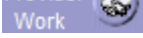
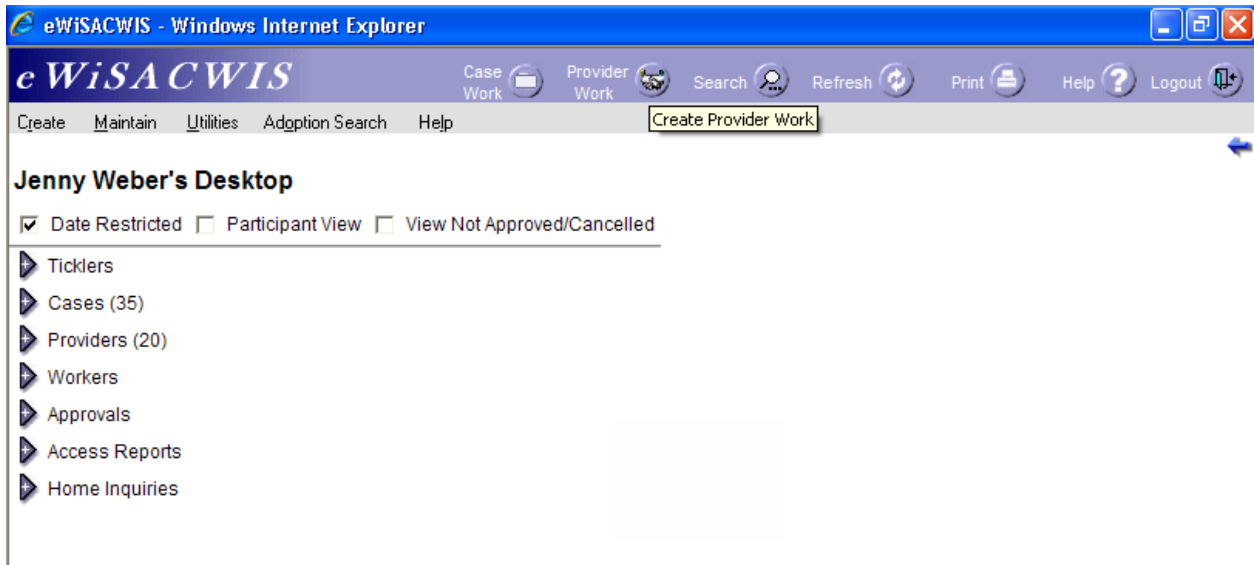


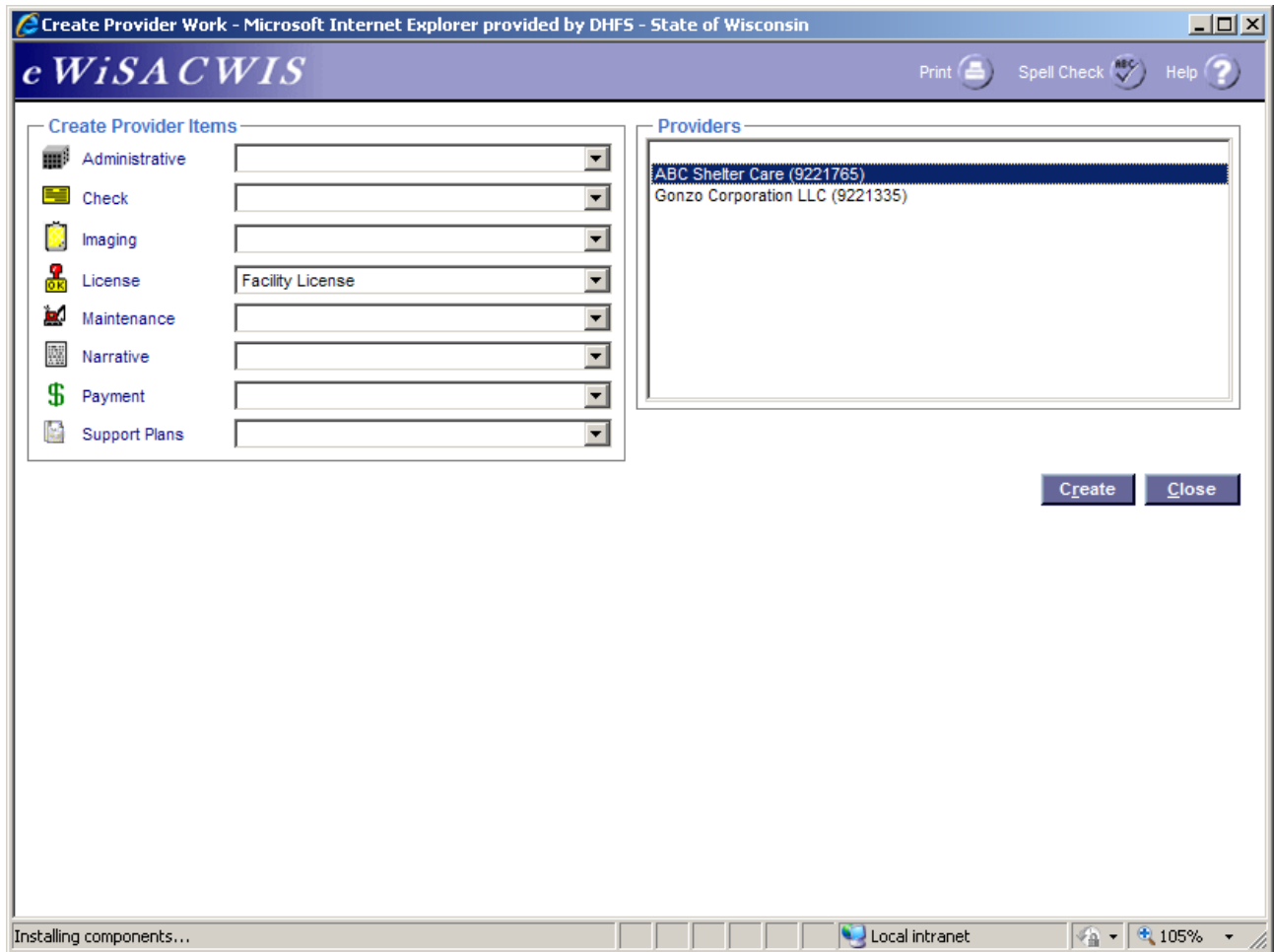
Creating a Facility License

Note: You must have an assignment to the provider record to create a Facility License for the provider.

1. From your desktop, select the Create Provider Work  icon. This will open the Create Provider Work page.



- From the License drop-down, select Facility License. Select the appropriate provider and click Create.



3. Select the appropriate Class. If applicable, add the Other License(s) and Specialty Programs / Services Offered / Target Groups by clicking the appropriate Insert button.

The screenshot shows a web browser window titled "Facility License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header is "eWiSACWIS" with navigation links for "Print", "Spell Check", and "Help".

Provider Information:

- Provider Name: [ABC Shelter Care \(9221765\)](#)
- Type: Shelter Care
- Licensor: Conn C. Corn, Jr.
- Class: Small (dropdown menu)

Navigation Tabs: Provider, License Information, Fees, Site Visits, Enforcements, Complaints

Physical Address:

- Primary Contact: C/O:
- Address: 2415 E Washington Suite 300
- City: Milwaukee
- Phone: (608)268-4610 Ext:
- Apt:
- State: WI Zip: 53203
- Fax:
- County of Residence: Dane

Other License(s):

Other License(s) [Input Field]

Specialty Programs / Services Offered / Target Groups:

Program/Service/Group [Input Field]

Taskbar: Installing components... Local intranet 105%

4. Click on the License Information tab. In the Application Activity group box, click the Insert button. This will open the License Information page.



- Enter the applicable dates: Materials Sent to Licensee, Application Materials Received, 2nd Notification to Licensee, and 3rd Notification to Licensee.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider

Provider Name: [ABC Shelter Care \(9221765\)](#) Licensor: Conn C. Corn, Jr. [Search](#) Completed

Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: Application Materials Received:

2nd Notification to Licensee: 3rd Notification to Licensee:

Decision: Decision Date:

License

License Type: Operated for Profit:

Effective From: Owner Type:

Effective To: Capacity: 30 Gender: Male Age Range: 13 to 18

Renewal Sent: Sponsor:

Amount Due:

Specialized Program(s) (select all that apply): Respite Second Chance Home Short-Term Type 2

Options: [Go](#) [Save](#) [Close](#)

- Select the appropriate Decision. To license the provider, select Create License and enter the Decision Date.

Note: If the Licensor is different than the primary licensor assigned to the provider record, click the Search hyperlink next to the Licensor field and search for the appropriate licensor.

The screenshot shows the 'License Information' web page. The 'Provider' section includes:

- Provider Name: [ABC Shelter Care \(9221765\)](#)
- Type: Shelter Care
- Licensor: Conn C. Corn, Jr.
- Status: Pending

 The 'Application Activity' section includes:

- Materials Sent to Licensee: 00/00/0000
- Application Materials Received: 09/28/2010
- 2nd Notification to Licensee: 00/00/0000
- 3rd Notification to Licensee: 00/00/0000
- Decision: Create License
- Decision Date: 10/11/2010

 The 'License' section includes:

- License Type: 1st Probationary
- Effective From: 10/15/2010
- Effective To: 03/31/2011
- Renewal Sent: 00/00/0000
- Amount Due: \$151.25
- Operated for Profit:
- Owner Type: Corporation/Profit
- Capacity: 30
- Gender: Male
- Age Range: 13 to 18
- Sponsor: [Empty field]
- Specialized Program(s) (select all that apply): Respite Second Chance Home Short-Term Type 2

 At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

- In the License group box, enter the license information. When you select the Effective From Date, the system automatically determines the Effective To date (1st Probationary and 2nd Probationary license are effective for 6 months and a Regular license is effective for 2 years). If the Effective To date should be less than the system determined date, update the Effective To date. Select the Owner Type. Enter the Sponsor, if applicable. Select any Specialized Program(s), if applicable.

Note: The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these fields, click on the blue hyperlink in the Provider group box at the top of the page [in this example: [ABC Shelter Care \(9221765\)](#)].

Note: The Amount Due field will also pre-fill. This amount is determined based on the type of provider license and the associate capacity. When the license is complete, it will enter a row (License Fee Due) on the Fees tab of the Facility License page.

- When all applicable data has been completed, click Save. Under the Options drop-down, select the Facility License option and click Go to create the license template.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider

Provider Name: [ABC Shelter Care \(9221765\)](#) Licensor: Conn C. Corn, Jr. [Search](#) Completed
 Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 09/28/2010
 2nd Notification to Licensee: 00/00/0000 3rd Notification to Licensee: 00/00/0000
 Decision: Create License Decision Date: 10/11/2010

License

License Type: 1st Probationary Operated for Profit:
 Effective From: 10/15/2010 Owner Type: Corporation/Profit
 Effective To: 03/31/2011 Capacity: 30 Gender: Male Age Range: 13 to 18
 Renewal Sent: 00/00/0000 Sponsor:
 Amount Due: \$151.25
 Specialized Program(s) (select all that apply): Respite Second Chance Home Short-Term Type 2

Options: Facility License [Go](#) [Save](#) [Close](#)

Text
 Facility License
 App and Fee Payment for Regular 2-Yr License
 Fee Payment and/or Application

- On the template, select the appropriate type of license (Child Placing Agency, Shelter Care Facility, Residential Care Center, or Group Home). Select the appropriate license type, if applicable (Probationary, Second Probationary). Select the appropriate license to operate (Child Placing Agency, Shelter Care Facility, Residential Care Center for Children and Youth, or Group Home).

Note: There is also an option to select ‘Amended’ or ‘Expiration Date’ (located directly below the “Original License Date”) and an associated field to enter any applicable data.

5000004.0.rtf - Microsoft Word

File View Window

Type a question for help

Read 100%

Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

1 2 3 4 5 6 7 8 9 10

THE STATE OF WISCONSIN
DEPARTMENT OF CHILDREN AND FAMILIES
DIVISION OF SAFETY AND PERMANENCE

Provider ID: 50000000

**CHILD PLACING AGENCY
PROBATIONARY LICENSE**

ABC Shelter Care
2415 E Washington
Milwaukee, WI 53203
is licensed to operate a
Child Placing Agency known as

ABC Shelter Care
2415 E Washington
Milwaukee, WI 53203

Maximum Capacity: 30
Ages of Children Served: 13 through 18
Gender of Children Served: Male
Specialized Programs:

ORIGINAL LICENSE DATE: 10/15/2010

Eloise Anderson Secretary
DEPARTMENT OF CHILDREN AND FAMILIES

**To determine the current status of this license or to
file a complaint regarding this facility, please contact:**

Bureau of Permanence and Out-of-Home Care
Child Welfare Licensing Section
201 East Washington Avenue, E200
Madison, WI 53703
(608) 267-7932

This license is effective unless revoked, suspended or voluntarily surrendered. The Letter of Transmittal is incorporated herein. Any and all exceptions and stipulations or conditions to this license shall be posted near the license certificate.

This license is granted under the pertinent provisions of Section 48.60 through 48.77 of Wisconsin Statutes.

DCF-F-CFS0110-E (R. 01/2011)

Page 1 Sec 1 1/1 At 5.8" Ln 24 Col 1 REC TRK EXT OVR

- When you are finished with entering information on the template, print the template by selecting File > Print. After you have printed to license, click the Close and Return to eWiSACWIS button to return to the License Information page.

11. Click the Save button. When all information has been complete and you are ready to officially license the facility, click the Completed checkbox on the top right and then click Save.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider

Provider Name: [ABC Shelter Care \(9221765\)](#) Licensor: Conn C. Corn, Jr. Search Completed

Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 09/28/2010

2nd Notification to Licensee: 00/00/0000 3rd Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 10/11/2010

License

License Type: 1st Probationary Operated for Profit:

Effective From: 10/15/2010 Owner Type: Corporation/Profit

Effective To: 03/31/2011 Capacity: 30 Gender: Male Age Range: 13 to 18

Renewal Sent: 00/00/0000 Sponsor:

Amount Due: \$151.25

Specialized Program(s) (select all that apply): Respite Second Chance Home Short-Term Type 2

Options: Facility License Go Save Close

12. Click the Close button to return to the Facility License page.

13. The new license has now been added to the License Information group box at the bottom of the page. To view the license, click the blue hyperlink ([1st Probationary](#) in this example) in the Type column to open the License Information page.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Facility License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the logo "eWiSACWIS" and navigation links for "Print", "Spell Check", and "Help".

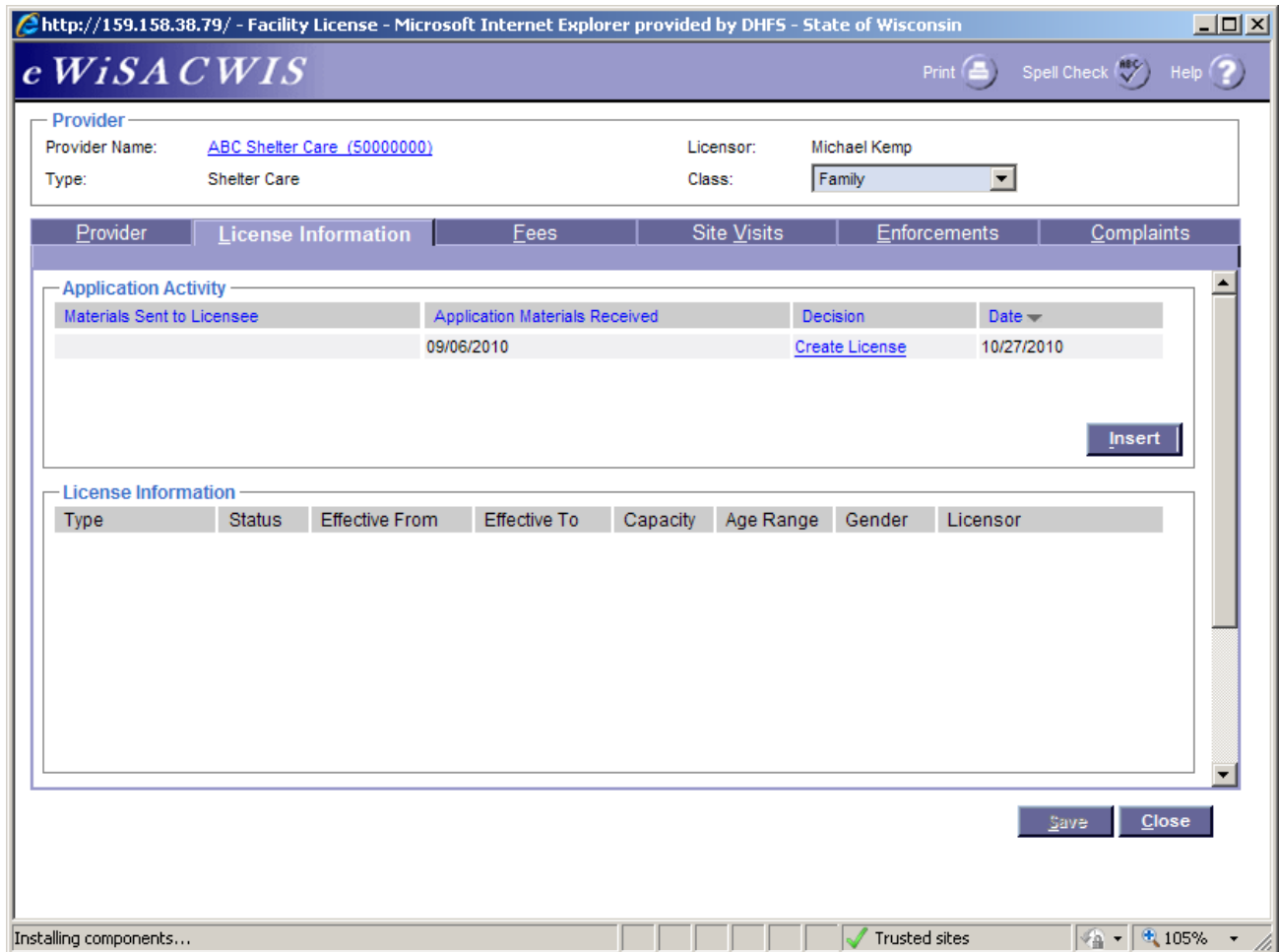
The main content area is divided into several sections:

- Provider Information:**
 - Provider Name: [ABC Shelter Care \(9221765\)](#)
 - Type: Shelter Care
 - Licensor: Conn C. Corn, Jr.
 - Class: Small
- Navigation Tabs:** Provider, License Information (selected), Fees, Site Visits, Enforcements, Complaints
- Application Activity:** A table with columns: Materials Sent to Licensee, Application Materials Received, Decision, Date. An "Insert" button is located at the bottom right of this section.
- License Information:** A table with the following data:



Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
1st Probationary	Active	10/15/2010	03/31/2011	30	13 to 18	Male	Conn C. Corn, Jr.

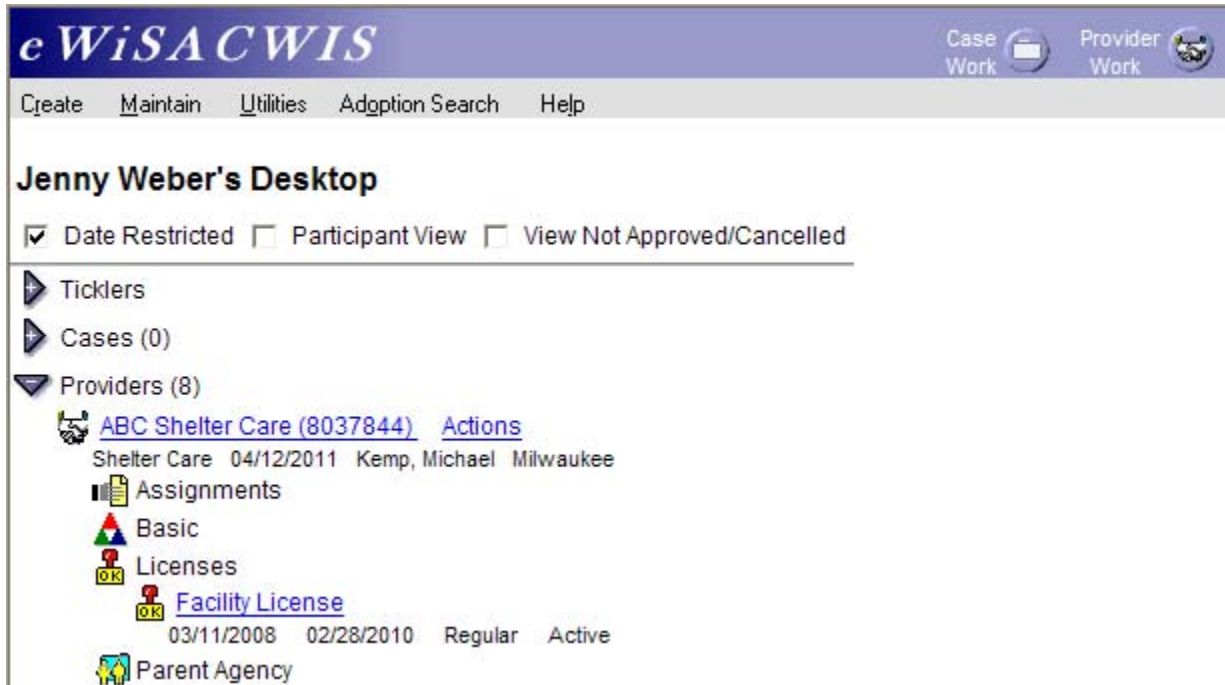
At the bottom of the application area, there are "Save" and "Close" buttons. The browser status bar at the very bottom shows "Installing components...", "Local intranet", and "105%" zoom level.

14. It should be noted that the license can remain pending. On the License Information page, do not select the Completed checkbox. You can then access the pending application/license in the Application Activity group box by clicking on the hyperlink for the Decision:



Creating a Continuation License

1. From your desktop, click on the Providers expando and locate the provider for which you are creating a continuation license.
2. Click on the Provider icon  to display a list of work for the provider.
3. Click on the Licenses icon  to display a list of licenses for the provider.
4. Click the [Facility License](#) hyperlink for the Active license.



The screenshot shows the eWiSACWIS desktop interface. At the top, there is a navigation bar with the logo 'eWiSACWIS' and buttons for 'Case Work' and 'Provider Work'. Below the navigation bar, there are menu items: 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. The main content area is titled 'Jenny Weber's Desktop' and includes several filter options: Date Restricted, Participant View, and View Not Approved/Cancelled. A sidebar on the left contains expandable sections: 'Ticklers', 'Cases (0)', and 'Providers (8)'. Under 'Providers (8)', the provider 'ABC Shelter Care (8037844)' is selected, showing details: 'Shelter Care 04/12/2011 Kemp, Michael Milwaukee'. Below this, there are icons for 'Assignments', 'Basic', 'Licenses', and 'Parent Agency'. The 'Licenses' section is expanded, showing a 'Facility License' with details: '03/11/2008 02/28/2010 Regular Active'.

5. The Facility License page opens. Click on the License Information tab.

The screenshot displays the eWiSACWIS web application interface. At the top, the logo "eWiSACWIS" is on the left, and "Print", "Spell Check", and "Help" icons are on the right. Below the header is a "Provider" section with the following details:

- Provider Name: [ABC Shelter Care \(50000000\)](#)
- Type: Shelter Care
- Licensors: Michael Kemp
- Class: Family (dropdown menu)

A navigation bar contains tabs for "Provider", "License Information", "Fees", "Site Visits", "Enforcements", and "Complaints". The "License Information" tab is active. Below this is a "Physical Address" section with the following information:




- Primary Contact: C/O:
- Address: 2415 E Washington
- City: Milwaukee
- Phone: Ext:
- Apt:
- State: WI Zip: 53203
- Fax:
- County of Residence: Milwaukee
- Email:

Below the address section are two large text input areas:

- "Other License(s)" with an "Insert" button.
- "Specialty Programs / Services Offered / Target Groups" with an "Insert" button.

At the bottom right of the form are "Save" and "Close" buttons.

- In the Application Activity group box, click the Insert button. This will open the License Information page.

eWiSACWIS Print  Spell Check  Help 

Provider
 Provider Name: [ABC Shelter Care \(50000000\)](#) Licensor: Michael Kemp
 Type: Shelter Care Class: Family

Provider | **License Information** | Fees | Site Visits | Enforcements | Complaints

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
1st Probationary	Active	10/15/2010	03/31/2011	30	13 to 18	Male	Michael Kemp

- The License Information page opens with the Decision defaulting to Pending. Select the appropriate License Type.

Provider

Provider Name: [ABC Shelter Care \(9221765\)](#) Licensor: Conn C. Corn, Jr. [Search](#) Completed

Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 00/00/0000

2nd Notification to Licensee: 00/00/0000 3rd Notification to Licensee: 00/00/0000

Decision: Pending Decision Date: 00/00/0000

License

License Type: Regular Operated for Profit:

Effective From: 04/01/2011 Owner Type:

Effective To: 03/31/2013 Capacity: 30 Gender: Male Age Range: 13 to 18

Renewal Sent: 00/00/0000 Sponsor:

Amount Due: \$605

Specialized Program(s) (select all that apply): Respite Second Chance Home Short-Term Type 2

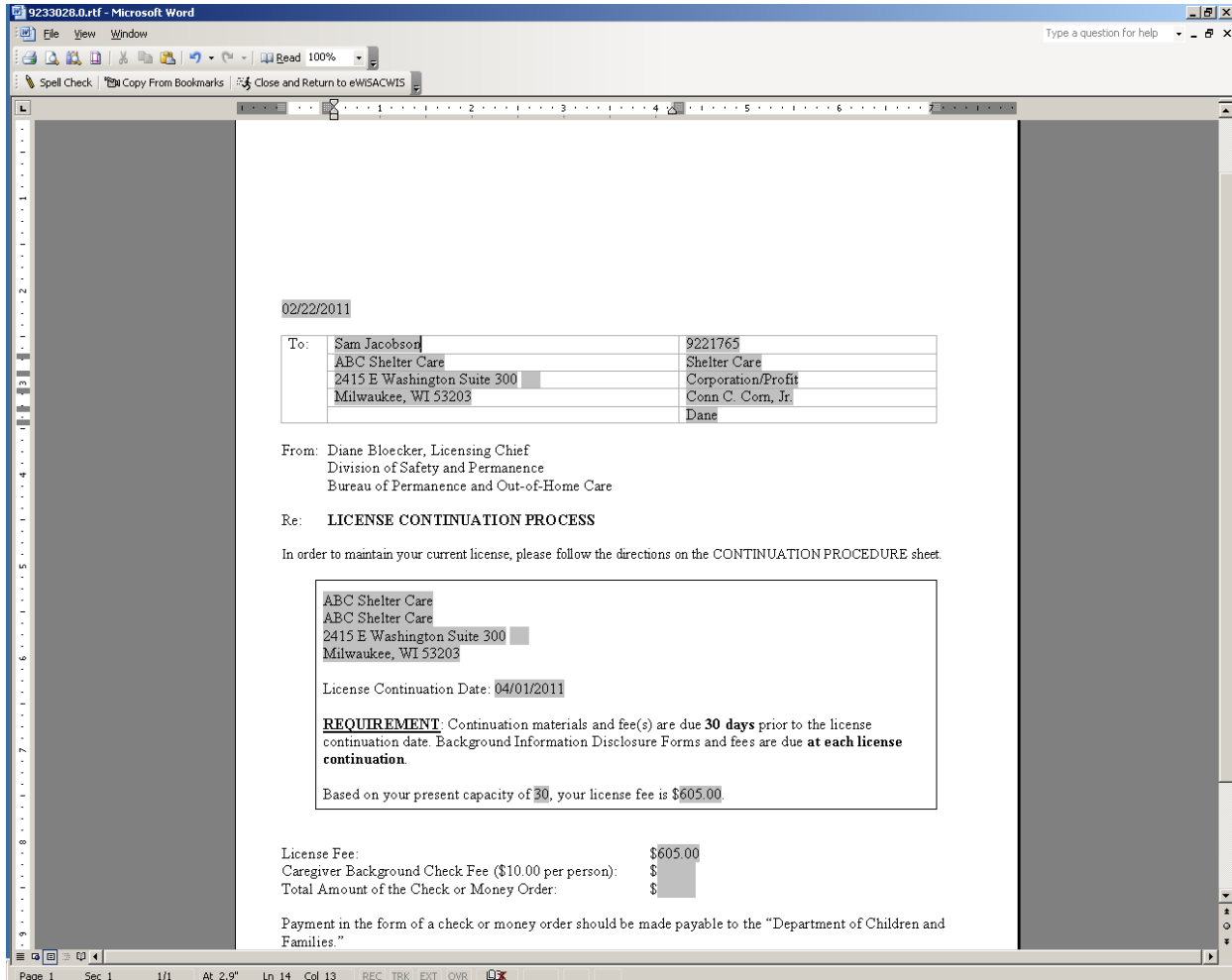
Options: [Go](#) [Save](#) [Close](#)

Note: The Effective From date is pre-filled with the date one day after the Effective To date on the Active license. The Effective To date pre-fills with six months for a 2nd Probationary License and two years for a Regular license. These dates can be updated.

Note: The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these fields, click on the blue hyperlink in the Provider group box at the top of the page [in this example: [ABC Shelter Care \(9221765\)](#)].

Note: The Amount Due field also pre-fills. This amount is determined based on the type of provider license and the associate capacity. This fee can change if the license type, capacity, or provider type changes during the licensing process.

- When all applicable data has been completed, under the Options drop-down, select one of the continuation letters (App and Fee Payment for Regular 2-Yr License, Fee Payment and/or Application, License Continuation Process, Past Due Application Materials, or Probationary License Expiring) and click Go to create the appropriate letter.



Note: The continuation letters can be generated any time during the continuation process until the license is completed.

- When you are finished with entering information on the template, Print the template by selecting File > Print. After you have printed to license, click the Close and Return to eWiSACWIS button to return to the License Information page.
- On the Facility License page, click the Save button to save the Pending license and click the Close button to return to the Facility License page.

- The pending license has now been added to the Application Activity group box at the top of the page.

The screenshot shows the WisACWIS web application interface. At the top, the browser title is "Facility License - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "WisACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The main content area is divided into several sections:

- Provider Information:**
 - Provider Name: [ABC Shelter Care \(9221765\)](#)
 - Type: Shelter Care
 - Licensors: Conn C. Corn, Jr.
 - Class: Small
- Navigation Tabs:** Provider, License Information, Fees, Site Visits, Enforcements, Complaints.
- Application Activity:** A table with columns: Materials Sent to Licensee, Application Materials Received, Decision, Date. A row shows "Pending" under the Decision column. An "Insert" button is located at the bottom right of this section.
- License Information:** A table with columns: Type, Status, Effective From, Effective To, Capacity, Age Range, Gender, Licensors. A row shows "1st Probationary" with status "Active", effective dates "10/15/2010" to "03/31/2011", capacity "30", age range "13 to 18", gender "Male", and licensors "Conn C. Corn, Jr.".

At the bottom right of the main content area, there are "Save" and "Close" buttons. The browser status bar at the bottom shows "Installing components...", "Local intranet", and "105%".

12. To view or to complete the license, click the blue hyperlink ([Pending](#) in this example) in the Decision column to open the License Information page.

License Information -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider

Provider Name: [ABC Shelter Care \(9221765\)](#) Licensor: Conn C. Corn, Jr. [Search](#) Completed

Type: Shelter Care Status: Pending

Application Activity

Materials Sent to Licensee: 00/00/0000 Application Materials Received: 00/00/0000

2nd Notification to Licensee: 00/00/0000 3rd Notification to Licensee: 00/00/0000

Decision: Pending Decision Date: 00/00/0000

License

License Type: Regular Operated for Profit:

Effective From: 04/01/2011 Owner Type: []

Effective To: 03/31/2013 Capacity: 30 Gender: Male Age Range: 13 to 18

Renewal Sent: 00/00/0000 Sponsor: []

Amount Due: \$605

Specialized Program(s) (select all that apply): Respite Second Chance Home Short-Term Type 2

Options: [] [Go](#) [Save](#) [Close](#)

13. Complete the license by following the steps 5 -12 in the first section (Creating a Facility License) of this document.