

Licensing Home Providers

Introduction

The responsibility for the management of each Foster Home, Adoptive Home, Kinship Care Home, Non-Relative, and Subsidized Guardianship Home Provider record is allocated to a specific county - referred to as the home provider's "Designated County." The designated county is defined at the time the home provider record is created.

Workers of the designated county manage all aspects of the home provider record, including the addition of licensed services for other counties to the provider's license. Non-designated county workers are not able to create or maintain provider licenses, nor are they able to generate work from within the Home Provider License.

The county of the worker accessing the page will always be screened to establish whether it matches the designated county of the home provider record. Note: the designated county may differ from the home provider's physical location (noted as the County of Residence).

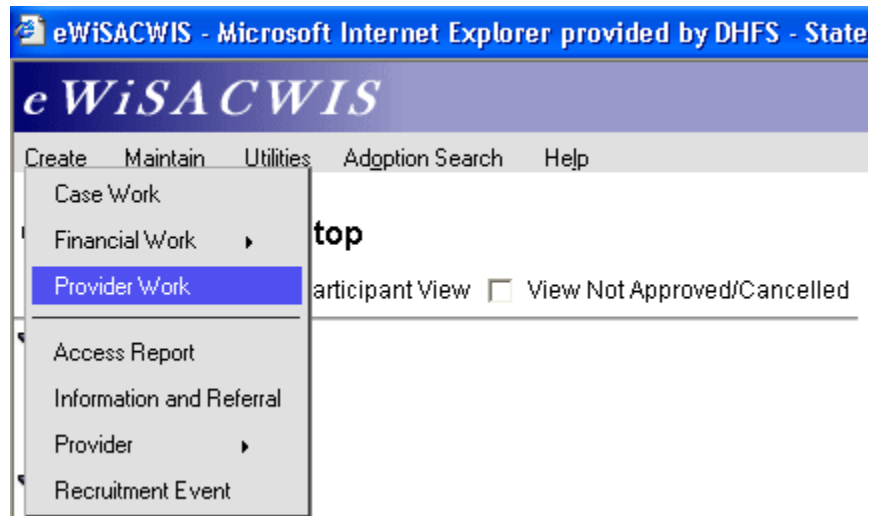
The responsibility for the management of Level 3, Level 4, and Level 5 Foster Home provider records is allocated to any worker with Level 3, Level 4, and Level 5 Foster Home security associated with his or her User Group. Level 3, Level 4, and Level 5 Foster Home Providers and their associated licenses are not subject to the designated county restrictions. As long as a worker has the Level 3, Level 4, and Level 5 Foster Home security, he or she can create and maintain the provider record regardless of the provider's designated county.

MAXIMUS contracts with the State to maintain Level 3, Level 4, and Level 5 Foster Homes that are licensed by a parent agency. Designated county and MAXIMUS contacts are located on the eWiSACWIS Knowledge Web.

Creating a Home Provider License

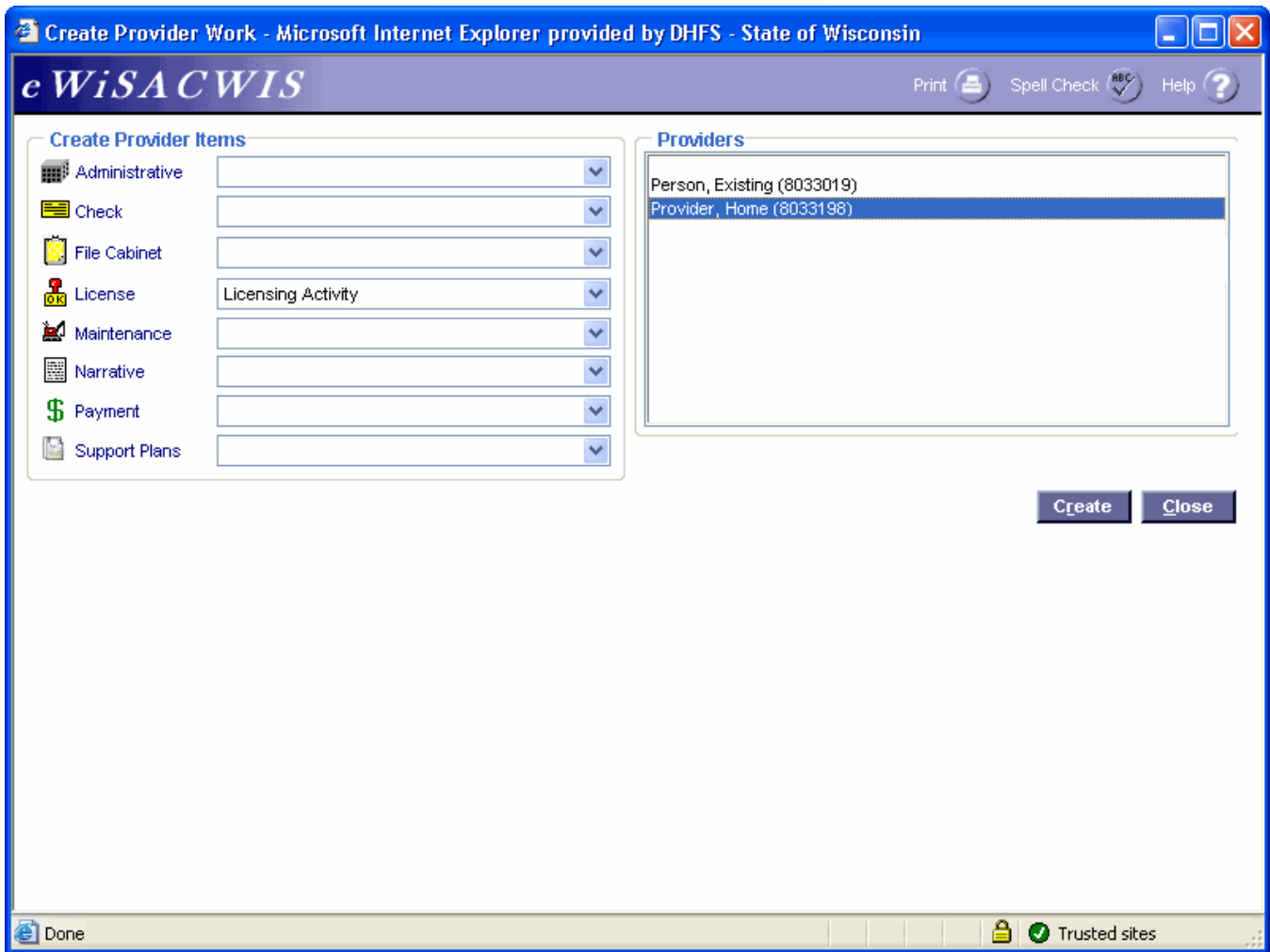
Note: In order to create a foster home license, an assignment to the provider record is needed.

1. Once there has been a screened in Home Inquiry, the Home Provider page needs to be updated. See the Quick Reference Guide on Maintaining Home Providers. Once the Home Provider page is updated, the licensing actions can begin on creating a license for the provider. Make sure the provider is listed on the desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.
2. From the desktop, select Create > Provider Work

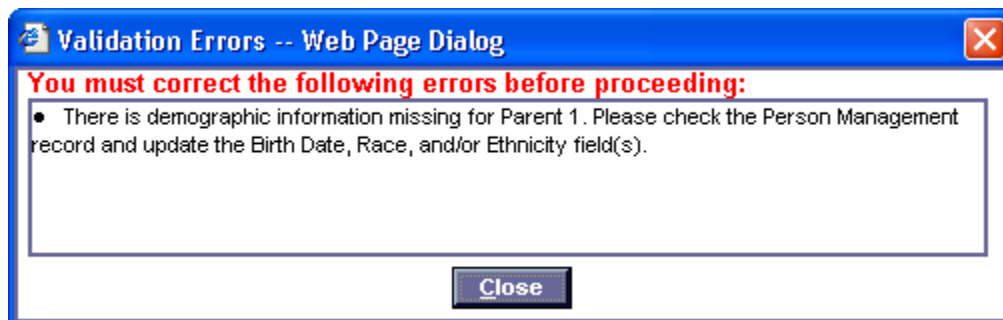


or click the Provider Work hot button  in the eWiSACWIS banner.

3. Select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button.



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.



- 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.

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

- Select the Application Status, Application Type, Date Application Provided to Family, and Date Completed Application Received. Then in the Decision drop-down, select Create License. The Decision Date will default to today's date, but can be updated.

6. When the Decision of Create License is selected, the License Information and Service tabs appear.

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 License Information Services

Application Activity

Application Status: Initial Application Type: Foster Care
Date Application Provided to Family: 10/06/2009 Date Signed Application Received: 00/00/0000
Date Completed Application Received: 10/30/2009
Decision: Create License Decision Date: 01/05/2010
Rehab Review

Options: [] Go Save Close

Done Trusted sites

- The License Information tab contains three group boxes. The Home Information group box pre-fills with demographic information from the Home Provider page. The Licensee(s) field will display Parent 1, Parent 2, and any member identified as Licensee. Clicking on the hyperlink opens the Person Management page for the associated Parent 1, Parent 2, or Licensee.

The License Information group box contains the specifics for the foster home license. Enter the Effective From and Effective To dates. Select the appropriate Certification level. Select the appropriate radio button related to exceptions and waivers (see step 11 on page 10 for documenting exceptions/waivers). **Note:** either the Exceptions/Waivers Required or the No Exceptions/Waivers Required is required in order to approve the license, except for Out of State licenses.

The Additional Information group box pre-fills the age, gender, and capacity specifics for the provider from the Home Provider page.

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: Pending

Application Activity | License Information | Services

Home Information
 Licensee(s): [Provider, Home](#)
 C/O:
 Street: 234 Anniversary lane Apt:
 City: Madison State: WI Zip: 53701
 County of Residence: Dane

License Information
 Type: Foster Care - DCF 56 Effective From: 01/05/2010 Effective To: 01/04/2012
 Certification: Level 2 Exceptions/Waivers Required No Exceptions/Waivers Required

Additional Information
 Total Bed Capacity: 4 Preferred Age: 0 to 18 Preferred Gender: Male: 4 Female: 4

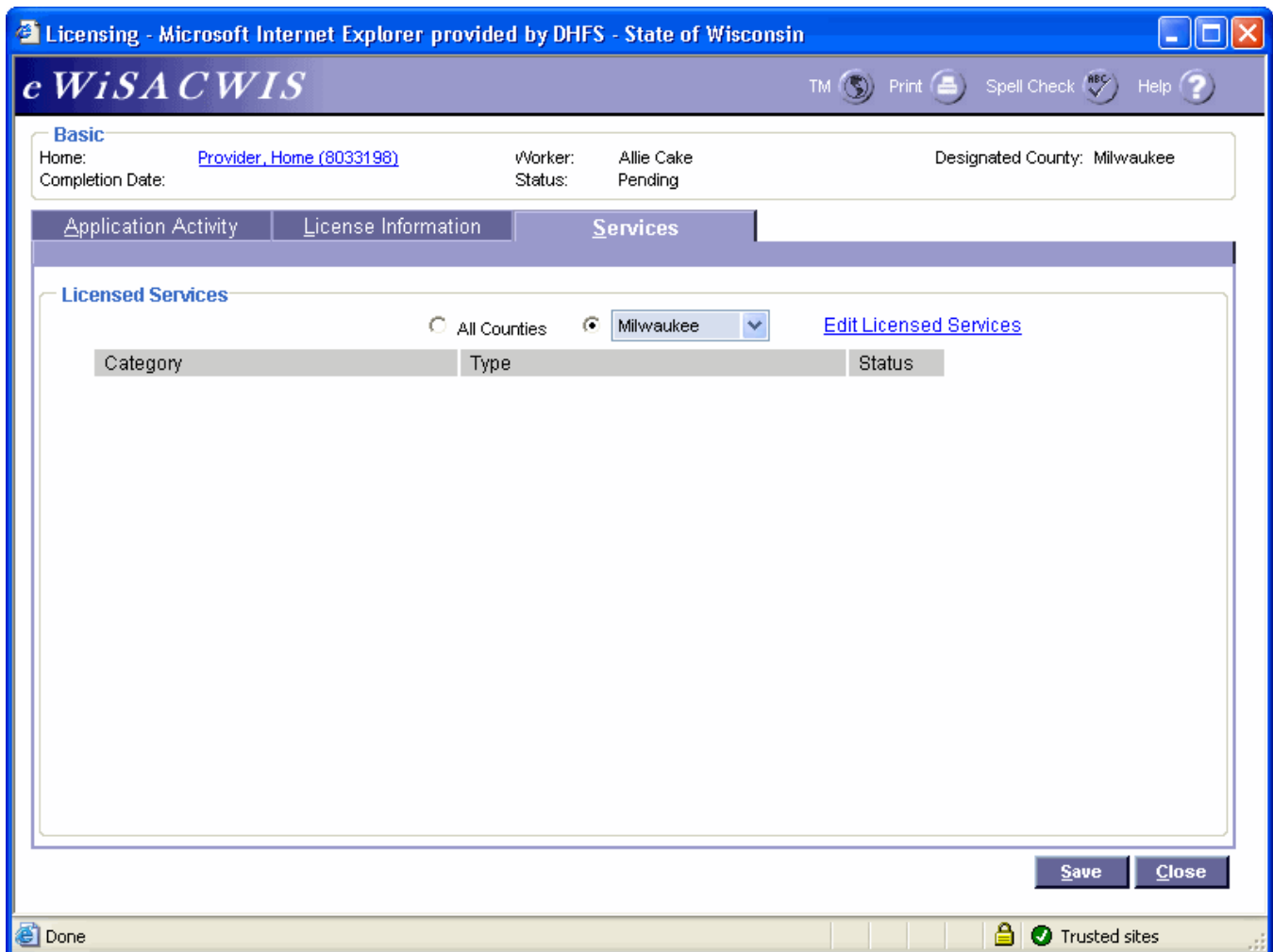
Options: [Dropdown] [Go] [Save] [Close]

Done Trusted sites

8. The Services tab contains the Licensed Services group box which displays the service types that this license will authorize, including the name of the county with which each service is associated. You can view the capacity allocated to each licensed service type. Any updates to these capacities occur on the Edit Licensed Services page. The Edit Licensed Services hyperlink (enabled for designated county workers when the county specific radio button is selected in the Licensed Services group box) launches the Edit Licensed Services page.

The Licensed Services group box shows licensed services for the Home Provider in two formats:

- By selecting the county specific radio button, you will only see licensed services for the selected county. The County column is not visible in the Licensed Services group box. In this view, the Edit Licensed Services hyperlink is available and located to the right of the county specific drop-down. When selecting this hyperlink, the Edit Licensed Services page opens and allows you to update licensed services.
- When selecting the All Counties radio button, services associated with the provider from every county. The County column heading is visible for licensed services.



9. To add a Service Category and Type, select the Edit Licensed Services hyperlink. Select the checkbox next to the service(s) you wish to add.

Note: Services will remain 'Inactive' until the license is approved. Once approved, the status will switch to 'Active.'

Service Rates can be added from the Options drop-down. Service Rates can only be entered by those with the proper security.

Click Save and Close.

Provider Name: Provider, Home(8033198) Total License Bed Capacity: 4 License Type: Foster Care - DCF 56 County: Milwaukee

Category	Type	Status	Select Service
<input checked="" type="radio"/> Foster Care	Foster Home (0-4 years old)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (5-11 years old)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (12-14 years old)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (15+ years old)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (Non-Paid)	Inactive	<input type="checkbox"/>

Options: [] [Go] [Save] [Close]

10. You will now return to the Services tab. The Service Categories and Types will be displayed. The status of the Service is currently inactive. The status will become Active once the license is approved.

The screenshot shows a web browser window titled "Licensing - Windows Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the "eWISACWIS" logo and navigation links for "TM", "Print", "Spell Check", and "Help". Below the header, a "Basic" information section displays: "Home: [Provider, Home \(8033198\)](#)", "Worker: Allie Cake", "Status: Pending", and "Designated County: Milwaukee".

The main content area has three tabs: "Application Activity", "License Information", and "Services" (which is selected). Under the "Services" tab, there is a section titled "Licensed Services". It includes radio buttons for "All Counties" and "Milwaukee" (selected), and a link for "Edit Licensed Services".

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (0-4 years old)	In Active
<input type="radio"/> Foster Care	Foster Home (5-11 years old)	In Active
<input type="radio"/> Foster Care	Foster Home (12-14 years old)	In Active
<input type="radio"/> Foster Care	Foster Home (15+ years old)	In Active

At the bottom of the page, there is an "Options:" dropdown menu with a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the very bottom shows "Done", "Trusted sites", and a zoom level of "100%".

11. If the Exceptions/Waivers Required radio button was selected on the License Information tab, the Exceptions/Waivers tab will appear. In the Exceptions/Waivers group box, click the Insert button. This will open the Exception/Waiver Request page.



12. The radio button will default to Licensing Agency Exception/Waiver. If the request is a DCF exception or waiver, select the DCF Exception/Waiver radio button.

Exception/Waiver Request -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Exception/Waiver

Licensing Agency Exception/Waiver DCF Exception/Waiver

Licensing Code: [Dropdown] [Code Citation](#)

Licensing Sub Code: [Dropdown]

Description:

Start Date: 00/00/0000

End Date: 00/00/0000

Licensing Worker Narrative (include rationale for exception/waiver request): [Text Area]

▶ Licensing Agency Decision

▶ DCF Decision

Save Close

13. Select the appropriate Licensing Code and Licensing Sub Code. When the Licensing Sub Code is selected, the Description will appear. To see the Licensing Code and Licensing Sub Code, click on the Code Citation hyperlink to view the Wisconsin Administrative Code.

Enter the Start Date and End Date for the exception or waiver. Enter text in the Licensing Worker Narrative text box.

Click Save and Close. This will return you to the Licensing page.

Exception/Waiver Request -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Exception/Waiver

Licensing Agency Exception/Waiver DCF Exception/Waiver

Licensing Code: 56.04 Applying for a license [Code Citation](#)

Licensing Sub Code: 56.04(4)(a)(3) DOCUMENTS REQUIRED PRIOR TO LICENSING.

Description: (a) Initial license. Before an applicant for an initial license may be issued a license, the applicant shall submit the following to the licensing agency: 3. A written statement from a physician, physician assistant, or nurse practitioner that indicates any physical or mental conditions of the applicant or any household members that would affect the ability of the family to provide care for a foster child or threaten the health or safety of a foster child. The statement shall be based upon a medical examination performed within the previous 6 months, except as provided in subd. 4.

Start Date: 01/05/2010

End Date: 01/04/2012

Licensing Worker Narrative (include rationale for exception/waiver request): Licensing Worker text here...

Licensing Agency Decision

Licensing Agency Supervisor Narrative:

Licensing Agency Decision: Pending Decision Date: 00/00/0000

DCF Decision

Save Close

14. The Exceptions/Waiver tab will display the exception or waiver.

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

Application Activity | License Information | Services | **Exceptions/Waivers**

Exceptions/Waivers

Exception/Waiver	Start Date	End Date	Mod Start Date	Mod End Date	Decision	
56.04 Applying for a license	01/05/2010	01/04/2012			Pending	Delete

Requests

Send to Exception Panel Date Sent: Additional Exceptions/Waivers Requested Date:

Send to Licensing Worker Date Sent:

Options:

15. Click the Insert button to document additional exceptions and waivers.

The screenshot shows a web browser window titled "Exception/Waiver Request -- Webpage Dialog" with the eWiSACWIS logo. The form is divided into two main sections: "Licensing Agency Exception/Waiver" (unselected) and "DCF Exception/Waiver" (selected). The "Licensing Agency" section includes fields for "Licensing Code" (56.04 Applying for a license), "Licensing Sub Code" (56.04(1)(a) WHO MUST APPLY), "Description" (Any person proposing to provide foster care for children shall apply to a licensing agency for a foster home license), "Start Date" (01/05/2010), "End Date" (01/04/2012), and a "Licensing Worker Narrative" text area. The "Licensing Agency Decision" section has a "Licensing Agency Supervisor Narrative" text area, a "Licensing Agency Decision" dropdown (Pending), and a "Decision Date" field (00/00/0000). The "DCF Decision" section includes "Modified Start Date" (00/00/0000), "Modified End Date" (00/00/0000), an "Exception Panel Chairperson Narrative" text area, and an "Exception Panel Decision" dropdown (Pending) with a "Decision Date" field (00/00/0000). The form concludes with "Save" and "Close" buttons.

Exception/Waiver

Licensing Agency Exception/Waiver DCF Exception/Waiver

Licensing Code: 56.04 Applying for a license [Code Citation](#)

Licensing Sub Code: 56.04(1)(a) WHO MUST APPLY.

Description: Any person proposing to provide foster care for children shall apply to a licensing agency for a foster home license.

Start Date: 01/05/2010

End Date: 01/04/2012

Licensing Worker Narrative (include rationale for exception/waiver request): Licensing Worker text here...

Licensing Agency Decision

Licensing Agency Supervisor Narrative:

Licensing Agency Decision: Pending Decision Date: 00/00/0000

DCF Decision

Modified Start Date: 00/00/0000

Modified End Date: 00/00/0000

Exception Panel Chairperson Narrative:

Exception Panel Decision: Pending Decision Date: 00/00/0000

Save **Close**

16. If a DCF exception/waiver is requested, the Send to Exception Panel checkbox will be enabled on the Exceptions/Waivers tab. Select the checkbox to send the DCF Exception/Waiver request to the DCF Exceptions Panel. When the checkbox is selected, the Date Sent will display with the date the checkbox was selected. This will send an e-mail to the DCF Exceptions Panel and will create an assignment to the provider record for the DCF Exceptions Panel.

Note: The Licensing Agency Decision on the Exception/Waiver Request page must first be documented for the DCF exception or waiver before the Send to Exception Panel checkbox is enabled. This process is done separate from the license approval. There is no online process for a worker to let his or her supervisor know of **DCF exceptions and waivers**.



17. The Exceptions Panel will make a decision on the requested exception or waiver. After the decision has been made, the DCF Exceptions Panel will select the Send to Licensing Worker checkbox. This will send an e-mail to the Primary Worker for the provider record.

18. Return to the License Information tab. Under Options, select Foster Home License and select Go. The license will need to be launched in order to view and/or print the license in the future.

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

Basic Information:

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

Navigation Tabs: Application Activity, **License Information**, Services, Exceptions/Waivers

Home Information:

- Licensee(s): [Provider, Home](#)
- C/O:
- Street: 234 Anniversary lane Apt:
- City: Madison State: WI Zip: 53701
- County of Residence: Dane

License Information:

- Type: Foster Care - DCF 56
- Effective From: 01/05/2010
- Effective To: 01/04/2012
- Certification: Level 2
- Exceptions/Waivers Required
- No Exceptions/Waivers Required

Additional Information:

- Total Bed Capacity: 4
- Preferred Age: 0 to 18
- Preferred Gender: Male: 4 Female: 4

Options: Foster Home License (selected) Go Save Close

Dropdown Menu:

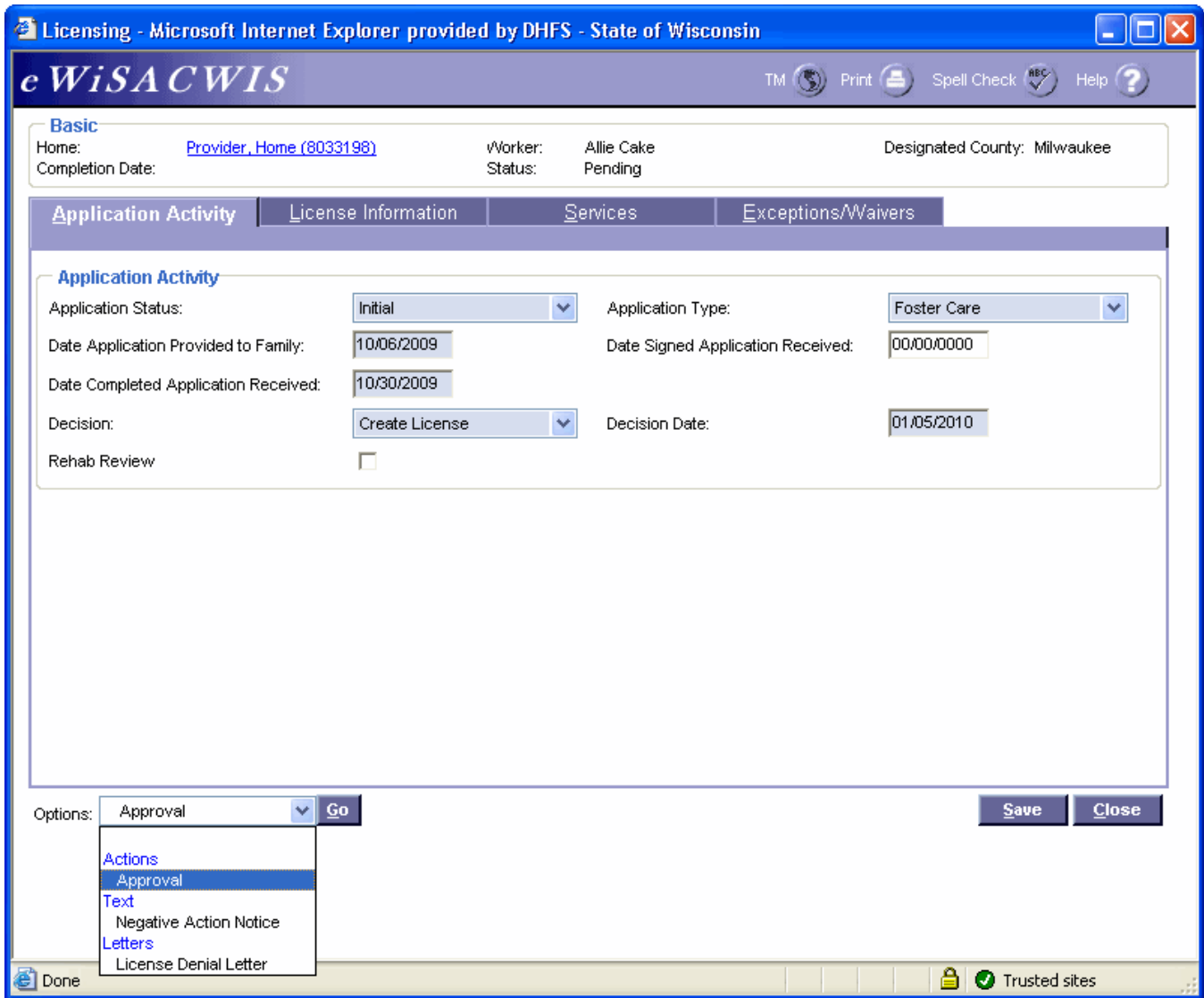
- Checklist
 - Steps Completed Checklist
- Text
 - Foster Home License
 - Foster Home Licensure Notification
- Letters
 - License Hold Notice Letter
 - Renewal Letter
 - Revocation Letter

The status bar at the bottom shows "Done" and "Trusted sites".

19. The license will pre-fill with the certification level and the provider's name and address. The license will also pre-fill with the number of children, sex of children, age ranges, license dates, and licensing agency. The second page of the license will pre-fill approved exceptions and waivers (**Note:** if the license template is accessed prior to the exceptions and waivers having a Licensing Agency/DCF Decision documented, the exceptions and waivers will pre-fill. Therefore, the license may display exceptions and waivers that are not approved). Once the license has been completed, print the license and click the Close and Return to eWiSACWIS button.



20. Once you have returned to the License Information tab, access the Foster Family Assessment. A checklist is also available to record completed items for licensing. The Foster Home Notification is also available. Finally, there are various letters including Renewal, Revocation, and License placed on Hold that can be created. Templates should be created prior to approval as they cannot be created after final approval.
21. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go.



22. Select the Approve radio button in the Approval Decision group box and click Continue.

Document Information

Provider: Provider
Type: Home Provider License
Date: 02/16/2010

Approval Decision

Approve Reroute Recall/Return Not Approve [Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

Supervisor: Richard Worker [Other](#)

Approval History

Worker Name	Status	Date	Action
Allie Cake	Initial	02/16/2010	Initial

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

23. To send the license for supervisory approval, click Save on the Licensing page. When the designated county wants to add another county's service types to a provider record, the designated county can add the service types without having to modify the provider's license. If the designated county wants to change its own service types, the designated county is required to modify the provider's license.

Note: The supervisor must first update the Decision drop-down on the Exception/Waiver Request page (for all exceptions and waivers) before the license can be approved.

24. Once the License has been Approved, go back into the Licensing page (Services tab) to verify that the Service Category and Types have been activated.

The screenshot shows a web browser window titled "Licensing - Windows Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". The "Basic" information section shows: Home: [Provider Home \(8033198\)](#), Completion Date: 02/16/2010, Worker: Allie Cake, Status: Active-Regular, and Designated County: Milwaukee. The "Services" tab is selected, showing "Licensed Services" for Milwaukee County. A table lists the following services:

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (0-4 years old)	Active
<input type="radio"/> Foster Care	Foster Home (5-11 years old)	Active
<input type="radio"/> Foster Care	Foster Home (12-14 years old)	Active
<input type="radio"/> Foster Care	Foster Home (15+ years old)	Active

At the bottom of the page, there are "Options:" and "Go" buttons, and "Save" and "Close" buttons.

25. Below is an example of how the approved license will look from the desktop.

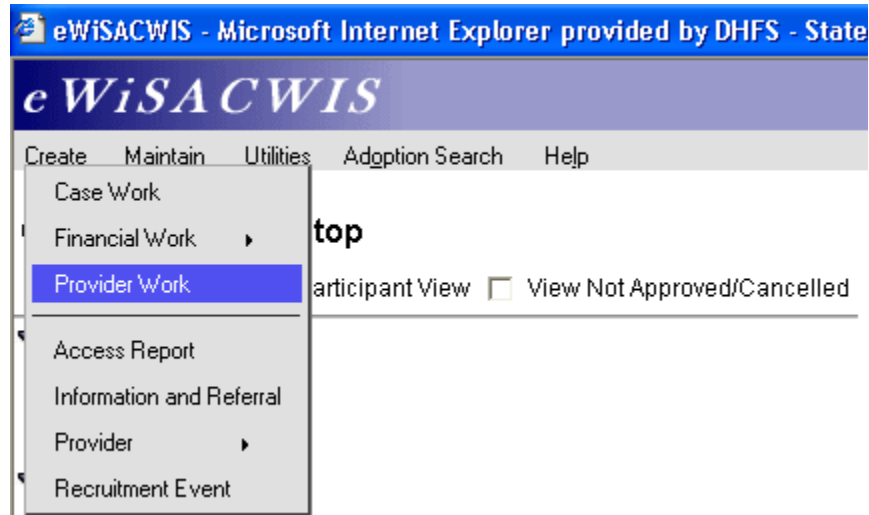
The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". Below this is a purple header with the "eWiSACWIS" logo and navigation links for "Case Work" and "Provider Work".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

The main content area is titled "Allie Cake's Desktop" and includes three checkboxes: "Date Restricted", "Participant View", and "View Not Approved/Cancelled". Below this is a list of navigation items with expandable arrows:

- Ticklers
- Cases (938)
- Providers (2)
 - [Person, Existing \(8033019\)](#) [Actions](#)
Pending Private Individual - Private Provider Cake, Allie La Crosse
 - [Provider, Home \(8033198\)](#) [Actions](#)
Foster Home 02/16/2010 Cake, Allie Milwaukee Des: Milwaukee License Status: Active-Regular
 - Assignments
 - Basic
 - Home Inquiries
 - Licenses
 - [Foster Care - DCF 56](#)
01/05/2010 01/04/2012 Active-Regular Milwaukee
 - Members
 - Parent Agency
- Workers
- Approvals
- Access Reports
- Home Inquiries

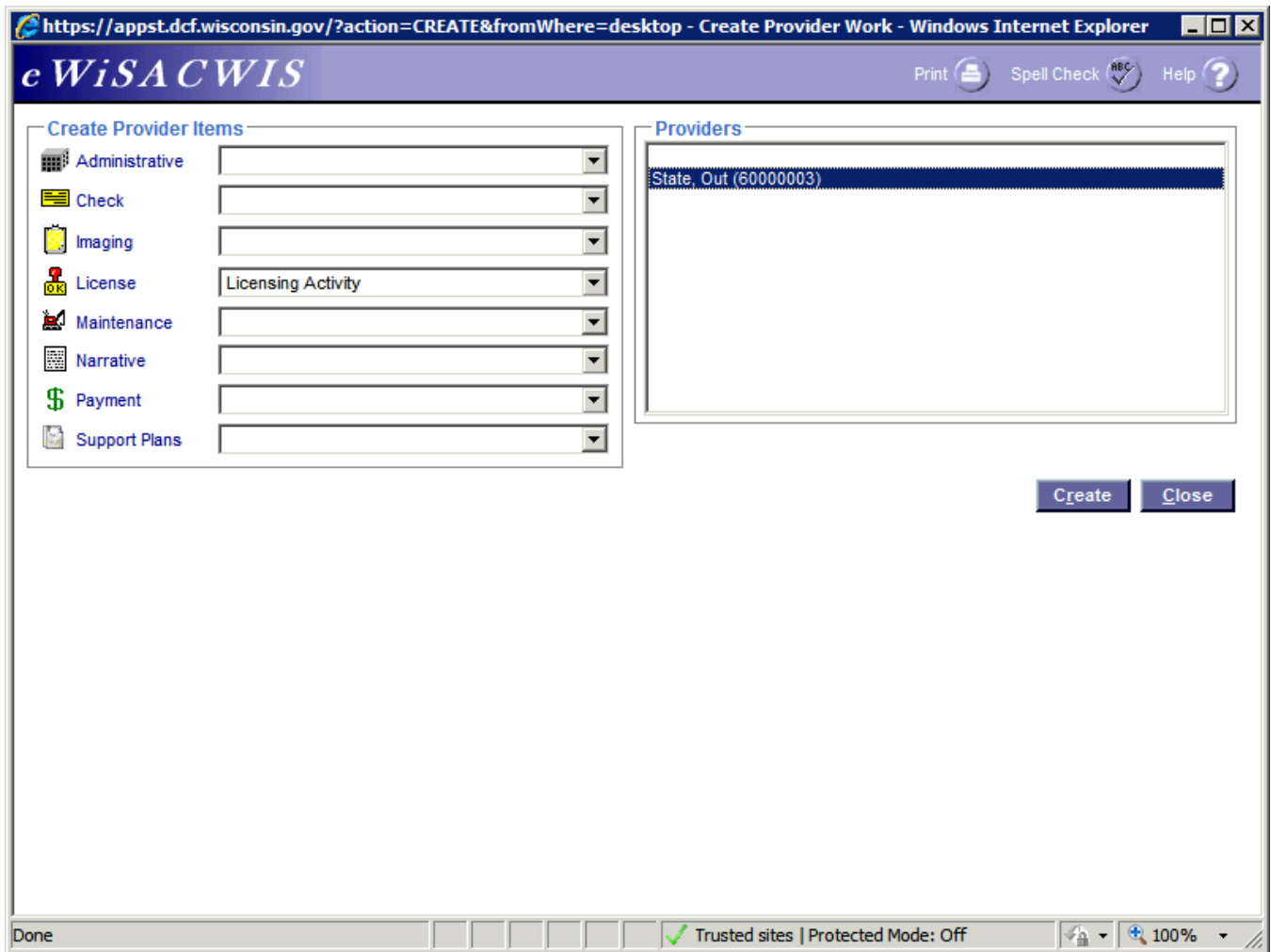
Creating a Home Provider Out of State License

1. Once there has been a screened in Home Inquiry, the Home Provider page needs to be updated. See the Quick Reference Guide on Maintaining Home Providers. Once the Home Provider page is updated, the licensing actions can begin on creating a license for the provider. Make sure the provider is listed on the desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.
2. From the desktop, click Create > Provider Work

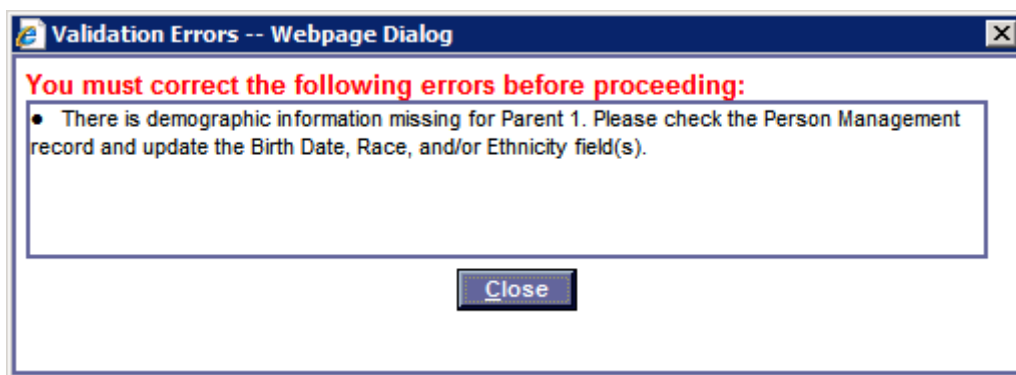


or click the Provider Work button  in the eWiSACWIS banner.

3. Select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button.



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.

https://appst.dcf.wisconsin.gov/ - Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic
Home: [State, Out \(60000003\)](#) Worker: Vonda Mason Designated County: Milwaukee
Completion Date: Status:

Application Activity

Application Activity

Application Status: [] Application Type: []
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: [] Go Save Close

Done Trusted sites | Protected Mode: Off 100%

5. Select the Application Status, Application Type as 'Out of State,' Date Application Provided to Family, and Date Completed Application Received. Then in the Decision drop-down, select Create License. The Decision Date will default to today's date, but can be updated.

6. When the Decision of Create License is selected, the License Information and Service tabs appear.

https://appst.dcf.wisconsin.gov/ - Licensing - Windows Internet Explorer

WiSACWIS TM Print Spell Check Help

Basic
Home: [State, Out \(60000003\)](#) Worker: Vonda Mason Designated County: Milwaukee
Completion Date: Status:

Application Activity | License Information | Services

Application Activity

Application Status:	Initial	Application Type:	Out of State
Date Application Provided to Family:	04/13/2011	Date Signed Application Received:	04/28/2011
Date Completed Application Received:	04/28/2011		
Decision:	Create License	Decision Date:	05/05/2011
Rehab Review	<input type="checkbox"/>		Enter a date. mmddyyyy or mm/dd/yyyy

Options: [] Go Save Close

Done Trusted sites | Protected Mode: Off 100%

- The License Information tab contains three group boxes. The Home Information group box pre-fills with demographic information from the Home Provider page. The Licensee(s) field will display Parent 1, Parent 2, and any member identified as Licensee. Clicking on the hyperlink opens the Person Management page for the associated Parent 1, Parent 2, or Licensee.

The License Information group box contains the specifics for the foster home license. Enter the Effective From and Effective To dates.

The Additional Information group box pre-fills the age, gender, and capacity specifics for the provider from the Home Provider page.

The screenshot shows the eWiSACWIS web application interface. The browser address bar displays "https://appst.dcf.wisconsin.gov/ - Licensing - Windows Internet Explorer". The application header includes the logo "eWiSACWIS" and navigation links for "TM", "Print", "Spell Check", and "Help".

The main content area is divided into several sections:

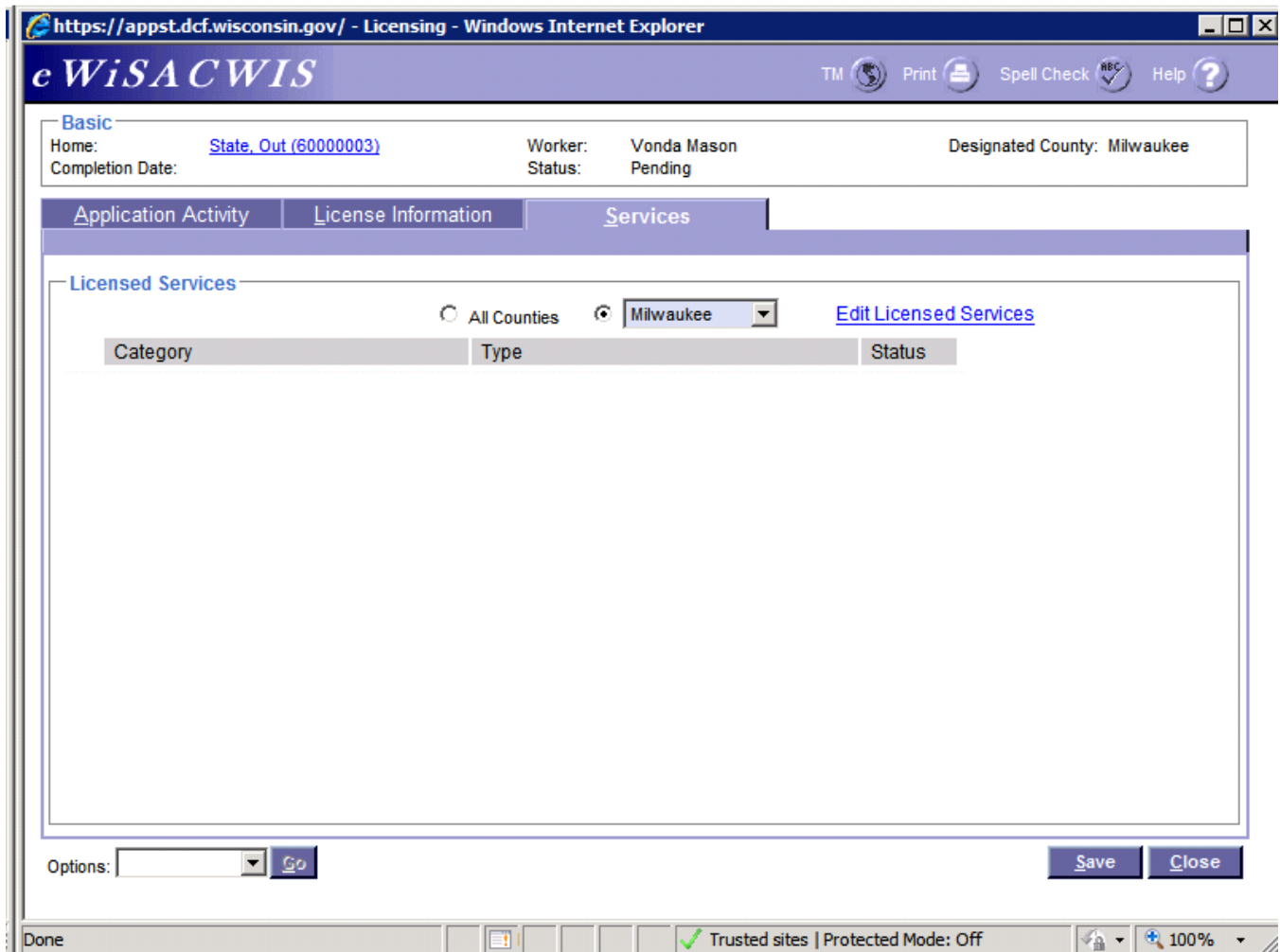
- Basic:** Home: [State, Out \(60000003\)](#); Worker: Vonda Mason; Designated County: Milwaukee; Completion Date: (blank); Status: (blank).
- Application Activity | License Information | Services:** The "License Information" tab is selected.
- Home Information:** Licensee(s): [State, Out](#); C/O: (blank); Street: 1431 Circadia Lane; City: Oakland; State: CA; Apt: 725; Zip: 94703; County of Residence: Out Of State.
- License Information:** Type: Out of State; Effective From: 05/06/2011; Effective To: 05/05/2013; Certification: Out of State; Exceptions/Waivers Required: Exceptions/Waivers Required, No Exceptions/Waivers Required.
- Additional Information:** Total Bed Capacity: 2; Preferred Age: 2 to 18; Preferred Gender: Male: 2, Female: 2.

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Trusted sites", "Protected Mode: Off", and a zoom level of "100%".

8. The Services tab contains the Licensed Services group box which displays the service types that this license will authorize, including the name of the county with which each service is associated. You can view the capacity allocated to each licensed service type. Any updates to these capacities occur on the Edit Licensed Services page. The Edit Licensed Services hyperlink (enabled for designated county workers when the county specific radio button is selected in the Licensed Services group box) launches the Edit Licensed Services page.

The Licensed Services group box shows licensed services for the Home Provider in two formats:

- By selecting the county specific radio button, you will only see licensed services for the county. The County column is not visible in the Licensed Services group box. In this view, the Edit Licensed Services hyperlink is available and located to the right of the county specific drop-down. When selecting this hyperlink, the Edit Licensed Services page opens and allows you to update licensed services.
- When selecting the All Counties radio button, services associated with the provider from every county. The County column heading is visible for licensed services.



9. To add a Service Category and Type, select the Edit Licensed Services hyperlink. Select the checkbox next to the service(s) you wish to add. Services will remain 'Inactive' until the license is approved. Once approved, the status will switch to 'Active.'

Click Save and Close.

Provider Name: State, Out(60000003) Total License Bed Capacity: 2 License Type: Out of State County: Milwaukee

Category	Type	Status	Select Service
<input checked="" type="checkbox"/> Foster Care	Foster Home (Out-of-State)	Inactive	<input checked="" type="checkbox"/>

Options:

10. You will now return to the Services tab. The Service Categories and Types will be displayed. The status of the Service is currently inactive. The status will become Active once the license is approved.

The screenshot shows a web browser window with the URL <https://appst.dcf.wisconsin.gov/> and the title "Licensing - Windows Internet Explorer". The application header is "eWiSACWIS" and includes navigation icons for Print, Spell Check, and Help.

The "Basic" section contains the following information:

- Home: [State_Out \(60000003\)](#)
- Worker: Vonda Mason
- Completion Date:
- Status: Pending
- Designated County: Milwaukee

The "Services" tab is selected, showing a "Licensed Services" section. It includes a filter for "All Counties" and "Milwaukee" (selected), and an "Edit Licensed Services" link.

Category	Type	Status
<input checked="" type="checkbox"/> Foster Care	Foster Home (Out-of-State)	In Active

At the bottom of the page, there are "Options:" and "Save" and "Close" buttons. The browser status bar shows "Done", "Trusted sites | Protected Mode: Off", and "100%" zoom.

11. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go.

The screenshot shows a web browser window with the URL <https://appst.dcf.wisconsin.gov/> and the title "Licensing - Windows Internet Explorer". The application header is "eWiSACWIS" with navigation icons for TM, Print, Spell Check, and Help.

Basic

Home: [State, Out \(60000003\)](#) Worker: Vonda Mason Designated County: Milwaukee
Completion Date: Status: Pending

Application Activity | License Information | Services

Application Activity

Application Status:	Initial	Application Type:	Out of State
Date Application Provided to Family:	04/13/2011	Date Signed Application Received:	04/28/2011
Date Completed Application Received:	04/28/2011		
Decision:	Create License	Decision Date:	05/05/2011
Rehab Review	<input type="checkbox"/>		

Options: [Dropdown]

- Actions
- Approval
- Text
- Negative Action Notice
- Letters
- License Denial Letter

Done Trusted sites | Protected Mode: Off 100%

12. Select the Approve radio button in the Approval Decision group box and click Continue.

Document Information

Provider: State
Type: Home Provider License
Date: 05/13/2011

Approval Decision

Approve Reroute Recall/Return Not Approve [Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

Supervisor: Richard Worker [Other](#)

Approval History

Worker Name	Status	Date	Action
Vonda Mason	Initial	05/13/2011	Initial

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

13. To send the license for supervisory approval, click Save on the Licensing page. When the designated county adds another county's service types to a provider record, the designated county can add the service types without having to modify the provider's license. If the designated county wants to change its own service types, the designated county is required to modify the provider's license.

14. Once the License has been Approved, go back into the Licensing page (Services tab) to verify that the Service Category and Types have been activated.

The screenshot shows a web browser window titled "https://appst.dcf.wisconsin.gov/ - Licensing - Windows Internet Explorer". The page header includes the "WisACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. Below the header, there is a "Basic" section with the following information:

- Home: [State, Out \(60000003\)](#)
- Worker: Vonda Mason
- Completion Date: 05/13/2011
- Status: Active-Regular
- Designated County: Milwaukee

The "Services" tab is selected, and the "Licensed Services" section is displayed. It includes a radio button for "All Counties" and a selected radio button for "Milwaukee" (indicated by a dot in a circle). A dropdown menu is set to "Milwaukee", and there is a link for "Edit Licensed Services".

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (Out-of-State)	Active

At the bottom of the page, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Trusted sites", "Protected Mode: Off", and a zoom level of "100%".

15. Below is an example of how the approved license will look from the desktop.

The screenshot displays the eWISACWIS desktop interface. At the top, there is a navigation bar with the logo 'eWISACWIS' and several utility icons: Case Work, Provider Work, Search, Refresh, Print, Help, and Logout. Below this is a secondary menu with 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. The main content area is titled 'Vonda Mason's Desktop' and includes a row of checkboxes for 'Date Restricted' (checked), 'Participant View', and 'View Not Approved/Cancelled'. A tree view on the left shows categories like 'Ticklers', 'Cases (0)', and 'Providers (1)'. Under 'Providers (1)', a specific provider is listed: 'State, Out (60000003) Actions'. Below this, details for 'Foster Home' are shown, including dates (05/13/2011), name (Mason, Vonda), status (Out Of State), and location (Des: Milwaukee). A sub-menu for 'Assignments' is expanded, showing 'Basic', 'Home Inquiries', 'Licenses', and 'Out of State'. The 'Out of State' entry is further detailed with dates (05/06/2011, 05/05/2013), status (Active-Regular), and location (Milwaukee). Other menu items include 'Members', 'Parent Agency', 'Approvals', 'Access Reports', and 'Home Inquiries'.

Additional Licensing Actions

1. The Additional Licensing Actions page is accessed through the Options drop-down on the License Information tab of the Licensing page and allows for the documentation of actions taken with regard to a license after it has been approved. Licenses that have been Renewed, Expired, or Closed cannot be re-activated from this page. In these instances, a new Licensing page would need to be created.

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

Basic Information:

- Home: [Provider, Home \(8033198\)](#)
- Worker: Allie Cake
- Completion Date: 02/05/2010
- Status: Active-Regular
- Designated County: Milwaukee

Navigation Tabs: Application Activity, License Information (selected), Services, Exceptions/Waivers

Home Information:

- Licensee(s): [Provider, Home](#)
- C/O: Street: 234 Anniversary lane, Apt: Madison, WI, Zip: 53701
- County of Residence: Dane

License Information:

- Type: Foster Care - DCF 56
- Effective From: 01/05/2010
- Effective To: 01/04/2012
- Certification: Level 2
- Exceptions/Waivers Required: Exceptions/Waivers Required, No Exceptions/Waivers Required

Additional Information:

- Total Bed Capacity: 4
- Preferred Age: 0 to 18
- Preferred Gender: Male: 4, Female: 4

Options: A dropdown menu is open, showing the following items:

- Actions
- Additional Licensing Actions (highlighted)
- Checklist
- Steps Completed Checklist
- Text
- Foster Home License
- Foster Home Licensure Notification
- Letters
- License Hold Notice Letter
- Renewal Letter
- Revocation Letter

Buttons for "Save" and "Close" are visible at the bottom right of the form area. The browser status bar at the bottom shows "Done" and "Trusted sites".

- The Additional Licensing Actions page will open. Select the appropriate Action. The Licensing Action Reason page will open.

Additional Licensing Actions -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Licensing Actions

Action	Effective From	Reason(s)
<input type="button" value="v"/>	00/00/0000	Reason(s)

Close
Made in Error
Modify
Place On Hold
Revoke

Options:

3. Select the appropriate reason(s) and then click Continue.

Note: only three reasons can be selected.

Licensing Action Reasons -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Licensing Action Reasons

Action:Modify

Reason

Select All That Apply

- Activate additional service types
- Additional exceptions requested
- Capacity, gender or age range changed
- Change in certification level
- Change in household composition

Continue

4. The reason(s) selected on the Licensing Action Reasons page will display.

Action	Effective From	Reason(s)
Modify	01/29/2010	Reason(s): Additional exceptions requested, Capacity, gender or age range changed

5. Since each licensing action has an effect on the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue.

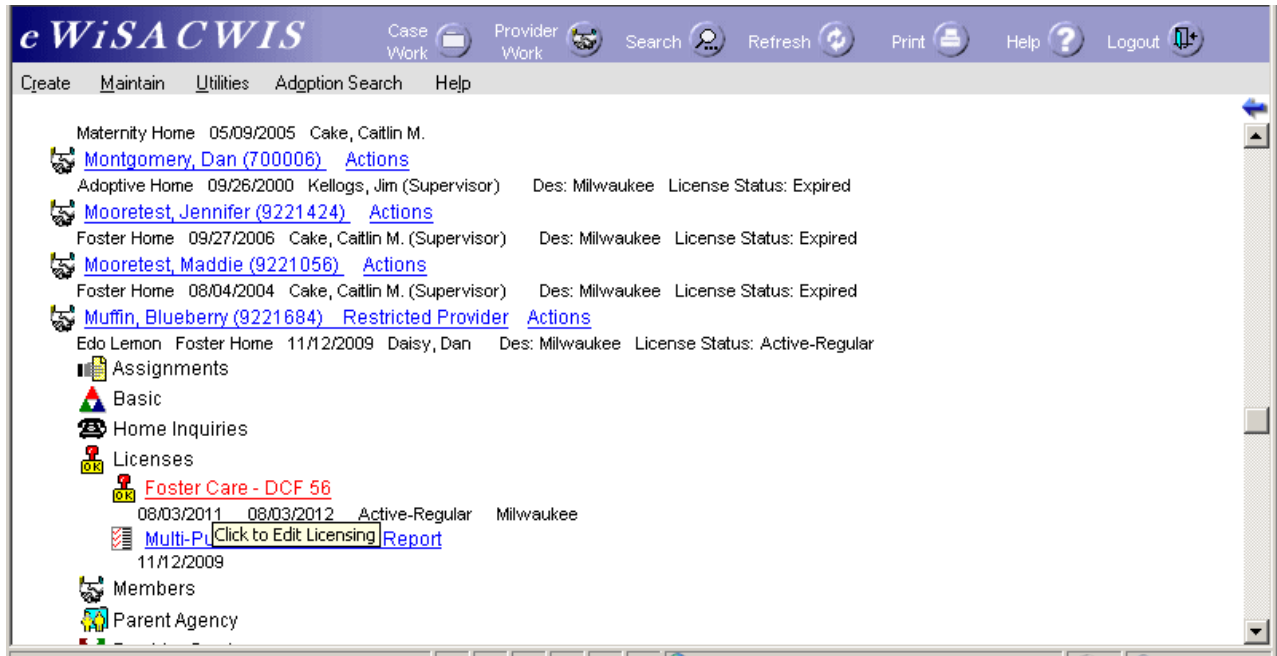
When final approval has been reached, the status field for the license is changed and ticklers affecting the license are removed if appropriate.

The Insert button is used to insert a new row in the Licensing Actions group box. There can only be one active license Action at a time, so the Insert button is available only when there are no license actions or all previous license actions have been approved.

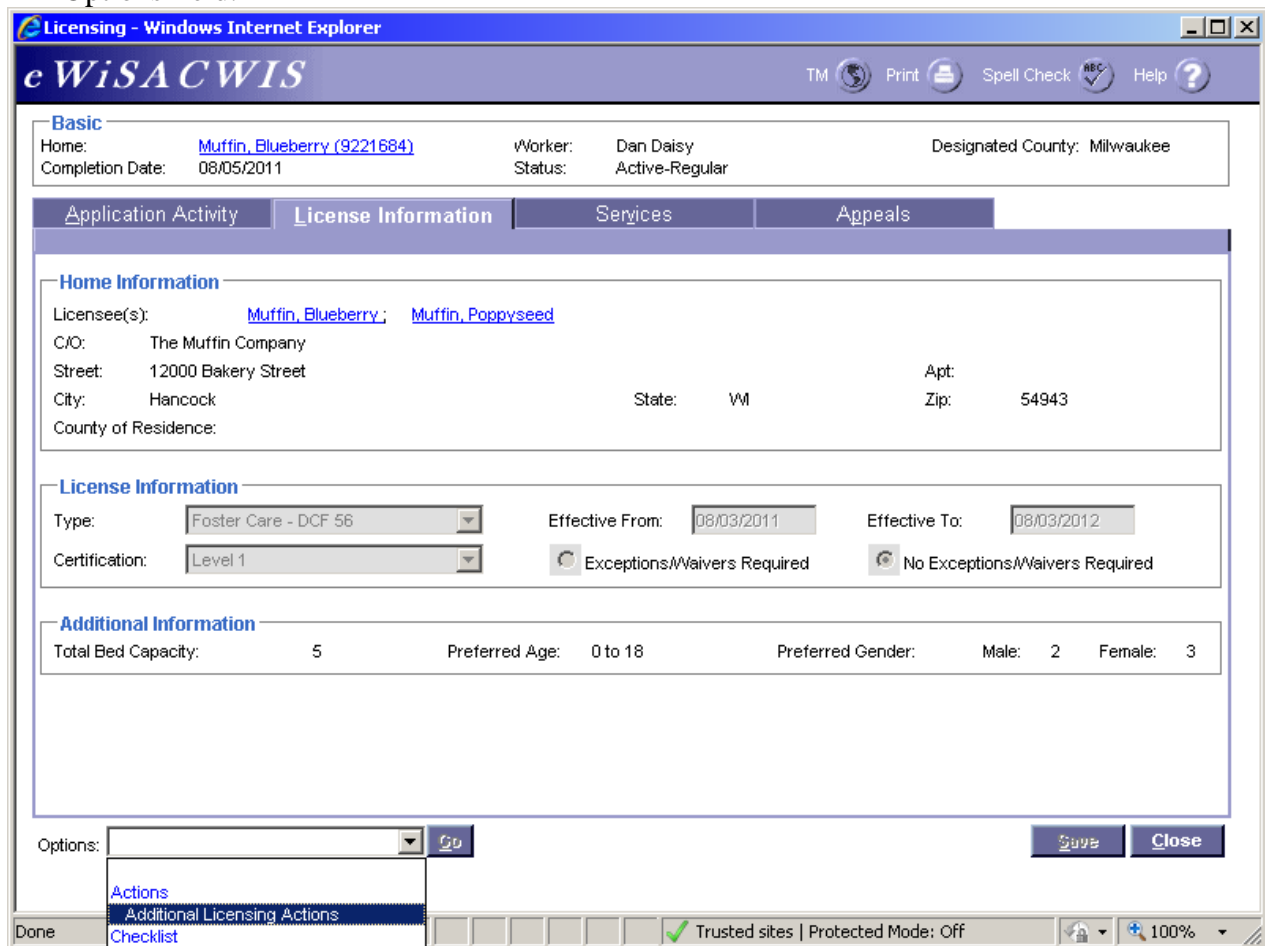
Note: When the Action of “Modify” is selected and the Additional Licensing Action is approved, a pending license is created. The pending license copies over all information from the previous license, include the original license Effective To date (end date of the license).

Revoking a license

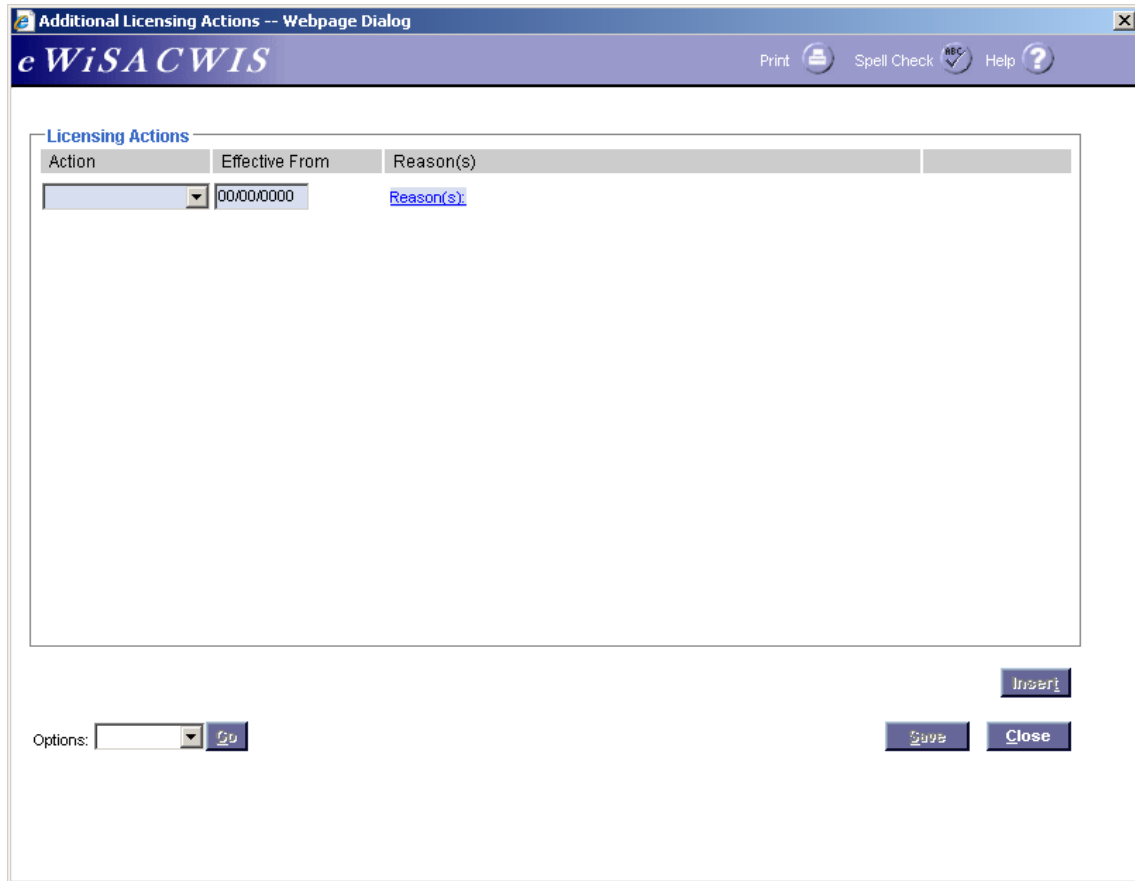
1. To revoke a license first access the Active-Regular license from the desktop.



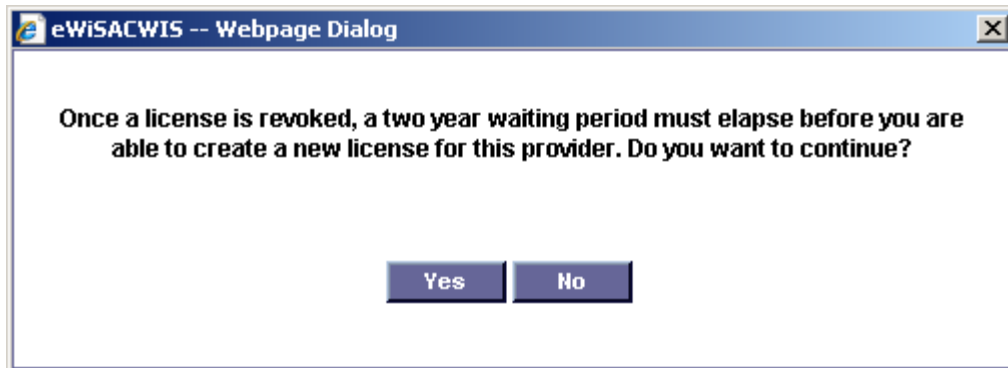
2. Click the License Information tab then launch the Additional Licensing Actions page from the Options field.



3. On the Additional Licensing Actions page, select the Action of Revoke.



4. Click Yes to the following pop-up message to access the Revocation Reasons page



5. On the Revocation Reasons page, select a Revocation Reason, a Licensing Code Citation, and Licensing Subcode Citation. Click the Insert button to add additional code citations.

Revocation Reasons -- Webpage Dialog

eWiSACWIS

Print Spell Check Help

Revocation Reasons

Revocation Reason	
Licensing Code Citation	Code Citation
Licensing Subcode Citation	
Narrative	Delete Row 1 of 1

Insert

Continue Close

6. Enter text in the Narrative field.
Note: Additional revocation reasons can be added or deleted from the Revocation Reasons page prior to the approval of the revocation action.
7. Click Continue to return to the Additional Licensing Actions page.

8. On the Additional Licensing Actions page, enter a date in the Effective From field.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Licensing Actions

Action	Effective From	Reason(s)
Revoke	09/28/2011	Reason(s) : Has protective services record

Options:

- From the Options drop-down, select Approval then click Go to launch the Approval History page.

The screenshot shows a web browser window titled "Approval History -- Webpage Dialog". The browser's address bar displays "eWiSACWIS". The page content is organized into several sections:

- Document Information:** A box containing the text: "Provider: Muffin", "Type: Additional Licensing Actions", and "Date: 09/28/2011".
- Approval Decision:** A box with four radio buttons: "Approve" (selected), "Reroute", "Recall/Return", and "Not Approve". A "Clear" link is also present.
- Supervisor Approval:** A box with the text: "You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select 'Other' to select the appropriate party." Below this text is a label "Supervisor:" followed by an empty text input field.
- Approval History:** A table with the following data:

Worker Name	Status	Date	Action
Caitlin M.Cake	Initial	09/28/2011	Initial

At the bottom right of the dialog box, there are two buttons: "Continue" and "Close".

- Click the Continue button to return to the Additional Licensing Actions page.
- Click Save and Close.

Documenting a Negative Action on a revocation

The following Licensing Subcode Citations will require the documentation of a Negative Action: 56.05(1)(a)1, 56.05(1)(a)3, 56.05(1)(f)3.a, or 56.05(1)(f)3.b. When the Save button is selected on the Additional Licensing Actions page, the Negative Action page will automatically open.

Negative Action -- Webpage Dialog

eWISACWIS Print Spell Check Help

Agency Taking Negative Action

License / Certification Type: Foster Home Action Taken: Revocation
Agency Taking Negative Action: Not yet licensed Agency Type: County
Name of Contact Person: test Title: test
Email Address: Telephone: (608)266-5400 Ext:

Parent 1

Name: Muffin, Blueberry SSN: Birthdate: 06/21/1969

Substantiated Finding of CAN Insert

Criminal Conviction Insert

Save Close

1. Document the appropriate data in the required fields. Click the Insert button in the appropriate group box: Substantiated Finding of CAN, Criminal Conviction, Misappropriate of Client's Property. If additional data is needed for Parent 1 and/or Parent 2, click the Insert button in the respective group box(es) and enter the necessary data.
2. Save and Close.
3. Continue with the approval.
4. When a Negative Action is documented, a link to the page will display beside the associated license record on the desktop.

Licenses
 [Foster Care - DCF 56](#)
08/03/2011 08/03/2012 Active-Regular [Negative Action](#) Milwaukee

Note: At any time, the Negative Action page can be accessed and updated.