

# Geographic Placement Resource System (GPRS) User's Guide

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### Geographic Placement Resource System (GPRS) User's Guide

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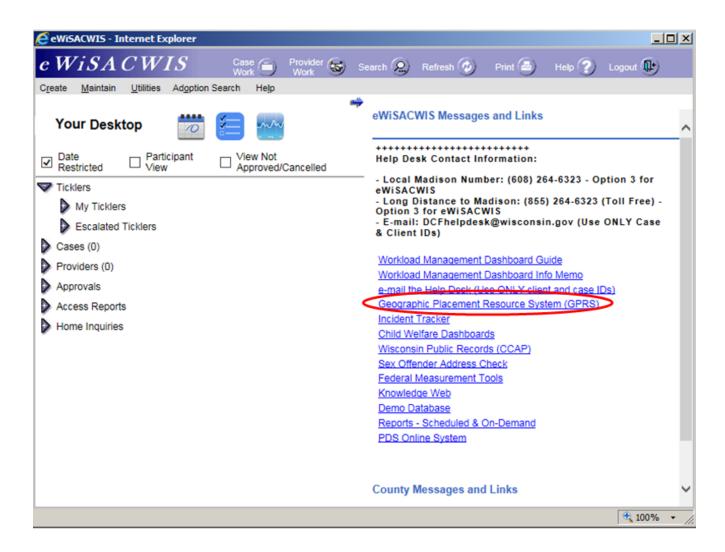
#### **Logging In**

Access to the Geographic Placement Resource System (GPRS) is controlled through WAMS. You will need to use your eWiSACWIS userid and password to access GPRS.

You can access GPRS from within eWiSACWIS or directly from the internet.

#### To access GPRS from within eWiSACWIS

The GPRS application is listed in the "eWiSACWIS Messages and Links" section of the eWiSACWIS landing page. Click the link to go to the GPRS application.



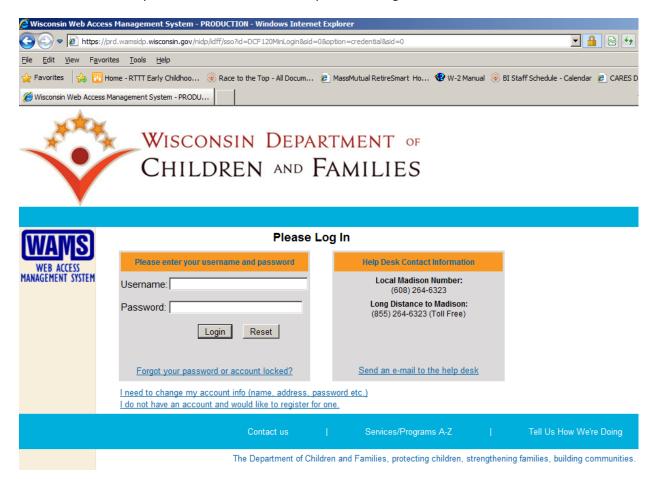


#### To access GPRS from the Internet

You have the option of accessing GPRS directly from the internet by using the following url address:

https://apps.dcf.wisconsin.gov/gprs/DCF/eWiSACWIS\_GPRS/

You will need to use your eWiSACWIS user id and password to gain access to GPRS.



NOTE: It is recommended that you access GPRS using the eWiSACWIS landing page. However, if you access GPRS external to eWiSACWIS, it is imperative that you follow these directions if you decide to save the url as a favorite. Once you have accessed the WAMS Login page, **DO NOT SAVE THIS URL ADDRESS AS A FAVORITE.** The wrong url address will be saved and you will get a weird message when you attempt to login again. You can save the url to your favorites once you have accessed GPRS itself. Another option is to cut and paste the link above to create your favorite for GPRS.



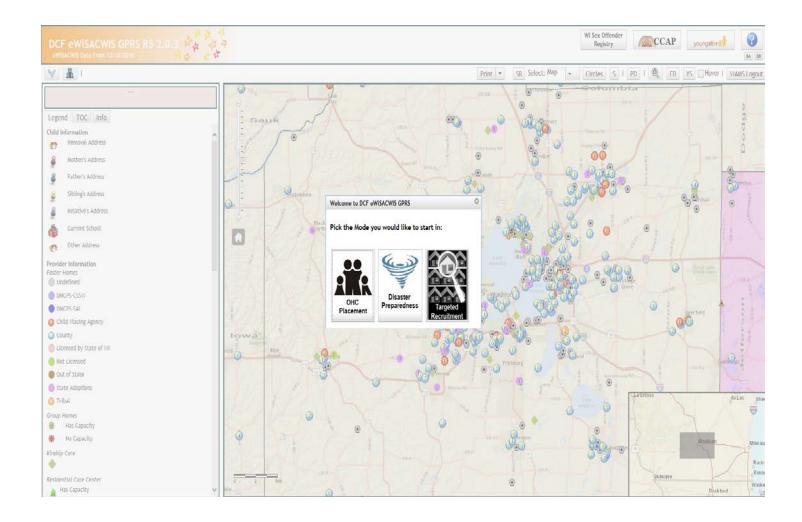
#### **Selection of GPRS Mode**

Once you have gained access to GPRS, you will need to select the mode you would like to launch. There are 3 possible choices:

Use **OHC Placement** when you are searching for the best possible placement options for a child. You will have the opportunity to visualize on a map the child's removal home, the child's parent's homes, the child's relatives and siblings homes, the child's school and all possible OHC provider locations.

Use **Disaster Preparedness** when a disaster strikes and you need to quickly locate OHC children and their providers to ensure their safety and to address their urgent needs such as emergency housing and medical needs. You will have the opportunity to visualize on a map the disaster zone and all providers located within the disaster zone.

Targeted Recruitment is currently not enabled. It will be implemented in the future.





## **Out of Home Care Placement**

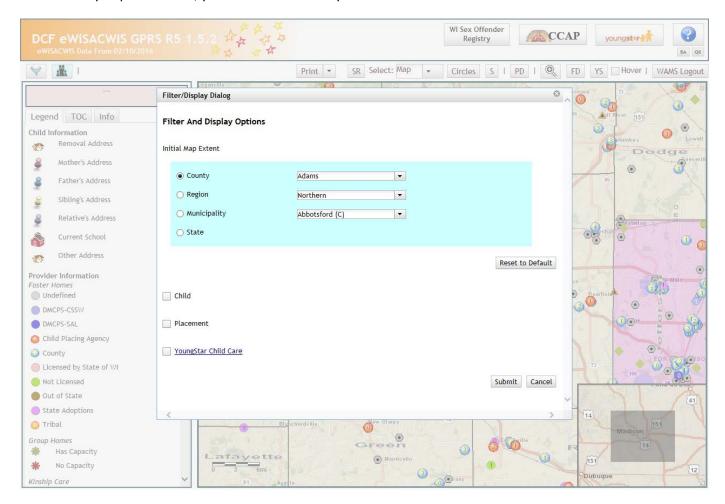




#### Filter / Display Dialog Box

#### **Initial Map Extent**

When you select the **OHC Placement** option, you will navigate to the GPRS **OHC Placement** Filter/Display Dialog page. You will be prompted for information that will be used to present the initial map. If you need to change any of the information you provide now, you will have the ability to do so later in the session.



You will need to select the Initial Map Extent.

**County -** GPRS will default the selection to "County". If you want to focus on a specific county, you will need to select that county from the dropdown list. All Wisconsin counties are listed.

**Region -** If you want to view the initial map from a DCF Region perspective, select "Region" and select the specific DCF region you want to focus on.

**Municipality** – If you want to focus on a specific city or village (Municipality), you will need to select that municipality from the "Municipality" dropdown list. All Wisconsin cities and villages are listed. Once that Municipality is submitted, GPRS will focus that specific Municipality.



**State** - If you select "State", the initial map will focus on the entire state of Wisconsin. This is a useful option when you are attempting to identify foster children placed outside of Wisconsin.

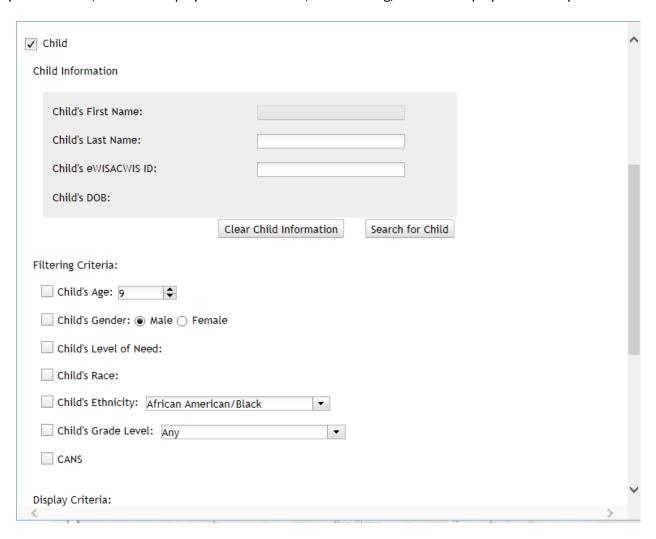
NOTE: Please refer to the top of the GPRS page. Each page in GPRS contains information pertaining to the release of the system as well as the date that eWiSACWIS information was provided. GPRS will be updated with information from eWiSACWIS on a nightly basis, 5 times a week, Monday through Friday. Any changes made to eWiSACWIS will not be reflected in GPRS until the following morning.



#### Child

Once you have selected your **Initial Map Extent**, you have the option of indicating what child filtering and/or display criteria to use to present the initial map. As with the **Initial Map Extent** option, if you need to change any of the information you provide now, you will have the ability to do so later in the session.

When you click **Child**, GPRS will display child information, child filtering, and child display criteria for your selection.



#### **Child Information**

When selecting "Child", the filtering and display criteria will expand and you will have options for Child Filtering Criteria and Display Criteria. You will also have the option to search for one specific child. You will be able to search for a specific child using the following **Child Information**:

- Child's Last Name
- Child's eWiSACWIS ID

If you search for a child using both their last name and eWiSACWIS ID, GPRS will automatically default to searching for that child by last name only and will ignore the eWiSACWIS ID.



If you search by the Child's Last Name, GPRS will search for all children in the system that have that last name and will expand the dropdown list to include all children with that last name. Within the dropdown list GPRS will display the child's first and last name, eWiSACWIS ID, and their date of birth. You will need to select the child you are searching for from that list.

If you have provided the Child's Last Name, GPRS will give you the option of providing the Child's First Name as well. If you provide the Child's First Name, GPRS will search the system for a child with the provided first and last name.

If you search by the Child's eWiSACWIS ID, GPRS will display that child's first name, last name, eWiSACWIS ID, and date of birth in the search fields.

If GPRS is unable to locate a child based on any of the three search criteria (first name, last name, or eWiSACWIS ID), you will receive the error message, "No children found."

Once a child is searched and GPRS finds the match, GPRS will prefill the following child filtering criteria: Child's age, gender, race, ethnicity, grade level and CANS. In addition, GPRS will prefill the following child display criteria: Child's removal address, mother / legal guardian address, father / legal guardian address, relative, and current school. If the address that GPRS is displaying is incorrect, you will be able to key-over that address and enter the correct address. If this change is a permanent change, you will need to update eWiSACWIS with this information as well. GPRS will never update eWiSACWIS directly with any updates.

You will then have the option to select which child filtering and child display criteria you would like to exhibit on the map.



#### **Child Filtering Criteria**

When you click **Child**, GPRS will display child filtering and display criteria for your selection.

You have the following options for **Child Filtering Criteria**:

- Child's Age
- Child's Gender
- Child's Level of Need
- Child's Race
- Child's Ethnicity
- Child's Grade Level
- CANS

If a specific child has been indicated, GPRS will pre-fill the Child Filtering Criteria and will highlight that information to indicate it has been pre-filled. You will be able to select the pre-filled criteria or select different criteria if needed.

#### Child's Age

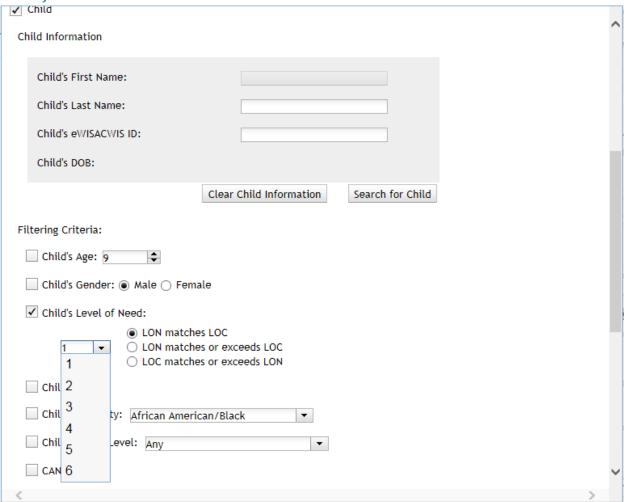
If you click "Child's Age" you can select an age from 0 to 18 years old. GPRS will only display providers that will accept children of your selected age.

#### Child's Gender

If you click "Child's Gender" and select a gender, GPRS will only display providers that have capacity for the child's gender.



Child's Level of Need



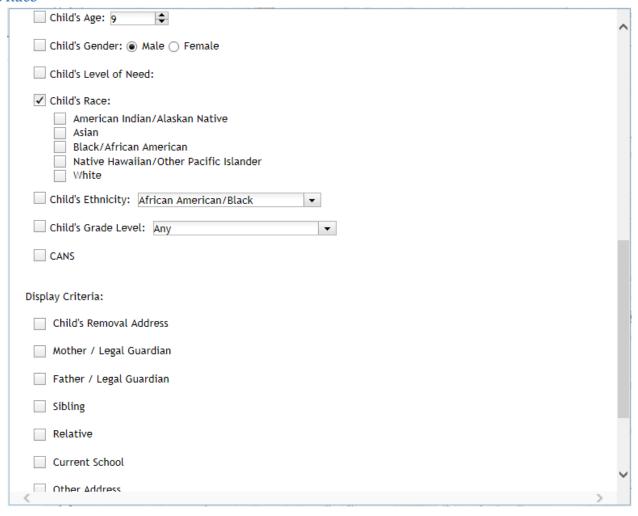
If you click "Child's Level of Need", you will need to select a specific level (1 through 6) and indicate how you want GPRS to match the Child's Level of Need to the Provider's Level of Care. Possible selections are:

- LON matches LOC
- LON matches or exceeds LOC
- LOC matches or exceeds LON

GPRS will only display providers that match your selection criteria.



#### Child's Race

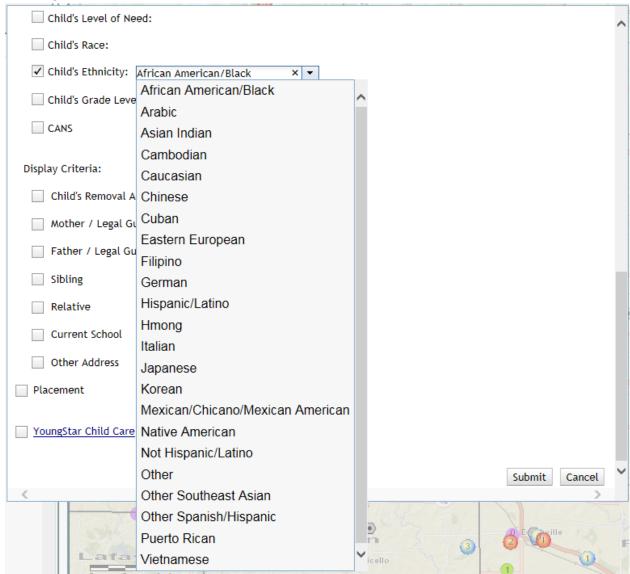


If you click "Child's Race", you will have the option of selecting up to 5 races. GPRS will display providers that have at least 1 provider in the home that matches the child's race.

NOTE: A race value of "Declined" or "Unable to Determine" in eWiSACWIS will be treated as if no race had been provided.



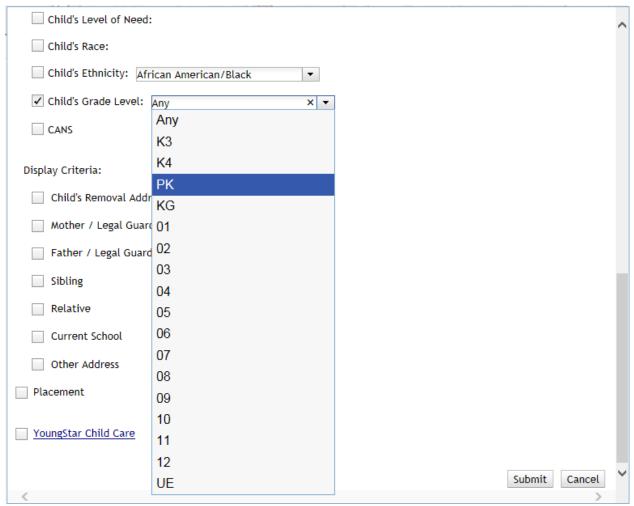
#### Child's Ethnicity



If you click "Child's Ethnicity", you will have the option of selecting 1 ethnicity. GPRS will display providers that have at least 1 provider in the home that match the child's ethnicity.



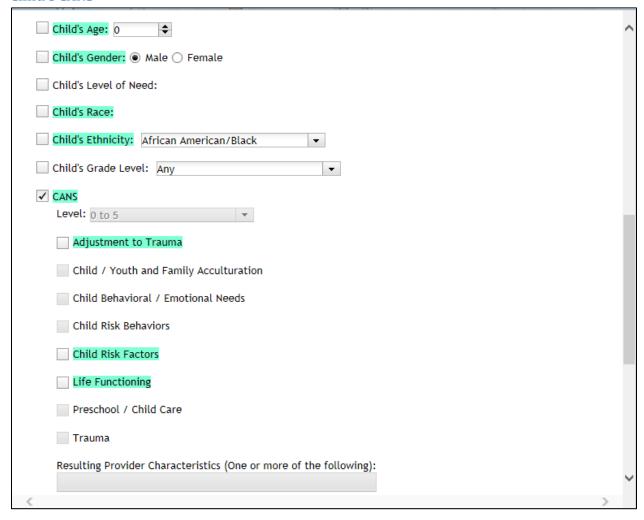
#### Child's Grade Level



If you click "Child's Grade Level," you can select one grade level from the dropdown menu. GPRS will only display providers that will accept children of your selected grade level.



#### Child's CANS



If you select "Child's CANS," the child's CANS items will be included as filtering criteria. For all children in eWiSACWIS, their CANS items will be included based on the following:

- Include CANS items that have scored one or greater. These will be highlighted.
- Include only the most recent approved CANS. If the child has a CANS entered in eWiSACWIS, but it is not yet approved, it will not be returned in GPRS as a filtering criteria.
- Include only CANS conducted within 1 year of the system date.

GPRS will only display providers that will accept children with the selected CANS items based on their provider characteristics. Please note:

- Not all CANS items are matched to a Provider Characteristic. For example, under the Trauma domain, Medical Trauma and Natural Disaster are not mapped to a Provider Characteristic.
- A Provider Characteristic can match to 1 or more CANS items.
- If you select CANS as a filtering criteria, you will be unable to select "Provider Characteristic" as a display criteria.
- If you select the "Child's CANS" as a filtering criteria but do not select any specific domains, GPRS will assume that ALL highlighted domains should be used as a filtering criteria.



• If you select a specific domain as a filtering criteria but do not select any specific CANS items, GPRS will assume that ALL highlighted CANS items should be used as a filtering criteria.

CANS functionality is only available in the OHC Placement mode. It is not available in the Disaster Preparedness mode.

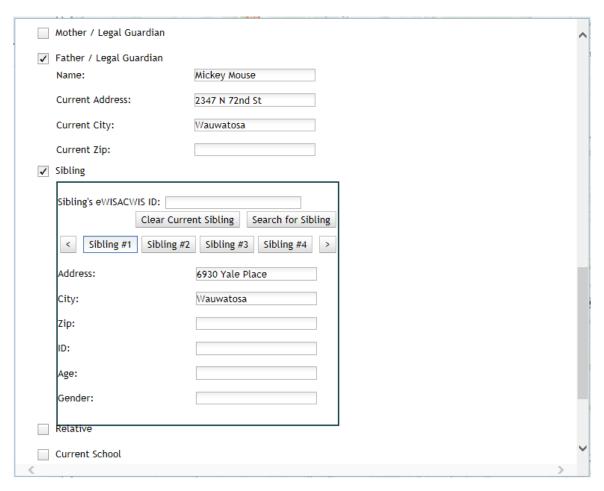


#### **Child Display Criteria**

You have the following options for **Child Display Criteria**:

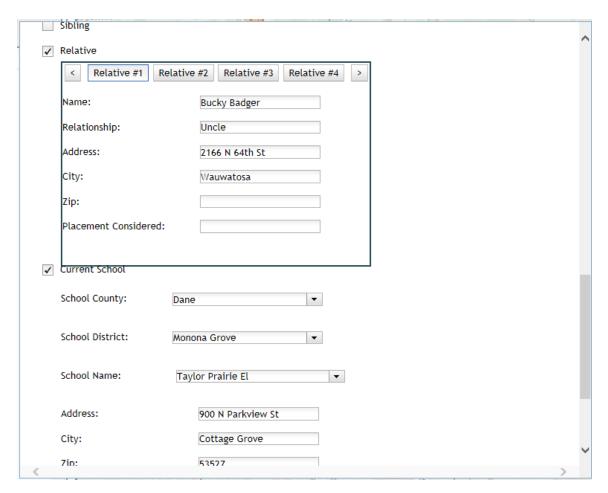
- Child's Removal Address
- Mother / Legal Guardian
- Father / Legal Guardian
- Sibling
- Relative
- Current School
- Other Address

If you indicated that you want to view information about a specific child and GPRS was able to locate the child's information (it existed in eWiSACWIS the last time the information was loaded into GPRS), GPRS will automatically display the found addresses. If GPRS was unable to locate information about the specific child, you will need to manually enter the addresses you want to view on the map. As mentioned earlier, if the address that GPRS is displaying is incorrect, you will be able to key-over that address and enter the correct address.



In the example above, the child's father's address and one sibling's address have been provided.





In the example above, one relative's address and the child's current school address have been provided.

The child's removal address is critical. If this information is missing from eWiSACWIS and GPRS is unable to provide the address, you should provide this address because it will give you the focal point from which to view the child's environment.

NOTE: Zip code is optional. The tool does not need it to determine where to place the objects on the map. However, City is mandatory.

If you have indicated a specific child and the Mother or Father do not live in the child's removal address, GPRS will automatically display the Mother's and Father's addresses if they exist in eWiSACWIS.

You can enter up to four siblings. GPRS will not automatically display siblings. They need to be manually entered.

You can enter up to four relatives. If you have indicated a specific child and that child has relatives, they will be automatically displayed for your selection.

If you have indicated a specific child and school information is available, GPRS will automatically display the child's current school information. You can enter the child's current school address as well. If this information is provided, the school will appear on the map as well.



There is a final option for your use: Other Address. If you want to place an additional address on the map, use this option. It can be used as you wish.

NOTE: Do not select any Child Display criteria that do not contain a valid address. You will receive an error message that indicates an address must be entered.

NOTE: If you only want to view "Placement" information, you can choose NOT to provide any child display criteria.

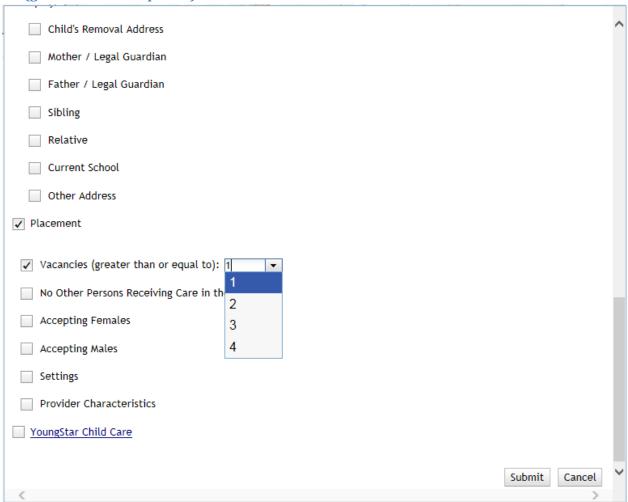


#### **Placement**

You have the following options for Placement Display Criteria:

- Vacancies (greater than or equal to)
- No Other Persons Receiving Care in the Home
- Accepting Females
- Accepting Males
- Settings
- Provider Characteristics

#### Vacancies (greater than or equal to)



If you click **Vacancies (greater than or equal to)** you will have the option of selecting from 1 through 4 vacancies. GPRS will only display providers that can accommodate the number of vacancies selected. Vacancies is defaulted to always be checked when first logging into GPRS.



#### **No Other Persons Receiving Care in the Home**

If you click "No Other Persons Receiving Care in the Home", GPRS will only display providers that have no other persons in the home receiving care.

#### **Accepting Females**

If you click "Accepting Females", GPRS will only display providers that have indicated they prefer females and they currently have vacancies.

#### **Accepting Males**

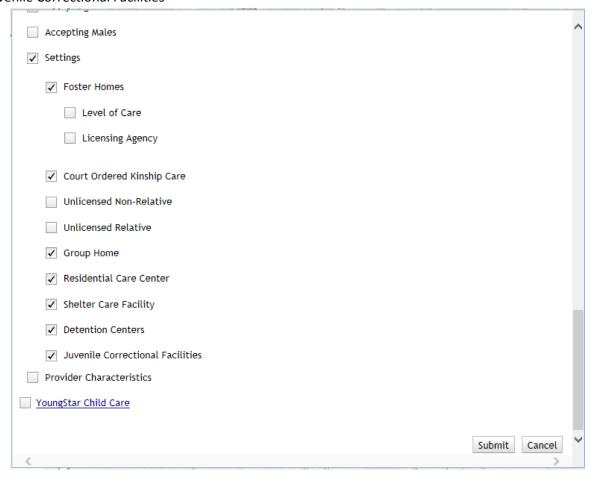
If you click "Accepting Males", GPRS will only display providers that have indicated they prefer males and they currently have vacancies.



#### **Settings**

If you click "Settings", GPRS will present the following options:

- Foster Homes
  - Level of Care
  - Licensing Agency
- Court Ordered Kinship Care
- Unlicensed Non-Relative
- Unlicensed Relative
- Group Home
- Residential Care Center
- Shelter Care Facility
- Detention Centers
- Juvenile Correctional Facilities



Notice that all types of settings are selected as defaults with the exception of Unlicensed Non-Relative and Unlicensed Relative.



#### Foster Homes / Level of Care

If you select Foster Homes as a display criterion, you have the option of selecting a provider's "Level of Care" and/or "Licensing Agency".



If you click "Level of Care", you will have the option of selecting from the following list:

- Level 1 Child Specific
- Level 2 Basic
- Level 3 Moderate Treatment
- Level 4 Specialized Treatment
- Level 5 Exceptional Treatment

You can select up to 5 Levels of Care.



GPRS will apply the following business rules to determine which providers to display based on your Level of Care selections.

		Placement Options		
Child's Level of Need	Provider's Level of Care	Foster Home	Group Home	Residential Care Center
1/2	1	Child - Specific		
	2	Basic		
3	3	Moderate Treatment	Group Home	
4	4	Specialized Treatment	,	
5	5	Exceptional Treatment		Residential Care Center
6		·		

Step down level to be used for transition planning to a less restrictive placement setting
Placement of children at this level is not appropriate

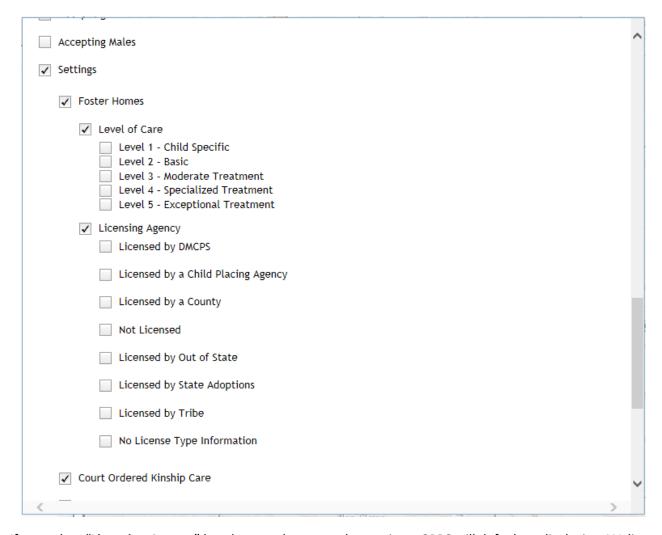
NOTE: A child in foster care can be served by a foster home with a certification level lower than the child's level of need if an exception has been granted and documented in the child's electronic case record by the placing agency and agency shows what services and supports will be provided to meet the child's needs.



#### Foster Homes /Licensing Agency

If you click "Foster Homes" as display criteria, you have the option of selecting "Licensing Agency" as criteria for display purposes. If you do, the system will provide you with the ability to select one or more of the following licensing types:

- Licensed by BMCW
- Licensed by a Child Placing Agency
- Licensed by a County
- Not Licensed
- Licensed by Out of State
- Licensed by State Adoptions
- Licensed by Tribe
- No License Type Information



Note: If you select "Licensing Agency" but do not select any other options, GPRS will default to displaying ALL licensing types.



#### **Licensed by DMCPS**

If you select "Licensed by DMCPS", you will be prompted for "DMCPS – CSSW" and "DMCPS – SaintA".

Accepting Males	^
✓ Settings	
✓ Foster Homes	
✓ Level of Care	
Level 1 - Child Specific	
Level 2 - Basic Level 3 - Moderate Treatment	
Level 4 - Specialized Treatment	
Level 5 - Exceptional Treatment	
✓ Licensing Agency	
✓ Licensed by DMCPS	
☐ BMCW - CSSW ☐ BMCW - SaintA	
Licensed by a Child Placing Agency	
Licensed by a County	
Not Licensed	
Licensed by Out of State	
Licensed by State Adoptions	
Licensed by Tribe	
No License Type Information	
	~
<	>
How Clause	

If you click "Licensed by DMCPS" but do not click either "DMCPS – CSSW" or "DMCPS – SaintA", GPRS will display ALL providers licensed by DMCPS.



#### Licensed by a Child Placing Agency

Level 3 - Moderate Treatment	
Level 4 - Specialized Treatment	$\sim$
Level 5 - Exceptional Treatment	
✓ Licensing Agency	
✓ Licensed by DMCPS	
□ BMCW - CSSW	
☐ BMCW - SaintA	
✓ Licensed by a Child Placing Agency	
☐ Adoption Choice Inc.	
American Foundation Counseling Inc.	
☐ Anu Family Services Inc.	
☐ Benevolence First Inc.	
☐ Bethany Christian Services of Wisconsin	
Catholic Charities LaCrosse Diocese	
Catholic Charities Madison Diocese	
☐ Children's Service Society of Wisconsin	
Community Care Resources Inc.	
☐ Family Care Specialists Inc.	
☐ Family Works Programs Inc.	
<ul> <li>☐ Family and Children's Center</li> <li>☐ Foster Care Academy</li> </ul>	
Fresh Start Family Services	
☐ Harmony Social Services CPA Inc.	
Hopeful Haven Inc.	
☐ Kenosha Human Development Services	
☐ LaCausa Inc.	
☐ Lutheran Social Services of Wisconsin/Upper Michigan	
☐ Macht Village Programs Inc.	
☐ My Home Your Home	
☐ New Horizon Center Inc.	
☐ New Visions Treatment Homes of Wisconsin	
☐ Pauquette Adoption Services	~
Pillar and Vine	>

If you click "Licensed by a Child Placing Agency", GPRS will display ALL Child Placing Agencies that existed in eWiSACWIS the last time information was provided to GPRS from eWiSACWIS.

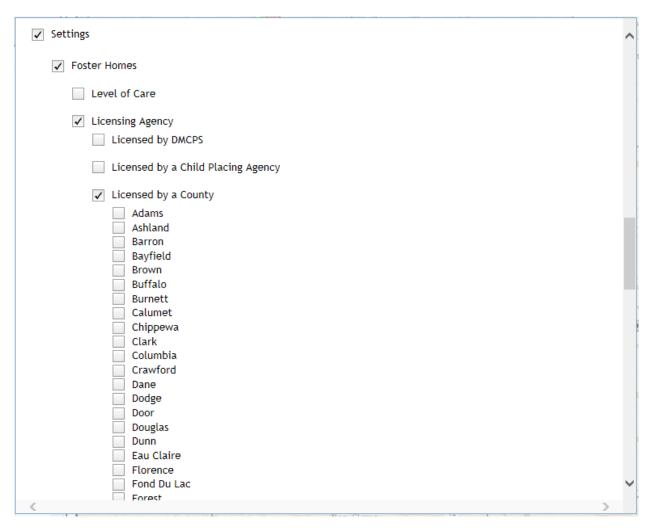
If you select specific CPAs, GPRS will display only the providers that were licensed by the selected CPAs.

If you choose "Licensed by a Child Placement Agency" but do not select any specific CPAs, all providers licensed by a CPA will be displayed.



#### Licensed by a County

If you click "Licensed by a County", the system will display ALL Wisconsin counties.



You can choose to only see providers that were licensed by specific counties by selecting those counties from the list.

If you choose "Licensed by a County" but do not select any specific counties, all providers licensed by a county will be displayed.



#### **Not Licensed**

If you click "**Not Licensed**", GPRS will display counties that have at least 1 provider that contains the License Type of "Not Licensed".

✓ Foster Homes  Level of Care  ✓ Licensing Agency  Licensed by DMCPS  Licensed by a Child Placing Agency  Licensed by a County  ✓ Not Licensed  Dane  Douglas  Forest  Kenosha  Lafayette  Manitowoc  Milwaukee  Outagamie  Pierce  Polk  Richland  Rock  Sawyer  State  Licensed by Out of State  Licensed by State Adoptions		
Level of Care  ✓ Licensing Agency  Licensed by a Child Placing Agency  Licensed by a County  ✓ Not Licensed  Dane  Douglas  Forest  Kenosha  Lafayette  Manitowoc  Milwaukee  Outagamie  Pierce  Polk  Richland  Rock  Sawyer  State  Licensed by State Adoptions	✓ Settings	^
	✓ Foster Homes	
Licensed by a Child Placing Agency  Licensed by a County  Not Licensed  Dane  Douglas  Forest  Kenosha  Lafayette  Manitowoc  Milwaukee  Outagamie  Pierce  Polk  Richland  Rock  Sawyer  State  Licensed by State Adoptions	Level of Care	
□ Licensed by a County  □ Not Licensed □ Dane □ Douglas □ Forest □ Kenosha □ Lafayette □ Manitowoc □ Milwaukee □ Outagamie □ Pierce □ Polk □ Richland □ Rock □ Sawyer □ State □ Licensed by Out of State □ Licensed by State Adoptions		
	Licensed by a Child Placing Agency	
Dane Douglas Forest Kenosha Lafayette Manitowoc Milwaukee Outagamie Pierce Polk Richland Rock Sawyer State  Licensed by Out of State  Licensed by State Adoptions	Licensed by a County	
Licensed by State Adoptions	□ Dane □ Douglas □ Forest □ Kenosha □ Lafayette □ Manitowoc □ Milwaukee □ Outagamie □ Pierce □ Polk □ Richland □ Rock □ Sawyer □ State	
	Licensed by Out of State	
Lineared by Tribe	Licensed by State Adoptions	
Licensed by Tribe	Licensed by Tribe	>

You can choose to only see providers that contain a License Type of "Not Licensed" for a specific county by selecting those counties from this list.

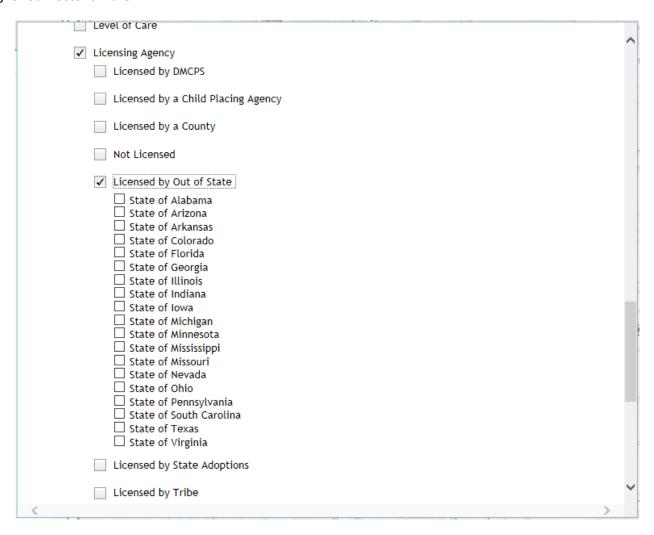
If you choose "Not Licensed" but do not select any specific county, all providers with a License Type of "Not Licensed" will be displayed.

NOTE: If your county is listed under the "Not Licensed" category, you should review the provider's information in eWiSACWIS for possible corrections.



#### Licensed by Out of State

If you click "Licensed by Out of State", GPRS will display all States (other than Wisconsin), that have at least 1 provider caring for our foster children.



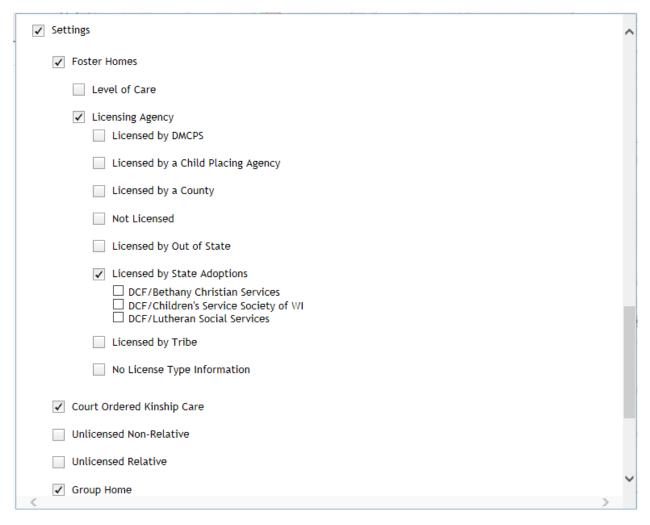
You can choose to only see providers that were licensed by specific States by selecting specific States from this list.

If you choose "Licensed by Out of State" but do not select any specific States, all out-of-state providers will be displayed.



#### Licensed by State Adoptions

If you click "Licensed by State Adoptions", GPRS will display all DCF State adoption agencies.



You can choose to only see providers that were licensed by specific State adoption agencies.

If you choose "Licensed by State Adoptions" but do not select any specific agencies, all of them will be displayed.



#### Licensed by Tribe

If you click "Licensed by Tribe", GPRS will display all counties that have at least 1 provider that has been licensed by a Tribe.

	Licensed by a County	^
	☐ Not Licensed	
	Licensed by Out of State	
	Licensed by State Adoptions	
	✓ Licensed by Tribe	
	☐ Ashland ☐ Barron	
	☐ Bayfield	
	□ Douglas	
	☐ Eau Claire ☐ Forest	
	☐ Jackson	
	☐ Polk ☐ Sawyer	
	☐ State	
	□ Vilas	
	No License Type Information	
	✓ Court Ordered Kinship Care	
	Unlicensed Non-Relative	
	Unlicensed Relative	
	✓ Group Home	
	✓ Residential Care Center	
	✓ Shelter Care Facility	~
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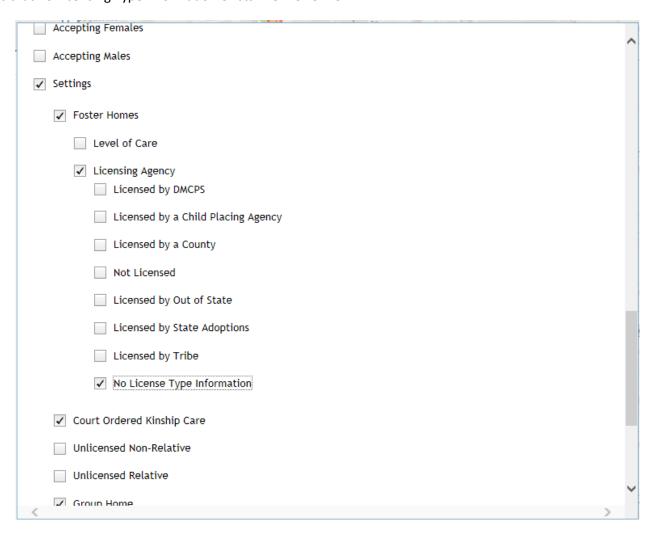
You can choose to only see providers that were licensed by specific tribes by selecting the counties from the list.

If you choose "Licensed by Tribe" but do not select any specific county, all providers that were licensed by a tribe will be displayed.



#### No License Type Information

If you click "**No License Type Information**", GPRS will display all providers that contain no License Type information. This means that no Licensing Type information exists in eWiSACWIS.

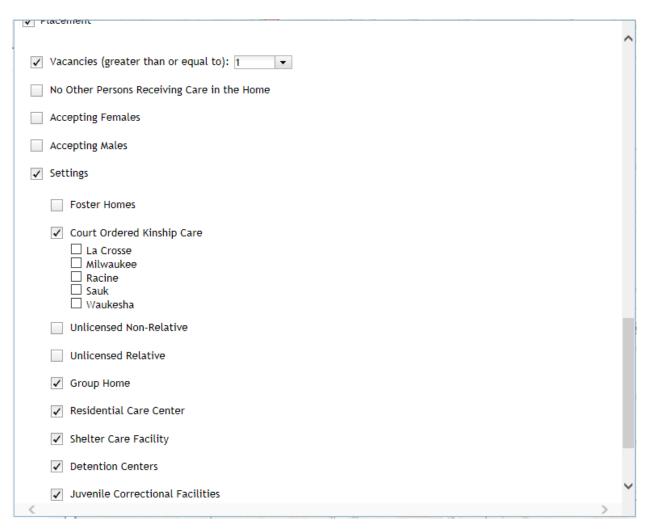


NOTE: You may want to review any providers with no License Type information in eWiSACWIS for possible corrections.



#### Court Ordered Kinship Care

If you click "Court Ordered Kinship Care", GPRS will display all counties that have at least 1 Court Ordered Kinship Care provider.



You can choose to only see Court Ordered Kinship Care providers for specific counties by selecting those counties from the list.

If you choose **Court Ordered Kinship Care** but do not select a specific county, all COKC providers will be displayed.



#### **Unlicensed Non-Relative**

If you click "Unlicensed Non-Relative", GPRS will display all counties that have at least 1 Unlicensed Non-Relative provider.



You can choose to only see Unlicensed Non-Relative providers for specific counties by selecting those counties from the list.

If you choose **Unlicensed Non-Relative** but do not select a specific county, all Unlicensed Non-Relative providers will be displayed



## **Unlicensed Relative**

If you click "Unlicensed Relative", GPRS will display all counties that have at least 1 Unlicensed Relative provider.

[	Accepting Males	^
[	Settings	
	Foster Homes	
	Court Ordered Kinship Care	
	Unlicensed Non-Relative	
	✓ Unlicensed Relative	
	☐ Adams ☐ Ashland ☐ Barron	
	☐ Bayfield ☐ Brown ☐ Buffalo ☐ Burnett	
	☐ Calumet ☐ Chippewa	
	☐ Clark	
	☐ Columbia ☐ Crawford	
	□ Dane	
	Dodge	
	☐ Door ☐ Douglas	
	□ Dunn	
	☐ Eau Claire	
	Fond Du Lac	
	Forest	
	☐ Grant ☐ Green	h 4
	☐ Green Lake	~
4	)	

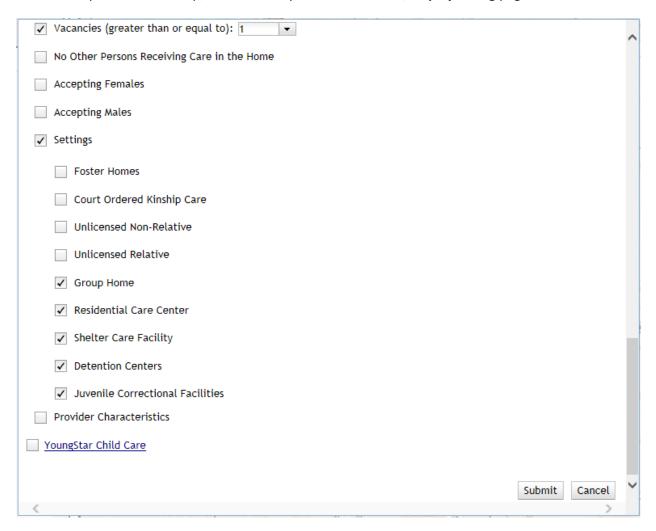
You can choose to only see Unlicensed Relative providers for specific counties by selecting those counties from the list.

If you choose **Unlicensed Relative** but do not select a specific county, all Unlicensed Relative providers will be displayed



#### Group Homes, RCCs, SCFs, Detention Centers and Correctional Facilities

If you want to see Group Homes, Residential Care Centers, Shelter Care Facilities, Detention Centers or Juvenile Correction Facilities placed on the map, select these options on the **Filter/Display Dialog** page.



For these providers, you will not have the option to select a specific county. They will all be displayed if you've selected the provider type.



#### **Provider Characteristics**

✓ Detention Centers	^
✓ Juvenile Correctional Facilities	
✓ Provider Characteristics	
<ul> <li>Choosing Any and selecting characteristics will show all providers who have at least one of those characteristics added on the Home or Private Provider page.</li> </ul>	
<ul> <li>Choosing All and selecting provider characteristics is a more limiting search and will display only providers who have all of the characteristics selected.</li> </ul>	
● Any OAll	
ADD/ADHD requiring medication	
AIDS infection or HIV positive	
AODA	
Adoption only	
At least one parent stays home	
Attachment	
Autism	
Behavioral difficulties at school	
Bilingual capacity	
Child-specific	
Chronic school issues	
Cognitive delays	
Communicable diseases	
Concurrent	
Crisis respite	
Cruelty to animals	
Delinquency history	
Depression	
Developmental delays	_
Drug affected infants	•
<	>

You will have the option of selecting Provider Characteristics as part of placement display criteria. Provider Characteristics are divided into 2 types in eWiSACWIS: "Provider Accepts" and "Other Provider Characteristics". Only "Provider Accepts" characteristics are included in GPRS.

If you select Provider Characteristics as part of the display criteria, GPRS will only display providers whose provider characteristics match the selected provider characteristics. Providers are matched to provider characteristics based on the provider characteristics that are entered on the provider's home provider record in eWiSACWIS.

If you select "Provider Characteristics" as a filtering criteria but do not select any specific characteristic, GPRS will assume that ALL characteristics should be used as display criteria.

Please note: if you have indicated that you want to filter based on the "Child's CANS", you will NOT have the option of selecting "Provider Characteristic" as a display criteria.

Provider Characteristics functionality is only available in the OHC Placement mode. It is not available in the Disaster Preparedness mode.

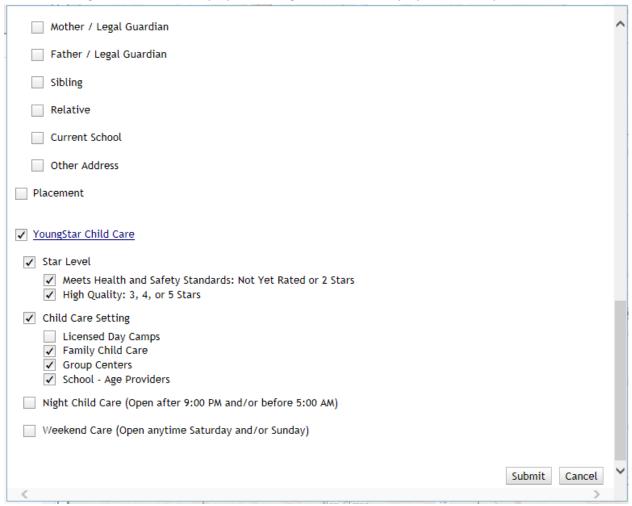


## YoungStar Child Care

NOTE: If you only want to view "YoungStar" information, you can choose NOT to provide any child display criteria or provider filter criteria.

YoungStar is Wisconsin's child care quality rating and improvement system. YoungStar gives parents tools and information to raise happy, healthy kids. In addition, YoungStar helps preschools and child care providers give children safe, nurturing places to grow.

When you click "YoungStar", GPRS will display the YoungStar filter and display criteria for your selection.





#### YoungStar Filter and Display Criteria

When selecting "YoungStar", the filtering and display criteria will expand and you will have option for YoungStar filtering criteria and display criteria. You will have the following options:

- Star Level
- Child Care Setting
- Night Child Care (Open after 9:00 PM and/or before 5:00 AM)
- Weekend Care (Open anytime Saturday and/or Sunday)

#### Star Level

You have the option to choose to filter based on a YoungStar child care provider's **Star Level**. If you click "Star Level", you can select the following star levels to filter by:

- Meets Health and Safety Standards: Not Yet Rated or 2 Stars
- High Quality: 3, 4, or 5 Stars

You have the option to select both star levels or only one to filter by. As a point of reference, the star ratings are defined as follows:

- Not yet rated: These child care providers are participating in YoungStar, but have not yet received their rating. These providers should be rated within 60 days and are expected to be rated as a 2 Star Program.
- 2 Star Program: These child care providers meet health and safety standards.
- 3 Star Program: These child care providers meet proficient levels of quality standards.
- 4 Star Program: These child care providers meet elevated levels of quality standards.
- 5 Star Program: These child care providers meet the highest levels of quality standards.

Please note: providers who are rated as a 1 Star Program are not included in the GPRS filter criteria, as they do not meet health and safety standards, and therefore cannot participate in YoungStar.

#### **Child Care Setting**

When you select **Child Care Setting**, GPRS will display the child care settings that can be filtered. You can filter by the following child care settings:

- Licensed Day Camps
- Family Child Care
- Group Centers
- School-Age Providers

As a note, all of these child care settings are defaulted to checked with the exception of "Licensed Day Camps."

Each of these child care settings refer to a different setting that child care providers deliver child care. Licensed Day Camps refers to a seasonal program, typically outdoors, that operate for periods less than 24 hours a day. Family Child



Care means a facility where a person provides care and supervision for less than 24 hours a day for at least 4, and not more than 8 children, who are not related to the provider. Group Centers means a facility where a person provides care and supervision for 9 or more children who are not related to the provider for less than 24 hours a day. School-Age Providers is defined as a program that cares for school-age children before or after school, or during the summer or school breaks.

### Night Child Care

If you select **Night Child Care** (Open after 9:00 PM and/or before 5:00 AM), GPRS will only display child care providers who provide care *any time* after 9:00 pm and/or before 5:00 am. Please note, these providers may not be open the entire time between 9:00 pm and 5:00 am, but are providing care at some point between that time period.

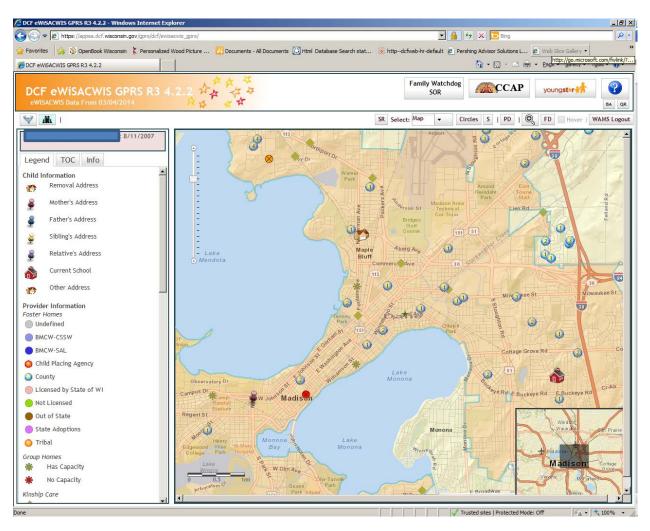
#### Weekend Care

If you select **Weekend Care** (Open anytime Saturday and/or Sunday), GPRS will only display child care providers who provide care *any time* on Saturday and/or Sunday.



# Submitting your filtering/display criteria

#### **Placement**



When you click the "**Submit**" button on the bottom right hand corner of the Filter/Display Dialog page, GPRS will apply all of the filtering/display criteria you have provided. The image above is what the initial map looks like after having applied your filter/display criteria.

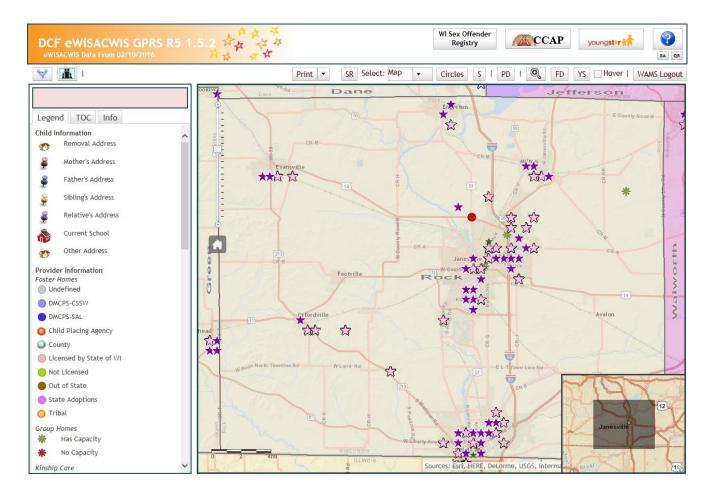
Only active providers with active licenses will be displayed. Providers with licenses that have been placed on hold will not be displayed.

In the example above, you can see the child's current school (little red school house) and the child's removal address (little brown building). You can also see the mother's address (pink pushpin).

You can also see many spheres with a number inside them. Each sphere represents a foster home. The color of the sphere indicates who the foster home is licensed by. The number in the middle of the sphere indicates the number of vacancies each foster home currently has.



## **YoungStar**

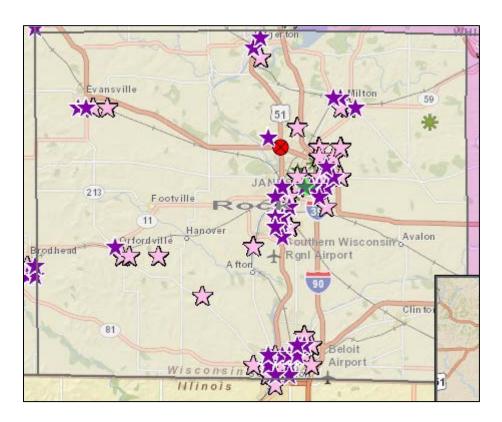


When you click the "**Submit**" button on the bottom right hand corner of the Filter/Display Dialog page, GPRS will apply all of the filtering/display criteria you have provided for YoungStar providers. The image above is what the initial map looks like after having applied your filter/display criteria.

Only YoungStar providers who are participating in YoungStar will be displayed. These providers have a YoungStar rating of 2, 3, 4, or 5, or are not yet rated.



YoungStar providers who are Not Yet Rated or are rated 2 Stars (i.e. meets health and safety standards) are displayed in a lighter purple. YoungStar providers who are rated 3, 4, or 5 Stars (i.e. high quality) are displayed in a darker purple. GPRS will overlay the YoungStar providers on top of the out-of-home care providers on the map. Additionally, GPRS will overlay YoungStar providers rated 3, 4, or 5 Stars on top of providers who are Not Yet Rated or are rated 2 Stars. The image below provides an example of how these overlays will look on the map.





## **Bad Addresses**

If a provider contains an address that GPRS could not map, it will be necessary for you to correct the address in eWiSACWIS.

When reviewing these addresses you should look for the following:

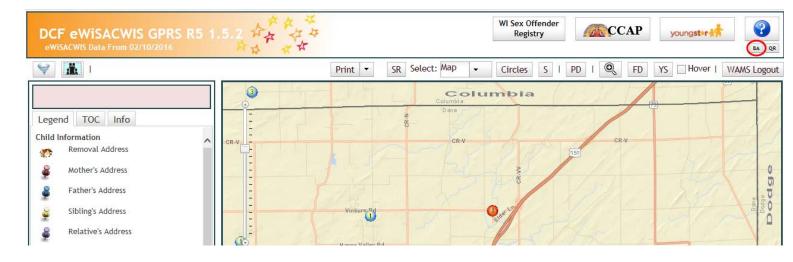
- Look for missing data: city, state, street type (e.g. lane, avenue, road), street number
- Look for misspellings
- Look for address and city mismatches
- Replace PO box addresses with a building address
- Try the address in Google and see what it does with it

#### For example:

When "2844 N 2ND ST UPPER, Milwaukee, WI" is googled, it sends back an address of "2844 N 2ND ST, Milwaukee, WI". This second address works better for the tool.

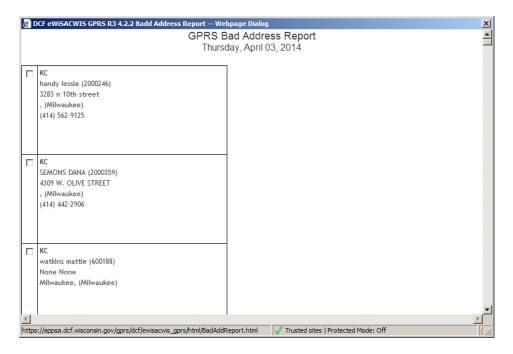
You can review the list of bad addresses in GPRS by generating the Bad Address report.

GPRS provides you with the ability to produce the Bad Address report for viewing and printing purposes. This can be done by clicking the "BA" icon on the top right hand corner of the screen.

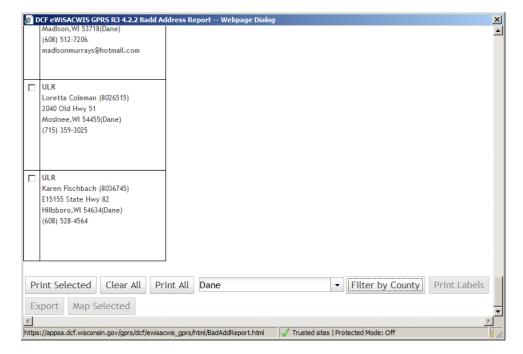




When you click the "BA" icon, GPRS will produce the Bad Address report. This report will contain ALL providers that could not be mapped in GPRS.



If you want to only view bad addresses for a specific county, you can do so by selecting the county at the bottom of the report and clicking the "Filter by County" button.





# **Zooming in and out**

If you need to zoom in or out, GPRS presents you with various options.

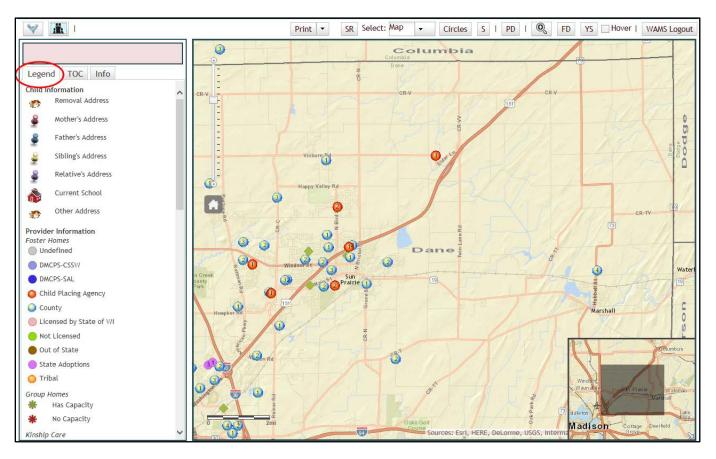
- Drag the mouse to pan
- Mouse Scroll Forward to zoom in
- Mouse Scroll Backward to zoom out
- SHIFT + drag mouse to zoom in
- SHIFT + CTRL + drag the mouse to zoom out
- SHIFT + Click to re-center
- Double click to center and zoom in
- SHIFT + Double click to center and zoom in
- Use arrow keys to pan
- Use + key to zoom in a level
- Use key to zoom out a level

One common way to zoom in is to double-click on a symbol until you are able to view the environment more closely.

Another common way is to use the scale on the left hand side toward the top of the screen. If you bring the scale up, it zooms in. If you bring the scale down, it zooms out.



# Legend tab



There are 3 tabs to the left of the map: **Legend, TOC and Info**.

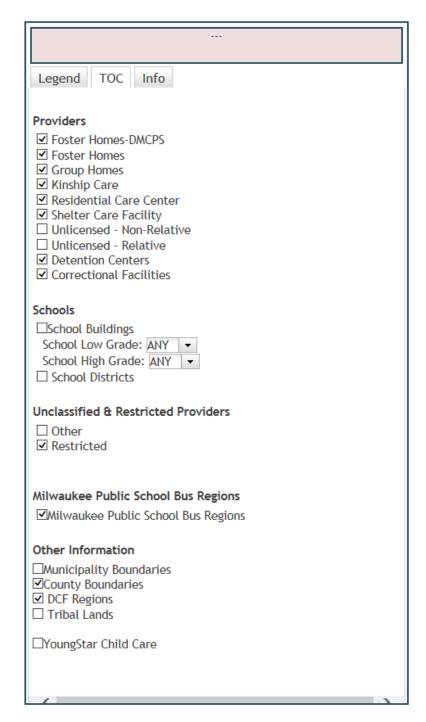
The "Legend" tab provides you with a list of all the symbols used on the map.



### TOC tab

The "TOC" (Table of Contents) tab provides you with a quick way to manipulate the filtering/display criteria you provided on the **Filter/Display Dialog** page. You can turn the criteria on and off based on what you want to view. You can also choose to display other items such as:

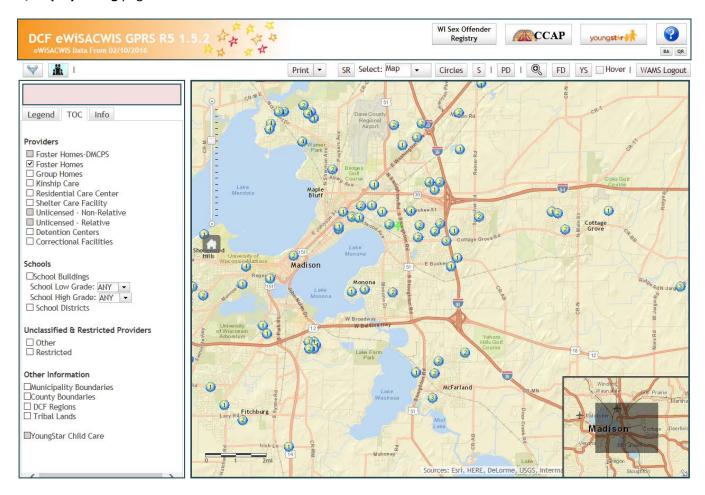
- School Buildings
- School Districts
- Unclassified and Restricted Providers
- Municipality Boundaries
- County Boundaries
- DCF Regions
- Tribal Lands
- Milwaukee Public School Bus Regions





#### **Show All Providers**

In the TOC tab, you can manipulate the criteria you provided on the **Filter/Display Dialog** page. Your selections are displayed under the **Providers** option. GPRS will not allow you to manipulate options you did not select in the **Filter/Display Dialog** page.

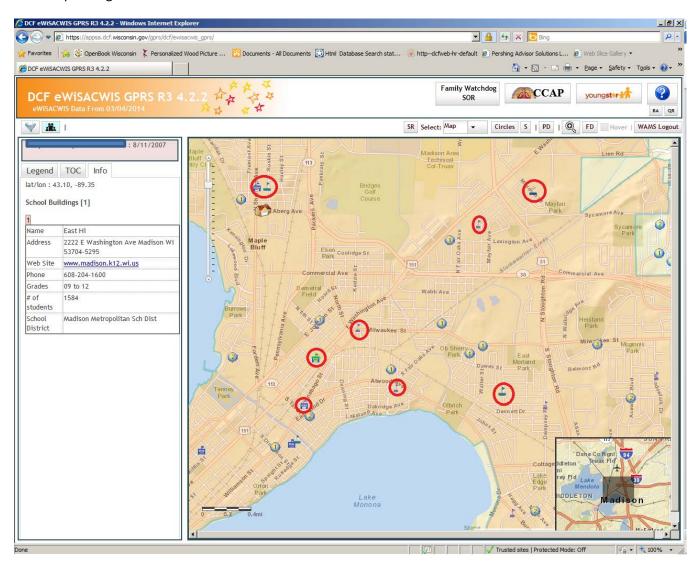


In the example above, all options except Foster Homes have been eliminated. Only foster homes licensed by Dane county are displayed.



## **School Buildings**

In the TOC tab, you can select to view school buildings and/or school districts. In addition, you can select to view only schools for specific grades.



In the example above, I have circled the schools that appeared when I selected the School Buildings option.

If you click a school building, you will be able to view information about the particular school.

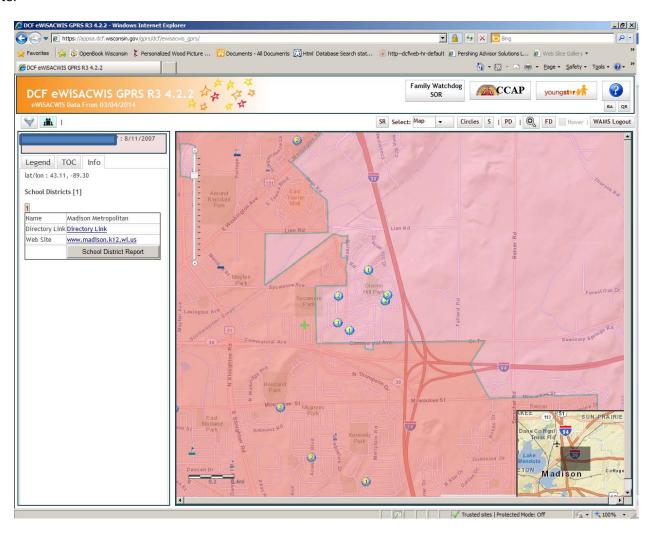
The school information presented in GPRS comes directly from DPI.

Note: You can turn these options on and off at will. As a rule of thumb, you should only turn these on when the information becomes relevant to what you're doing because they can clutter up the map.



## **School Districts**

When you select the **School Districts** option, GPRS will display the school district boundaries. If you click anywhere within the school district boundary, GPRS will display information about the school district, including a link to their website.



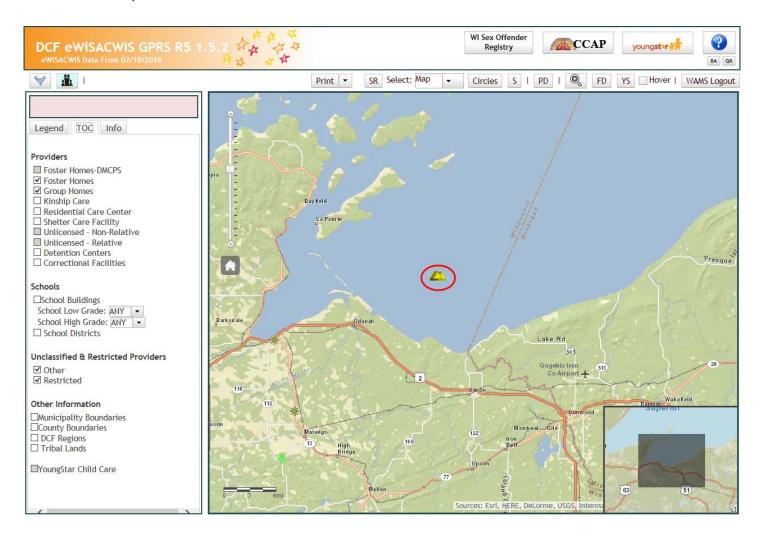


#### **Unclassified and Restricted Providers**

In the TOC tab, you can select to view "Other" providers and "Restricted Providers".

"Other" refers to providers that are considered "Adoptive Homes" or "Foster Homes Out-of-State". In eWiSACWIS, there are currently 13 providers that are "Adoptive Homes" and 2 providers that are "Foster Homes Out-of-State". These providers will be displayed with a "?".

All restricted providers that match the filtering/display criteria will appear in Lake Superior. They will be included in the Provider-Details report.





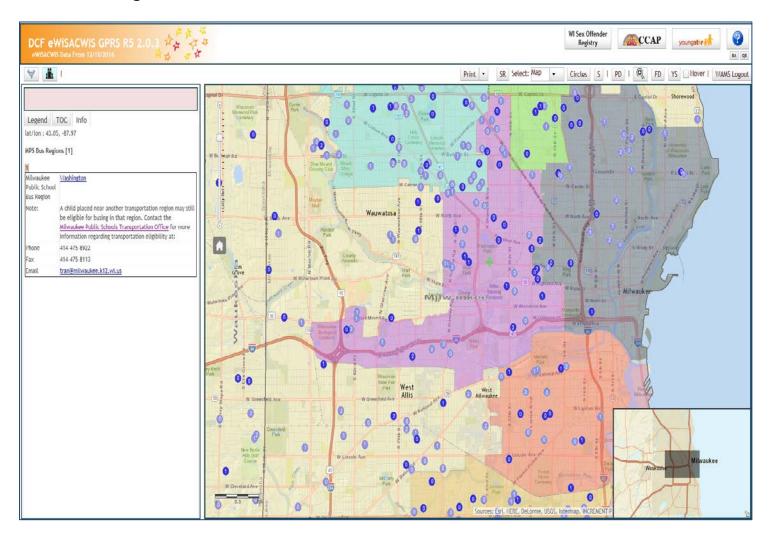
## Milwaukee Public School Bus Regions

In the TOC tab, you can selct to view "Milwaukee Public School Bus Regions", which will display the school bus regions in the Milwaukee PublicSchool District. If you click anywhere within the school bus region, GPRS will display information the name of the school bus region.

It is important to note that a child placed near another transportation region may still be eligible for busing in that region. User should contact the <u>Milwaukee Public Schools Transportation Office</u> for more information regarding transportation eligibility at:

Phone: (414) 475-8922 Fax: (414) 475-8113

Email: tran@milwaukee.k12.wi.us

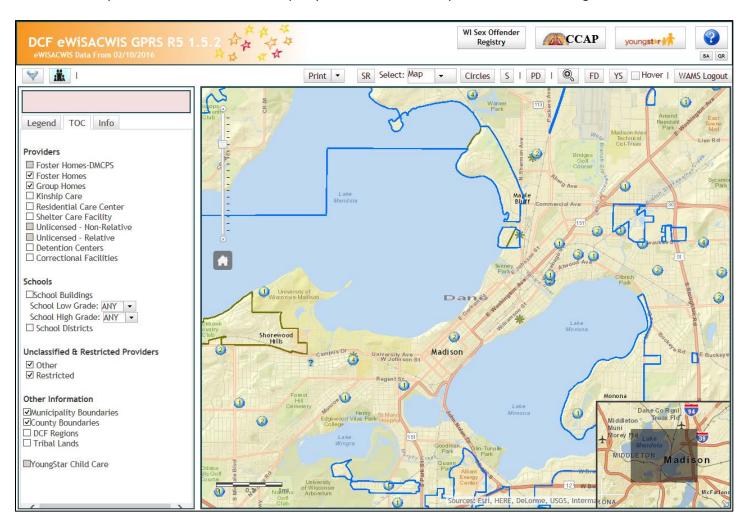


When turned on, Milwaukee School Bus Regions boundaries will each be displayed using a different color for each region.



#### **Boundaries**

In the TOC tab, you can select to view "Municipality Boundaries", "County Boundaries" "DCF Regions" or "Tribal Lands".

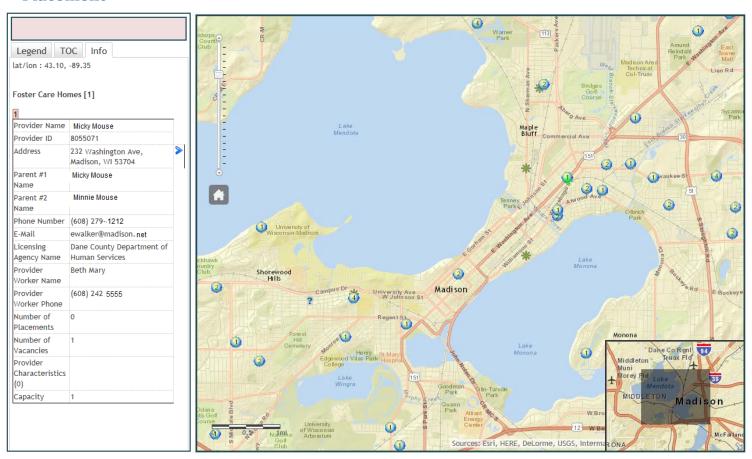


When turned on, Municipality boundaries will be displayed using blue lines as shown above.



## Info tab

#### **Placement**



When you click an out-of-home care symbol on the map, the "Info" tab displays information about what that symbol represents. A green cross will appear on the symbol you clicked.

There are times when information on multiple out-of-home care providers is displayed on the "Info" tab. This situation occurs when multiple out-of-home care providers are very close to each other on the map and the tool cannot distinguish between them. In this case, the "Info" tab will display and number each symbol.

If you want to isolate the symbol you are interested in, simply zoom in closer to that symbol until you can distinguish it from the cluster. You can then click the symbol and see information just on that symbol.



GPRS will display in the Info tab all the provider characteristics that match the filtering display criteria. This will include the actual number of characteristics that match. Please refer to the example below.

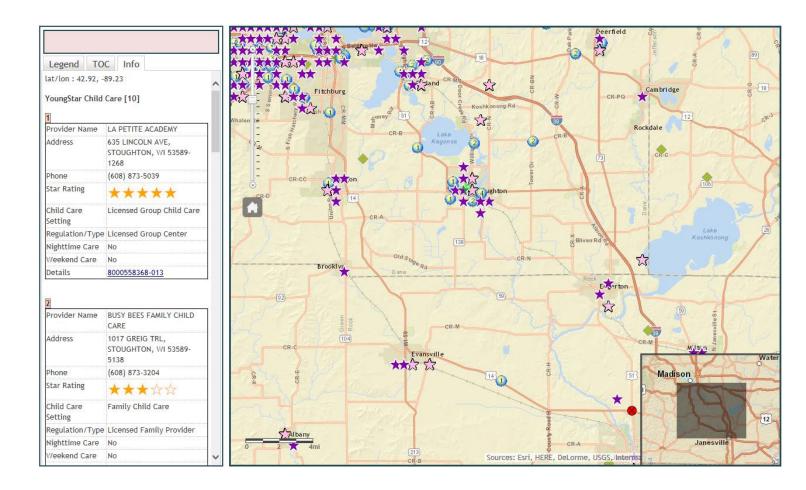
#### Foster Care Homes {1}

Foster Care Homes {1}			
Provider Name	Minnie Mouse		
Provider ID	1234567		
Address	123 LaLa Lane, Mad	dison, WI 53717	
Parent #1 Name	Minnie Mouse		
Parent #2 Name	Mickey Mouse		
Phone Number	(608) 234-4567		
E-Mail			
Licensing Agency Name	Dane County Department of Human		
	Services		
Provider Worker Name	Walt Disney		
Provider Worker Phone	(608) 222-2222		
Number of Placements	2		
Number of Vacancies	0		
Capacity	2		
Provider Characteristics	AIDS infected or H	IV Positive	
(5)	Attachment		
	Autism		
	Cognitive Delays		
	Sleeping Issues		
Child #1	Child ID	9033333	
	Gender	Male	
	Age	3	
	Placing County	Dane	
	Placing	Walt Disney	
	Caseworker		
Child #2	Child ID	9044444	
	Gender	Male	
	Age	9	
	Placing County	Dane	
	Placing	Disney	
	Caseworker		

The Info tab will display out-of-home care providers in sort order based on the highest number of characteristics that match.



# **YoungStar Providers**



Similar to out-of-home care providers, when you click a YoungStar symbol on the map, the "Info" tab displays information about what that symbol represents. A green cross will appear on the symbol you clicked.

There are times when information on multiple YoungStar providers is displayed on the "Info" tab. This situation occurs when multiple YoungStar providers are very close to each other on the map and the tool cannot distinguish between them. In this case, the "Info" tab will display and number each symbol. The "Info" tab will sort each provider by their YoungStar rating, highest to lowest.

If you want to isolate the symbol you are interested in, simply zoom in closer to that symbol until you can distinguish it from the cluster. You can then click the symbol and see information just on that symbol.



1				
Provider Name	LA PETITE ACADEMY			
Address	635 LINCOLN AVE, STOUGHTON, WI 53589- 1268			
Phone	(608) 873-5039			
Star Rating	****			
Child Care Setting	Licensed Group Child Care			
Regulation/Type	Licensed Group Center			
Nighttime Care	No			
Weekend Care	No			
Details	8000558368-013			

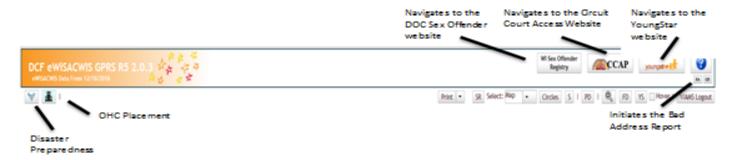
The "Info" tab will display the following information for each YoungStar provider:

- Provider name
- Provider address
- Provider phone number
- YoungStar rating
- Child Care Setting
- Whether or not the provider provides night child care
- Whether or not the provider provides weekend child care
- Link to the provider's information on the YoungStar webpage

If there are both out-of-home care providers and YoungStar providers visible on the map, the "Info" tab will display both the out-of-home care providers and the YoungStar providers. The "Info" tab will display all of the YoungStar providers first, and then will display all of the out-of-home care providers second. The providers will also be listed in alphabetical order.



## **GPRS** Toolbar



The GPRS toolbar allows you to invoke specific functionality.

At the very top on the right hand side of the toolbar are 3 links to websites that are very useful.

- The WI Sex Offender Registry website provides you with the ability to locate sex offenders based on the location or name provided.
- The Consolidated Court Automation Program (CCAP) website provides you with the ability to conduct background checks.
- The YoungStar website provides you with the ability to display the locations of regulated child care facilities.
- The help button provides links to the User's Guide, information related to the GPRS project, and GPRS contact information.

To the left of the toolbar, you have the option of navigating to the Disaster Preparedness mode and back to the OHC Placement Mode.

To the right of the mode selection, you have the option of selecting one of the following:

- SR (School Report) Use this option to list all providers within a specific school district.
- **Select** Use this option to select providers you want to view in the Provider Details (PD) report. Possible options are Map, Polygon or All.
- **Circles** Use this option to draw circles around the child's removal home, the father's address, the mother's address, or any other point of interest.
- **S** (Search) Use this option to search for a specific Provider or Child.
- PD (Provider Details Report) Use this option to produce a report of selected providers.
- Use this symbol to zoom to a specific county, region, municipality or the entire state.
- FD (Filter/Display) Use this option to alter the filter/display criteria previously provided.
- YS (YoungStar Report) Use this option to produce a report of all YoungStar providers visible on the map.
- **Hover** Use this feature to hover over an out-of-home care provider, YoungStar Provider, or school building to display basic information.
- **WAMS Logout** Use this option to logout of the GPRS application.



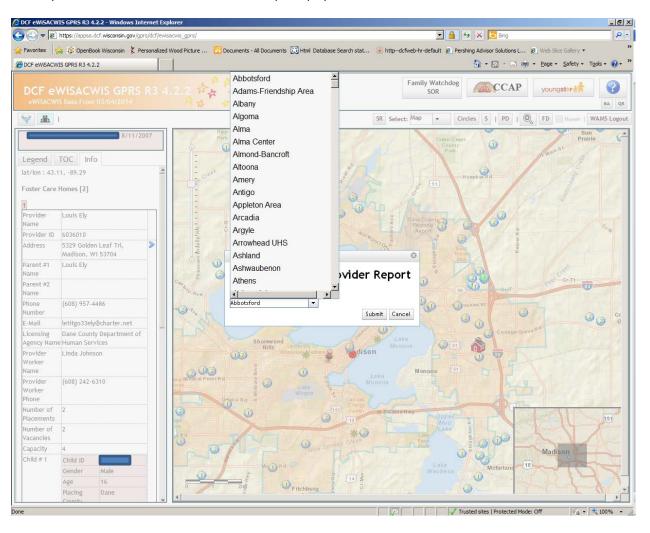
Directly above the WAMS Logout button, you will find the BA and QR options.

- BA (Bad Address) Use this option to request the Bad Address report.
- QR Ignore this option, This option is used by IT to debug any system issues.



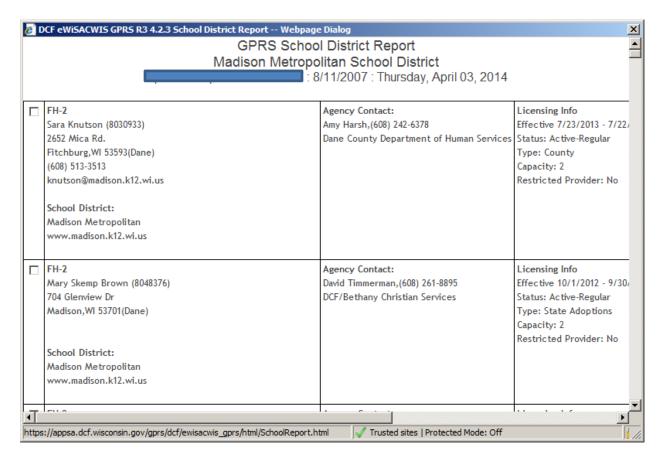
# **School Report (SR)**

When you click **SR** on the toolbar, GPRS will prompt you for a School District.





Once you select a School District and click Submit, GPRS will display the **School District** report. This report contains the providers that are located within the School District selected. You can view and/or print this report. Similar to the other GPRS reports, you will have the option to "Print Selected" providers, "Clear All" selected providers, "Print All" providers located within the selected School District or "Export" the information to an excel spreadsheet.

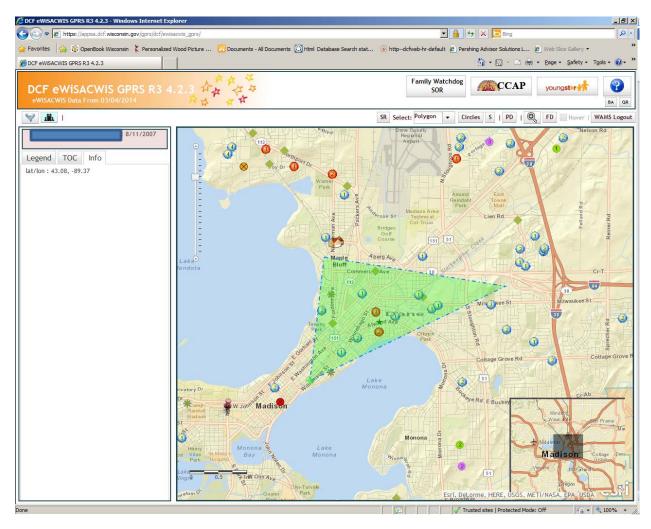


In addition to Provider information, the School Report contains the name, gender, age, eWiSACWIS ID and school name for all children currently placed with the provider.



## Select: Map, Polygon or All

If you click the dropdown arrow of the **Select** option, you can select whether you want to use **Map**, **Polygon** or **All**. GPRS will use your selection when you select the **PD** (Provider – Details) option to view the **Selected Providers** report.



If you select "Map", GPRS will only include providers that are visible on the current map.

If you select "All", GPRS will include all providers that satisfy the filter/display criteria.

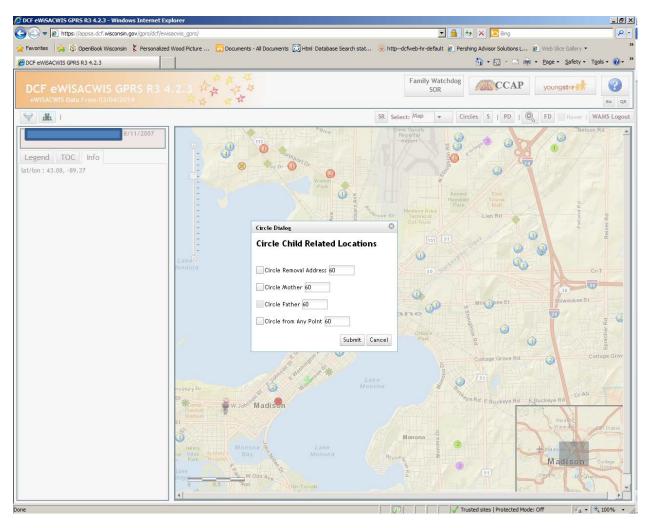
If you select "Polygon", you will need to draw a polygon around the providers you would like to include. The example above shows a drawn polygon.

Providers that are only partially included in the "Map" or "Polygon" will not appear on the Selected Providers report.



#### **Circles**

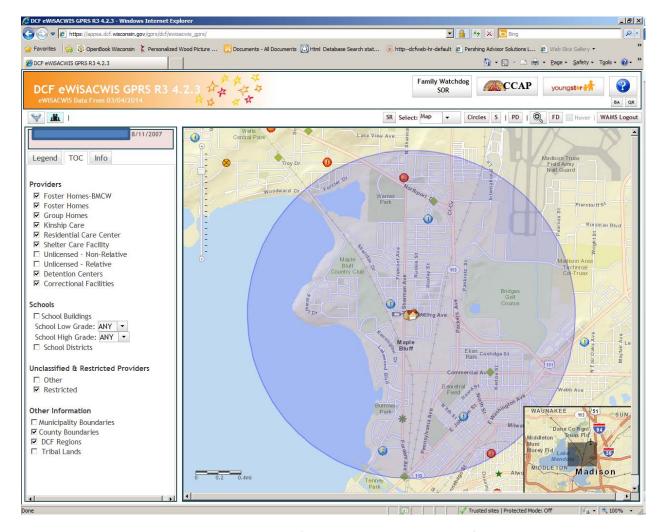
If you click **Circles**, you will be prompted to select a focal point from which to have a circle drawn.



The default number of miles to use to draw a circle is 60 miles. You can alter the number of miles as you see fit.

If you have not provided a child's removal address, a mother's address or a father's address, GPRS will not allow you to select them as focal points. The check box will be grayed out. In the example above, since I did not provide a father's address, I do not have the option to select it.





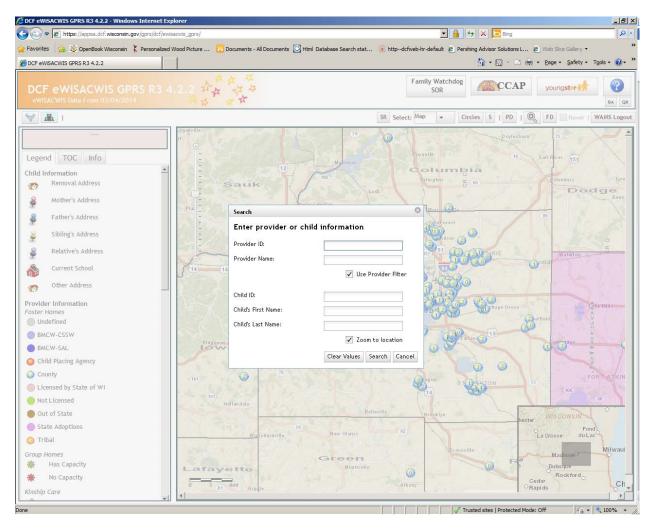
In the example above, I have selected the child's removal address and specified 2 miles to be used to draw the circle.

Once I click Submit, GPRS draws a circle around the child's removal home.



# **Search Option (S)**

GPRS provides you with the option to search for a specific Provider or Child. If you click "S", you will be prompted to enter either Provider or Child information.



If you enter Provider ID, GPRS will not allow you to input any additional search criteria.

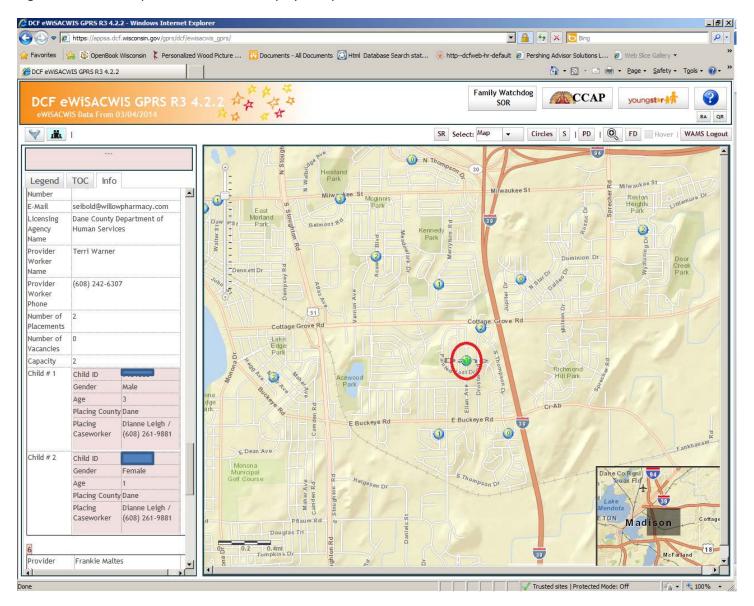
If your enter Provider Name, GPRS will not allow you to input any additional search criteria.

If you enter Child ID, GPRS will not allow you to input any additional search criteria.

You can enter the Child's Last Name as a search criteria. If you do so, you can also enter the Child's First Name. However, you cannot simply enter the Child's First Name.



It you provide either a Provider ID or Provider Name as a search criteria, GPRS will locate the provider on the map, place a green cross on the provider's icon and display that provider's information in the Info tab.

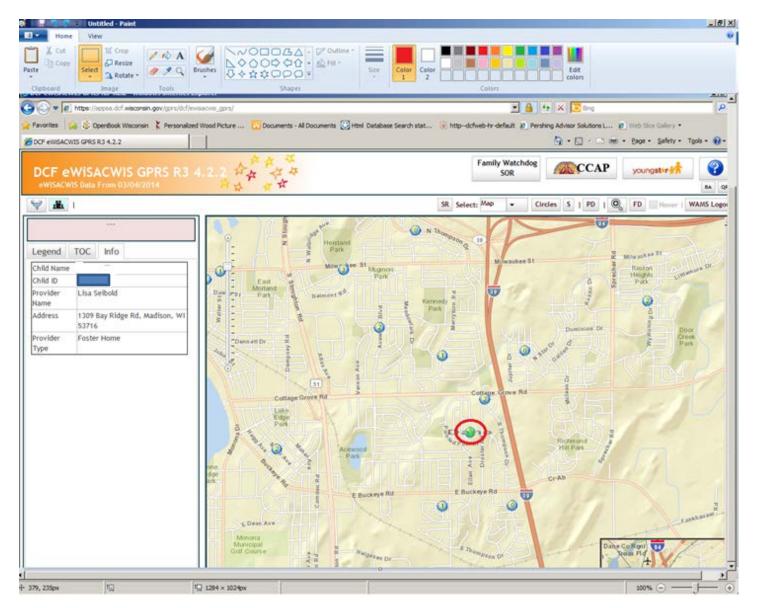


If GPRS cannot find the provider, you will get an error message stating "Could not find provider". If you get this message, you should review the Provider ID or Provider Name to make sure you have not made a typing error.

If you are searching for a provider that does not match your Filter/Display criteria, GPRS will navigate to the provider's location and put a bull's eye on it. The provider's information will be displayed in the Info tab. If more than 1 provider is displayed, simply click the bull's eye and the other providers will no longer be displayed.



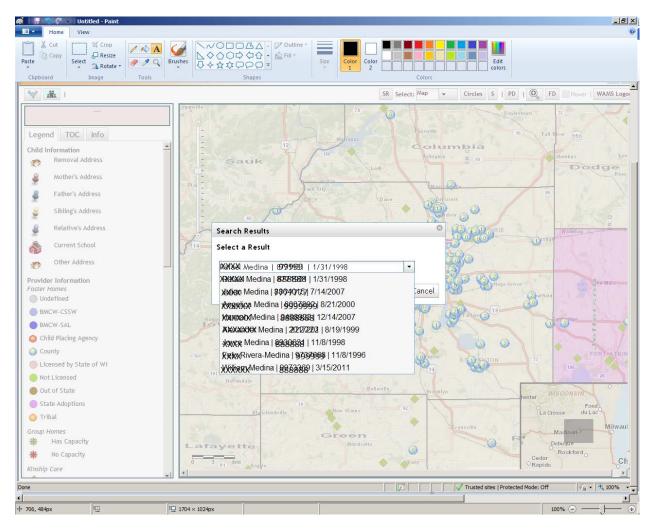
It you provide either a Child's ID or Child's First Name/Last Name as a search criteria, GPRS will locate on the map the provider that the child has been placed with and place a green cross on the provider's icon. GPRS will display the Child's information in the Info tab.



If GPRS cannot find the child based on the information provided, it will display the message "Could not find child".



If you provide the Child's Last Name but NOT the Child's First Name, GPRS will display all children with the last name provided. In the example below, I indicated that I want to search on children whose last name was "Medina". GPRS looked for all children whose last name contained M-E-D-I-N-A. You can then select the child you'd like to search for.



Once you select the child you want to search for, GPRS will locate on the map the provider that the child has been placed with and place a green cross on the provider's icon.

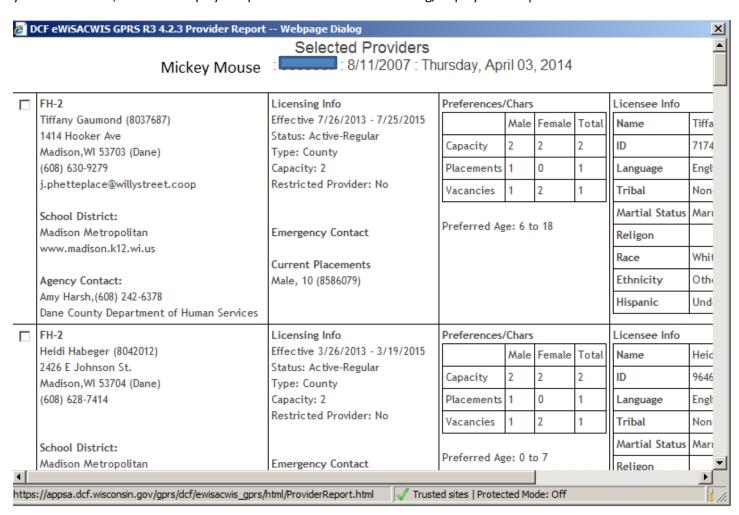
GPRS will display the Child's information in the Info tab.

If the child has been placed with a provider that does not meet the Filter / Display criteria you provided, GPRS will still navigate to the appropriate spot on the map and will display a bull's eye on the appropriate provider. GPRS will display information on the provider and the children placed with the provider in the Info tab.



### **Provider Details (PD) Report**

When you click **PD** on the toolbar, GPRS will create the **Selected Providers** report based on your selection of **Map**, **Polygon** or **All**. If you selected **Map**, GPRS will only include providers that are visible on the current map. If you selected **Polygon** and have drawn a polygon on the map, GPRS will only display providers that are located within the polygon. If you selected **ALL**, GPRS will display ALL providers that met the filtering/display criteria provided.



The **Selected Providers** report contains information about the provider, including licensing information, preferences and school district information. It also contains the gender, age and eWiSACWIS ID for all children placed with the Provider.

NOTE: If you select **All** and **Print All**, that's exactly what you get. Please make sure that's what you want to print. If you don't want to print all Group Homes, all RCCs, all Shelter Care Facilities, all detention centers or all correctional facilities throughout the state, go to **FD** and unclick them prior to creating the Selected Providers report.



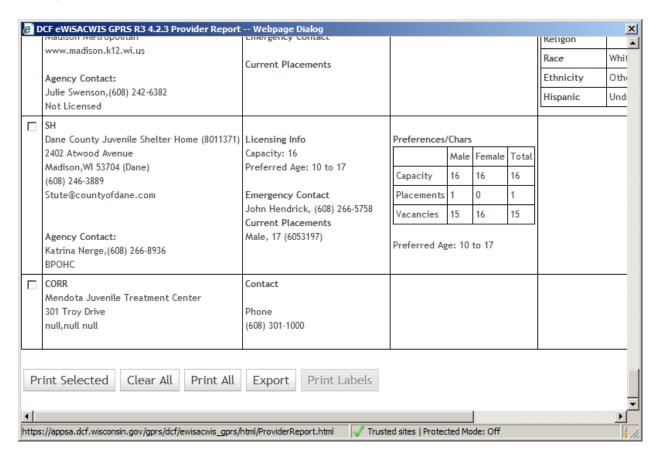
The PD report will also include Provider Characteristics, as shown below.

П	FH-2	Licensing Info	Preferences/Chars				Licensing Info		
-	Minnie Mouse (1234567)	Effective 5/29/2013 – 5/28/2015		Male	Female	Total	Name	Minnie	Mickey
	123 LaLa Lane	Status: Active-Regular	Capacity	2	2	2		Mouse (F)	Mouse
	Madison, WI (Dane)	Type: County	Placements	2	0	2			(M)
	(608) 123-4567	Capacity: 2	Vacancies	0	0	0	ID	1234567	8901234
		Restricted Provider: No			ı		Language	English	English
	School District:	Emergency Contact  Current Placement  Male, 3 (9033333)  Male, 9 (9044444)  Department of	Preferred Age: 1 to 6  Characteristics: 5  AIDS infected or HIV Positive  Attachment  Autism  Cognitive Delays				Tribal	None	None
	Verona Area						Marital	Unmarried	Unmarried
	www.verona.k12.wi.us						Status	Couple	Couple
							Religion		
	Agency Contact:						Race	Mouse	Mouse
	Walt Disney, (608) 222-2222						Ethnicity	Mouse	Mouse
	Dane County Department of						Hispanic	No	No
	Human Services		Sleeping Issues	5				1	

The "Characteristics" section of the report will contain the number of provider characteristics that match the provider. The Providers will be sorted based on highest number of characteristics that match. If "Child's CANS" was used to determine provider characteristics, only those provider characteristics that match the Child's CANS item will be displayed. If "Provider Characteristics" was selected as a display criteria, only the selected provider characteristics will be displayed.

PD report produced in Disaster Preparedness does not include "Provider Characteristics".





You have the option to select specific providers for printing purposes. When you are ready to print, select **Print Selected** and GPRS will only print the providers you have selected.

If you decide that you do not want to only print the selected providers, you can click **Clear All** and GPRS will clear all of your selections.

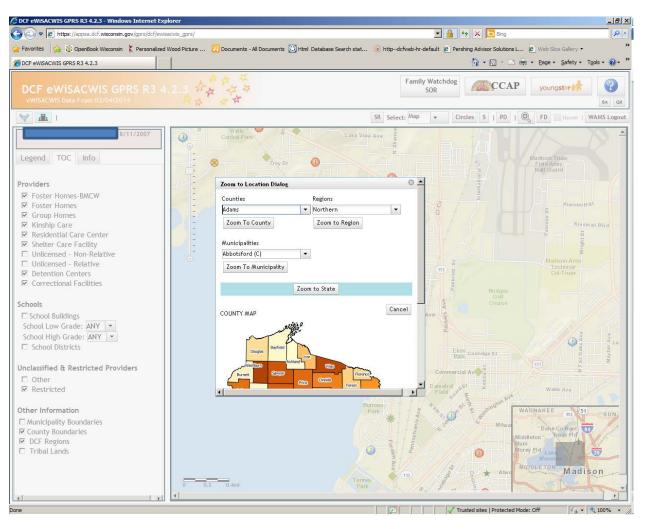
If you decide to print all of the providers that met the selection criteria, click Print All.

You also have the option to "Export" the information contained in this report to an excel spreadsheet.



### **Zoom option**

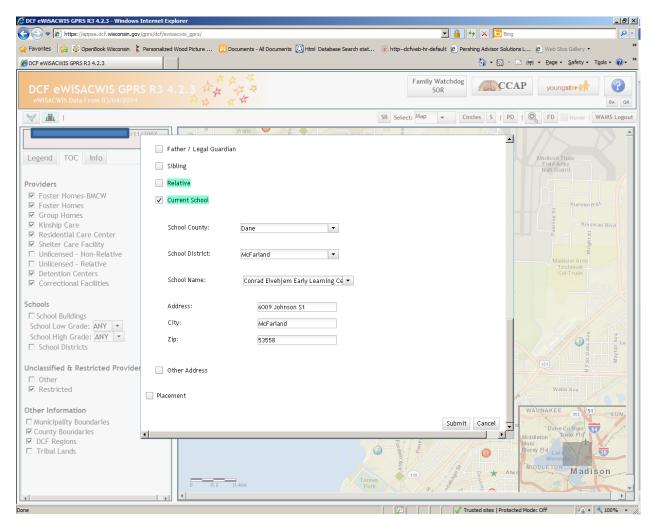
When you click the **Zoom** option, you will have the opportunity to indicate which county, region or municipality to zoom to. You can also zoom to the entire State. This option is similar to the option on the GPRS landing page.





### Filter/Display (FD)

When you click **FD** on the toolbar, GPRS will display all of the information you provided the last time you accessed the GPRS **Filer/Display Dialog** page.



You have the opportunity to alter this information as you wish. You can alter it as many times as you wish.

NOTE: The filter/display criteria you provide is not stored for use in future GPRS sessions. Once you have logged out of GPRS, you will lose the filter/display criteria provided.



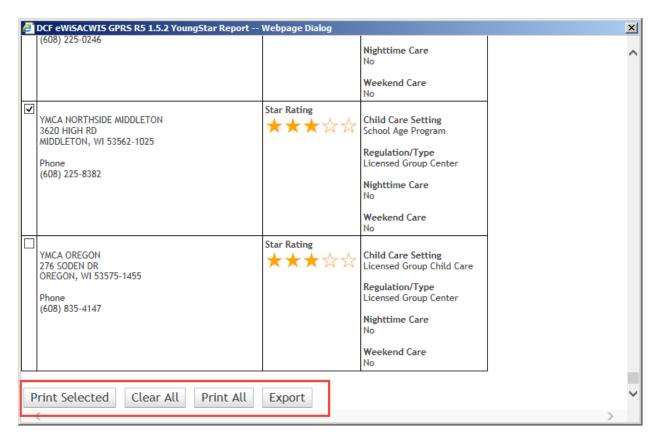
### YoungStar (YS) Report

When you click **YS** on the toolbar, GPRS will create the **Selected YoungStar Providers** report based on your selection of **Map**, **Polygon** or **All**. If you selected **Map**, GPRS will only include YoungStar providers that are visible on the current map. If you selected **Polygon** and have drawn a polygon on the map, GPRS will only display YoungStar providers that are located within the polygon. If you selected **ALL**, GPRS will display ALL YoungStar providers that met the filtering/display criteria provided.



The **Selected YoungStar Providers** report contains information about the YoungStar provider, including the YoungStar provider's name, address, phone number, YoungStar rating, child care setting, regulation/type, and whether or not the providers offers night child care and/or weekend child care.





You have the option to select specific YoungStar providers for printing purposes. When you are ready to print, select **Print Selected** and GPRS will only print the YoungStar providers you have selected.

If you decide that you do not want to only print the selected YoungStar providers, you can click **Clear All** and GPRS will clear all of your selections.

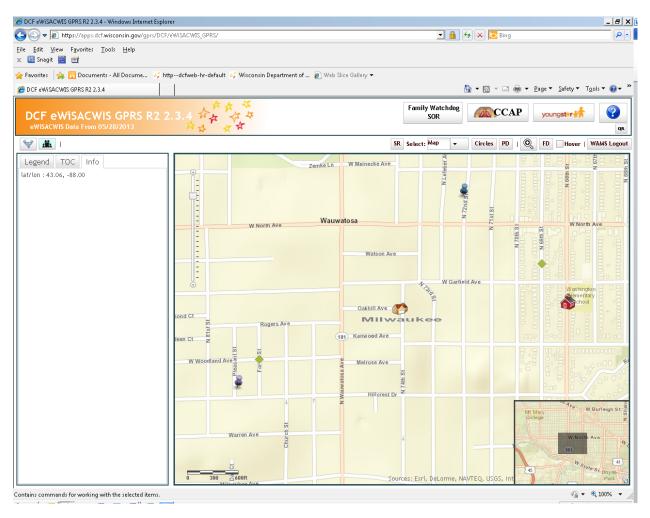
If you decide to print all of the YoungStar providers that met the selection criteria, click **Print All**.

You also have the option to "Export" the information contained in this report to an excel spreadsheet.



## **WAMS Logout**

WAMS Logout appears on the top right hand corner of the page.



You MUST use WAMS logout to logout of GPRS.

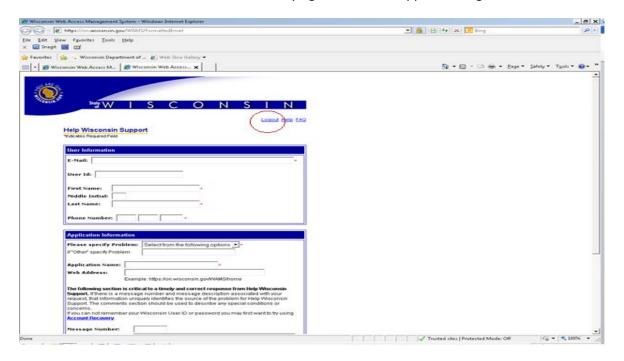


## **WAMS Login Errors**

If you do not use "WAMS logout" to logout of GPRS, you may experience problems the next time you try to login. If you experience the following situation:

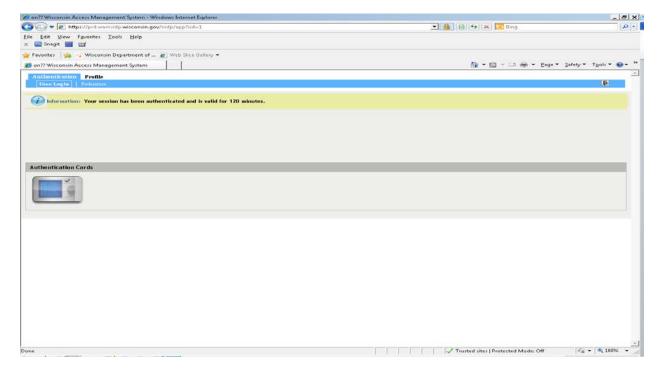


Use the following link to access "Help Wisconsin Support": <a href="https://on.wisconsin.gov/WAMS/FormattedEmail">https://on.wisconsin.gov/WAMS/FormattedEmail</a>. When you see the screen below, click on "Logout". You should now be able to access GPRS. You may have to close your browser and launch another browser session before trying to access the application again.



Another potential login error occurs when you saved the wrong url to your favorites. Refer to the **Logging In** instructions of the GPRS User's Guide.





Correct the url to the one listed on page 3 and attempt your login again.



# **Disaster Preparedness**

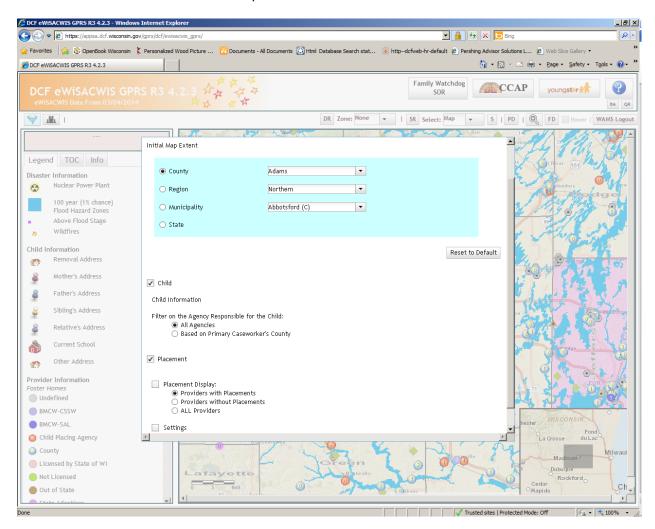




### **Launching Disaster Preparedness**

There are 2 ways to access the **Disaster Preparedness** mode of GPRS.

- You can access the Disaster Preparedness mode upon initiating the GPRS application
- You can access the Disaster Preparedness mode from within the OHC Placement mode.



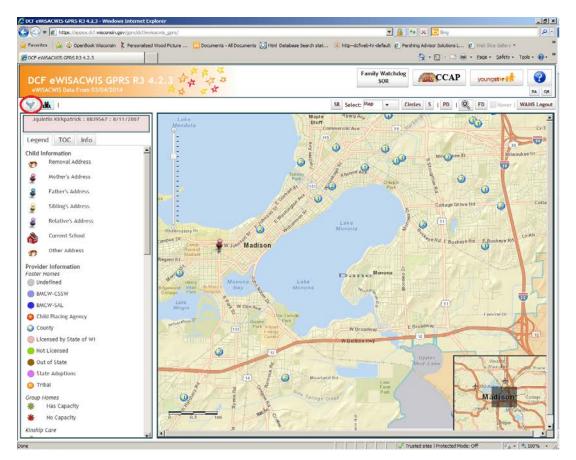
If you access Disaster Preparedness upon initiating the GPRS application, GPRS will present a **Filter/Display Dialog** box that is somewhat similar to the one presented in OHC Placement mode. It contains the Initial Map Extent option but the Filter/Display criteria are quite different.

If you select "Child", you will have the opportunity to indicate whether you want to see ALL providers or whether you only want to see provider's based on the Primary Caseworker's county.

If you select "Placement", you will have the opportunity to indicate whether you want to see ALL providers or only see providers with/without placements.



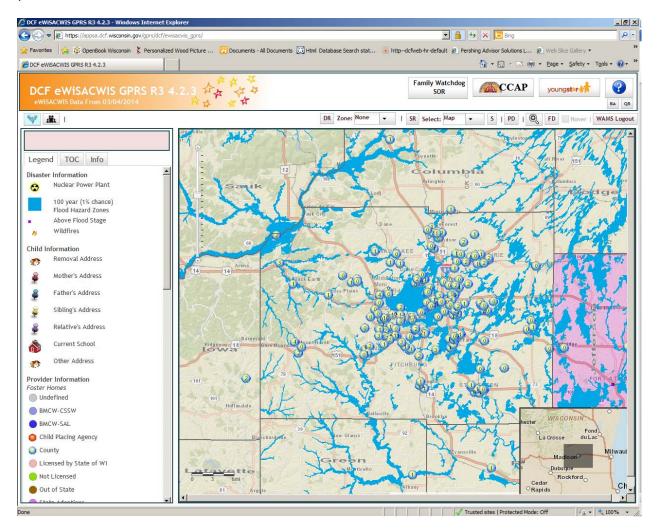
The second way to access **Disaster Preparedness** is by navigating there from the OHC Placement mode. Simply click the tornado icon on the top left hand corner of the GPRS screen.



You will receive a warning message indicating that "Any placement information settings that are not relevant to the Disaster mode may be lost". This refers to any circles or polygons that may have been drawn. They will be lost when you navigate to Disaster Preparedness mode.



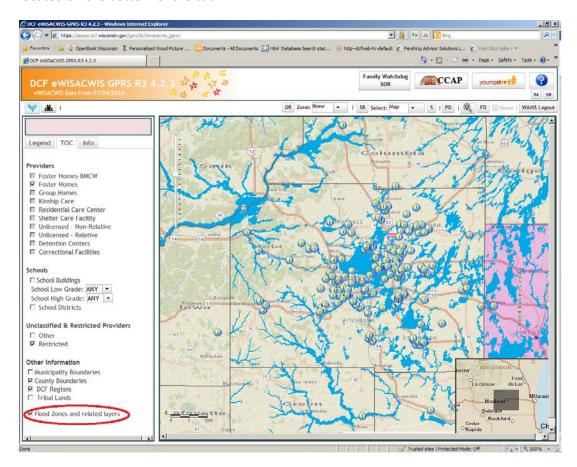
Once you have submitted your filter/display criteria, GPRS will present a map with flood zones and providers that meet your selection criteria.





## **Disaster Preparedness TOC**

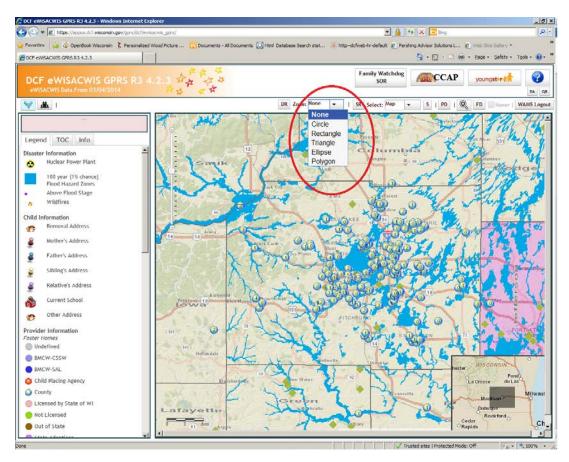
You can turn the flood zones on and off by using the TOC tab. Click and/or unclick the **Flood Zones and related layers** located on the bottom of the tab.





## **Disaster Preparedness Toolbar**

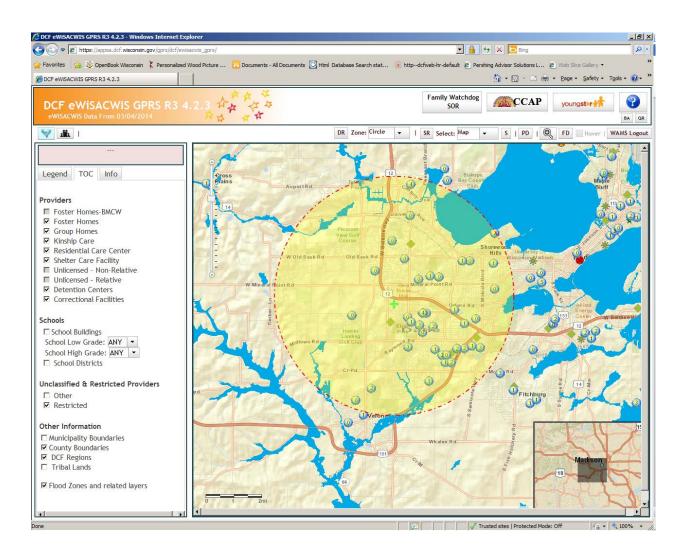
The **Disaster Preparedness** toolbar is almost identical to the **OHC Placement** toolbar. The only exceptions are the **DR** (Disaster Report) option and the Zone option.





#### **Zone**

If you click Zone, you will have the option of indicating a disaster zone by selecting one of the shapes shown above. In the example below, a circle was drawn to indicate the disaster zone.





### **DR** (Disaster Report)

If you click the **DR** (Disaster Report) option, GPRS will present you with all the providers within the disaster zone. This report will also include information about the children currently placed with the provider and other members of the home.

