

## Ticklers: Creation and Removal

<i>Topic:</i>	Adoption Assistance Agreement Amendment
<i>Tickler name:</i>	<b>Amendment Agree Not Rcvd. from Family</b>
<i>Description:</i>	This tickler reminds the worker that the Amended Agreement that was sent to family for signatures has not been returned.
<i>How is it created:</i>	The tickler is created when the worker enters a date in the “New Agreement Letter to Family” field on the New Agreement Amendment group box of the Adoption Agreement Amendments page or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the “Family Returned Agreement Amendment” field on the New Agreement Amendment group box of the Adoption Agreement Amendments page or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
<i>Topic:</i>	Adoption Assistance Agreement Amendment
<i>Tickler name:</i>	<b>AA Amendment Expiration Date</b>
<i>Description:</i>	This tickler reminds the worker that the Adoption Assistance Amendment is approaching its expiration. The worker should send a reminder to the adoptive family.
<i>How is it created:</i>	The tickler is created when the worker enters a date in the “DHFS Authorization Date” field on the New Agreement Amendment group box of the Adoption Agreement Amendments page.
<i>How is it removed:</i>	The tickler is removed when the worker checks the “Expiration Reminder Sent to Family” checkbox on the New Agreement Amendment group box of the Adoption Agreement Amendments page or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
<i>Topic:</i>	Adoption Assistance Agreement Amendment
<i>Tickler name:</i>	<b>CPS Info Not Received</b>
<i>Description:</i>	This tickler reminds the worker that the requested information from the Child Protective Service Office has not yet been received.
<i>How is it created:</i>	The tickler is created when the worker enters a date in the “Request Date” field on the CPS Request Letter group box of the Adoption Agreement Amendments page.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the “Received” field on the CPS Request Letter group box of the Adoption Agreement Amendments page or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.
<i>Topic:</i>	Adoption Assistance Agreement Amendment
<i>Tickler name:</i>	<b>Request for Add. Info. not Received</b>
<i>Description:</i>	This tickler reminds the worker that the additional information previously requested from the adoptive family has not yet been received.
<i>How is it created:</i>	The tickler is created when the worker enters a date in the “1st Ltr. Req. Support” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the “Add. Info Rec’d” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.

## Ticklers: Creation and Removal

<i>Topic:</i>	Adoption Assistance Agreement Amendment
<i>Tickler name:</i>	<b>Second Request for Additional Info not Received</b>
<i>Description:</i>	This tickler reminds the worker that, after a second request, the requested information from the adoptive family has not yet been received.
<i>How is it created:</i>	The tickler is created when the worker enters a date in the “2nd Ltr. Req. Support” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the “Add. Info Rec’d” field on the Agreement Amendment Request group box of the Adoption Agreement Amendments page, or when the Agreement Concluded checkbox on the Agreements and Notices page is checked.

<i>Topic:</i>	Adoption Case Plan
<i>Tickler name:</i>	<b>Adoption Case Evaluation</b>
<i>Description:</i>	This tickler reminds the primary worker to complete an Adoption Case Progress Evaluation every 90 days.
<i>How is it created:</i>	The tickler is created when an Adoption Case Plan receives supervisory approval.
<i>How is it removed:</i>	The tickler is removed when an Adoption Case Progress Evaluation has been completed and has received supervisory approval. The ongoing need for the tickler will end once the case is closed or the case is transferred back to the referring county.

<i>Topic:</i>	AFCARS
<i>Tickler name:</i>	<b>AFCARS Exceptions – Foster Care</b>
<i>Description:</i>	This tickler is an indication that federal reporting elements are incomplete.
<i>How is it created:</i>	The tickler is created on open cases where the child is currently in placement (or was in placement previously and whose case is still open for services) and AFCARS data is missing, incorrect, or otherwise inconsistent with AFCARS reporting expectations. AFCARS ticklers are generated nightly.
<i>How is it removed:</i>	The tickler is removed when the missing AFCARS data is entered into the AFCARS Exceptions page or other designated page. Ticklers will not be removed until all AFCARS errors that produce a tickler are resolved and the nightly batch process is run.
<i>Additional comments:</i>	<p>Cases subject to AFCARS reporting requirements are children or juveniles in out of home care, included court-ordered kinship care, placement cases and pre-adoptive foster care cases who were in placement for more than one day (during the AFCARS reporting cycle) and the case is not closed for services in eWiSACWIS.</p> <p>AFCARS ticklers prevent case closure. Please access the AFCARS User Guide on the Knowledge Web for more detailed information regarding specific AFCARS errors and how to correct them.</p>

## Ticklers: Creation and Removal

<i>Topic:</i>	AFCARS
<i>Tickler name:</i>	<b>Adoption AFCARS Exceptions</b>
<i>Description:</i>	This tickler is an indication that federal reporting elements are incomplete.
<i>How is it created:</i>	The tickler is created for each child where adoption AFCARS data elements are missing, incorrect, or otherwise inconsistent with AFCARS reporting expectations. AFCARS ticklers are generated nightly.
<i>How is it removed:</i>	The tickler is removed when the missing AFCARS data is entered into the AFCARS Exceptions page or other designated page. Ticklers will not be removed until all AFCARS errors that produce a tickler are resolved and the nightly batch process is run.
<i>Additional comments:</i>	<p>The adoptive parents' exception and tickler processing will depend on whether the adoptive mother and the adoptive father are documented in the child's record:</p> <ul style="list-style-type: none"> <li>- If both the mother and father are documented, the batch program will generate an exception (and tickler) for element #22 (Adoptive Family Structure), if the marital status is not 'Married Couple,' 'Legally Separated,' or 'Unmarried Couple' on the Person Management record for the mother and father. It will also generate an exception (and tickler) for elements #23, 24, 25, 26, 27 and 28, only if these values are missing from the adoptive parents' Person Management records.</li> <li>- If only the mother is documented, the batch program will generate an exception (and tickler) for element #22, if the marital status is not 'Single Female' on the adoptive mother's Person Management record. It will also generate an exception for elements #23, 25, and 26, if these values are missing from that same Person Management record.</li> <li>- If only the father is documented, the batch program will generate an exception (and tickler) for element #22, if the marital status is not 'Single Male' on the adoptive father's Person Management record. It will also generate an exception (and tickler) for elements #24, 27, and 28, if these values are missing from that same Person Management record.</li> <li>- If neither the mother nor the father is documented, the batch program will generate an exception (and tickler) for elements #22-28.</li> </ul>

<i>Topic:</i>	Assessment
<i>Tickler name:</i>	<b>Initial Assessment Due</b>
<i>Description:</i>	This tickler reminds the worker than an Assessment must be completed for a screened in CPS Report Access Report.
<i>How is it created:</i>	The tickler is created when the CPS Report Access Report is linked to an existing case or used to create a case.
<i>How is it removed:</i>	The tickler is removed when the assessment has received supervisory approval.

## Ticklers: Creation and Removal

<i>Topic:</i>	Assessment
<i>Tickler name:</i>	<b>Assessment Extension</b>
<i>Description:</i>	This tickler reminds the assessment worker to complete the assessment by the date specified in the Extension Completion field in the Time Frame (dates) group box on the Extension page (launched from the Basic tab of the Assessment page).
<i>How is it created:</i>	The tickler is created when an assessment extension receives supervisory approval.
<i>How is it removed:</i>	The tickler is removed when the assessment has received supervisory approval.
<i>Topic:</i>	Assessment
<i>Tickler name:</i>	<b>Create Notice of Right to Hearing/Appeal</b>
<i>Description:</i>	This tickler reminds the assessment worker to create the Notice of Right to Hearing/Appeal letter for a substantiated maltreater.
<i>How is it created:</i>	This tickler is created immediately for the assessment worker upon the supervisor's final approval of a substantiated Assessment. A tickler is created for each individual maltreater and contains the maltreater's person ID.
<i>How is it removed:</i>	This tickler is removed when the user creates the Notice of Right to Hearing/Appeal letter, selects the 'Sent' check box and saves the record.
<i>Additional comments:</i>	The tickler cannot be deleted through Tickler Management. A case cannot be closed if there is an outstanding tickler.

<i>Topic:</i>	Eligibility
<i>Tickler name:</i>	<b>Title IV-E Eligibility Redetermination Due</b>
<i>Description:</i>	This tickler reminds the Eligibility worker that an Eligibility Redetermination must be completed.
<i>How is it created:</i>	The tickler is created when the Eligibility worker completes an Initial Determination or Redetermination.
<i>How is it removed:</i>	The tickler is removed when the Eligibility worker completes a Redetermination.
<i>Additional comments:</i>	This tickler should be reassigned to the eligibility unit by your supervisor.

## Ticklers: Creation and Removal

<i>Topic:</i>	Family Assessment
<i>Tickler name:</i>	<b>Family Assessment and Case Plan Due</b>
<i>Description:</i>	The tickler reminds the primary social worker (or supervisor, if no open primary assignment) to complete a Family Assessment and Case Plan 60 days after an Initial Assessment with an unsafe safety decision is approved.
<i>How is it created:</i>	The Family Assessment & Case Plan Due tickler is created upon supervisory approval of the Initial Assessment with a Safety Assessment Safety decision of “Unsafe” and a Disposition of one of the following four values: Case Opened-Ongoing CPS Svcs: Vol; Case Opened-Ongoing CPS Svcs: Petition; Case Already Opened-Ongoing CPS Svcs: Vol ; Case Already Opened-Ongoing CPS Svcs: Ptn. When an approved Initial Assessment meets the above conditions, eWiSACWIS will verify whether any ongoing Family Assessment & Case Plans or ongoing Case Progress Evaluations exist on the case. If yes, the tickler will not be created.
<i>How is it removed:</i>	The tickler is removed when the Family Assessment & Case Plan is completed and approved.

<i>Topic:</i>	Independent Living
<i>Tickler name:</i>	<b>IL Assessment and IL Plan</b>
<i>Description:</i>	This tickler is created for children in placements that have been in care for any 6 months after the age of 15 to begin Independent Living Services. This tickler notifies primary workers that they have 90 days to complete the Independent Living Assessment and the Independent Living Plan.
<i>How is it created:</i>	The tickler is created when an Out of Home Placement exists for a child and the child has been in care for any 6 months after the age of 15.
<i>How is it removed:</i>	The tickler is removed when a date is entered into both the Independent Living Assessment Completed field and into the Independent Living Plan Completed date field on the Independent Living page.

<i>Topic:</i>	Independent Living
<i>Tickler name:</i>	<b>IL Transition to Discharge Plan</b>
<i>Description:</i>	This tickler is created for youth in AFCARS placements at the age 17 ½. This tickler notifies workers that they have 90 days to complete the Independent Living Transition to Discharge Plan.
<i>How is it created:</i>	The tickler is generated upon the creation of an AFCARS qualifying Out of Home Placement.
<i>How is it removed:</i>	The tickler will be removed once a date is entered into the ‘Independent Living Transition to Discharge Plan Completed’ field on the Assessment/Plan tab of the Independent Living page. Also, when the only placement is ended with a reason of ‘Placement Made in Error.’
<i>Additional comments:</i>	The tickler will prevent case closure, but can be deleted by the primary worker’s supervisor.

## Ticklers: Creation and Removal

<i>Topic:</i>	Independent Living
<i>Tickler name:</i>	<b>NYTD 17 Survey</b>
<i>Description:</i>	This tickler is created for youth in placement at their 17 <sup>th</sup> birthday, or if youth are placed into out of home care any time after their 17 <sup>th</sup> birthday. This tickler notifies primary workers that they have 45 days after the youth's 17 <sup>th</sup> birthday to complete the NYTD survey accessed via the Outcomes tab on the Independent Living page.
<i>How is it created:</i>	Created when an AFCARS qualifying OHP is approved and another NYTD tickler does not already exist.
<i>How is it removed:</i>	Can be removed in four ways: <ol style="list-style-type: none"> <li>1. Once a 17 year old NYTD survey is loaded into eWiSACWIS from the survey tool;</li> <li>2. When a worker selects the 'Youth did not complete the survey' checkbox with an associated reason on the Outcomes tab of the Independent Living page;</li> <li>3. The youth's OHP is ended prior to the display date;</li> <li>4. The youth's OHP (at the time the youth was between 17 – and 17 and 45 days) is ended with the ending reason: 'Placement Made in Error.'</li> </ol>

<i>Topic:</i>	Legal
<i>Tickler name:</i>	<b>Report to the Court Due</b>
<i>Description:</i>	This tickler reminds the primary worker to complete a court ordered study by the date specified in the Report Due field on the Legal Status page.
<i>How is it created:</i>	The tickler is created when a date is entered into the Report Due field on the Legal Status page and the verified checkbox is checked.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the Report Submitted field on the Legal Status page.

## Ticklers: Creation and Removal

<i>Topic:</i>	Ongoing Services
<i>Tickler name:</i>	<b>Case Progress Evaluation 90 days</b>
<i>Description:</i>	This tickler reminds the primary social worker to complete a Case Progress Evaluation every 90 days.
<i>How is it created:</i>	While the tickler itself is generated upon supervisory approval of the Case Plan, the tickler ‘display’ dates are calculated from the date the first specific goal is entered in the Case Plan. <b>eWiSACWIS determines that the tickler should be the 90-day tickler by looking at some information pertaining to the case. If at the time the tickler is created, the case has a PS Report and at least one Out of Home Placement created for the case, this 90-day tickler is created.</b> Otherwise, tickler B (180 day tickler is created.) The tickler is calculated to appear on the worker’s Tickler outliner a specified number of days prior to the Evaluation due date. Escalation dates are set to ensure that the tickler will appear on the worker’s Supervisor’s Ticklers outliner and then the Supervisor’s Supervisor’s desktop, if the work has not yet been completed. The tickler is removed, and immediately re-created to begin the next 90-day cycle, upon supervisory approval of the Case Progress Evaluation. The ongoing need for the tickler will end once the case is closed or transferred to the adoption unit, or the Case Plan is Terminated.
<i>How is it removed:</i>	The tickler is removed when a Case Progress Evaluation has been completed and has received supervisory approval. Once this tickler has been removed, eWiSACWIS will look at information pertaining to the case to determine if Tickler A (90-day) or Tickler B (180-day) should be created. The ongoing need for the tickler will end once the case is closed; transferred to the adoption unit; or Terminated.
<i>Additional comments:</i>	The Wisconsin Standards recommend that a Case Progress Evaluation and Safety Assessment be completed every 90 days when a child is placed out of the home. The standards require that the Case Progress Evaluation be completed at least once every 180 days.

## Ticklers: Creation and Removal

<i>Topic:</i>	Ongoing Services
<i>Tickler name:</i>	<b>Case Progress Evaluation 180 days</b>
<i>Description:</i>	This tickler reminds the primary social worker to complete a Case Progress Evaluation every 180 days.
<i>How is it created:</i>	The Case Progress Evaluation tickler is created upon supervisory approval of the Case Plan. This tickler reminds the primary social worker to complete a Case Progress Evaluation every 180 days. While the tickler itself is generated upon supervisory approval of the Case Plan, the tickler 'display' dates are calculated from the date the first specific goal is entered in the Case Plan. eWiSACWIS determines that the tickler should be the 180-day tickler by looking at some information pertaining to the case. If at the time the tickler is created, the case has NO PS Report created and at least one Out of Home Placement created for the case, this 180-day tickler is created. Or, if no out of home placement exists for the case (regardless of whether or not a PS Report exists for the case), this 180-day tickler will be created. Otherwise, tickler A (90 day tickler is created.) The tickler is calculated to appear on the worker's Tickler outliner a specified number of days prior to the Evaluation due date. Escalation dates are set to ensure that the tickler will appear on the worker's Supervisor's Ticklers outliner and then the Supervisor's Supervisor's desktop, if the work has not yet been completed. The tickler is removed, and immediately re-created to begin the next 180-day cycle, upon supervisory approval of the Case Progress Evaluation. The ongoing need for the tickler will end once the case is closed or transferred to the adoption unit, or the Case Plan is Terminated.
<i>How is it removed:</i>	The tickler is removed when a Case Progress Evaluation has been completed and has received supervisory approval. Once this tickler has been removed, eWiSACWIS will look at information pertaining to the case to determine if Tickler A (90-day) or Tickler B (180-day) should be created. The ongoing need for the tickler will end once the case is closed; transferred to the adoption unit; or Terminated.
<i>Topic:</i>	Ongoing Services
<i>Tickler name:</i>	<b>Case Progress Eval. must be Completed</b>
<i>Description:</i>	This tickler reminds the primary social worker to complete a Case Progress Evaluation every 90 or 180 days (based on tickler A or B).
<i>How it is Created:</i>	The tickler is created from the date the first specific goal is entered into the Case Plan. The tickler can be generated from one of two places - either the Specific Goal field when the first text is entered into this field, or the Specific Goal Begin Date which is system generated once text is entered into the Specific Goal field. This tickler needs to occur on an ongoing basis until the case is closed or is transferred to the adoption unit.
<i>How is it removed:</i>	The tickler <i>is removed</i> when a Case Progress Evaluation has been completed and has received supervisory approval. The ongoing need for the tickler will end once the case is closed or is transferred to the adoption unit.

## Ticklers: Creation and Removal

<i>Topic:</i>	Planning
<i>Tickler name:</i>	<b>ASFA Exceptions</b>
<i>Description:</i>	This tickler reminds workers to complete the ASFA Exceptions page at the 15 <sup>th</sup> month when the child has reached the 15/22 month out of home.
<i>How is it created:</i>	Tickler is created upon creating or ending an Out of Home Placement.
<i>How is it removed:</i>	The tickler can be removed in the following ways: <ol style="list-style-type: none"> <li>1. When a Permanency Plan - ASFA Exceptions page is created and approved OR</li> <li>2. When a TPR filed date is entered on the Legal Action page (for Legal Actions of Request for TPR, TPR Petition Involuntary, and TPR Petition Voluntary) OR</li> <li>3. Upon approval of the case closure.</li> </ol>
<i>Topic:</i>	Planning
<i>Tickler name:</i>	<b>Permanency Plan Due</b>
<i>Description:</i>	This tickler reminds the primary worker to complete a Permanency Plan within 60 days of the child's initial placement date.
<i>How is it created:</i>	The tickler is created when an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, the placement is a removal from home, and the placement is approved.
<i>How is it removed:</i>	The tickler can be removed in the following ways: <ol style="list-style-type: none"> <li>1. A Permanency Plan is created and approved.</li> <li>2. The Out of Home Placement is ended and a value is entered in the 'Discharge Reason' field on the Service Ending pop up for the placement.</li> <li>3. The Out of Home Placement is ended with the ending reason: 'Placement Made in Error.'</li> </ol>
<i>Topic:</i>	Planning
<i>Tickler name:</i>	<b>Permanency Plan Hearing</b>
<i>Description:</i>	This tickler reminds the primary worker to complete a Permanency Plan Hearing within one year of the removal from home date and every year thereafter, as long as the child remains in out of home care.
<i>How is it created:</i>	The initial Permanency Plan Hearing tickler is generated when an Out of Home Placement is created, a date is entered in the 'Date removed from his or her home' field, the placement is a removal from home, and the placement is approved. For every consecutive Permanency Plan Hearing tickler, the due date is calculated 12 months from the date entered on the 'Date of Hearing or Review' field located on the Basic Tab of the Permanency Plan Review or Hearing Results page.
<i>How is it removed:</i>	The tickler can be removed in the following ways: <ol style="list-style-type: none"> <li>1. A Permanency Plan Hearing (12 months) is created and approved on the Permanency Plan Review or Hearing Results page.</li> <li>2. The Out of Home Placement is ended and a value is entered in the 'Discharge Reason' field on the Service Ending pop up for the placement.</li> <li>3. The Out of Home Placement is ended with the ending reason: 'Placement Made in Error.'</li> </ol>

## Ticklers: Creation and Removal

<i>Topic:</i>	Planning
<i>Tickler name:</i>	<b>Permanency Plan Review (Used to be called Administrative Review Tickler)</b>
<i>Description:</i>	This tickler reminds the primary worker to complete a Permanency Plan Review within 6 months of the removal from home date and every 6 months thereafter, as long as the child remains in out of home care.
<i>How is it created:</i>	<p>The initial Permanency Plan Review tickler is generated when an Out of Home Placement is created, a date is entered in the ‘Date removed from his or her home’ field, the placement is a removal from home, and the placement is approved.</p> <p>For every consecutive Permanency Plan Review tickler, the due date is calculated 6 months from the date entered on the Hearing/Review Date located on the Basic Tab of the Permanency Plan Review or Hearing Results page.</p>
<i>How is it removed:</i>	<p>The tickler can be removed in the following ways:</p> <ol style="list-style-type: none"> <li>1. A Permanency Plan Review (6 months) or Permanency Plan Hearing (12 month) is created and approved on the Permanency Plan Review or Hearing Results page.</li> <li>2. The Out of Home Placement is ended and a value is entered in the ‘Discharge Reason’ field on the Service Ending pop up for the placement.</li> <li>3. The Out of Home Placement is ended with the ending reason: ‘Placement Made in Error.’</li> </ol>
<i>Topic:</i>	Planning
<i>Tickler name:</i>	<b>30-Day CANS</b>
<i>Description:</i>	This tickler is to remind the primary worker to complete an Out of Home CANS within 30 days of a new placement.
<i>How is it created:</i>	The tickler is created upon final approval of an Out of Home Placement, if there is no outstanding 30-Day CANS tickler for the child from a previous placement; or, upon final approval of an Out of Home CANS for a previous placement and an outstanding 30-day tickler was deleted.
<i>How is it removed:</i>	The tickler is removed upon final approval of an Out of Home CANS or upon final approval of a placement ending that is considered a discharge within 30 days of removal. The tickler is also removed if the Out of Home Placement is ended for the reason of “Placement Made in Error.”
<i>Additional comments:</i>	The due date will be 30 days from the Placement Begin Date on the Out of Home Placement page.
<i>Topic:</i>	Planning
<i>Tickler name:</i>	<b>6-Month CANS</b>
<i>Description:</i>	This tickler reminds the primary worker to complete a subsequent Out of Home CANS within 6 months of a previous Out of Home CANS.
<i>How is it created:</i>	The tickler is created upon final approval of an Out of Home CANS if the Out of Home Placement is still open.
<i>How is it removed:</i>	The tickler is removed upon final approval of an Out of Home CANS for the child’s current open placement. The tickler is also removed upon final approval of a placement ending (discharge or not) and also for the End Reason of “Placement Made in Error.”
<i>Additional comments:</i>	The due date will be 180 days from the Effective Date of the most recent Out of Home CANS.

## Ticklers: Creation and Removal

<i>Topic:</i>	Placement
<i>Tickler name:</i>	<b>Foster Care Rate Setting - 30 Day Rate Setting</b>
<i>Description:</i>	This tickler will serve as a reminder that the Child's initial Rate Setting review needs to be completed.
<i>How is it created:</i>	The 30-day Rate Setting tickler will be created from the Out of Home Placement page in the following situations:  An Out of Home Placement is approved - AND; a. the placement is in a Foster Home b. or Treatment Foster Home
<i>How is it removed:</i>	The tickler is removed when a Foster Care Rate Setting for the child is approved. The tickler will also be removed when the child's OHP is ended with a Discharge from All Placements or ended for reason of "Placement Made in Error." Additionally, the tickler will be removed if the child is placed with a new provider.
<i>Additional comments:</i>	The due date will be 30 days from Placement Begin Date field on the Out of Home Placement page.
<i>Topic:</i>	Placement
<i>Tickler name:</i>	<b>Foster Care Rate Setting - 6 month Rate Setting Review</b>
<i>Description:</i>	This tickler will serve as a reminder that all subsequent Rate Setting reviews for the child need to be completed.
<i>How is it created:</i>	The 6-month Rate Setting tickler will be created when a Foster Care Rate Setting for a child is approved.
<i>How is it removed:</i>	The tickler is removed when a Foster Care Rate Setting for the child is approved. The tickler will also be removed when the child's OHP is ended with a Discharge from All Placements or ended for reason of "Placement Made in Error." Additionally, the tickler will be removed if the rate setting is ended manually or if the child is placed with a new provider.
<i>Additional comments:</i>	The due date will be 180 days from approval date for the Foster Care Rate Setting page.
<i>Topic:</i>	Placement
<i>Tickler name:</i>	<b>VPA - Foster Home</b>
<i>Description:</i>	This tickler reminds the worker that the Voluntary Placement Agreement – Foster Home is about to expire and the child needs to be placed in an alternate placement.
<i>How is it created:</i>	This tickler will be created when the worker creates a VPA- Foster Home using the Agreements and Notices page. The tickler will have a due date of 180 days after the date entered in the "Date of Agreement" field on the Agreements and Notices page.
<i>How is it removed:</i>	The tickler is removed when the worker checks the Agreement Concluded checkbox and enters an end date in the "Agreement End Date" field on the Agreements and Notices page.
<i>Additional comments:</i>	The worker should receive the tickler 150 days after the date in the Date of Agreement field on the Agreements and Notices page or 30 days prior to the due date.

## Ticklers: Creation and Removal

<i>Topic:</i>	Provider
<i>Tickler name:</i>	<b>Inactive Duplicate Provider</b>
<i>Description:</i>	Displays for the duplicate provider using dup provider name and ID and counts down immediately- Due in 14 days down to 0 days with no escalation.
<i>How is it created:</i>	The tickler is created when the worker checks the Send Reminder checkbox on the Duplicate Provider header section and successfully saves.
<i>How is it removed:</i>	The tickler is removed when the worker checks the Completed checkbox on the Duplicate Provider header section and successfully saves.
<i>Topic:</i>	Provider EFT Information
<i>Tickler name:</i>	<b>Review Provider EFT Information</b>
<i>Description:</i>	This tickler reminds the worker with the primary provider assignment in the designated County for the provider to check the payment method after a pre-note has been sent. If there is no open Primary Assignment within the Provider's designated County, then remind the worker with the latest assignment to the provider within the Designated County.
<i>How is it created:</i>	The tickler is created by eWiSACWIS to DOA- EFT File Extract batch program for each pre-note sent when the batch is run for the Provider's Designated County.
<i>How is it removed:</i>	This tickler is removed when the Out of Home Care worker from the designated County changes the Payment Method to EFT or requests another pre-note or resets the EFT Information on the Electronic Funds Transfer page.
<i>Additional comments:</i>	This tickler would only be used by a county utilizing EFT for provider payments. The Due Date, Reminder Date and Escalation Dates cannot be modified if the county is not using the EFT functionality.

## Ticklers: Creation and Removal

<i>Topic:</i>	Provider License
<i>Tickler name:</i>	<b>Home License About To Expire</b>
<i>Description:</i>	This tickler reminds the primary worker that the foster home or treatment foster home license is about to expire.
<i>How is it created:</i>	The tickler is created when a home provider license is created.
<i>How is it removed:</i>	The tickler is removed when the status of the license is changed to Renewed, Revoked, Closed or Expired. For licenses expired by batch, the License About to Expire batch (b-pm04a-home-priv-licns) will delete ticklers that were originally created to remind the worker to renew the license.
<i>Topic:</i>	Provider License
<i>Tickler name:</i>	<b>DOJ Background Check About To Expire</b>
<i>Description:</i>	This tickler is to remind workers to complete DOJ background checks for Parent 1 and Parent 2, and anyone with the role of Licensee.
<i>How is it created:</i>	<p>When a worker completes a licensing activity application with Decision = Create License (except for Out of State licenses), eWiSACWIS will determine if there is a current DOJ background check (current means the Effective To date on the Background Check page is today or a future date).</p> <p>If a DOJ background check exists, a tickler will be created for the primary assigned worker 30 days before the due date of the next background check. DOJ background checks are due every four 4 years and will be calculated based on the Effective From date of the license.</p>
<i>How is it removed:</i>	The tickler is removed when a background check of type DOJ is created and the Effective From date is greater than the previous Effective From date + 4 years.
<i>Topic:</i>	Provider License
<i>Tickler name:</i>	<b>IBIS Background Check About To Expire</b>
<i>Description:</i>	This tickler is to remind workers to complete IBIS background checks for Parent 1 and Parent 2, and anyone with the role of Licensee.
<i>How is it created:</i>	<p>When a worker completes a licensing activity application with Decision = Create License (except for Out of State licenses), eWiSACWIS will determine if there is a current IBIS background check (current means the Effective To date on the Background Check page is today or a future date).</p> <p>If an IBIS background check exists, a tickler will be created for the primary assigned worker 30 days before the due date of the next background check. IBIS background checks are due every four 4 years and will be calculated based on the Effective From date of the license.</p>
<i>How is it removed:</i>	The tickler is removed when a background check of type IBIS is created and the Effective From date is greater than the previous Effective From date + 4 years.

## Ticklers: Creation and Removal

<i>Topic:</i>	Provider License
<i>Tickler name:</i>	<b>ICPC Background Check About to Expire</b>
<i>Description:</i>	This tickler is to remind workers to complete ICPC background checks for Parent 1 and Parent 2, and anyone with the role of Licensee on the Out of State license.
<i>How is it created:</i>	When a worker completes an Out of State foster home license, eWiSACWIS will determine if there is a current ICPC background check.  If an ICPC background check exists, a tickler will be created for the primary assigned worker 45 days before the due date of the next background check.
<i>How is it removed:</i>	The tickler can be removed when a background check of type ICPC – Background Check is created and the Effective To date is greater than the Effective To date of the existing ICPC background check or if the ICPC -Background Check does not exist. The tickler can also be removed when a background check of the Type ICPC – Background Check is created and the Effective To date is blank.
<i>Topic:</i>	Licensing Private Providers
<i>Tickler name:</i>	<b>Facility License About To Expire</b>
<i>Description:</i>	This tickler is to remind workers that the facility license for a private provider is about to expire.
<i>How is it created:</i>	The tickler is created when a facility license is completed with a status of Active or Renewed.
<i>How is it removed:</i>	The tickler is removed when the status of the license is changed to Renewed, Revoked, or Closed.
<i>Topic:</i>	Licensing Private Providers
<i>Tickler name:</i>	<b>Send 2nd Notification to licensee</b>
<i>Description:</i>	This tickler is to remind workers when to send a 2nd notification to the licensee if continuation materials have not been returned.
<i>How is it created:</i>	This tickler is created when a license record with Status of ‘Pending’ is created.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the 2nd Notification to Licensee field on the License Information page.
<i>Topic:</i>	Licensing Private Providers
<i>Tickler name:</i>	<b>Report due for complaint</b>
<i>Description:</i>	This tickler is to remind workers when a report is due for a complaint.
<i>How is it created:</i>	This tickler is created when a complaint record is created.
<i>How is it removed:</i>	The tickler is removed when a date is entered in the Completed field on the Complaint page.
<i>Topic:</i>	Licensing Private Providers
<i>Tickler name:</i>	<b>Background Checks Due</b>
<i>Description:</i>	This tickler is to remind workers that background checks need to be run for a private provider each time a license is issued or renewed.
<i>How is it created:</i>	The tickler is created when a license is created with a Status of Active or Renewed.
<i>How is it removed:</i>	The tickler is removed when both DOJ and IBIS background checks are created for the provider personnel with the current role of ‘Applicant/Licensee’ and the Date of Document displayed on the Imaging page exists between 65 days prior to or 30 days after the Effective From date on the license.

## Ticklers: Creation and Removal

<i>Topic:</i>	TPR
<i>Tickler name:</i>	<b>Adoption Case Plan for TPR</b>
<i>Description:</i>	This tickler reminds the primary worker to create the Adoption Case Plan within 30 days of the TPR.
<i>How is it created:</i>	The tickler is created when the date of the TPR being granted or approved by the courts is entered into eWiSACWIS (starts when child is deactivated from the case for TPR).
<i>How is it removed:</i>	The tickler is removed once the first Adoption Case Plan is completed and has received supervisory approval.
<i>Topic:</i>	TPR
<i>Tickler name:</i>	<b>Review Option to Return Custody to County</b>
<i>Description:</i>	This tickler is to remind the primary worker that the order for adoption has not been completed within 2 years of the TPR.
<i>How is it created:</i>	The tickler is created when the date TPR was approved by the courts is entered into eWiSACWIS (starts when child is deactivated from the case for TPR).
<i>How is it removed:</i>	The tickler is removed when the out of home placement for the child ends for reason of 'Transfer to [County].' If custody does not transfer, the tickler will only be removed when the case is closed.