

Editing Unlicensed Services Types

1. From the desktop, select the provider who needs updating. Click on the provider's name. This will open the Home Provider page.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header bar with the text "eWiSACWIS - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". Below this is a purple navigation bar with the "eWiSACWIS" logo on the left and "Case Work", "Provider Work", and "Search" buttons on the right. A grey menu bar contains "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Richard J. Worker's Desktop" and includes three checkboxes: "Date Restricted", "Participant View", and "View Not Approved/Cancelled". A left-hand navigation pane shows expandable sections for "Ticklers", "Cases (47)", and "Providers (15)". The "Providers (15)" section is expanded, displaying a list of providers with their names, IDs, and "Actions" links. The providers listed are: Akiko (8033025), Claire and Josh (8033023), Clarkson, Kelly (8032983), Hill, Gerald (8033114), House, Meta (8033134), Live Today (8033013), Provider, Foster (8033197), and Provide (Click to Maintain Home Provider). Each provider entry includes details such as service type, date, worker name, and license status.

Richard J. Worker's Desktop

Date Restricted Participant View View Not Approved/Cancelled

▶ Ticklers

▶ Cases (47)

▼ Providers (15)

- [Akiko \(8033025\)](#) [Actions](#)
Pending Educational Services Worker, Richard J. Saint Croix
- [Claire and Josh \(8033023\)](#) [Actions](#)
Group Home 02/05/2010 Weber, Jenny Milwaukee
- [Clarkson, Kelly \(8032983\)](#) [Actions](#)
Group Home 02/01/2010 Worker, Richard J. Brown
- [Hill, Gerald \(8033114\)](#) [Actions](#)
Other - Organization 02/11/2010 Worker, Richard J. Bayfield
- [House, Meta \(8033134\)](#) [Actions](#)
Adoptive Home 02/12/2010 Worker, Richard J. Ashland Des: Milwaukee License Status: Pending
- [Live Today \(8033013\)](#) [Actions](#)
Pending Payments R' US Other - Organization Worker, Richard J. State
- [Provider, Foster \(8033197\)](#) [Actions](#)
Foster Home 02/16/2010 Worker, Richard J. Milwaukee Des: Milwaukee License Status: Active-Regular
- [Provide](#) [Click to Maintain Home Provider](#)
Gretchen Andersen Foster Home 11/09/2009 Worker, Richard J. Milwaukee Des: Milwaukee License Status: Closed

- Click on the Services tab. In the Specific Services group box there are two radio buttons. By selecting the All Counties radio button, all Service Types for that provider will be shown. By selecting the other radio button and selecting a county from the drop-down list, only Services Types that are specific for that county and provider will appear. Click the Edit Unlicensed Services hyperlink in the Services Specific group box.

Note: the provider does not have to have an active license in order to update unlicensed services.

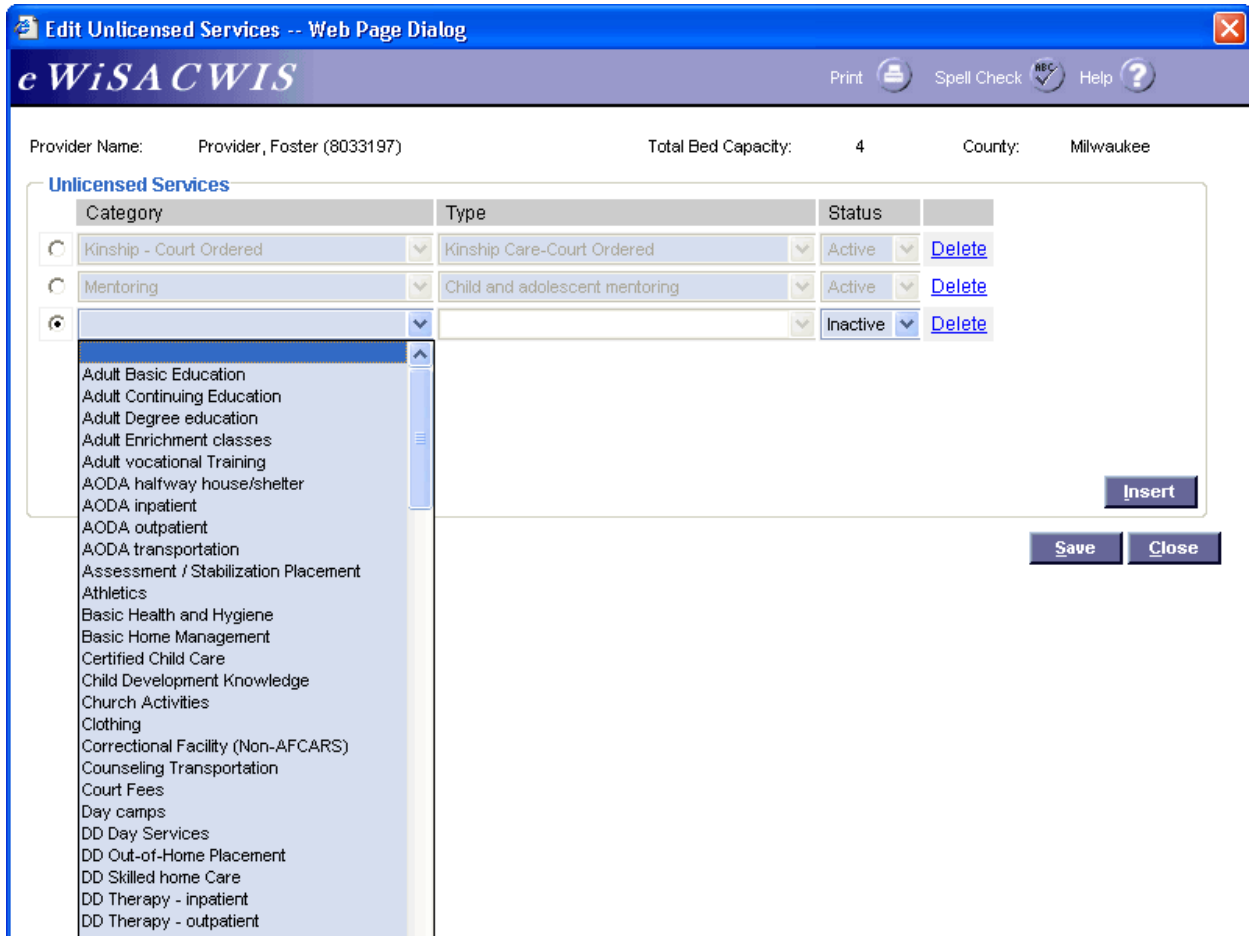
The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the logo "eWiSACWIS" and navigation icons for TM, Print, Spell Check, and Help.

The main content area is divided into several sections:

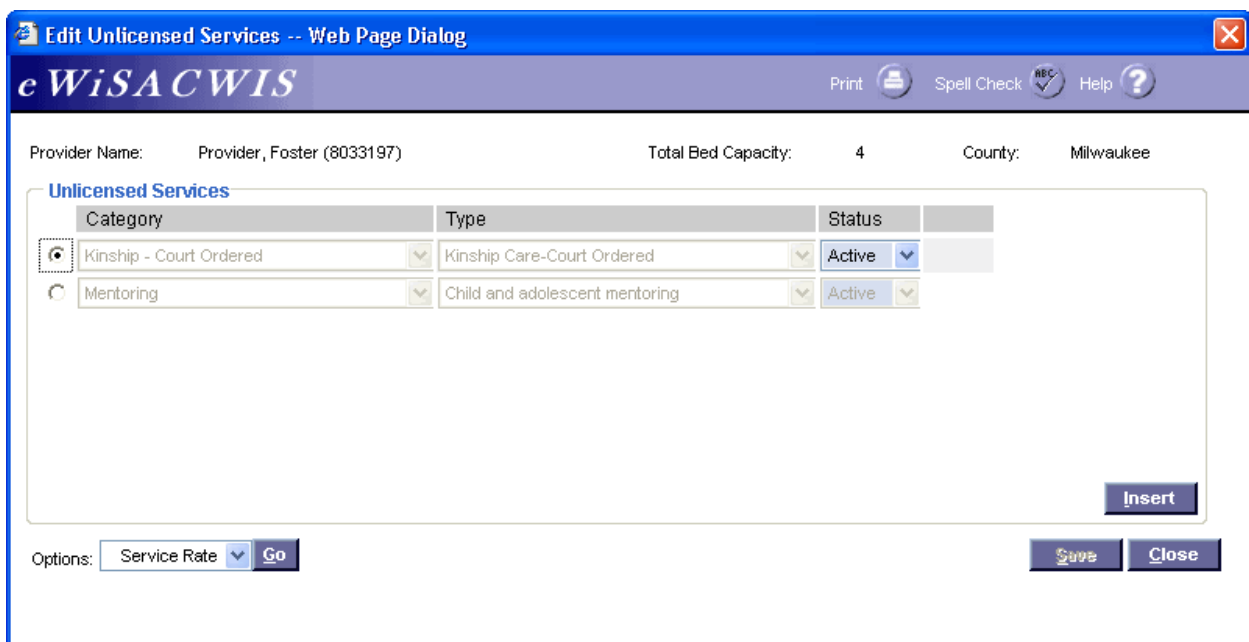
- Basic:** Contains fields for Name (Foster Provider (8033197)), Open Date (02/16/2010), Type (Foster Home), Status (Open), Lcns. Type (Licensed by State of WI and County Cert), Lcns. Agency (State of Wisconsin), and a checkbox for Restricted Provider.
- Navigation:** A horizontal menu with tabs for Home, Members, Characteristics, Services (selected), Training, License Activity, and Closing History.
- Provider Preferences:** Includes input fields for Max # of Placements Preferred (0), Males Preferred (4), Females Preferred (4), and Age (From: 0 To: 18).
- Provider Details:** Shows Total Bed Capacity (4) and a table for Capacity, Placements, Reservations, and Vacancies, broken down by Male, Female, and Total.
- Service Specifics:** Features radio buttons for "All Counties" and "Milwaukee" (selected), and a red hyperlink for "Edit Unlicensed Services".
- Active Unlicensed Services:** A table with columns for Category and Type, and a button "Click to Edit Unlicensed Services".

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

- Use the Insert button to add a new row in the Unlicensed Services group box. Use the drop down values to add specific Service Category, Type, and Status to that provider. The Delete hyperlink will allow the service row to be deleted.



- Click Save and Close. The record has been updated.



- You will be returned to the Home Provider page, and the added services will be displayed in the Unlicensed Services group box.

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

eWISACWIS TM Print Spell Check Help

Basic
 Name: Foster Provider (8033197) Open Date: 02/16/2010 Type: Foster Home Status: Open
 Lcns. Type: Licensed by State of WI and County Cert Lcns. Agency: State of Wisconsin Restricted Provider

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

Provider Preferences

Max # of Placements Preferred:
 Males Preferred:
 Females Preferred:
 Age: From: To:

Provider Details

Total Bed Capacity:

	Male	Female	Total
Capacity:	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
Placements:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Reservations:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Vacancies:	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>

Service Specifics

All Counties Milwaukee [Edit Unlicensed Services](#)

Active Unlicensed Services

Category	Type	Status
<input checked="" type="radio"/> KC - Court Ordr	KC-Court Ordered	Active
<input type="radio"/> Mentoring	Child, adolescent mentorg	Active

Options:

Done Trusted sites