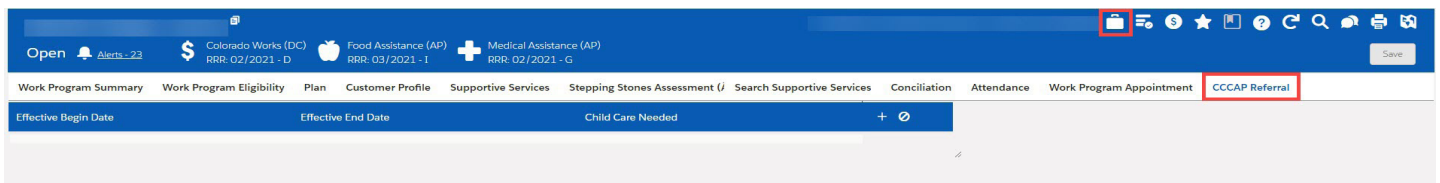


# CBMS Build #14415: CHATS Interface

This project will introduce an interface between CBMS and the Colorado Childcare Assistance Program (CCCAP). This Childcare Automated Tracking System (CHATS) interface replaces the current referral process and sends referrals for Colorado Works (CW) clients to CCCAP directly from CBMS. This new page is available for Workforce Development (WFD) workers and CW eligibility workers.

A new **CCCAP Referral** page will be added in the Employment Service Module.



When the “+” icon is selected, the **CCCAP Referral window** will appear with these fields:

1. **Child Care Needed** - Yes (Y) or No (N)
2. **Effective Begin Date** - Date of application, date of change (on-going case), or first day of new certification (RRR)
3. **Effective End Date** - System-populated when Effective Begin Date is updated
4. **Primary Caretaker** - Drop-down will be active when Child Care Needed = Y
5. **Available Child/Referred Child**

Select all children that will need care by selecting each name in the left column and moving them to right column. A new record for each child does not need to be created here. A CBMS user can update the page if child care is no longer needed for a child or if a new child is added to the home and needs care.

A screenshot of the 'CCCAP Referral' window. The window title is 'CCCAP Referral'. It contains several fields: 1. '\*Child Care Needed' with radio buttons for 'Yes' (selected) and 'No'. 2. '\*Effective Begin Date' with a date input field showing '03/11/2021' and a calendar icon. 3. 'Effective End Date' with an empty date input field and a calendar icon. 4. '\*Primary Caretaker' with a dropdown menu. 5. '\*Available Child / Referred Child' with two columns of child names and arrows between them for moving items. At the bottom right are buttons for 'Cancel', 'Save & New', and 'Save'. Numbered callouts 1 through 5 are placed over the corresponding fields.

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# CBMS Build #14415: CHATS Interface

The new **CCCAP Referral** page will include these types of system referrals:

Referral Type	Trigger Type (System/Manual)	Details
New/Initial	Either	This referral can be triggered automatically in the nightly batch or a user can request it.
Change	Either	<p>There are four conditions that trigger CBMS to send this referral to CHATS when Child Care Needed is "Y" and CW program is active (approved or pending) for the case.</p> <ol style="list-style-type: none"> <li><b>1. Inter-County Transfer Change</b></li> <li><b>2. Net Earned Income Change</b> - A decrease in the CW household's net income for the latest eligibility month.</li> <li><b>3. Contact Information Change</b> - Adding/deleting/updating a mailing address, email address, or phone number.</li> <li><b>4. Child Care Schedule Change</b></li> </ol>
Transition (Transitional Child Care)	Either	<p>This referral will be triggered when CW closes. The referral is sent the first day of the month after the month of the closure.</p> <p>For example, a CW case is closed as of 4/30/2021. The referral will be sent to CHATS on 6/1/2021.</p> <p>This allows time for a rescind or reopen in the month after closure.</p>
Closure	Manual	This referral is manually triggered. It is used when the client requests to withdraw from child care.
Renewal	Manual	This referral is manually triggered. Users select this referral when CCCAP requests a renewal of child care authorization.

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# CBMS Build #14415: CHATS Interface

1. The **Child Care Referral related list** *must* be completed by the CBMS user. If this is not completed, no referral is sent to CCCAP.
2. The **Referral button** is used for manual referrals and is only enabled after the Child Care Referral related list is completed. It is not required and CBMS users are encouraged to allow the system to complete the referral process.

The Referral button should only be used for the following types of referrals:

- A. **Closure** – A client/family has requested to withdraw from childcare or no longer needs childcare.
- B. **Renewal** – CCCAP has requested a renewal of childcare or case manager becomes aware a renewal is due.
- C. **Change** – This should only be used if a client currently has an active CCCAP case and the user is entering data on the CCCAP Referral page for the first time. Users need to select the “Change” type of referral to override the system trigger. If “Change” is not selected, the referral will go to CHATS as a New/Initial referral.

**In all other circumstances, users should rely on CBMS to identify the correct referral type.**

The screenshot displays the CBMS CHATS interface. At the top, there is a navigation bar with various icons and a search bar. Below this, a table lists child care referrals. The first row is highlighted, and a red circle with the number '1' is placed over the 'Child Care Referral' dropdown menu. Below the table, there is a 'Detail' section with fields for 'Child Care Needed' (Yes/No), 'Effective Begin Date' (03/10/2021), 'Effective End Date', 'Primary Caretaker', and 'Available Child / Referred Child'. A red circle with the number '2' is placed over a blue 'Referral' button located at the bottom right of the detail section.

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# CBMS Build #14415: CHATS Interface

When **Child Care Referral window** is open:

1. The **Child Name field** must be completed. All other fields are optional. Workers are encouraged to complete as much as they are able.
2. In the **Care Needed section**, enter the number of hours for each day the child needs care.

The screenshot shows the 'Child Care Referral' form interface. The form is titled 'Child Care Referral' and has a blue header bar with navigation icons. The form is divided into two main sections: 'Detail' and 'Care Needed'. The 'Detail' section contains several fields: 'Care Start Date' and 'Care End Date' (both with calendar icons), 'Change in Provider' (radio buttons for Yes/No), '\*Child Name' (a dropdown menu highlighted with a red box and a circled '1'), 'Provider Name', 'Provider ID Number', '\*Date with last provider' (with a calendar icon), 'School Age Care Needs' (a dropdown menu), 'FT Non-School days/Summer?' (radio buttons for Yes/No), 'Disabled and needs special care?' (radio buttons for Yes/No), 'School District', and 'Grade'. The 'Care Needed' section is highlighted with a red box and a circled '2', and contains seven input fields for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. At the bottom right of the form are three buttons: 'Cancel', 'Save & New', and 'Save'.

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# CBMS Build #14415: CHATS Interface

The **CCCAP Referral History** related list is for reference only. CBMS users can view the details (date, type of referral, etc.) of each referral that has been sent to CHATS.

The screenshot shows the CHATS interface with a navigation bar at the top. The main content area is divided into two sections. On the left, there is a table with columns for Effective Begin Date, Effective End Date, and Child Care Needed. The table contains two rows of data. On the right, there is a sidebar with a 'Child Care Referral' section and a 'CCCAP Referral History' section. The 'CCCAP Referral History' section contains a table with columns for Referral Type and Referral Date. Below the table, there is a 'Detail' section with various input fields for referral information.

Effective Begin Date	Effective End Date	Child Care Needed
03/06/2021		Yes
04/01/2021		Yes

Referral Type	Referral Date
Change	03/05/2021
Change	03/05/2021

Detail

\*Child Care Needed  
 Yes  No

\*Effective Begin Date: 03/06/2021

\*Effective End Date: [ ]

\*Primary Caretaker: [ ]

\*Available Child / Referred Child: [ ]

The screenshot shows the 'CCCAP Referral History' detail view. It contains a 'Detail' section with various input fields for referral information. At the bottom right, there are three buttons: 'Cancel', 'Save & New', and 'Save'.

CCCAP Referral History

Detail

Referral Type: Change

Referral Date: 03/06/2021

Begin Date: 03/06/2021

Child Care Required:  Yes  No

Referred Child: [ ]

Case: [ ]

Referral Id: 201

Manual/Systematic Trigger: M

Cancel Save & New Save

For more information, click the **Online Help icon** in the upper right corner of the page.

