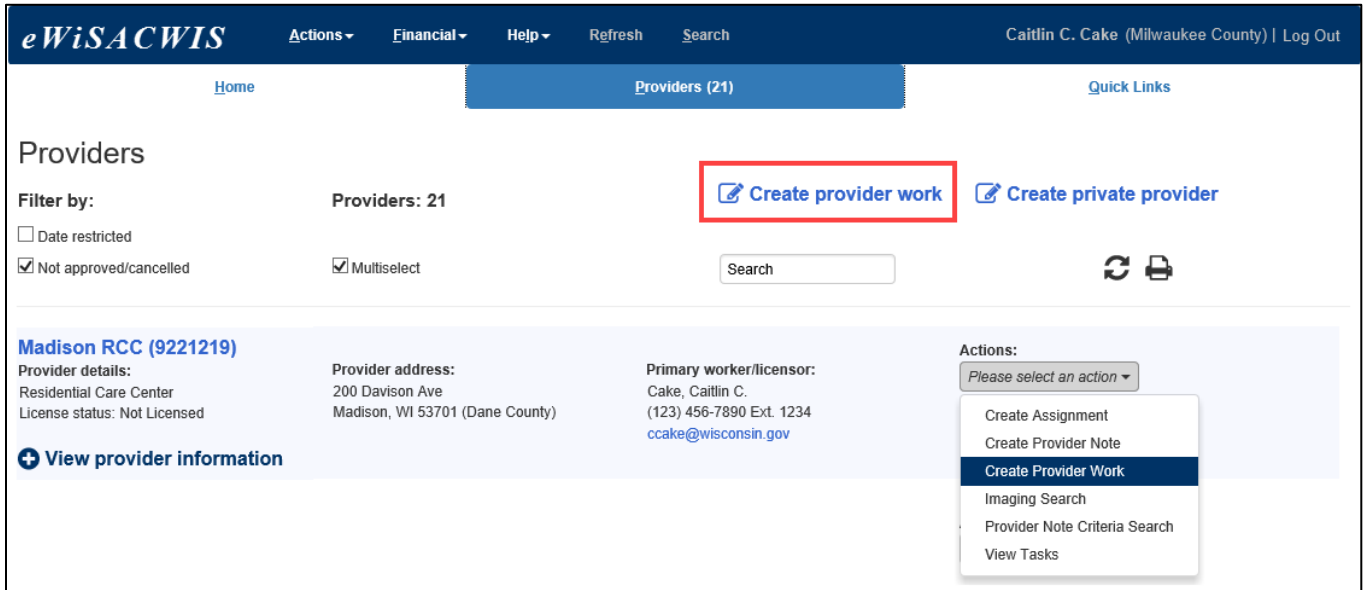


Creating a Facility License

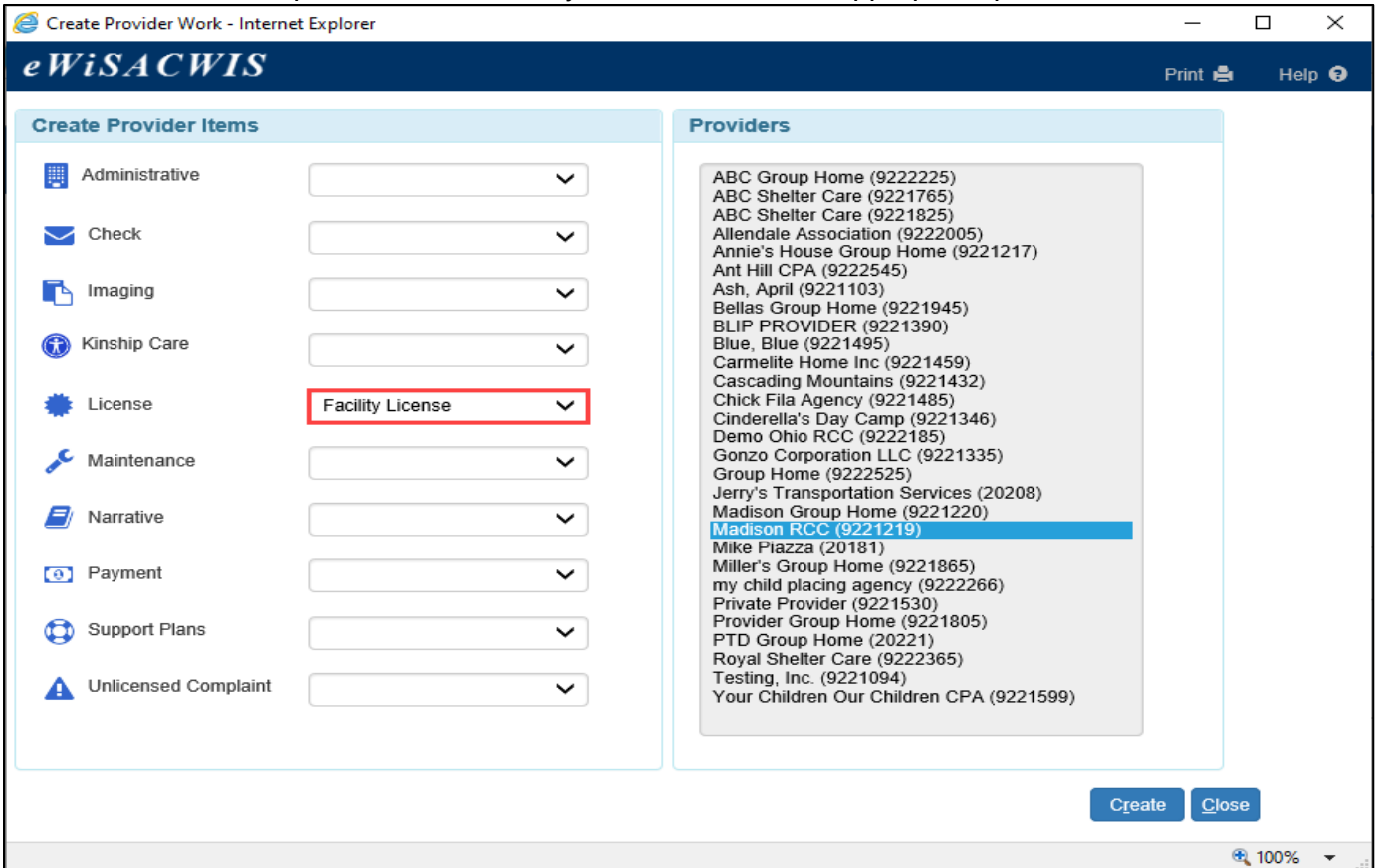
Note: You must have an assignment to the provider record to create a Facility License for the provider.

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



The screenshot shows the eWiSACWIS interface. At the top, there's a navigation bar with 'eWiSACWIS', 'Actions', 'Financial', 'Help', 'Refresh', and 'Search'. The user is logged in as 'Caitlin C. Cake (Milwaukee County)'. The main section is titled 'Providers (21)'. Below this, there's a 'Providers' section with a 'Filter by:' area and a 'Providers: 21' count. A red box highlights the 'Create provider work' link. To the right, there's a 'Create private provider' link. Below the links, there's a search bar and a refresh icon. The main content area shows details for 'Madison RCC (9221219)', including provider details, address, and primary worker/licensor. An 'Actions' dropdown menu is open, showing options like 'Create Assignment', 'Create Provider Note', 'Create Provider Work' (highlighted), 'Imaging Search', 'Provider Note Criteria Search', and 'View Tasks'.

2. From the License drop-down, select Facility License. Select the appropriate provider and click Create.



The screenshot shows the 'Create Provider Work' page in eWiSACWIS. The page has a header with 'eWiSACWIS', 'Print', and 'Help'. The main section is titled 'Create Provider Items'. On the left, there's a list of categories with dropdown menus: Administrative, Check, Imaging, Kinship Care, License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The 'License' dropdown is highlighted with a red box and set to 'Facility License'. On the right, there's a 'Providers' section with a list of providers. 'Madison RCC (9221219)' is selected and highlighted in blue. At the bottom right, there are 'Create' and 'Close' buttons.

3. Select the appropriate Class. If applicable, add the Geographic Area(s) to be Served, Other License(s), and Specialty Programs/ Services Offered/Target Groups by clicking the appropriate Insert button.

eWiSACWIS

Facility License

Print

Help

Provider

Name: [Madison RCC \(9221219\)](#)

Type: Residential Care Center

Licensors: Caitlin C. Cake

Class: Residential Care Center

Provider

License Information

Q RTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Physical Address

Primary Contact: Michelle Brown Larry King Wisemen

C/O:

Address: 200 Davison Ave

Madison, WI 53701

Phone: Ext:

Email:

Fax:

County of Residence: Dane

Geographic Area(s) to be Served

Geographic Area

All Counties

Delete

Insert

Other License(s)

Other License(s)

Mental Health Program

Delete

Insert

Specialty Programs / Services Offered / Target Groups

Program/Service/Group

Insert

Save

Close

Note: On the Facility License page, on the Provider tab, in the Specialty Program/Services Offered/Target Group Section: When the Group Home License is any status aside from Closed: Pregnant Teens' and 'Teen Mother with Babies' will be inactivated and replaced by Expectant or Custodial Parent with Child. Historical records retain the inactive values with an "Inactive Value:" prefix.

4. Click the License Information tab. In the Application Activity section, click the Insert button. This will open the License Information page.

eWiSACWIS

Facility License

PrintHelp

Provider

Name: [Madison RCC \(9221219\)](#)

Type: Residential Care Center

Licensors: Caitlin C. Cake

Class: Residential Care Center

Provider

License Information

QRTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensors
------	--------	----------------	--------------	----------	-----------	--------	-----------

Additional Information

Date Initial Application: 00/00/0000

Date Probationary License Issued: 00/00/0000

Date Regular License Issued: 00/00/0000

Date Facility License Closed: 00/00/0000

Reason Closed:

Specialized Program(s):

☐ View Made in Error

SaveClose

5. The License Information page opens with the Decision defaulted to Pending. Enter the applicable dates in the Materials Sent to Licensee and Application Materials Received fields.

Note: If the Licensors is different from the primary licensors assigned to the provider record, click the [Search](#) hyperlink next to the Licensors field and search for the licensors.

Note: When creating the 'License Continuation Process' document, the Materials Sent to Licensee will fill to today's date. When creating the 'Warning – Past Due License Continuation Process' letter, the Warning Notification date will fill with today's date. When creating the 'Final Notice – Probationary License Expiring' letter, the Final Notification to Licensee will fill with today's date.

6. Select the appropriate Decision and enter the Decision Date. To license the provider, select Create License.

License Information

Resource Print Help

Provider

Name: [Madison RCC \(9221219\)](#)

Licensors: Caitlin C. Cake [Search](#)

☐ Completed

Type: Residential Care Center

Status: Pending

Application Activity

Materials Sent to Licensee: 01/01/2023

Application Materials Received: 02/01/2023

Warning Notification: 00/00/0000

Final Notification to Licensee: 00/00/0000

Decision: Create License

Decision Date: 02/16/2023

License

License Type: 1st Probationary ☐ Amended

Effective From: 02/01/2023

Operated for Profit: ☒

Effective To: 07/31/2023

Owner Type: Corporation/Profit

LOT Sent: 02/16/2023

Capacity: 6

Males: 6

Females: 6

Amount Due: \$57.47

Age: From: 12 Through: 17

Sponsor:

Specialized Program(s) (select all that apply): ☐ QRTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

☐ Change Licensee (Parent Agency):

Options:

Go

Save

Close

7. In the License section, select the appropriate License Type. When you enter the Effective From Date, eWiSACWIS will determine the Effective To date (1st Probationary and 2nd Probationary licenses are effective for 6 months and a Regular license is effective for 2 years). If the Effective To date should be prior to this date, update the Effective To date. Enter the LOT Sent date. Select the Owner Type. Enter the Sponsor, if applicable. Select any Specialized Program(s), if applicable.

Note: The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these, click the Name hyperlink in the Provider section at the top of the page [in this example: [Madison RCC \(9221219\)](#)].

Note: The Amount Due field will pre-fill based on the type of provider license (1st Probationary, 2nd Probationary, or Regular), type of provider (group home, CPA, shelter, or RCC), and the associated capacity. When the license is complete, it will enter a row (License Fee Due) on the Fees tab of the Facility License page.

Note: The Specialized Program(s), including the QRTP option, will appear on the Letter of Transmittal, License Continuation Process for Group Homes and RCCs, and License Certification.

8. When all applicable data has been completed, click Save. Under the Options drop-down, select the Facility License and Letter of Transmittal (i.e. LOT) option and click Go to export the license and LOT.

License Information

Resource Print Help

Name: [Madison RCC \(9221219\)](#)

Licensor: Caitlin C. Cake

[Search](#)

☐ Completed

Type: Residential Care Center

Status: Pending

Application Activity

Materials Sent to Licensee: 01/01/2023

Application Materials Received: 02/01/2023

Warning Notification: 00/00/0000

Final Notification to Licensee: 00/00/0000

Decision: Create License

Decision Date: 02/16/2023

License

License Type: 1st Probationary

☐ Amended

Effective From: 02/01/2023

Operated for Profit: ☒

Effective To: 07/31/2023

Owner Type: Corporation/Profit

LOT Sent: 02/16/2023

Capacity: 6

Males: 6

Females: 6

Amount Due: \$57.47

Age: From: 12

Through: 17

Sponsor:

Specialized Program(s) (select all that apply): ☐ QRTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

☐ Change Licensee (Parent Agency):

Options:

Text

Facility License and Letter of Transmittal

Final Notice - Probationary License Expiring

License Continuation Process

Warning - Past Due License Continuation Process

[Go](#)

Save

Close

9. Click the save icon to save the file to a location on your computer. To add the license and LOT to Provider Information Exchange (PIE), access the document from the location on your computer.

eWiSACWIS

Letterhead: DCF - DSP - CWL   

02/16/2023

RE: RESIDENTIAL CARE CENTER FOR CHILDREN AND YOUTH LICENSE
License: Madison RCC
License Facility Number: 9221219
200 Davison Ave
Madison, WI 53701

Original License Date: 02/01/2023
Probationary License Period: 02/01/2023 through 07/31/2023

Dear :

By the authority granted to the Department of Children and Families (the department) under s. 48.48(15), Stats., and in compliance with the requirements of s. 48.66, Stats., a probationary license is hereby issued to Pretti Girlz With A Purpose to operate a Group Home known as Pretti Girlz With A Purpose, located at the above address. This license is issued in accordance with compliance of the rules for licensing Group Homes, under DCF 57, as promulgated under s. 48.67, Stats.

Issuance of the license is premised upon your having provided accurate information. Provision of false information in order to secure the license could result in licensing sanctions including, but not limited to orders, forfeitures, closing of placements and / or revocation of your license. The license is not transferable to another person, other legal entity, or to any location other than that specified herein.

A probationary license, in accordance with s. 48.69, Stats., is being issued to allow you as licensee to demonstrate the ability to fully comply with the minimum requirements for a license under DCF 57. A licensing representative of the department will monitor the program after it begins operation to establish that all licensing rules are met before a regular license may be issued.

The issuance of this certificate satisfies the Group Home licensing requirements. However, you may also be required to comply with local zoning or other applicable regulations before you begin to operate your facility. Therefore, this license does not in and

10. When all information has been completed and you are ready to license the facility, click the Completed checkbox on the top right of the page and then click Save. Click the Close button to return to the Facility License page.

License InformationResourcePrintHelp

Provider

Name: [Madison RCC \(9221219\)](#)

Licensors: Caitlin C. Cake

☒ Completed

Type: Residential Care Center

Status: Active

Application Activity

Materials Sent to Licensee: 01/01/2023

Application Materials Received: 02/01/2023

Warning Notification: 00/00/0000

Final Notification to Licensee: 00/00/0000

Decision: Create License

Decision Date: 02/16/2023

License

License Type: 1st Probationary ☐ Amended

Effective From: 02/01/2023

Effective To: 07/31/2023

LOT Sent: 02/16/2023

Amount Due: \$57.47

Operated for Profit: ☒

Owner Type: Corporation/Profit

Capacity: 6

Males: 6

Females: 6

Age: From: 12 Through: 17

Sponsor:

Specialized Program(s) (select all that apply): ☐ QRTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

☐ Change Licensee (Parent Agency):

Options: Go

Save Close

11. The license has been added to the License Information section at the bottom of the page. To view the license, click the license ([1st Probationary](#) in this example) in the Type column.

eWiSACWIS

Facility License

Resource Print Help

Provider

Name: [Madison RCC \(9221219\)](#)

Type: Residential Care Center

Licensors: Caitlin C. Cake

Class: Residential Care Center

Provider

License Information

Q RTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Application Activity

Materials Sent to Licensee

Application Materials Received

Decision

Date

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensors
1st Probationary	Active	02/01/2023	07/31/2023	6	12 through 17	Male/Female	Caitlin C. Cake

Additional Information

Date Initial Application: 02/01/2023

Date Probationary License Issued: 02/01/2023

Date Regular License Issued: 00/00/0000

Date Facility License Closed: 00/00/0000

Reason Closed:

Specialized Program(s):

☐ View Made in Error

Save

Close

12. It should be noted that the license could remain pending. The license will remain pending until the Completed checkbox is selected on the License Information page. You can access the pending application in the Application Activity section of the Facility License page by clicking on Decision hyperlink ([Create License](#) in this example).

eWiSACWIS

Facility License

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eWiSACWIS

Resource Print Help

Provider

Name: [Madison RCC \(9221219\)](#) Licensors: Caitlin C. Cake

Type: Residential Care Center Class: Residential Care Center ▼

Provider

License Information

QRTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date ▾
01/01/2023	02/01/2023	Create License	02/16/2023

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensors
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Additional Information

Creating a Continuation License

Note: On the 25th of each month, a pending continuation license is created for 1st probationary, 2nd probationary, and Regular licenses for licenses that are due for continuation in 65 days.

1. From your desktop, click the Providers tab and locate the provider for which you are creating a continuation license. Click the provider to display a list of work for the provider. Click licenses to display a list of licenses for the provider. Click the [Facility License](#) hyperlink to open the Facility License page.

Madison RCC (9221219)
Provider details:
Residential Care Center
License status: Active - Regular

Provider address:
200 Davison Ave
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890 Ext. 1234
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

1
2
3
Assignments

Basic

Characteristics

Checks

Licenses

Parent Agency

Payment Requests

Placements

Provider

Provider Services

Services

Licenses

Facility License

01/01/2020 - 06/30/2020

1st Probationary

Pending Continuation

2. On the Facility License page, click the License Information tab. In the Application Activity section, click the [Pending Continuation](#) hyperlink. This will open the License Information page.

eWiSACWIS

Facility License

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eWiSACWIS

Print

Help

Provider

Name:

Madison RCC (9221219)

Licensors:

Caitlin C. Cake

Type:

Residential Care Center

Class:

Residential Care Center

Provider

License Information

Q RTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
01/01/2023		Pending Continuation	

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensors
Regular	Active	01/01/2018	12/31/2019	50	0 through 18	Male/Female	Caitlin C. Cake

Save

Close

- The License Information page opens with the Decision defaulting to Pending Regular (for 1st Probationary or 2nd Probationary licenses) or Pending Continuation (for Regular licenses). If the Licensors is different from the primary licensors assigned to the provider record, click the [Search](#) hyperlink next to the Licensors field and search for the licensors. Click the Save button to save the page, then select License Continuation Process from the Options drop-down and click Go.

License Information
Print
Help

Provider

Name: [Madison RCC \(9221219\)](#)
Licensors: Caitlin C. Cake

Search

☐ Completed

Type: Residential Care Center
Status: Pending Continuation

Application Activity

Materials Sent to Licensee: 01/01/2023
Application Materials Received: 00/00/0000

Warning Notification: 00/00/0000
Final Notification to Licensee: 00/00/0000

Decision: Pending Continuation
Decision Date: 00/00/0000

License

License Type: Regular
☐ Amended

Effective From: 01/01/2020
Operated for Profit: ☒

Effective To: 12/31/2021
Owner Type:

LOT Sent: 00/00/0000
Capacity: 50
Males: 25
Females: 50

Amount Due: \$1028.50
Age:
From: 0
Through: 18

Sponsor:

Specialized Program(s) (select all that apply): ☐ Q RTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

☐ Change Licensee (Parent Agency):

Options:

Go

Actions

Additional Licensing Actions

Text

Facility License and Letter of Transmittal

Final Notice - Probationary License Expiring

License Continuation Process

Warning - Past Due License Continuation Process

Save

Close

- A pop-up to either open or save the license continuation application will appear. Select 'Save as' and save the file to a location on your computer.

Note: The Materials Sent to Licensee will fill today's date (the day you create the License Continuation Process template).

Note: To add the continuation application to PIE, access the documents from the location on your computer.

Note: The approved licenses created prior to release will launch the 2023 version.
The license created after release will launch the 2026 version with changes.
And the historical pending license will launch the new 2026 version with the changes.

5. Enter the Application Materials Received date.
6. When creating the 'Warning – Past Due License Continuation Process' letter, the Warning Notification date will fill with today's date. When creating the 'Final Notice – Probationary License Expiring' letter, the Final Notification to Licensee date will fill with today's date.
7. If applicable, select the appropriate License Type. The Effective From date is pre-filled with the day after the Effective To date on the Active (1st Probationary, 2nd Probationary, or Regular) license and the Effective To pre-fills 2 years from the Effective From date. If the Effective From or Effective To dates should be different than the date eWiSACWIS determined, update the date(s).

If the license is being amended, select the Amended checkbox. An Amended Reason field will appear. Enter the reason(s) for amendment.

Enter the LOT Sent date. Select the Owner Type. If applicable, enter the Sponsor and select any Specialized Program(s).

Note: The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these, click the Name hyperlink in the Provider section at the top of the page [in this example: [Madison RCC \(9221219\)](#)].

Note: The Amount Due field pre-fills based on the provider license type (1st Probationary, 2nd Probationary, or Regular), provider type (group home, CPA, shelter, or RCC), and the associated capacity. When the license is complete, a License Fee Due row is added on the Facility License, Fees tab.

8. When all applicable data has been entered, click Save. From the Options drop-down, select the Facility License and Letter of Transmittal (LOT) option and click Go to export the license and LOT.

License Information
Print
Help

Provider

Name: [Madison RCC \(9221219\)](#)
Licensor: Caitlin C. Cake
[Search](#)
☐ Completed

Type: Residential Care Center
Status: Pending Continuation

Application Activity

Materials Sent to Licensee: 01/01/2023
Application Materials Received: 02/01/2023

Warning Notification: 00/00/0000
Final Notification to Licensee: 00/00/0000

Decision: Pending Continuation
Decision Date: 02/16/2023

License

License Type: Regular
☒ Amended
Amended Reason:

Effective From: 02/01/2023
Operated for Profit: ☒

Effective To: 07/31/2023
Owner Type:

LOT Sent: 02/16/2023
Capacity: 50
Males: 25
Females: 50

Amount Due: \$1028.50
Age:
From: 0
Through: 18

Sponsor:

Specialized Program(s) (select all that apply):
☐ QRTP
☐ Respite
☐ Second Chance Home
☐ Short-Term
☐ Type 2

☐ Change Licensee (Parent Agency):

Options:
Go

Actions
Additional Licensing Actions
Text
Facility License and Letter of Transmittal
Final Notice - Probationary License Expiring
License Continuation Process
Warning - Past Due License Continuation Process

Save
Close

- Click the save icon to save the file to a location on your computer. To add the license and LOT to PIE, access the document from the location on your computer.

Letterhead: DCF - DSP - CWL ▼

Refresh Image

Close

02/16/2023

RE: RESIDENTIAL CARE CENTER FOR CHILDREN AND YOUTH LICENSE

License: Madison RCC

License Facility Number: 9221219

200 Davison Ave

Madison, WI 53701

Original License Date: 02/01/2023

Next License Continuation Date: 02/01/2023 and every two years thereafter

Dear :

By the authority granted to the Department of Children and Families (the department) under s. 48.48(10), Stats., and in compliance with the requirements of s. 48.66, Stats., a license is hereby issued to Madison RCC to operate a Residential Care Center for Children and Youth known as Madison RCC, located at the above address. This license is issued in accordance with compliance of the rules for licensing Residential Care Center for Children and Youth, under DCF 52, as promulgated under s. 48.67, Stats.

Issuance of the license is premised upon your having provided accurate information. Provision of false information in order to secure the license could result in licensing sanctions including, but not limited to orders, forfeitures, closing of placements and / or revocation of your license. The license is not transferable to another person, other legal entity, or to any location other than that specified herein.

The issuance of this certificate satisfies the Residential Care Center for Children and Youth licensing requirements. However, you may also be required to comply with local zoning or other applicable regulations before you begin to operate your facility. Therefore, this license does not in and of itself establish that you are legally entitled to commence operation of the facility.

10. When all information is completed and you are ready to license the facility, click the Completed checkbox on the top right and then click Save. Click the Close button to return to the Facility License page.

License InformationPrintHelp

Provider

Name: [Madison RCC \(9221219\)](#)Licensors: Caitlin C. CakeSearch☒ Completed

Type: Residential Care CenterStatus: Pending Continuation

Application Activity

Materials Sent to Licensee: 01/01/2023Application Materials Received: 02/01/2023

Warning Notification: 00/00/0000Final Notification to Licensee: 00/00/0000

Decision: Pending Continuation ▼Decision Date: 02/16/2023

License

License Type: Regular ▼☐ Amended

Effective From: 02/01/2023Operated for Profit: ☒

Effective To: 07/31/2023Owner Type: ▼

LOT Sent: 02/16/2023Capacity: 50Males: 25Females: 50

Amount Due: \$1028.50Age: From: 0Through: 18

Sponsor:

Specialized Program(s) (select all that apply): ☐ Q RTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

☐ Change Licensee (Parent Agency):

Options: ▼Go

SaveClose