


Duplicate Provider Link

Key Features:

- Provider Link functionality is designed to cleanup duplicate provider records in the system by linking duplicate provider records to one retained provider record.
- In order to link a duplicate provider record to a retained provider, the duplicate provider must have the Type of Duplicate and will no longer be editable.
- A key icon () is associated with a duplicate provider record once it has been identified as Duplicate.
- When workers search for a duplicate provider record, the search results will redirect the worker to the retained provider record.
- Only workers in the designated county with Link Providers security and an assignment to that provider will be able to link Foster Home and Treatment Foster Home provider records.
- Placement history on the Permanency Plan will reflect one continuous placement once the providers have been linked and the placement dates are consecutive.
- Home Providers can be linked to Private Providers and vice versa. However, only certain non-adoption state employees will have the appropriate security to link duplicate Private Provider records to a retained provider record.
- Placements recorded with the duplicate provider will automatically be ended. Notifications are e-mailed to all workers with open assignments to the case informing them about the duplicate provider cleanup effort and the specific placements that are affected. The worker will then have a 14 day window of opportunity to manually close the placement with the duplicate provider and re-open it with the retained provider record. At the end of 14 days, the placement with the duplicate provider record will automatically be closed and another e-mail will be sent to the workers notifying them that the new placement must be re-opened with the retained provider record. This e-mail will provide specific instructions on what dates should be used for the re-opened placement.
- Foster Care Rates for all re-opened placements with the retained provider record will need to be recreated.

Linking a Provider:

1. Identify which provider record is a duplicate. This is the record you will link to the Retained Provider record. Open the record by clicking the provider name hyperlink on your desktop.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". Below this is a purple navigation bar with the "eWiSACWIS" logo and two buttons: "Case Work" and "Provider Work". A grey menu bar contains the following items: "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

The main content area is titled "Allie Cake's Desktop". Below the title are three checkboxes: "Date Restricted", "Participant View", and "View Not Approved/Cancelled".

The interface features a tree view on the left side with the following items:

- Ticklers
- Cases (938)
- Providers (3)
 - [Person, Existing \(8033019\)](#) [Actions](#)
Pending Private Individual - Private Provider Cake, Allie La Crosse
 - [Provider, Home \(8032874\)](#) [Actions](#)
Foster Home 11/09/2009 Worker, Richard J. Milwaukee Des: Milwaukee License Status: Closed
 - Assignments
 - Basic
 - Characteristics
 - Home Inquiries
 - Licenses
 - Members
 - Parent Agency
 - Provider Services
 - [Provider, Home \(8033198\)](#) [Actions](#)
Foster Home 02/16/2010 Cake, Allie Dane Des: Milwaukee License Status: N/A
 - Assignments Click to Maintain Home Provider
 - Basic
 - Home Inquiries
 - Members
 - Parent Agency

2. For the duplicate provider record, select the Type value of 'Duplicate – Home.'

The screenshot shows the 'eWiSACWIS' web application interface. The browser title is 'Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The page has a navigation bar with 'Home', 'Members', 'Characteristics', 'Service', 'Activity', and 'Closing History' tabs. The 'Basic' section contains the following fields: Name: Home Provider (8033198), Open Date: 02/16/2010, Type: Foster Home (dropdown menu is open), Status: Open, Lcons. Type: Not Licensed, Lcons. Agency: (empty), and a checkbox for Restricted Provider. The dropdown menu for 'Type' lists the following options: Adoptive Home, Duplicate - Home (highlighted), Family Group Home, Foster Home, Kinship Care Home, Respite or Unlicensed - Non-Relative, Subsidized Guardianship, Treatment Foster Home, and Unlicensed - Relative. Below this is the 'Home Information' section with 'Parent 1: Provider, Home' and address details: C/O: (empty), Street: 234 Anniversary lane, City: Madison, State: WI, Zip: 53701, Apt: (empty), Country: (empty), Home: (empty), Ext: (empty), Work: (empty), Fax: (empty), and E-mail: (empty). The 'Additional Information' section includes Marital Status: Single Female, Primary Language: English, Designated County: Milwaukee, and radio buttons for N/A, SSN, and FEIN. The 'Emergency Contact Information' section has fields for Name and Phone (with Ext.) for two contacts. The 'County Provider ID' section has an 'Insert' button. At the bottom, there are 'Options', 'Go', 'Save', and 'Close' buttons. The browser status bar shows 'Done' and 'Trusted sites'.

3. Selecting the Type field as 'Duplicate - Home' will automatically display a Search hyperlink. Select the 'Search' hyperlink displayed next to the Status field to search for the retained provider record you want to link the duplicate provider record to.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic
 Name: Home Provider (8033198) Open Date: 02/16/2010 Type: Duplicate - Home Status: Closed [Search](#)

Duplicate Provider -
 Send Reminder Reminder Date: Restricted Provider
 Completed Completed Date:

Home Members Characteristics Services Training License Activity Closing History

Home Information
Parent 1: Provider, Home Parent 2:
 C/O:
 Street: 234 Anniversary lane Apt:
 City: Madison State: WI Zip: 53701 County of Residence: Dane Country:
 Home: Ext: Work: Ext: Fax:
 E-mail:

Additional Information
Marital Status: Single Female Primary Language: English Designated County: Milwaukee
 N/A SSN FEIN Parent Agency: Home Provider (8033198)

Emergency Contact Information
 Name: Phone: Ext: Name: Phone: Ext:

County Provider ID [Insert](#)

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

Done Trusted sites

4. On the Search page, enter the name or provider ID of the Provider that this record should be linked to. Select the appropriate provider record by clicking the radio button. This should be the Retained Home Provider record. Click Continue.

Note: A provider cannot be linked to itself.

Search Criteria

Provider Name: provider First Name: home Provider ID:

Parent Agency ID: Provider Type: Search Providers of Parent Agency

Site #: County: ZIP Code:

Date Restricted View Not Approved/Cancelled Search Precision: Low Med High **Search**

Record 1 to 2 of 2

Providers Returned

- Provider, Home (8032874)
Open Foster Home 11/09/2009 Worker, Richard J. Milwaukee Des: Milwaukee License Status: Closed
- Provider, Home (8033198)
Open Foster Home 02/16/2010 Cake, Allie Dane Des: Milwaukee License Status: N/A

Continue **Close**

5. You are returned to the Home Provider page. The page now indicates that this is a duplicate record and refers the user to Retained Provider Name and ID number. Also in the Basic group box are 'Send Reminder' and 'Completed' check boxes and dates.
 - a. The 'Send Reminder' check box will add the current date to the 'Reminder Date' field and upon save, will set a 'Provider Link' tickler that will notify the worker completing the 'Linking' process 14 days prior to the ending of the placements. The 'Send Reminder' check box will also notify all workers with open assignments to the case of the changes to create new placements as a result of the 'Provider Link' process. Upon notification the workers can either manually end the placements recorded with the duplicate provider or the system will automatically end the placements with the appropriate end dates upon clicking the Completed checkbox and saving the duplicate provider record.

- b. The 'Completed' check box will add the current date to the 'Completed' date field and upon save will:
- The active licensed and unlicensed service types will be set to Inactive
 - If approved Out of Home Placements exist, end the placements
 - If pending Out of Home Placement/Services exist – 'Not Approve' the record with the person inactivating the duplicate provider
 - If pending Service Endings for Out of Home Placements/Services exist – approve the ending with the name of the person inactivating the duplicate provider
 - Set the Provider record to show '0' children in placement
 - If an approved active license exists, end the license on the Additional Licensing Actions page with the name of the person who is inactivating the duplicate provider
 - If a pending license exists, 'not approve' the license on the License Approval page with the name of the person who is inactivating the duplicate provider
 - If an approved Foster Care Rate Setting exists, end the FCRS with the name of the person who is inactivating the duplicate provider
 - If a pending Foster Care Rate Setting exists, 'not approve' the license with the name of the person who is inactivating the duplicate provider
 - If an approved FCRS exists with a pending FCRS Ending – approve the ending FCRS with the name of the person who is inactivating the duplicate provider
 - If an approved FCRS exists with an approved FCRS ending – approve the ending FCRS with the name of the person who is inactivating the duplicate provider

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

WiSACWIS TM Print Spell Check Help

Basic
 Name: Home Provider (8033198) Open Date: 02/16/2010 Type: Duplicate - Home Status: Closed Search

Duplicate Provider -
 Send Reminder Reminder Date: 02/16/2010 Restricted Provider
Please use 'Home Provider' Provider ID: 8032874 Completed Completed Date: 02/16/2010

Home Members Characteristics Services Training License Activity Closing History

Home Information
Parent 1: Provider, Home Parent 2:
 C/O:
 Street: 234 Anniversary lane Apt:
 City: Madison State: WI Zip: 53701 County of Residence: Dane Country:
 Home: Ext: vWork: Ext: Fax:
 E-mail:

Additional Information
Marital Status: Single Female Primary Language: English Designated County: Milwaukee
 N/A SSN FEIN Parent Agency: Home Provider (8033198)

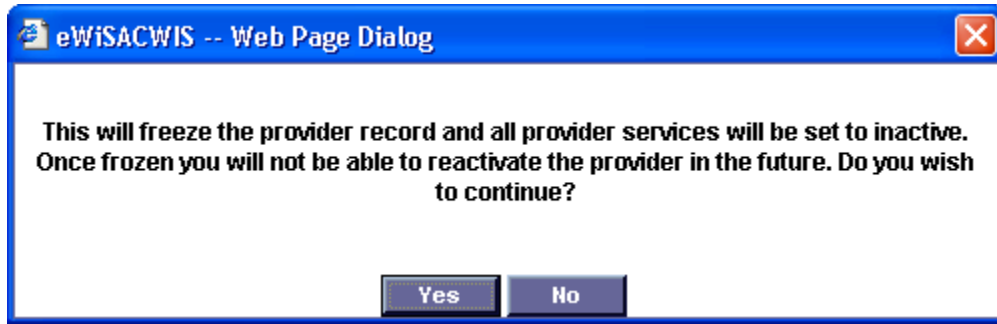
Emergency Contact Information
 Name: Phone: Ext: Name: Phone: Ext:

County Provider ID **Insert**

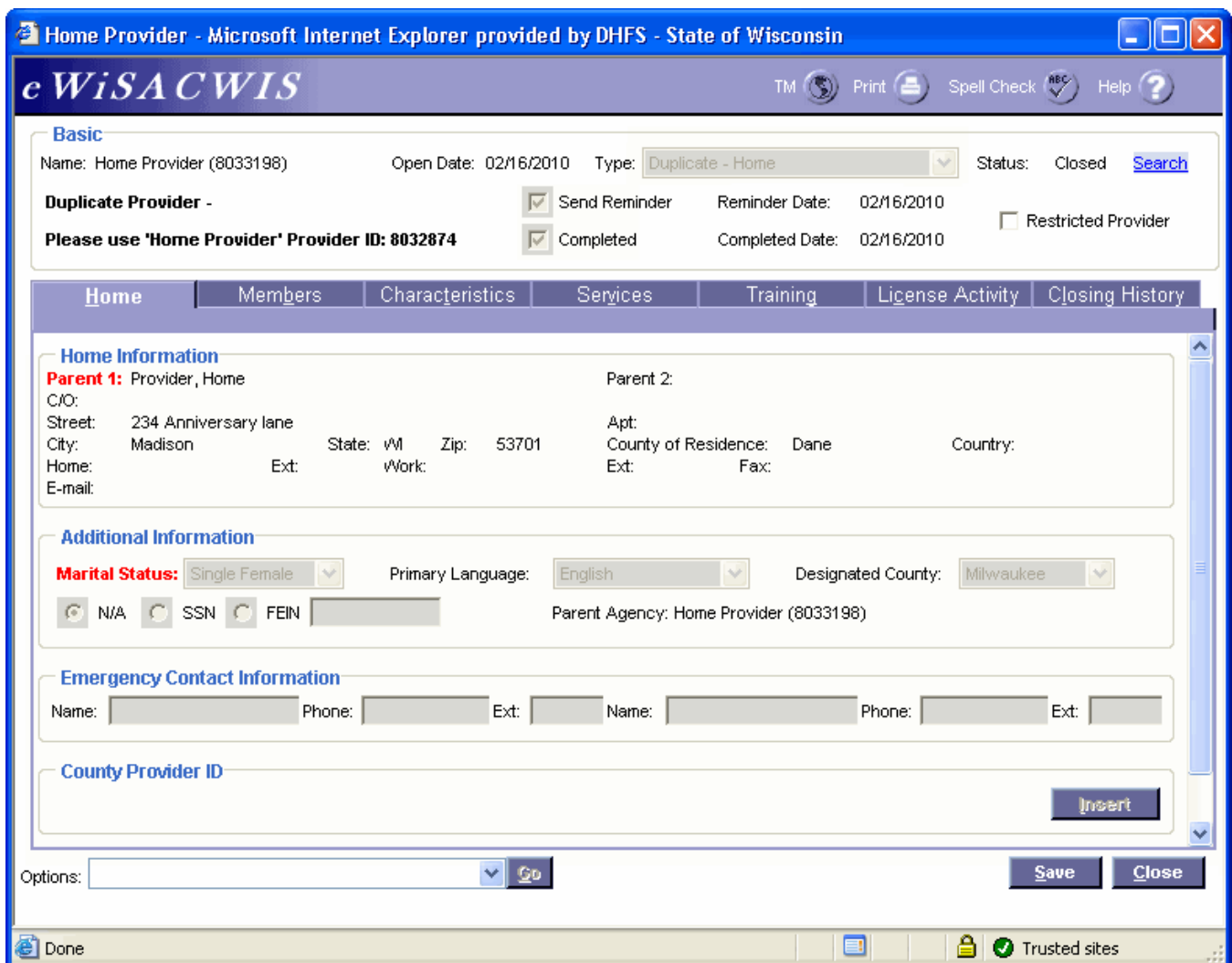
Options: **Save** **Close**

Done Trusted sites

6. After clicking 'Save' the following message will appear:



7. Select 'Yes.' This will freeze the record.



- A new row will also be inserted on the Closing History tab to identify that the provider record is closed.

The screenshot shows the 'eWiSACWIS' web application interface. The browser title is 'Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The page header includes 'eWiSACWIS' and navigation icons for TM, Print, Spell Check, and Help.

Basic Information:

- Name: Home Provider (8033198)
- Open Date: 02/16/2010
- Type: Duplicate - Home
- Status: Closed

Duplicate Provider -

- Send Reminder (Reminder Date: 02/16/2010)
- Completed (Completed Date: 02/16/2010)
- Restricted Provider

Please use 'Home Provider' Provider ID: 8032874

Navigation Tabs: Home, Members, Characteristics, Services, Training, License Activity, **Closing History**

Provider History Table:

Open Date	Closed Date	Reason	Completed	Closed By
02/16/2010	02/16/2010	Duplicate provider record	<input checked="" type="checkbox"/>	Cake, Allie

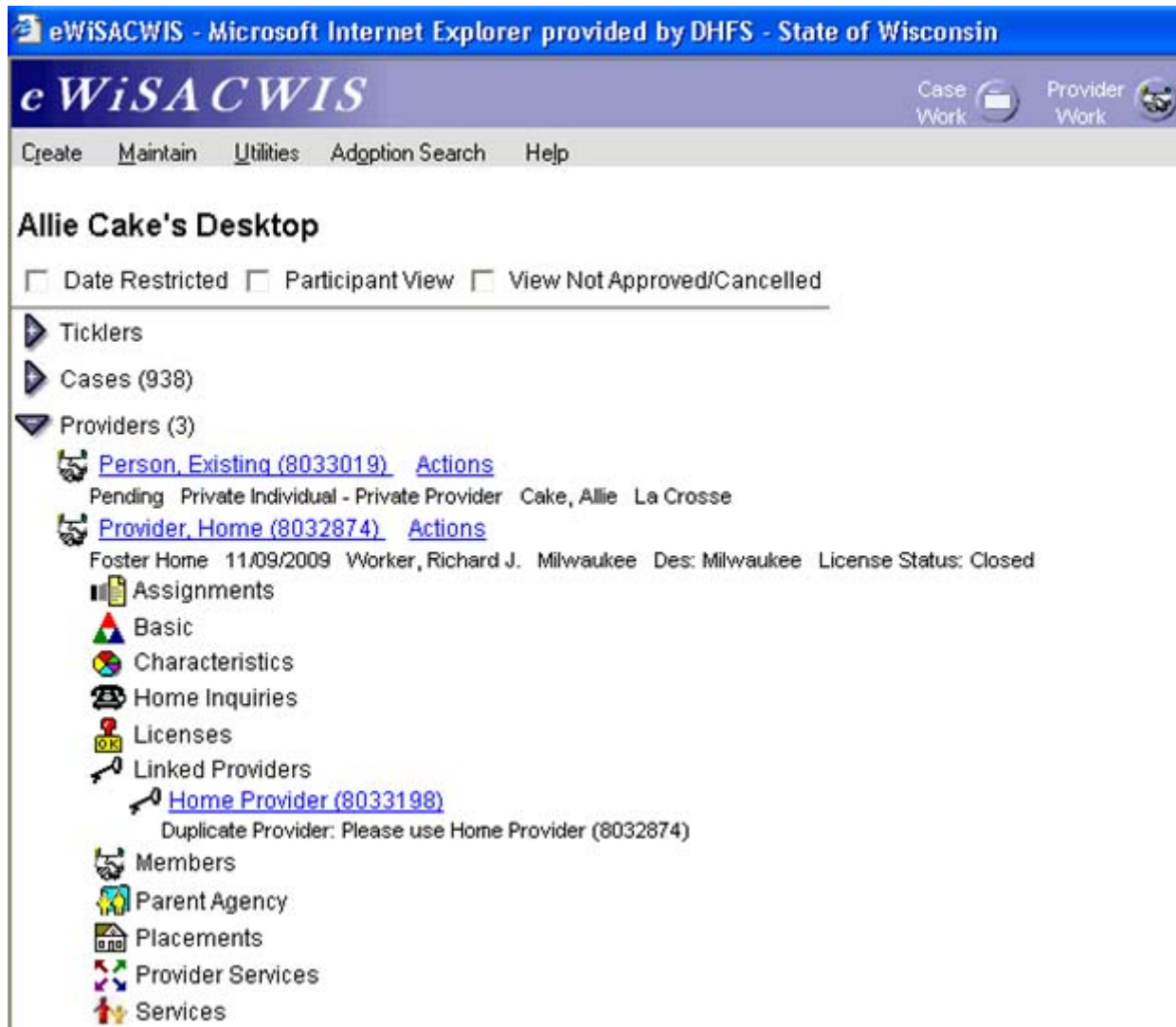
Buttons: Insert, Save, Close

Other Elements: Closure Denial Messages (with expand/collapse arrow)

Linked Providers Table:

Open Date	Completed Date	Provider Name	Provider Number
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9. The outliner will display the linked duplicate providers as shown below:



10. When setting a provider record as a Duplicate provider that already has records linked to it, all associated records will also change to point to the new retained provider record.