

Wisconsin Child Care Regulatory System
(WISCCRS)
User Guide

**Background Information Disclosure (BID)
Form Automation**

March 3, 2014



WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

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Background

In compliance with Chapter 48 of the Wisconsin Statutes, the Department of Children and Families (DCF) requires licensed facilities to submit BID forms annually. This user guide explains the automated BID mailing process and BID screens in WISCCRS.

Forms included in the mailing

The system generates the following materials:

1. Cover letter. Prefilled with information from WISCCRS. Same letter is used for all license types.
2. BID form with instructions. <http://www.dhs.wisconsin.gov/forms/F8/F82064.pdf>.
3. Household Members and Minor Caregivers form. The same form is used for all license types.

The letters are mailed from the DOA printing facility.

Facilities included in the BID mailing

The system is programmed so that the mailings are generated by the license types in the following order:

1. Family
2. Group
3. Camp

The system generates BID materials for each facility as follows:

1. Facilities that have been licensed prior to January 1st of the year the BID forms are generated.
2. If the licensee has multiple facilities with multiple types (family, group and camp), all facilities will receive the mailing with the latest request batch. Example: A licensee has one family and one group site. Both facilities will receive the mailing when the group batch is sent.

Facilities/licensees that are exempt from the Caregiver Law (operated by a governmental agency) will not receive the mailing.

Cover Letter Details

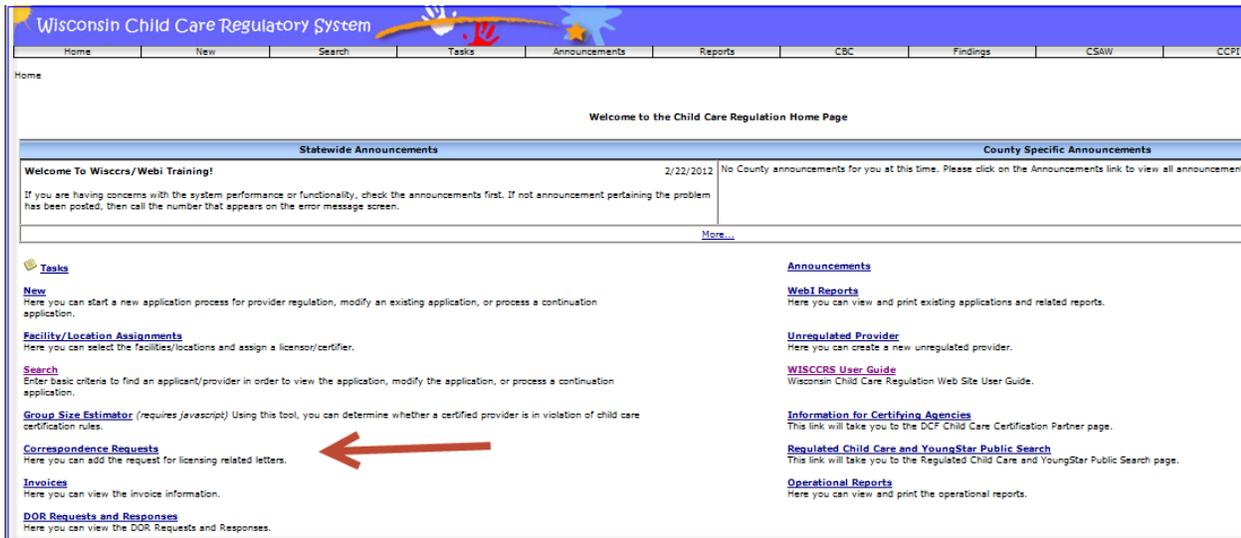
The following hierarchy is used in the Address Details section of the cover letter:

1. If the Alternate Address screen has Licensing Mailing address and Contact Name, the system will use this information in the address section.
2. If no Contact Name is listed on the Alternate Address screen but the Licensing Mailing address is there, the system will use the Licensing Mailing Address but will pull the Contact Name from the Facility/Location screen.
3. If no Licensing Mailing Address exists on the Alternate Address screen, the system will send the letter to Facility/Location Contact Name and Facility/Location Address.

Generating the Mailing

The Central Office staff will be able to enter the BID mailing request using the Correspondence Request link on the main screen.

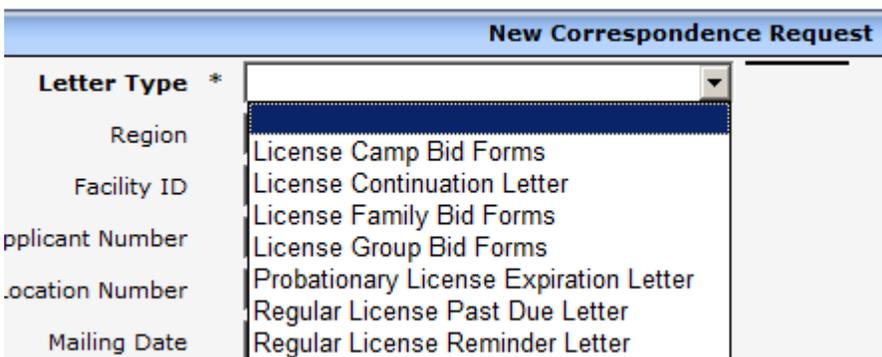
WISCCRS User Guide – BID Form Automation



On the following page, click New Correspondence Request.



Then choose the facility type that needs the BID forms to be sent to:



Leave all other fields on this screen blank. A BID form cannot be triggered for a specific region, facility ID, applicant, etc.

After saving the previous page, the New Correspondence Request screen will show the request in Pending status.

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Correspondence Request Search Criteria						
From Date *	8/27/2013	To Date *	2/27/2014	Search >		
List Of Possible Matches						
New Correspondence Request	Letter Type	Request Type	Region	Applicant/Location Number	Mailing Date	Status
	License Group Bid Forms					Pending
						Updated Date 02/27/14

If you must cancel the request, click on the Modify button to access the Modify Correspondence screen. NOTE: After the correspondence batch has been processed, the system will not allow you to modify the request.

Letter Type * License Group Bid Forms

Region

Applicant Number

Location Number

Mailing Date

Status * Withdrawn

Pending

Withdrawn

Once the letters has been generated and the status of the request is Processed, you can view the facilities that received the letter. Click on the Letter Type to access the list of facilities included in the mailing.

List Of Possible Matches						
New Correspondence Request	Letter Type	Request Type	Region	Applicant/Location Number	Mailing Date	Status
	License Group Bid Forms					Withdrawn
	License Group Bid Forms					Withdrawn
	License Family Bid Forms					Processed
						Updated Date 02/27/14

The following page will list all facilities that received the letter.

Wisconsin Child Care Regulatory System

Home | New | Search | Tasks | Announcements | Reports | CBC | Findings | CSAW | CCPi | YoungStar

Home > [Correspondence Requests](#) > Background Information Disclosure Forms

Correspondence	
Letter Type	License Family Bid Forms
Status	Processed

Background Information Disclosure Forms							
Facility Name	Sent Date	Received Date	Status	Number of Individuals	Applicant#/Location#	Updated Date	
Five Five Five Five Five Five Five Five Five Five	02/27/14		Sent	0	0800014308/002	02/27/14	
Juntusen Juntit	02/27/14		Sent	0	0800048806/001	02/27/14	
Reader's Daycare	02/27/14		Sent	0	0800056302/001	02/27/14	
Abcd Abcd Abcd Abcd Abcd Abcd Abcd Abcd Abcd	02/27/14		Sent	0	0800057201/001	02/27/14	
Sam's Care	02/27/14		Sent	0	0800074701/001	02/27/14	
Happy House	02/27/14		Sent	0	0800074906/001	02/27/14	
Suzie Q's Child Care	02/27/14		Sent	0	0800075108/001	02/27/14	

The fields/links on the above screen are explained below:

Field/Link	Description
Facility Name	This link allows you to view the mailing sent to the facility in pdf format.
Sent Date	The date the mailing was processed.

Received Date	If the BID was received and CBU staff has entered the Received Date into WISCCRS, the date is shown here.
Status	Potential values are: Incomplete, Sent, Received
Number of Individuals	This field displayed the number of individuals associated with the facility who have returned the BID forms.
Applicant/Location #	This link takes you to the Location Details page of the facility.
Updated Date	If the BID Forms page in WISCCRS has been updated, the name of the user is displayed. If the status is Sent and nothing has been entered to the BID Form screen, no details are displayed because the record was created by a batch process.
Modify Icon	Takes you to the BID Forms page where you can enter the Received Date, Status, etc.

BID Forms Screen:

This screen can be accessed via the Correspondence Module as explained above but can also be accessed by using the BID Forms (Lic Only) link in the left-side navigation menu.

- List All Documents
- CBC Fee Deduction
- BID Forms(Lic Only)**
- Applications

Background Information Disclosure Forms						
Sent Date	Received Date	Status	Number of Individuals	Comments	Updated Date	
02/27/14		Sent	0		02/27/14	 

The BID Forms screen has been modified to include the CBC Fee Deduction information.

Background Check Disclosure Form

Sent Date * 

Received Date 

Status * 

Number of Individuals

Comments

0 of 300 characters.

Opt in for deduction of Fee from subsidy

Effective Date 

If this information was previously entered onto the CBC Fee Deduction screen, you don't need to update this field every year unless the provider is requesting a change to the deduction status.

Mailing Frequency

The system is programmed so that the mailing to family centers is processed first, then group and camp. Only one batch can be sent out each week. Below is the number of facilities included in each week's batch:

1. Family batch will send out 400 letters each week. Since there are close to 2,000 family facilities, it will take several weeks for the system to generate the letters for all licensed family facilities. Once all family facilities are processed then system will automatically change the 'family BID form' request status to 'Processed', so that BECR Central Office staff can add the group request.
2. Group and camp batch will send out 500 letters each week. Since there are over 2,000 group facilities, it will take several weeks for the system to generate the letters all facilities. Once all group facilities are processed then system will automatically change the 'group BID form' request status to 'Processed', so that BECR Central Office staff can add the camp request.

If the correspondence request is entered between Monday and Thursday, the letters are generated Thursday night and mailed from DOJ printing facility on Friday.