

Illinois Child Care Assistance Program (CCAP)

Testing the IL Digital CCAP Application using the staging/demo site

staging.getchildcareil.org

The staging (demo) site for the digital CCAP application

Test using this site: staging.getchildcareil.org

IMPORTANT TO KNOW:

- The staging, or demo website, is **exactly the same as the live site and exists specifically for testing the digital CCAP application.**
- **Only use the staging/demo site for testing. Do not use** the live site for testing
- Ensure the site you use for testing has a **red banner at the top that says 'EXAMPLE SITE'**

This is important in order to avoid sending fake applications to CCR&Rs and Site Administrators for processing

Test applications submitted on the staging/demo site are routed to the state's Child Care Management System (CCMS) UAT (Testing) environment, which is cleared out monthly

- **Please do not enter real personal information into the demo site**
- Use this staging/demo site to explore the existing version of the online CCAP application. Try different personas to see a variety of screens and logic flows
- You can go through the application flow in the staging/demo site as many times as you want

Steps for the full family application and provider response experience

Follow these steps for the family application experience

As you go through the application online:

- For testing purposes, choose any county from the drop down, even if you use a different address later on. (The current list is limited to where the online application is currently live)
- When asked “have you chosen a child care provider” say **‘yes’**. This will allow you to go through the provider response flow later on
- When entering the contact information for the **provider, use your own email address** (all other info should be made up). This will later send you an email as if you were the chosen provider so you can respond to the child care arrangement
 - If you want to test the text messaging function by going through the application on a smartphone, then you’ll need to enter your own mobile phone number
- When prompted, also **enter your own email address as the applicant**. This will allow you to experience receiving the confirmation email that the family/applicant gets at the end
- If you followed these testing steps, after completing Section 6 in the family application, you should receive two emails 1) the confirmation email the family receives, and 2) the notification the chosen provider receives

Steps for the full family application and provider response experience (cont)

After completing the family application, follow these steps to experience the provider response / agreement to care experience, or try registering as a new CCAP provider

- After completing the family application, you should receive an email (or text message) as if you were the chosen child care provider. **This email will have a link and a unique confirmation code.** For testing purposes the confirmation codes start with 'STG' followed by 6-digits. Follow the instructions and link in the email
- You can also go to the homepage of the staging/demo website and respond to the family's application directly from there:
 - Go to staging.getchildcareil.org and scroll down the page to the provider section in orange, and enter the **confirmation code** you received in the email (or text message)
- Once you're in the provider flow, it will ask if you've been paid by CCAP - say **yes** to complete the agreement to care
- You will need a Provider ID #, you can use either of these we've set-up for testing:
 - 12345678901
 - 12345678902
- If you say you have **not been paid by CCAP**, you will be taken through the new provider registration flow. This flow allows providers to register for CCAP for the first time. Feel free to explore this experience as well

Thank you ✨

Questions?

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