

Documenting a Facility Site Visit

Note: In order to document a facility site visit, an assignment to the provider is required.

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

Mike Piazza (20181)
Provider details:
Child Placing Agency
License status: Active - 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](#)

2. On the Site Visits tab, click the Insert button. This will open the Site Visit page.

eWiSACWIS
Facility License
+

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

Site Visits

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken	Verified
02/11/2018	Minimum	☒	Serious Incident Report; Technical Assistance	2544 Issued	☐
02/28/2000	Probationary	☐	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued	☐
02/28/2000	Minimum	☐	Technical Assistance	2544 Issued	☐

☐ View Made in Error
Insert

Save
Close

Note: The Verified column is checked if the site visit violation was verified or the 'Technical Assistance Provided' checkbox is checked.

- The Licensor Making Site Visit field will default to the primary licensing worker (Licensor). If someone other than the primary licensor conducted the visit, select the [Search](#) hyperlink to search for the appropriate worker.

Site Visit
TM
Print
Help

Provider

Name: [Mike Piazza \(20181\)](#)
Type: Child Placing Agency
Licensor: Worker Rusk

Site Visit Information

Licensor Making Site Visit: Worker Rusk
[Search](#)
Action:
Next Visit Date: 00/00/0000
[Select](#)
Next Visit Reason(s):
[Select](#)
Correction Plan Received: 00/00/0000

Visit Date: 01/03/2023

Visit Reason(s):

Monitoring Plan:
Announced: ☐

Noncompliance(s) Verified by Visit
[Select](#)

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

Enforcement ID (s)
[Select](#)

Comments:

Options:
Go

Save
Close

4. Enter the Visit Date. After a date is entered, the Visit Reason(s) page opens.
5. Select the appropriate checkboxes for the visit reason(s) and click the Continue button.

Visit Reason(s)
Print
Help

Visit Reason(s)

Check All That Apply

☐	Complaint Licensed Facility
☐	Complaint Unlicensed Facility
☐	Enforcement Action Compliance Verification
☐	Initial Licensing Study
☐	Last Visit Attempt - No Access
☐	License Amendment
☐	Monitoring for Licensing
☐	Other
☐	Pre-Licensing Technical Assistance
☒	Serious Incident Report
☒	Technical Assistance
☐	Verification of 2544

Continue
Close

- Select the appropriate Monitoring Plan. If the visit was announced, select the 'Announced' checkbox. Select the Action from the drop-down and document the Next Visit Date. The Next Visit Reason(s) page allows selection of more than one reason for the next visit. This page displays when the date is entered in the Next Visit Date Field or by clicking the [Select](#) hyperlink in the Site Visit Information section.

Site Visit

TM

Print

Help

Provider

Name: Mike Piazza (20181)

Type: Child Placing Agency

Licensor: Worker Rusk

Site Visit Information

Licensor Making Site Visit: Worker Rusk

Search

Action: 2544 Issued

Visit Date: 01/03/2023

Next Visit Date: 03/03/2023

Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544

Next Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544

Correction Plan Received: 00/00/0000

Monitoring Plan: Maximum

Announced: ☒

Noncompliance Issue Date: 00/00/0000

Noncompliance(s) Verified by Visit

Select

Complaint/SIR ID (s)

Select

Enforcement ID (s)

Select

Comments:

Rule Violation(s)

Options:

Go

Save

Close

Next Visit Reason(s)

Print

Help

Next Visit Reason(s)

Check All That Apply

☐ Complaint Licensed Facility

☐ Complaint Unlicensed Facility

☐ Enforcement Action Compliance Verification

☐ Initial Licensing Study

☐ Last Visit Attempt - No Access

☐ License Amendment

☐ Monitoring for Licensing

☐ Other

☐ Pre-Licensing Technical Assistance

☒ Serious Incident Report

☒ Technical Assistance

☒ Verification of 2544

Continue

Close

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7. If the visit 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.
8. On the Complaint/SIR ID(s) page, select the checkbox next to the associated complaint/SIR(s) and click the Continue button.
9. If the visit is associated with a documented enforcement, click the [Select](#) hyperlink in the Enforcement ID(s) section. This will open the Enforcement ID(s) page.

[Search](#) Action: 2544 Issued ▼

Next Visit Date: 03/03/2023

al Assistance; [Select](#) Next Visit Reason(s): Serious Incident Report; [Select](#)
 Technical Assistance; Verification of 2544

Correction Plan Received: 00/00/0000

Noncompliance(s) Verified by Visit	Complaint/SIR ID (s)	Enforcement ID (s)
Select	Select	Select

En

10. On the Enforcement ID(s) page, select the checkbox next to the associated enforcement(s) and click the Continue button.

Enforcement ID(s)
Print
Help

Provider

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

Enforcement ID(s)

	ID	Date	Description
☒	8000340	02/01/2023	

Continue
Close

11. Enter any comments in the Comments field on the Site Visit page.

Site Visit
TM
Print
Help

Provider

Name: [Mike Piazza \(20181\)](#)
Type: Child Placing Agency
Licensor: Worker Rusk

Site Visit Information

Licensor Making Site Visit: Worker Rusk [Search](#)
Action: 2544 Issued

Visit Date: 01/03/2023
Next Visit Date: 03/03/2023

Visit Reason(s): Serious Incident Report; Technical Assistance; [Select](#)
Next Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#)

Correction Plan Received: 00/00/0000

Monitoring Plan: Maximum
Announced: ☒
Noncompliance Issue Date: 00/00/0000

Noncompliance(s) Verified by Visit

Complaint/SIR ID (s)

Enforcement ID (s)

Comments:

Rule Violation(s)

Options:
Go

Save
Close

12. If the Action = 2544 Issued or No Access – 2544 Issued (a Noncompliance Statement and Correction Plan is issued for the Site Visit), the Rule Violation(s) section will be added to the

bottom of the page. Enter dates for the Noncompliance Issue Date and the Date Correction Plan Due. If the Noncompliance Statement and Correction Plan is an attachment to another document, select the 'Attachment' checkbox.

Select the appropriate Rule Violation Code. Document the number of occurrences for this noncompliance as it relates to that rule violation code. The Rule Previously Cited on will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. Clicking on the date hyperlink will open the associated Site Visit page or Noncompliance Statement and Correction Plan (those not associated with a site visit) page. Enter any comments and document the Correction Plan.

If the provider is a Child Placing Agency and the Rule Violation Code is 54.01(3m), an additional box appears. Document the Violation Code, the Occurrences, and the Comments. The Previously Cited will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. The Previously Cited field can be updated.

Site Visit

TM Print Help

Provider

Name: Mike Piazza (20181)

Type: Child Placing Agency

Licensors: Worker Rusk

Rule Violation(s)

Date Correction Plan Due: 03/03/2023

☐ Attachment

Rule Violation Code: 54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS

Occurrences: 1

Violation 1 of 1

Delete

Rule Previously Cited On: Not previously cited in the last two years

Comments: Enter text here...

☐ Technical Assistance Provided

Correction Plan:

Expected Completion Date: 00/00/0000

Verification Date: 00/00/0000

☐ No Date

Violation Code: 56.02(2)(a)3. EXCEPTIONS-CITED ON THE LICENSE

Occurrences: 1

Row 1 of 1

Delete

Previously Cited: Not previously cited...

Comments: Enter text here...

Insert

Insert

Options:

Go

Save

Close

If 'Other' is selected as the Violation Code for the 54.01(3m) violation, an Other Code field appears. This allows for documentation of a code that is not a DCF 56 code.

Note: The Rule Violation Code list on the Site Visits 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.

Rule Violation(s)

Date Correction Plan Due:03/03/2023☐ Attachment

Rule Violation Code:54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS▼

Occurrences:1▼Violation 1 of 1Delete

Rule Previously Cited On:Not previously cited in the last two years

Comments:Enter text here...

☐ Technical Assistance Provided

Correction Plan:

Expected Completion Date:00/00/0000Verification Date:00/00/0000☐ No Date

Violation Code:Other▼

Occurrences:1▼Row 1 of 1Delete

Other Code:DCF code

Previously Cited:Not previously cited...

Comments:Enter text here...

Insert

Insert

13. If additional rule violations need to be documented, click the Insert button.

Site Visit TM Print Help

Provider

Name: [Allendale Association \(9222005\)](#) Type: Residential Care Center Licensor: Caitlin C. Cake

Site Visit Information

Licensor Making Site Visit: Caitlin C. Cake [Search](#) Action: 2544 Issued ☐ Made in Error

Visit Date: 10/01/2023 Next Visit Date: 10/21/2023

Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#) Next Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#)

Correction Plan Received: 00/00/0000

Monitoring Plan: Maximum ☐ Announced: ☒ Noncompliance Issue Date: 10/04/2023

Noncompliance(s) Verified by Visit [Select](#)

Complaint/SIR ID (s) [8000440](#) [Select](#)

Enforcement ID(s) [8000301](#) [Select](#)

Comments:

Rule Violation(s)

Date Correction Plan Due: 10/28/2023 ☐ Attachment

Rule Violation Code: 52.69 ADVISORY COMMITTEE

Occurrences: 4 Violation 1 of 1 [Delete](#)

Rule Previously Cited On: Not previously cited in the last two years

Comments: Not previously cited...

☒ Technical Assistance Provided

Correction Plan: Correction Plan documented...

Expected Completion Date: 00/00/0000 Verification Date: 00/00/0000 ☐ No Date

[Insert](#)

Options: [Text](#)

[Go](#)

- Compliance Statement
- Noncompliance Statement and Correction Plan
- Compliance, Noncompliance And Technical Assistance Letter

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

14. Once all rule violations have been documented, click the Save button. From the Options drop-down, select 'Noncompliance Statement and Correction Plan' and click the Go button. This will open the Noncompliance Statement and Correction Plan template.

Note: Once a Site Visit has been saved, a Made in Error checkbox appears at the top of the page. See the section at the end of this guide on how to make a site visit in error.

Site Visit

TM

Print

Help

Provider

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

Type: Child Placing Agency

Licensor: Worker Rusk

Site Visit Information

Licensor Making Site Visit: Worker Rusk

[Search](#)

Visit Date: 01/03/2023

Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#)

Action: 2544 Issued

☐ Made in Error

Next Visit Date: 03/03/2023

Next Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#)

Correction Plan Received: 00/00/0000

Monitoring Plan: Maximum

Announced: ☒

Noncompliance Issue Date: 02/20/2023

Noncompliance(s) Verified by Visit [Select](#)

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

Enforcement ID (s) 8000340 [Select](#)

Comments:

Rule Violation(s)

Options: [Go](#)

Save

Close

- On the template, click Save and Generate PDF to open a PDF file and print using the Print icon on the PDF. Click the Close button to close the template.

Edit Document

Close

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and PermanenceDate Correction Plan Due
03/03/2023

Child Welfare Noncompliance Statement and Correction Plan

TO FILE A COMPLAINT CALL:
(608) 267-7932

Use of form: This form is used by the Bureau of Permanence and Out-of-Home Care staff to identify statute and / or administrative rule violation(s) and to outline the licensee's correction plan.

Instructions: The Noncompliance Statement below identifies the violation(s) of the child welfare statute and / or administrative rule identified by the licensing specialist(s). Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your licensing specialist for approval and retain a copy. If this is a group home facility, post your copy of the Noncompliance Statement and Correction Plan near the license in accordance with Wis. Stat. 48.857. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights to an administrative hearing. The dates listed in the third column under "Date(s) Rule Previously Cited On (If Applicable)," will only display dates from the past two years. Date(s) rule previously cited on is defined by the "Date 2544 Issued."

Name – Facility Child Placing Agency Provider			Provider ID Number 20181		
Address – Facility (Street, City, State, Zip Code) 123 Test, Allouez, WI 54301			Telephone Number (920) 555-1212	Site Visit Date 01/03/2023	Date 2544 Issued 02/20/2023
Item No.	Rule / Statute Number Noncompliance Statement	Date(s) Rule Previously Cited On (If Applicable)	Correction Plan	Expected Completion Date	Verification Date
1.	54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS Enter text here...	Not previously cited in the last two years			
	DCF code Enter text here...	Not previously cited...			

Name – Person(s) Conducting Licensing Visit
Worker Rusk

SIGNATURE – Licensing Specialist

SIGNATURE – Licensee or Designee

Date Signed

Telephone Number – Licensing Specialist

Date Signed

16. If a 2544 was not issued, select 'Compliance Statement' from the Options drop-down and click the Go button. A message to save the license information page may appear. Click the Close button on the message and click the Save button on the Site Visit page to save it.
17. Reselect 'Compliance Statement' from the Options drop-down and click the Go button. After you have completed the form, select the Save button to save the BIRT or the Save and Generate PDF button to print the template. Once the template has been printed, click the Close button to return to the Site Visit page.

Save

Save and Generate PDF

Close

Compliance Statement - Child Welfare

RETURN BY: 00/00/0000

TO FILE A COMPLAINT CALL: (608)267-7932

Use of form: This form is used by the Child Welfare Licensing Section staff to indicate to child welfare programs that there were no noncompliances observed at the licensing visit. Completion of this form meets the requirements of Wis. Stat. 48. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: The licensing specialist checks the administrative code areas where no rule violations were observed. The licensing specialist may also reference the administrative code number(s) that were monitored. The licensee shall return the original signed copy to the licensing specialist by the date entered above.

Name - Facility	Address - Facility (Street, City, State, Zip Code)	Telephone Number	Date - Licensing Visit
Mike Piazza	123 Test, Allouez, WI 54301	(920) 555-1212	01/03/2023

NO ADMINISTRATIVE CODE VIOLATIONS WERE OBSERVED ON THIS LICENSING VISIT.

The following checked items indicate the topic areas of the administrative code that were monitored on this visit.

☐ Terms of License / Administration	☐ Physical Plant	☐ Other
☐ Personnel	☐ Disaster Plan	☐ Additional Comments
☐ Children's Records	☐ Transportation / Vehicles	
☐ Medication / Records	☐ Fire Safety	
☐ Resident Rights	☐ Menus	
☐ Programming / Daily Activities	☐ Care of Children 6 Years of Age or Younger	

18. If technical assistance (TA) is provided to a facility without another noncompliance citation, there is an option to generate a Compliance, Noncompliance, and Technical Assistance letter when the facility is otherwise compliant.

Site Visit TM Print Help

Provider

Name: [Allendale Association \(9222005\)](#) Type: Residential Care Center Licensor: Caitlin C. Cake

Site Visit Information

Licensor Making Site Visit: Caitlin C. Cake [Search](#) Action: 2544 Issued ☐ Made in Error

Visit Date: 10/01/2023 Next Visit Date: 10/21/2023

Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#) Next Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544 [Select](#)

Correction Plan Received: 00/00/0000

Monitoring Plan: Maximum ☐ Announced: ☒

Noncompliance Issue Date: 10/04/2023

Noncompliance(s) Verified by Visit [Select](#)

Complaint/SIR ID (s) [8000440](#) [Select](#)

Enforcement ID(s) [8000301](#) [Select](#)

Comments:

Rule Violation(s)

Date Correction Plan Due: 10/28/2023 ☐ Attachment

Rule Violation Code: 52.69 ADVISORY COMMITTEE

Occurrences: 4 ☐ Violation 1 of 1 [Delete](#)

Rule Previously Cited On: Not previously cited in the last two years

Comments: Not previously cited...

☒ Technical Assistance Provided

Correction Plan: Correction Plan documented...

Expected Completion Date: 00/00/0000 Verification Date: 00/00/0000 ☐ No Date

[Insert](#)

Options: [Go](#)

- Text
- Compliance Statement
- Noncompliance Statement and Correction Plan
- Compliance, Noncompliance And Technical Assistance Letter

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

19. Select Compliance, Noncompliance and Technical Assistance Letter from the Options drop-down and click the Go button. After you have completed the form, select the Save button to save the BIRT or the Save and Generate PDF button to print the template. Once the template has been printed, click the Close button to return to the Site Visit page.

20. Back on the Site Visit page, click the Close button to return to the Facility License page.

eWiSACWIS

Facility License

+

eWiSACWIS

Print

Help

Provider

Name: Mike Piazza (20181)

Licensors: Worker Rusk

Type: Child Placing Agency

Class: Adoption & Foster Care

Provider

License Information

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Site Visits

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken	Verified
01/03/2023	Maximum	☒	Serious Incident Report; Technical Assistance; Verification of 2544	2544 Issued	☐
02/11/2018	Minimum	☒	Serious Incident Report; Technical Assistance	2544 Issued	☐
02/28/2000	Probationary	☐	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued	
02/28/2000	Minimum	☐	Technical Assistance	2544 Issued	☐

☐ View Made in Error

Insert

Save

Close

Note: If a Noncompliance Statement and Correction Plan is issued to a provider that is not associated with a site visit, document the Noncompliance Statement and Correction Plan via the Non-Site Visits tab.

Making a Site Visit in Error

1. To make the site visit in error, access the appropriate site visit. From the desktop, click the Providers tab. Click View provider information [+ View provider information](#) for the appropriate provider, Licenses, and then the [Facility License](#) hyperlink to open the Facility License page.
2. Click the Site Visits tab. Click the date hyperlink for the site visit you would like to make in error to open the Site Visit page.

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](#)

Site Visits

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken	Verified
01/03/2023	Maximum	☒	Serious Incident Report; Technical Assistance; Verification of 2544	2544 Issued	☐
02/11/2018	Minimum	☒	Serious Incident Report; Technical Assistance	2544 Issued	☐
02/28/2000	Probationary	☐	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued	
02/28/2000	Minimum	☐	Technical Assistance	2544 Issued	☐

☐ View Made in Error [Insert](#)

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

3. On the Site Visit page, click the Made in Error checkbox. A Made in Error Justification field appears. Enter a short description of why this site visit is being made in error.
4. Click the Save button. This will freeze the record and no additional updates can be made. Click the Close button to return to the Facility License page.

Site Visit

TM

Print

Help

Provider

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

Type: Child Placing Agency

Licensor: Worker Rusk

Site Visit Information

Licensor Making Site Visit: Worker Rusk

[Search](#)

Action: 2544 Issued

☒ Made in Error

Made in Error Justification:

Visit Date: 01/03/2023

Next Visit Date: 03/03/2023

Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544

[Select](#)

Next Visit Reason(s): Serious Incident Report; Technical Assistance; Verification of 2544

[Select](#)

Correction Plan Received: 00/00/0000

Monitoring Plan: Maximum

Announced: ☒

Noncompliance Issue Date: 02/20/2023

Noncompliance(s) Verified by Visit

[Select](#)

Complaint/SIR ID(s)

[Select](#)

Enforcement ID (s)

8000340

[Select](#)

- If a made in error site visit exists for this provider, a 'View Made in Error' checkbox will appear on the Site Visits tab. To view the made in error site visits, select the 'View Made in Error' checkbox.
- After the View Made in Error checkbox is selected, all made in error site visits for this provider appear.

eWiSACWIS

Facility License

+

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eWiSACWIS

Print

Help

Provider

Name: Mike Piazza (20181)

Licensors: Worker Rusk

Type: Child Placing Agency

Class: Adoption & Foster Care

Provider

License Information

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Site Visits

Visit Date	Monitoring Plan	Announced	Reason(s)	Action Taken	Verified	
01/03/2023	Maximum	☒	Serious Incident Report; Technical Assistance; Verification of 2544	2544 Issued		Made in Error
02/11/2018	Minimum	☒	Serious Incident Report; Technical Assistance	2544 Issued	☐	
02/01/2013	Minimum	☐	Other	2544 Issued		Made in Error
10/23/2012	Minimum	☐	Technical Assistance	2544 Issued		Made in Error
02/28/2000	Probationary	☐	Complaint Unlicensed Facility; Enforcement Action Compliance Verification; Monitoring for Licensing; Other	2544 Not Issued		
02/28/2000	Minimum	☐	Technical Assistance	2544 Issued	☐	

☒ View Made in Error

Insert

Save

Close