
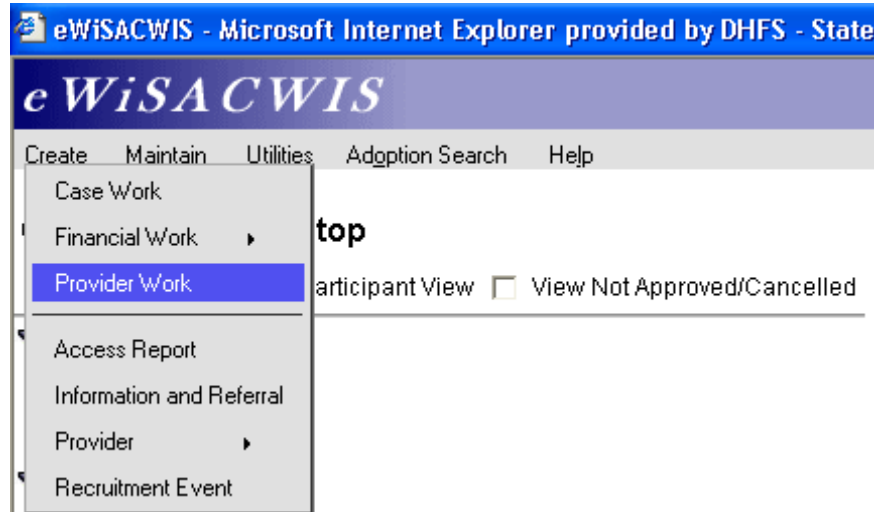


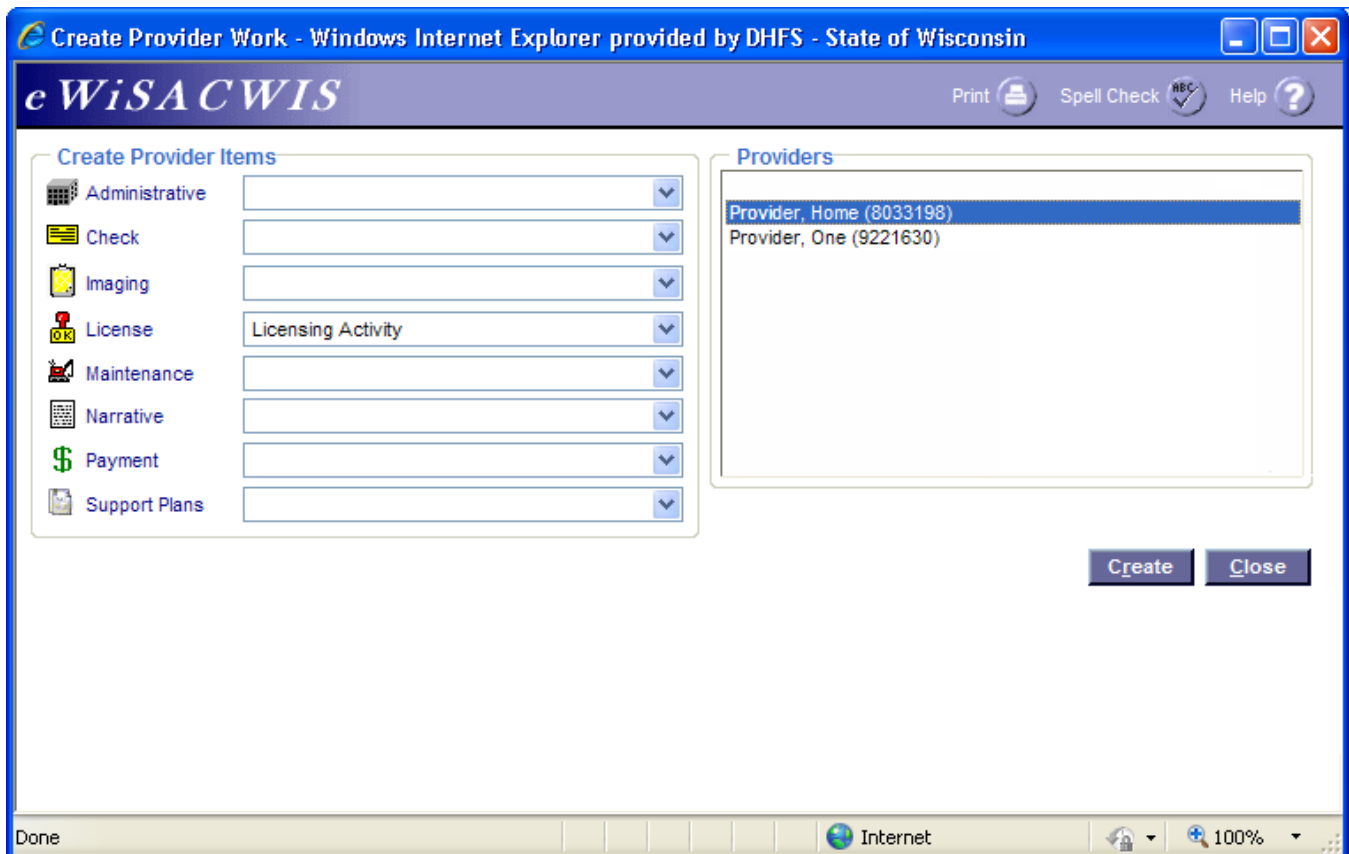
Denied Foster Home License

1. Once there has been a screened in Home Inquiry, make sure the provider is listed on your desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.

2. From the desktop, click the Provider Work hot button  in the eWiSACWIS banner or select Create > Provider Work. This will open the Create Provider Work page.



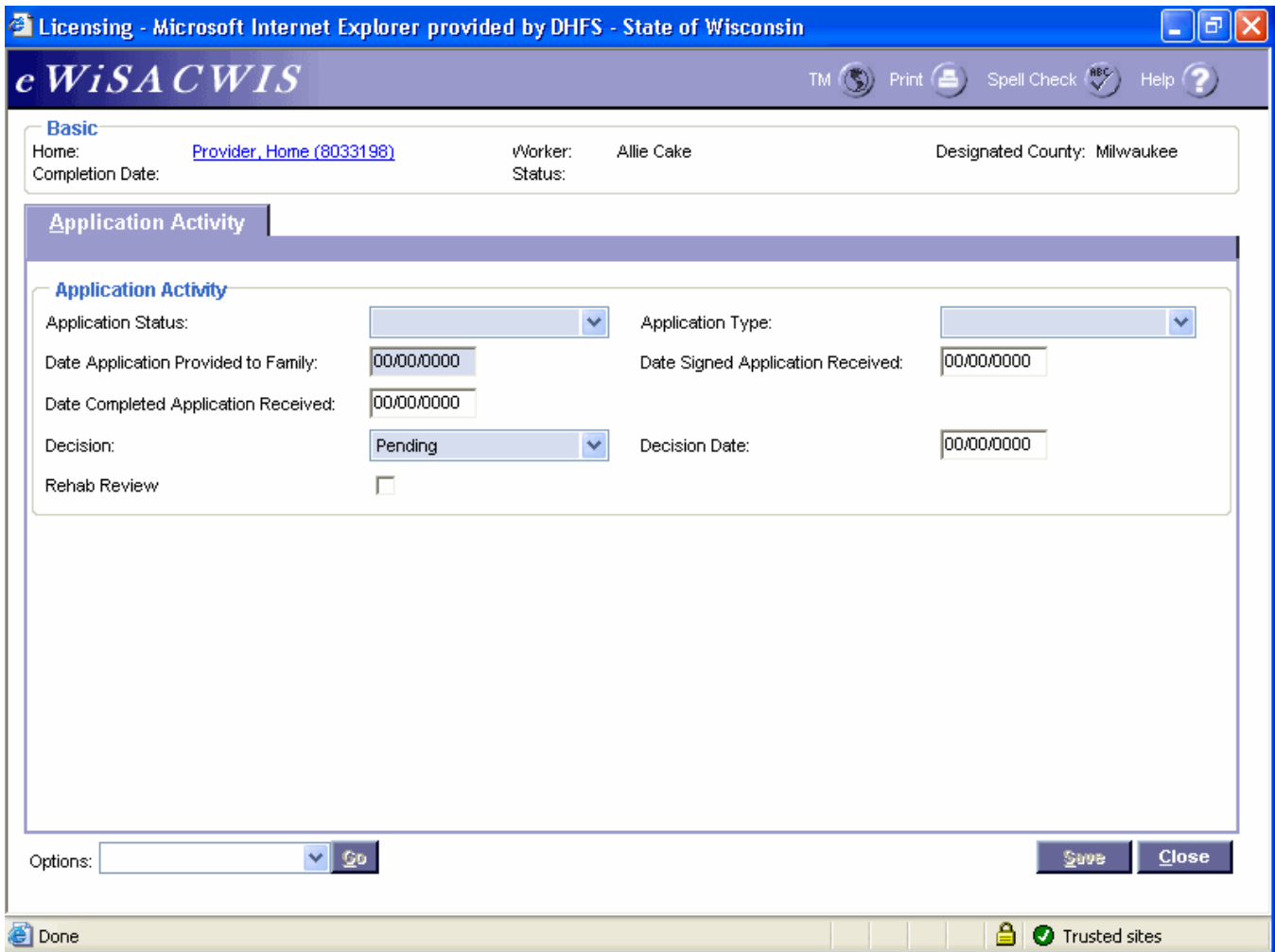
3. On the Create Provider Work page, select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button. This will open the Licensing page.



Note: The Birth Date, Race(s), and Ethnicity for Parent 1 and Parent 2 must be documented before a license can be created, otherwise a Validation Errors message will appear.



4. The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page.



5. Select the Application Status, Application Type, and then document the Date Application Provided to Family and the Date Completed Application Received.

Note: The Date Application Provided to Family refers to the date the paper application for foster care was provided to the family. The Date Completed Application Received refers to the date the licensing agency received the paper application, conducted interviews, completed background checks, and gathered all of the information from the applicant in order to make a licensing decision.

Licensing - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic
Home: [Provider, Home \(8033198\)](#) Worker: Allie Cake Designated County: Milwaukee
Completion Date: Status:

Application Activity

Application Activity

Application Status: [dropdown] Application Type: [dropdown]
Date Application Provided to Family: 00/00/0000 Date Signed Application Received: 00/00/0000
Date Completed Application Received: 00/00/0000
Decision: Pending Decision Date: 00/00/0000
Rehab Review

Options: [dropdown] Go Save Close

Done Trusted sites

6. In the Decision drop-down, select Denied. Enter the Decision Date.

The screenshot shows the 'eWiSACWIS' web application interface. At the top, the browser title is 'Licensing - Windows Internet Explorer provided by DHFS - State of Wisconsin'. The application header includes the 'eWiSACWIS' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'. Below the header, a 'Basic' information box displays: Home: [Provider, Home \(8033198\)](#); Worker: Allie Cake; Status: Pending; Designated County: Milwaukee; Completion Date: (blank). The main section is titled 'Application Activity' and contains several form fields: Application Status: Initial; Application Type: Foster Care; Date Application Provided to Family: 04/30/2010; Date Signed Application Received: 00/00/0000; Date Completed Application Received: 05/12/2010; Decision: Denied; Decision Date: 05/24/2010; Rehab Review: . Below this is the 'Denial Reasons' section, which features a table with columns for 'Denial Reason' and 'Narrative'. The first row shows 'Criminal background' in the 'Denial Reason' column and 'enter denial info here...' in the 'Narrative' column. To the right of the table is a 'Delete' link and 'Row 1 of 1'. Below the table are fields for 'Licensing Code Citation' (56.05 Licensee qualifications) and 'Licensing Subcode Citation' (56.05(1)(f)(3)(b) PERSONAL REQUIREMENTS AND BACKGROUND.). There is a 'Code Citation' hyperlink and an 'Insert' button. At the bottom of the form, there is an 'Options:' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

7. In the Denial Reasons group box, select the Denial Reason, enter Narrative for the denial reason, and select the Licensing Code Citation and licensing Subcode Citation. If you are unsure of the exact code citation, select the Code Citation hyperlink. This will bring you to the DCF 56 Administrative Code. If additional code citations exist, click the Insert button.

8. Choosing certain Licensing Subcode Citations will require the documentation of a Negative Action. After choosing a Licensing Subcode Citation of 56.05(1)(a)1, 56.05(1)(a)3, 56.05(1)(f)3.a, or 56.05(1)(f)3.b and clicking “Save” on the Licensing page, the Negative Action page will automatically be displayed.

Agency Taking Negative Action

License / Certification Type: Foster Home
 Agency Taking Negative Action: Rusk County Child Protection
 Name of Contact Person: Jane Worker
 Email Address: jane.worker@county.us
 Action Taken: Denial
 Agency Type: Child Placing Agency (CPA)
 Title: Foster Care Coordinator
 Telephone: (715)555-1212 Ext:

Parent 1
 Name: Provider, Mary E. ; SSN: Birthdate: 02/04/1976

Substantiated Finding of CAN

Date: 09/14/2011 Status Requested: Add New Record
 ▶ DCF Review [Delete](#) Row 1 of 1

Criminal Conviction

Date: 09/14/2011 Status Requested: Add New Record
 Cite statute(s) indicating specific crime(s): 948.22 (2) [Foster Care Bars](#)
 ▶ DCF Review [Delete](#) Row 1 of 1

Enter the Name, Title, Email Address, and Telephone number of the contact person for the Negative Action. For each person with a role of Parent 1, Parent 2, or Licensee click the Insert button in the applicable group box(es) to document the Substantiated Finding of CAN, Criminal Conviction, and/or the Misappropriation of Client’s Property. Click Save and Close to return to the Licensing page.

After the Negative Action page has been completed and the Denial is approved, DCF will receive the Negative Action notice electronically.

Note: The Negative Action page can be updated at any time after the approval.

9. After Denial Reasons have been entered, select the License Denial Letter from the Options drop-down and click Go. This will open the License Notification page.

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

The main content area is divided into sections:

- Basic:** Home: [Provider Home \(8033198\)](#), Worker: Allie Cake, Status: Pending, Designated County: Milwaukee.
- Application Activity:** Application Status: Initial, Application Type: Foster Care, Date Application Provided to Family: 04/30/2010, Date Signed Application Received: 00/00/0000, Date Completed Application Received: 05/12/2010, Decision: Denied, Decision Date: 05/24/2010. A checkbox for "Rehab Review" is unchecked.
- Denial Reasons:** A table with columns "Denial Reason" and "Narrative". The first row shows "Criminal background" and "enter denial info here...". A "Delete" button is next to the row, labeled "Row 1 of 1". Below the table are fields for "Licensing Code Citation" (56.05 Licensee qualifications) and "Licensing Subcode Citation" (56.05(1)(f)(3)(b) PERSONAL REQUIREMENTS AND BACKGROUND). A "Code Citation" link is also present.

At the bottom, there is an "Options:" dropdown menu with a "Go" button. The dropdown menu is open, showing options: "Actions", "Approval", "Letters", and "License Denial Letter". "Save" and "Close" buttons are also visible.

The browser status bar at the bottom shows "Done", "Trusted sites", and "100%".

- On the License Notification page, click the Insert button. Then click the Edit hyperlink to open the letter.

License Notification -- Webpage Dialog

eWISACWIS

Provider: Provider, Home
 License Type: Foster Care - DCF 56
 Document Type: License Denial Letter
 Provider Participants: Home Provider Parent 1

History

| Date Created | Sent | | |
|--------------|-------------------------------------|----------------------|------------------------|
| 05/24/2010 | <input checked="" type="checkbox"/> | Edit | Delete |

Insert

Save Close

9228208.0.rtf - Microsoft Word

Spell Check Copy From Bookmarks Close and Return to eWISACWIS

File View Window Adobe PDF Acrobat Comments Type a question for help

Read 100%

May 24, 2010

Home Provider
 123 State Street
 Milwaukee, WI 53201

Dear Home Provider:

This letter shall serve as official notice that your application for a foster care license pursuant to Ch. DCF 56, Adm. Code, is **denied**.

The reason for the denial is:

56.05(1)(f)(3)(b) PERSONAL REQUIREMENTS AND BACKGROUND enter denial info here...

Should you wish to appeal this denial decision, you must submit a written request for a fair hearing which must be received by the Division of Hearings and Appeals within fifteen (15) days of this notice as stated above, to:

Division of Hearings and Appeals
 P.O. Box 7875
 Madison, WI 53707-7875

Should you have any questions, please contact me at (608)261-7658.

Sincerely,

Jenny Weber, eWISACWIS Program Team

Page 1 Sec 1 1/1 At 4.6" Ln 15 Col 1 REC TRK EXT OVR English (U.S)

Note: The Licensing page must first be saved before the reason for denial information will pre-fill.

11. Click Close and Return to eWiSACWIS. This will return you to the License Notification page. Click Save. Check the Sent checkbox, if applicable. Click Close to return to the Licensing page.
12. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue. Back on the Licensing page, click Save and Close.

Licensing - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic
 Home: [Provider Home \(8033198\)](#) Worker: Allie Cake Designated County: Milwaukee
 Completion Date: Status: Pending

Application Activity

Application Activity
 Application Status: Initial Application Type: Foster Care
 Date Application Provided to Family: 04/30/2010 Date Signed Application Received: 00/00/0000
 Date Completed Application Received: 05/12/2010
 Decision: Denied Decision Date: 05/24/2010
 Rehab Review

Denial Reasons

| Denial Reason | Narrative | |
|---------------------|---------------------------|----------------------|
| Criminal background | enter denial info here... | Delete Row 1 of 1 |

Licensing Code Citation: 56.05 Licensee qualifications [Code Citation](#)

Licensing Subcode Citation: 56.05(1)(f)(3)(b) PERSONAL REQUIREMENTS AND BACKGROUND.

Options: [Actions](#)
[Approval](#)
[Letters](#)
[License Denial Letter](#)

Save Close

Done Trusted sites 100%