

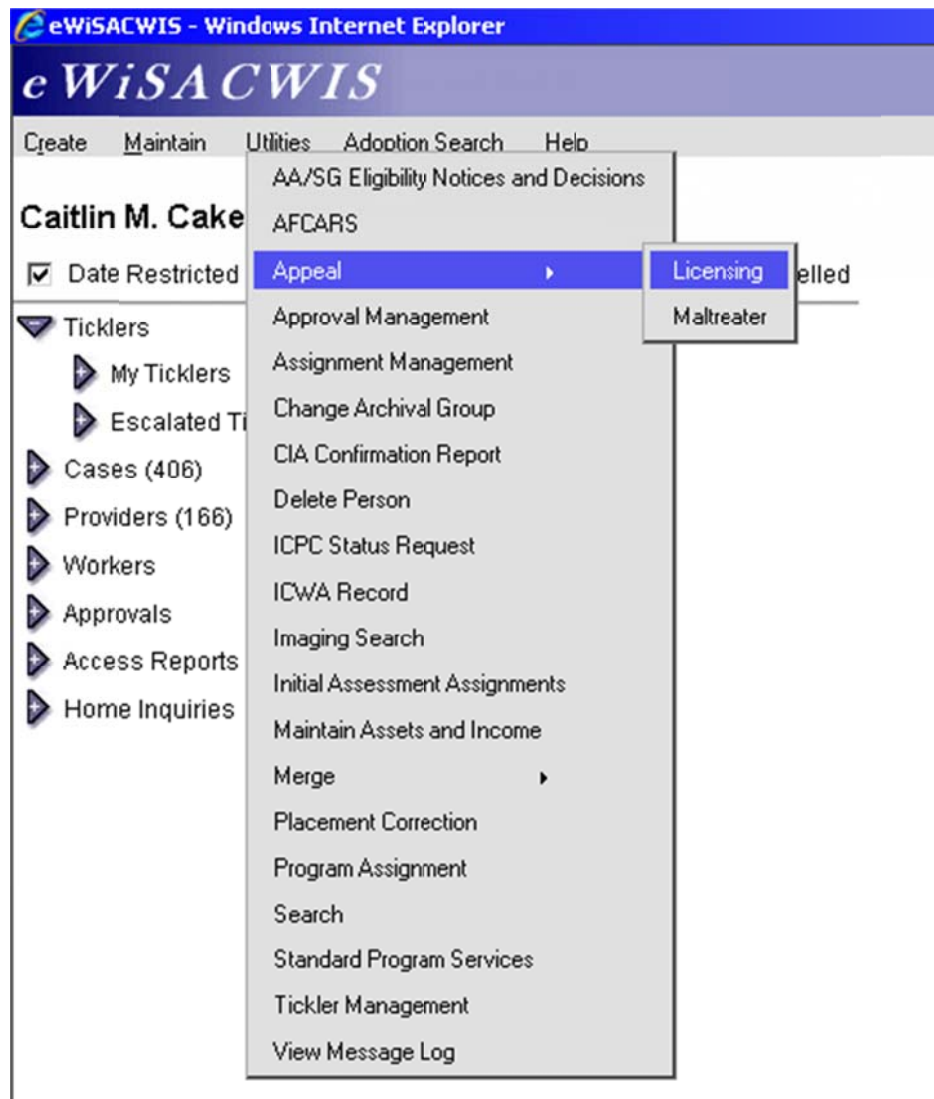
## Provider Licensing Appeals

**Note:** An assignment to the provider record is not needed to document a provider's licensing appeal.

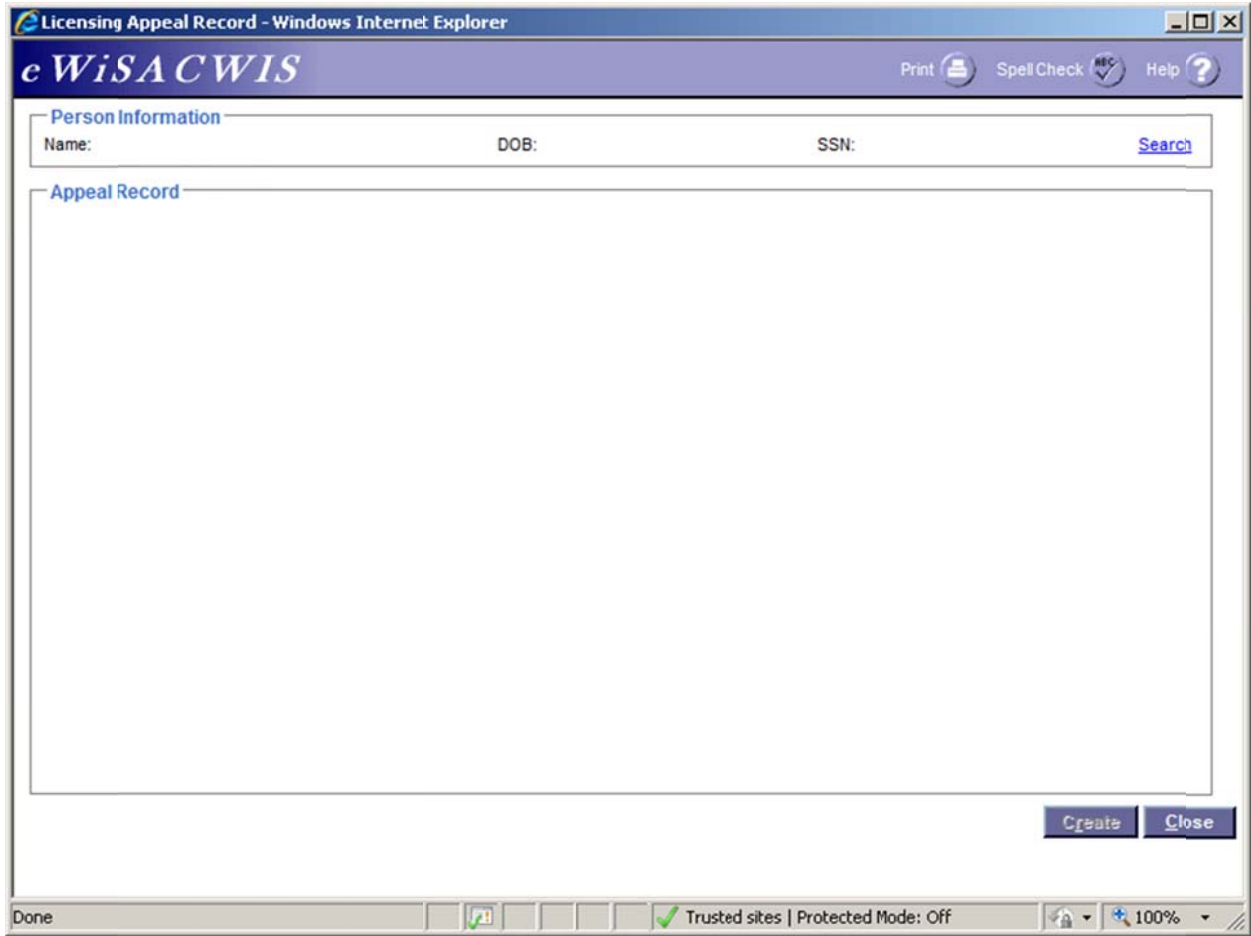
**Note:** If both foster parents appeal a licensing decision, a separate appeal needs to be documented for each foster parent.

After a foster home license has been denied, non-renewed, or revoked, an appeal can be documented using the provider licensing appeal process.

1. To begin the process of documenting an appeal of a license denial, non-renewal, or revocation, select Utilities > Appeal > Licensing. This will launch the Licensing Appeal Record page.



2. Click the Search hyperlink on the Licensing Appeal Record page to initiate a person search.



3. Search for the person needed to document the appeal. When search results are returned, select the radio button next to the person's name then click Continue.

Person Search -- Webpage Dialog

**eWISACWIS** Print Spell Check Help




**Search Criteria**

Last Name:  First Name:  Person ID:   
SSN:  DOB:  Gender:   
Street:   City:  ZIP Code:

Incl. AKA Search Precision:  Sort By:  **Search**

Record 1 to 3 of 3

**Persons Returned**

-  [Muffin, Auntie \(9225705\)](#) Female 04/30/1976
-  [Muffin, Blueberry \(9225702\)](#) C/O: The Muffin Company, 12000 Bakery Street, Hancock Female 06/21/1969 Korean
-  [Muffin, Poppyseed \(9225703\)](#) C/O: The Muffin Company, 12000 Bakery Street, Hancock Female 07/18/1967 Vietnamese

**Create Continue Close**

4. After a person is retrieved, the Licensing Appeal Record page will display all licensing decisions for all home provider record in which the person was a Parent 1, Parent 2, or Licensee and the decision made on the licensing record was denied, non-renewed, or revoked. The Licensing Appeal Record page will display links to the Person Management page; the Licensing page for the home provider where the decision was made to deny, non-renew, or revoke the license; and the Home Provider page.
5. Select the check boxes next to each of the licensing code citations for which the provider is appealing. Click the Create button.

**Note:** You can only work with one licensing decision (denial, revocation, or non-renewal) at a time). Once a checkbox is selected, the checkboxes under other licensing decisions will be disabled.

**Licensing Appeal Record - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Person Information**  
 Name: [Muffin, Blueberry \(9225702\)](#)      DOB: 06/21/1969      SSN:      [Search](#)

**Appeal Record**

[Foster Care DCF 56\\_09/28/2011](#)      Provider: [Muffin, Blueberry \(9221684\)](#)      Milwaukee

**Revoked:** 56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.  
 No appeals have been created for this revocation.

**Revoked:** 56.08(7)(a) 1. FIRE PROTECTION.  
 No appeals have been created for this revocation.

**Revoked:** 56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.  
 No appeals have been created for this revocation.

[Application Activity\\_07/08/2011](#)      Provider: [Muffin, Blueberry \(9221684\)](#)      Milwaukee

**Denied:** 56.17(2) RESPONSIBILITIES.  
 No appeals have been created for this denial.

**Denied:** 56.23(3) EXCEPTIONAL PAYMENT.  
 No appeals have been created for this denial.

**Create**   **Close**

Done      Trusted sites | Protected Mode: Off      100%

6. Clicking the Create button will launch the Licensing Appeal Details page. The Licensing Appeal Details page displays links to the Person Management and Home Provider pages.
7. Select the type of appeal which occurred from the Appeal Type field.

**Licensing Appeal Details -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**General Information**

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN:

Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

**Appeal Information**

Appeal Type:  Appeal Decision Date: 00/00/0000

Description	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Pending
56.08(7)(a) 1. FIRE PROTECTION.	Pending

**Comments**

**Imaging**

Type	Date
------	------

Options:

8. Select the appropriate Appeal Status (result) for each licensing citation.

**Note:** When an Appeal status selection other than 'Pending' is chosen, the Appeal Decision Date field is required. An appeal record cannot be approved if at least one row is still in 'Pending' status.

9. Enter a date in the Appeal Decision Date field.
10. Record the details of the appeal in the Comments narrative section.
11. Click the Save button.

12. If necessary, additional rows can be added to the page by clicking the Add/Edit button to launch the Appeal Selection page.
13. Click the Add/Edit button to launch the Appeal Selection page. Selections displayed on the Licensing Appeal Details record will be pre-selected on this page.
14. Select the additional checkbox(es) needed for the appeal record.
15. Select the Continue button to return to the Licensing Appeal Details page.

Appeal Selection -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**General Information**

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN:

Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

**Denial, Non-Renewal, or Revocation Reason(s)**

Select	Description
<input checked="" type="checkbox"/>	56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.
<input checked="" type="checkbox"/>	56.08(7)(a) 1. FIRE PROTECTION.
<input type="checkbox"/>	56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.

Continue Close

- To add an image document to the Licensing Appeal Details page, click the Insert button in the Imaging group box to launch the Imaging page.

Licensing Appeal Details -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**General Information**

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN:  
 Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

**Appeal Information**

Appeal Type:  Appeal Decision Date:

Description	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	<input type="text" value="Upheld"/>
56.08(7)(a) 1. FIRE PROTECTION.	<input type="text" value="Upheld"/>
56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	<input type="text" value="Pending"/>

**Comments**

**Imaging**

Type	Date

Options:

17. Enter a date in the Date of Document field.
18. Make a selection from the Type field.
19. Click the Browse button. Find the document needed and upload to the page in the File Name field.
20. If applicable, enter text in the Comments field.
21. Click Save and Close to return to the Licensing Appeal Details page.

The screenshot shows a web browser window titled "Imaging -- Webpage Dialog" displaying the "eWiSACWIS" application. The page is divided into two main sections: "Provider Details" and "Image Details".

**Provider Details:**

- Provider: Muffin, Blueberry (9221684)
- Worker: Caitlin M. Cake

**Image Details:**

- Date of Document: 00/00/0000
- Effective To: 00/00/0000
- Category: Licensing Appeal
- Type: [Dropdown menu]
- License: 09/28/2011 Revocation
- File Name: [Text field] [Browse...]
- Name: Muffin, Blueberry
- Comments: [Text area]
- Last Updated By: [Text field]

At the bottom right of the form, there are three buttons: "Delete", "Create", "Save", and "Close".

22. To approve the Licensing Appeal Details page, select Approval from the Options drop-down then click Go.

23. On the Approval History page select the Approve radio button then click Continue.

24. Save the Licensing Appeal Details page. Click Close.

**Licensing Appeal Details -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**General Information**

Person: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN:  
Provider: [Muffin, Blueberry \(9221684\)](#) Licensing Decision: Revoked Licensing Decision Date: 09/28/2011

**Appeal Information**

Appeal Type:  Appeal Decision Date:

Description	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	<input type="text" value="Upheld"/>
56.08(7)(a) 1. FIRE PROTECTION.	<input type="text" value="Upheld"/>
56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	<input type="text" value="Upheld"/>

**Comments**

**Imaging**

Type	Date
<a href="#">Order/Decision for Appeal</a>	09/30/2011

Options:

25. Once a license appeal record has been approved, a link to the record will display on the License Appeal Record page. The checkbox beside each row will be enabled – allowing another appeal to be created. Clicking the View link will launch the licensing appeal detail record in view only mode.

**Licensing Appeal Record - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Person Information**  
 Name: [Muffin, Blueberry \(9225702\)](#) DOB: 06/21/1969 SSN: [Search](#)

**Appeal Record**  
[Foster Care DCF 56 09/28/2011](#) Provider: [Muffin, Blueberry \(9221684\)](#) Milwaukee

<input type="checkbox"/>	<b>Revoked:</b> 56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld	<a href="#">View</a>
<input type="checkbox"/>	<b>Revoked:</b> 56.08(7)(a) 1. FIRE PROTECTION.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld	<a href="#">View</a>
<input type="checkbox"/>	<b>Revoked:</b> 56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld	<a href="#">View</a>


**Application Activity 07/08/2011** Provider: [Muffin, Blueberry \(9221684\)](#) Milwaukee

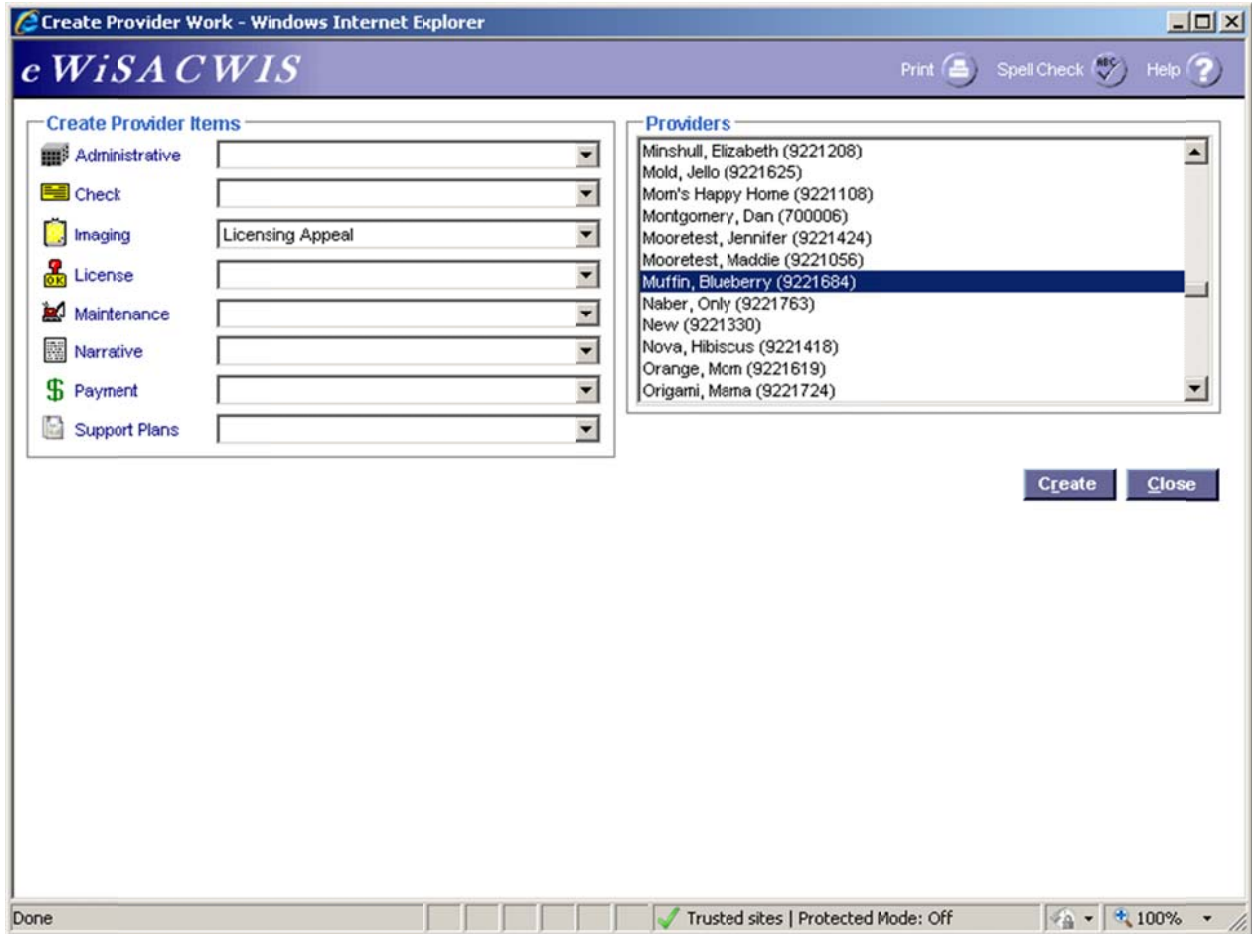
<input type="checkbox"/>	<b>Denied:</b> 56.17(2) RESPONSIBILITIES.	No appeals have been created for this denial.			
<input type="checkbox"/>	<b>Denied:</b> 56.23(3) EXCEPTIONAL PAYMENT.	No appeals have been created for this denial.			

[Create](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%

Creating a Licensing Appeal Image from Create Provider Work

1. From the desktop, select the Create > Provider Work, or click the  button.
2. On the Create Provider Work page, select Licensing Appeal from the Imaging category and select a provider. Then click the Create button. This will open the Imaging page.



3. On the Imaging page, enter the Date of Document.

Imaging - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Provider Details**

Provider: Muffin, Blueberry (9221684) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 09/30/2011 Effective To: 09/30/2012

Category: Licensing Appeal

Type: Request for Appeal

License: 09/28/2011 Revocation

File Name: homestudy.rtf [View](#)

Browse...

Name: Muffin, Blueberry

Comments: Enter text here.

Last Updated By:

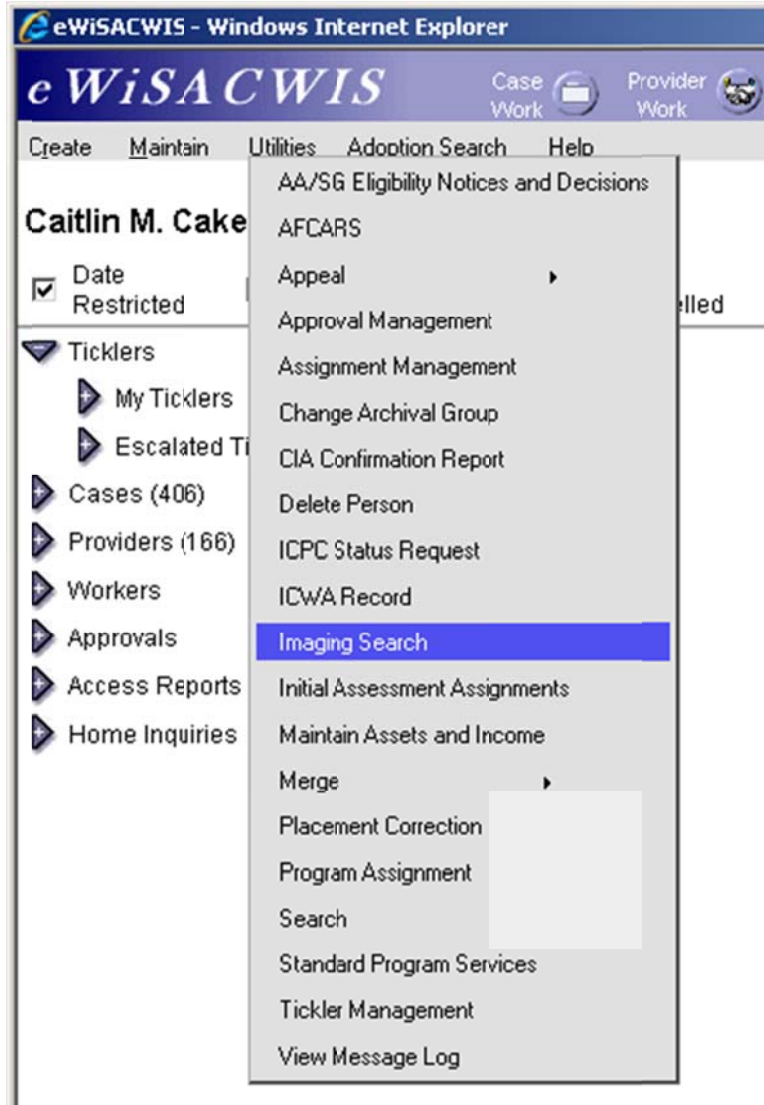
Done Trusted sites | Protected Mode: Off 100%

4. Select a Type and make a selection from the License field.
5. Click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
6. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
7. Click Save and Close.

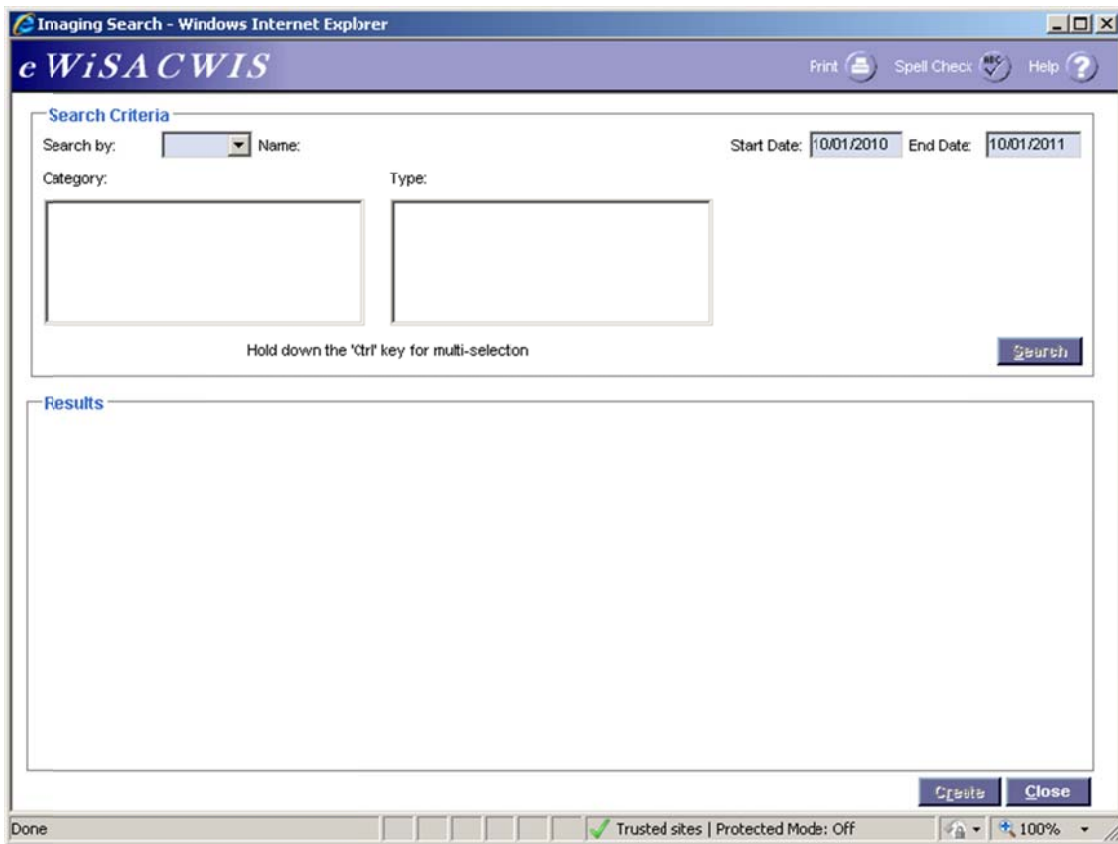
The saved image will display under the Licenses icon of the associated provider outliner.

Creating a Licensing Appeal Image from Imaging Search

1. From the desktop, select Utilities > Imaging Search. This will open the Imaging Search page.



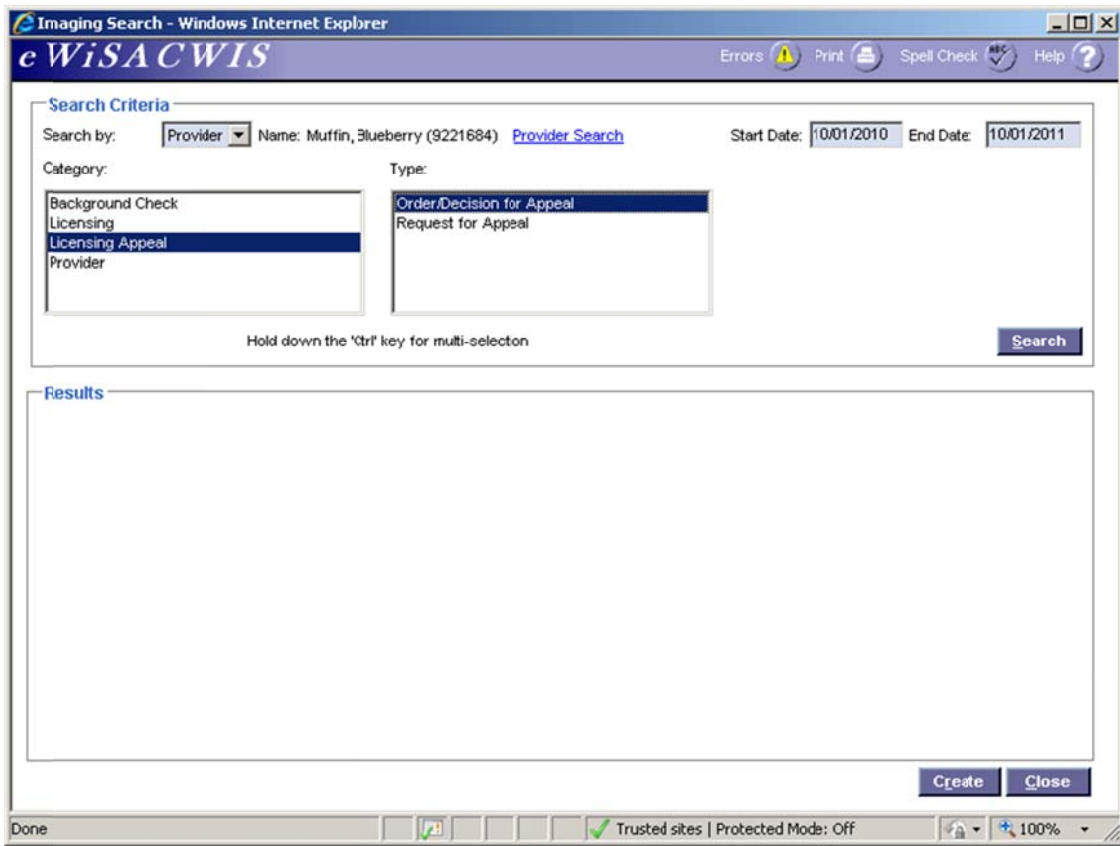
2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.



3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

The screenshot shows a web browser window titled "Provider Search -- Webpage Dialog" with the "eWISACWIS" logo. The search criteria section includes fields for "Provider Name" (muffin), "First Name" (blueberry), "Provider ID", "Parent Agency ID", "Provider Type", "Site #", "County", and "ZIP Code". There are checkboxes for "Date Restricted" (checked) and "View Not Approved/Cancelled", and a "Search Precision" slider set to "Med". A "Search" button is present. Below the search criteria, it says "Record 1 to 1 of 1". The "Providers Returned" section shows a single result: "Muffin, Blueberry (9221684) Restricted Provider" with a radio button selected. Below this, details are listed: "Open Edo Leron Foster Home 11/12/2009 Daisy, Dan Des: Milwaukee License Status: Denied". At the bottom right, there are "Continue" and "Close" buttons.

4. This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been changed. To add a previously scanned document, select the Category of Licensing Appeal and select the Type of document. Click Create.



5. On the Imaging page, enter the Date of Document.
6. If you did not select the Type on the Imaging Search page, select the Type. Make a selection from the License field. This list includes all instances denials, revocations, and non-renewals for the provider.

**Imaging -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Provider Details**

Provider: Muffin, Blueberry (9221684) Worker: Caitlin M. Cake

**Image Details**

Date of Document: 09/05/2011 Effective To: 09/04/2012

Category: Licensing Appeal

Type: Order/Decision for Appeal

License: 09/28/2011 Revocation

File Name: homestudy.rtf [View](#)

Browse...

Name: Muffin, Poppyseed

Comments: Enter text here.

Last Updated By: [Delete](#)

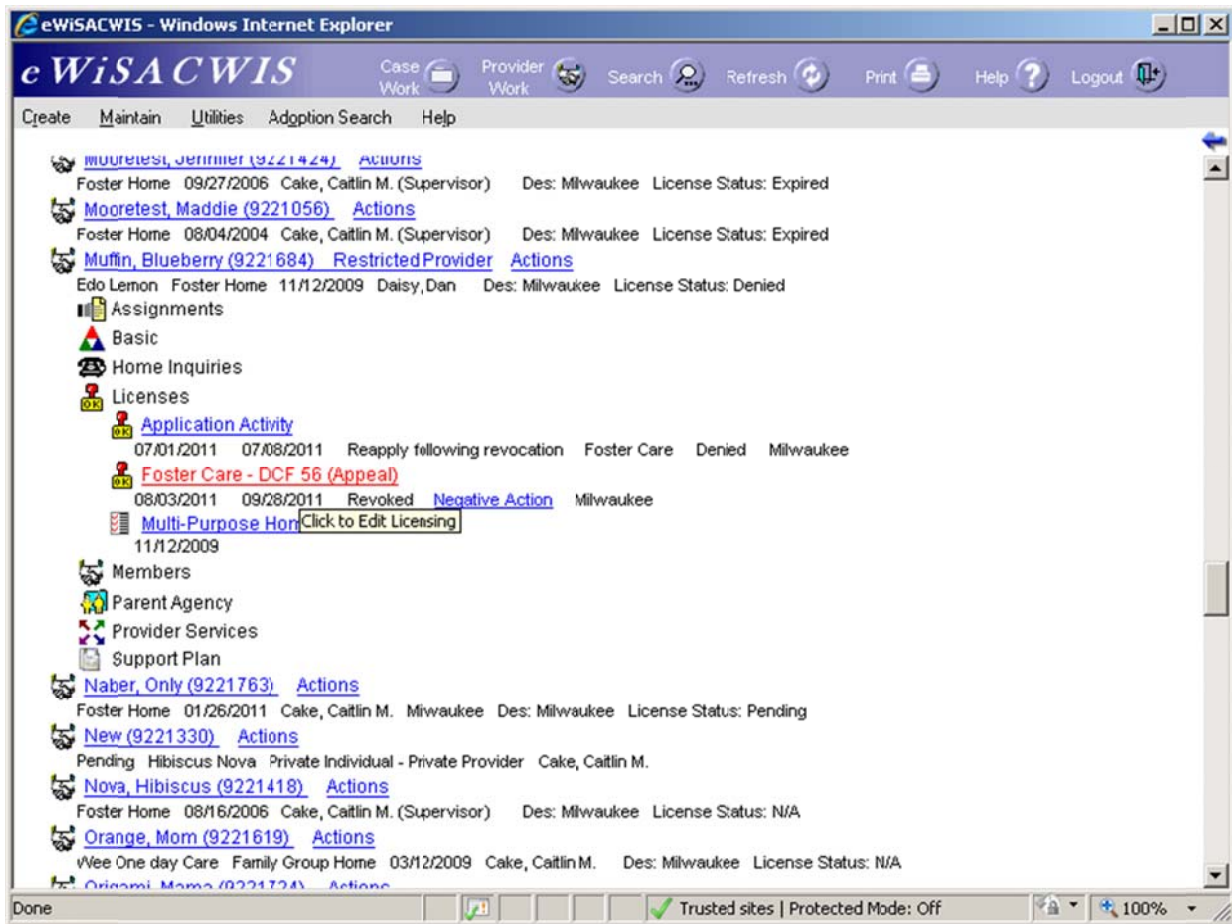
[Create](#) [Save](#) [Close](#)

7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
8. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.
9. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
10. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
11. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

## Viewing the Appeals History

Once a pending or approved licensing appeal has been documented, an Appeals tab will display on the Licensing page.

1. Open the Licensing page for which the appeal record has been created from the desktop under the Providers expandable section.



2. Click the Appeals tab.

The screenshot shows a web browser window titled "Licensing - Windows Internet Explorer" displaying the "eWISACWIS" application. The page header includes navigation icons for TM, Print, Spell Check, and Help. The main content area is divided into tabs: "Application Activity", "License Information", "Services", and "Appeals". The "Appeals" tab is active, showing details for two license holders, "Parent 1" and "Parent 2".

**Basic Information:**  
Home: [Muffin, Blueberry \(9221684\)](#) | Worker: Dan Daisy | Designated County: Milwaukee  
Completion Date: 08/05/2011 | Status: Revoked | [Negative Action](#)

**Parent 1**  
Name: [Muffin, Blueberry \(9225702\)](#) | License Status: Revoked

Description	Appeal Type	Appeal Decision Date	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld
56.08(7)(a) 1. FIRE PROTECTION.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld
56.13(5)(a) 1. f. LEVEL 3 MODERATE TREATMENT FOSTER HOME.	Division of Hearings and Appeals (DHA)	09/30/2011	Upheld

**Parent 2**  
Name: [Muffin, Poppyseed \(9225703\)](#) | License Status: Revoked

Description	Appeal Type	Appeal Decision Date	Appeal Status
No appeals have been created for this applicant/licensee.			

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

Browser status bar: Done | Trusted sites | Protected Mode: Off | 100%

- When a licensing appeal record exists, the licensing activity history on the License Activity tab of the Home Provider page will indicate that the licensing record is under appeal when Appeal displays next to the licensing record.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo and utility icons (TM, Print, Spell Check, Help). Below this is a 'Basic' information section with the following details:

- Name: Blueberry Muffin (9221684)
- Open Date: 11/12/2009
- Type: Foster Home
- Status: Open
- Lcns. Type: Not Licensed
- Lcns. Agency: Not yet licensed
- Restricted Provider

The main content area has several tabs: Home, Members, Characteristics, Services, Training, License Activity (selected), and Closing History. Under the 'License Activity' tab, there are two sections:

**Application Activity**

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Reapply following revocation	Foster Care	07/01/2011	07/08/2011	Denied	07/08/2011

**License Activity**

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
08/03/2011	09/26/2011	Foster Care - DCF 56 - Level 1 (Appeal)	Revoked	Milwaukee

At the bottom right of the main content area, there are 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of 100%.