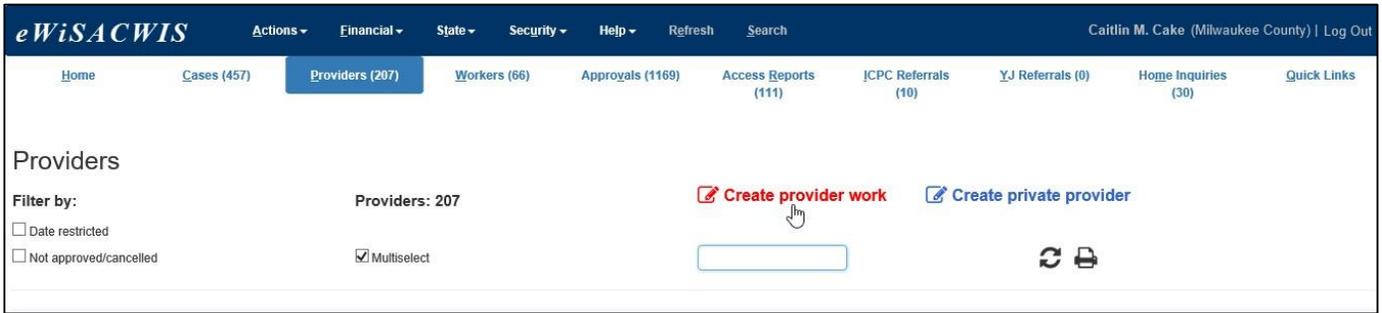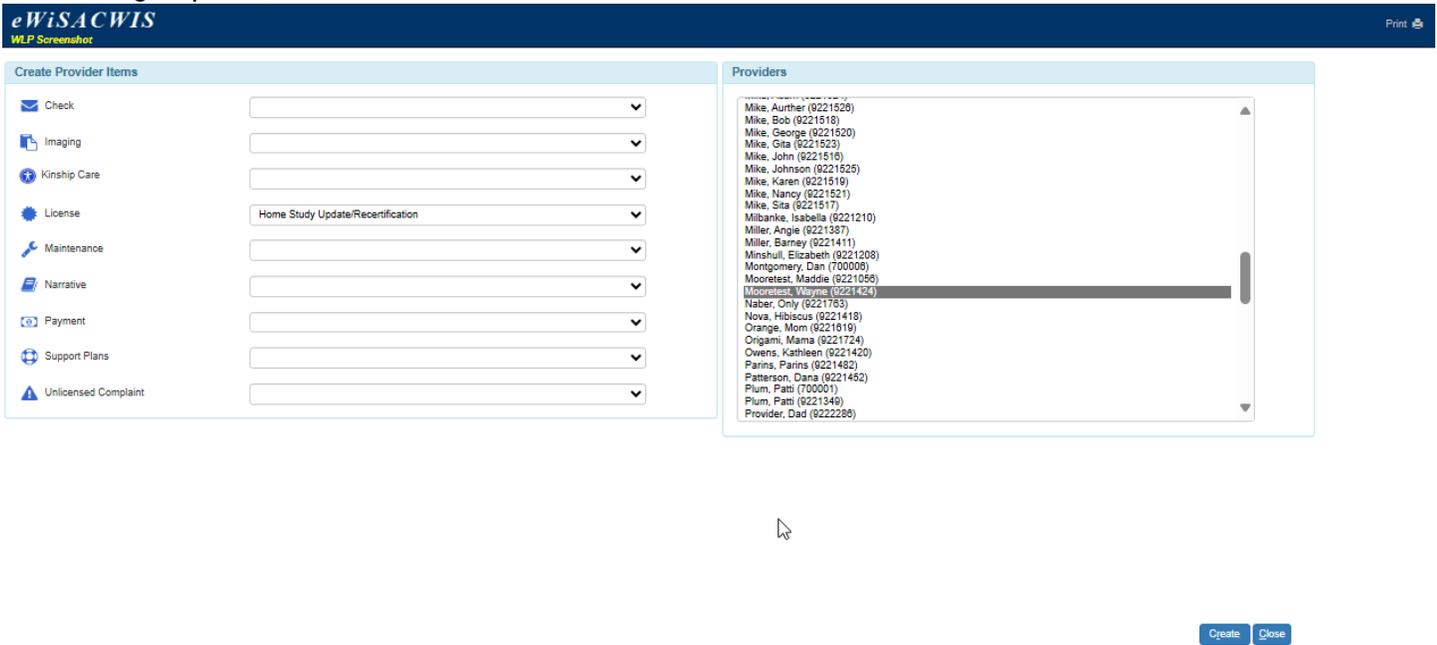# Home Study Update/Recertification

Note: You must have an assignment to the provider record to create a Home Study Update/ Recertification.

Note: Information related to applicants is entered on a number of pages, including the Home Provider, Person Management, Home Study, and Psychosocial Evaluation Report.

1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink
   ✎ **Create provider work** or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.

2. Select Home Study Update/Recertification from the License drop-down, select the provider name in the Providers group box, and click the Create button.

3. The Home Study Update/Recertification page is used to document information gathered and to evaluate the recertification of the family. The Basic group box includes general information items relevant to the applicant(s). If the provider is licensed or has a pending license, the license type, licensing agency, and certification level will pre-fill from the Licensing page. Select the update purpose, home study type, update the home study date (if applicable), and select the placement type. Once you have completed the home study update/recertification, you will update the home study status.

4. The Family tab contains the Applicant(s) Children group box and Others Household Members group box. The first group box Applicant(s) Children pre-fill from the Home Provider page if they have been documented on the Members tab. Clicking the Modify link will direct you to the Home Provider page where you can Insert additional person(s) on the Members tab. The Receiving Care field is prefilled based on the radio button selected on the Home Provider record. If the child is living out of the home, indicate where. It is important to verify that the child's age is identified, as this will determine which questions to answer for them on the Psychosocial Evaluation Report.

Note: If the foster parents have adopted a child, a new person record needs to be created for the adoptive child.

5. The Other Household Members group box displays others who have been previously entered on the Members tab of the Home Provider page. You can select the Modify link to add additional people. Clicking Modify will direct you to the Home Provider page where you can Insert an additional person on the Members tab. The Receiving Care field is prefilled based on the radio button selected on the Home Provider record. It is important to verify that the person's age is identified, as this will determine which questions to answer for them on the Psychosocial Evaluation Report.

Other Household Members

Children placed in the foster home or children placed in the pre-adoptive home are not included here.
This includes individuals frequently in the home on a regular basis and have substantial contact with children placed in the home.

Name	DOB	Age	Relationship to Applicant(s)	Receiving Care
Alex	03/01/2014	12	Cousin	No
tester De Ford (9229194)	02/02/1962	64	Aunt	Yes

Modify

6. The Current Placements/Situation tab is used to document the Current Placements/Situation for children who are currently placed or for those who have been identified for future placement. The Children Currently Placed in the Home group box provides a listing of all the children who have a current placement open with the provider.

eWiSACWIS
WLP Screenshot

Print

Basic

Applicant(s):	Mooretest, Wayne L., III (9221581)		Mooretest, Morgan (9223128)		Provider:	Mooretest, Wayne (9221424)

Update Purpose : Pre-adoptive

Lcns. Type:	County	Lcns. Agency:	Dane County Department of Human Services	Certification:	Level 2

Home Study Type:	Adoptive	Home Study Date:	03/03/2026	Placement Type:	Future Placement

Home Study Status:	Pending	View/Update Hold History

Family	Current Placements/Situation	Background Information	Results

Children Currently Placed in Home

Please keep in mind that any information written in this section is confidential and must be redacted should the home study be shared with a third party.

Name	DOB	Age
Blueberry Pancake	02/21/2010	16
Duantwo J. Asfa	11/01/2014	11
Sally B. Allen	12/01/2003	22

Current Situation

Discuss the relationship between the foster parent(s) and the child(ren)/youth currently placed in the home.

Options: [ ] Go   Save Close

7. The Current Situation group box allows you to document information regarding the relationship the applicants have with a child currently placed in the home.

Current Situation

Discuss the relationship between the foster parent(s) and the child(ren)/youth currently placed in the home.

Discuss the personality, strengths, and interests of each child/youth currently placed in the home.

Discuss the special needs, considerations, and/or behaviors of each child/youth currently placed in the home.

8. Document information in the Fostering Experience group box. If there are no children currently placed, select the N/A checkbox.

Fostering Experience

☐ N/A - Waiting pre-adoptive Applicant, a foster home license has not been issued

Identify and describe all foster care and/or adoption related education or activities the family has participated in since the last evaluation. Narrate how trainings or other activities have enhanced this family's ability to provide safety and well-being to the child(ren) in their home.

9. Document information in the Family Lifestyle group box.

10. The Child Specific Placement group box will display if the Placement Type of "Child Specific Placement" was selected in the Basic group box at the top of the page. To search out and retrieve the child(ren) who will be placed at this home, click the Insert button.

Child Specific Placement

Name	DOB	Gender	
Pancake, Blueberry (9229697)	02/21/2010	Male	Delete

Insert

Options: [_____ ▼] Go   Save Close

11. The Background Information tab contains summary of Background Check Results. The Summary of Background Check Results is narrative field allows you to document the background checks completed and whether those results were determined to be substantially related to caring for children under Ch. DCF 12.06 If findings are identified for an individual in the home, address them in the History portion of the Psychosocial Evaluation Report for that individual.

eWiSACWIS
WLP Screenshot   Print 🖨

Basic

Applicant(s): Mooretest, Wayne L., III (9221581)	Mooretest, Morgan (9223128)	Provider: Mooretest, Wayne (9221424)
		Update Purpose: Pre-adoptive ▼
Lcns. Type: County ▼	Lcns. Agency: Dane County Department of Human Services	Certification: Level 2 ▼
Home Study Type: Adoptive ▼	Home Study Date: 03/03/2026	Placement Type: Future Placement ▼
Home Study Status: Pending ▼	View/Update Hold History	

| Family | Current Placements/Situation | **Background Information** | Results |

Summary of Background Check Results

The required criminal record and child abuse/neglect checks were completed for the Applicant(s) and any non-client residents in the home. List any results from the background checks completed and whether those results were determined to be substantially related to caring for children under Ch. DCF 12.06. If there were no results or findings, indicate that below. For any individual with results or findings, you must discuss those under the history section of the Psychosocial Evaluation Report. Be sure to discuss the results or findings that warranted a rating of 3, 4, or 5 and all mitigation that reduces the final rating.

Options: [_____ ▼] Go   Save Close

12. The Results tab contains all inventory items related to Psychosocial Evaluation Report (completed in the next step), as well as a Psychosocial Evaluation Conclusion, Placement Considerations, and Recommendation based on the home study update/recertification. Record the answer for each applicant (when applicable) using a rating in the drop-down. The values default to a '2' rating. Once you have completed all of the tabs on the Home Study Update/Recertification page, as well as the associated

Psychosocial Evaluation Report page, you will return to the Results tab to complete the home study update/recertification.

13. From the Options drop-down (on any tab of the Home Study Update/Recertification page), select Psychosocial Evaluation Report and click Go. This will open the Psychosocial Evaluation Report page.
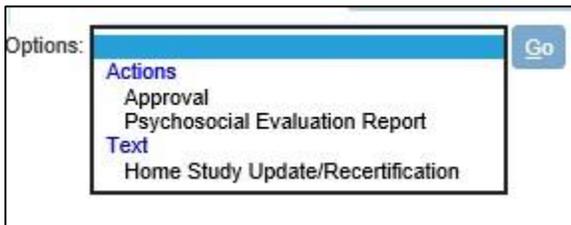
14. On the Psychosocial Evaluation Report page, there are 8 tabs: History, Personal Characteristics, Marital/Partnership Relationship, Children/Others, Extended Family, Physical/Social Environment, Parenting, and Adoption/Foster Care. On the History tab, answer each question. If applicable, complete the narrative fields for each applicant.

15. On the Personal Characteristics tab, answer each question for each applicant and if applicable, complete the narrative fields.

20. On the Marital/Partnership Relationship tab, answer each question and if applicable, complete the narrative fields.

21. On the Children/Others tab, there are four sections: Minor Children, Other Minors Residing or Frequently in the Home, Adult Children, and Adults Residing or Frequently in the Home. Enter text in each of the narrative fields.

Note: If there are no minor children, other minors residing or frequently in the home, adult children, and /or adults residing or frequently in the home, you will see that there are no narrative fields to complete and text indicating there are none of those individuals in the family/home.

Note: For Minor Children and others residing or frequently in the home that were inserted on the Home Study Update/Recertification page (Family tab), the gender is not included. You will need to include the gender of the individual in your description, as it is not included on the Home Study Update/Recertification template.

22. On the Extended Family tab, answer each question for each applicant and if applicable, complete the narrative fields.

23. On the Physical/Social Environment tab, answer each question and if applicable, complete the narrative fields.

24. On the Parenting tab, answer each question and if applicable, complete the narrative fields.

25. On the Adoption/Foster Care tab, answer each question and if applicable, complete the narrative fields.

26. Once you have completed all of the information on each of the tabs, select the Completed checkbox in the Basic group box and click Save. If any messages appear, complete the required fields. Once all errors have been fixed, click the Close button to return to the Home Study Update/Recertification page.

    Note: In order to approve the Home Study Update/Recertification, the Completed checkbox must be selected.

    Note: The Completed checkbox may become unchecked throughout the home study update/recertification process. Since the age of an individual (child, other residing in the home) determines which section of the Psychosocial Evaluation Report the individual falls into (minor or adult), an evaluation is done

anytime there are updates to the Home Provider page, as well as the Family tab of the Home Study Update/Recertification page.

27. Once you have completed all of the tabs on the Home Study Update/Recertification page, as well as the associated Psychosocial Evaluation Report page, return to the Results tab of the Home Study Update/Recertification page. Update any ratings as necessary. Enter narrative in the Psychosocial Evaluation Conclusion and Placement Considerations group boxes.

28. The Recommendation section contains conclusions and considerations based on the home study update/recertification, a recommendation by you, the home study worker, and your supervisor's approval/denial of that recommendation. Once you have completed the home study update/recertification, click the Select Applicant(s) link to open the Applicant Selection page.

29. On the Applicant Selection page, select the checkbox next the appropriate applicant(s). Then click Continue.

30. Record the recommend approvals or non-approvals for the applicant(s) and for what type of home he/she/they are being recommended for (foster care, adoption or both). Click the Insert button to record additional/different approvals or non-approvals.

31. In the "Home Study was completed by" section, verify the information, and update accordingly.

32. When the Home Study Update/Recertification is first created, it has a status of Pending. Update the Home Study Status in the Basic group box at the top of the Home Study Update/Recertification page.

33. The Home Study Update/Recertification template is created from the Home Study Update/Recertification page by selecting Home Study Update/Recertification from the Options drop-down (on any tab of the Home Study Update/Recertification pages) and clicking the Go button. Information will pre-fill from the Home Study Update/Recertification and Psychosocial Evaluation Report pages onto the template.

34. To approve the home study update/recertification, launch the Psychosocial Evaluation Report to check the Completed checkbox, close back to the home study, then select Approval from the Options drop-down (that can be accessed from any tab on the Home Study Update/Recertification page) and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Home Study Update/Recertification page, click Save to send the approval to your supervisor.
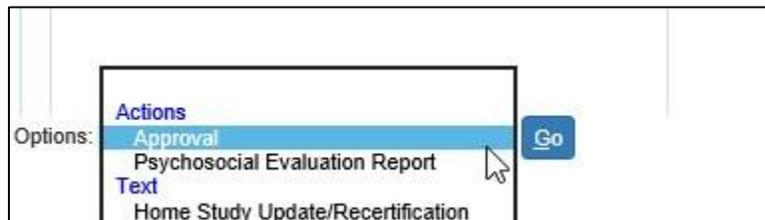
Note: If validation errors exist, you will have to make the updates and then approve the home study again.

Placing a Home Study Update/Recertification On Hold

You can place a Home Study Update/Recertification on hold and remove from hold during the documentation process for the Home Study Update/Recertification. When your supervisor approves the Place On Hold request the overall status of the Home Study Update/Recertification is set to "On Hold". Your supervisor must then

approve the removal from hold and when doing so the status of the Home Study Update/Recertification is set back to 'pending'.

1. The Home Study Update/Recertification Hold Status page is accessed from the <u>View/Update Hold History</u> link.

2. On the Home Study Recert Hold Status page, click the Insert button.

3. Select the <u>Reason(s)</u> link. This will open the Home Study Recert Reason(s) Place on Hold page.

4. There are multiple reasons a Home Study Update/Recertification can be placed on hold. On the Home Study Recert Reason(s) Place on Hold Page, select one or more reason and click Continue. This will return you to the Home Study Recert Hold Status page.

5. Enter a date next to the Place on Hold field and enter a description in the Description field, if applicable.

6. Select the Place on Hold radio button. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Home Study Recert Hold Status page, click Save to send the approval to your supervisor.

Remove Home Study from Hold

You can place a Home Study Update/Recertification on hold and remove from hold during the documentation process for the Home Study. When the supervisor approves the Place On Hold request the overall status of the Home Study Update/Recertification is set to "On Hold". The supervisor must then approve the removal from hold and when doing so the status of the Home Study Update/Recertification is set back to 'pending'.

1. Access the Home Study Recert Hold Status page via the View/Update Hold History link on the Home Study Update/Recertification page.

2. On the Home Study Recert Hold Status page, click the Insert button. This will insert the Remove from Hold row.

3. Select the Reason(s) link. This will open the Home Study Recert Reason(s) Remove from Hold page. On the Home Study Recert Reason(s) Remove from Hold page, select one or more reason and click Continue.

Home Study Recert Reason(s) Remove from Hold

Reasons

Action: Remove from Hold

Reason(s)

Select Reason(s)

☑	Application complete
☐	Family circumstances resolved
☐	Legal process resolved
☐	Other
☐	Support plan complete
☐	Withdrawal from program

4. On the Home Study Recert Hold Status page, select the radio button for Remove from Hold status, enter the effective from date and enter a description, if applicable. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. On the Home Study Recert Hold Status page, click Save to send the approval to your supervisor.

Home Study Recert Hold Status   Print 🖶   Help ❓

Place On/Remove Hold

Status	Effective From	Reason(s)	Worker
○ Place on Hold	06/22/2020	Application not complete	Caitlin C. Cake
Description:	Reason for hold...		
⦿ Remove from Hold	06/23/2020	Reason(s) Application complete	Caitlin C. Cake
Description:			