

QRTP Certification

Note: You must have an assignment to the provider record and additional security to create a QRTP Certification for the provider.

Creating a QRTP Certification

1. From your desktop, select View provider information [+ View provider information](#) for the specific private provider. Select Licenses and click the [Facility License](#) hyperlink. If a facility license does not exist, see the associated Creating a Facility License User Guide.

Madison Group Home (9221945)

Provider details:
Group Home - QRTP
License status: Pending - Regular

Provider address:
7630 W Center St
Milwaukee, WI 53222 (Milwaukee County)
(414) 607-6996

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

Assignments Basic Licenses Parent Agency
Payment Requests Placements Provider Services

Licenses
[+ Facility License](#)

2. On the Facility License page, click the QRTP Certification tab. To add a QRTP Certification, click the Insert button. This will open the QRTP Certification Information page.

Facility License - Work - Microsoft Edge

eWiSACWIS Print Help

Provider

Name: [Madison Group Home \(9221945\)](#) Licensor: Caitlin C. Cake
Type: Group Home Class: Corporation

Provider License Information **QRTP Certification** Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs

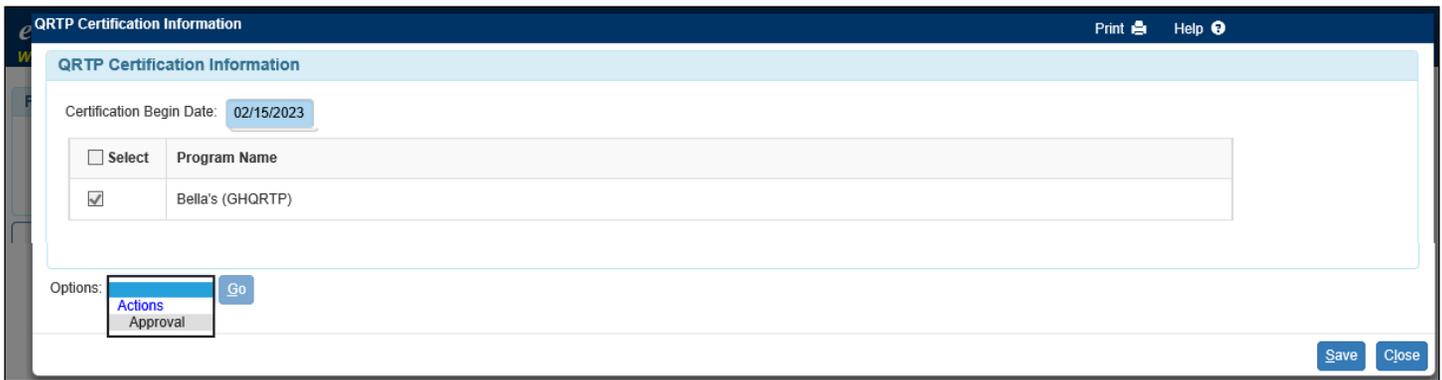
Active QRTP Certifications

Program Name	Begin Date	End Date
Insert		

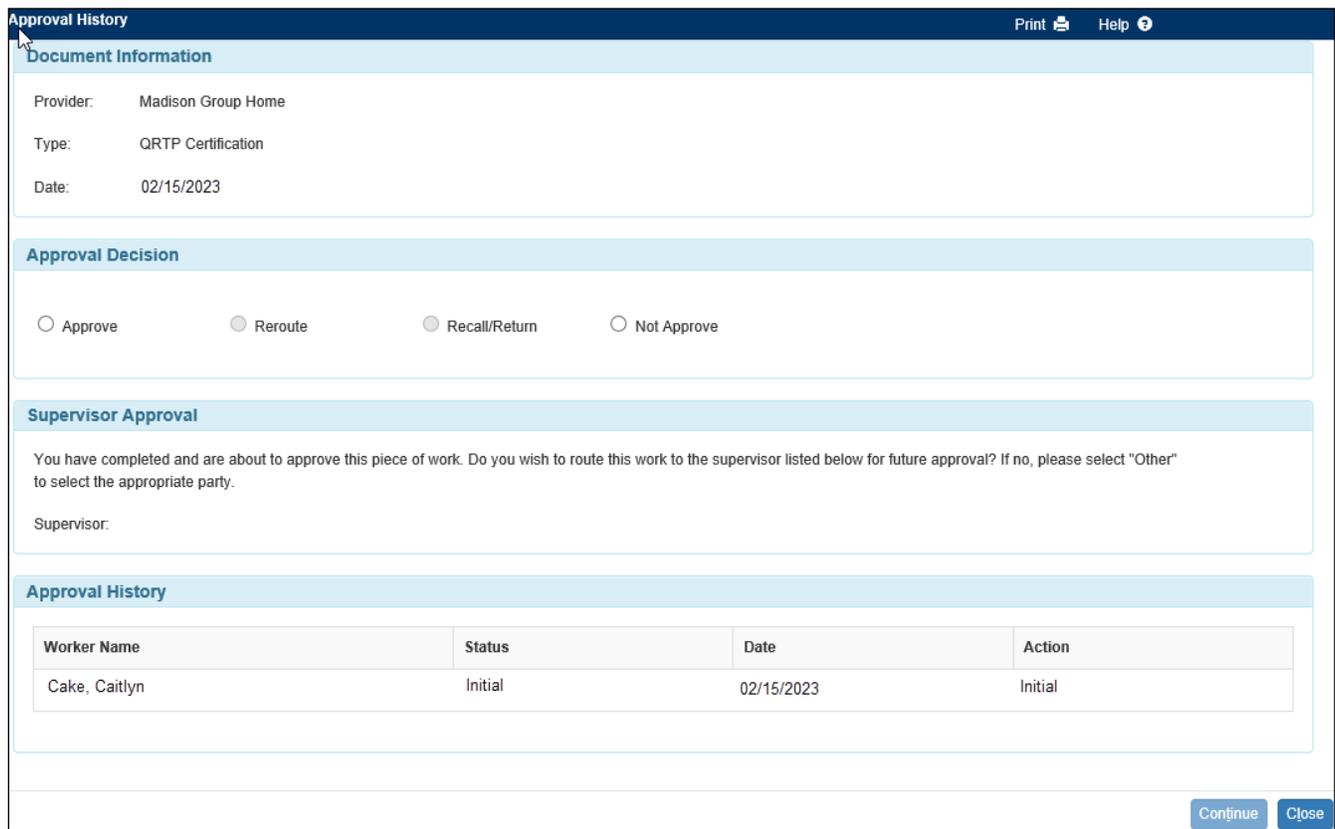
Inactive QRTP Certifications View Not Approved/Made in Error

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

3. On the QRTP Certification Information page, enter the appropriate Certification Begin Date. Select the checkbox for each program associated with the begin date entered. To select all programs for the provider, select the checkbox to the left of the word Select. Click the Save button.
4. Select Approval from the Options drop-down and click the Go button.

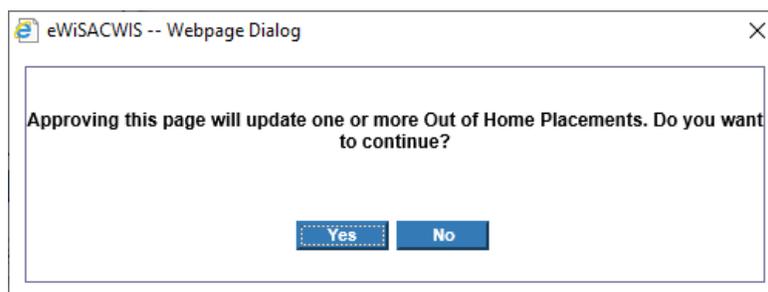


5. On the Approval History page, select the Approve radio button and click the Continue button.



6. Back on the QRTP Certification Information page, click the Save button and then the Close button.

Note: If the programs selected for approval are associated with placements, a confirmation message displays indicating that the Out of Home Placements will be updated. Select Yes if you would like to continue with the approval and select No if you would like to close the message and not make any changes at this time.



- The Active QRTP Certifications section displays a list of programs with QRTP Certifications. Click the Begin Date hyperlink to open the corresponding QRTP Certification Information page.

Facility License - Work - Microsoft Edge

eWiSACWIS Print Help

Provider

Name: [Madison Group Home \(9221945\)](#) Licensor: Caitlin C. Cake
 Type: Group Home Class: Corporation

[Provider](#) [License Information](#) **[QRTP Certification](#)** [Fees](#) [Site Visits](#) [Non-Site Visits](#) [Enforcements](#) [Complaints/SIRs](#)

Active QRTP Certifications

Program Name	Begin Date	End Date
Bella's (GHQRTP)	09/01/2021	

[Insert](#)

[Inactive QRTP Certifications](#) View Not Approved/Made in Error

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

Note: Once approved by the supervisor, a nightly process will end the open Out of Home Placements and create new QRTP Out of Home Placements. Before the nightly process occurs, the QRTP Certification can be marked as Made in Error.

QRTP Certification Information Print Help

QRTP Certification Information

Certification Begin Date: 11/01/2022

Select	Program Name
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Courage House (GHQRTP)

Confirmation

This action will set this QRTP Certification to Made in Error. This action is not reversible.
 Are you sure you want to continue?

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

Options: Actions
Approval
Made in Error [Go](#)

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

Ending a QRTP Certification

1. On the Facility License page, click the QRTP Certification tab. Select the Begin Date hyperlink for the active QRTP Certification. This will open the QRTP Certification Information page.

Facility License - Work - Microsoft Edge

eWiSACWIS Print Help

Provider

Name: [Madison Group Home \(9221945\)](#) Licensor: Caitlin C. Cake
Type: Group Home Class: Corporation

Provider License Information **QRTP Certification** Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs

Active QRTP Certifications

Program Name	Begin Date	End Date
Bella's (GHQRTP)	09/01/2021	

Insert

Inactive QRTP Certifications

View Not Approved/Made in Error

Save Close

2. On the QRTP Certification Information page, select QRTP Certification Ending from the Options drop-down and click Go. This will open the QRTP Certification Ending page.

Facility License - Work - Microsoft Edge

QRTP Certification Information Print Help

QRTP Certification Information

Certification Begin Date: 09/01/2021

Select	Program Name
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Bella's (GHQRTP)

Options: **Actions**
Approval
QRTP Certification Ending

Go

Save Close

3. On the QRTP Certification Ending page, enter the appropriate Certification End Date and then click Save. Then select Approval from the Options drop-down and click Go.

QRTP Certification Ending Print Help

QRTP Certification Information

Certification End Date:

Select	Program Name	Certification Begin Date
<input checked="" type="checkbox"/>	Bella's (GHQRTP)	09/01/2021

Options:

4. On the Approval History page, select the Approve radio button and click the Continue button.

Approval History Print Help

Document Information

Provider: Madison Group Home
 Type: QRTP Certification Ending
 Date:

Approval Decision

Approve Reroute Recall/Return Not Approve [Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

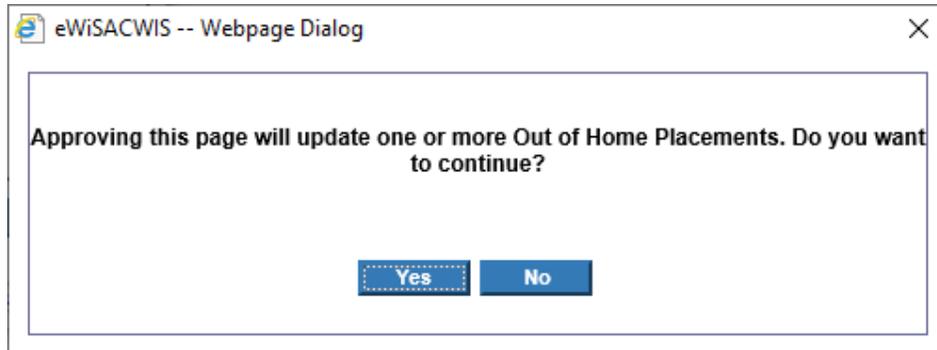
Supervisor:

Approval History

Worker Name	Status	Date	Action
No records found.			

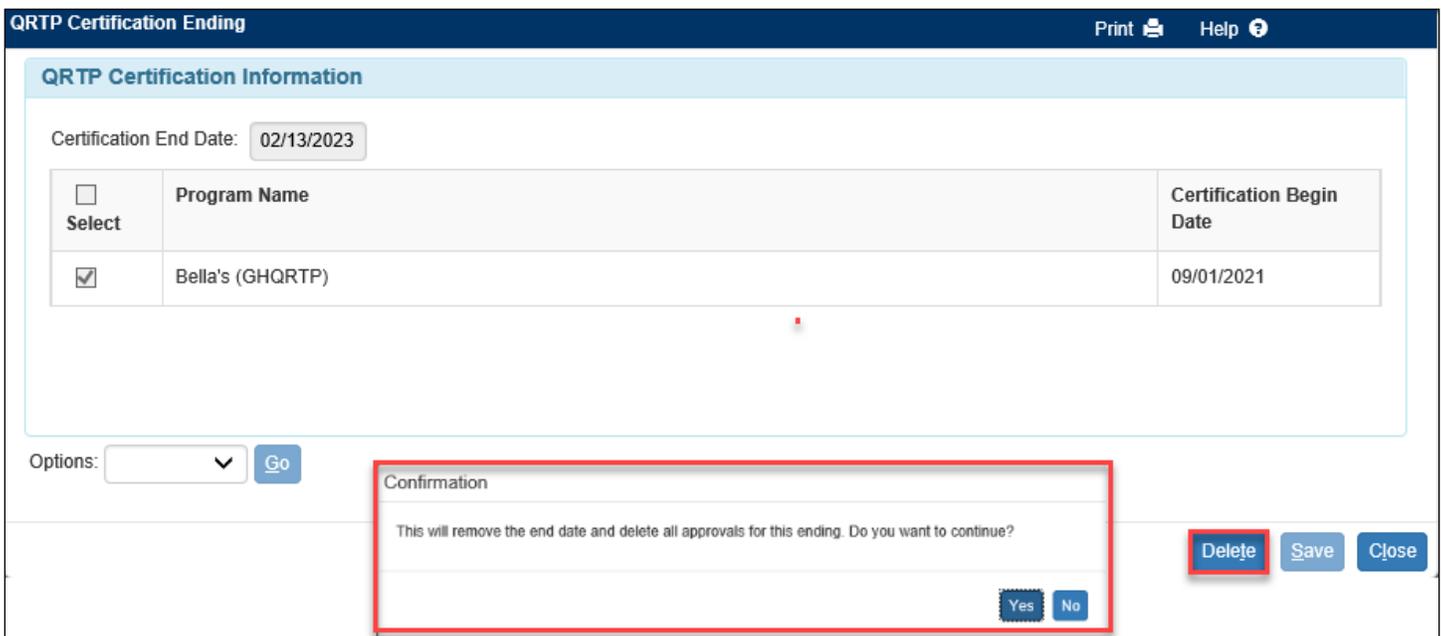
5. Back on the QRTP Certification Ending page, click the Save button and then the Close button.

Note: If the programs selected for approval are associated with placements, a confirmation message displays indicating that the Out of Home Placements will be updated. Select Yes if you would like to continue with the approval and select No if you would like to close the message and not make any changes at this time.



Note: Once the QRTP Certification Ending is approved, a Delete button displays until the nightly process occurs. Upon clicking the Delete button, a message displays indicating that the end date and all approvals for the ending will be removed.

- Selecting Yes clears the fields on the page, deletes approval records associated with the ending, and closes the page.
- Selecting No closes the message with no changes.



QRTP Certification Information		
Certification End Date: 02/13/2023		
Select	Program Name	Certification Begin Date
<input checked="" type="checkbox"/>	Bella's (GHQRTP)	09/01/2021

6. Active QRTP Certification section updates when QRTP services are added, ended, or marked made in error. Expand the Inactive QRTP Certifications section to view ended certifications and check the View Not Approved/Made in Error check box to view any certification made in error.

Provider License Information **QRTP Certification** Fees Site Visits Non-Site Visits Enforcements Complaints/SIRs

Active QRTP Certifications

Program Name	Begin Date	End Date
Courage House (GHQRTP)	11/01/2022	
Silvercrest (GHQRTP)	01/01/2023	

[Insert](#)

Inactive QRTP Certifications

Program Name	Begin Date	End Date	Begin Date Status	End Date Status
Silvercrest (GHQRTP)	08/01/2021	08/30/2021	Approved	Approved
Silvercrest (GHQRTP)	08/01/2021		Made In Error	
Silvercrest (GHQRTP)	09/01/2021		Made In Error	
Silvercrest (GHQRTP)	12/12/2022		Made In Error	
Silvercrest (GHQRTP)	01/01/2023		Not Approved	

View Not Approved/Made in Error

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

7. On your desktop, the Providers tab displays “QRTP” for providers with active QRTP Certifications. “QRTP” can also be entered in the Search on this tab to only display QRTP Providers.

Madison Group Home (9221220)

Provider details:
 Group Home - QRTP
 License status: Pending Continuation - 1st Probationary

Provider address:
 220 W Walker St
 Milwaukee, WI 53204-1860 (Milwaukee County)

Primary worker/licensor:
 Cake, Caitlin C.
 (123) 456-7890
 ccake@wisconsin.gov

Actions:
 Please select an action

View provider information

- Assignments
- Basic
- Child/Youth Images
- Licenses
- Parent Agency
- Placements
- Provider Services
- Services