




Adding another County's Licensed Service Types to the License













This Quick Reference Guide will show how to add other counties' licensed Service Types to the designated county license without closing the current license for the Home Provider (foster homes).

1. From the desktop, click on the Provider expando  Providers (7) to display the providers you are assigned to. Next, click on the provider icon  for the particular provider you wish to maintain.
2. Click on the License icon  and select the hyperlink for the "Active-Regular" license for the provider. This will open the Licensing page.

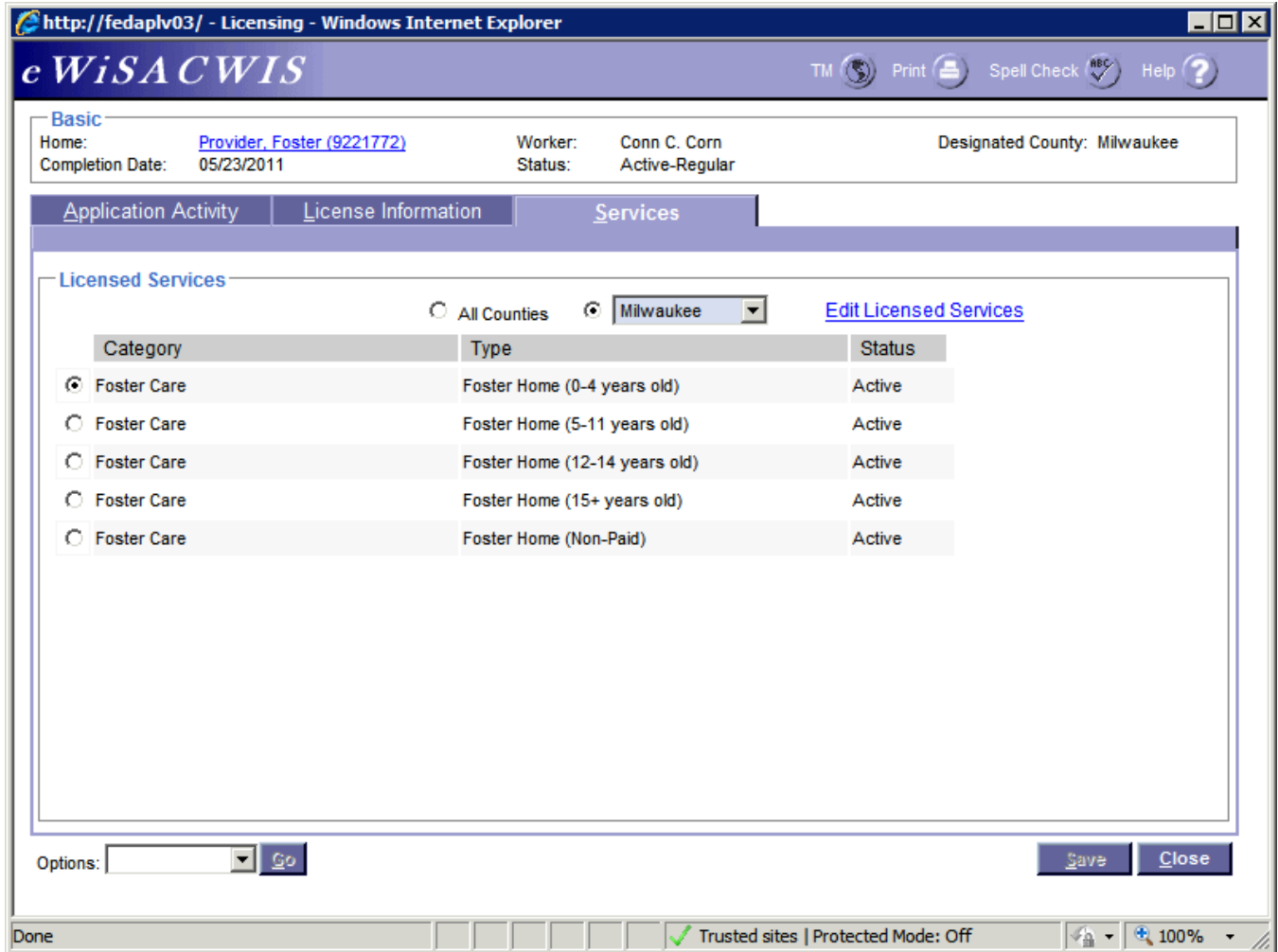
Dan Daisy's Desktop

Date Restricted Participant View View Not Approved/Cancelled

Providers (7)

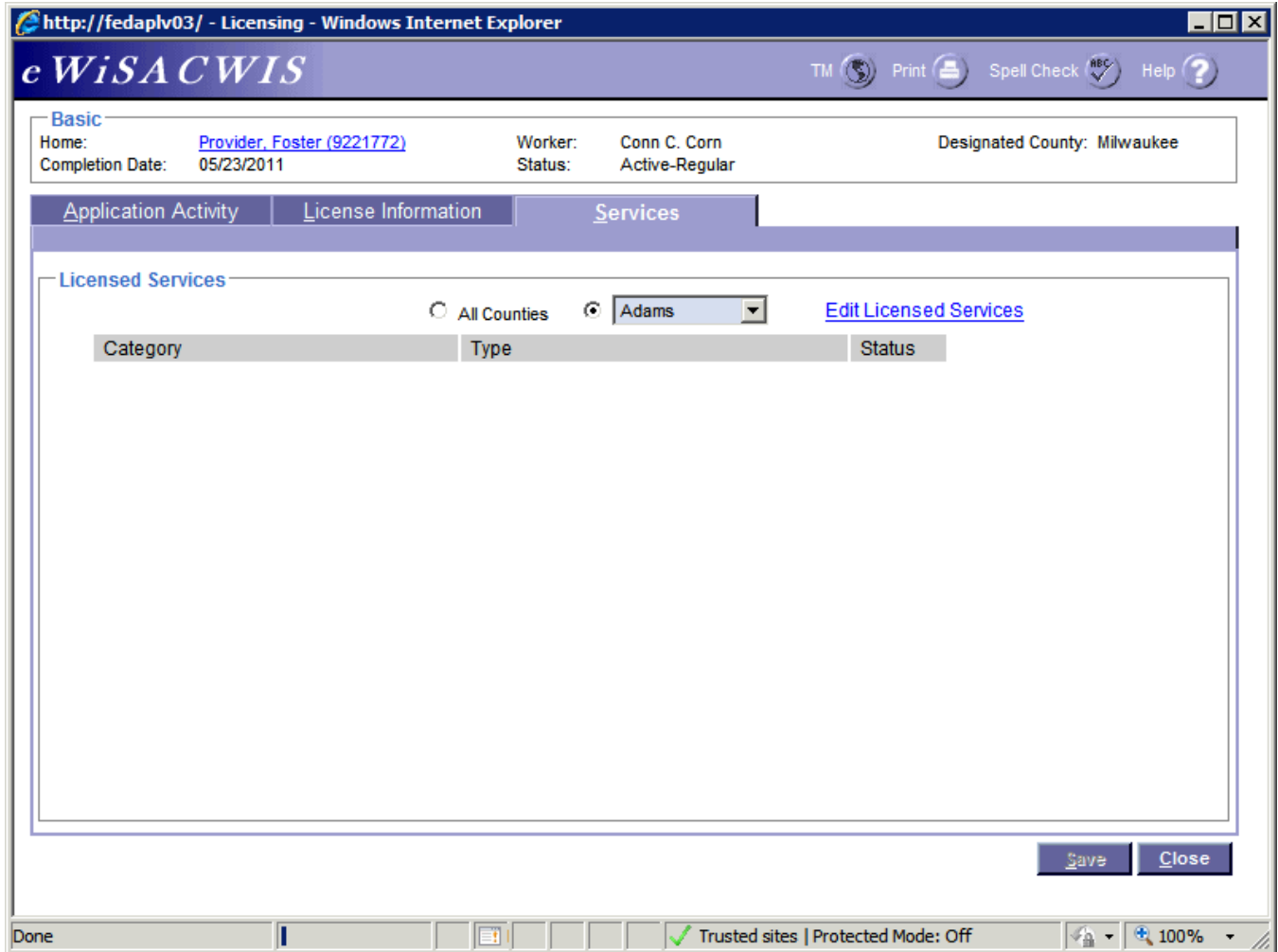
-  [Gum, Xanthan \(9221683\)](#) [Actions](#)
Mike Piazza Family Group Home 11/11/2009 Daisy, Dan Rusk Des: Milwaukee License Status: N/A
-  [Mike Piazza \(20181\)](#) [Actions](#)
Child Placing Agency 07/31/2000 Rusk, Worker Milwaukee
-  [Muffin, Blueberry \(9221684\)](#) [Restricted Provider](#) [Actions](#)
Edo Lemon Foster Home 11/12/2009 Daisy, Dan Manitowoc Des: Milwaukee License Status: N/A
-  [Provider, Foster \(9221772\)](#) [Actions](#)
Foster Home 05/23/2011 Corn, Conn C., Jr. Milwaukee Des: Milwaukee License Status: Active-Regular
-  Assignments
-  Basic
-  Home Inquiries
-  Licenses
 -  [Foster Care - DCF 56](#)
11/16/2009 11/15/2011 Active-Regular Milwaukee
-  Members
-  Parent Agency
-  Placements
-  Provider Services
-  [Sodium, Hydroxide \(9221682\)](#) [Actions](#)
Foster Home 11/11/2009 Daisy, Dan Rusk Des: Milwaukee License Status: N/A
-  [Test, Sally \(9221062\)](#) [Actions](#)
Foster Home 08/16/2004 Daisy, Dan Dane Des: Milwaukee License Status: Expired
-  [Testing, Stewart \(9221055\)](#) [Actions](#)
Foster Home 08/04/2004 Daisy, Dan Dane Des: Milwaukee License Status: Expired

3. The Licensing page will open displaying the Application Activity tab. Click on the Services tab.
4. The Licensed Services group box will show the designated county's licensed Service Types that are already associated with this provider's record. In this example, the Designated County is Milwaukee.



- To add another county's Service Type to the provider's record, select the appropriate county from the drop-down list in the Licensed Services group box and then click on the Edit Licensed Services hyperlink. This will open the Edit Licensed Services page for the specified county.

In this example, Adams County is requesting that Milwaukee County add Adams County Service Types to the Provider record since Milwaukee County is the designated county for this provider.



- The Edit Licensed Services page will allow you to select the appropriate Service Categories and Types you wish to add for the other county. Click on the checkbox to the right of the Service Type you wish to add and change the status of the service type from “Inactive” to “Active.” Once all of the Service Types have been updated, click Save and then Close. You will be returned to the Services tab of the Licensing page.

Edit Licensed Services -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Provider Name: Provider, Foster(9221772) Total License Bed Capacity: 4 License Type: Foster Care - DCF 56 County: Adams

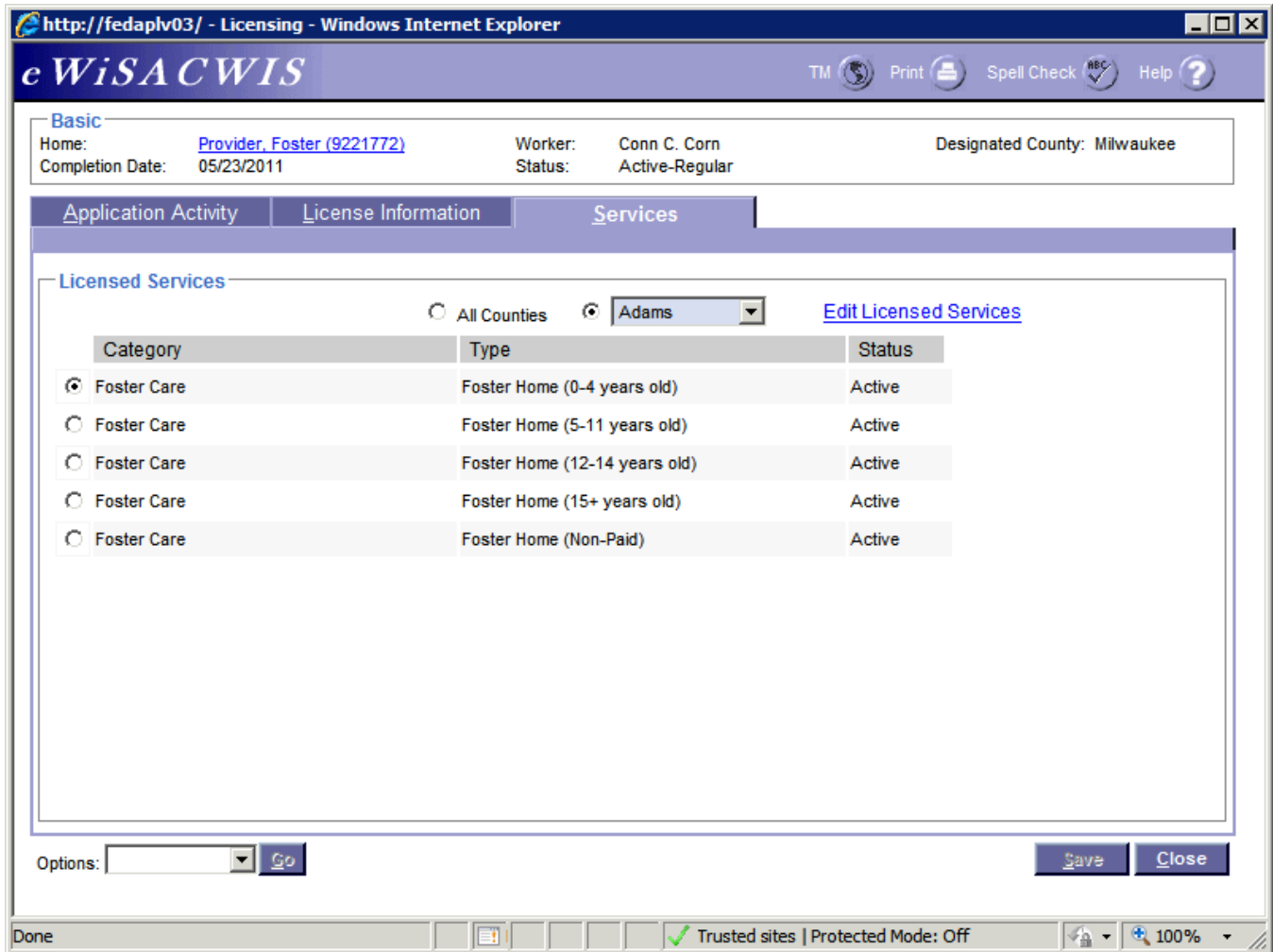
Licensed Services

Category	Type	Status	Select Service
<input checked="" type="radio"/> Foster Care	Foster Home (0-4 years old)	Active	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (5-11 years old)	Active	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (12-14 years old)	Active	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (15+ years old)	Active	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (Non-Paid)	Inactive	<input checked="" type="checkbox"/>

Options:

- You will notice the Service Types you just added for the other county are now displayed. If you would like to view the licensed service types for any specific county that are associated with this provider, simply select the appropriate county from the county drop-down field in the Licensed Services group box. If you would like to view the licensed service types for all counties associated with this provider record, select the “All Counties” radio button.

Note: Another way to view all service types (both licensed and unlicensed) associated with a provider record, is to click on the Provider Services icon under the provider’s record on your desktop.



It is important to note that if any changes need to be made to the designated county’s licensed service types associated with a provider record, the provider’s Active-Regular license will need to be modified to document the additional services types (by selecting Additional Licensing Actions from the Options drop-down on the License Information tab and selecting Modify on the Additional Licensing Actions page).