



# Court/Out of Home Placement

## How Do I Guide

Court Information

### Legal Record

How Do I...?	Selections	Tips & Guidelines
Create a legal record	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Legal &gt; Legal Record.</li> <li>Select the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>Answer 'yes' to the question that asks if you want to create a legal action.</li> <li>On the Legal Action page, enter the applicable data/values.</li> <li>Save/Close the record.</li> </ul>	<p><i>The legal record lists the legal actions, legal statuses, and legal documents for a case participant.</i></p> <p><i>Every case participant with a legal action or a legal status will have their own legal record.</i></p> <p><i>Legal Action/Status will be editable via the 'Edit' link until case closure. Once a case is closed, the 'Edit' links will change to be 'View' links.</i></p>

### Legal Action

How Do I...?	Selections	Tips & Guidelines
Document the first legal action for a case participant	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Legal &gt; Legal Record.</li> <li>Select the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>Answer 'yes' to the question that asks if you want to create a legal action.</li> <li>On the Legal Action page, enter the applicable data/values.</li> </ul>	<p><i>This is where the timeframes surrounding the initiation of a legal action are documented.</i></p> <p><i>It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.</i></p>
Document a subsequent legal action for a case participant	<ul style="list-style-type: none"> <li>Click the Create Legal Action button on the Legal Record page.</li> <li>On the Legal Action page, enter the applicable data/values.</li> </ul>	<p><i>This is where the timeframes surrounding the initiation of a legal action are documented.</i></p> <p><i>It is very important that the information on this page be complete and accurate since data from it is pulled over into the Legal Documentation and Legal Status pages.</i></p>

### Legal Document

How Do I...?	Selections	Tips & Guidelines
Prepare/complete legal document	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Legal &gt; Legal Document.</li> <li>Select the appropriate case.</li> <li>Click the Create button.</li> <li>On the Legal Documentation page, enter the applicable data/values.</li> <li>To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS.</li> <li>Select Approval from the Options list. Click the Go button.</li> <li>Click the Approve radio button. Click Continue.</li> </ul> <p><i>Note: If no Legal Action has been created for the case, then only a limited number of Legal Documents will be available.</i></p>	<p><i>The Role in the Document list must be completed since it is critical to ensuring that the correct participants are pulled over into the court document templates. Only select "Child" as the role for the child to whom the document pertains. Select N/A (or other applicable value) for other children in the case.</i></p> <p><i>Click Close and Return to eWiSACWIS to save your document.</i></p>



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Court Information

Prepare/complete court report

- Click Create > Case Work > Legal > Court Report.
- Select the appropriate case.
- Click the Create button.
- On the Court Report Selection page, click the Create button.
- On the Legal Documentation page, enter the applicable data/values.
- To view/print the legal document, click the Text link. To exit the template, click Close and Return to eWiSACWIS.
- Select Approval from the Options list.
- Click the Approve radio button. Click Continue.

*If you want to Copy an existing Court Report, select the Copy link for the Court Report you wish to copy.*

*Click Close and Return to eWiSACWIS to save your document.*

### Legal Status

**How Do I...?**

**Selections**

**Tips & Guidelines**

Record status of legal action

- Click the Create Legal Status link next to the associated Legal Action.
- On the Legal Status page, enter the applicable data/values.

*The Verified? checkboxes cannot be selected unless there is a date in the corresponding date field. The Verified? checkboxes drive the creation of associated ticklers. Once a Verified? checkbox is checked and the work saved, the verified date cannot be changed.*

*When documenting the new legal status, the Protective Custody check box will default too checked or unchecked based upon the value selected. If the Protective Custody check box is checked at the time case closure is requested, the case closure request will be denied.*

*When creating a Legal Status for Request for TPR, TPR Petition – Voluntary or TPR Petition – Involuntary, the parents to whom the legal status applies must be searched and selected.*



**eWiSACWIS Help Desk (855) 264-6323**

**DCFHelpdesk@wisconsin.gov**

**eWiSACWIS Knowledge Web**

**[http://dcf.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dcf.wisconsin.gov/wisacwis/knowledge_web/index.htm)**

**eWiSACWIS Quick Reference Guides**

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## How Do I Guide

### Out of Home Placement

#### Out of Home Placement

How Do I...?	Selections	Tips & Guidelines
Document new out of home placement	<ul style="list-style-type: none"> <li>■ Click Create &gt; Case Work &gt; Placement &gt; Out of Home Placement.</li> <li>■ Select the appropriate case and case participant.</li> <li>■ Click the Create button.</li> <li>■ On the Placements and Services page, enter the applicable data/values.</li> <li>■ Enter appropriate responses in the KIDS Referral box.</li> <li>■ If appropriate, select applicable options/data/values from the Options list. Click Go.</li> <li>■ On the Provider tab, click the Search link</li> <li>■ On the Search Provider Service page, enter the applicable data/values and click the Search button.</li> <li>■ Select the provider and click Continue.</li> <li>■ On the Provider tab, enter applicable data/values.</li> <li>■ Select a value from the School District Code field.</li> <li>■ On the Service tab select Approval from the Options list. Click Go.</li> <li>■ Click the Approve radio button. Click Continue.</li> <li>■ Click Save. Click Close.</li> <li>■ The system will automatically update the child's Primary Residence Address to match the address for the Provider with whom the child is now placed.</li> </ul> <p><i>Note: A new placement can only be entered if the previous placement has ended with supervisory approval.</i></p> <p><i>The Provider with whom the child is being placed must have an active license with the appropriate licensed service category and service type activated in the system. If not, the Search Provider Service will not retrieve the provider record.</i></p>	<p><i>If the Date Removed From his/her Home field is completed, the system generates the Title IV-E Eligibility page for this child to be used for eligibility determinations. Additionally, the system generates a referral to the SEU manager.</i></p> <p><i>A Permanency Plan Review is completed every 6 months. A Permanency Plan Review tickler will appear in the Ticklers expando before the due date. The tickler will be deleted and reset once the Permanency Plan Review is completed and recorded and approved on the Permanency Plan Review Or Hearing Results page.</i></p> <p><i>Remember to select the appropriate target population and school district on the Provider tab.</i></p> <p><i>Placement will remain editable until supervisory approval is granted.</i></p>
Send placement notifications	<ul style="list-style-type: none"> <li>■ On the Provider tab of the Out of Home Placement page, click the Options list and select the appropriate notification. Click Go.</li> <li>■ On the Placement Notifications page, click the Insert button.</li> <li>■ On the Placement Notifications page, click the Edit link.</li> <li>■ On the selected template, enter applicable data/values. To exit the template, Close and Return to eWiSACWIS.</li> <li>■ Click Save and click Close.</li> </ul>	<p><i>Click Close and Return to eWiSACWIS to save your document.</i></p> <p><i>Placement notifications include ICWA Notification Letter, 30-Day Notice to Foster Parents, and Notification of a Child Leaving a Licensed Placement.</i></p>
Notify DSP of a suicide in out of home care	<ul style="list-style-type: none"> <li>■ On the Out of Home Placement page/Provider tab, Select Suicide in Out of Home Care from Options list. Click Go.</li> <li>■ Complete applicable information. Once complete, select the 'Send Serious Incident Notification to DCF' checkbox and click Save/Close.</li> </ul>	<p><i>Act 78 requires county agencies and BMCW to report cases in which a child in out-of-home care placement is suspected to have committed suicide to the DSP within 2 working days of the agency learning about the incident.</i></p>



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Out of Home Placement

## End Placement

### How Do I...?

End existing placement

### Selections

- On the Cases outliner, click the appropriate case icon.
- Click the Placement/Services icon.
- Click the applicable out of home placement.
- On the Service tab, select Placement Ending from the Options list. Click Go.
- On the Service Ending page, enter the applicable data/values and Select Approval from the Options list. Click Go.
- Click the Approve radio button. Click Continue.
- Click Save and click Close.

*Note: The Ending Reason for the placement will filter based on the Ending Purpose selected.*

- *If a placement has an associated foster care rate, the foster care rate will be automatically ended when the placement is ended.*

### Tips & Guidelines

*The ending date must be the last day that the child was in placement. It cannot be a future date.*

*In the event, a child moves from one placement to another, the child's Title IV-E Eligibility continues. Once a child has been discharged from all placements, the child is no longer Title IV-E eligible.*

*When the placement being ended is a discharge from all placements for a child, the "Is the end of this placement a discharge from all placements?" will default to "Yes" based on the End Reason selected. This enables the Discharge Reason field and ends the child's Title IV-E Eligibility Determination.*

*When a placement is ended for reason of 'Trial Reunification' a pending placement will be created and available from the outliner for review and approval.*



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# Court/Out of Home Placement

## How Do I Guide

### Foster Care Rate

#### Foster Care Rate

How Do I...?	Selections	Tips & Guidelines
Document Foster Care Rate	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Placement &gt; Foster Care Rate.</li> <li>Select the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>On the Foster Care Rate page, enter the applicable data/values on each tab.</li> <li>Select Options &gt; Foster Care Rate and click Go.</li> <li>On the CFS-834 Foster Care Uniform Rate Setting template, review data/values. To exit the template, click Close and Return to eWiSACWIS.</li> <li>On the Foster Care Rate page, select Approval from the Options list and click Go.</li> <li>Click Approve radio button. Click Continue.</li> </ul>	<p><i>An approved open Out of Home Placement with a Family Group Home or Foster Home (created after February 2011 release) and an approved Out of Home CANS must be documented in eWiSACWIS in order to complete the Foster Care Rate that includes the supplemental amount derived from that CANS. As of October 2011, you can create a pre-CANS foster care rate for the first 30 days of placement without the existence of a CANS.</i></p>
Complete the Foster Parent Rate notification	<ul style="list-style-type: none"> <li>On the Cases outline, click the appropriate case icon.</li> <li>Click the Placement/Services icon.</li> <li>Click the appropriate Foster Care Rate.</li> <li>On the Rate Setting page, click the Results tab.</li> <li>On the Results tab, select Rate Setting Results from the Options list and click Go.</li> <li>On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS.</li> <li>Click Save and click Close.</li> </ul>	<p><i>The Foster Care Rate must be approved to enable the Rate Setting Results option.</i></p> <p><i>The Foster Parent Rate notification must be completed correctly prior to setting the checkbox to Sent as this template will become frozen and not modifiable.</i></p> <p><i>The pending Foster Care Rate can be accessed and completed from under Provider expando, Placement/Services icon.</i></p>
Complete the Foster Parent Rate Reevaluation notification	<ul style="list-style-type: none"> <li>On the Cases outline, click the appropriate case icon.</li> <li>Click the Placement/Services icon.</li> <li>Click the appropriate Foster Care Rate.</li> <li>On the Rate Setting page, click the Results tab.</li> <li>On the Results tab, select Reevaluation Results from the Options list and click Go.</li> <li>On the selected template, enter applicable data/values. To exit the template, click Close and Return to eWiSACWIS.</li> <li>Click Save and click Close.</li> </ul>	<p><i>The Foster Care Rate must be approved to enable the Rate Setting Results option.</i></p> <p><i>The Foster Parent Rate Reevaluation notification must be completed correctly prior to setting the checkbox to Sent as this template will become frozen and not modifiable.</i></p>
Copy a Foster Care Rate	<ul style="list-style-type: none"> <li>On the Cases outline, click the appropriate case icon.</li> <li>Click the Placement/Services icon.</li> <li>Click the appropriate Foster Care Rate.</li> <li>On the Foster Care Rate page, select Copy Foster Care Rate from the Options list and click Go.</li> <li>A message displays that reads, "This will create a pending copy of the foster care rate. If the current Foster Care Rate is open it will be ended one day prior to the newly entered effective date. Do you wish to continue?" Click Yes to launch a new foster care rate page. Click No to remain on the current foster care rate page.</li> <li>After launching the new copy-over foster care, enter the new effective date.</li> </ul>	<p><i>The effective date on a copy-over foster care rate can be up to 30 days in the future, but must be in the same calendar year.</i></p> <p><i>The Foster Care Rate can be accessed for copying purposes from under the Provider's Placement icon.</i></p>