

SYNC User Guide

Supporting Youth aNd Children

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Introduction

SYNC or, Supporting Youth and Children, is a website created for group care providers to streamline referral processes and communication, as well as keeps records of current and past placements in one secure system. Sync also allows uniform referral information to reach providers at the same time, automates documentation of where referrals were sent and what those providers' decisions were, provides a repository of referral records for providers to aid in tracking information about the number of referrals received, and occurrence of multiple referrals on the same child, and it eliminates duplication of data entry for placing agencies by automating communication in to eWiSACWIS (electronic Wisconsin Statewide Automated Child Welfare Information System) upon receipt. Child welfare agencies with full access will electronically submit referrals for group care placement through eWiSACWIS rather than submitting them manually via email or fax. eWiSACWIS is a website used by child welfare agencies to document and manage a family's involvement in child welfare. Group care facilities in Wisconsin who request access will be provided credentials to securely access the SYNC website.

SYNC Website: <https://apps-okta.dcf.wisconsin.gov/sync/LOGON.do>

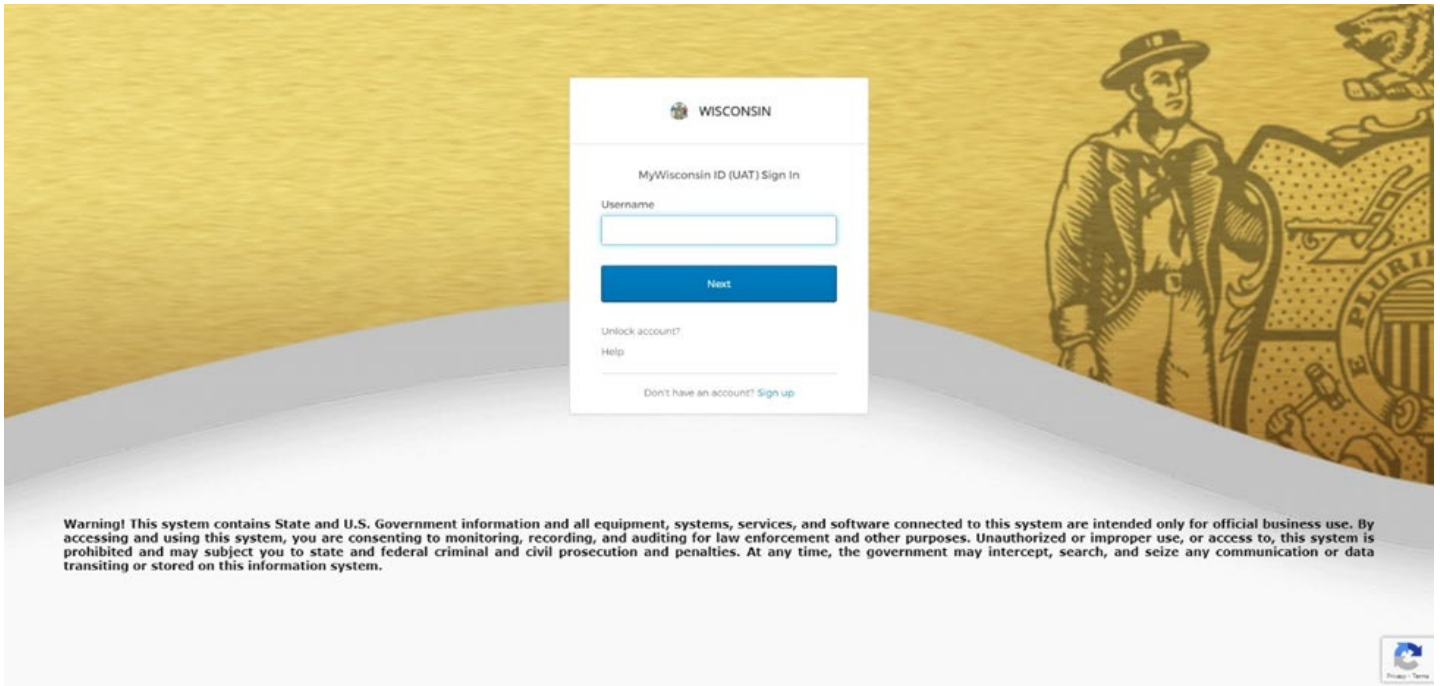
Requesting SYNC Credentials

Group care facilities should designate a SYNC Administrator. This individual will determine who, within the agency, will have access to SYNC and what level of access will be delegated to each individual. For example, access and delegation may range from review only to the ability to approve/deny referrals, or to document and transmit information about a youth back to the child welfare professional. The SYNC Administrator is the primary contact for any breaches of User Agreements, security issues, or confidentiality issues. To request access to SYNC and assign a SYNC Administrator, group care facilities must complete and sign the External Agency Agreement on Access to SYNC (DCF-F-5618) and then upload the agreement into PIE. The External Agency Agreement on Access to SYNC (DCF-F-5618) can be found on the [DCF Forms Search](#) page.

Everyone designated by the SYNC Administrator with a signed and submitted SYNC User Agreement will have access to SYNC. All staff who are responsible for reviewing and responding to placement referrals of youth to receive treatment services by the facility should be given access.

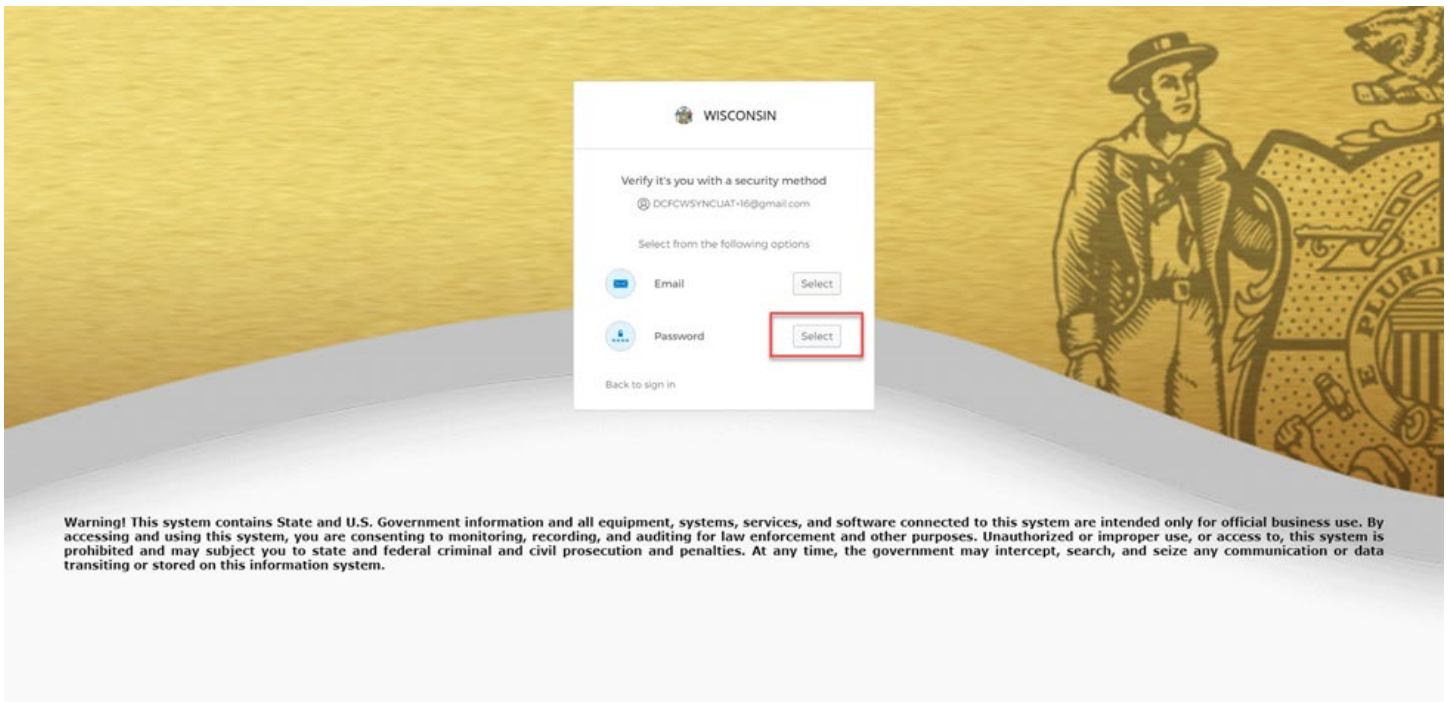
Login

When the SYNC website is launched, this page will appear. Enter your MyWisconsin ID username and click next. If the user does not have a MyWisconsin ID, create one at <https://apps.wisconsin.gov>. For assistance in creating a MyWisconsin ID, visit https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx.



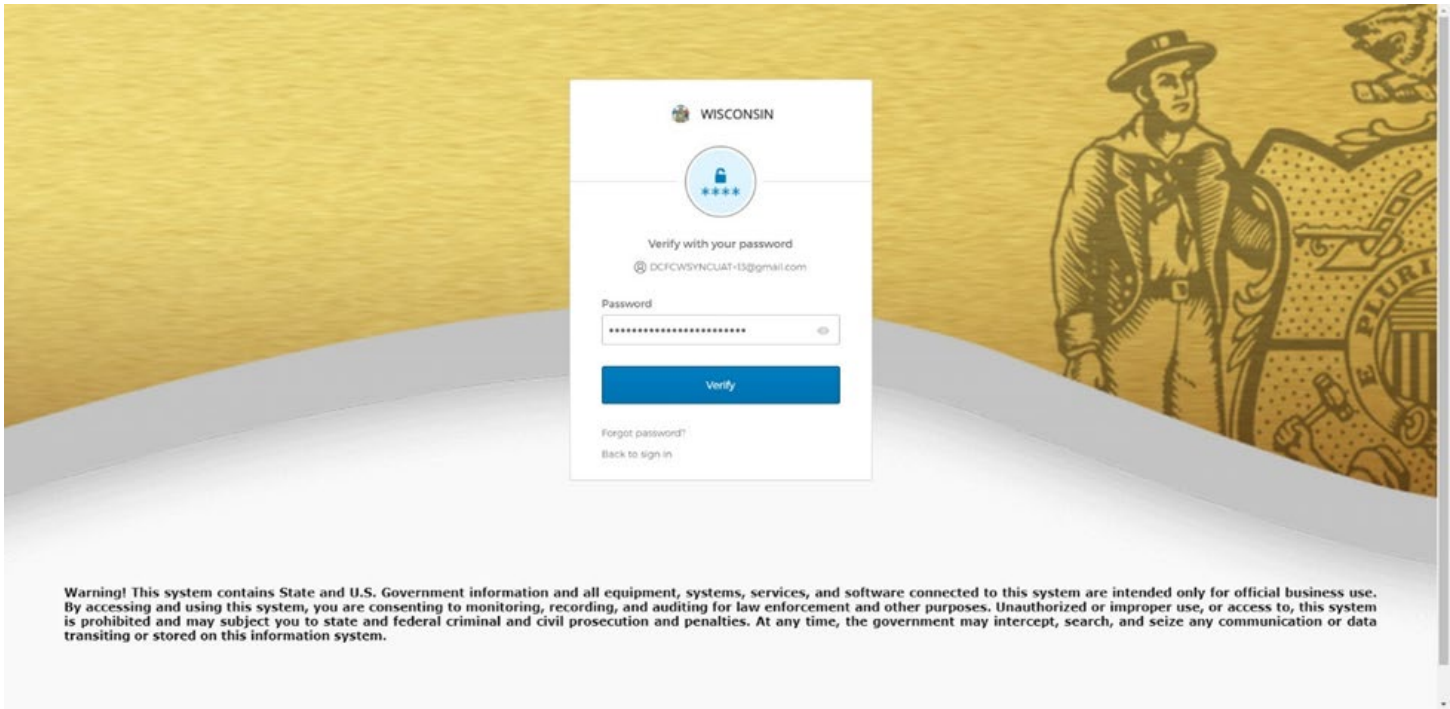
Warning! This system contains State and U.S. Government information and all equipment, systems, services, and software connected to this system are intended only for official business use. By accessing and using this system, you are consenting to monitoring, recording, and auditing for law enforcement and other purposes. Unauthorized or improper use, or access to, this system is prohibited and may subject you to state and federal criminal and civil prosecution and penalties. At any time, the government may intercept, search, and seize any communication or data transiting or stored on this information system.

Select password to verify the user.



Warning! This system contains State and U.S. Government information and all equipment, systems, services, and software connected to this system are intended only for official business use. By accessing and using this system, you are consenting to monitoring, recording, and auditing for law enforcement and other purposes. Unauthorized or improper use, or access to, this system is prohibited and may subject you to state and federal criminal and civil prosecution and penalties. At any time, the government may intercept, search, and seize any communication or data transiting or stored on this information system.

Enter the password created with your MyWisconsin ID account.



The screenshot shows a web browser window with a yellow background featuring a faint illustration of a man in a hat and a plow, and a circular seal with the text 'E PLURIBUS UNUM'. In the center is a white login form for 'WISCONSIN'. The form includes a blue padlock icon with four asterisks, the text 'Verify with your password', and the email address 'DCFCWSYNCAAT-13@gmail.com'. Below this is a 'Password' field with a masked password of 13 asterisks and a blue 'Verify' button. At the bottom of the form are links for 'Forgot password?' and 'Back to sign in'.

Warning! This system contains State and U.S. Government information and all equipment, systems, services, and software connected to this system are intended only for official business use. By accessing and using this system, you are consenting to monitoring, recording, and auditing for law enforcement and other purposes. Unauthorized or improper use, or access to, this system is prohibited and may subject you to state and federal criminal and civil prosecution and penalties. At any time, the government may intercept, search, and seize any communication or data transiting or stored on this information system.

SYNC User Agreement

When logging into SYNC for the first time, users will be presented with the digital user agreement. The user will need to acknowledge that they have a valid work-related reason to access or review any record or part of a record within SYNC by checking the box and electronically signing.



SYNC USER AGREEMENT

I hereby certify that I am an employee, subcontractor, or other duly authorized individual under the control of a Child Welfare Provider ("Accessing Agency") licensed by the Wisconsin Department of Children and Families ("DCF").

I hereby certify that I have read and understand the External Agency Agreement on Access to SYNC signed by my employer, the Accessing Agency, and my responsibilities as an employee, subcontractor, or other individual under the control of the Accessing Agency.

I acknowledge that the information and documents transmitted through SYNC are confidential and may only be accessed by individuals who have a legal basis under state and federal confidentiality laws to access them. Information and documents in SYNC cannot be disclosed other than for the purposes of providing care for the child, participating in a permanency plan review concerning the child, or as otherwise permitted by law. State and federal confidentiality laws that may apply to information and documents in SYNC include but are not limited to Wisconsin Statutes Chapters 48 (including ss. 48.396, 48.78 and 48.981), 49, 51 (including s. 51.30), 118 (including s. 118.125), 146 (including s. 146.82), 252 (including s. 252.15) and 938 (including s. 938.396 and 938.78), 20 U.S.C. 1232, and 42 CFR Part 2.

I acknowledge that the information and documents contained in SYNC must be maintained in a manner that strictly prohibits access by the child, any other children in the care of the Accessing Agency, and any other party whose access to the information is prohibited. Some confidentiality laws provide penalties for improper access or disclosure, including fines and imprisonment.

I understand that the Department of Children and Families and/or any Dispensing Agency may maintain a record of any files or other information I may access, edit, or add in SYNC. I understand that DCF may, in its sole discretion, revoke my access to SYNC at any time and without notice.

I acknowledge that I must have a valid, work-related reason to access or review any record or part of a record within SYNC.

By checking this box and typing my name below, I am electronically signing this agreement.

O'Flanagan Kelly:*

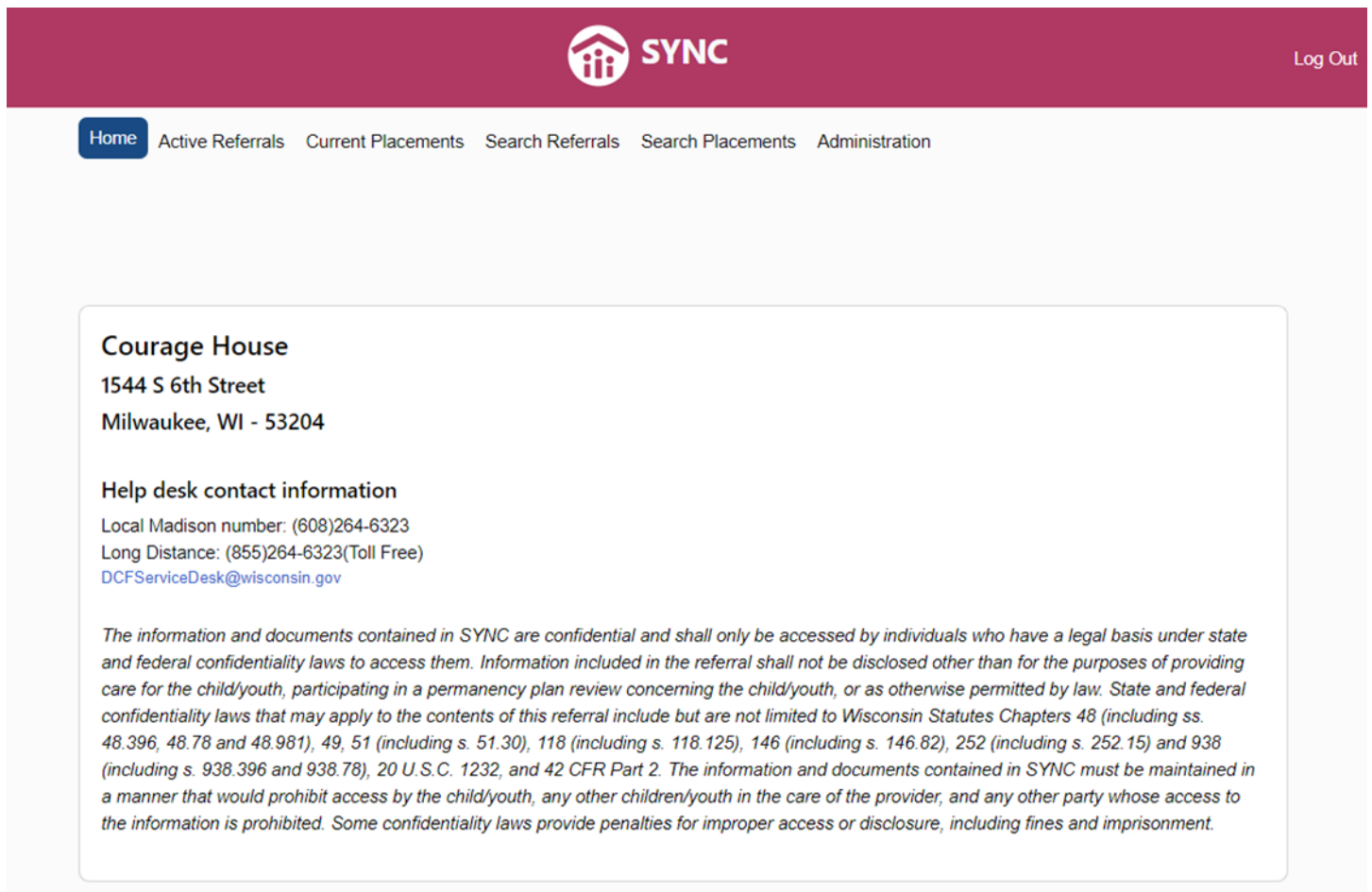
Kelly O'Flanagan

Accept Decline

Home Page

After a successful login, the user will be brought to the Home Page. The group care facility's name and address displays as shown followed by the Help desk contact information and a confidentiality statement. The user should contact the help desk if they experience any issues using SYNC.

***Note:** The tabs on top display based on security. What the user sees will vary based on their security levels. For example, only SYNC Administrators are going to see the Administration tab.




The screenshot shows the SYNC Home Page interface. At the top, there is a dark red header bar containing the SYNC logo (a house icon with three vertical bars) and the text "SYNC" in white. To the right of the logo is a "Log Out" link. Below the header is a navigation bar with several tabs: "Home" (highlighted in a dark blue box), "Active Referrals", "Current Placements", "Search Referrals", "Search Placements", and "Administration". The main content area is a light gray box with a rounded border. It features the following information:

- Courage House**
1544 S 6th Street
Milwaukee, WI - 53204
- Help desk contact information**
Local Madison number: (608)264-6323
Long Distance: (855)264-6323(Toll Free)
DCFSserviceDesk@wisconsin.gov
- A confidentiality statement in italics: *The information and documents contained in SYNC are confidential and shall only be accessed by individuals who have a legal basis under state and federal confidentiality laws to access them. Information included in the referral shall not be disclosed other than for the purposes of providing care for the child/youth, participating in a permanency plan review concerning the child/youth, or as otherwise permitted by law. State and federal confidentiality laws that may apply to the contents of this referral include but are not limited to Wisconsin Statutes Chapters 48 (including ss. 48.396, 48.78 and 48.981), 49, 51 (including s. 51.30), 118 (including s. 118.125), 146 (including s. 146.82), 252 (including s. 252.15) and 938 (including s. 938.396 and 938.78), 20 U.S.C. 1232, and 42 CFR Part 2. The information and documents contained in SYNC must be maintained in a manner that would prohibit access by the child/youth, any other children/youth in the care of the provider, and any other party whose access to the information is prohibited. Some confidentiality laws provide penalties for improper access or disclosure, including fines and imprisonment.*

Active Referrals

The Active Referrals page displays a table view of all the current, active referrals that have been shared with the provider. The table displays the child's/youth's name, gender, birthdate, the referred date, and the referring agency. Use the search box to enter any part of the referral name or ID to filter the results displayed on the page. Clicking the name of the referred child/youth will launch the referral.

Log Out

[Home](#) **Active Referrals** [Current Placements](#) [Search Referrals](#) [Search Placements](#) [Administration](#)

Showing 1 to 10 of 10 rows rows per page

Aardvark, Frank (1112354)	Male	DOB: 02/02/2013	Age: 10	Referred: 05/12/2023	Status: Pending	Referring County: Chippewa County
Mouse, Mickey (22233344)	Male	DOB: 01/01/2012	Age: 11	Referred: 05/12/2023	Status: Pending	Referring County: Chippewa County
Johnson, John (1112354)	Male	DOB: 04/22/2008	Age: 15	Referred: 05/12/2023	Status: Pending	Referring County: Chippewa County
Shelly, Shelia (1112354)	Female	DOB: 05/01/2007	Age: 16	Referred: 05/12/2023	Status: Pending	Referring County: La Crosse County

Use the filter feature to narrow down the active referrals displayed by typing any of the filterable information.

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

Chippewa

Showing 1 to 10 of 10 rows rows per page

[Aardvark, Frank \(1112354\)](#)

Male

DOB: 02/02/2013

Age: 10

Referred: 05/12/2023

Status: Pending


Referring County: Chippewa
County

Active Referrals – Child/Youth Info

After clicking the name of the referred youth, the referral information will launch. The active referral has three sections: Child/Youth Info, Documentation, and Decision. The first section, Child/Youth Info, contains demographic information, placement history, medical & mental health information, parent information, sibling information, and school information displayed in a drop-down format. Click the drop-down arrows to display the youth's information.

The screenshot shows the SYNC web application interface. At the top, there is a maroon header with the SYNC logo and a 'Log Out' link. Below the header is a navigation bar with links for Home, Active Referrals (highlighted), Current Placements, Search Referrals, Search Placements, and Administration. The main content area displays the 'Active Referrals' section for a specific referral, with the referral date '05/12/2023 -Frank Aardvark (1125344)'. Contact information for Annie Anderson is provided. The 'Child/Youth Info' section is active, showing a list of expandable categories: Basic Information, Placement History, Medical & Mental Health Information, Parent Information, Siblings Information, and School Information. Each category has a corresponding arrow icon indicating its expandable state.

Basic Information expanded:

Log Out

[Home](#) **Active Referrals** [Current Placements](#) [Search Referrals](#) [Search Placements](#) [Administration](#)

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact [Annie Anderson](#) oldemail@wi.gov (200)000-0022.

Child/Youth Info [Documentation](#) [Decision](#)

Basic Information

Information as of 05/12/2023:

Media/Restricted Case	Undisclosed Placement: Yes
County: Chippewa	Target Placement Date: 05/31/2023
Reason for referral: The child/youth requires placement.	

Child Welfare Professional: Annie Anderson	Phone/Email: 20000000224 oldemail@wi.gov
Supervisor: Bonnie Benson	Phone/Email: 55533377771234 super_supervisor@wi.gov
Chosen Name: Frankie	Pronouns: They/Them/Their
Gender: Male	Birth Date: 02/02/2013
Primary Language: English	Ethnicity: African American/Black
Race(s): White, Black/African American, and American Indian/Alaska Native	
Secondary Language: Chinese	Tribal Affiliation: Lac Courte Oreilles Band - , Ho-Chunk -
Spiritual or Religious Affiliation: Baptist	Preferred Place of Worship: Grace Baptist
Expecting Youth: No	Parenting Youth: Yes

Placement History expanded:



Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact [Annie Anderson](#) oldemail@wi.gov (200)000-0022.

Child/Youth Info **Documentation** Decision

Basic Information

Placement History

Begin: 01/01/2023	End:	Type: Courage House (GHQRTP)	Provider: Courage House(8086086)	End Reason:
Begin: 12/15/2022	End: 12/31/2022	Type: RCC - Out-of-State	Provider: Brooksville Youth Academy(8106566)	End Reason: Agency Requested Change

Child/Youth has a history of going missing from care

Additional information regarding going missing from out of home care.

Medical & Mental Health Information

Parent Information

Medical & Mental Health Information expanded:



Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact Annie Anderson oldemail@wi.gov (200)000-0022.

Child/Youth Info Documentation Decision

Basic Information

Placement History

Medical & Mental Health Information

MA Number: 55223369

Primary Physician/Clinic: Kishaba, Richard 1221 Whipple St C/O: Mayo Clinic, Eau Claire, WI 54702

Primary Dentist/Dental Clinic: Kristo Orthodontic (715)835-5182 3902 Oakwood Hills Parkway, Eau Claire, WI 54701

Primary Mental Health Provider: Family Therapy Associates LLC (715)246-4840 3610 Oakwood Mall Drive Apt. 104, Eau Claire, WI 54701

Insurance Company/HMO: Blue Cross/Blue Shield	Phone: (222)333-4444	Policy Number: 1234567BA	Group Number: 5328	Subscriber: 001
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Insurance Company/HMO: Medicaid Medicare MediHel	Phone: (999)888-2247	Policy Number: 33869872	Group Number: 5034	Subscriber: 002
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Medication: Abilify	Begin Date: 01/01/2023	End Date:	Dosage/Frequency: 15mg PO qAM
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Reason Prescribed or Discontinued: Depression

Parent Information expanded:



Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact **Annie Anderson** oldemail@wi.gov (200)000-0022.

Child/Youth Info Documentation Decision

Basic Information			∨
Placement History			∨
Medical & Mental Health Information			∨
Parent Information			∧
Name - Parent 1: Mom Aardvark Type: Birth Address: 111 Main Street Sunshine, WI 55552 Phone: 111-234-5555	Chosen Name: Birth Date: 07/12/1978 Email: momma@mail.com	Pronouns: She/Her/Hers Language: English	
Name - Parent 2: Dad Aardvark Type: Alleged Address: 111 Main Street Sunshine, WI 55552 Phone: 111-234-5555	Chosen Name: Birth Date: Email: Dadsemail@email.google	Pronouns: Language: English	
Document any additional pertinent information about parents:			
Siblings Information			∧
School Information			∨

Sibling Information expanded:



Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact Annie Anderson oldemail@wi.gov (200)000-0022.

Child/Youth Info Documentation Decision

Basic Information



Placement History



Medical & Mental Health Information



Parent Information



Siblings Information



Name: John Aardvark **Chosen Name:** **Pronouns:** He/Him/His **DOB:** 05/01/2019 **Age:** 4 **Gender:** Male **Relationship:** Biological - Paternal Half Sibling

Document any pertinent information for siblings:

School Information



School Information expanded:



Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact Annie Anderson oldemail@wi.gov (200)000-0022.

Child/Youth Info Documentation Decision

Basic Information	∨
Placement History	∨
Medical & Mental Health Information	∨
Parent Information	∨
Siblings Information	∨
School Information	∧

Current School: Madison Community Montessori School, 8406 Ellington Way - Middleton, WI 53562

Current Grade: 11th

Start Date: 01/22/2021

Child/Youth has an Individualized Education Plan: Yes

Current academic performance including grade level, special achievements, and current educational difficulty(s).

Document any before or after school daycare or extracurricular activities.

Document any transportation needs or concerns.

Active Referrals – Documentation

The Documentation section is the second section within the Active Referrals page for the selected child/youth’s referral. This section displays all documents and images shared with SYNC as part of a referral. Documents and images are displayed in a table format with column names of Type, Document Date, Shared Date, and File Name. The File Name column displays links to the eWiSACWIS documents and images. Selecting the hyperlink for the row will launch the document/image.

The screenshot shows the SYNC web application interface. At the top, there is a maroon header with the SYNC logo and a 'Log Out' link. Below the header is a navigation menu with 'Active Referrals' highlighted. The main content area shows the breadcrumb trail: 'Active Referrals / Referral Date: 05/12/2023 -Frank Aardvark (1125344)'. Below this, contact information for Annie Anderson is provided. There are three tabs: 'Child/Youth Info', 'Documentation' (selected), and 'Decision'. The 'Documentation' section is expanded, showing a table with 4 rows. The table has columns for 'Type', 'Document Date', and 'Document Shared'. The rows contain: 1. Crisis Plan, 2. Education Passport, 3. Independent Living Transition to Discharge (ILTD) Plan, and 4. Independent Living and Transition Plan. All document shared dates are 05/04/2023.

Type	Document Date	Document Shared
Crisis Plan		05/01/2023
Education Passport		05/04/2023
Independent Living Transition to Discharge (ILTD) Plan		05/04/2023
Independent Living and Transition Plan		05/04/2023

Active Referrals – Decision

The final section within the Active Referrals page is the Decision section. This section is used to document the provider’s decision on the referral. The provider may choose to accept, waitlist, or decline the referral that has been shared from eWiSACWIS. An optional narrative box to document any pertinent decision information will display. Clicking the Save button saves all changes made to the page. Attempting to navigate away from the page with unsaved changes will prompt the user with a message, “Do you want to save your changes?” There will be options for Yes or No.

This page can be accessed by clicking the name hyperlink from the Active Referrals page or the Search referrals page. This page can also be accessed by clicking the Decision hyperlink from any section of the Referral page.

When the decision is Accept, enter the potential admit date (the potential date that placement can begin) and select the appropriate program from the dropdown.

SYNC Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact Annie Anderson oldemail@wi.gov (200)000-0022.

Child/Youth Info Documentation **Decision**

Decision Save

Decision:

Potential Admit Date:*


Program:*

Document any pertinent decision information:

When the decision is to Waitlist the referral, enter the potential admit date. Use the optional narrative box to document any pertinent decision information.

The screenshot displays the SYNC web application interface. At the top, there is a dark red header with the SYNC logo and a 'Log Out' link. Below the header is a navigation menu with links for 'Home', 'Active Referrals', 'Current Placements', 'Search Referrals', 'Search Placements', and 'Administration'. The 'Active Referrals' link is highlighted in a blue box. The main content area shows the 'Active Referrals' section for a specific referral with the date '05/12/2023' and name 'Frank Aardvark (1125344)'. Contact information for Annie Anderson is provided. Below this, there are tabs for 'Child/Youth Info', 'Documentation', and 'Decision', with 'Decision' being the active tab. The 'Decision' form has a dark blue header with the word 'Decision' and an upward arrow. A 'Save' button is located in the top right corner of the form. The form contains three main sections: 1. 'Decision:' with a dropdown menu currently set to 'Waitlist'. 2. 'Potential Admit Date:*' with a date picker set to '05/25/2023'. 3. 'Document any pertinent decision information:' with a large, empty text area for notes.

When the decision is Decline, select the appropriate reason for declining. Enter the date the decision was made and use the optional narrative box to document any pertinent information.

Log Out

Home **Active Referrals** Current Placements Search Referrals Search Placements Administration

[Active Referrals](#) / Referral Date: 05/12/2023 -Frank Aardvark (1125344)

For questions regarding this referral, please contact Annie Anderson oldemail@wi.gov (200)000-0022.

Child/Youth Info Documentation **Decision**

Decision^

Decision:

Decision Date:*


Document any pertinent decision information:

Search Referrals Page

The Search Referrals page allows the user to use search criteria to search for and retrieve referrals that have been shared with and are visible for that facility. Click the Search button to initiate a search of the database based on the information entered in the search criteria. Selecting the Clear button will clear out all the search criteria fields. "Referring Agency" is the agency of the child welfare professional who is the primary contact for the referral. Initiating a search returns referrals that meet the search criteria and have been shared with the provider who initiated the search. If no results are returned, a message will display.

The name will appear as a hyperlink for referrals returned where the Referring County Decision is either Pending or Placed. The name will appear as static text and not a hyperlink for referrals returned where the 'Referring County Decision' is either 'Not Placed' or 'Withdrawn'. Clicking the name hyperlink opens the referral in edit mode when the Referring County Decision for the referral is 'Pending.' Clicking the name hyperlink opens the referral in view only mode when the Referring County Decision for the referral is 'Placed.'

This page is accessed by clicking the Search Referrals button on the menu at the top of the screen.

Log Out

[Home](#) [Active Referrals](#) [Current Placements](#) **Search Referrals** [Search Placements](#) [Administration](#)

Referral Search Criteria

Referred Since <input type="text" value="mm/dd/yyyy"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Referral Status <input type="text"/>	
Gender <input type="text" value="Female"/>	Age Begin <input type="text"/>	Age End <input type="text"/>	Referring County <input type="text" value="La Crosse"/>	Sort By <input type="text"/>

Showing 1 to 1 of 1 rows rows per page

Search Results

Shelly, Shelia (1112354)						
Female	DOB: 01/01/2010	Age: 13	Referred: 05/26/2023	Status: New	Referring County: La Crosse	Referring County Decision: Placed

Search Placements

The Search Placements page allows the user to use search criteria to search for and retrieve active as well as historical child/youth placement records in SYNC. Selecting the Clear button will clear out all the search criteria fields. Selecting the Search button initiates a search of the database based on the information entered. This page can be accessed by clicking the Search Placements button on the menu.

Initiating a search returns records for children/youth who meet the search criteria and are currently placed with the provider as well as those who have been historically placed with the provider. Clicking the name hyperlink opens the child/youth's placement record page in edit mode when the corresponding placement in eWiSACWIS does not have a fully approved Placement Ending or has a fully approved placement ending for a reason other than 'Made in Error' and the placement ending approval date is less than 15 days from the system date. The placement record will open in view only mode when the corresponding placement in eWiSACWIS has a fully approved placement ending for a reason other than 'Made in Error' and the placement ending approval date is more than 15 days from the system date; or a more recent fully approved open placement with the same provider is found in eWiSACWIS.

The screenshot displays the SYNC Search Placements interface. At the top, there is a navigation bar with the SYNC logo and a 'Log Out' link. Below the navigation bar, a breadcrumb trail includes 'Home', 'Active Referrals', 'Current Placements', 'Search Referrals', 'Search Placements' (highlighted), and 'Administration'. The main content area features a 'Placement Search Criteria' form with fields for 'Last Name', 'First Name', 'Gender' (set to 'Female'), 'Placing County' (set to 'Chippewa'), and 'Sort By'. 'Clear' and 'Search' buttons are located to the right of the form. Below the form, it indicates 'Showing 1 to 1 of 1 rows' and '25 rows per page'. The 'Search Results' section shows a single entry for 'Shelly, Shelia (1112354)', with details: 'Female', 'DOB: 05/01/2007', '05/12/2023 - Present', and 'Placing County: Chippewa County'.

Placement Search Criteria				
Last Name	First Name	Gender	Placing County	Sort By
<input type="text"/>	<input type="text"/>	Female	Chippewa	<input type="text"/>


Showing 1 to 1 of 1 rows | 25 rows per page

Search Results

Shelly, Shelia (1112354)	Female	DOB: 05/01/2007	05/12/2023 - Present	Placing County: Chippewa County
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Current Placements

The Current Placements page displays a table view of placements documented in eWiSACWIS that are either currently open with the provider or the placement with the provider ended less than 15 days ago. Edits can be made for current placements with the provider and placements with the provider that ended less than 15 days ago. Use the Search/Filter box to enter any part of the child/youth's name or ID to filter the results displayed on the page. Clicking the child/youth's name will launch the child/youth's placement record in edit mode.

Log Out

Home Active Referrals Current Placements Search Referrals Search Placements Administration

Showing 1 to 6 of 6 rows 25 rows per page

Aardvark, Frank (1112354)				
Male	DOB: 02/02/2013	Age: 10	04/20/2022 - Present	Placing County: Chippewa County
Mouse, Mickey (22233344)				
Male	DOB: 01/01/2012	Age: 11	05/07/2022 - Present	Placing County: Chippewa County
Johnson, John (7252561)				
Male	DOB: 04/22/2008	Age: 15	04/19/2020 - Present	Placing County: Milwaukee County
Shelly, Shawn (5421320)				
Male	DOB: 05/01/2007	Age: 16	01/01/2023 - Present	Placing County: Milwaukee County

Current Placements – Child/Youth Info

After clicking the child/youth's name, the placement record of that child/youth will display as long as the child/youth is currently placement with the provider or the child/youth's placement with the provider ended less than 15 days ago. The placement record has four sections: Child/Youth Info, Documentation, Case Notes, Appointments. Clicking each of the section names will take you to that section of the placement record. The Child/Youth Info section displays first. This section contains personal and demographic information about the child/youth, medical and mental health information, and school information. Certain parts of this section such as the AKA Names, can be edited by the user which then updates the child/youth's information in eWISACWIS. Clicking the Save button saves all changes made to the page. Attempting to navigate away from the page with unsaved changes will prompt the user with a message, "Do you want to save your changes?" There will be options for Yes or No.

Basic Information expanded:

The screenshot displays the SYNC system interface for a child/youth's placement record. The header features the SYNC logo and a 'Log Out' button. The navigation bar includes 'Home', 'Active Referrals', 'Current Placements' (highlighted), 'Search Referrals', 'Search Placements', and 'Administration'. The breadcrumb trail shows 'Current Placements | Placement 05/12/2023 - Present Frank Aardvark (1125344)'. The main content area is titled 'Child/Youth Info' and includes tabs for 'Documentation', 'Case Notes', and 'Appointments'. The 'Basic Information' section is expanded, showing a form with the following fields:

- Information as of 05/12/2023
- Chosen Name: [text field]
- Pronouns: They/Them/Their
- Birth Place: Eau Claire, WI
- Religion: Baptist
- Interpreter Required: No
- Secondary Language(s): [text field]
- Race(s): White, Black/African American, and American Indian/Alaska Native
- Hispanic/Latino: [text field]
- Indian Tribe: Lac Courte Oreilles Band
- Status: Pending
- Indian Tribe: [text field]
- Status: [text field]
- Gender: Male
- Birth Date: 05/01/2007
- Medicaid Number: 22211557
- Preferred Place of Worship: Grace Baptist
- Primary Language: English
- Ethnicity: African American/Black, Puerto Rico
- Clan: [text field]
- Clan: [text field]

The 'AKA Names' section includes a 'Save' button and a form with the following fields:

- Date: 05/03/2023
- Type: Chosen Name (dropdown)
- First Name: [text field]
- Last Name: [text field]
- MI: [text field]

The 'Physical Description' section includes a 'Save' button and a form with the following fields:

- Height: 5 feet 10 inches
- Weight: [text field] pounds
- Eye Color: Hazel (dropdown)
- Hair Color: Blonde (dropdown)
- Physical Description (e.g. clothing, glasses, hairstyle/color, teeth, braces, scars, tattoos, body piercing(s), acne, freckles, birthmarks, discolorations, injuries, etc.): [text area]

The bottom of the form has expandable sections for 'School Information' and 'Health, Behavioral, or Mental Health Needs'.

School Information expanded:

[Current Placements](#) | Placement 05/12/2023 - Present Frank Aardvark (1125344)

Child/Youth Info Documentation Case Notes Appointments

Basic Information ▼

School Information ▲

Child/Youth is less than age five and does not attend early education or day care. Child/Youth is less than age five and attends child care that is not early education, pre-school or 4K.

Child/Youth is in an early intervention program. School district has been notified of child/youth's placement (if age two or older).

Child/Youth is in day treatment. Child/Youth was attending school but is currently listed as missing from the out-of-home placement.

Child/Youth is of school age but is not attending school: Yes

Child is Currently Enrolled in School: Yes

Highest Grade Level Completed: Five

Describe current academic performance. Include grade level, special achievements and current educational difficulty(s). Include the date and source of your information.

Diploma/Certificate: GED Certificate Diploma/Certificate Date: 05/01/2023

Anticipated High School Graduation Date: 06/01/2024

Child/Youth has an Individualized Education Plan: Yes

Extended School Year: No

Date of Current IEP: 05/01/2023 Date Current IEP Expires: 05/01/2024

School District of Jurisdiction

School District of Jurisdiction: Out of State	Start Date: 12/15/2022	Reason for Change: Educational Responsibility Out-of-State	Contact Person:	Phone Number:
School District of Jurisdiction: Eau Claire Area Sch Dist	Start Date: 09/07/2021	Reason for Change: Child Placed in New School District	Contact Person: Jenn Acker	Phone Number: (715)839-6086

School History

School Name	School Type	Program Type	Program	Grade	Special Education	Percentage of day spent in Special Education	Start Date	Completion Status
Madison Community Montessori School	Private School	Regular Education	METV	11th		day	12/15/2022	

Health, Behavioral, or Mental Health Needs ▼

Current Placements – Documentation

The Documentation section is the second section of the child/youth’s placement record. This section displays a table view of documents and images that have been uploaded in SYNC or shared from eWisACWIS. Clicking on the document name will launch the document. Click Add New to upload a new document.

The screenshot shows the SYNC web application interface. At the top, there is a dark red header with the SYNC logo and a 'Log Out' link. Below the header is a navigation bar with links for Home, Active Referrals, Current Placements (highlighted), Search Referrals, Search Placements, and Administration. The main content area shows the 'Current Placements' section for a placement dated 05/12/2023 - Present for Frank Aardvark (1125344). There are tabs for Child/Youth Info, Documentation (selected), Case Notes, and Appointments. A 'Documentation' sub-header is visible with an upward arrow. Below this, there is a table with one row of data. The table includes a 'Showing 1 to 1 of 1 rows' indicator, a '25 rows per page' dropdown, and an 'Add New' button. The data row shows: Source: eWisACWIS, Type: Crisis Plan, Document Date: (blank), and Document Shared: 05/08/2023.

SYNC Log Out

Home Active Referrals **Current Placements** Search Referrals Search Placements Administration

Current Placements | Placement 05/12/2023 - Present Frank Aardvark (1125344)

Child/Youth Info **Documentation** Case Notes Appointments

Documentation ^

Showing 1 to 1 of 1 rows rows per page Add New

Source: eWisACWIS	Type: Crisis Plan	Document Date:	Document Shared: 05/08/2023
--------------------------	--------------------------	-----------------------	---------------------------------------

After clicking Add New the user will be brought to the Document/Image Select page to upload the document or image. The document/image date and type fields are required to be completed. The date entered **cannot** be a future date. Select the appropriate type from the dropdown. Click Choose File to locate the document or image. The file becomes a hyperlink to the document/image. There is an optional narrative text box for any comments. Select Save to save the uploaded document or image. Once it is saved successfully, the fields of the page become frozen and cannot be changed. The record is saved in SYNC and immediately becomes an imaging record accessible in eWiSACWIS.

SYNC Log Out

Home Active Referrals **Current Placements** Search Referrals Search Placements Administration

[Current Placements](#) | [Placement Record](#) | Document/Image Select for Frank Aardvark (1125344)

Save **Close**

Document/Image Date: 05/25/2023

Type:

- Assessment
- Discharge Report
- Other - Medical/Mental Health
- Other - Placement
- Photograph
- Treatment Plans

File Name: Choose File No file chosen

Comments:

Current Placements – Case Notes

The next section of the child/youth's placement record is Case Notes. This section displays the summary of case notes that have been documented for the child/youth by staff at the provider agency. The system pulls in all case notes for both the child/youth and provider that have been created for all the child/youth's placements with the provider across different cases and counties. The case notes for the open placement will always display. Case notes from closed placements will be displayed only if the closed placement is still within the timeframe in the retention policy (15 days).

The Case Notes section is presented in a table displaying the date/time, type, and youth care professional. Provider staff can create a new note by selecting the Add New button. Selecting the hyperlink for the case note row launches the Case Note page. If the case note has not been finalized, an edit hyperlink will display in an unlabeled column. Selecting the edit hyperlink will launch the Case Note page as an editable page. If the case note has been finalized, a view hyperlink will display in the unlabeled column. Selecting the view hyperlink will launch the Case Note page as disabled.

The screenshot shows the SYNC system interface. At the top, there is a maroon header with the SYNC logo and a 'Log Out' link. Below the header is a navigation bar with links for Home, Active Referrals, Current Placements (highlighted), Search Referrals, Search Placements, and Administration. The main content area shows the 'Current Placements' section for a placement dated 05/12/2023 - Present Frank Aardvark (1125344). There are tabs for Child/Youth Info, Documentation, Case Notes (selected), and Appointments. The Case Notes section has a dark blue header with an 'Add New' button and a dropdown menu showing '25' rows per page. Below this is a table with four rows of case notes, each with columns for Date & Time, Type, Youth Care Professional, and an Edit link.

Date & Time	Type	Youth Care Professional	Action
05/10/2023 02:12 PM	Per Visitation	Brett Favre	Edit
05/07/2023 09:09 PM	Weekly Update	Brett Favre	Edit
05/04/2023 11:43 AM	Progress Reports	Brett Favre	Edit
05/02/2023 11:44 AM	Family Visitation	Brett Favre	Edit

After selecting Add New, the Case Note page will launch. This page is used to create a new case note or review the detail of an existing case note. Enter the date and time of the note then select the type from the drop-down list. The date entered cannot be a future date. Use the narrative box to describe what took place.

Click Save to save the note. Checking the Finalize Note checkbox, then selecting Save will freeze the note and no further edits can be made. The note will automatically finalize if left unchecked past 30 days from the creation date of the note.

The screenshot shows the SYNC Case Note form for Frank Aardvark (1125344). The form is titled "Current Placements | Placement Record | Case Note for Frank Aardvark (1125344)". It features a "Finalize Note" checkbox which is checked. Below this, there is a text box explaining that selecting "Finalize Note" freezes the case note on save, making it non-editable and shared with Child Welfare Professionals electronically. The "Youth Care Professional" is listed as Kelly O'Flanagan. The "Date & Time" field is set to 06/21/2023 10:55 AM. The "Type" dropdown menu is open, showing a list of options: Community Log, Daily Update, Family Visitation, Missing From Care, Per Visitation, Professional, Progress Reports, Weekly Update, and Youth Behavior Changes. The "Narrative" field is currently empty. "Save" and "Close" buttons are located in the top right corner of the form.

Current Placements – Appointments


The final section of the child/youth's placement record is Appointments. This section displays a summary of the child/youth's appointments during the placement period. The information is presented in a table format. The columns in the table are: Begin Date, Medical Provider Name, Provider Type, Type of Appointment, Health Concern and an unlabeled column with edit or view hyperlinks. The user can create a new appointment by selecting Add New.

The screenshot shows the SYNC system interface. At the top, there is a maroon header with the SYNC logo and a 'Log Out' link. Below the header is a navigation bar with links for Home, Active Referrals, Current Placements (highlighted), Search Referrals, Search Placements, and Administration. The main content area shows the 'Current Placements' section for a placement starting on 05/12/2023 and ending at Present for Frank Aardvark (1125344). There are tabs for Child/Youth Info, Documentation, Case Notes, and Appointments (selected). The 'Appointments' section has a dark blue header with an 'Add New' button. Below the header, it shows 'Showing 1 to 4 of 4 rows' with a dropdown menu set to '25' rows per page. The table contains two rows of appointment data:

Date: 05/02/2023	Medical Provider Name: Doctor Heckert	Provider Type: Physician	Type of Appointment:	Edit
Health Concerns: new from ST				
Date: 05/01/2023	Medical Provider Name: Acacia Mental Health Clinic	Provider Type: MH Professional	Type of Appointment: Comprehensive Mental Health Assessment	Edit
Health Concerns: Test				

Add New Appointment

After selecting Add New, the Appointments page will launch. Use this page to create a new appointment or review the detail on an existing appointment. Enter the date of the appointment. When a user starts entering a name in the Medical Provider/Clinic field, options will display if that provider has been previously entered into the system. If no provider is found, click Create to launch the Medical Provider Page and create a new medical provider record. After selecting/creating the appropriate medical provider, the Medical Provider/Clinic Type field will display. Use the drop down to select the appointment type. Enter the health concern in the required blue field. There are optional narrative text boxes to enter information about the procedure and diagnosis from the appointment. Select save after entering all required information.

Log Out

Home Current Placements Search Placements

[Current Placements](#) | [Placement Record](#) | Appointment for Frank Aardvark (1125344)

Save Close

Appointment/Hospitalization Begin Date:*

Medical Provider/Clinic:*
[Create](#)

Medical Provider/Clinic Type:*

Appointment Type:*

Health Concern:*

Procedure:

Diagnosis:

[Current Placements](#) | [Placement Record](#) | Appointment for Frank Aardvark (1125344)

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

Appointment/Hospitalization Begin Date:

Medical Provider/Clinic:

Medical Provider/Clinic Type:

Appointment Type:


Health Concern:

Procedure:

Diagnosis:

- Dentist-American family dental(6719 W. Capital Drive)
- Dentist-Angeladental(1730 S. 13th Street)
- Dentist-Belgium family dental(dfdfdf)**
- Dentist-Bradley dental()
- Dentist-Bradley family dental(5600 west brown deer rd)
- Dentist-Bradly family dental()
- Dentist-Bullard dentist()
- Dentist-CHW dental(9000 W. Wisco)
- Dentist-Capital Family dental(8422 w. Capital)

If the provider already exists in the system, an Open link will display. Click Open to view and/or the medical provider record.

Log Out

HomeActive ReferralsCurrent PlacementsSearch ReferralsSearch PlacementsAdministration

[Current Placements](#) | [Placement Record](#) | Appointment for Frank Aardvark (1125344)

Save Close

Appointment/Hospitalization Begin Date:*

Medical Provider/Clinic:*
Open Create

Medical Provider/Clinic Type:*

Appointment Type:*

Health Concern:*

Procedure:

Diagnosis:

Medical Provider Record

The Medical Provider/Clinic pop up page is used to record provider information. The Medical Provider Last Name or Clinic Name and Medical Provider/Clinic Type are all required fields. The remaining fields are all optional but should be completed if the user has the information. Select Save to save the information. Select close to close the page.

The screenshot shows a web application interface with a dark red header and a grey sidebar. A white modal window titled "Medical Provider" is open in the center. The modal contains a form with the following fields:

- Medical Provider Last Name or Clinic Name:** A text input field containing "New Clinic".
- Medical Provider First Name:** An empty text input field.
- Medical Provider/Clinic Type:** A dropdown menu.
- Medical Provider/Clinic ID: MP**
- C/O:** An empty text input field.
- Number:** An empty text input field.
- Address:** An empty text input field.
- Apt:** An empty text input field.
- WI City:** A dropdown menu.
- City:** An empty text input field.
- State:** A dropdown menu with "WI" selected.
- Zip:** An empty text input field.
- Country:** A dropdown menu with "United States" selected.


At the top right of the modal, there are two blue buttons: "Save" and "Close". The background of the application is dimmed, showing a sidebar with menu items like "Home", "Current F", "Appoint", "Medical", "Medical", "Appoint", "Health C", "Procedu", and "Diagnos...". A "Log Out" link is visible in the top right corner of the application.

Provider Updates

The Provider Updates page gives providers the ability to document operational level information about the children and youth that they serve. The Operational Capacity tab provides the ability to indicate if a provider has upcoming vacancies, the ability to update the ages of the children/youth served (within what the provider is licensed for), and the maximum operational capacity of males and females for the home at any given time. The Characteristics tab allows the provider to update or maintain provider characteristics for the children and youth they serve.

Operational Capacity

Selecting the Provider Updates section will default to the Operational Capacity tab. Here is where information can be updated which will help inform Child Welfare Professionals of availability and capacity at Congregate Care Provider locations when making Congregate Care Referrals to SYNC providers.

Log Out

[Home](#) [Active Referrals](#) [Current Placements](#) [Search Referrals](#) [Search Placements](#) **Provider Updates** [Administration](#)

Operational Capacity Characteristics

Provider Preferences ^

Save

I have verified this information is up to date. ?

Last Updated By: (SYNC) 02/08/2024 05:11 PM

Upcoming Vacancies: * Yes No ?

Age From: * To

Total Licensed Capacity:

Operational Capacity *

Male	Female	Total
5	5	3

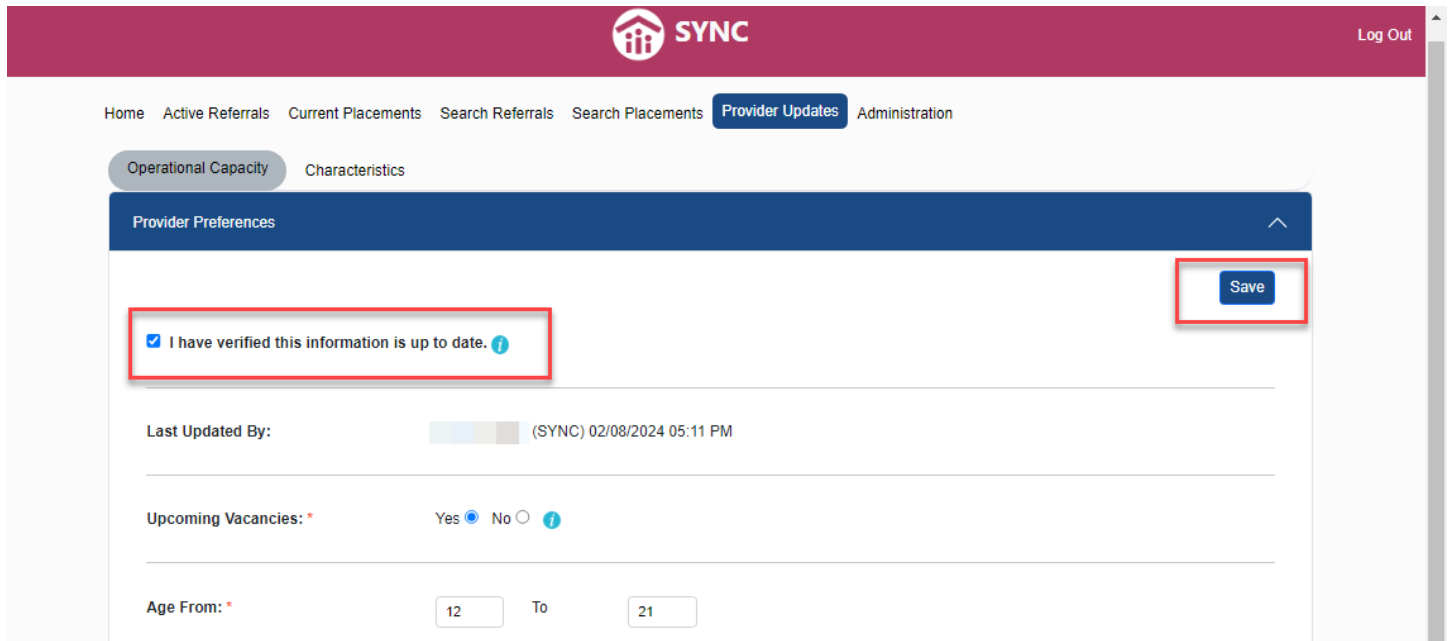
Placements

Male	Female	Total
8	3	11

Operational Vacancies

Male	Female	Total
-3	2	-8

Providers should be regularly updating this information. Reminder emails will be sent every 30 days to any user assigned to the Referral/Intake Coordinator role if an update to the Operational Capacity tab has not occurred. If no changes have occurred since the last update, select the verification box to then save the page, indicating the information was reviewed and is up to date.



SYNC Log Out

Home Active Referrals Current Placements Search Referrals Search Placements **Provider Updates** Administration

Operational Capacity Characteristics

Provider Preferences Save


I have verified this information is up to date. ?

Last Updated By: (SYNC) 02/08/2024 05:11 PM

Upcoming Vacancies: * Yes No ?

Age From: * To

The Provider Updates page; Operational Capacity tab, gives providers the ability to document operational level information about the children/youth that they serve. Providers can indicate if they have upcoming vacancies by selecting the Yes button. Selecting No will limit the amount of referrals a provider will receive. A provider can also update the Age From and Age To fields to more accurately reflect the current demographic of their placements to better match possible referrals, within what the provider is licensed for. Lastly, a provider can update the Operational Capacity for males, females, and total, which reflects the number of children or youth the provider can actively provide care for at that given time. The number for each section, Operational Capacity for Males, Operational Capacity for Females, and Total Operational Capacity, cannot exceed the Total Licensed Capacity in each field. The number in each field can be lower than the Total Licensed Capacity, dependent on what the provider is able to operationally accept.


Log Out

Home Active Referrals Current Placements Search Referrals Search Placements **Provider Updates** Administration

Operational Capacity Characteristics

Provider Preferences ^

[Save](#)

I have verified this information is up to date. ?

Last Updated By: (SYNC) 02/08/2024 05:11 PM

Upcoming Vacancies: * Yes No ?

Age From: * To

Total Licensed Capacity:

Operational Capacity *

Male	Female	Total
<input style="width: 100%;" type="text" value="5"/>	<input style="width: 100%;" type="text" value="5"/>	<input style="width: 100%;" type="text" value="3"/>

Placements

Male	Female	Total
<input style="width: 100%; background-color: #eee;" type="text" value="8"/>	<input style="width: 100%; background-color: #eee;" type="text" value="3"/>	<input style="width: 100%; background-color: #eee;" type="text" value="11"/>

Operational Vacancies

Male	Female	Total
<input style="width: 100%; background-color: #eee;" type="text" value="-3"/>	<input style="width: 100%; background-color: #eee;" type="text" value="2"/>	<input style="width: 100%; background-color: #eee;" type="text" value="-8"/>

Characteristics

The Provider Updates page: Characteristics tab, gives providers the ability to update or maintain provider characteristics. Selecting or de-selecting a checkbox enables the save button to allow the provider to make changes.

The screenshot displays the SYNC web application interface. At the top, there is a maroon header with the SYNC logo and a 'Log Out' link. Below the header is a navigation bar with links for Home, Active Referrals, Current Placements, Search Referrals, Search Placements, Provider Updates (highlighted), and Administration. Underneath, there are two tabs: Operational Capacity and Characteristics (selected). The main content area is titled 'Provider Characteristics' and shows a 'Last Updated By' field with a user profile icon and the text '(SYNC) 02/08/2024 04:26 PM'. A 'Save' button is located in the top right corner of the content area, enclosed in a red rectangular box. Below this, there is a list of characteristics, each with a checkbox:

- Assessment Services--Nursing
- Counseling (Family-BA/BS)
- Counseling (Family-Masters)
- Counseling (Individual-BA/BS)
- Counseling (Individual-Masters)
- Evaluation Services--PhD
- Evaluation Services--Psychiatrist
- Group Counseling and Therapy
- Highly Structured Group Activities
- Highly Varied Activities-boating, etc.

Adding Users into SYNC

The SYNC Administrator will have access to the Administration tab at the top of the screen. On this page, the name, email, SYNC status and the user's role will display for each user within the agency that has access to SYNC. The SYNC Administrator's information will automatically display and will show that they are "Active". This happens through the licensing specialist assigned to the provider agency.


The screenshot shows the SYNC Administration interface. At the top, there is a navigation bar with the SYNC logo and the word "Administration" highlighted. Below the navigation bar, there are several tabs: Home, Active Referrals, Current Placements, Search Referrals, Search Placements, and Administration. In the top right corner, there are "Add" and "Save" buttons. The main content area displays a user form for Brett Favre. The form includes fields for Email (brettfavre@nfl.com), Last Name (Brett), and First Name (Favre). There are three checkboxes for roles: Direct Care Professional (checked), Referral/Intake Coordinator (checked), and Admin/Financial Manager (checked). The SYNC Status is "Active" and the user is identified as an Administrator.

To add a user to SYNC, each user will need to create a MyWisconsin ID account. After the MyWisconsin ID account is created, the SYNC Administrator will click Add to enter each user. Enter the name and email address of the user and select the role. Click Save. If the user has successfully set up their MyWisconsin ID account, their status will say "Active". If a user is not "Active", the status will say "Pending Activate". You may inactivate a SYNC User while the status is listed as "Pending Activate."

Click delete to remove an active user from SYNC. A user should be deleted if they are no longer employed by the provider agency and/or if they no longer require access to SYNC.

The screenshot shows the SYNC Administration interface with two user forms. The top form is for Kurt Warner, with fields for Email (kurtwarner@nfl.com), Last Name (Kurt), and First Name (Warner). The roles Direct Care Professional and Referral/Intake Coordinator are checked, while Admin/Financial Manager is unchecked. The SYNC Status is "Active" and there is a "delete" link in the top right corner. The bottom form is for Brett Favre, with fields for Email (brettfavre@nfl.com), Last Name (Brett), and First Name (Favre). The roles Direct Care Professional, Referral/Intake Coordinator, and Admin/Financial Manager are all checked. The SYNC Status is "Active" and the user is identified as an Administrator.

View of table with multiple users:

Log Out

[Home](#) [Active Referrals](#) [Current Placements](#) [Search Referrals](#) [Search Placements](#) [Administration](#)

[Add](#) [Save](#)

<p>SYNC Status: Active Administrator</p> <p>Email:* <input type="text" value="Brettfavre@nfl.com"/> Last Name:* <input type="text" value="Brett"/> First Name:* <input type="text" value="Favre"/></p> <p><input checked="" type="checkbox"/> Direct Care Professional ⓘ <input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ <input checked="" type="checkbox"/> Admin/Financial Manager ⓘ</p>
<p>SYNC Status: Active Administrator</p> <p>Email:* <input type="text" value="joshhader@protonmail.com"/> Last Name:* <input type="text" value="Brett"/> First Name:* <input type="text" value="Favre"/></p> <p><input checked="" type="checkbox"/> Direct Care Professional ⓘ <input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ <input checked="" type="checkbox"/> Admin/Financial Manager ⓘ</p>
<p>SYNC Status: Active Administrator</p> <p>Email:* <input type="text" value="richard.ratkey@wi.gov"/> Last Name:* <input type="text" value="Kurt"/> First Name:* <input type="text" value="Warner"/></p> <p><input checked="" type="checkbox"/> Direct Care Professional ⓘ <input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ <input checked="" type="checkbox"/> Admin/Financial Manager ⓘ</p>

Hover over each role to view its permissions.

SYNC Log Out

Home Active Referrals Current Placements Search Referrals Search Placements **Administration**

Add Save

SYNC Status: Active Email:* Brettfavre@nfl.com	First Name:* Favre	Administrator
<input checked="" type="checkbox"/> Direct Care Professional ⓘ	<input checked="" type="checkbox"/> Admin/Financial Manager ⓘ	

Direct Care Professional
This role can search, view, and edit current placement records, including documenting case notes and medical appointments. This role can also search and view historical placement records.

SYNC Status: Active Email:* joshhader@protonmail.com	First Name:* Favre	Administrator
<input checked="" type="checkbox"/> Direct Care Professional ⓘ	<input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ	<input checked="" type="checkbox"/> Admin/Financial Manager ⓘ

SYNC Status: Active Email:* richard.ratkey@wi.gov	Last Name:* Kurt	First Name:* Warner	Administrator
<input checked="" type="checkbox"/> Direct Care Professional ⓘ	<input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ	<input checked="" type="checkbox"/> Admin/Financial Manager ⓘ	

SYNC Log Out

Home Active Referrals Current Placements Search Referrals Search Placements Provider Updates **Administration**

Add Save

SYNC Status: Active Email:*	Last Name:*	First Name:*	Administrator
<input checked="" type="checkbox"/> Direct Care Professional ⓘ	<input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ	<input type="checkbox"/> Admin/Financial Manager ⓘ	

Referral/Intake Coordinator
This role can search and view a summary of all referrals, and can view detailed current referrals and respond to the referring agency. This role can only view a summary of current and past placements, but cannot view the detailed placement record of a child/youth, either current or historical. This role can view and edit Provider Updates, including Operational Capacity, Upcoming Vacancies, and Characteristics.

SYNC Status: Active Email:*	Last Name:*	First Name:*	Administrator
<input type="checkbox"/> Direct Care Professional ⓘ	<input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ	<input type="checkbox"/> Admin/Financial Manager ⓘ	

SYNC Status: Inactive Email:*	Last Name:*	First Name:*	Delete
<input type="checkbox"/> Direct Care Professional ⓘ	<input checked="" type="checkbox"/> Referral/Intake Coordinator ⓘ	<input type="checkbox"/> Admin/Financial Manager ⓘ	

[Add](#) [Save](#)

SYNC Status: Active			Administrator
Email:*	Last Name:*	First Name:*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> Direct Care Professional	<input checked="" type="checkbox"/> Referral/Intake Coordinator	<input checked="" type="checkbox"/> Admin/Financial Manager	

SYNC Status: Active			
Email:*	Last Name:*	First Name:*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Direct Care Professional	<input checked="" type="checkbox"/> Referral/Intake Coordinator	<input type="checkbox"/> Admin/Financial Manager	

SYNC Status: Inactive			
Email:*	Last Name:*	First Name:*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> Direct Care Professional	<input checked="" type="checkbox"/> Referral/Intake Coordinator	<input type="checkbox"/> Admin/Financial Manager	

Admin/Financial Manager

This role can search and view summaries of all referrals and placements, but cannot view, edit or respond to a detailed referral record. This role can also view the detailed placement records of a child/youth, either current or historical, but cannot edit placement records. Lastly, this role can view but not edit the administration page, allowing them to see the privileges of other SYNC users. This role can view the Provider Updates, but cannot make edits.