

Documenting a Facility Enforcement

Note: To document a facility enforcement, an assignment to the provider is required.

1. From your desktop, click the Providers tab. Click the [+ View provider information](#) icon for the appropriate provider. Click the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.

Mike Piazza (20181)

Provider details:
Child Placing Agency
License status: Pending Continuation - Regular

Provider address:
123 Test
Allouez, WI 54301 (Brown County)
(920) 555-1212

Primary worker/licensor:
Rusk, Worker

Actions:
[Please select an action ▼](#)

View provider information

[Agreements and Notices](#) [Assignments](#) [Basic](#) [Characteristics](#)
[Checks](#) [Licenses](#) [Narratives](#) [Parent Agency](#)
[Payment Requests](#) [Placements](#) [Services](#)

Licenses

[Facility License](#)

12/01/2022 - 11/30/2024	Regular	Active
12/01/2020 - 11/30/2022	Regular	Renewed

2. Click the Enforcements tab. Click the Insert button. This will open the Enforcement page.

eWiSACWIS x Facility License x +

eWiSACWIS Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
Type: Child Placing Agency Class: [Adoption & Foster Care ▼](#)

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

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000200	01/02/2023	Forfeiture Letter	01/01/2023		

☐ View Made in Error [Insert](#)

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

3. On the Enforcement page, enter dates in any applicable fields. If relevant, select the Compliance Verified checkbox. Once a date is entered in the Action Date field, the Action field becomes enabled for you to select the action.
 - If the Action = Orders Letter, the Order Letter Date field will update to be the same as the Action Date field.

- If the Action = Stipulation, Surrender in Lieu of Enforcement, or Warning Letter, the Enforcement Date Closed field will update to be the same as the Action Date field.
- If the Action = Revocation Other, Revocation HFS12, Revocation – No Fee/App, or Revocation Tax Delinquency, the system will automatically revoke an 'Active' license as of the Action date entered on the Enforcement page. A license revocation can be appealed by selecting the Appeal checkbox on the Enforcement page.

4. If the enforcement is associated with a documented complaint/SIR, click the [Select](#) hyperlink in the Complaint/SIR ID(s) section. This will open the Complaint/SIR ID(s) page.

Enforcement

Print Help

Provider

Name: [Mike Piazza \(20181\)](#)

Licensors: Worker Rusk

Type: Child Placing Agency

Enforcement ID:

Enforcement Information

Order Letter Date: 00/00/0000

Correct by Date: 00/00/0000

Compliance Verified: ☐

Action Date: 00/00/0000

Action:

Suspension Letter Date: 00/00/0000

Other Action:

Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s)

Select

Noncompliance ID(s)

Select

Forfeiture

Date	Type	Amount	Forfeiture Comments
Insert			

Save

Close

- On the Complaint/SIR ID(s) page, select the checkbox next to the associated complaint/SIR(s) and click Continue.

Complaint/SIR ID(s)
Print
Help

Provider
Name: [Mike Piazza \(20181\)](#)

Complaint/SIR ID(s)

	ID	Type	Date	Description
☐	8000260	Complaint	02/09/2018	Received an anonymous phone call from a concerned neighbor re the children

Continue
Close

- If the enforcement is associated with a documented noncompliance (either from a site visit or outside of a site visit), click the [Select](#) hyperlink in the Noncompliance ID(s) section. This will open the Non Compliance ID(s) page.

Enforcement
Print
Help

Provider
Name: [Mike Piazza \(20181\)](#) Licensors: Worker Rusk
Type: Child Placing Agency Enforcement ID:

Enforcement Information

Order Letter Date: 00/00/0000 Correct by Date: 00/00/0000 Compliance Verified: ☐
Action Date: 00/00/0000 Action:
Suspension Letter Date: 00/00/0000 Other Action:
Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s) [8000260](#) [Select](#)

Noncompliance ID(s) [Select](#)

Forfeiture

Date	Type	Amount	Forfeiture Comments
Insert			

Save
Close

- The Non Compliance ID(s) page will identify any site visit(s) or noncompliance(s) not associated to site visits. Select the checkbox next to the associated noncompliance(s) and click Continue.

Non Compliance ID(s)
Print
Help

Provider

Name: [Mike Piazza \(20181\)](#)

NonCompliance ID(s)

	ID	Date	Description
☐	8000162	02/11/2018	enter any applicable comments here...
☐	8000100	07/12/2013	
☐	8000280	02/28/2000	

Continue
Close

- To enter a Forfeiture, click the Insert button. Enter the Date, select a Type, and enter the Amount. If applicable, enter any Forfeiture Comments. Once an amount is entered into the Amount field, the Forfeiture Amount Due field will update accordingly.
- In the Rule Violation(s) section, click the Insert button to add the violation(s). Select the number of occurrences for this rule violation.

Forfeiture

Date	Type	Amount	Forfeiture Comments	
00/00/0000	▼	\$0.00		Delete

Insert

Forfeiture Amount Due: \$0.00
Date Sent to Collections: 00/00/0000

Rule Violation(s)

Rule Violation	Occurrences	
▼	▼	Delete

Insert

Save
Close

Note: The Rule Violation Code list on the Enforcement tab is updated with the latest codes. Inactive codes are labeled “Inactive” and displayed at the bottom of the list for historical records.

Note: Selecting the inactive values will display a pop-up message - “This code citation is no longer applicable. Please select a new code citation” with a Close button.

10. Click Save to save the enforcement.

Note: Once an enforcement has been saved, a Made in Error checkbox appears at the top of the page. See below for instructions on how to make an enforcement in error.

11. When appropriate, enter the Enforcement Date Closed. Click Close to return to the Facility License page.

12. You can access the enforcement at any time by clicking the Enforcement ID hyperlink on the Facility License, Enforcements tab.

Documenting an Appeal for an Enforcement

1. To document an appeal, click the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.
2. On the Facility License page, click on the Enforcements tab. Click the Enforcement ID hyperlink to open the Enforcement page.

The screenshot shows the eWiSACWIS web application interface. At the top, there are two browser tabs: 'eWiSACWIS' and 'Facility License'. The main header is dark blue with the 'eWiSACWIS' logo on the left and 'Print' and 'Help' icons on the right. Below the header, there's a 'Provider' section with the following details: Name: [Mike Piazza \(20181\)](#), License: Worker Rusk, Type: Child Placing Agency, and Class: Adoption & Foster Care (dropdown menu). Below this is a row of tabs: Provider, License Information, Fees, Site Visits, Non-Site Visits, Enforcements (selected), and Complaints/SIRs. The 'Enforcements' section contains a table with the following data:

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000200	01/02/2023	Forfeiture Letter	01/01/2023		

Below the table, there is a checkbox labeled 'View Made in Error' and an 'Insert' button. At the bottom right, there are 'Save' and 'Close' buttons.

3. On the Enforcement page, select the Appeal checkbox and enter the appropriate dates. Once a Decision Date is entered the Decision drop down becomes enabled and required. Click Save to save the enforcement. Click Close to return to the Facility License page.

Enforcement Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
Type: Child Placing Agency Enforcement ID: 8000340 ☐ Made In Error

Forfeiture Amount Due: \$99.99 Date Sent to Collections: 00/00/0000

Rule Violation(s)

Rule Violation	Occurrences
54.01(1) PURPOSE	1

Insert

Appeal

Appeal: ☒ Hearing Date: 02/13/2023 Decision Date: 02/15/2023 Decision:

Hearing Waived
Not Upheld / Overturned
Stipulated Agreement
Tax Clearance
Upheld
Withdraw

Comments:

Save Close

4. The Facility License page will indicate the Enforcement has an appeal associated to it.

eWiSACWIS Facility License Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
Type: Child Placing Agency Class: Adoption & Foster Care

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

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
8000200	01/02/2023	Forfeiture Letter	01/01/2023			Appeal

☐ View Made in Error Insert

Save Close

Making an Enforcement in Error

Once an enforcement has been saved, a Made in Error checkbox appears on the enforcement.

1. To make an enforcement in error, access the appropriate enforcement. From your desktop, click the Providers tab. Click the [+ View provider information](#) icon for the appropriate provider. Click the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.
2. Click the Enforcements tab. Click the Enforcement ID hyperlink for the enforcement you would like to make in error. This will open the Enforcement page.

eWiSACWIS

Facility License

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eWiSACWIS

Print Help

Provider

Name: [Mike Piazza \(20181\)](#)

Licensor: Worker Rusk

Type: Child Placing Agency

Class: Adoption & Foster Care ▼

Provider

License Information

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
8000340	02/01/2023	Orders Letter	02/01/2023		02/01/2023	
8000200	01/02/2023	Forfeiture Letter	01/01/2023			

☐ View Made in Error Insert

Save Close

3. On the Enforcement page, select the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this enforcement is being made in error.

EnforcementPrintHelp

Provider

Name: [Mike Piazza \(20181\)](#)

Type: Child Placing Agency

Licenser: Worker Rusk

Enforcement ID: 8000200

☒ Made In Error

Enforcement Information

Made in Error Justification:
Enter data here...

Order Letter Date: 01/01/2023

Correct by Date: 00/00/0000

Compliance Verified: ☐

Action Date: 01/02/2023

Action: Forfeiture Letter

Suspension Letter Date: 00/00/0000

Other Action:

Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s)
[8000260](#) [Select](#)

Noncompliance ID(s)
[8000162](#) [Select](#)

Forfeiture

Date	Type	Amount	Forfeiture Comments
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SaveClose

4. Click Save. You will receive the message below. Click Yes to continue. This will freeze the record and no additional updates can be made.

Confirmation

Making this enforcement in error will not automatically cancel fees for associated forfeiture(s). Any adjustments will need to be documented on the Fees tab of the Facility License. Do you want to continue?

YesNo

5. Click Close to return to the Facility License page.

6. Select the View Made in Error checkbox on the Enforcements tab to view the made in error enforcements for the provider.

eWiSACWIS

Facility License

+

Print

Help

Provider

Name: Mike Piazza (20181)

Licensor: Worker Rusk

Type: Child Placing Agency

Class: Adoption & Foster Care

Provider

License Information

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
8000340	02/01/2023	Orders Letter	02/01/2023		02/01/2023	
8000200	01/02/2023	Forfeiture Letter	01/01/2023			Made in Error
8000100	07/09/2012	Warning Letter			07/09/2012	Made in Error

☒ View Made in Error

Insert

Save

Close