WINS Sponsor Home Page
User's Manual

2019-20

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Sponsor Home Page

Beginning with the 2019-20 program year, sponsors will have a home page specific to their organization when logging into WINS.

The home page is divided into 3 main sections:
- **Annual Renewal Checklist** – this checklist will help sponsors determine what artifacts must be completed as part of the annual renewal and before they can begin to add claims for the new program year
- **Applications Work Queue and Notifications** – this section will contain work items and notifications related to claims
- **Claims Work Queue and Notifications** – this section will contain work items and notifications related to program related artifacts

Navigation
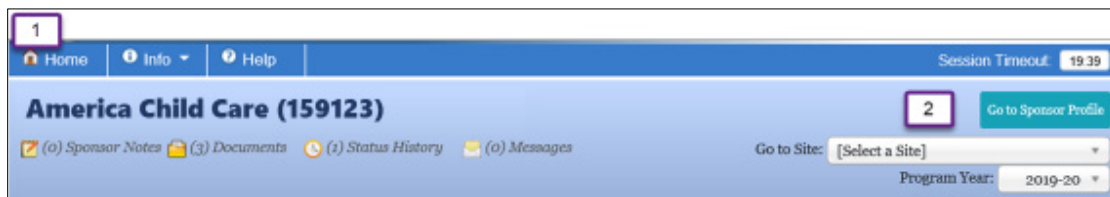
1. A link to Home page is accessible on each screen in the WINS application. Clicking the link will navigate the sponsor to their specific home page.

2. The Sponsor's home page will display a "*Go to Sponsor Profile*" button. Clicking this button will navigate sponsor from the Home page to the *Sponsor Profile* screen.

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Annual Renewal Checklist

After a program has been "opened" in WINS for the new program year, the Annual Renewal checklist will display for that program on the Sponsor's home page if the sponsor participated in that program in the prior program year.

The Annual Renewal checklist is divided into two sections – Sponsor artifacts and Site artifacts.

1. Sponsor Artifacts

Sponsor artifacts include the Sponsor Application and any other artifacts required by the program being renewed (i.e., Budget, Management Plan, etc.).

- Clicking the *View* icon 👉 will navigate sponsor directly to the selected artifact
- Incomplete artifacts will be displayed with a red checkmark ✔ = Incomplete
- Completed artifacts will be displayed with a green checkmark ✔ = Complete

An artifact is complete once it has been approved (or denied) by the OSPI Program Specialist.

Sponsor may navigate to the '*Current Overview'* screen or the '*Applications'* screen to view the current status of Sponsor artifacts.

Sponsor may click the '*Not Participating'* checkbox if none of the sites plan to participate in a program in the renewal program year. If Sponsor later decides to participate in the program, renewal buttons will still display on each of the artifact screens.

After all required Sponsor artifacts are complete, the Sponsor Renewal Checklist will no longer display on the Sponsor Home page.

2. Site Artifacts

Site artifacts include the *Site Application* and *Site Calendar* for each site under the Sponsor that participated in the program in the prior program year.

To add a new site, Sponsor must contact their OSPI Program Specialist. Depending on the timing of the request, the new site may or may not appear on the *Site Renewal Checklist*.

- Clicking the '*View'* icon ☞ will navigate sponsor directly to the selected artifact
- Incomplete artifacts will be displayed with a red checkmark ✔ = Incomplete
- Completed artifacts will be displayed with a green checkmark ✔ = Complete

An artifact is complete once it has been approved (or denied) by the OSPI Program Specialist.

Sponsor may navigate to the '*Current Overview'* screen or the '*Site*' screen to view the current status of the site artifacts.

Sponsor may click the '*Not Participating'* checkbox if a particular site will not be participating in the in the renewal program year. If Sponsor later decides to have the site participate, renewal buttons will still display on each of the site artifact screens.

After all required site artifacts are complete, the *Site Renewal Checklist* will no longer display on the Sponsor Home page.

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Applications Work Queue and Notifications

1. Work Queue

The *Applications Work Queue* will contain work items for program related artifacts (i.e., applications, calendars, budget, etc.). Items in this queue require action on the part of the Sponsor and will remain in the Sponsor's work queue until the required action has been completed.

2. Notifications

The *Applications Notifications Queue* will contain communication regarding program related artifacts (i.e., applications, calendars, budget, etc.). Notices in this queue are for information purposes only. Sponsors may delete the notice after it has been read.

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Claims Work Queue and Notifications

1. Work Queue

The *Claims Work Queue* will contain work items related to claims. Items in this queue require action on the part of the Sponsor and will remain in the Sponsor's work queue until the required action has been completed.

After all required site artifacts are complete, the *Site Renewal Checklist* will no longer display on the Sponsor Home page.

2. Notifications

The *Claims Notifications Queue* will contain communication related to claims. Notices in this queue are for information purposes only. Sponsors may delete the notice after it has been read.

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