

Licensing Home Providers

Introduction

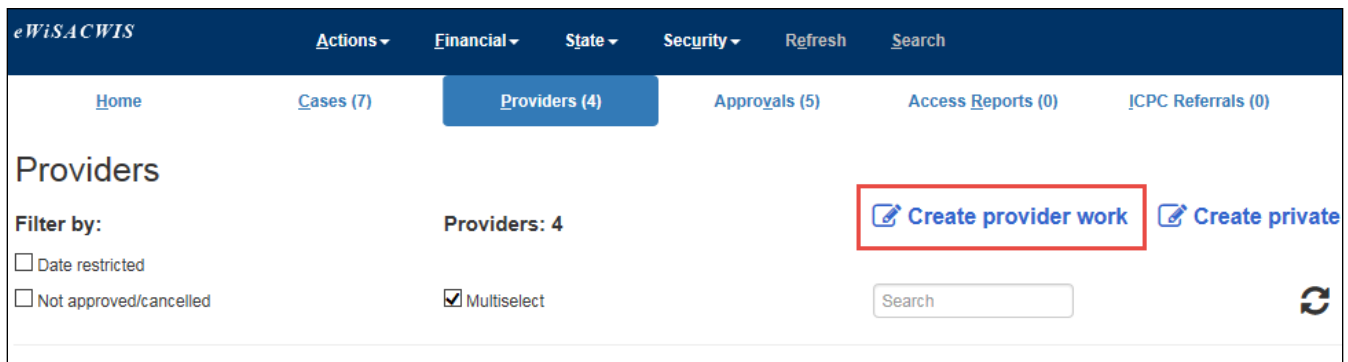
The responsibility for the management of each foster home Home Provider record is allocated to a specific county - referred to as the provider's "designated county." The designated county is defined at the time the Home Provider record is created. Workers of the designated county manage all aspects of the Home Provider record, including the addition of licensed services for other counties to the provider's license. Non-designated county workers are not able to create or maintain provider licenses, nor are they able to generate work from within the Home Provider license.

The responsibility for the management of Level 3, Level 4, and Level 5 Foster Home provider records is allocated to any worker with Level 3, Level 4, and Level 5 Foster Home security associated with his or her User Group. Level 3, Level 4, and Level 5 Foster Home Providers and their associated licenses are not subject to the designated county restrictions. As long as a worker has the Level 3, Level 4, and Level 5 Foster Home security, he or she can create and maintain the provider record regardless of the provider's designated county. MAXIMUS contracts with the State to maintain Level 3, Level 4, and Level 5 Foster Homes that are licensed by a parent agency. Designated county and MAXIMUS contacts are located on the eWiSACWIS Knowledge Web.

Creating a Home Provider License

Note: In order to create a foster home license, an assignment to the provider record is needed.

1. Once there has been a screened in Home Inquiry, the Home Provider page needs to be updated. See the User Guide on Maintaining Home Providers. Once the Home Provider page is updated, the actions can begin for creating a license for the provider. Make sure the provider is listed on the desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for an assignment.
2. From the 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.



3. Select Licensing Activity from the License drop-down and select the appropriate provider. Click the Create button.

Note: The Birth Date, Race(s), and Ethnicity for Parent 1 (and Parent 2, if applicable) must be documented before a license can be created.

Errors (1)

- There is demographic information missing for Parent 1. Please check the Person Management record and update the Birth Date, Race, and/or Ethnicity field(s).

- The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page. The Licensing Agency field also comes from the Home Provider page. In order to update the licensing agency, click on the Home hyperlink to access the Home Provider page.
- Select the Application Status and Application Type and document the Date Application Provided to Family, Date Signed Application Received, and Date Completed Application Received. Then in the Decision drop-down, select Create License. The Decision Date will default to today's date, but can be updated.

eWiSACWIS TM Print Help

Basic

Home: [Provider_Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: Brown County Human Service Department

Application Activity

Application Activity

Application Status: Initial Application Type: Foster Care
 Date Application Provided to Family: 12/01/2022 Date Signed Application Received: 00/00/0000
 Date Completed Application Received: 00/00/0000
 Decision: Pending Decision Date: 00/00/0000
 Rehab Review

Options: ▼ Go Save Close

6. When the Decision = Create License, the License Information and Services tabs appear.

eWiSACWIS TM Print Help

Basic

Home: [Provider_Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: Brown County Human Service Department

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

Application Activity

Application Status: Initial Application Type: Foster Care
 Date Application Provided to Family: 12/01/2022 Date Signed Application Received: 00/00/0000
 Date Completed Application Received: 00/00/0000
 Decision: Create License Decision Date: 00/00/0000
 Rehab Review

Options: ▼ Go Save Close

7. The License Information tab contains three group boxes. The Home Information group box

pre-fills with demographic information from the Home Provider page. The Licensee(s) field will display Parent 1, Parent 2, and any member identified as Licensee. Clicking on the hyperlink opens the Person Management page for the associated Parent 1, Parent 2, or Licensee.

The License Information group box contains the specifics for the foster home license. Enter the Effective From and Effective To dates. Select the appropriate Certification level. Select the appropriate radio button related to exceptions and waivers (see step 12 on page 8 for documenting exceptions/waivers).

Note: Either the Exceptions/Waivers Required or the No Exceptions/Waivers Required is required in order to approve the license.

The Additional Information group box pre-fills the capacity, preferred age, and gender specifics for the provider from the Home Provider page.

The screenshot displays the eWiSACWIS interface. At the top, there is a navigation bar with the logo and links for TM, Print, and Help. Below this is a 'Basic' section containing fields for Home (with a link to 'Provider_Foster (9221762)'), Worker (Caitlin C. Cake), Designated County (Milwaukee), Completion Date, Status (Pending), and Licensing Agency (Brown County Human Service Department). A tabbed interface below shows 'Application Activity', 'License Information' (selected), and 'Services'. The 'Home Information' section includes Licensee(s) (with links to 'Provider_Foster;' and 'Provider_Male'), C/O, Street (111 Main), Apt, City (Dairyland), State (WI), Zip (54830), and County of Residence (Brown). The 'License Information' section features a dropdown for Type (Foster Care - DCF 56), Effective From (02/01/2023), Effective To (01/31/2025), Certification (Level 2), and radio buttons for Exceptions/Waivers Required and No Exceptions/Waivers Required. The 'Additional Information' section shows Total Bed Capacity (15), Preferred Age (0 through 18), Preferred Gender (Male: 15, Female: 15), and an Options dropdown with a Go button. Save and Close buttons are located at the bottom right.

8. The Services tab contains the Licensed Services group box, which displays the service

types that this license will authorize, including the name of the county with which each service is associated. The [Edit Licensed Services](#) hyperlink (enabled for designated county workers when the county specific radio button is selected in the Licensed Services group box) launches the Edit Licensed Services page.

The Licensed Services group box shows licensed services for the Home Provider in two formats:

- By selecting the county specific radio button, you will only see licensed services for the selected county. The County column is not visible in the Licensed Services group box. In this view, the [Edit Licensed Services](#) hyperlink is available and located to the right of the county specific drop-down. When selecting this hyperlink, the Edit Licensed Services page opens and allows you to update licensed services.
- When selecting the All Counties radio button, you will see services associated with the provider from every county. The County column is visible for licensed services.

After approval, when the designated county wants to add another county's service types to a provider record, the designated county can add the service types without having to modify the provider's license. If the designated county wants to change its own service types, the designated county is required to modify the provider's license.

9. To add a Service Type, select the [Edit Licensed Services](#) hyperlink. This will open the Edit Licensed Services page.

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: Brown County Human Service Department

[Application Activity](#) [License Information](#) **Services**

Licensed Services

All Counties Milwaukee ▼ [Edit Licensed Services](#)

Category	Type	Status
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[Save](#) [Close](#)

10. This will require you to save the page; click the Yes button on the validation pop-up.

11. On the Edit Licensed Services page, select the check box next to the service(s) you wish to add. Click Save and Close.

Note: Services will remain 'Inactive' until the license is approved. Once approved, the status will switch to 'Active.'

	Category	Type	Status	Select Service
<input checked="" type="radio"/>	Foster Care	Foster Home (Level 2+)	Inactive ▾	<input checked="" type="checkbox"/>
<input type="radio"/>	Foster Care	Foster Home (Level 2+) - SSI/SSA Comp	Inactive ▾	<input type="checkbox"/>
<input type="radio"/>	Foster Care	Foster Home (Non-Paid)	Inactive ▾	<input checked="" type="checkbox"/>
<input type="radio"/>	Wrap - Foster Care	Wrap - Foster Home (Level 2+)	Inactive ▾	<input type="checkbox"/>
<input type="radio"/>	Wrap - Foster Care	Wrap - Foster Home (Lvl 2+) SSI/SSA Comp	Inactive ▾	<input type="checkbox"/>

12. You will now return to the Services tab. The Service Types will be displayed. The status of the Service is currently In Active. The status will become Active once the license is approved.

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: Brown County Human Service Department

Application Activity
License Information
Services

Licensed Services

All Counties
 Milwaukee ▼
 [Edit Licensed Services](#)

	Category	Type	Status
<input checked="" type="radio"/>	Foster Care	Foster Home (Level 2+)	In Active
<input type="radio"/>	Foster Care	Foster Home (Non-Paid)	In Active

Options: ▼ Go Save Close

13. If the Exceptions/Waivers Required radio button is selected on the License Information tab, the Exceptions/Waivers tab will appear.

Application Activity
License Information
Services
Exceptions/Waivers

C/O:
 Street: 111 Main Apt: .
 City: Dairyland State: WI Zip: 54830
 County of Residence: Brown

License Information

Type: Foster Care - DCF 56 ▼ Effective From: 02/01/2023 Effective To: 01/31/2025

Certification: Level 2 ▼
 Exceptions/Waivers Required
 No Exceptions/Waivers Required

14. In the Exceptions/Waivers group box, click the Insert button. This will open the Exception/Waiver Request page .

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: Brown County Human Service Department

Exceptions/Waivers

Exception/Waiver	Start Date	End Date	Mod Start Date	Mod End Date	Decision
<input type="button" value="Insert"/>					



Requests

Send to Exception Panel Date Sent: Additional Exceptions/Waivers Requested Date:

 Send to Licensing Worker Date Sent:

Options:

15. The radio button will default to Licensing Agency Exception/Waiver. If the request is a DCF exception or waiver, select the DCF Exception/Waiver radio button.

Exception/Waiver Request Print  Help 

Exception/Waiver

Licensing Agency Exception/Waiver
 DCF Exception/Waiver

Licensing Code: [Code Citation](#)

Licensing Sub Code:

Description:

Start Date:

End Date:

Licensing Worker Narrative (include rationale for exception/waiver request):

Licensing Agency Decision
 DCF Decision

16. Select the appropriate Licensing Code and Licensing Sub Code. After selecting the Licensing Sub Code, the Description will appear. You can click on the [Code Citation](#) hyperlink to view the Wisconsin Administrative Code 56.

Enter the Start Date and End Date for the exception or waiver. Enter text in the Licensing Worker Narrative text box.

Note: The Start Date and End Date for the exception/waiver must be within the licensing period.

If you are a supervisor, complete the Licensing Agency Decision expando. The Decision Date will default to today's date but can be updated.

Exception/Waiver Request Print Help

Exception/Waiver

Licensing Agency Exception/Waiver
 DCF Exception/Waiver

Licensing Code: [Code Citation](#)

Licensing Sub Code:

Description: Any person proposing to provide foster care for children shall apply to a licensing agency for a foster home license.

Start Date:

End Date:

Licensing Worker Narrative (include rationale for exception/waiver request):

Licensing Agency Decision

Licensing Agency Supervisor Narrative:

Licensing Agency Decision: Decision Date:

DCF Decision

Modified Start Date:

Modified End Date:

Exception Panel Chairperson Narrative:

Exception Panel Decision: Decision Date:

17. Click Save and Close. This will return you to the Licensing page. The Exceptions/Waivers tab will display the exception or waiver. Click the Insert button to document additional exceptions and waivers.

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: Brown County Human Service Department

Application Activity License Information Services **Exceptions/Waivers**

Exceptions/Waivers

Exception/Waiver	Start Date	End Date	Mod Start Date	Mod End Date	Decision
56.04 Applying for a license	02/01/2023	02/28/2023			Pending

Requests

Send to Exception Panel Date Sent: Additional Exceptions/Waivers Requested Date:
 Send to Licensing Worker Date Sent:

Options:

18. If you are requesting a DCF exception/waiver, the Send to Exception Panel check box will be enabled on the Exceptions/Waivers tab. Select the check box to send the DCF exception/waiver request(s) to the DCF Exceptions Panel. Once the Send to Exception Panel check box is selected, the Date Sent will display with the date the check box was selected. This will send an e-mail to the DCF Exceptions Panel and will create an assignment to the provider record for the DCF Exceptions Panel.

Note: The Licensing Agency Decision on the Exception/Waiver Request page must first be documented for the DCF exception or waiver before the Send to Exception Panel check box is enabled. This process is done separate from the license approval. There is no online process for a worker to let his or her supervisor know of **DCF exceptions and waivers**. Therefore, the supervisor will need to take an assignment to the provider record in order to complete the licensing agency decision for the DCF exception/waiver.

For a DCF exception/waiver, the DCF Exceptions Panel will make a decision on the requested exception or waiver. After the decision has been made, the DCF Exceptions Panel will select the Send to Licensing Worker check box. This will send an e-mail to the Primary Worker for the provider record and his or her supervisor.

Note: Once the provider license is approved, the Additional Exceptions/Waivers Requested checkbox can be selected. A supervisor must insert the new exceptions/waivers, as a

licensing agency decision needs to be documented when saving the additional exceptions/waivers.

19. Return to the License Information tab. Under Options, select Foster Home License and select Go. The license will need to be launched in order to view and/or print the license in the future.

The screenshot shows the eWiSACWIS interface. At the top, there's a header with the logo and navigation links (TM, Print, Help). Below is a 'Basic' section with fields for Home (Provider: Foster (9221762)), Worker (Caitlin C. Cake), Designated County (Milwaukee), Completion Date, Status (Pending), and Licensing Agency (Brown County Human Service Department). A tabbed interface has 'License Information' selected. Below this is a form with fields for C/O, Street (111 Main), Apt, City (Dairyland), State (WI), Zip (54830), and County of Residence (Brown). The 'License Information' section includes a dropdown for Type (Foster Care - DCF 56), Effective From (02/01/2023), Effective To (01/31/2025), Certification (Level 2), and radio buttons for Exceptions/Waivers Required (selected) and No Exceptions/Waivers Required. The 'Additional Information' section shows Total Children (0 through 18), Preferred Gender (Male: 15, Female: 15), and an 'Options' dropdown menu. The dropdown menu is open, showing options like Checklist, Steps Completed Checklist, Text, Foster Home License (highlighted), Foster Home License Notification, Letters, License Hold Notice Letter, Renewal Letter, and Revocation Letter. There are 'Go', 'Save', and 'Close' buttons at the bottom right.

20. The license will pre-fill with the certification level and the provider's name and address. The license will also pre-fill with the number of children, sex of children, age ranges, license dates, and licensing agency. The second page of the license will pre-fill approved exceptions and waivers

Note: If the license template is accessed prior to the exceptions and waivers having a Licensing Agency/DCF Decision documented, the exceptions and waivers will pre-fill. Therefore, the license may display exceptions and waivers that are not approved.

Once the license has been completed, save and generate the PDF, print the license and click the Close button to return to eWiSACWIS.

BIRT HTML Document 1011106 - Internet Explorer

eWiSACWIS

Save Save and Generate PDF Close

DEPARTMENT OF CHILDREN AND FAMILIES STATE OF WISCONSIN
 Division of Safety and Permanence
 DCF-F-CFS0111 (R. 02/2014)

*State of Wisconsin
 Department of Children and Families*

Foster Home License - Certification Level 2

Be it known that

AA, Ace and AABB, Diamonds

1234567 W Wilson
 Madison, WI 53703-3445

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: 8
Sex of children who may receive care: Female: 8 Male: 8
Age of children who may receive care: 0 to 21
Other Provisions (specify):

This license is issued in compliance with Section s48.62 (1) (a) of the Wisconsin Statutes, and shall be in effect during the period from 06/10/2019 to 06/09/2021 unless earlier revoked by the issuing agency or by the Department of Children and Families for reasonable and just cause.

Unknown

Name of Issuing Agency

 Authorized Signature

21. Once you have returned to the License Information tab, access the Foster Home License Notification. A checklist is also available to record completed items for licensing. Finally, there are various letters including Renewal, Revocation, and License Hold Letter Notice that can be created. Templates should be created prior to approval as they cannot be created after final approval.
22. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go.

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: Brown County Human Service Department

Application Activity | License Information | Services | Exceptions/Waivers

Application Activity

Application Status: Initial Application Type: Foster Care
 Date Application Provided to Family: 12/01/2022 Date Signed Application Received: 00/00/0000
 Date Completed Application Received: 01/01/2023
 Decision: Create License Decision Date: 02/09/2023
 Rehab Review

Options: Actions Approval Go Save Close

23. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue.

24. To send the license for supervisory approval, click Save on the Licensing page.

Note: The supervisor must first update the Decision drop-down on the Exception/Waiver Request page (for all exceptions and waivers) before the license can be approved.

25. Below is an example of how the approved license will look from the desktop.

Provider, Foster (9221762)

Provider details: Foster Home Level 2 License status: Pending Des: Milwaukee
Provider address: 111 Main Dairyland, WI 54830 (Brown County)
Primary worker/licensor: Cake, Caitlin C. (123) 456-7890 ccake@wisconsin.gov
Actions: Please select an action

View provider information

[Assignments](#) [Basic](#) [Home Inquiries](#) [Licenses](#)
[Members](#) [Parent Agency](#) [Placements](#)

Licenses

Foster Care - DCF 56 - Foster Care	02/01/2023 - 01/31/2025	Approved	Initial	Milwaukee
Foster Care - DCF 56	02/07/2018 - 02/20/2018	Approved	Revoked	Milwaukee
Foster Care - DCF 56	08/01/2011 - 08/01/2011	Approved	License Made In Error	Milwaukee

Additional Licensing Actions

Note: To see specifics related to modifying a license, see the associated Modifying a License User Guide.

1. The Additional Licensing Actions page is accessed through the Options drop-down on the License Information tab of the Licensing page and allows for the documentation of actions taken with regard to a license after it has been approved. Licenses that have been Renewed, Expired, or Closed cannot be re-activated from this page. In these instances, a new Licensing page would need to be created.

The screenshot displays the eWiSACWIS interface. At the top, the header includes the logo and navigation links for TM, Print, and Help. The main content area is divided into sections: 'Basic' with fields for Home, Completion Date, Licensing Agency, Worker, Status, and Designated County; 'Application Activity', 'License Information', 'Services', and 'Exceptions/Waivers' tabs; and a 'License Information' section with dropdowns for Type and Certification, and date pickers for Effective From and Effective To. A 'Total' section shows '0 through 18' and 'Preferred Gender' options. An 'Options' dropdown menu is open, listing 'Additional Licensing Actions' (highlighted with a red box), 'Steps Completed Checklist', 'Foster Home License', 'Foster Home Licensure Notification', 'License Hold Notice Letter', 'Renewal Letter', and 'Revocation Letter'. 'Save' and 'Close' buttons are visible at the bottom right.

- On the Additional Licensing Actions page, select the appropriate Action. The Licensing Action Reasons page will open.

Additional Licensing Actions Resource Print Help

Basic

Provider: [Foster Provider \(9221762\)](#) Licensing Agency: Brown County Human Service Department

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div style="border: 1px solid black; padding: 2px;"> Close Made in Error Modify Place On Hold Revoke </div>	00/00/0000	Reason(s):	

[Insert](#)

Options: [Go](#)

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

- Select the appropriate reason(s) and then click Continue. **Note:** A maximum of three reasons can be selected.

Licensing Action Reasons Print Help

Licensing Action Reasons

Action: Close

Reason

Select All That Apply

<input type="checkbox"/>	Change in licensing agency
<input type="checkbox"/>	Child(ren) adopted
<input type="checkbox"/>	Duplicate provider clean-up
<input type="checkbox"/>	Foster child left foster home
<input type="checkbox"/>	Foster parent request
<input type="checkbox"/>	Home does not meet standards
<input type="checkbox"/>	Moved from area
<input type="checkbox"/>	Other (documented on provider note)
<input type="checkbox"/>	Personal requirements not satisfied
<input type="checkbox"/>	Training requirements not satisfied

[Continue](#)

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

Additional Licensing Actions Resource Print Help

Basic

Provider: [Foster Provider \(9221762\)](#) Licensing Agency: Brown County Human Service Department

Licensing Actions

Action	Effective From	Reason(s)	Approval
Close	02/09/2023	Reason(s): Change in licensing agency	

Options: Actions
Approval

- Enter the Effective From date.
- 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. On the Additional Licensing Actions page, click Save and Close.

The Insert button is used to insert a new row in the Licensing Actions group box. There can only be one active license Action at a time, so the Insert button is available only when there are no license actions or all previous license actions have been approved.

Note: When the Action of “Modify” is selected and the Additional Licensing Action is approved, a pending license is created. The pending license copies over all information from the previous license, include the original license Effective To date (end date of the license). See the associated Modifying a License User Guide.

Revoking a license

- To revoke a license, access the Active-Regular license from the desktop.

Provider, Foster (9221762)

Provider details: Foster Home Level 2 License status: Pending Des: Milwaukee	Provider address: 111 Main Dairyland, WI 54830 (Brown County)	Primary worker/licensor: Cake, Caitlin C. (123) 456-7890 ccake@wisconsin.gov	Actions: Please select an action ▼
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View provider information

[Assignments](#)

[Basic](#)

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[Parent Agency](#)

[Placements](#)

Licenses

Foster Care - DCF 56 - Foster Care	02/01/2023 - 01/31/2025	Approved	Initial	Milwaukee
Foster Care - DCF 56	02/07/2018 - 02/20/2018	Approved	Revoked	Milwaukee
Foster Care - DCF 56	08/01/2011 - 08/01/2011	Approved	License Made In Error	Milwaukee

- Click the License Information tab then launch the Additional Licensing Actions page from the Options drop-down.

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: 02/09/2023 Status: Active-Regular
 Licensing Agency: Brown County Human Service Department

[Application Activity](#)

[License Information](#)

[Services](#)

[Exceptions/Waivers](#)

C/O:
 Street: 111 Main Apt:
 City: Dairyland State: WI Zip: 54830
 County of Residence: Brown

License Information

Type: Foster Care - DCF 56 ▼ Effective From: 02/01/2023 Effective To: 01/31/2025
 Certification: Level 2 ▼ Exceptions/Waivers Required No Exceptions/Waivers Required

Additional Licensing Actions

[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](#)

Total: 0 through 18 Preferred Gender: Male: 15 Female: 15

Options: Go Save Close

3. On the Additional Licensing Actions page, select the Action of Revoke.

Additional Licensing Actions Resource Print Help

Basic

Provider: [Foster Provider \(9221762\)](#) Licensing Agency: Brown County Human Service Department

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">CloseMade in ErrorModifyPlace On HoldRevoke</div>	00/00/0000	Reason(s):	

[Insert](#)

Options:

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

4. Click Yes to the following pop-up message to access the Revocation Reasons page

Confirmation

Once a license is revoked, a two year waiting period must elapse before you are able to create a new license for this provider. Do you want to continue?

[Yes](#) [No](#)

- On the Revocation Reasons page, select a Revocation Reason, a Licensing Code Citation, and Licensing Subcode Citation and enter narrative for the associated revocation reason. Click the Insert button to add additional code citations.

Note: Additional revocation reasons can be added or deleted from the Revocation Reasons page prior to the approval of the revocation action.

- Click Continue to return to the Additional Licensing Actions page.
- On the Additional Licensing Actions page, enter a date in the Effective From field.

Action	Effective From	Reason(s)	Approval
Revoke	02/09/2023	Reason(s): Home does not meet standards	

- From the Options drop-down, select Approval then click Go to launch the Approval History page.

9. Select the Approve radio button and click the Continue button to return to the Additional Licensing Actions page.
10. Click Save and Close.

Documenting a Negative Action on a Revocation

The following Licensing Subcode Citations will require the documentation of a Negative Action: 56.05(1)(a)1, 56.05(1)(a)3, 56.05(1)(f)3.a, or 56.05(1)(f)3.b. When the Save button is selected on the Additional Licensing Actions page, the Negative Action page will automatically open.

Negative Action Print Help

Agency Taking Negative Action

License / Certification Type: Foster Home Action Taken: Revocation

Agency Taking Negative Action: Brown County Human Service Department Agency Type: County

Name of Contact Person: Title:

Email Address: Telephone: Ext:

Parent 1

Name: [Provider, Foster](#) SSN: 123-45-6789 Birthdate: 05/23/1983

Substantiated Finding of CAN

Date: Status Requested:

 [Delete](#) Row 1 of 1

1. Document the appropriate data in the required fields. Click the Insert button in the appropriate group box: Substantiated Finding of CAN, Criminal Conviction, Misappropriate of Client's Property. If additional data is needed for Parent 1 and/or Parent 2, click the Insert button in the respective group box(es) and enter the necessary data.
2. Click Save and Close. Continue with the approval.
3. When a Negative Action is documented, a link to the page displays on the header of the associated licensing page and on the Additional Licensing Actions page.

eWiSACWIS TM Print Help

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee

Completion Date: Status: Pending [Negative Action](#)

Licensing Agency: Brown County Human Service Department

Note: At any time, the Negative Action page can be accessed and updated.