

Maintaining Home Provider

Introduction

The Home Provider record relates to foster homes, adoptive homes, relative (Kinship) homes, and non-relative (unlicensed non-relatives and respite) homes. This Home Provider record provides the basis for a provider that will help staff see at a glance the most current information that the agency has about the home.

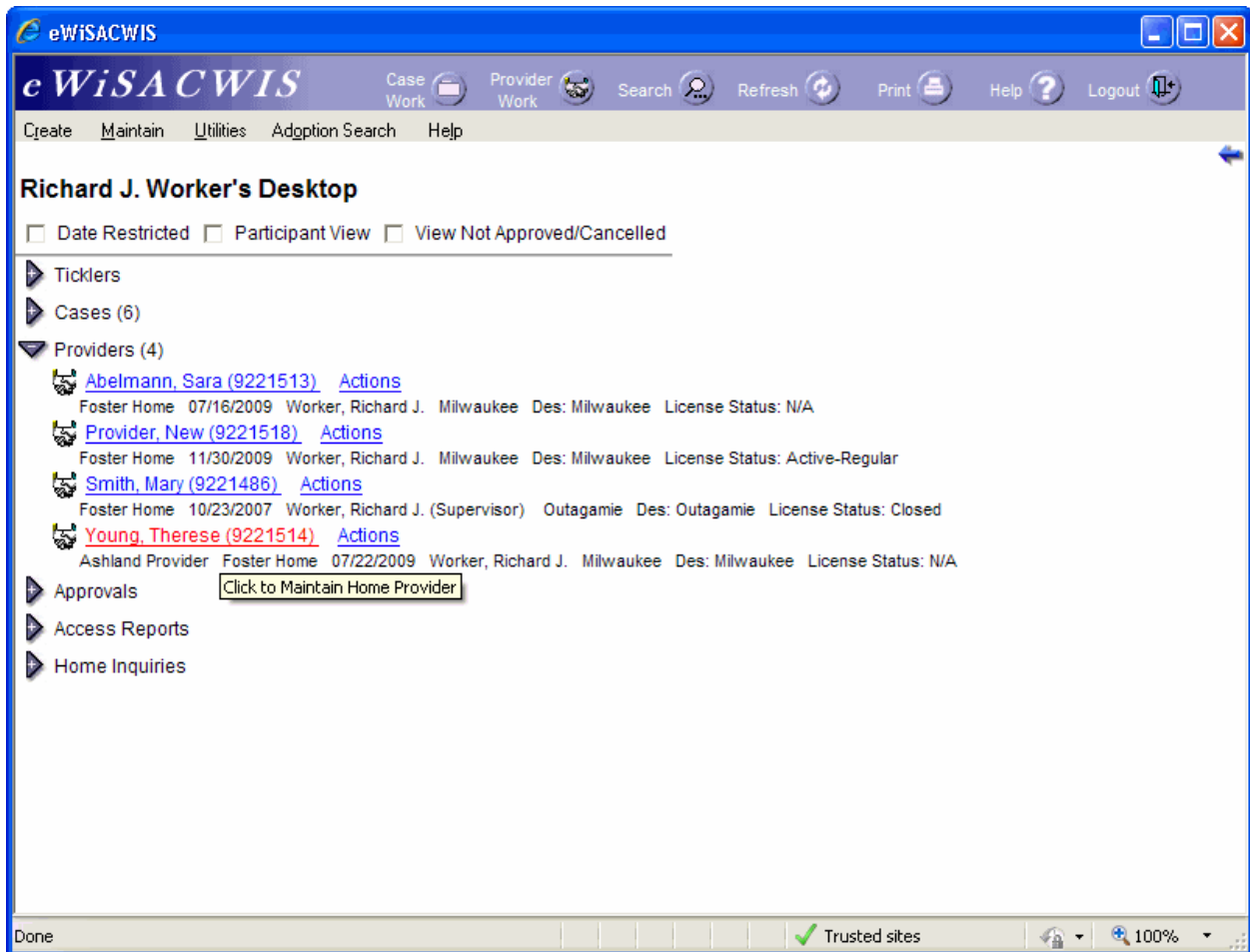
The responsibility for the management of each Home Provider that is not a Level 3, Level 4, or Level 5 Foster Home is allocated to a specific county - referred to as the Home Provider's 'Designated County.' Initially, the county of the worker/supervisor creating the provider record (i.e. screening-in the Home Inquiry), is captured as the Designated County. Thereafter, the Designated County can be changed via the Home Provider page. It can be viewed from the provider record on the Desktop and on the Home Provider page. The Designated County may differ from the Home Provider's physical county location (noted as the County of Residence).

Workers of the Home Provider's designated county manage all aspects of the Home Provider record, including licensing, addition of service types, address changes, and change of designated county. Workers from the designated county are able to select and add service category and types for other counties to Home Provider records. Although workers from other counties may have open assignments to a Home Provider record, their access to the record and ability to create work for the Home Provider is limited. The county of the worker accessing the provider record will always be screened to establish whether or not it matches the designated county.

Level 3, Level 4, and Level 5 Foster Homes are not subject to the designated county rules. These providers are created and managed by MAXIMUS and those county workers who have been granted security rights to create and maintain level 3-5 foster home providers, regardless of the worker's county or the Provider's designated county. Security is granted when the Create/Maintain FH Certification Levels 3 and 4 and/or Create/Maintain FH Certification Level 5 checkbox is checked on the worker's user group. Workers without Level 3, 4 or 5 Foster Home security have limited access to foster home providers and foster home licenses for level 3, 4, or 5 homes.

Home Provider Page

1. The Home Provider page can be accessed through the Providers expando on the Desktop by selecting the provider name hyperlink or through the Create Provider Work page by anyone who is assigned to the provider. On the Create Provider Work page, select the 'Maintain Provider' value from the Maintenance drop-down box in the Create Provider Items group box.



2. The Basic group box on the Home Provider page will pre-fill with the provider's name and provider number, Open Date, and Status. The Type and Lcns. Type are user selected drop-down values. The Lcns. Agency field is user entered. If you have the appropriate security, the Restricted Provider checkbox is enabled.
3. The first tab is the Home tab. The Home Information group box will pre-fill with demographics of the provider(s) from the Home Inquiry page.
4. In the Additional Information group box, Marital Status, Primary Language, and Designated County are user selected drop-down values. The Parent Agency field is pre-filled from the Parent Agency History page which will be explained later in this guide. If the Parent Agency is different than the provider (mostly used for Level 3, Level 4, and Level 5 Foster Homes), the Parent Agency will appear as a hyperlink. This hyperlink will open the associated Parent Agency's Private provider page. 1099, FEIN, SSN, N/A are user entered check boxes and radio buttons.
5. The Emergency Contact Information group box is user entered.

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

eWISACWIS TM Print Spell Check Help

Basic

Name: Therese Young (9221514) Open Date: 07/22/2009 Type: **Foster Home** Status: Open

Lcns. Type: **Not Licensed** Lcns. Agency: **Unknown** Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Home Information

Parent 1: Young, Therese Parent 2:

C/O: Street: 123 First Apt: City: Milwaukee State: WI Zip: 53207 County of Residence: Milwaukee 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: [Ashland Provider \(9221461\)](#)

Emergency Contact Information

Name: Phone: Ext: Name: a Phone: Ext:

County Provider ID

Options:

Done Trusted sites 100%

6. EFT is currently not available for county use.
7. The County Provider ID group box allows the county to enter its internal provider ID number by selecting Insert. The Payee Name Type defaults to Parent 1 but can be updated. Once the Payee Name Type is chosen, the Payee Name Format can be chosen. The Delete hyperlink will allow the county provider name and ID to be deleted.
8. The Electronic Funds Transfer expando is not available for county use at this time.

The screenshot shows the 'eWiSACWIS' web application interface. At the top, the browser title is 'Home Provider - Windows 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.

The main content area is divided into several sections:

- Basic:** Name: Therese Young (9221514), Open Date: 07/22/2009, Type: Foster Home, Status: Open. Lcns. Type: Not Licensed, Lcns. Agency: Unknown. There is a checkbox for 'Restricted Provider' which is unchecked.
- Home Provider Navigation:** Home, Members, Characteristics, Services, Training, License Activity, Closing History.
- Additional Information:** Marital Status: Single Female, Primary Language: English, Designated County: Milwaukee. Radio buttons for N/A, SSN, and FEIN are present. Parent Agency: Ashland Provider (9221461).
- Emergency Contact Information:** Fields for Name, Phone, and Ext. are provided.
- County Provider ID:** County: Milwaukee, Provider ID: [empty], Payee Name Type: Parent 1 (with a dropdown menu open showing options: Facility Name, Parent 1, Parent 1 and Parent 2, Parent 1 or Parent 2, Parent 2). Payee Name Format: First Name Last Name. Check Display: Therese Young. A 'Delete' link is next to the dropdown. An 'Insert' button is visible at the bottom right of the dropdown menu.
- Electronic Funds Transfer:** A checkbox labeled 'EFT' is unchecked.

At the bottom, there is an 'Options:' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

- Under the Options drop-down, you are able to maintain the Parent Agency History and Provider Repayment Method. Under Text are the Family Fact Sheet and Foster Parent Notice– Confidentiality of Records.

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

WISACWIS TM Print Spell Check Help

Basic
 Name: Therese Young (9221514) Open Date: 07/22/2009 Type: Foster Home Status: Open
 Lcns. Type: Not Licensed Lcns. Agency: Unknown Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Additional Information
 Marital Status: Single Female Primary Language: English Designated County: Milwaukee
 N/A SSN FEIN Parent Agency: [Ashland Provider \(9221461\)](#)

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

County Provider ID
 County: Milwaukee Provider ID: Payee Name Type: Parent 1 [Delete](#)
 Payee Name Format: First Name Last Name
 Check Display: Therese Young

Electronic Funds Transfer EFT

Options:

- Actions
 - Parent Agency History
 - Provider Repayment Method
- Text
 - Foster Family Support Plan Eval/Revision
 - Foster Family Support Plan
 - Adoptive Family Support Plan
 - Family Fact Sheet
 - Foster Parent Notice - Confidentiality of Records

10. Select Parent Agency History under Options and select Go. The Parent Agency History page will appear using the provider name as the Parent Agency. By selecting Insert and searching out the Parent Agency, the Parent History pop-up page will allow a worker to add or maintain the Parent Agency History. Select Continue and Close to return to Home tab of the Home Provider page.

Note: Changing a provider's Parent Agency will close all open placements with the provider as of the user entered Start Date of the Parent Agency change on the page. The Parent Agency is directly related to provider payments so the automatic closure of the placements is mandatory. It will be necessary to re-create any open placement with the provider so that the payments continue and the child's placement history is accurate.

Home Provider Information

Provider Name: Therese Young Provider ID: 9221514

Parent Agency History

Parent Agency ID	Parent Agency Name	Start Date	End Date	Date Entered
9221461	Ashland Provider	02/09/2010	00/00/0000	02/18/2010
9221514	Therese Young	07/22/2009	02/08/2010	07/22/2009

Insert

Continue Close

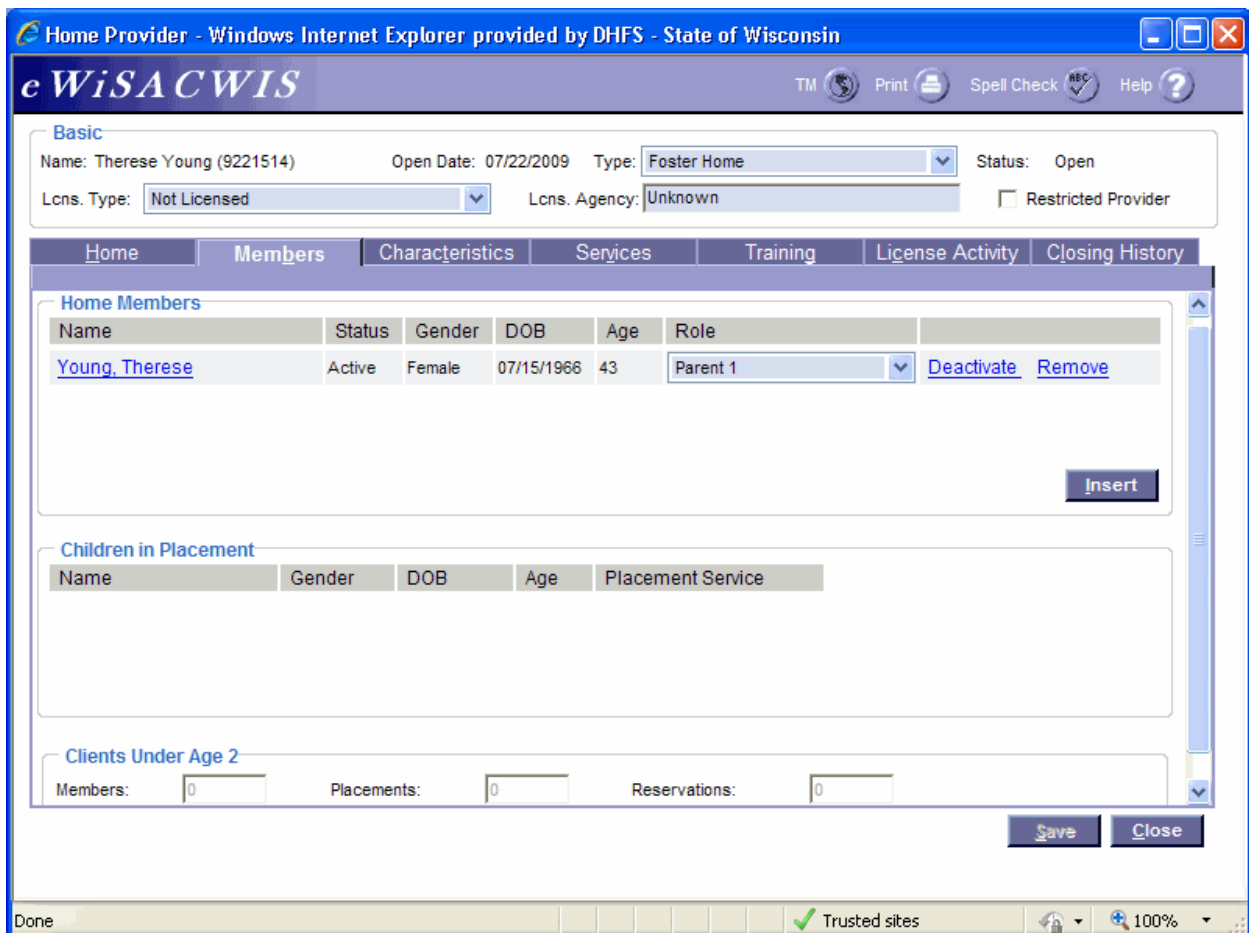
11. On the Home tab of the Home Provider page, select Provider Repayment Method from the Options drop-down and click Go. The Provider Repayment Method is used to specify the method used to recoup any overpayments made to this provider. The Provider Repayment Method pop-up page appears. The county field is the county that is collecting an overpayment. Select from one of the three options for recovering the overpayment:

- Reduce by Individual Overpayments – This option indicates that the repayment method for this provider/county is being handled at the individual overpayment level.
- Reduce by All Overpayments – designates that the total of all overpayments made to this provider in this county should be removed from the provider’s next check from this county.
- Reduce Future Payments by...designates that the amount entered in the Monthly Amount field should be removed from the provider’s next check from this county.

12. Click Save and Close to return to the Home tab of the Home Provider page.

The screenshot shows a web browser dialog box titled "Provider Repayment Method -- Web Page Dialog". The browser's address bar shows "eWISACWIS". The dialog contains a "County" dropdown menu with "Milwaukee" selected. Below it, the "Maximum Estimated Reduction Amount" is displayed as "\$0.00". A section titled "Repayment Method" contains three radio button options: "Reduce by Individual Overpayments", "Reduce by All Overpayments", and "Reduce Future Payments by...". The "Reduce Future Payments by..." option is selected, and its "Monthly Amount" is set to "\$0.00". At the bottom right, there are "Save" and "Close" buttons.

13. The Members tab displays information regarding members living in the home. This information pre-fills from Home Inquiry page. The Name is a hyperlink which if clicked on, will take you to the member's Person Management page. Select a role from the Role drop-down. The provider(s) must be identified as Parent 1 and/or Parent 2. Workers from the Designated County can Deactivate, Remove or Insert Members to the record by selecting the respective hyperlinks or Insert button– see the Quick Reference Guides on Person Management and Case Maintenance for further details.
14. The Children in Placement group box displays information about children who are currently documented in an Out of Home Placement with this provider, as well as children document in a voluntary kinship Service.
15. The Clients Under Age 2 group box documents children under the age of 2 who are members of the family, Placements, and Reservations.



16. The Characteristics tab of the Home Provider page will allow you to record information that assists the user when making placement decisions for a child. In the Family Accepts group box, you can select one or multiple Possible Values by using the CTRL key on the keyboard and selecting the Add button. This will move the selected values to the Selected Values Box. The same process is used to remove Selected Values and using the Remove button. Follow the same procedure for the Other Family Characteristics group box.

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

eWiSACWIS TM Print Spell Check Help

Basic

Name: Therese Young (9221514) Open Date: 07/22/2009 Type: Foster Home Status: Open

Lcns. Type: Not Licensed Lcns. Agency: Unknown Restricted Provider

Home Members **Characteristics** Services Training License Activity Closing History

Hold down the "Ctrl" key for multi-selection

Family Accepts

Possible Values Selected Values

- ADD/ADHD requiring medication
- Affiliated with gangs
- AIDS infection or HIV positive
- Autistic (severely withdrawn)
- Behavioral difficulties at school
- Behavioral Intensive
- Behavioral Minimal

Add x > Add All Values >> < Remove << Remove All

Other Family Characteristics

Possible Values Selected Values

- Adventist
- Advocate for Child in Treatment
- Agnostic
- Amish
- Apnea trained
- Apostolic Christian
- Bad River

Add x > Add All Values >> < Remove << Remove All

Save Close

Done Trusted sites 100%

17. The Services tab maintains current information about the specific services offered by a Home Provider.

- The Provider Preferences group box is user entered. The total of Males Preferred and Female Preferred cannot exceed the Total Bed Capacity. When the Total Bed Capacity is entered in the Provider Details group box, it will pre-fill the Males Preferred and Female Preferred fields. The Total Bed Capacity documents the number of children the provider is licensed to accept.
- In the Provider Details group box, the Capacity documents the number of children the provider is licensed to accept, and the Placements and Reservations boxes are system entered.

The screenshot displays the 'Services' tab in the eWISACWIS application. The 'Basic' section shows provider information for 'Therese Young (9221514)', including an 'Open Date' of 07/22/2009, 'Type' of 'Foster Home', and 'Status' of 'Open'. The 'Provider Preferences' section contains input fields for 'Max # of Placements Preferred' (4), 'Males Preferred' (4), 'Females Preferred' (4), and 'Age' (From: 0, To: 18). The 'Provider Details' section features a table for capacity and reservations:

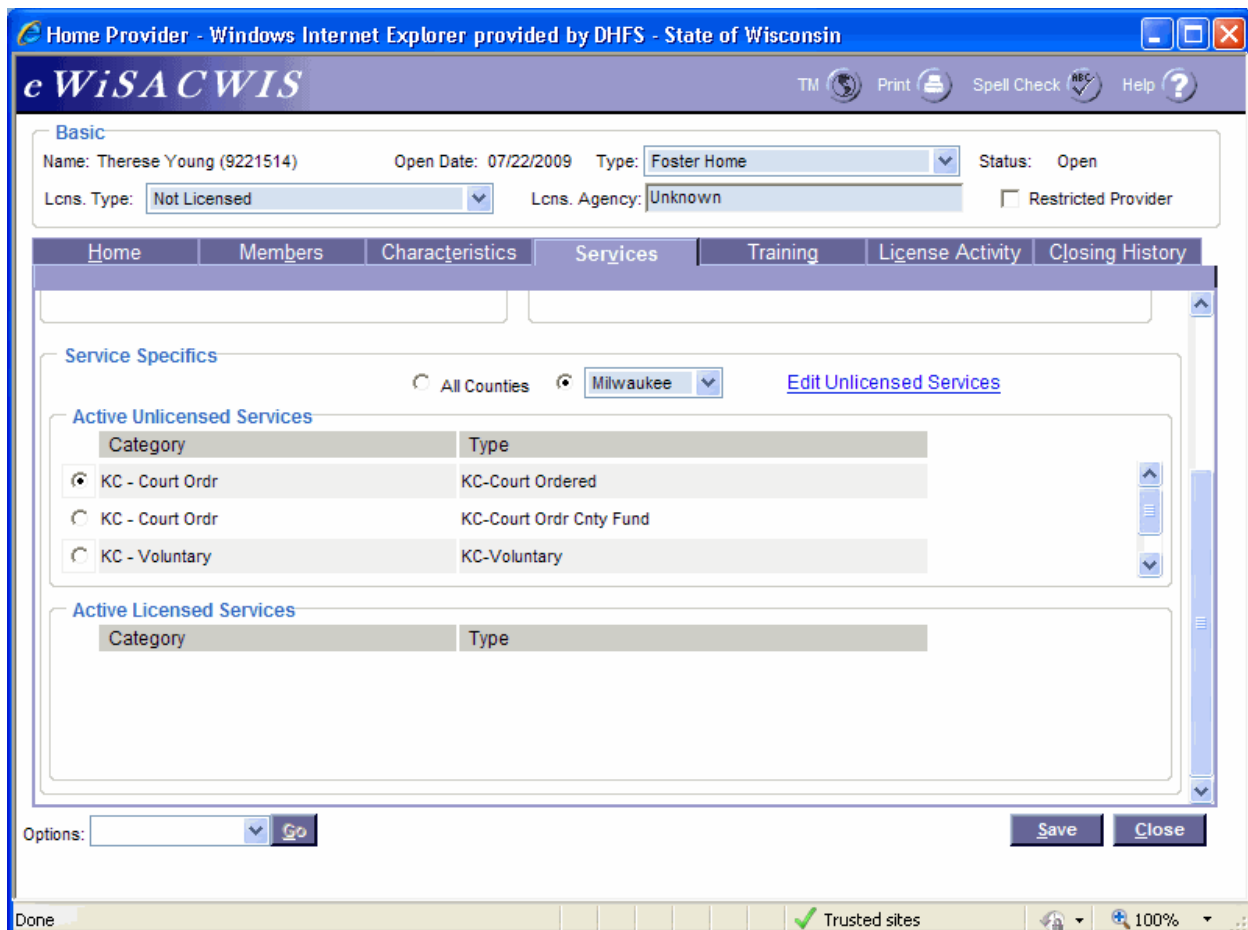
	Male	Female	Total
Capacity:	4	4	4
Placements:	0	0	0
Reservations:	0	0	0
Vacancies:	4	4	4

The 'Service Specifics' section is set to 'Milwaukee' and shows a list of 'Active Unlicensed Services' with columns for 'Category' and 'Type'. The bottom of the page includes 'Options', 'Save', and 'Close' buttons.

18. The Service Specifics group box shows active services for the Home Provider in two formats:

- By selecting the county specific radio button, the worker will only see unlicensed and licensed services for the selected county. The County column is not visible in the Service Specifics group box. In this view, the Edit Unlicensed Services hyperlink is available and located to the right of the county specific radio button. When selecting this link, the Edit Unlicensed Services page opens and allows the worker to add/update unlicensed services.
- When selecting the All Counties radio button, services associated with the provider from every county are displayed in the Service Specifics group box. The County column heading is visible for unlicensed and licensed services.

Licensed services can be viewed from the Services tab for both Designated and non-Designated counties. However, the statuses and capacities for these services cannot be updated by the worker on this tab. These updates are conducted on the Home Provider License. Only Designated County workers will be able to update licensed service information. Consequently, if workers from a non-Designated County want licensed services added/maintained, they must contact the appropriate worker from the provider's designated county. The worker from the provider's Designated County would then make the needed service changes on the license, as appropriate.



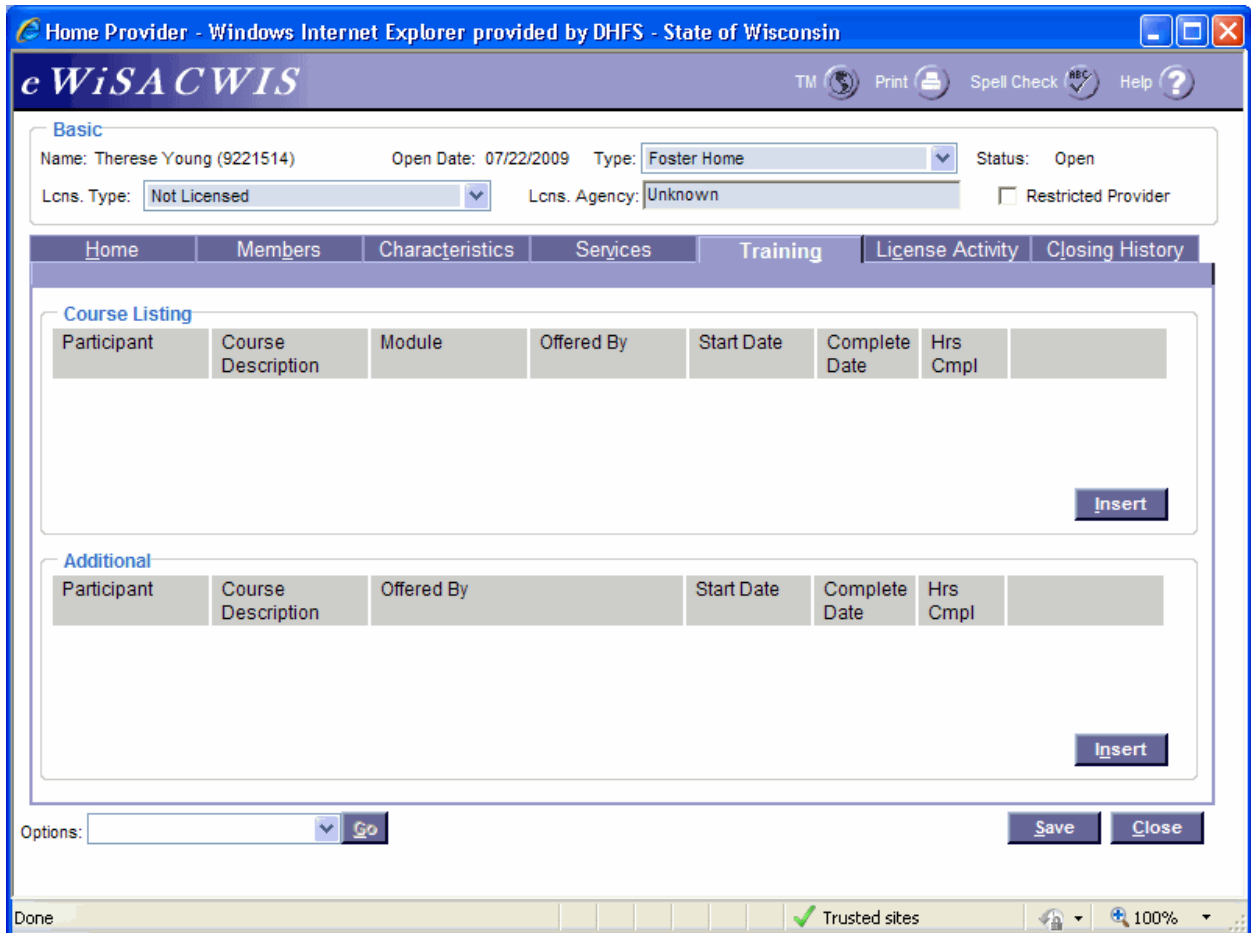
19. To add an unlicensed service, select the Edit Unlicensed Services hyperlink. The Provider Name and ID, Total Bed Capacity, and County will pre-fill. The Unlicensed Services group box contains the Category, Type and Status. Select the appropriate values from the drop-downs. Remember to change the Status to Active. The Delete hyperlink will allow the row to be deleted from the record. Click Save and Close.

Provider Name: Young, Therese (9221514) Total Bed Capacity: 4 County: Milwaukee

Category	Type	Status
Kinship - Court Ordered	Kinship Care-Court Ordered	Active
Kinship - Court Ordered	Kinship Care-Court Ordered County Funded	Active
Kinship - Voluntary	Kinship Care-Voluntary	Active
Kinship - Voluntary	Kinship Care-Voluntary Waitlist	Active
		Inactive Delete

- Adult Basic Education
- Adult Continuing Education
- Adult Degree education
- Adult Enrichment classes
- Adult vocational Training
- AODA halfway house/shelter
- AODA inpatient
- AODA outpatient
- AODA transportation
- Athletics
- Basic Health and Hygiene
- Basic Home Management
- Certified Child Care
- Child Development Knowledge
- Church Activities
- Clothing
- Correctional Facility (Non-AFCARS)
- Counseling Transportation
- Court Fees
- Day camps
- DD Day Services
- DD Out-of-Home Placement
- DD Respite care
- DD Skilled home Care
- DD Therapy - inpatient

20. Information about training classes and training history is documented using the Training tab. Designated County and Level 3, Level 4, and Level 5 Foster Home workers are able to add and maintain training classes on the provider's record. Non-Designated County and non-Level 3, Level 4, or Level 5 Foster Home workers will not be able to create or update any training record entries. The Date Complete field will determine the order in which the training courses are displayed on the Home Provider Training tab. This will aid the worker in assessing the training needs and training history of the provider. The worker can send the provider a letter regarding specific training information using the Training Letter template that is accessed from this page.



21. Clicking Insert in the Course Listing group box. This will open the Course Listing page.

22. In the Course Listing group box, clicking the Insert button will launch the Course Listing page. This page will allow the user to enter a Participant, Course Description (Adoption, Foundation, Pre-Placement, and Pre-Service), Offered By, Start Date (can be future date), Complete Date, Hours Completed, and Narrative. Select Save and Close.

Course Listing -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Course Listing

Participant:

Course Description:

Module:
Adoption
Foundation
Pre-Placement
Pre-Service

Offered By:

Start Date:

Complete Date:

Hrs Completed:

Narrative:

Save Close

23. The information will pre-fill back to the Course Listing group box on the Training tab. There are three hyperlinks that are associated with the row: Copy, Edit, and Delete. The Copy hyperlink will pop-up the Course Listing page copying over all information- allowing you to change the participant. The Edit hyperlink allows you to update information for the associated row. The Delete hyperlink allows you to remove the selected row.

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

eWISACWIS TM Print Spell Check Help

Basic

Name: Therese Young (9221514) Open Date: 07/22/2009 Type: Foster Home Status: Open

Lcns. Type: Not Licensed Lcns. Agency: Unknown Restricted Provider

Home Members Characteristics Services **Training** License Activity Closing History

Course Listing

Participant	Course Description	Module	Offered By	Start Date	Complete Date	Hrs Cmpl	
Young, Therese	Pre-Placement	Module I	agency offering training	02/03/2010		0	Copy Edit Delete

Insert

Additional

Participant	Course Description	Offered By	Start Date	Complete Date	Hrs Cmpl	

Insert

Options: Go Save Close

Done Trusted sites 100%

24. In the Additional group box on the Training tab, clicking the Insert button will launch the Additional Training page. This page will allow you to enter the Participant, Course Description, Offered By, Start Date (can be a future date), Complete Date, Hours Completed, and Narrative. Click Save and Close.

Additional Training -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Additional Training

Participant:

Course Description:

Offered By:

Start Date:

Complete Date:

Hrs Completed:

Narrative:

Save Close

25. The information will pre-fill back to the Additional group box on the Training tab. There are three hyperlinks that are associated with the row: Copy, Edit, and Delete. The Copy hyperlink will open the Course Listing page copying over all information- allowing you to change the participant and any other information. The Edit hyperlink allows you to update information for the associated row. The Delete hyperlink allows you to remove the selected row.

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

WisACWIS TM Print Spell Check Help

Basic
 Name: Therese Young (9221514) Open Date: 07/22/2009 Type: Foster Home Status: Open
 Lcns. Type: Not Licensed Lcns. Agency: Unknown Restricted Provider

Home Members Characteristics Services **Training** License Activity Closing History

Course Listing

Participant	Course Description	Module	Offered By	Start Date	Complete Date	Hrs Cmpl	
Young, Therese	Pre-Placement	Module I	agency offering training	02/03/2010		0	Copy Edit Delete

Insert

Additional

Participant	Course Description	Offered By	Start Date	Complete Date	Hrs Cmpl	
Young, Therese	Description here...	Agency here...	02/10/2010		0	Copy Edit Delete

Insert

Options:

Done Local intranet 100%

26. A Checklist and Training Information Letter can be accessed via the Options drop-down.
 Select Training Information Letter and click Go.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Home Provider - Windows 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.

The main content area is titled "Basic" and contains the following information:

- Name: Therese Young (9221514)
- Open Date: 07/22/2009
- Type: Foster Home
- Status: Open
- Lcns. Type: Not Licensed
- Lcns. Agency: Unknown
- Restricted Provider

Below this information is a navigation menu with tabs: Home, Members, Characteristics, Services, **Training**, License Activity, and Closing History.

The "Training" tab is active, showing two sections:

- Course Listing:** A table with columns: Participant, Course Description, Module, Offered By, Start Date, Complete Date, Hrs Cmpl. One row is visible for "Young, Therese" with "Pre-Placement" course, "Module I", "agency offering training", and "02/03/2010" start date. An "Insert" button is at the bottom right.
- Additional:** A table with columns: Participant, Course Description, Offered By, Start Date, Complete Date, Hrs Cmpl. One row is visible for "Young, Therese" with "Description here..." and "Agency here...". An "Insert" button is at the bottom right.

At the bottom left, there is an "Options:" dropdown menu with a "Go" button. The dropdown is open, showing the following items:

- Checklist
- Provider Training Checklist
- Text
- Training Information Letter

At the bottom right, there are "Save" and "Close" buttons.

27. This will launch the Training Information Letter page. Select the appropriate recipient and click the Insert button. Click on the Edit hyperlink to launch the template. Click Close and Return to eWiSACWIS. To create a letter for additional recipients, select the recipient from the Recipient drop-down, click Insert, and click the Edit hyperlink. Click Save and Close.

Home Provider

Provider Name: Young, Therese
Document: Training Information Letter
Recipient: Young, Therese

Training History

Recipient	Date Created	Sent		
Young, Therese	02/19/2010	<input type="checkbox"/>	Edit	Delete

[Insert](#)

[Save](#) [Close](#)

28. The next tab is the License Activity tab. This tab provides a quick view of any applications and licenses the provider is associated with. The Application Activity group box will display any applications the provider had that were denied or withdrawn. This group box will also display any pending applications. Clicking on the hyperlink in the Decision column (Withdrawn in the example below) will open the Licensing page. You can also click on each of the column headings (Application Status, Application Type, etc.) to sort the display.
29. The License Activity group box displays all licenses the provider has been issued. Clicking on the License Type – Certification Level hyperlink will open the Licensing page. You can also click on the column headings to sort the display.

The screenshot shows the eWISACWIS web application interface. At the top, the browser title is "Home Provider - Windows 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. Below the header, there is a "Basic" section with the following information:

- Name: Therese Young (9221514)
- Open Date: 07/22/2009
- Type: Foster Home
- Status: Open
- Lcns. Type: Licensed by State of WI
- Lcns. Agency: State of Wisconsin
- Restricted Provider

Below this information is a navigation menu with tabs: Home, Members, Characteristics, Services, Training, License Activity (selected), and Closing History. The "License Activity" tab is active, displaying two sections:

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Initial	Foster Care	01/05/2009	01/23/2009	Withdrawn	02/09/2009

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
02/05/2010	02/04/2012	Foster Care - DCF 56 - Level 2	Active-Regular	Milwaukee

At the bottom right of the application area, there are "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Local intranet", and a zoom level of 100%.

30. The final tab is the Closing History tab. To close the provider record, click the Insert button in the Provider History group box. The Open Date will pre-fill based upon when the provider record was opened or reopened. The Closed Date will pre-fill when the closure has been accepted. The Reason drop-down is a user-selected field. The Completed checkbox allows the user to submit the provider for closure. If this checkbox is not checked, the provider record will remain open and the closure denial messages will not be validated. The Closed By field will pre-fill with the name of the worker who completed and saved the closure.
31. If the provider is denied closure, see the Closure Denial Messages. Once all messages have been corrected, click the Completed checkbox and click Save. Verify there are no other denial messages. If the page has become frozen, the closure was successful. If the page is enabled, view the closure denial messages and fix the errors.

