expression Of Interest For Day Camp Complete" (selected), "Expression Of Interest Closed - Provider Already Exists", "Expression Of Interest Pending", "Expression Of Interest Submitted", "Expression Of Interest Withdraw Requested", "Expression Of Interest Withdrawn", and "Expression Of Interest Withdrawn - Pre-Submission". Other fields visible include "Date Of Decision", "Date TA/Orientation Completed", and "Comments".

Just as is done for other licensing types, after changing the status to **Complete**, the **initial application button is available in WISCCRS**. The potential provider can complete their initial application at this time.

Potential Provider Withdraws

If a potential provider decides to **not continue with the EOI process** because they no longer plan to open a child care facility, they may **withdraw their EOI application**. This will change the potential provider's status in the CCPP to **Expression of Interest Withdraw Requested**.



EOI Withdraw Requested Status for a potential provider in CCPP.

In **WISCCRS**, a new dashboard task will be generated titled **Requested to Withdraw EOI**.

The worker will **attempt to contact the potential provider**. The worker will offer to assist, answer questions, and see if there is anything they can do to help. While in this process the worker will also gather information about **why the potential provider decided to withdraw**.

If the issues are resolved, the worker and potential provider can continue with the **Pre-Licensing Initiated or Certification Orientation** stage.

If the potential provider still decides to withdraw, the worker will update the **EOI application status** to **Expression of Interest Withdrawn**. Enter a comment on the decisions page as to why the potential provider has decided to withdraw. This **EOI** will then be processed.

When a dashboard task is processed in WISCCRS, it cannot be reopened.

Incomplete Certification Orientation or Pre-Licensing

If the Certification Orientation or Pre-Licensing is not completed, the worker will attempt to reach out to the potential provider and continue to provide assistance.

If the worker is unable to contact the potential provider, eventually the worker will **update the EOI status**.

For a Pre-Licensing EOI, the status will be changed to **Pre-Licensing Discontinued/Contact Lost**.

Expression of Interest Decision

Application Type * Licensed Family

Application Status * Pre-Licensing Discontinued/Lost Contact

Date Of Decision

Date Pre-licensing TA Completed

Comments

- Pre-Licensing Discontinued/Lost Contact
- Expression of Interest Pending
- Expression Of Interest Submitted
- Expression Of Interest Withdraw Requested
- Expression Of Interest Withdrawn
- Expression Of Interest Withdrawn - Pre-Submission
- Pre-Licensing Discontinued/Lost Contact
- Pre-Licensing Initiated
- Pre-Licensing Complete

For a Certification EOI, the status will be changed to **Orientation Discontinued/Lost Contact**.

Expression of Interest Decision

Application Type * Certified Family

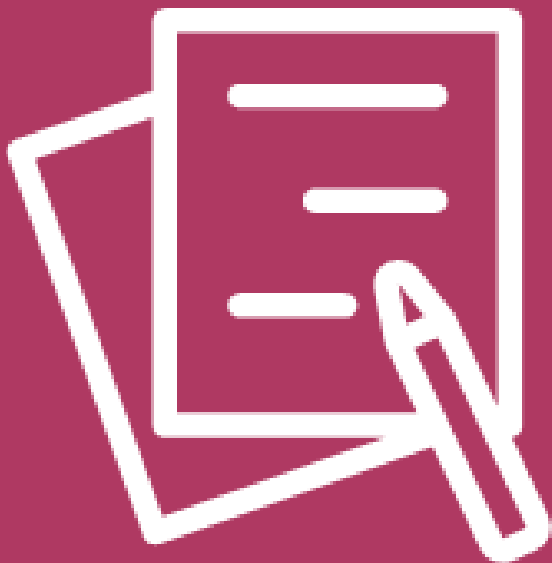
Application Status * Orientation Discontinued/Lost Contact

Date Of Decision

Date Pre-licensing TA Completed

Comments

- Orientation Discontinued/Lost Contact
- Expression of Interest Pending
- Expression Of Interest Submitted
- Expression Of Interest Withdraw Requested
- Expression Of Interest Withdrawn
- Expression Of Interest Withdrawn - Pre-Submission
- Orientation Complete
- Orientation Discontinued/Lost Contact
- Orientation Initiated



Additional Information

Helpful Links



[WISCCRS User Guides](#)



[WISCCRS Creating New Providers](#)



[Expression of Interest for Potential Providers
Application Guide](#)



[Creating New Provider Records](#)