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Updated: Contact Information for Leslie Shaw – leshaw@state.pa.us

Date: June 5, 2008

Category: Informational

Action Required: Read Discussion below and follow Next Steps

Response Required: None

Reference: PCR 18137

Purpose:

The purpose of this communication is to notify the PELICAN Child Care Works (CCW) users of the suppression of certain Provider Certificate Renewal Alerts.

Background:

The design of the PELICAN CCW system dictated that certain CCIS users would receive alerts when provider certificate renewal actions occurred (or failed to occur). Some provider actions that triggered alerts include: Provider Renewal Completion, 30 Days until Renewal Expiration, and No Renewal Complete on Renewal Date.

Discussion:

These alerts automatically trigger if a new certificate is not generated through PELICAN Provider Certification. With increased use of PELICAN Provider Certification, feedback from PELICAN Child Care Works users indicated that the alerts to notify them of provider certificate renewals are too numerous. As a result, the volume of alerts received has overwhelmed PELICAN CCW users.

Beginning on Monday, June 9, 2008, the following alerts will be suppressed:

Business Description	Business User	Alert Code	Alert Text
Suspend Enrollments Notice	Caseworker	030	Certificate for Provider [Provider ID Number] expires on [Date]. Suspend enrollments for Co/Rec [Record Number]
No Renewal Complete (on Renewal Date)	Provider Spec.	395	Certificate for Provider [Provider ID Number] expires on [Date]
Renewal Complete	Caseworker	032	Certificate renewed for Provider [Provider ID Number]
	Provider Spec.	397	Certificate renewed for Provider [Provider ID Number]
30 Days until Renewal Expiration	Provider Spec.	394	Certificate for Provider [Provider ID Number] will expire on [Date]

Since the alerts are being suppressed, CCISs will no longer have advanced warning when provider certificates need renewal. If renewal deadlines are not met in the PELICAN Provider Certification system in a timely manner, the system will still close a provider and related enrollments in PELICAN Child Care Works will be suspended. As a result, a handful of

providers may experience an improper closure. If this occurs, please contact Leslie Shaw at (717) 346-4660 or (leshaw@state.pa.us) for resolution.

If a provider with active enrollments fails to renew their certificate, a “Stop” Letter will be generated by the system to notify both the provider and the Primary Caregiver. After receiving this letter, the Primary Caregivers will have the standard 30 days to locate a new provider.

Important Note

Voluntary provider closures or provider closures due to sanctions will not be impacted by the suppression of these alerts.

Next Steps:

1. Distribute this System Advisory Message to appropriate CCIS staff members.
2. Ensure that appropriate CCIS staff members understand this System Advisory Message.
3. Obsolete this System Advisory Message on July 31, 2008.
4. Direct questions about this System Advisory Message to Ryan Morgan (717) 346-0650 (rymorgan@state.pa.us).

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