


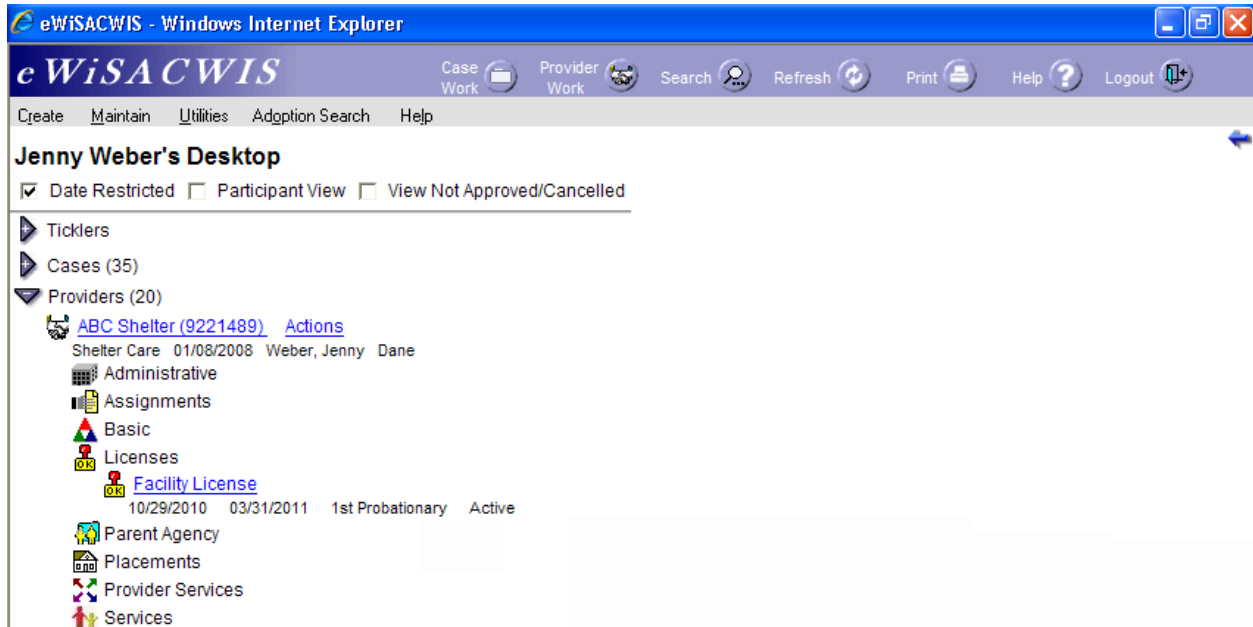
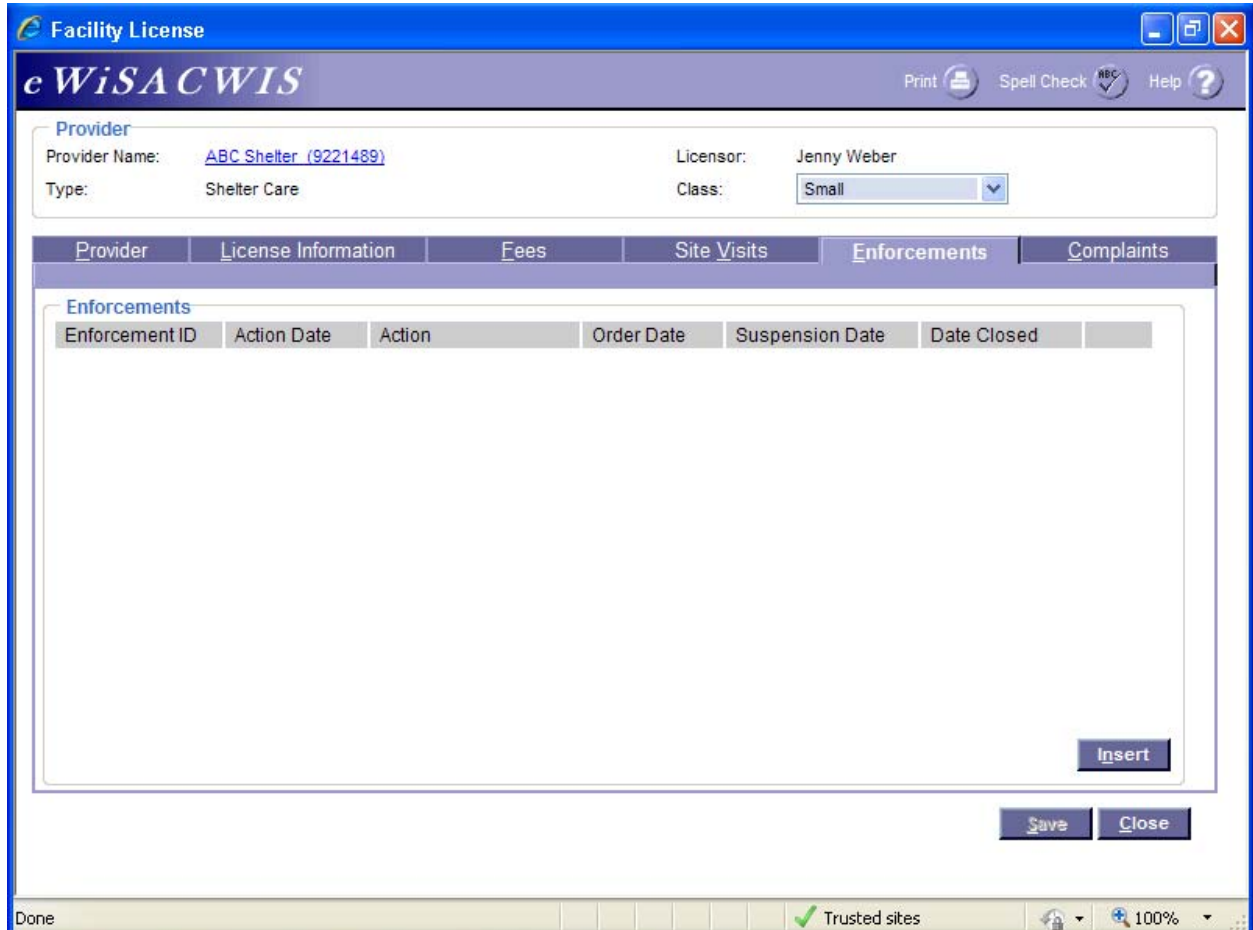


Documenting a Facility Enforcement

1. From your desktop, click on the Providers expando  **Providers**. Click on the  icon for the appropriate provider record. Click on the License icon  and then click the Facility License hyperlink to open the Facility License page.



2. Click on the Enforcements tab. Click the Insert button. This will open the Enforcement page.



- Enter dates in any applicable fields. If applicable, select the Compliance Verified checkbox. Once a date is entered in the Action Date field, the Action field becomes enabled for you to select the action.

If the Action = Orders Letter, the Order Letter Date field will update to be the same as the Action Date field.

If the Action = Stipulation, Surrender in Lieu of Enforcement, or Warning Letter, the Enforcement Date Closed field will update to be the same as the Action Date field.

If the Action = Revocation Other, Revocation HFS12, Revocation – No Fee/App, or Revocation Tax Delinquency, the system will automatically revoke an ‘Active’ license as of the Action date entered on the Enforcement page. A license revocation can be appealed by clicking the Appeal checkbox on the Enforcement page.

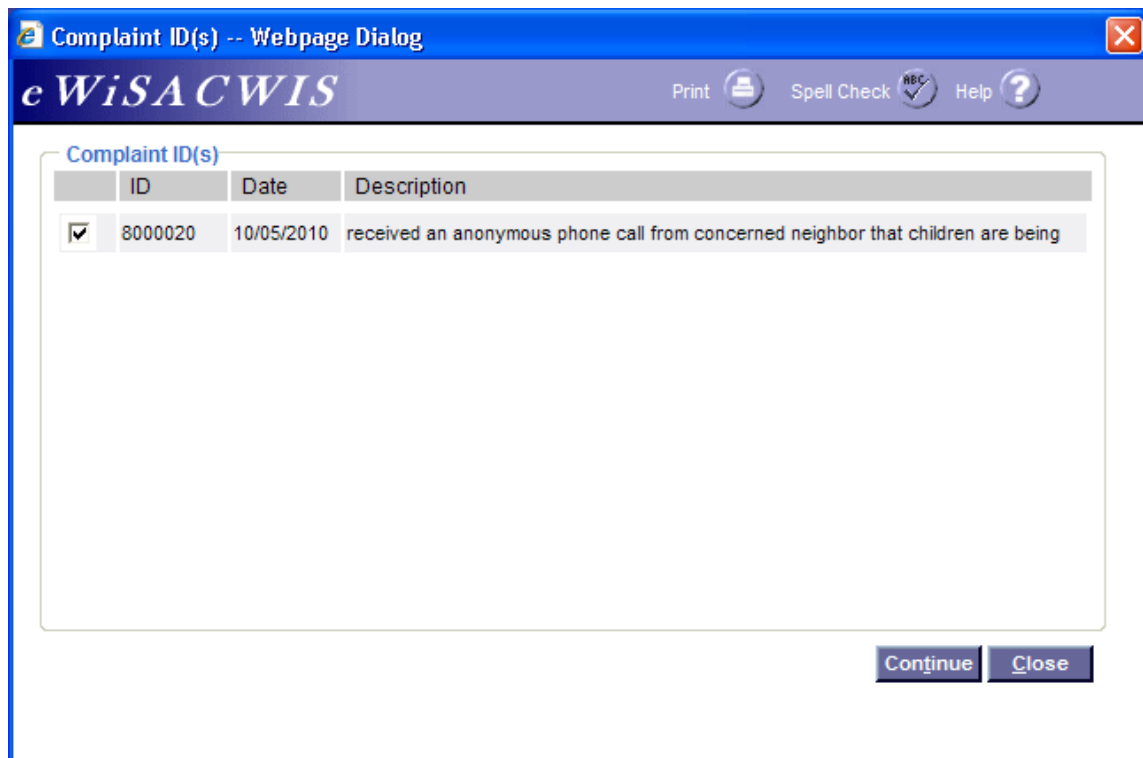
The screenshot displays the 'Enforcement -- Webpage Dialog' window. The header includes the 'eWiSACWIS' logo and utility icons for Print, Spell Check, and Help. The main form is organized into several sections:

- Provider:** Fields for Provider Name (ABC Shelter (9221489)), Type (Shelter Care), Licensor (Jenny Weber), and Enforcement ID.
- Enforcement Information:** Fields for Order Letter Date, Action Date, Suspension Letter Date, Enforcement Date Closed, Correct by Date, Action, Other Action, and Compliance Verified (checkbox).
- Complaint ID(s):** A section containing a 'Select' hyperlink.
- Forfeiture:** A table with columns for Date, Type, Amount, and Forfeiture Comments, accompanied by an 'Insert' button.
- Forfeiture Amount Due:** A field showing \$0.00.
- Date Sent to Collections:** A field showing 00/00/0000.
- Violation(s):** A field labeled 'Violation'.
- Appeal:** An 'Appeal' checkbox and a 'Hearing Date' field.

At the bottom right of the dialog, there are 'Save' and 'Close' buttons.

- If the enforcement is associated with a documented complaint, click the Select hyperlink in the Complaint ID(s) group box. This will open the Complaint ID(s) page.

5. Select the checkbox next to the associate complaint(s) and click Continue



- To enter a Forfeiture, click the Insert button. Enter the Date, select a Type and enter the Amount. If applicable, enter any Forfeiture Comments. Once an amount is entered into the Amount field, the Forfeiture Amount Due field will update accordingly.

Enforcement -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Provider

Provider Name: ABC Shelter (9221489) Licensor: Jenny Weber
 Type: Shelter Care Enforcement ID:

Enforcement Information

Order Letter Date: 00/00/0000 Correct by Date: 00/00/0000 Compliance Verified:
 Action Date: 00/00/0000 Action:
 Suspension Letter Date: 00/00/0000 Other Action:
 Enforcement Date Closed: 00/00/0000

Complaint ID(s)
[8000020](#) [Select](#)

Forfeiture

Date	Type	Amount	Forfeiture Comments	
10/28/2010	Forfeiture Due	\$25.00	comments here...	Delete

Insert

Forfeiture Amount Due: \$25.00 Date Sent to Collections: 00/00/0000

Violation(s)
 Violation

Appeal
 Appeal:
 Hearing Date: 00/00/0000

Save **Close**

7. In the Violation(s) group box, click the Insert button to add the violation(s).

The screenshot shows the 'eWiSACWIS' Webpage Dialog window. The title bar reads 'Enforcement -- Webpage Dialog'. The window contains several sections:

- Provider:** Provider Name: ABC Shelter (9221489), Licensor: Jenny Weber, Type: Shelter Care, Enforcement ID: (empty).
- Enforcement Information:** Contains a table for 'Forfeiture' with columns: Date, Type, Amount, Forfeiture Comments. One entry is visible: Date: 10/28/2010, Type: Forfeiture Due, Amount: \$25.00, Forfeiture Comments: comments here... There is a 'Delete' button next to the entry and an 'Insert' button at the bottom right of the table.
- Forfeiture Amount Due:** \$25.00
- Date Sent to Collections:** 00/00/0000
- Violation(s):** A table with columns: Violation, Delete. One entry is visible: Violation: Supervision/Staff Coverage, Delete: (button). There is an 'Insert' button at the bottom right of this section.
- Appeal:** Appeal: , Hearing Date: 00/00/0000, Decision Date: 00/00/0000, Decision: (dropdown menu).
- Comments:** A large text area for entering comments.

At the bottom right of the dialog are 'Save' and 'Close' buttons.

8. Click Save to save the enforcement. Click Close.

9. You can access the enforcement at any time by clicking the Enforcement ID hyperlink.

The screenshot shows a web browser window titled "Facility License" with the "eWiSACWIS" logo. The page displays provider information for "ABC Shelter (9221489)" and a "Summary Suspension" enforcement action on 10/12/2010. The "Enforcements" tab is selected, and the "Enforcement ID" 8000022 is a clickable hyperlink.

Provider Information:

- Provider Name: [ABC Shelter \(9221489\)](#)
- Type: Shelter Care
- Licensors: Jenny Weber
- Class: Small

Enforcements Table:

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000022	10/12/2010	Summary Suspension			

Buttons: [Insert](#), [Save](#), [Close](#)

10. To document an appeal, click the Enforcement ID hyperlink to open the Enforcement page.

11. Select the Appeal check box and enter the appropriate dates. Once a Decision Date has been documented, you can document the Decision.

The screenshot shows the 'Enforcement -- Webpage Dialog' window in the eWiSACWIS system. The interface includes a header with the application name and utility icons (Print, Spell Check, Help). The main content is organized into several sections:

- Provider:** A form containing 'Provider Name: ABC Shelter (9221489)', 'Type: Shelter Care', 'Licensor: Jenny Weber', and 'Enforcement ID: 8000022'.
- Enforcement Information:** A section containing a table for 'Forfeiture' and input fields for 'Forfeiture Amount Due' and 'Date Sent to Collections'.
- Violation(s):** A section with a table for 'Violation' and an 'Insert' button.
- Appeal:** A section with an 'Appeal' checkbox (checked), 'Hearing Date' (10/20/2010), 'Decision Date' (10/28/2010), and a 'Decision' dropdown menu.
- Comments:** A text area for entering remarks.

The 'Decision' dropdown menu is open, showing the following options: Hearing Waived, Not Upheld / Overturned, Stipulated Agreement, Tax Clearance, Upheld, and Withdrew. At the bottom right, there are 'Save' and 'Close' buttons.

Date	Type	Amount	Forfeiture Comments
10/28/2010	Forfeiture Due	\$25.00	comments here...

Violation	
Supervision/Staff Coverage	Delete

12. The Facility License page will indicate that the Enforcement has an appeal associated to it.

The screenshot shows a web browser window titled "Facility License" with the "eWiSACWIS" logo. The page displays provider information for "ABC Shelter (9221489)" and a "Summary Suspension" enforcement dated 10/12/2010, which was closed on 10/28/2010 and has an associated "Appeal".

Provider Information:

- Provider Name: [ABC Shelter \(9221489\)](#)
- Type: Shelter Care
- Licensor: Jenny Weber
- Class: Small

Enforcement Record:

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
8000022	10/12/2010	Summary Suspension			10/28/2010	Appeal

Buttons: [Insert](#), [Save](#), [Close](#)

Browser status bar: Done, Trusted sites, 100%