

Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Facility/Location Assignment

August 2011



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Facility/Location Assignment

This module is used to assign the Child Care Locations to a certifier or licenser. Certifiers with update access to the WISCCRS system can view both certified and licensed locations but can only assign certified locations. Licensing specialist 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.

Facilities/Locations Included in the Module

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

1. Facilities/locations with current license/certificate
2. Facilities/locations with pending applications (application status pending or complete)

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.

[Tasks](#)

[New](#)

Here you can start a new application process for provider regulation, modify an existing application, or process a continuation application.

[Facility/Location Assignments](#)

Here you can select the facilities/locations and assign a licenser/certifier.

[Search](#)

Enter basic criteria to find an applicant/provider in order to view the application, modify the application, or process a continuation application.

[Announcements](#)

[Reports](#)

Here you can view and print existing applications and related reports.

[Unregulated Provider](#)

Here you can create a new unregulated provider.

[WISCCRS User Guide](#)

Wisconsin Child Care Regulation Web Site User Guide

Clicking on the link will bring up the Search Facility/Location screen. Select either License or Certificate, and enter any other search criteria as needed 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	<input checked="" type="radio"/> License <input type="radio"/> Certificate
Licenser/Certifier	<input type="text"/>
Region	<input type="text"/>
County	<input type="text"/>
City	<input type="text"/>
Zipcode	<input type="text"/>
Full/Part Time	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Category/Class	<input type="text"/>
Facility ID	<input type="text"/>
Applicant Number	<input type="text"/> (Enter 10 Digits)
Location Number	<input type="text"/>

Field Name	Description
License/Certificate	If the user selects 'License', the search results will only include licensed facilities. 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.
Licenser/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).
County/Tribe	Select the specific county/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	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. 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.
Applicant / Location #	Enter Applicant or Applicant and Location number. Location number cannot be used as a single search field. The user has to include Applicant number.

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.

There are 3 locations matching your search criteria

List Of Possible Matches									
<input type="checkbox"/>	Licensors/Certifier	Region	County	City	Zip	Full/ Part Time	Category/Class	Facility Name/ ID	Applicant/ Location #
<input type="checkbox"/>	Hua Liu	005 - Southeastern	Milwaukee County	Madison	53932	Part Time	Licensed Family	Bundle 8717 Test Location 003 2368903	0900713208 002
<input type="checkbox"/>	Dileep Kamath	005 - Southeastern	Milwaukee County	Madison	53932	Part Time	Licensed Family	Bundle 8717 Test Location 2 TEST002	3900713031 002
<input type="checkbox"/>		005 - Southeastern	Milwaukee County	Madison	537032866	Full Time Part Time	Licensed Family	Justkiddinglocation 9988859	7900717972 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 Licensors or Certifier, the Check All box may be used to select all rows. Select the Licensors or Certifier from the Assigned To dropdown list. After the Assign button is clicked, the screen will be refreshed with the Assigned Licensors/Certifier name listed.

There are 4 locations matching your search criteria

List Of Possible Matches									
<input checked="" type="checkbox"/>	Licensors/Certifier	Region	County	City	Zip	Full/ Part Time	Category/Class	Facility Name/ ID	Applicant/ Location #
<input checked="" type="checkbox"/>		005 - Southeastern	Milwaukee County	Sheffield	54334	Full Time		Monroe Street Mansion 9989134	5900507651 005
<input checked="" type="checkbox"/>		005 - Southeastern	Milwaukee County	Milwaukee	53777	Full Time	Licensed Group	Chucke Kids Simpson 9988812	5900507651 004
<input checked="" type="checkbox"/>		005 - Southeastern	Milwaukee County	Milwaukee	53772	Full Time Part Time		Whuckes Child Center 002 9988804	5900507651 002
<input checked="" type="checkbox"/>		005 - Southeastern	Milwaukee County	Provolone	892389898	Full Time Part Time	Licensed Group	Chucke Cheese 9988875	5900507651 001

Assigned To	
Assigned To	Laurie Cruse

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. This information is also displayed on the Public Search page.

⚠ Provider is both certified and licensed	
Provider/Loc Number 1800039431 / 001 Facility Number 1122390 Facility Address 123 New Address Anytown, WI 45454	Name Sammy Samsonson Applicant/Loc Number 0800074701 / 001 Facility Name Sam's Care
Licensors Name Lars Licensors	Certifier Name Pzmkee Certifier