

Modifying a Provider's Foster Home License

1. Access the Active-Regular license either from your desktop or from the Home Provider page.

The screenshot shows the eWiSACWIS desktop interface. At the top, there is a navigation bar with 'Case Work' and 'Provider Work' icons. Below this is a menu with 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. The main heading is 'Richard J. Worker's Desktop'. There are three checkboxes: 'Date Restricted', 'Participant View', and 'View Not Approved/Cancelled'. A tree view on the left shows 'Providers (4)' expanded, listing 'Abelmann, Sara (9221513)'. Under her name, there are links for 'Actions', 'Assignments', 'Basic', 'Home Inquiries', 'Licenses', 'Members', and 'Parent Agency'. The 'Licenses' link is highlighted, showing a table with one entry: 'Foster Care - DCF 56' with dates '03/18/2010' and '03/17/2012', status 'Active-Regular', and location 'Milwaukee'. A 'Click to Edit Licensing' button is visible next to the license entry.

The screenshot shows the 'Home Provider -- Webpage Dialog' window. The title bar says 'Home Provider -- Webpage Dialog'. The interface includes a search bar, navigation icons (TM, Print, Spell Check, Help), and a 'Basic' section with the following details: Name: Sara Abelmann (9221513), Open Date: 07/16/2009, Type: Foster Home, Status: Open, Lcns. Type: Licensed by State of WI, Lcns. Agency: Licensing Agency, and a 'Restricted Provider' checkbox. Below this is a tabbed interface with tabs for 'Home', 'Members', 'Characteristics', 'Services', 'Training', 'License Activity', and 'Closing History'. The 'License Activity' tab is active, showing two tables. The first table, 'Application Activity', has columns for Application Status, Application Type, Date Application Provided to Family, Date Completed Application Received, Decision, and Decision Date. The second table, 'License Activity', has columns for Effective From, Effective To, License Type - Certification Level, License Status, and Designated County. The license activity table contains one row: Effective From: 03/18/2010, Effective To: 03/17/2012, License Type: Foster Care - DCF 56 - Level 2, License Status: Active-Regular, Designated County: Milwaukee. A button labeled 'Opens the Licensing Page' is located below the license activity table. At the bottom right, there are 'Save' and 'Close' buttons.

2. On the Licensing page, click on the License Information tab. Select Additional Licensing Actions from the Options drop-down and click Go.

Licensing - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check ABC Help ?

Basic
Home: [Abelmann, Sara \(9221513\)](#) Worker: Richard J. Worker Designated County: Milwaukee
Completion Date: 04/26/2010 Status: Active-Regular

Application Activity | **License Information** | **Services**

Home Information
Licensee(s): [Abelmann, Sara](#)
C/O:
Street: 123 Pendleton Dr. Apt:
City: Madison State: WI Zip: 53704
County of Residence:

License Information
Type: Foster Care - DCF 56 Effective From: 03/18/2010 Effective To: 03/17/2012
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:

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

Done Trusted sites 100%

3. On the Additional Licensing Actions page, select Modify from the Action drop-down.

Additional Licensing Actions -- Webpage 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:

4. On the Licensing Action Reasons page, select the appropriate reason(s) for modifying the license.

Note: Only three reasons can be selected.

The screenshot shows a web browser window titled "Licensing Action Reasons -- Webpage Dialog". The browser's address bar displays "eWiSACWIS". The page content includes a header "Licensing Action Reasons" and a section "Action: Modify". Below this, there is a "Reason" label and a "Select All That Apply" instruction. A list of reasons is provided, each with an unchecked checkbox:

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

A "Continue" button is located at the bottom right of the dialog box.

Here is a description for each reason:

- **Activate additional service types**- additional services need to be added for your county to your existing license. This option only needs to be chosen when services for the designated county need updating.
- **Additional exceptions requested**- exceptions are requested or no longer apply for a license.
- **Capacity, gender or age range changed**- when the number (either an increase or decrease in capacity), gender, or age of children who may receive care has changed.
- **Change in certification level**- the provider's certification level has changed (example: from Certification Level 2 to Certification Level 1).
- **Change in household composition**- a licensee (Parent 1, Parent 2, or Licensee) is added to or removed from the license, or the name of a licensee is changed.
- **Change in name**- a licensee (Parent 1, Parent 2, or Licensee) has had his or her name changed (due to marriage, divorce, etc.).

- The reason(s) selected on the Licensing Action Reasons page will display. Enter the Effective From date.

Note: The Effective From date must be prior to today's date.

Action	Effective From	Reason(s)
Modify	04/06/2010	Reason(s): Capacity, gender or age range changed

- 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 the Additional Licensing Actions page has been saved after approval, you will receive the following message. Click Yes.

You are about to approve a license action to Modify the license. This action will create a pending license record. Are you sure you want to continue?

Yes No

8. The Additional Licensing Actions page will update. Click the Close button.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Licensing Actions

Action	Effective From	Reason(s)	
Modify	04/06/2010	Reason(s): Capacity, gender or age range changed	Approval History

Options:

9. You will be returned to the Licensing page, click the Close button.

10. After you refresh your desktop, you will notice the license has now been updated to a status of Modify and a new Pending license has been created. Access the Pending license either from the Licenses icon or from the Home Provider page.

eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Case Work Provider Work

Create Maintain Utilities Adoption Search Help

Richard J. Worker's Desktop

Date Restricted Participant View View Not Approved/Cancelled

- ▶ Ticklers
- ▶ Cases (6)
- ▼ Providers (4)
 - [Abelmann, Sara \(9221513\)](#) Actions
 - Foster Home 07/16/2009 Worker, Richard J. Milwaukee Des: Milwaukee License Status: Pending
 - Assignments
 - Basic
 - Home Inquiries
 - Licenses
 - [Foster Care - DCF 56](#)
 - 04/07/2010 03/17/2012 Initial Foster Care Pending Milwaukee
 - [Foster Care - DCF](#) Click to Edit Licensing
 - 03/18/2010 04/06/2010 Modify Milwaukee
 - Members
 - Parent Agency
 - [Provider, New \(9221518\)](#) Actions
 - Foster Home 11/30/2009 Worker, Richard J. Milwaukee Des: Milwaukee License Status: Active-Regular

Home Provider -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Basic

Name: Sara Abelmann (9221513) Open Date: 07/16/2009 Type: Foster Home Status: Open

Lcns. Type: Licensed by State of WI Lcns. Agency: Licensing Agency Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Initial	Foster Care	01/14/2010	01/29/2010	Create License	03/18/2010

Opens the Licensing Page

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
03/18/2010	04/06/2010	Foster Care - DCF 56 - Level 2	Modify	Milwaukee

Save Close

11. On the Licensing page, the Application Activity tab will copy over all information from your original license. Click on the License Information tab. Since the reason for modifying this license was “Capacity, gender or age range changed,” you can update the capacity, gender or ages on the Home Provider page if you haven’t done so already. Clicking the provider’s name in the Basic group box will open the Home Provider page.

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 icons for TM, Print, Spell Check, and Help. The main content area is divided into several sections:

- Basic:** Home: [Abelmann, Sara \(9221513\)](#) (highlighted with a red arrow); Worker: Richard J. Worker; Status: Pending; Designated County: Milwaukee.
- Navigation Tabs:** Application Activity, License Information (selected), Services, Exceptions/Waivers.
- Home Information:** Licensee(s): [Abelmann, Sara](#); C/O: Street: 123 Pendleton Dr., City: Madison, State: WI, Zip: 53704.
- License Information:** Type: Foster Care - DCF 56; Effective From: 04/07/2010; Effective To: 03/17/2012; Certification: Level 2; Radio buttons for Exceptions/Waivers Required (selected) and No Exceptions/Waivers Required.
- Additional Information:** Total Bed Capacity: 4; Preferred Age: 0 to 18; Preferred Gender: Male: 4, Female: 4.

At the bottom, 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", and a zoom level of 100%.

12. After the Home Provider page has been saved and closed, you will be brought back to the Licensing page. The License Information tab will now be updated with the capacity, gender, and age changes.

The screenshot displays the eWiSACWIS web application interface within a Windows Internet Explorer browser window. The browser title bar reads "Licensing - 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:** Home: [Abelmann, Sara \(9221513\)](#); Worker: Richard J. Worker; Designated County: Milwaukee; Completion Date: [blank]; Status: Pending.
- Application Activity:** License Information (selected), Services, Exceptions/Waivers.
- Home Information:** Licensee(s): [Abelmann, Sara](#); C/O: [blank]; Street: 123 Pendleton Dr.; City: Madison; State: WI; Apt: [blank]; Zip: 53704; County of Residence: [blank].
- License Information:** Type: Foster Care - DCF 56; Effective From: 04/07/2010; Effective To: 03/17/2012; Certification: Level 2; Exceptions/Waivers Required: ; No Exceptions/Waivers Required: .
- Additional Information:** Total Bed Capacity: 2; Preferred Age: 0 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", and "100%" zoom level.

13. You will also notice on the License Information tab that the Effective To date is the end date of the original license.

14. Select either the Exceptions/Waiver Required or No Exceptions/Waiver Required radio button. If there were any exceptions or waivers documented on the original license, the exceptions/waivers will be listed on the Exceptions/Waivers tab. If there were no previous exceptions/waivers, the Exceptions/Waivers tab will be blank.

15. Click on the Services tab. All services previously documented will copy over to this tab. If additional services are needed, click on the Edit Licensed Services hyperlink.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Licensing - 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, a "Basic" information section displays: Home: [Abelmann, Sara \(9221513\)](#), Worker: Richard J. Worker, Designated County: Milwaukee, Completion Date: (blank), and Status: Pending. A tabbed interface below shows "Application Activity", "License Information", "Services" (selected), and "Exceptions/Waivers". The "Licensed Services" section features a table with columns for Category, Type, and Status. A dropdown menu is set to "Milwaukee" with an "Edit Licensed Services" link. The table lists four Foster Care services, all with a status of "Active". At the bottom, there are "Options:" and "Go" buttons, and "Save" and "Close" buttons. The browser status bar at the very bottom shows "Done", "Trusted sites", and "100%".

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

16. Click the License Information tab. Under Options, select the Foster Home License option to create the Foster Home License and click Go.

Licensing - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

TM Print Spell Check Help

Basic

Home: [Abelmann, Sara \(9221513\)](#) Worker: Richard J. Worker Designated County: Milwaukee
Completion Date: Status: Pending

Application Activity | **License Information** | Services

Home Information

Licensee(s): [Abelmann, Sara](#)
C/O:
Street: 123 Pendleton Dr. Apt:
City: Madison State: WI Zip: 53704
County of Residence:

License Information

Type: Foster Care - DCF 56 Effective From: 04/07/2010 Effective To: 03/17/2012
Certification: Level 2 Exceptions/Waivers Required No Exceptions/Waivers Required

Add

Total B Preferred Age: 0 to 18 Preferred Gender: Male: 2 Female: 2

Options: **Foster Home License**

Done Trusted sites 100%

17. Enter any additional information on the Foster Home License. When you are finished, print the license and click the Close and Return to eWISACWIS button.

The screenshot shows a Microsoft Word window titled "9227728.0.rtf - Microsoft Word". The document content is a Foster Home License form for Sara Abelmann. The form includes the following text:

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence
DCF-F-CFS0111 (R. 01/2010)

STATE OF WISCONSIN

State of Wisconsin
Department of Children and Families
Foster Home License – Certification Level 2
Be it known that
Abelmann, Sara
123 Pendleton Dr.
Madison, WI 53704

having been found to be in substantial compliance with Ch. DCF 56 of the Wisconsin Administrative Code, is licensed to conduct and maintain a foster home at the above address subject to that following provisions:

Number of children who may receive care at one time: **2**
Sex of children who may receive care: **Female: 2 Male: 2**
Age of children who may receive care: **0 to 18**
Other Provisions (specify): [REDACTED]

This license is issued in compliance with Section 48.62 (1) (a) of the Wisconsin Statutes, and shall be in effect during the period from 04/07/2010 to 03/17/2012 unless earlier revoked by the issuing agency or by the Department of Children and Families for reasonable and just cause.

Licensing Agency
Name of Issuing Agency

The form also features a watermark of the Wisconsin state seal in the background. The Microsoft Word interface shows the "Close and Return to eWISACWIS" button in the top ribbon and the status bar at the bottom.

18. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go. Select the Approve radio button in the Approval Decision group box and click Continue. Back on the Licensing page, click Save and then Close.

The screenshot shows a web browser window titled "Licensing - 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 divided into three tabs: "Application Activity", "License Information", and "Services". The "Application Activity" tab is active and displays the following information:

- Basic Information:**
 - Home: [Abelmann, Sara \(9221513\)](#)
 - Worker: Richard J. Worker
 - Completion Date: [Empty]
 - Status: Pending
 - Designated County: Milwaukee
- Application Activity Details:**
 - Application Status: Initial
 - Application Type: Foster Care
 - Date Application Provided to Family: 01/14/2010
 - Date Signed Application Received: 00/00/0000
 - Date Completed Application Received: 01/29/2010
 - Decision: Create License
 - Decision Date: 03/18/2010
 - Rehab Review:

At the bottom of the form, there is an "Options:" dropdown menu with a "Go" button. The dropdown menu is open, showing the following options: Actions, Approval (highlighted), Text, Negative Action Notice, Letters, and License Denial Letter. To the right of the dropdown are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done", "Trusted sites", and a zoom level of "100%".