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State of Wisconsin
Governor Scott Walker

TO: **Income Maintenance Supervisors**
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators

FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families

DECE/BELP OPERATIONS MEMO

No: 17-23

DATE: 05/12/2017

Child Care

SUBJECT: Web Intelligence (WebI) Reports Utilizing EBT CSAW Data

CROSS REFERENCE: [WebI Quick Guide](#)

EFFECTIVE DATE: May 15, 2016

PURPOSE: To announce newly created WebI reports that use EBT CSAW data.

BACKGROUND: The data from CSAW and EBT CSAW are stored in different locations. The reports in the "Subsidy" WebI folder do not contain EBT CSAW data. A new folder, "Subsidy – MyWICChildCare," has been added to WebI to house the reports showing EBT CSAW data. The reports in this folder do not include eligibility information, unless that eligibility information was merged into EBT CSAW from CWW.

This operations memo contains descriptions of the reports in the "Subsidy – MyWICChildCare" folder. Many of the reports are recreations of reports in the "Subsidy" folder. The report descriptions are organized by the folder locations in WebI.

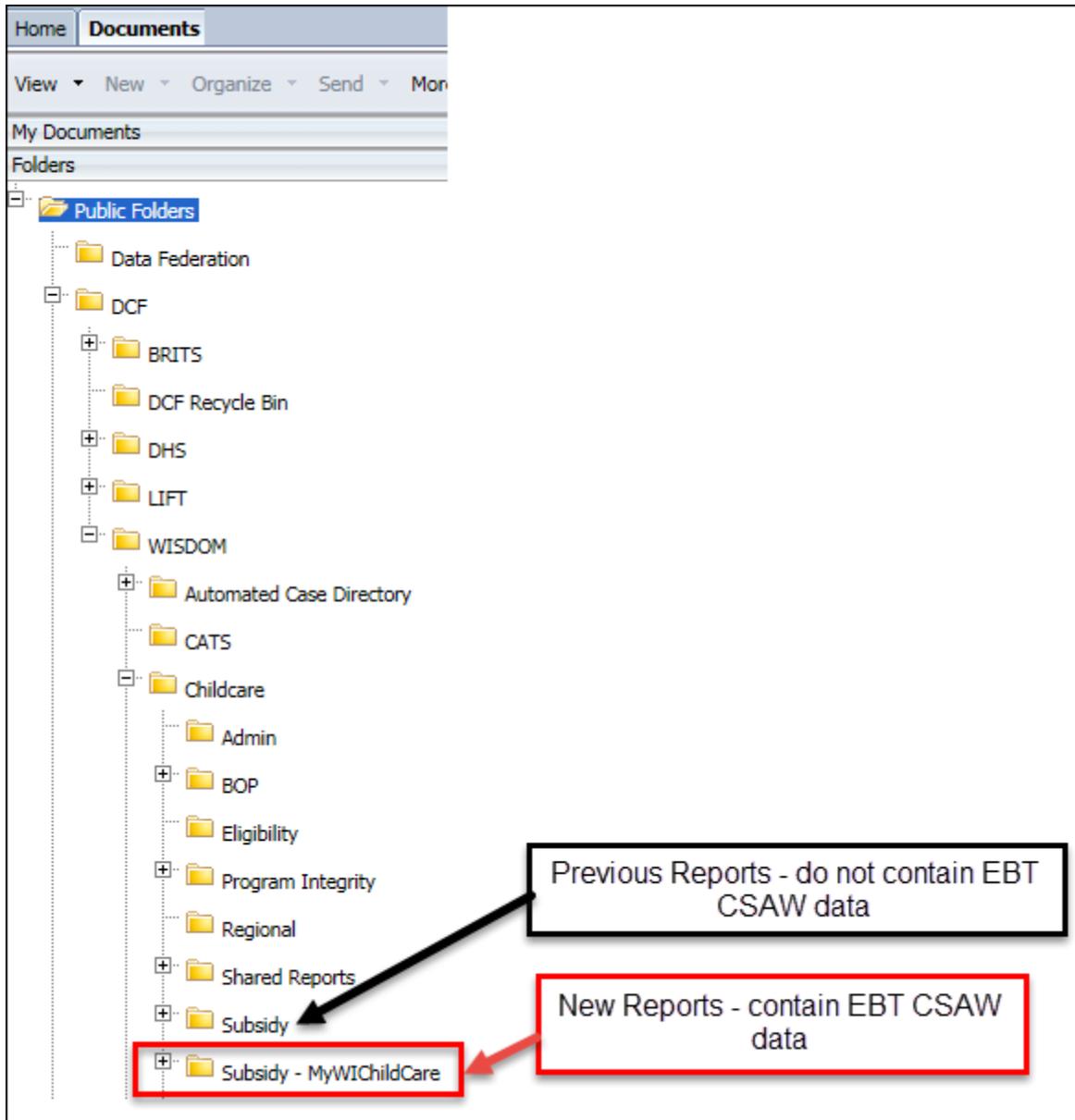
Most reports include an "Excel" tab, which can be used to export the data in an Excel-friendly format.

The **gray-highlighted** reports are still under development, which is why the report descriptions are sparse.

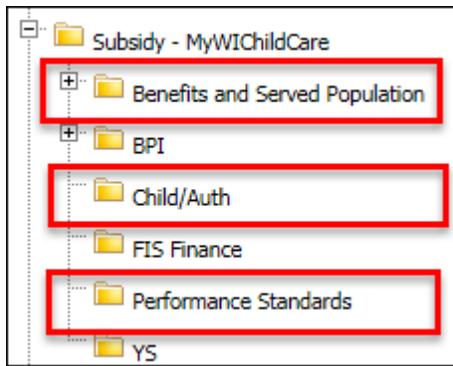
If an agency identifies an additional report that is needed, or an error in the report data, they should forward the issue to their BRO Child Care Coordinator.

POLICY:

The “Subsidy – MyWICildCare” folder can be found by going to “Folders” in WebI, clicking “DCF,” then “WISDOM,” then “Childcare.” Below is a graphic of the “Subsidy – MyWICildCare” folder location.



This memo discusses the reports in the following subfolders: Benefits and Served Population, Child/Auth, and Performance Standards. Below is a graphic of the subfolder locations.



Child/Auth Folder

Authorizations by County, Current

This report was previously known as “Current Month School Age Ind by Select Resident County Name.” The user can choose the Residence County/Tribe they wish to view. If no Residence County/Tribe is specified, the report will display all values. There are four tabs for this report: “Current Auths,” “Current Auths Grouped by Case,” “Current Auths Mailing List,” and “Excel.”

Auths with Inclement Weather Hours

This is a new report showing authorizations that are processed or in completed status and have Inclement Weather Hours. The user can choose the Authorization Created County/Tribe or School District they wish to view. If no Authorization Created County/Tribe or School District is specified, the report will display all values. There are two tabs for this report: “Inclement Weather Hours” and “Formatted for Excel.” The “Inclement Weather Hours” tab shows the authorizations sectioned out by the Authorization Created County/Tribe. The “Formatted for Excel” tab removes the sections for easier analysis in Excel.

Auths with Scheduled School Closed Hours

This is a new report showing authorizations (in processed or completed status) with Scheduled School Closed Hours. The user can choose the Authorization Created County/Tribe or School District they wish to view. If no Authorization Created County/Tribe or School District is specified, the report will display all values. There are two tabs for this report: “Scheduled School Closed Hours” and “Formatted for Excel.” The “Scheduled School Closed Hours” tab shows the authorizations sectioned out by the Authorization Created County/Tribe. The “Formatted for Excel” tab removes the sections for easier analysis in Excel.

Child Attached to More than One Case

This is a new report showing children who have current authorizations on more than one case. It also shows whether or not the child is identified as being in shared placement. This report runs for all counties/tribes.

Children with More than One Auth

This report was previously known as “CC Current Authorization PIN County GTE 2.” The report shows children with more than one current authorization. There are three tabs on this report: “Grouped by Provider,” “Grouped by Case,” and “Excel.” The

“Grouped by Provider” tab shows only providers caring for a child who has more than one authorization. The “Grouped by Case” shows all children with more than one current authorization.

Authorizations for School-Aged and Pre-K Children, Current - Address List

This report was previously known as “Current Month School Age Ind by Select Resident County Name.” It includes all children who are five years of age or older, and those children under five whose Pre-K indicator is marked Yes. The user can choose the Residence County/Tribe they wish to view. If no Residence County/Tribe is specified, the report will display all counties and tribes. There are two tabs for this report: “Household Address List” and “Auth Data.” Both tabs include a School Closed Need Flag column, which displays Y or N. The “Household Address List” tab shows data at the case level and includes the primary person’s name and address, as well as a School Closed Need Flag filter. The “Auth Data” tab shows data at the authorization level and includes the child’s PIN, date of birth, and the authorization begin and end dates.

Track Authorization Progress

This is a new report showing the time between steps of the EBT CSAW authorization process. The steps are Auth Submitted Date (if submitted via Parent Portal), Auth Entry Date, and Auth Completion Date.

Performance Standards Folder

Children with No SSN after 90 Days

This report combines two previously existing reports: “CC Child Without SSN after 90 days Summary” and “CC Child WO SSN after 90 Days.” The user can choose the Authorization Created County/Tribe they wish to view. If no Authorization Created County/Tribe is specified, the report will display all values. The report shows children over 90 days old with no SSN and a current authorization. There are three tabs: “Summary,” “Details,” and “Excel.” The “Summary” tab shows the percentages for all counties. The “Detail” tab shows children without SSNs by case number.

Benefits/Served Population Folder

Benefits Utilized and Children and Families Served

This report replaces two WebI reports in the Subsidy folder: CC Monthly Families and Children Served by CARES Payment System, and CC Served by CARES Select County Month Yr. The original reports were posted to the Statistics web page.

Children Served by Age Group

This report was previously known as “Served Children by Age Group.” The original report was posted to the Statistics web page.

Children Served by Copayment Type

This is a new report that shows the number, and percentage of caseload, of each copayment type.

Children Served by Provider Type

This report was previously known as “Served Children by prvcat.” The original report was posted to the Statistics web page.

Children with Special Needs Served

This is a new report showing the number, and percentage of caseload, of children with the Special Needs Indicator marked in EBT CSAW, and the number, and percentage of caseload, of children receiving the Override Rate for children with special needs.

Expenditures

This report is based on a previous report that was posted to the Statistics web page.

Families Served by Family Size

This report is based on a previous report that was posted to the Statistics web page.

Families Served by Reported Family Income Range

This report was previously known as “Served Families by Family Income Range.” The original report was posted to the Statistics web page.

Families Served by Their Income as Percent of Federal Poverty Level (FPL)

This report is based on a previous report that was posted to the Statistics web page.

State and Family Share of Child Care Costs

This report was previously known as “CC State and Family Share.” It shows the initial calculated benefit amount (including YS negative adjustments), copayment amount, and YS positive adjustment amount. The original report was posted to the Statistics web page.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at <https://dcf.wisconsin.gov/files/regionaloperations/pdf/bro-contacts.pdf>

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

DCF/DECE/BELP/RMH