


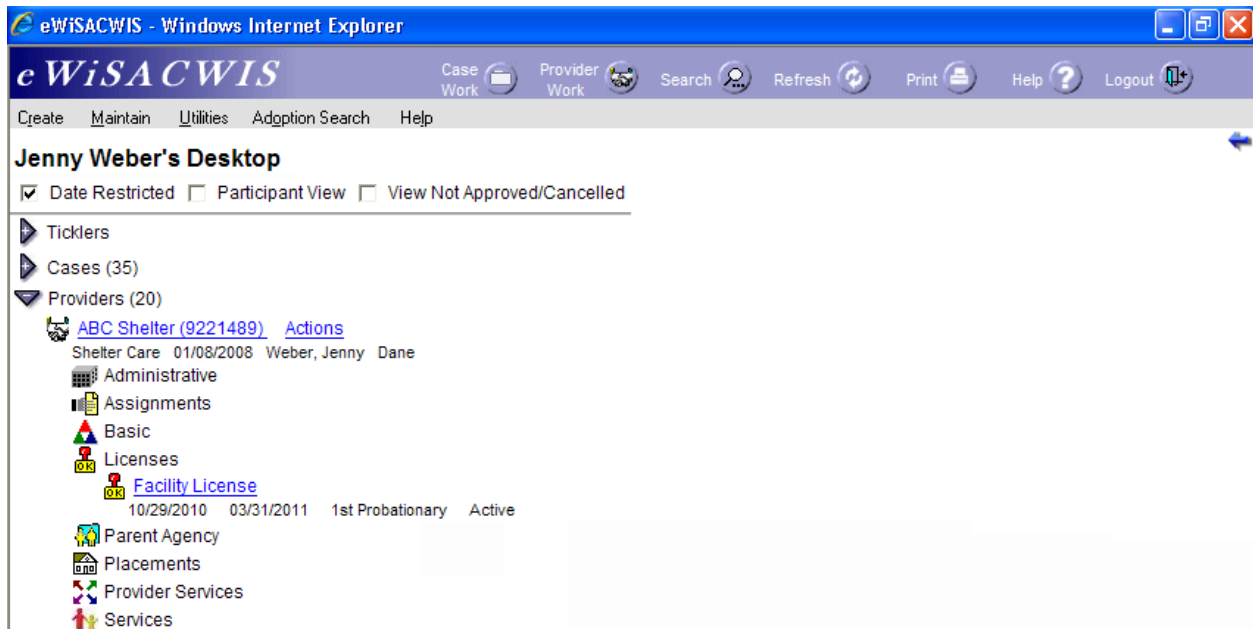
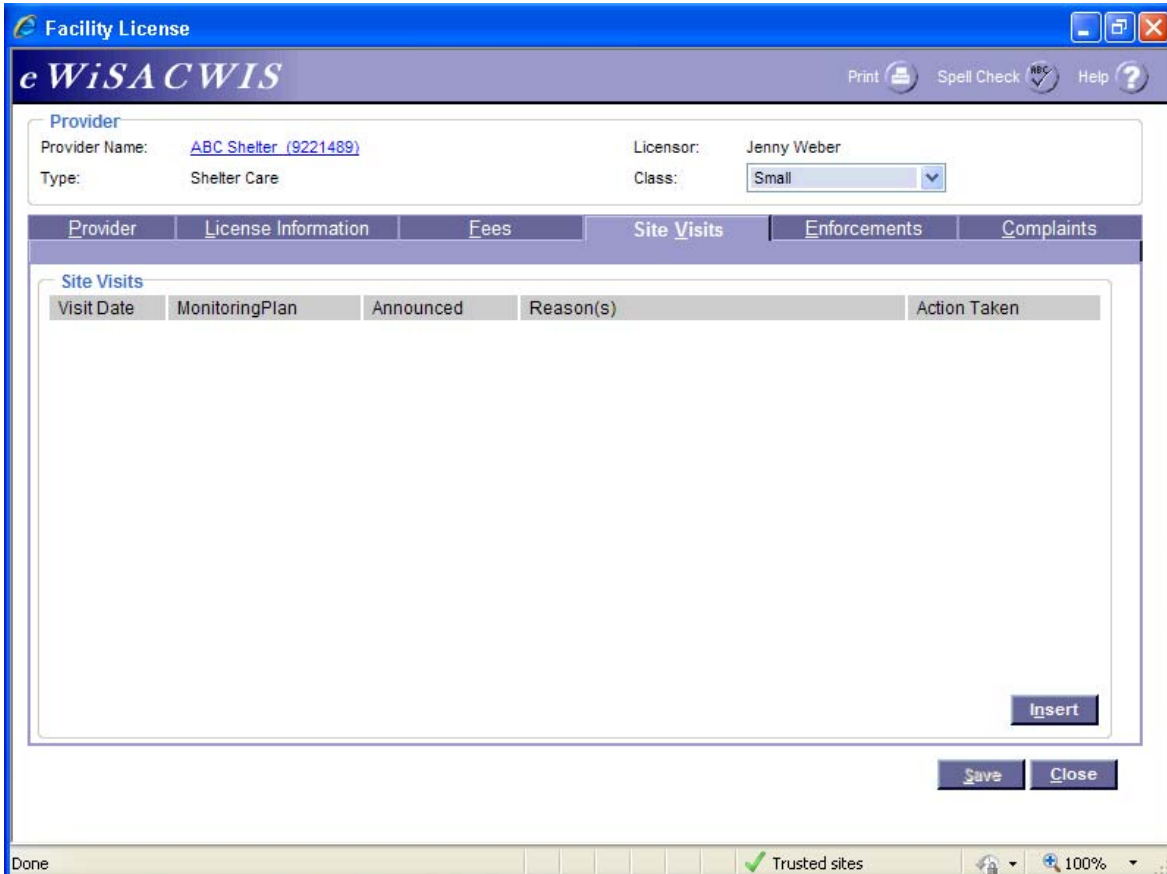


Documenting a Facility Site Visit

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 Site Visits tab. Click the Insert button. This will open the Site Visit page.



- The Licensor Making Site Visit will default to the primary licensing worker (Licensor). If the visit was conducted by someone other than the primary licensor, select the Search hyperlink to search for the appropriate worker.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

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

Site Visit Information
 Licensor Making Site Visit: Jenny Weber [Search](#) Action:
 Visit Date: 00/00/0000 Next Visit Date: 00/00/0000
 Visit Reason(s): [Select](#) Next Visit Reason:
 Monitoring Plan:
 Announced: Correction Plan Received: 00/00/0000
 Noncompliance Issue Date: 00/00/0000 Complaint ID(s): [Select](#) Enforcement ID(s): [Select](#)
 Comments:

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

Worker Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria
 Last Name: worker First Name: richard Worker ID:
 Employee ID: County: Site #:

Search Precision: Sort By: Alpha [Search](#)
 Low Med High

Record 1 to 1 of 1

Workers Returned
 Worker, Richard J. (2023182) Active
 Ongoing Supervisor 2 (608)264-6837 ewuat25@dhfs.state.wi.us Milwaukee - Region 1, Milwaukee COUNTY State T. Worker
 Cases:3, Providers:2, Workload Management:4

[Continue](#) [Close](#)

4. Enter the Visit Date. After a date is entered, the Visit Reason(s) page will open.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

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

Site Visit Information
Licensor Making Site Visit: Richard J. Worker
Visit Date: 00/00/0000
Visit Reason(s):
Monitoring Plan: [dropdown]
Announced:
Noncompliance Issue Date: 00/00/0000
Comments: [text area]

Action
Action: [dropdown]
Next Visit Date: 00/00/0000
Next Visit Reason: [dropdown]
Correction Plan Received: 00/00/0000

Complaint ID(s) [Select] Enforcement ID(s) [Select]

Options: [dropdown] Go Save Close

5. Select the appropriate check boxes for the visit reason(s). Click Continue.

Visit Reason(s) -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Visit Reason(s)
Check All That Apply

- Complaint Licensed Facility
- Complaint Unlicensed Facility
- Enforcement Action Compliance Verification
- Initial Licensing Study
- License Amendment
- Monitoring for Licensing
- Other
- Pre-Licensing Technical Assistance
- Serious Incident Report
- Technical Assistance
- Verification of 2544

Continue Close

6. Select the appropriate Monitoring Plan. If the visit was announced, select the Announced check box. Select the Action. Document the Next Visit Date and Next Visit Reason, if applicable.

Site Visit -- Webpage Dialog

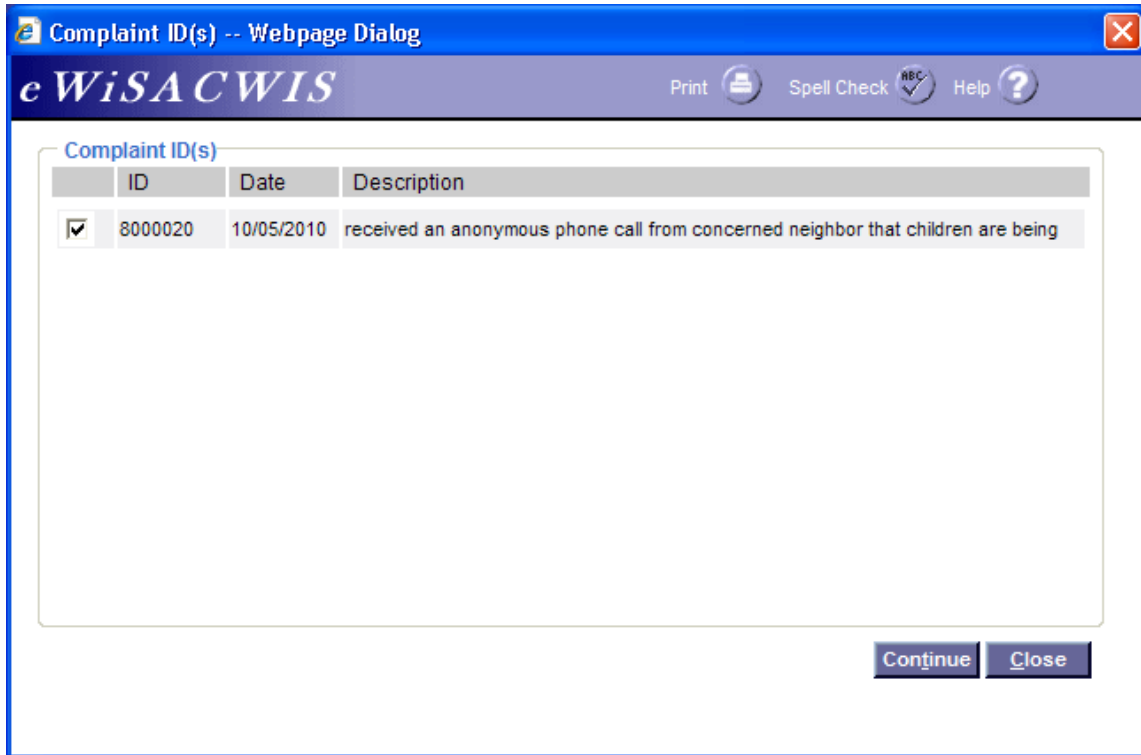
eWiSACWIS TM Print Spell Check ABC Help

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

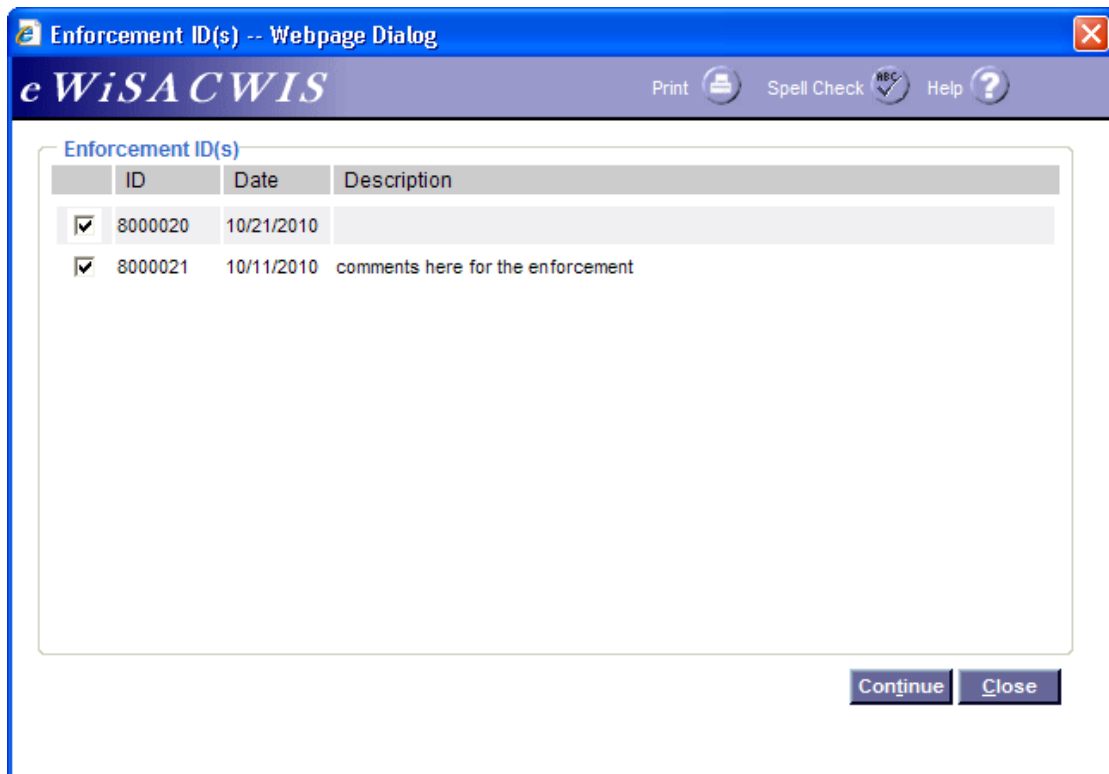
Site Visit Information
Licensor Making Site Visit: Richard J. Worker [Search](#) Action: 2544 Issued
Visit Date: 10/28/2010 Next Visit Date: 00/00/0000
Visit Reason(s): Technical Assistance [Select](#) Next Visit Reason:
Correction Plan Received: 00/00/0000
Monitoring Plan: Probationary
Announced:
Complaint ID(s) [Select](#) Enforcement ID(s) [Select](#)
Noncompliance Issue Date: 00/00/0000
Comments:

Rule Violation(s)
Date Correction Plan Due: 10/31/2010
Rule Violation Code: 59.01(8) MULTIPLE LICENSING [Delete](#)
Comments: enter comments here about the violation
Correction Plan: correction plan the provider will put into place
Options: [Go](#) [Save](#) [Close](#)

7. If the visit 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.



8. Select the checkbox next to the associate complaint(s) and click Continue.
9. If the visit is associated with a documented enforcement, click the Select hyperlink in the Enforcement ID(s) group box. This will open the Enforcement ID(s) page.



10. Select the checkbox next to the associate enforcement(s) and click Continue.

11. If the Action = 2544 Issued (a Noncompliance Statement and Correction Plan is issued for the Site Visit), the Rule Violation(s) group box will be added to the bottom of the page. When applicable, enter the Noncompliance Issue Date and Correction Plan Received.

Site Visit -- Webpage Dialog

eWiSACWIS TM Print Spell Check ABC Help

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

Site Visit Information
Licensor Making Site Visit: Richard J. Worker [Search](#) Action: 2544 Issued
Visit Date: 10/28/2010 Next Visit Date: 11/08/2010
Visit Reason(s): Technical Assistance [Select](#) Next Visit Reason: Monitoring for Licensing
Monitoring Plan: Probationary
Announced:
Noncompliance Issue Date: 00/00/0000
Correction Plan Received: 00/00/0000
Complaint ID(s): 8000020 [Select](#) Enforcement ID(s): 8000020; 8000021 [Select](#)
Comments: comments here...

Rule Violation(s)
Date Correction Plan Due: 11/04/2010
Rule Violation Code: 59.01(8) MULTIPLE LICENSING [Delete](#)
Comments: enter comments here about the violation
Correction Plan: correction plan the provider will put into place
Options: [Go](#) [Save](#) [Close](#)

12. Enter the Date Correction Plan Due. Select the appropriate Rule Violation Code. Document any comments.

13. If additional rule violations need to be documented, click the Insert button.

The screenshot shows the eWiSACWIS web application interface. The title bar reads "Site Visit -- Webpage Dialog". The application header includes the logo "eWiSACWIS" and navigation icons for TM, Print, Spell Check, and Help. The main content is divided into two sections: "Provider" and "Rule Violation(s)".

Provider Section:

- Provider Name: ABC Shelter (9221489)
- Type: Shelter Care
- Licensors: Jenny Weber
- Correction Plan Received: 00/00/0000
- Monitoring Plan: Probationary (dropdown menu)
- Announced:
- Noncompliance Issue Date: 00/00/0000
- Comments: (empty text area)
- Complaint ID(s): (empty text area with "Select" link)
- Enforcement ID(s): (empty text area with "Select" link)

Rule Violation(s) Section:

- Date Correction Plan Due: 11/04/2010
- Rule Violation Code: S9.01(8) MULTIPLE LICENSING (dropdown menu) with "Delete" link
- Comments: enter comments here about the violation (text area)
- Correction Plan: correction plan the provider will put into place (text area)
- Expected Completion Date: 00/00/0000
- Verification Date: 00/00/0000
- Insert button

Options: Noncompliance Statement and Correction Plan (dropdown menu) with "Go" button. "Save" and "Close" buttons are also present at the bottom right.

14. Once all rule violations have been documented, click Save. Under Options, select Noncompliance Statement and Correction Plan and click Go. This will open the Noncompliance Statement and Correction Plan template.

15. Select File > Print to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.

9228350.0.rtf (Read-Only) - 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%

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence
DCF-F-2544-E (N. 08/2010)

Date Correction Plan Due: 11/04/2010

CHILD WELFARE NONCOMPLIANCE STATEMENT AND CORRECTION PLAN

TO FILE A COMPLAINT CALL (608) 267-7932

Use of form: This form is used by the Bureau of Permanence and Out-of-Home Care staff to identify statute and / or administrative rule violation(s) and to outline the licensee's correction plan.

Instructions: The Noncompliance Statement below identifies the violation(s) of the child welfare statute and / or administrative rule identified by the licensing specialist(s). Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your licensing specialist for approval and retain a copy. If this is a group home facility, post your copy of the Noncompliance Statement and Correction Plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights to an administrative hearing.

Name – Facility ABC Shelter		Provider ID Number 9221489		
Address – Facility (Street, City, State, Zip Code) 123 Shelter Avenue, Madison, WI 53701		Telephone Number (608)123-1234	Date – Licensing Visit 10/28/2010	
Date Issued				
Item No.	Rule / Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verific Da
1.	59.01(8) MULTIPLE LICENSING enter comments here about the violation	correction plan the provider will put into place		

Name – Person Conducting Licensing Visit
Richard J. Worker

SIGNATURE – Licensing Specialist	Date Signed	Telephone Number – Licensing Specialist (608)264-6837
SIGNATURE – Licensee or Designee	Date Signed	

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

16. Back on the Site Visit page, click Close. This will return you to the Facility License page.

The screenshot shows the eWiSACWIS Facility License application interface. At the top, the title bar reads "Facility License" and the application header displays "eWiSACWIS" with utility icons for Print, Spell Check, and Help. Below the header, the "Provider" section contains the following information:

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

A navigation menu below the provider information includes tabs for Provider, License Information, Fees, Site Visits (which is currently selected), Enforcements, and Complaints. The "Site Visits" section contains a table with the following data:

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken
10/28/2010	Probationary	<input type="checkbox"/>	Technical Assistance	2544 Issued

At the bottom right of the table area is an "Insert" button. Below the table area are "Save" and "Close" buttons. The Windows taskbar at the bottom shows "Done", a "Trusted sites" icon, and a zoom level of "100%".

Note: If a Noncompliance Statement and Correction Plan is issued to a provider that is not associated with a site visit, document the Noncompliance Statement and Correction Plan via the Noncompliance Statement and Correction Plan page (Create Provider Work > License > Noncompliance Statement and Correction Plan).