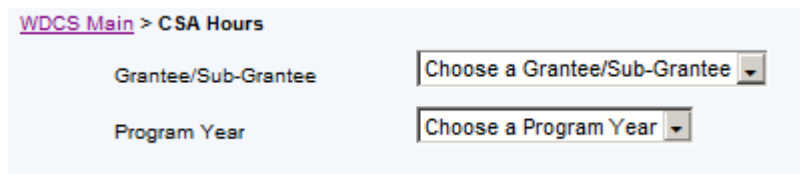


CSA Hours Administrative Function

The **CSA Hours Administrative Function** provides the ability to edit CSA data for multiple participants for (1) total hours paid in a quarter and (2) total hours of paid training received in a quarter. (For a single participant, you may also use the individual Assignment Information screen.)

To add/modify CSA Hours for multiple participants:

1. Click **CSA Hours** on the [WDCS Main](#) screen. The system will display the **CSA Hours** screen.



WDCS Main > CSA Hours

Grantee/Sub-Grantee

Program Year

2. Select the correct set of data to work with using the Grantee/Sub-Grantee drop-down menu.
3. Select the appropriate program year from those available in the Program Year drop-down menu.
4. When both choices have been made, the **FIND** button will appear, as will optional filters for host agency and last name. If desired, enter information in either or both of these fields to narrow results.



WDCS Main > CSA Hours

Grantee/Sub-Grantee

Program Year

Host Agency (Optional)

Last Name Starts With (Optional)

FIND

When the filter for last name is used, the utility will return all records that begin with the letters entered. For example, entering “john” will return any record where the last name is “John” or “Johns” or “Johnson.” The filter is not case sensitive.

5. Click **FIND** to refresh the **CSA Hours** screen so that it displays the data entry section.

Note(s): The table will list, in alphabetical order, all participants with an active assignment in the selected program year.

When a selection results in a return of more than 50 records, up to 50 records will appear on each page. When shown, the “[Next 50>>]” and “[<<Previous 50]” links can be used to navigate throughout the results.

[WDCS Main](#) > [CSA Hours](#)

Grantee/Sub-Grantee	Example - NJ701
Program Year	2012
Host Agency	Test HA
Last Name Starts With	Tester

[\[<<Previous 50\]](#) Results 51 - 100 of 378 [\[Next 50>>\]](#)

Program Year 2012									
Participant Name	19. Total hours paid in quarter				21. Total hours of paid training received in quarter				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	
Tester, Tessa PID: 875743									
Test HA (10/8/2009 -)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Reset Form](#)

To update an individual participant’s data, enter the hours in the column for the appropriate quarter.

6. Click [Save](#) to update the database. The following confirmation message will appear at the top of the screen:

The changes have been saved