

Subsidized Guardianship Amended Agreement

Note: To create a Subsidized Guardianship Amended Agreement, assignment to the case is needed. Tasks are sent to the primary assignment.

Note: To be eligible for a Subsidized Guardianship Amended Agreement, the guardian had to be licensed as a Level 2 or higher provider.

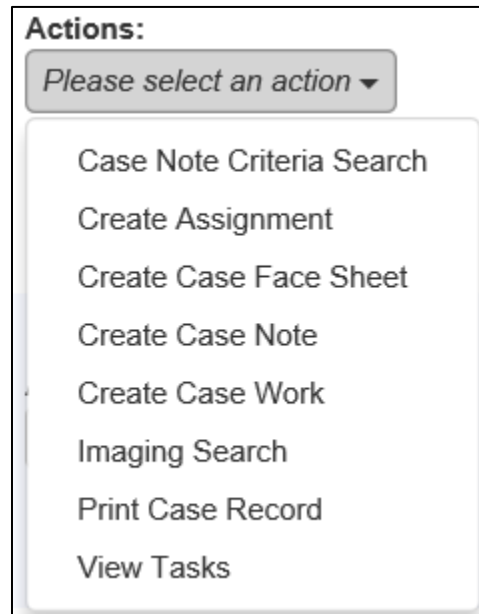
Note: The completed Subsidized Guardianship Amendment Request forms should be received prior to creating the Subsidized Guardianship Amended Agreement in eWiSACWIS. These forms are available on the [DCF Forms Search Page](#).

Creating a Subsidized Guardianship Amended Agreement

Please see the following sections of this guide as they are referenced in this process.

- **Creating/Associating an Image for a Subsidized Guardianship Amended Agreement**
- **Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement**

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or click the Create Case work from the Actions drop down next to the specific case.



2. On the Create Case Work page go to the Agreements/Notices drop-down, and select 'SG Amended Agreement'. Select the case and participant (child who you are creating the amendment for) and click Create to open the SG Amended Agreement page.

Create Case Work - Internet Explorer

eWiSACWIS Print Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment

Cases

- Abby, Art J. (9221326)
- Adesso, Anna (9221457)
- Ahrens, Rose (9221215)
- Amundson, Sherrv-Lynn (9221463)
- Antoniewicz, Katie (9221596)
- Balderaz, Christina (9221351)
- Barry, Kathleen (9222605)
- Batzler, Lois (9221693)
- Bennin, Sarah (9221456)
- Bing, Barbarra (9221491)
- Bird, Larry (9221016)
- Boldt, Tammy (9221366)
- Bolin, James (9221425)
- Borud, Rebecca (9222205)
- Bowman, Joan (8011672)
- Brendel, Debbie (8058592)
- Bretz, Jennifer (8084793)
- Brian Schaefer (8042370)
- Brickner, Angela (8013468)
- Brooks, Rebecca (8044910)
- Brown, Krista (8047820)

Case Participants

Hold down the 'Ctrl' key for multi-selection

- Abby, Art, Biological Child (9221485)
- Ableman, Sara, Step Child (9222046)

3. Upon initial creation and every subsequent launch of the SG Amended Agreement, the system checks for substantiated allegations for Parent 1/Parent 2.
 - If a substantiated allegation is found for at least one parent, a message will display "Substantiation has been found." When the message is closed, the page will refresh and display a row in the Child Abuse and Neglect Background Check(s) section.
 - i. The 'Source' field will be set to eWiSACWIS
 - ii. The 'Requested/Completed' and 'Received' fields will be set to today's date
 - iii. The 'Substantiation(s)' field will be set to Yes
 - iv. The 'Image' field will be blank
 - v. The 'Allegation Provider ID' will display the Person ID of the parent associated with the allegation
 - vi. A 'Check Override' checkbox will display to allow the worker to override (ignore) the substantiated background check.



- If no substantiated allegation is found, a message will display “Substantiation has not been found.” When the message is closed, the page will refresh and display a row for each parent in the Child Abuse and Neglect Background Check(s) section.
 - i. The ‘Source’ field will be set to eWiSACWIS
 - ii. The ‘Requested/Completed’ and ‘Received’ fields will be set to today’s date
 - iii. The ‘Substantiation(s)’ field will be set to No
 - iv. The ‘Image’ field will be blank
 - v. The ‘Allegation Provider ID’ will display the Person ID of the parent
 - vi. No ‘Check Override’ checkbox will display
 - If any new substantiated allegations are found upon subsequent launch of the page, a message will display “A new substantiation has been found.” When the message is closed, the page will refresh and the existing row for the parent is updated.
4. A new row can be added manually by clicking on the ‘Insert’ button. Select an option from the ‘Location’ field. If the eWiSACWIS option is selected, document the ‘Requested/Completed’ and ‘Received’ dates and the ‘Substantiation(s)’ field. If the Source is County or Out of State, enter the Requested/Completed date. When the background check is returned, enter the date Received and Substantiation(s) information. Click the [Imaging Search](#) hyperlink to add the Background Check image.
5. Click Create to upload a new document.

Note: At least one background check row must be documented to approve an amended agreement. If the manually entered Substantiation value is Yes, the following warning will display:



6. The Documentation section is used to record documents that are needed as part of the amendment process.
- Type: Each of the options in the Type drop down corresponds to either an image that can be scanned in to the system through the Imaging page (see the Imaging User Guide) or a document that can be created.
 - Provider: The provider associated with the service for the amendment/agreement. The field is disabled when there is no split payment for the service or if the document type is ‘Amended Agreement Request Received.’

- Date: The date the document was sent or received.
- Image/Doc: Displays an Edit, View, or Text hyperlink to the document.

The screenshot displays the eWiSACWIS interface for an SG Amended Agreement. The main section is titled "Documentation" and contains a table with the following columns: Type, Date, and Image/Doc. A dropdown menu is open under the "Type" column, listing several document types, with "Amended Agreement Request Received" selected. To the right of the table are links for "Delete" and "Imaging Search", and an "Insert" button. Below the documentation table is the "Subsidized Guardianship Agreement Information" section, which includes fields for "Date of Agreement" (02/04/2023), "Provider" (Brown, LeRoy (9221465)), "Basic Amount" (\$460.00), "Supplemental Amount" (\$16.00), "Exceptional Amount" (\$112.00), and "Agreement Amount" (\$588.00). The "Requested Supplemental (CANS)" section shows "Supplemental Points" and "Supplemental Rate" (\$0.00). The "Amended Agreement Information" section includes "Effective Date", "Estimated End Date", and "Actual End Date", all set to 00/00/0000. At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons.

7. Enter the Amended Agreement Request Received in the Documentation section and upload the completed Amended Request forms you received from the guardian.

Note: Documents listed in the Type drop down in the Documentation section are restricted prior to consultation with a supervisor and entry of the Supervisory Review Date and Supervisor Name in the Decision section. See the Documentation Types section of this guide for more information.

Note: The Amended Agreement Request Received is required to send the SG Amended Agreement for approval.

8. When completed, images and [Text](#) documents created are associated to the SG Amended Agreement.

Documentation

Type	Date	Image/Doc
Amended Agreement Request Received	02/01/2023	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

[Insert](#)

Subsidized Guardianship Agreement Information

Date of Agreement: 02/04/2023 Basic Amount: \$460.00
 Provider: [Brown, LeRoy \(9221465\)](#) Supplemental Amount: \$16.00
 Exceptional Amount: \$112.00
 Agreement Amount: \$588.00

Requested Supplemental (CANS)

Supplemental Points: Supplemental Rate: \$0.00

Amended Agreement Information

Effective Date: 00/00/0000 Estimated End Date: 00/00/0000 Actual End Date: 00/00/0000

Options: [Go](#) [Save](#) [Close](#)

Basic

Case: [Abby, Art J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 16

[Amended Agreement Request Details](#) [Confirmation of Needs CANS](#)

Amendment Request Detail

Date of Initial Contact: 00/00/0000 Request Type:

Screening Decision:

Child Abuse and Neglect Background Check(s)

Source	Requested/Completed	Received	Substantiation(s)	Image	Allegation Person ID	Check Override
eWiSACWIS	02/21/2023	00/00/0000	No	N/A	10633674	
County	00/00/0000	00/00/0000	Pending (default)			Delete Imaging Search

[Insert](#)

Note: If the guardian has a final substantiated finding that the guardian abused or neglected the child for which the amendment is being requested, that request cannot be approved.

- 9. The Subsidized Guardianship Agreement Information section prefills information from the original agreement: Date of Agreement associated Provider hyperlink, Basic Amount, Supplemental Amount, Exceptional Amount, and total Agreement Amount.
- 10. When first opening the SG Amended Agreement page, Supplemental Points and the Supplemental Rate pre-fill from the original agreement to the Requested Supplemental (CANS) section. The Amended Agreement Amount Information section also initially defaults to the original Agreement Amount and shows \$0.00 for the Additional Amount.

Note: Information will be updated upon completion of the Confirmation of Needs CANS.

Subsidized Guardianship Agreement Information			
Date of Agreement:	02/04/2023	Basic Amount:	\$460.00
Provider:	Brown, LeRoy (9221465)	Supplemental Amount:	\$16.00
		Exceptional Amount:	\$112.00
		Agreement Amount:	\$588.00

Requested Supplemental (CANS)	
Supplemental Points:	Supplemental Rate: \$0.00

Amended Agreement Information			
Effective Date:	00/00/0000	Estimated End Date:	00/00/0000
		Actual End Date:	00/00/0000
		Additional Amount:	\$0.00
		Amended Agreement Amount:	\$0.00

Decision	
Supervisory Review Date:	00/00/0000
Supervisor Name:	
Decision:	
Decision Reason:	
Comments:	
Options:	

- 11. Under the Amended Agreement Information section, enter the date the Amended Agreement should start in the Effective Date box.

Note: If the Amended Agreement decision is 'Approved', the Effective Date should be the 1st of the month following receipt of the signed Amended Agreement. This date can be updated prior to sending the Amended Agreement for final approval.

Note: After an Effective Date is entered and saved, the Estimated End Date will automatically prefill 1 day prior to the date of the following year.

12. Click the Confirmation of Needs CANS tab. This tab is comprised of items relevant to determining the supplemental rate and is based on the current age of the child. Previous ratings from either the Original Agreement or Previous Amended Agreement prefill.

Update the rating for each applicable item. Click Save when finished.

Basic

Case: [Abby Art J. \(9221326\)](#) Person: [Ableman Sara \(9222046\)](#) DOB: 04/12/2006 Age: 16

[Amended Agreement Request Details](#) **Confirmation of Needs CANS**

0 = no evidence 1 = mild 2 = moderate 3 = severe [Manuals and Glossary of Terms](#)

Emotional

			Original Agreement	Previous Amended Agreement
Adjustment to Trauma	0 <input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/>	Details	2	N/A
Notes				
Traumatic Grief/Separation	0 <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/>	Details	1	N/A
Notes				
Intrusions	0 <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/>	Details	0	N/A
Notes				
Attachment Difficulties	0 <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/>	Details	1	N/A
Notes				
Dissociation	0 <input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/>	Details	0	N/A
Notes				

Options:

13. Select 'Child and Adolescent Needs and Strengths (CANS) [Ages] Amended Confirmation of Needs SG' from the Options drop down and click Go to launch the document.

14. Print the document and click Close to return to the Confirmation of Needs CANS tab of the agreement.

**CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) 5-21
AMENDMENT CONFIRMATION OF NEEDS
Subsidized Guardianship**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name - Child / Youth Ableman, Sara		DOB 04/12/2006
Effective Date 07/20/2020	Age at Time of Assessment 14	Name - Guardian Brown, LeRoy

EMOTIONAL	0	1	2	3
Adjustment to Trauma	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Traumatic Grief / Separation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrusions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attachment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissociation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating Disturbance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Psychosis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Depression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somatization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavioral Regression	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affect Dysregulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEHAVIORAL	0	1	2	3
Living Situation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Peer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Adult	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Seriousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Arrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Community Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Legal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Peer Influences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. Click the Amended Agreement Request Details tab. Verify the changes to the Supplemental Points and Supplemental Rate in the Requested Supplemental (CANS) section.
16. In the Decision section, enter the Supervisory Review Date. The Supervisor Name will prefill with the child welfare professional's supervisor.
17. Selecting the 'Approved' option in the Decision field determines the Decision Reason automatically. If 'Denied' Select the Decision Reason from the drop down field.
18. If the decision is 'Approved', insert and generate the Notice of Approval and Amended Agreement Sent by click the [Text](#) hyperlink in the Documentation section, and click Save.

Requested Supplemental (CANS)

Supplemental Points: 30 Supplemental Rate: \$240.00

Amended Agreement Information

Effective Date: 00/00/0000 Estimated End Date: 00/00/0000 Actual End Date: 00/00/0000
 Additional Amount: \$192.00 Amended Agreement Amount: \$1,020.0

Decision

Supervisory Review Date: 00/00/0000 Supervisor Name: Caitlin C. Cake
 Decision: Approved Decision Reason: Approved for Services
 Comments:

Override Decision

New Effective Date: 00/00/0000 Override Reason: Amount: \$0.00
 Comments:

Override Documentation

Type	Date Sent/Received	Image/Document
Insert		

Options: [Go](#) [Save](#) [Close](#)

eWiSACWIS x SG Amended Agreement x +

eWiSACWIS Resource TM Print Help

Child Abuse and Neglect Background Check(s)

Source	Requested/Completed	Received	Substantiation(s)	Image	Allegation Person ID	Check Override
eWiSACWIS	02/21/2023	00/00/0000	No	N/A	10633674	
County	00/00/0000	00/00/0000	Pending (default)			Delete Imaging Search

[Insert](#)

Documentation

Type	Date	Image/Doc
Amended Agreement Request Received	02/01/2023	Edit
Request for Documentation Sent		Text
Notice of Approval and Amended Agreement Sent		Text

[Insert](#)

Note: This document should be sent to the guardian(s) to notify them that their request was approved and to sign the amended agreement.

19. Once the signed Amended Agreement is returned from the guardian(s) and is signed by the Authorized Department Representative, it can be added to the Amendment Documentation section by inserting a Type of 'Finalized Amended Agreement' and creating the image through Imaging Search.

The screenshot shows the eWiSACWIS web application interface. At the top, there are browser tabs for 'eWiSACWIS' and 'SG Amended Agreement'. The application header includes the 'eWiSACWIS' logo and navigation links for 'Resource', 'TM', 'Print', and 'Help'.

The main content area is divided into two sections:

- Child Abuse and Neglect Background Check(s):** This section contains a table with the following columns: Source, Requested/Completed, Received, Substantiation(s), Image, Allegation Person ID, and Check Override.

Source	Requested/Completed	Received	Substantiation(s)	Image	Allegation Person ID	Check Override
eWiSACWIS	02/21/2023	00/00/0000	No	N/A	10633674	
County	00/00/0000	00/00/0000	Pending (default)			Delete Imaging Search
- Documentation:** This section contains a table with the following columns: Type, Date, and Image/Doc.

Type	Date	Image/Doc
Amended Agreement Request Received	02/01/2023	Edit
Request for Documentation Sent		Text
Notice of Approval and Amended Agreement Sent		Text
Finalized Amended Agreement	02/17/2023	Edit

Both sections include an 'Insert' button at the bottom right.

Note: Verify the Effective Date entered in the Amended Agreement Information section is the 1st of the month following receipt of the signed Amended Agreement. If the date is different, update accordingly. The guardian cannot make a new request for another 12 months.

20. If the decision is 'Denied', insert and generate the Notice of Approval and Amended Agreement Sent by click the [Text](#) hyperlink in the Documentation section, and click Save. This document should be sent to the guardian(s) to notify them that their request was denied.

21. To approve the Amended Agreement, select 'Approval' from the Options drop down and click Go. On the Approval History page, select the Approve radio button then click Continue. Click Save on the SG Amended Agreement page to complete and send the approval.

Note: If the Finalized Amended Agreement image has not been added for an Approved Amendment, the following error will appear when sending for approval. “Add the Finalized Amended Agreement and resend the approval”.

22. Upon final approval, the Amended Agreement will become read only (except for Override sections). See “**Documenting an SG Amended Agreement Override**” section below. The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.

23. The Child Specific Rate for the Subsidized Guardianship Service will automatically update with the new Amended Agreement Amount. The rate Effective Date is the month and year the new payment rate will be generated for the Service.

24. A link to the SG Amended Agreement will display under the original Subsidized Guardianship Agreement on the case outliner.

View case information

- Agreements and Notices
- Assets and Income
- Case/Permanency Plan
- Child/Youth Images
- Legal
- Narratives
- Permanency Consultation
- Planning

Agreements and Notices

- Images (8)
 - [Amended Agreement - Amended Agreement Request Received](#) (Details)
 - [Amended Agreement - Finalized Amended Agreement](#) (Details)
 - [Subsidized Guardianship - BadgerCare+/MedicaidHealthIns \(F-10115\)](#) (Details)
 - [Subsidized Guardianship - Guardianship Order](#) (Details)
 - [Subsidized Guardianship - Initial Court Order](#) (Details)
 - [Subsidized Guardianship - Most Recent Court Order](#) (Details)
 - [Subsidized Guardianship - Permanency Options in Brief](#) (Details)
 - [Subsidized Guardianship - Signed SG Agreement \(DCF-F-CFS2365-E\)](#) (Details)
 - Subsidized Guardianship Agreement 07/11/2022
 - [SG Amended Agreement](#) 09/10/2023
 - [SG Amended Agreement \(Successor\)](#) 07/11/2022

Documentation Types

Documentation Types associated to a Subsidized Guardianship Amended Agreement are designated as either an image that is scanned and loaded into eWiSACWIS, or a document that can be created and launched from the SG Amended Agreement page.

Documents listed in the Type drop down in the Documentation section are restricted prior to consultation with a supervisor and entry of the Supervisory Review Date and Supervisor Name in the Decision section.

Prior to consultation and entry, the following document types are available to enter:

- Amended Agreement Request Received (Image) – initial request from guardian(s). Required for both 'Approved' or 'Denied' Amendments.
- Request for Documentation Sent (Template) – sent if more information is needed for the agency to make a decision on the request.
- Requested Documentation Received (Image) – documentation received in response from the Request for Documentation Sent.

After consultation and entry, the following document types are available to enter:

- Finalized Amended Agreement (Image) – final, signed Amended Agreement. Required for 'Approved' Amendments.
- Notice of Approval and Amended Agreement Sent (Template) – sent if Amendment decision is Approved. Required for 'Approved' Amendments.
- Notice of Denial Sent (Template) - sent if Amendment decision is Denied. Required for 'Denied' Amendments.

Creating/Associating an Image for a Subsidized Guardianship Amended Agreement

This section walks through how an image is added to the Documentation section on the Amended Agreement. See the Imaging user guide for more information on adding images.

1. If a blank document row is not available, click Insert in the Documentation section to add a row.
2. Select the name of the document in the Type drop down of the Documentation section.

The screenshot displays the eWiSACWIS interface for a Subsidized Guardianship Amended Agreement. The 'Documentation' section is active, showing a table with columns for 'Type', 'Date', and 'Image/Doc'. A dropdown menu is open under the 'Type' column, listing various document types. The 'Insert' button is visible to the right of the dropdown. Below the table, there are sections for 'Subsidized Guardianship Agreement Information', 'Requested Supplemental (CANS)', and 'Amended Agreement Information'.

Type	Date	Image/Doc	
Amended Agreement Request Received			Delete Imaging Search
Finalized Amended Agreement			
Notice of Approval and Amended Agreement Sent			
Notice of Denial Sent			
Other Supporting Documentation			
Request for Documentation Sent			
Requested Documentation Received			

Subsidized Guardianship Agreement Information

Date of Agreement:	02/04/2023	Basic Amount:	\$460.00
Provider:	Brown, LeRoy (9221465)	Supplemental Amount:	\$16.00
		Exceptional Amount:	\$112.00
		Agreement Amount:	\$588.00

Requested Supplemental (CANS)

Supplemental Points:	Supplemental Rate:	\$0.00
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Amended Agreement Information

Effective Date:	00/00/0000	Estimated End Date:	00/00/0000	Actual End Date:	00/00/0000
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Options:

Note: The Finalized Amended Agreement (image) document Type becomes available to document upon entry of the Supervisory Review Date and Supervisor Name in the Decision section.

3. Selecting a documentation Type that is an image will automatically display an [Imaging Search](#) hyperlink beside the row. Click the hyperlink to launch the Imaging Search page.

The screenshot displays the eWiSACWIS interface for an 'SG Amended Agreement'. The 'Documentation' section contains a table with the following data:

Type	Date	Image/Doc
Amended Agreement Request Received	02/01/2023	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

Below the table, there is an 'Insert' button. The 'Subsidized Guardianship Agreement Information' section shows:

- Date of Agreement: 02/04/2023
- Provider: [Brown, LeRoy \(9221465\)](#)
- Basic Amount: \$460.00
- Supplemental Amount: \$16.00
- Exceptional Amount: \$112.00
- Agreement Amount: \$588.00

The 'Requested Supplemental (CANS)' section shows:

- Supplemental Points:
- Supplemental Rate: \$0.00

The 'Amended Agreement Information' section shows:

- Effective Date: 00/00/0000
- Estimated End Date: 00/00/0000
- Actual End Date: 00/00/0000

At the bottom, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

Note: A [Delete](#) hyperlink is also available to remove a row entered in error and is available until supervisory approval of the Amended Agreement.

- On the Imaging Search page, the Category, Type, and child listed on the agreement for Participants are default selected. Imaging Search Start Date defaults to today's date and the End Date defaults to a year prior, but both dates can be modified to expand or narrow the image search. Existing eWISACWIS images that fall within these criteria display under the Results.

Note: When the Imaging Search page is launched for a background check, all Categories are selected by default to ensure all images are displayed for the date range.

- If listed, select the corresponding radio button on the image row and click Continue to associate it to the Amended Agreement.

Search Criteria

Search by: Name: Abby, Art J. (9221326) Start Date: 02/21/2022 End Date: 02/21/2023

Category: Type: Participants:

Hold down the 'Ctrl' key for multi-selection

Results

	Category	Type	Participant	Date	File Name	
<input checked="" type="radio"/>	Amended Agreement	Amended Agreement Request Received	Allen, Aniya L.	02/01/2023	IMG_3275.JPG	Edit

Record 1 to 1 of 1

- If no images are found or the image is not already listed under the Results, add a new image by clicking the Create button to open the Imaging pop-up page.
- On the Imaging page, enter the Date of Document. The Category, Type, and Participant are defaulted. Click Browse to attach the image. When complete, click Save. Click Close to return to the Imaging Search page.

Imaging Resource

Case Details

Case: Abby, Art J. (9221326) Worker: Caitlin C. Cake.

Image Details

Date of Document: 00/00/0000

Category: Amended Agreement

Type: Amended Agreement Request

File Name:

Comments:

Last Updated By:

Participants:

- Abby, Art J. (TPR)
- Abby, Art (Reference Person)
- Abbyie, Amber's A., Sr. (TPR)
- Ableman, Sara (Step Child)**
- Calc, One (TPR)
- Lulea, Kiddo (Bio Child)
- New, Ann (TPR)

8. The new image is now listed in the Results section. Select the corresponding radio button on the image row and click Continue to associate and return to the SG Amended Agreement page.

Imaging Search Resource

Search Criteria

Search by: Case Name: Abby, Art J. (9221326) Start Date: 02/21/2022 End Date: 02/21/2023

Category: Type: Participants:

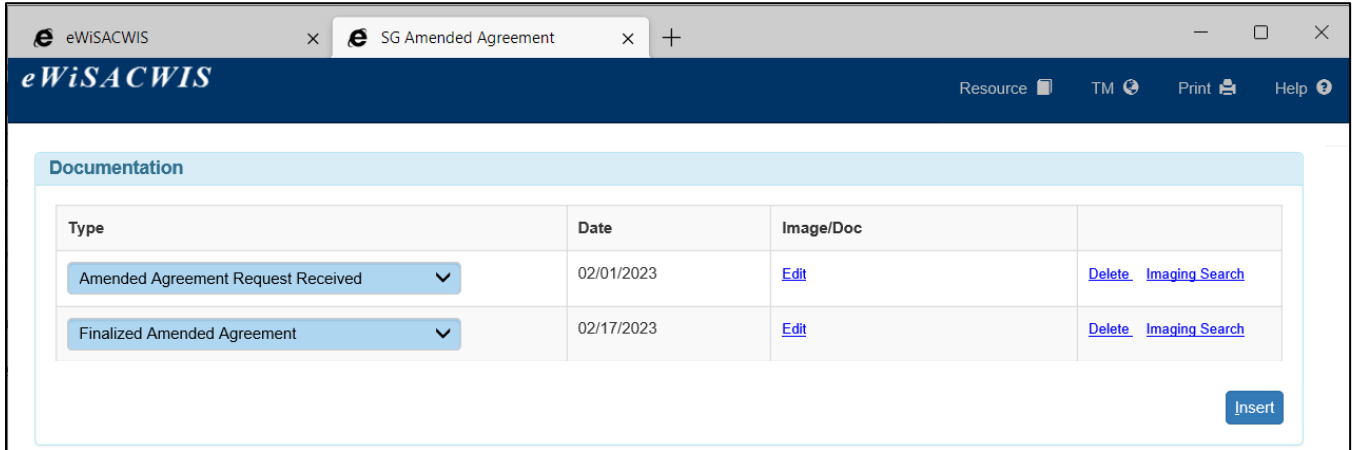
Hold down the 'Ctrl' key for multi-selection

Results

	Category	Type	Participant	Date	File Name	
<input checked="" type="radio"/>	Amended Agreement	Amended Agreement Request Received	Ableman, Sara	02/01/2023	IMG_3275.JPG	Edit

Record 1 to 1 of 1

9. The image is now associated to the SG Amended Agreement. Click Save.



The screenshot shows a web browser window with the eWiSACWIS application. The page title is "SG Amended Agreement". The navigation bar includes "Resource", "TM", "Print", and "Help". The main content area is titled "Documentation" and contains a table with the following data:

Type	Date	Image/Doc	
Amended Agreement Request Received	02/01/2023	Edit	Delete Imaging Search
Finalized Amended Agreement	02/17/2023	Edit	Delete Imaging Search

An "Insert" button is located at the bottom right of the table area.

Note: [Edit](#) & [Delete](#) hyperlinks are available on a documentation row to change or remove images but are only available prior to approval of the agreement. After approval, a [View](#) hyperlink is available to view the image.

Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement

This section walks through how a document is created from the Documentation section on an Amended Agreement.

1. If a blank document row is not available, click Insert in the Documentation section to add a row.
2. Select the name of the document in the Type drop down of the Documentation section.

The screenshot displays the eWiSACWIS interface for a Subsidized Guardianship Amended Agreement. The main section is titled "Documentation" and contains a table with the following data:

Type	Date	Image/Doc
Amended Agreement Request Received	02/01/2023	Edit, Delete, Imaging Search
Request for Documentation Sent		Text, Delete

An "Insert" button is located at the bottom right of the table. Below the table are three sections:

- Subsidized Guardianship Agreement Information:** Date of Agreement: 02/04/2023; Provider: Brown, LeRoy (9221465); Basic Amount: \$460.00; Supplemental Amount: \$16.00; Exceptional Amount: \$112.00; Agreement Amount: \$588.00.
- Requested Supplemental (CANS):** Supplemental Points: ; Supplemental Rate: \$0.00.
- Amended Agreement Information:** Effective Date: 00/00/0000; Estimated End Date: 00/00/0000; Actual End Date: 00/00/0000.

At the bottom left, there is an "Options:" dropdown menu and a "Go" button. At the bottom right, there are "Save" and "Close" buttons.

Note: The Notice of Approval, Amended Agreement Sent, and the Notice of Denial Sent become available document types upon entry of the Supervisory Review Date and Supervisor Name in the Decision section.

3. Selecting a documentation Type will automatically display a [Text](#) hyperlink in the Image/Document column if applicable. First, save the page. Then click the [Text](#) hyperlink to launch the Forms pop-up page.

Documentation			
Type	Date	Image/Doc	
Amended Agreement Request Received	02/01/2023	Edit	Delete Imaging Search
Request for Documentation Sent		Text	Delete

[Insert](#)

Note: A [Delete](#) hyperlink is also available to remove a row entered in error and is available until supervisory approval of the Amended Agreement.

4. On the Forms pop-up page, select the document from the Options drop down and click Go to launch the document.

Form Resource TM Print Hel

General Information

Case: Abby, Art J.

Category: Amended Agreement

Document: Request for Additional Information for Amendment for Subsidized Guardianship

Options: [Text](#)
Request for Additional Information for Amendment for Subsidized Guardianship

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

- Enter any applicable information on the document. Click the 'Save and Generate PDF' button. Once the PDF is generated, print, and click Close to return to the eWiSACWIS Forms pop-up page.

Save Save and Generate PDF Close

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence

Request for Additional Information for Amendment for Subsidized Guardianship

1st Notice 2nd and Final Notice

Today's Date	Name - Agency		
06/19/2018	Division of Milwaukee Child Protective Services		
Name - Child (Last, First, MI)		Birthdate - Child	
Gary, Barry		05/26/2005	
Name - Guardian (Last, First, MI)			
AdoptionEmail, Mom			
Name - Guardian (Last, First, MI)		Telephone Number (Home)	Telephone Number (Work)
AdoptionEmail, Dad			
Address - (Street, City, State, Zip Code)			
123 20th Ave, Saint Cloud, WI 53079			

Based on the information you provided in your Subsidized Guardianship Amendment Request, it appears that there has been a substantial change in the needs of your child since the time of subsidized guardianship. However, additional information regarding your child's ▼ needs is required in order to process your request further. The form(s) cannot be completed by

- On the Forms pop-up page, click Save. Click Close to return to the SG Amended Agreement page.

7. On the SG Amended Agreement page, the Date prefills with the date printed when the [Text](#) hyperlink is used to create and save the document and is linked to the Amended Agreement.

The screenshot shows a web browser window with the eWiSACWIS logo and navigation icons. Below the header is a 'Documentation' section containing a table with the following data:

Type	Date	Image/Doc	
Amended Agreement Request Received	02/01/2023	Edit	Delete Imaging Search
Request for Documentation Sent	02/17/2023	Text	Delete

An 'Insert' button is located at the bottom right of the table area.

Note: Once a document is created for an Amended Agreement, a [Delete](#) hyperlink is available to remove the document prior to approval of the agreement. After approval, the document is frozen and viewable by clicking the [View](#) hyperlink.

Documenting an SG Amended Agreement Override

Certain elements of an Amended Agreement can be overridden after final approval.

Please see the following sections of this guide as they are referenced in this process.

- **Creating/Associating an Image for a Subsidized Guardianship Amended Agreement**
- **Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement**

When an Amended Agreement Decision is 'Approved' the Effective Date and Amended Agreement Amount can be overridden.

1. To access the approved SG Amended Agreement, go to the Cases tab, locate the Case and expand View case information.
2. Click Agreements and Notices topic
3. Click the [SG Amended Agreement](#) hyperlink to complete the Override Decision section.
4. Near the bottom of the SG Amended Agreement page, the Override Decision section is now enabled.
5. Enter a date in the New Effective Date field. Select an Override Reason from the drop down and enter a value in the Amount field.

The screenshot displays the eWiSACWIS web interface for an SG Amended Agreement. The top navigation bar includes the eWiSACWIS logo and utility icons for Resource, TM, Print, and Help. The main content area is divided into several sections:

- Decision:** A dropdown menu set to "Approved".
- Decision Reason:** A dropdown menu set to "Approved for Services".
- Comments:** A text area containing the text: "Discussion with primary SW to confirm CANS assessment and approval of the \$176 of additional SG in the amendment."
- Override Decision:** A section with three input fields: "New Effective Date" (00/00/0000), "Override Reason" (a dropdown menu with options: Denial Overturned, Miscalculated Rate, Other, Rate Overridden After Appeal), and "Amount" (\$0.00). Below these is a "Comments:" text area.
- Override Documentation:** A table with columns for "Type", "Date Sent/Received", and "Image/Document". An "Insert" button is located at the bottom right of this section.

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

6. Add supporting documentation by clicking Insert in the Override Documentation section.

- Select the document from the Type dropdown and associate the appropriate document type (image or [Text](#) hyperlink document). Repeat steps to add additional documents.
- Click Save when all Override information is entered. Send the Overridden Amended Agreement for Approval.

Override Decision

New Effective Date: Override Reason: Amount:

Comments:

Override Documentation

Type	Date Sent/Received	Image/Document	
<input type="text" value="Notice of Approval and Amended Agreement Sent"/>	02/21/2023	View	

Options:

- Upon approval, fields in the Appeals Override Decision section become frozen. The new amount entered in the Override Decision section, updates the Child Specific Costs and is reflected on the Rate History of the Subsidized Guardianship Service.

Notice of Amended Agreement Expiration

- Selecting Notice of Amended Agreement Expiration from the Options drop down and clicking Go will launch the Notification of Amended Agreement Expiration page.
- Click Insert and select the Document type
- Provider will be prefilled, Date Created and Date Printed will also prefill once the [Edit](#) hyperlink is selected and the document has been saved.
- Check the Sent checkbox to keep record of sending the notice.

When an Amended Agreement Decision is 'Denied'

- An Override Decision can be documented for an approved 'Denied' Amended Agreement. On the Amended Agreement, select 'Denial Overturned' for the Override Reason. The Amount field will be disabled as the child specific rate is not updated for denied records. When a denied Amended Agreement is overridden, eWiSACWIS allows for the creation of a subsequent Amended Agreement without having to wait a year from the Effective Date. To create a subsequent Amended Agreement, follow the steps starting at 1.

Override Decision

New Effective Date: 02/01/2023 Override Reason: Denial Overturned Amount: \$0.00

Comments:

Override Documentation

Type	Date Sent/Received	Image/Document
Notice of Approval and Amended Agreement Sent	02/21/2023	View

Options: _____

SG Agreement Ending

1. From a fully approved SG Amended Agreement, select Agreement Ending from the Options drop down and click Go.

Amended Agreement Ending

End Date: 05/05/2023

End Reason: Amended Agreement Terminated
Family Request
Made in Error

Override

2. Enter the SG Agreement End Date.
3. Select an End Reason from the drop down.
4. Select Approval from the Options drop down and click Go.
5. Once approved, the page will be become frozen and the Override checkbox will become enabled. If checked, the End Reason field can be updated. Upon save the full page will be frozen.