

Service Types

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Service Types

In eWiSACWIS, services provided to children and families are distinguished by Service Category and Service Type. A Service Category is a generalized term that defines a group of specialized Service Types. For example, a Service Category of Foster Home – General License contains the more specific Service Types of Foster Home General License 0-4 years, Foster Home General License 5-11 years, Foster Home General License 12-14 years, Foster Home General License 15+ years. Grouping like service types together by service category provides workers with a more efficient way of accessing the needed service types.

Service types are used throughout eWiSACWIS to identify services that are being provided. In eWiSACWIS service types are used for documenting placements, creating and documenting payments, and documenting services for plans such as the Case Plan and Safety Plan. For example, while a service type of Foster Home General License 0-4 years would be used when documenting a child's placement, it would not be used when documenting services on a case plan. Conversely, a service type of Parenting Education Classes would be used to document a service on a case plan, but it would not be used when documenting the child's placement.

This document defines the different elements that make up a service type. Counties have the flexibility to add service types as needed. However, counties are required to use the baseline service types that were provided to document Foster Home, Treatment Foster Home, Group, RCC, Kinship and Wrap/FPI/YES services. Ultimately, before completing the creation of any new service that may affect IV-E claiming, it is recommended that the user contact one of the following people to ensure accurate setup, and thus accurate claiming of the new service.

Please feel free to contact:

Chris Partridge - eWiSACWIS Project: Christopher.Partridge@wisconsin.gov

Cindy Schultz - Bureau of Finance: Cindy.Schultz@wisconsin.gov

Service Specifics Tab

Maintain Service Type and Rate - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Service Information

County: (#1) Svc Type Med Desc: (#4)
Service Category: (#2) Svc Type Short Desc: (#5)
Service Code: (#3) Service Type: (#6)

Service Specifics | **Licensing and Training**

Service Type Specifics

Case Required (#7)
 Title XIX Possible (#8)
 1099 Eligible (#9)
 In Home Service (#10)
 Prefill Templates (#11)
 Override PA rule (#12)
Service Group: (#13)
Service Category: (#14)
Age Range: (#15) None
Title IV-E Eligibility: (#16) Non-Title IV-E
Next Service Type: (#17)

Payments

Payments Allowed (#18)
 Ongoing Service/Placement (#19)
 Amount Auto Calculated (#20)
 Service Spans Multiple Days (#21)
 Rate by Child Allowed (#22)
 Non-System-Disbursed Payment (#23)
 CCI Payment (#24)
 Full Month (#25)
 Advance (#26)
 Negative Payment Allowed (#27)
Client Unit Type: (#28) None
Approval Level Required: (#29)
Date Last Paid: 00/00/0000 (#30)

Accounting Information

Reporting Category: (#31)

Statewide Reporting Group (#32)

Rate Type (#33) By Service By Provider Rate Edit (#35)

Spending Limit (#34)

| Type: | Period: | Amount: |
|--------------------------|------------------------------|-----------------------------|
| <input type="text"/> N/A | <input type="text"/> Monthly | <input type="text"/> \$0.00 |

Approval Level for Override:

State Service Control (#35)

State Service Control

Rate Edit Updated on: By: Status: Active

| Element # | Element Name | Description |
|-----------|----------------------|--|
| 1 | County | Populates based off of the county of the worker logged in. |
| 2 | Service Category | <p>Select the Service Category that best fits the Service type you are working with.</p> <p>Note: The Service Category has an “In-home” or “Out-of-Home” characteristic attached to it similar to your Service Types. This trait is not viewable online, however it is generally easy to discern by the naming convention of the Service Category (for example, Wrap – In Home). As noted above, checking the In-home box filters the Service Category list specifically for those Categories that have the In-home characteristic.</p> <p>If you are unsure of the Service Category's In-Home or Out-of-Home trait, please contact the help desk. If you need to have a Service Category created you can call the help desk and they will create a new Service Category for you.</p> |
| 3 | Service Code | System derived. When creating a new Service Type one must select the “Srcv Code” button on the Create Service Type Page to generate this number. |
| 4 | Srvc Type Med Desc | This field displays your service type medium description name. The name can be edited on this page. The change will be reflected on the Placements and Services page. |
| 5 | Srvc Type Short Desc | This field displays your service type short description name. The name can be edited on this page. The change will be reflected on the Placements and Services page. |
| 6 | Service Type | This field displays your service type long description name. The name can be edited on this page. The change will be reflected on the Placements and Services page. |
| 7 | Case Required | Indicates whether or not a case is required when documenting payments for service. |
| 8 | Title XIX Possible | Indicates whether or not the specific service is Title XIX eligible. This checkbox should be checked if you are creating a RCC type service. |
| 9 | 1099 Eligible | Do payments for this service need to be included on an eWiSACWIS generated 1099-tax report? |
| 10 | In Home Service | <p>If the service type being created/maintained is to be used as an In-Home Service this check box must be selected. Checking this box filters the Service Category list specifically for those Categories that have the In-home characteristic.</p> <p>The rules governing Out of Home placement services will not be enforced. For example, unlike an Out-of-home placement, one can document In-Home services that overlap service dates. One can have multiple services documented. In Home services are not affected by IV-E or KIDS referrals.</p> |
| 11 | Prefill Templates | If the In-Home Service checkbox is selected (#10), this checkbox will be enabled. Checking this box will allow counties to maintain the services that they want to include on their templates. |
| 12 | Override PA Rule | <p>Selecting this check-box forces the system to override normal parent agency rules for any payments related to this service.</p> <p>The Parent Agency Rule logic is written such that if the Parent Agency is “not-for-profit” the entire check goes to the agency (they in turn mail the home provider their check). If the Parent Agency is “for profit” then the check is split with the Administrative portion going to the Parent Agency and the basic, supplemental and/or exceptional going directly to the home provider.</p> |

| Element # | Element Name | Description |
|-----------|-------------------------------|---|
| 13 | Service Group | Choose the most applicable value. Service Groups can only be added by the State's eWiSACWIS program staff and only if there is a compelling business reason. |
| 14 | Service Category | <p>Select the Service Category that best fits the Service type you are working with.</p> <p>Note: The Service Category has an "In-home" or "Out-of-Home" characteristic attached to it similar to your Service Types. This trait is not viewable online, however it is generally easy to discern by the naming convention of the Service Category (for example, Wrap – In Home). As noted above, checking the In-home box filters the Service Category list specifically for those Categories that have the In-home characteristic.</p> <p>If you are unsure of the Service Category's In-Home or Out-of-Home trait then please contact the help desk.</p> <p>If you need to have a Service Category created you can call the help desk and they will create a new Service Category for you.</p> |
| 15 | Age Range | This documents the age range that the service type covers if applicable. If there is not an age restriction then select "None." |
| 16 | Title IV-E Eligibility | This tells the system how to handle this service type when it comes to IV-E claiming. If you are unsure how to answer this question then please contact Cindy Schultz (phone: 608.266.7295) from the Bureau of Fiscal Services. |
| 17 | Next Service Type | In the instance of age-range services, this field allows the user to identify the next age-range service type that the Birthday Batch will advance too when a child ages up. |
| 18 | Payments Allowed | If checked, the system will generate payments related to this service. If left unchecked, this service will be non-paid. |
| 19 | Ongoing Service/Placement | <p>If checked, and "Payments Allowed" is checked, then this service will be handled as an "ongoing" paid service.</p> <p>If checked, but Payments Allowed is unchecked, this service will be an unpaid, ongoing service.</p> <p>If left un-checked, and Payments Allowed is checked, the system considers this to be a "One-time Payment" type of service.</p> <p>Note: If this option is un-checked then your service type will not show up as a selectable service off of the Out-of-home Placement page or In-Home Service page.</p> |
| 20 | Amount Auto Calculated | This selection is automatically made when one selects the "Ongoing Service/Placement" option. If checked, the system will automatically 'do the math' for placement payments. |
| 21 | Service Spans Multiple Days | This selection is automatically made when one selects the "Ongoing Service/Placement" option. It tells the system that the service you are working with will span multiple days. More importantly, leaving this unchecked (as in the case of a One-time payment) will tell the system that the service is for one day only. |
| 22 | Rate by Child Allowed | Is the rate for the service sometimes child specific? For example, in documenting a child that is placed out-of-state where their service rate does not match Wisconsin. Or, in instances of Adoption Assistance, where the rate is established per child. |
| 23 | Non-System- Disbursed Payment | Checking this box tells the system that you want a payment record generated and you do not want the payment to be sent for check processing. This check box is specifically used to create the YES/FPI/WRAP services that document the actual cost of care for a child in one of these programs. |

| Element # | Element Name | Description |
|-----------|--------------------------|--|
| 24 | CCI Payment | <p>Checking this box tells the system to address this payment using the Episode Driven batch. The Episode Driven batch creates a zero dollar payment request where a fiscal worker must then enter the number of units that correspond to the number of days of service provided. The units entered are multiplied by the established service rate.</p> <p>Leaving this unchecked means that the payments will be processed by the Calculate-Ongoing batch.</p> <p>Note: Switching this flag on the fly affects which batch will generate your payment data. In order for the new batch to pick up the payment the user will need to end the existing Out-of-home placement and create a new one with the same provider and service type. The creation of the new placement will then allow the new payment batch to pick up the fiscal processing.</p> |
| 25 | Full Month | <p>Checking this box means that the service will not be pro-rated. In other words, the amount will be fixed every month regardless of service period. If it is unchecked then the system will pro-rate based upon a standard month of 30.416. The check box is most commonly used in Kinship Service Types.</p> <p>Note: Updating this field on the service will cause all previously generated payments and checks to be potentially readjusted to a pro-rated payment. This would also generate overpayments if applicable.</p> |
| 26 | Advanced | <p>Is the service paying for the prior month's services or the upcoming month's service. If this is checked then payments are created in advance of the service being provided. If unchecked then payments are made for the service provided in the prior month.</p> <p>Note: You can flip this flag and the batches will deal with the following payments correctly without having to maintain any placement data.</p> |
| 27 | Negative Payment Allowed | <p>If checked this allows a user to create negative one-time payments. This is important if documentation of overpayments is necessary for the given service.</p> |
| 28 | Client Unit Type | <p>If the Service Type is Episode Driven (i.e. If the CCI Payment check box is checked) then the user must tell the system whether the number of units being entered onto the zero dollar payment request corresponds to a daily, or hourly unit. If the user selects None then the payment request page will automatically assume a full month at the daily rate and auto-calculate the payment without user input.</p> |
| 29 | Approval Level Required | <p>If the service is a one time payment where the Service Group "One Time Payments" is selected, then the user must select a job class from this drop down that corresponds to the job class of a user that will provide the final approval for this service. For example, if the county wants to allow only workers with the same job class as the program manager or higher to provide the final approval for all clothing allowances then they would choose the job class of Program Manager from the drop down.</p> |
| 30 | Date Last Paid | <p>System derived, identifying the last date that this service type generated a payment.</p> |
| 31 | Reporting Category | <p>If the county is a manual county then they can choose Reporting Category 8 for all service types. If the county is an automated county (having an operational financial interface) then they will need to cross reference a reporting category with each individual account on the county side. It is the responsibility of the county to maintain this cross-reference table and to update it accordingly. The first seven values, which display text names, are reserved specifically for Milwaukee and/or State use only.</p> <p>Note: The absence of a value in this field will cause a payment not to generate for the associated service type.</p> |

| Element # | Element Name | Description |
|-----------|---------------------------|---|
| 32 | Statewide Reporting Group | <p>The purpose of this drop down is to tie together all similar service types across the state even though naming conventions may differ between counties.</p> <p>A process has been built to update service rates through the Statewide Reporting Group for RCC and Group Homes.</p> |
| 33 | Rate Type | <p>The selection of “By Service” indicates that any provider having this active service will share the rate established for the service. If the selection “By Provider” is made then each provider holding that active service can have a rate specific to that provider.</p> <p>If the rate is chosen to be “By Service” then the Rate button in the lower right corner of the page will be enabled. Clicking this will take the user to a historical listing of rates for the service. This is also where the user will insert any new rates. If the rate is “By Provider” then the rate will be updated via the Provider Maintenance record, under the Options drop down by selecting the Provider Service Rate option.</p> <p>Note: That this selection cannot be changed at a later date. Once selected and saved the trait will hold for that service. If the need arises to change rate types a new service type will need to be created.</p> |
| 34 | Spending Limit | <p>Indicates if there is a spending limit for the service. If there is a spending limit, it must be designated as child based or provider based. In addition, the period that the spending limit covers, and the total amount of the spending limit, must be selected.</p> <p>The spending limit has been locked down for specific Statewide services and is maintained by the State.</p> <p>The Approval Level for Override drop down works similar to the Approval Level Required drop down. One must identify a Job Class level that the county wishes to have the ability to override the spending limit.</p> |
| 35 | State Service Control | <p>A service type can be flagged to allow users the ability to maintain that service. When the Rate Edit checkbox is selected, the county is able to maintain the rate for that service. When the Rate Edit checkbox is not selected, only designated State staff is able to maintain the rate for that service.</p> <p>Note: If there is a service type's rate that the county cannot maintain (and it is believed that this should be a maintainable rate), please contact the help desk. State staff are the only users that can maintain the flag on the service type.</p> |

Licensing and Training Tab

| Element # | Element Name | Description |
|-----------|--------------------------------------|---|
| 1 | License Type Required | Displays the required license type that providers must have before the service can be activated. |
| 2 | Service Automatically Enabled By | Displays the license type that automatically adds and activates the selected service type to the provider's record. |
| 3 | Parent Organization Requires License | <i>Disabled</i> ; Indicates whether or not a parent organization license is required for a specific service type; user selected checkbox. Wisconsin does not require a Parent Organization to be licensed for a Provider to be licensed for specific service types. |
| 4 | Training Type Required | <i>Disabled</i> ; Displays the required training that providers must attend before a service can be activated; populated by the training courses selected on the Training Type page. Wisconsin does not require documentation of Training for licensure in eWiSACWIS. |

Sample Services

Provided below are samples of how some of the standard services are set up. Please note that your Reporting Category and Approval Levels will be set up specific to your county's needs.

Foster Home General Service

Maintain Service Type and Rate - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Service Information

County: Svc Type Med Desc: F.H. - Gen. License 5-11
Service Category: Foster Home - General License Svc Type Short Desc: FH-GenLic 5-11
Service Code: Service Type: Foster Home-Gen License 5-11 years old

Service Specifics | **Licensing and Training**

Service Type Specifics

Case Required
 Title XIX Possible
 1099 Eligible
 In Home Service
 Prefill Templates
 Override PA rule

Service Group: Out-of-Home Care Services
Service Category: Foster Home - General License
Age Range: Ages 5-11
Title IV-E Eligibility: Title IV-E(Regular)
Next Service Type: Foster Home-Gen License 12-14 years old

Payments

Payments Allowed
 Ongoing Service/Placement
 Amount Auto Calculated
 Service Spans Multiple Days
 Rate by Child Allowed
 Non-System-Disbursed Payment
 CCI Payment
 Full Month
 Advance
 Negative Payment Allowed

Client Unit Type: None
Approval Level Required:
Date Last Paid: 05/01/2008

Accounting Information

Reporting Category: Reporting Category 8

Statewide Reporting Group

Foster Home-Gen License 5-11 years old

Rate Type

By Service By Provider Rate Edit

Spending Limit

| Type: | Period: | Amount: |
|-------------|---------|------------|
| Child Based | Monthly | \$2,000.00 |

Approval Level for Override:

Rate

State Service Control

Save Close

RCC Service

Maintain Service Type and Rate - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Service Information

County: Svc Type Med Desc: EC Academy - STOP Prog

Service Category: RCC - Eau Claire Academy Svc Type Short Desc: EC Acad STOP

Service Code: Service Type: Eau Claire Academy - STOP Program

Service Specifics | **Licensing and Training**

Service Type Specifics

Case Required
 Title XIX Possible
 1099 Eligible
 In Home Service
 Prefill Templates
 Override PA rule

Service Group: Out-of-Home Care Services

Service Category: RCC - Eau Claire Academy

Age Range: None

Title IV-E Eligibility: Title IV-E(Regular)

Next Service Type:

Payments

Payments Allowed
 Ongoing Service/Placement
 Amount Auto Calculated
 Service Spans Multiple Days
 Rate by Child Allowed
 Non-System-Disbursed Payment
 CCI Payment
 Full Month
 Advance
 Negative Payment Allowed

Client Unit Type: Daily

Approval Level Required:

Date Last Paid: 05/01/2008

Accounting Information

Reporting Category: Reporting Category 8

Statewide Reporting Group

RCC - Eau Claire Academy STOP Program

Rate Type

By Service By Provider Rate Edit

Spending Limit

| Type | Period | Amount |
|------|---------|--------|
| N/A | Monthly | \$0.00 |

Approval Level for Override:

Rate

State Service Control

Save Close

Non-System-Disbursed Service

Maintain Service Type and Rate - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Service Information

County: Svc Type Med Desc: Wrap FH 5-11

Service Category: Wrap Foster Home - Contracted Svc Type Short Desc: Wrap FH 5-11

Service Code: Service Type: Wrap FH Contracted 5-11

Service Specifics | **Licensing and Training**

Service Type Specifics

Case Required
 Title XIX Possible
 1099 Eligible
 In Home Service
 Prefill Templates
 Override PA rule

Service Group: Out-of-Home Care Services

Service Category: Foster Home - General License

Age Range: Ages 5-11

Title IV-E Eligibility: Include for claiming, exclude from trust account

Next Service Type: Wrap FH Contracted 12-14

Payments

Payments Allowed
 Ongoing Service/Placement
 Amount Auto Calculated
 Service Spans Multiple Days
 Rate by Child Allowed
 Non-System-Disbursed Payment
 CCI Payment
 Full Month
 Advance
 Negative Payment Allowed

Client Unit Type: None

Approval Level Required:

Date Last Paid: 05/01/2008

Accounting Information

Reporting Category: Reporting Category 8

Statewide Reporting Group

Wrap FH Contracted 5-11

Rate Type

By Service By Provider Rate Edit

Spending Limit

| Type: | Period: | Amount: |
|-------------|---------|------------|
| Child Based | Monthly | \$2,000.00 |

Approval Level for Override:

Rate

State Service Control

Save Close

FPI/YES/Wrap In Home Service

Maintain Service Type and Rate - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Service Information

County: [Dropdown] Svc Type Med Desc: Wrap In Home [Dropdown]
Service Category: Wrap In Home [Dropdown] Svc Type Short Desc: Wrap IH [Dropdown]
Service Code: [Text] Service Type: Wrap In Home [Text]

Service Specifics | **Licensing and Training**

Service Type Specifics

Case Required
 Title XIX Possible
 1099 Eligible
 In Home Service
 Prefill Templates
 Override PA rule

Service Group: Out-of-Home Care Services [Dropdown]
Service Category: Wrap In Home [Dropdown]
Age Range: None [Dropdown]
Title IV-E Eligibility: Exclude from claiming, count for trust accounts [Text]
Next Service Type: [Dropdown]

Payments

Payments Allowed
 Ongoing Service/Placement
 Amount Auto Calculated
 Service Spans Multiple Days
 Rate by Child Allowed
 Non-System-Disbursed Payment
 CCI Payment
 Full Month
 Advance
 Negative Payment Allowed
Client Unit Type: None [Dropdown]
Approval Level Required: [Dropdown]
Date Last Paid: 00/00/0000

Accounting Information

Reporting Category: Reporting Category 8 [Dropdown]

Statewide Reporting Group

Wrap - In Home [Dropdown]

Rate Type

By Service By Provider Rate Edit

Spending Limit

| Type: | Period: | Amount: |
|----------------|---------|---------|
| N/A [Dropdown] | [Text] | \$0.00 |

Approval Level for Override: [Dropdown]

Rate

State Service Control

Save **Close**

Respite –Non Paid In Home Service

Service Information

| | | | |
|-------------------|--|----------------------|--|
| County: | <input type="text"/> | Svc Type Med Desc: | Respite Care - Non Paid <input type="text"/> |
| Service Category: | Respite Care - InHm <input type="text"/> | Svc Type Short Desc: | Resp Care - NPd <input type="text"/> |
| Service Code: | <input type="text"/> | Service Type: | Respite Care - Non Paid <input type="text"/> |

Service Specifics

Licensing and Training

Service Type Specifics

- Case Required
- Title XIX Possible
- 1099 Eligible
- In Home Service
- Prefill Templates
- Override PA rule

Service Group:
Out-of-Home Care Services

Service Category:
Respite Care - InHm

Age Range:
None

Title IV-E Eligibility:
Title IV-E(Regular)

Next Service Type:

Payments

- Payments Allowed
 - Ongoing Service/Placement
 - Amount Auto Calculated
 - Service Spans Multiple Days
 - Rate by Child Allowed
 - Non-System-Disbursed Payment
 - CCI Payment
 - Full Month
 - Advance
 - Negative Payment Allowed
- Client Unit Type:
None
- Approval Level Required:
- Date Last Paid: 00/00/0000

Accounting Information

Reporting Category:

Statewide Reporting Group:
Respite Care - Non Paid

Rate Type

- By Service By Provider Rate Edit

Spending Limit

| | | |
|--------------------------|------------------------------|-----------------------------|
| Type: | Period: | Amount: |
| N/A <input type="text"/> | Monthly <input type="text"/> | \$0.00 <input type="text"/> |

Approval Level for Override:

Rate

State Service Control

Save Close