

# eWiSACWIS Placement Documentation Manual

## *Documentation Principles, Terminology and Requirements*

<b>OVERVIEW .....</b>	<b>3</b>
<b>PLACEMENT DOCUMENTATION PRINCIPLES .....</b>	<b>4</b>
<b>KEY PLACEMENT TERMS AND DEFINITIONS .....</b>	<b>5</b>
➤ <i>Placement Documentation Terminology .....</i>	<i>5</i>
➤ <i>Child Removal and Removal Date .....</i>	<i>5</i>
➤ <i>Placement Setting and Placement Setting Begin and End Dates .....</i>	<i>6</i>
➤ <i>Placement Episode Activity - Removal, Placement Changes &amp; Discharge .....</i>	<i>7</i>
➤ <i>Placement Setting Categories, Types and Settings .....</i>	<i>7</i>
<b>PLACEMENT SETTING EXAMPLES AND DOCUMENTATION REQUIREMENTS.....</b>	<b>8</b>
➤ <i>Standard Placement Settings .....</i>	<i>8</i>
➤ <i>Variable Placement or Service Settings.....</i>	<i>9</i>
○ <i>Hospital/Inpatient Facility .....</i>	<i>10</i>
○ <i>Mental Health Institution .....</i>	<i>11</i>
○ <i>Secure Detention / Shelter .....</i>	<i>12</i>
○ <i>Youth Correctional Facility and Aftercare Placement.....</i>	<i>13</i>
<b>OTHER PLACEMENT-RELATED DATA ENTRY REQUIREMENTS.....</b>	<b>15</b>
➤ <i>Medicaid (MA) Waiver Programs.....</i>	<i>15</i>
➤ <i>Missing from Out of Home Care .....</i>	<i>15</i>
➤ <i>Receiving/Assessment Homes.....</i>	<i>16</i>
➤ <i>Respite Care.....</i>	<i>16</i>
➤ <i>Supervised Independent Living .....</i>	<i>16</i>
➤ <i>Trial Reunification .....</i>	<i>17</i>
➤ <i>Voluntary Kinship Care .....</i>	<i>17</i>
➤ <i>Wraparound Services .....</i>	<i>18</i>
<b>HOW DO I'S .....</b>	<b>19</b>
<b>APPENDIX (INDIVIDUAL HOW DO I GUIDES).....</b>	<b>19</b>
➤ <i>Common Documentation Tasks for All Settings (Out of Home Placements and Services) .....</i>	<i>20</i>
○ <i>Documenting a Person's Demographics .....</i>	<i>20</i>
○ <i>Adding Service Types to Document an Out of Home Placement or Service .....</i>	<i>24</i>
○ <i>Creating the IV-E Eligibility Record in eWiSACWIS .....</i>	<i>28</i>
○ <i>Ending an Out of Home Placement or Service in eWiSACWIS .....</i>	<i>30</i>
➤ <i>CIP/COP/Children's Waiver Funding Placements .....</i>	<i>34</i>
○ <i>Foster Home Placements with CIP/COP Funding.....</i>	<i>35</i>
○ <i>Trust Account Management for a Child Receiving CIP/COP/Children's Waiver Monies ....</i>	<i>42</i>
➤ <i>Foster Home Placements .....</i>	<i>49</i>
➤ <i>Group Home Placements.....</i>	<i>57</i>
➤ <i>Hospital/Mental Health Facility Placements .....</i>	<i>68</i>
➤ <i>Juvenile Correctional Facility Placements .....</i>	<i>73</i>
➤ <i>Kinship Care Placements .....</i>	<i>78</i>
➤ <i>Missing From Out-of-Home Care Placements .....</i>	<i>86</i>
➤ <i>Non-Relative (Unlicensed) Placements.....</i>	<i>97</i>
➤ <i>Out-of-State Placements .....</i>	<i>102</i>
➤ <i>Receiving Home Placements.....</i>	<i>107</i>
➤ <i>Relative Placements (Non-Kinship Care) .....</i>	<i>113</i>

# **eWiSACWIS Placement Documentation Manual**

➤ Residential Care Centers (RCCs) .....	118
➤ Respite Care Placements .....	123
➤ Secure Detention Placements .....	127
➤ Shelter Care Placements .....	135
➤ Supervised Independent Living Placements .....	143
➤ Treatment Foster Home Placements .....	148
➤ Trial Reunification .....	156
○ Creating a Trial Reunification Placement .....	156
○ Ending a Trial Reunification Placement (Successful) .....	165
○ Ending a Trial Reunification Placement (Unsuccessful) .....	168
○ Using the Trial Reunification Memo .....	172
○ Payments to a Provider during a Trial Reunification .....	176
○ Other Areas Affected By the Trial Reunification Functionality .....	176
➤ Wraparound Placements .....	177

# eWiSACWIS Placement Documentation Manual

## OVERVIEW

The primary purpose of this manual is to clarify eWiSACWIS placement documentation requirements for child welfare staff, supervisors and managers. The manual is divided into four main components as follows:

- Core Principles to Placement Documentation
- Key Terms and Definitions for Placement Documentation
- Contact Information for Placement-Related Documentation
- “How Do I” Guides by Placement Setting (Appendix)

For purposes of this manual, the term “**child**” is used to address both children and juveniles served by county child welfare agencies, the Bureau of Milwaukee Child Welfare, and the state Special Needs Adoption Program or as part of the state’s juvenile correction aftercare program. The manual is intended for use by child welfare staff and managers to clarify and support placement documentation responsibilities. Additional direction is provided by the Title IV-E Handbook to the Statewide Eligibility Unit related to the unit’s specific responsibilities in using eWiSACWIS and child welfare documentation to determine and re-determine a child’s Title IV-E Eligibility and reimbursability status.

When using the How Do I’s to guide placement documentation practices, the guides serve only as a core set of activities and pages that pertain to placements. These activities are not inclusive of all documentation needed for children who are subject to state and federal reporting requirements. The documentation depicted in these guides is not actual cases and names or genders of case head/reference persons are not necessarily reflective of typical case information.

# **eWiSACWIS Placement Documentation Manual**

## **PLACEMENT DOCUMENTATION PRINCIPLES**

The following principles support documentation practices consistent with federal Adoption and Foster Care Analysis and Reporting System (AFCARS) and ensure state and local capacity to measure placement outcomes prescribed by the federal Child and Family Services Review:

Following a child's removal from his family home to the date the child achieves a permanent outcome (e.g. reunification, adoption, guardianship), every day needs to be associated with a specific out-of home placement setting for the child.

A child's placement documentation reflects the actual location or the status of the child's location for any given day.

Timely and accurate placement documentation supports the following state and local responsibilities:

- Monitoring critical child placement conditions, e.g. missing or runaway children and child death;
- Complying with the Adoption and Safe Families Act (ASFA) permanency requirements and timeframes, and;
- Determining Title IV-E Eligibility status and claiming federal Title IV-E and Medicaid Targeted Case Management reimbursement.

# eWiSACWIS Placement Documentation Manual

## KEY PLACEMENT TERMS AND DEFINITIONS

### *Placement Documentation Terminology*

One key concept to accurate placement documentation is that of a “**placement episode**.” A placement episode starts with a removal from home and ends with a discharge from out of home care. All days within a placement episode are documented using the Out of Home Placement page in eWiSACWIS (see screen shot below).

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Service Category:** Foster Care

**Removed From Home:** 04/14/2011

**Service Type:** Foster Home (12-14 years old)

**Placement Begin:** 04/14/2011

**Placement Setting:** Fstr Fam Hm (Non-Rel)

Child's Level of Need:  
Provider's Level of Care: 2

**Placement End:** 00/00/0000

Child Specific Costs: \$0.00 per

VPA Effective: 00/00/0000

Current Basic Costs: \$455.00 per month

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$455.00

**Removal Reasons**

☐ This is an Adoptive Placement

☒ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☒ Child is an American Indian child as defined by statute.

Options: Go Save Close

Done Internet | Protected Mode: Off 100%

### *Child Removal and Removal Date*

A placement episode begins with the date of a child’s **removal** where the child is taken into physical custody or where the child is placed under a formal voluntary placement agreement between the agency, the parents, and the placement provider.

Documentation of the removal date is recorded in the “Removed From Home” field and is required when the placement is the first placement for the child or a previous placement ended with a discharge as described below.

# eWiSACWIS Placement Documentation Manual

## *Placement Setting and Placement Setting Begin and End Dates*

A child may be placed with multiple providers and experience multiple placement settings during a single placement episode. These changes may be due to actions initiated by the agency, the provider, the child, the parent, or the court. Also changes in the child's legal or financial status, e.g. SSI Eligibility, are documented on the Out of Home Placement page.

Each of these unique placement settings has a "Placement Begin" and "**Placement End**" date documented on the Out of Home Placement page.

In the instance where a child is removed and has only one placement setting prior to his or her discharge from placement, the placement setting begin date is the same as the removal date and the placement setting end date is the same as the discharge date.

If the child is removed and has multiple placement settings prior to discharge, the removal date is the same as the begin date for the first placement setting and the discharge date is the same as the placement ending date for the last placement setting.

Specific placement service ending values in eWiSACWIS are used to denote changes in a placement setting or a transfer to a new agency while a child's placement episode continues pending permanency goal achievement and subsequent discharge from placement. Values associated with changing a child's placement or transferring responsibility for a child is provided in Attachment 1.

Additional placement service ending values may be used to document specific legal or fiscal changes or to end placements that are made in error for the child, but do not necessarily reflect actual changes in the child's placement provider. These values are listed in Attachment 1.

# eWiSACWIS Placement Documentation Manual

## *Placement Episode Activity - Removal, Placement Changes & Discharge*

In summary, a combination of these placement transactions, i.e. child removal, movement from one placement setting to another, discharge and subsequent placement episode, can best be depicted as follows:



### Explanation of Codes

- E1 = Date of first removal /initial entry to care; beginning of first Placement Episode
- D1 = Date of discharge from care; ending of first Placement Episode
- E2 = Date of second removal /second entry; beginning of second Placement Episode
- D2 = Date of second discharge; ending of second Placement Episode
- P1 – P3 = Change in Placement Settings with different placement providers, or in different placement settings within the placement episode.

## *Placement Setting Categories, Types and Settings*

Initial placements and changes in placement settings are reflected in the corresponding values associated with **Service Category**, **Service Type** and **Placement Setting** on the Out of Home Placement page.

**Service Categories** associated with placement documentation are generally established prior to eWiSACWIS implementation by the county and state eWiSACWIS team. Any additions or modifications to accommodate Service Categories related to placement services must be referred to the eWiSACWIS Project Team. Values associated with Service Category are county-specific.

**Service Types** are linked to a respective Service Category and are generally established prior to eWiSACWIS implementation by the county and state eWiSACWIS team. While counties may add service types, any additions or modifications to accommodate placement services must be referred to the eWiSACWIS Project Team in advance of such changes. Values associated with Service Type are county-specific.

**Placement Settings** refers to basic placement setting status related to the Service Category and Type and choices are filtered based on the Service Category and Type selected. The Placement Setting values represent different placement settings and are standardized for statewide use.

In order to minimize reporting errors, specific filtering mechanisms are in place between Service Category, Service Type, and Placement Setting. Based on the county-specific values, this ensures consistent linking between these values to Placement Setting values.

# eWiSACWIS Placement Documentation Manual

## PLACEMENT SETTING EXAMPLES AND DOCUMENTATION REQUIREMENTS

Based on the Placement Setting values provided on the Out of Home Placement page, examples of the various placement settings subject to eWiSACWIS documentation are provided below.

As noted above, Placement Setting values are filtered based on the Service Category chosen during documentation of the Out of Home Placement.

### *Standard Placement Settings (Required to be documented as an Out of Home Placement)*

Certain placement settings are always subject to be documented in eWiSACWIS due to Federal AFCARS or Title IV-E requirements. For purposes of this manual, these placement settings are referred to as “**standard**” settings. Standard placement settings represent the use of a facility or provider as a physical placement of the child from his or her family home. Therefore, the standard placement settings included below are always documented on the Out of Home Placement page.

- Foster Homes (Relative and Non-Relative), including Receiving/Assessment Homes
- Court Ordered Relative Homes - Unlicensed Relatives or Court Ordered Kinship Care
- Group Homes and Family Group Homes
- Missing from Out of Home Care
- Pre-Adoptive Homes
- Residential Care Centers (RCCs)
- Shelter Care/Reception Centers (Applicable under situations described below)
- Secure Detentions (Applicable under situations described below)
- Supervised Independent Living
- Treatment Foster Homes (Relative and Non-Relative)
- Trial Reunification
- Unlicensed Non-Relatives

Specific examples of these settings and how they are to be documented on the Out of Home Placement page are detailed in the “How Do I” appendix to this manual. Such documentation should be completed in a timely manner to ensure that the documentation regarding the location and placement status of the child is inclusive of all such placement settings and reflect the past and current location or status of the child. Timely documentation also serves to provide accurate and timely payment to providers when applicable.

A brief explanation and simple case examples regarding the documentation of the use of Secure Detention and Shelter Care facilities follow. For more detail regarding documentation procedures, please refer to the respective “How Do I” guides.



# eWiSACWIS Placement Documentation Manual

## *Variable Placement or Service Settings*

Documentation requirements, if any, of other placement settings may vary depending on the reason for using the facility or provider and other case specific circumstances. These placement settings are referred to as “**variable**” settings in that these requirements vary based on whether or not case circumstances require documentation on the Out of Home Placement page or could be documented on the Service page. When documenting the use of a variable placement or service setting, it is important to make the distinction between documenting the use as a placement (Out of Home Placement page) versus documenting the use of a facility as a service (Service page). The use of a Service for a placement is not subject to Title IV-E eligibility and practice requirements or AFCARS reporting requirements.

For example, a child goes from his home into a secure detention facility as part of a sanction and then returns home, this is considered a service that was provided to the family. This situation would be documented on the Service page.

However, if the child goes to the secure detention facility and then moves directly from that facility to a licensed placement facility, the original placement into the secure detention facility was the first placement setting in the child's placement episode and thus, must be documented as an Out of Home Placement.

Ultimately, one should follow the guidelines that if the facility is being used as a court ordered out of home placement, or if it is one of multiple placements within an episode, then it needs to be documented on the Out of Home Placement page.

If the facility is being used to provide a service to the child or family (i.e. secure detention or shelter care as part of a sanctions or respite care as part of an in-home safety plan), then it should be documented on the Service page.

Listed below are some variable placement settings and scenarios describing documentation requirements or options:

# **eWiSACWIS Placement Documentation Manual**

## **Hospital/Inpatient Facility**

Documentation on the Out of Home Placement page for a child in a hospital or inpatient facility is required when the child subsequently enters into a standard placement setting listed above or when the hospital or inpatient facility placement takes place within a current placement episode.

### Case Examples- Documentation Required as an Out of Home Placement

*Example 1-* A child is removed from his family during the course of a CPS investigation and placed in a hospital for medical treatment. Subsequent to the hospital stay, the child is placed in a foster home under a court order. The hospital placement is the start of a placement episode where the removal date is the begin date of the hospital placement setting and the foster home is the second placement setting within the same placement episode.

*Example 2-* A child is removed from his family and placed in a foster home. During this placement, the child exhibits significant psychiatric symptomology and is placed in an inpatient psychiatric facility for further assessment and treatment. The foster home placement is the start of a placement episode where the removal date is the begin date of the foster home placement. The next placement setting within this placement episode is the inpatient facility setting.

### Case Example- Documentation as a Service

A child requires medical attention during the course of ongoing services where he is being served in his family home. His parents admit him to the hospital for treatment. The child subsequently returns home. Use of the hospital setting in this example does not constitute the removal of the child from the home or the start of a placement episode.

As presented in the attached How Do I's, documentation of use of hospitals/inpatient facilities not subject to documentation as part of a placement episode can be appropriately documented on the Service page.

# **eWiSACWIS Placement Documentation Manual**

## **Mental Health Institution**

Documentation of the placement of a child in a mental health institution, such as Mendota Mental Health Institute or Winnebago Mental Health Institute, is required when the child subsequently enters into a standard placement setting listed above or when the institutional placement takes place within a current placement episode.

### Case Examples- Documentation as an Out of Home Placement

*Example 1-* A child is removed from his family during the course of delivering ongoing case management services and placed in a mental health institution to address severe emotional and behavioral concerns. Subsequent to the institutional placement, the child is placed in a foster home under a court order. The institutional placement is the start of a placement episode where the removal date is the begin date of the institutional placement setting and the foster home is the second placement setting within the same placement episode.

*Example 2-* A child is removed from his family and placed in a foster home. During this placement, the child exhibits severe emotional and behavioral problems and is placed in a mental health institution for further assessment and treatment. The foster home placement is the start of a placement episode where the removal date is the begin date of the foster home placement. The next placement setting within this placement episode is the institutional placement setting.

### Case Example- Documentation as a Service

A child requires specialized mental health treatment services and supervision not available in the community during the course of delivering ongoing in-home services to his family. His parents decide to voluntarily place him in a mental health institution. The child subsequently returns home following treatment within the institution. Use of the mental health institution in this example does not constitute the removal of the child from the home or the start of a placement episode.

As presented in the attached How Do I's, documentation of use of hospitals/inpatient facilities not subject to documentation as part of a placement episode can be appropriately documented on the Service page.

# **eWiSACWIS Placement Documentation Manual**

## **Secure Detention / Shelter**

If secure detention or shelter (i.e. non-secure detention) is being used as a temporary corrective action service, such as a sanction or a 72 hour hold, the county is encouraged to enter the use of the facility in eWiSACWIS. In these cases the data entry may be entered as a service on the Service page.

### Case Examples- Documentation Required as an Out of Home Placement

*Example 1-* A child who has been adjudicated as a delinquent is removed from his family and placed in secure detention or shelter care as part of a 72-hour hold. At the conclusion of the hold, the child is placed in a group home under court order. The secure detention placement is the start of a placement episode where the removal date is the begin date of the secure detention or shelter placement setting and the group home is the second placement setting within the same placement episode.

*Example 2-* A child who has been adjudicated as a delinquent is removed from his family and placed in a group home. During this placement, the child is alleged to have committed another delinquent act and is placed in secure detention or shelter pending the next court hearing. The group home placement is the start of a placement episode where the removal date is the begin date of the group home placement and the next setting within the placement episode is the secure detention or shelter placement setting.

### Case Examples- Documentation as a Service

*Example 1-* A secure detention facility or shelter care facility is used as a 72-hour or sanction for a child who currently resides with his family. The child subsequently returns home following the hold or the sanction. Use of secure detention or shelter in this example does not constitute the removal of the child from the home or the start of a placement episode. Documentation may only be documented through the Service page.

*Example 2-* A child is currently placed in out of home care and a secure detention facility or shelter care facility is used as a sanction (versus a change in the child's placement) while the child remains in a placement such as a group home, foster home, etc. The child's out of home placement setting continues to be documented on the Out of Home Placement page. The use of the secure detention or shelter as a sanction may only be documented on the Service page.

As presented in the attached How Do I's, documentation of the use of shelter and secure detention facilities as a corrective action service is not subject to federal AFCARS or Title IV-E requirements. As such, if the agency chooses to document these services in eWiSACWIS, they may only be appropriately documented on the Service page.

# **eWiSACWIS Placement Documentation Manual**

## **Youth Correctional Facility and Aftercare Placement**

Documentation of the placement of a child in a youth or juvenile correctional facility is required when the child subsequently enters into a standard placement setting listed above or when the correctional placement takes place within a current placement episode. In addition, if a child returns to the agency for aftercare placement, documentation of these placements is required.

### Case Examples- Documentation as an Out of Home Placement

*Example 1-* A child is placed in a youth correctional facility due to an adjudicated delinquency. Subsequent to the correctional placement, the child is placed in a group home under a court order. The youth correctional facility placement is the start of a placement episode where the removal date is the begin date of the correctional placement setting and the group home is the second placement setting within the same placement episode.

*Example 2-* A child adjudicated as a delinquent is removed from his family and placed in a group home. During this placement, the child commits another delinquent act and is ordered to a youth correctional facility. The group home placement is the start of a placement episode where the removal date is the begin date of the group home placement. The next placement setting within this placement episode is the youth correctional facility placement setting.

The child is not discharged from the group home placement setting as the agency anticipates the child will return for placement under an aftercare supervision order. However, if the child is not expected to return for after care services, the child would be discharged from the group home placement to end the placement episode.

### Case Example- Documentation as a Service

A child is directly committed to a youth correctional facility following a brief period in detention. The child is not expected to return to the county of origin for aftercare services or may transition to adult corrections at a future date. Use of the youth correction facility in this example does not constitute the removal of the child from the home or the start of a placement episode.

As presented in the attached How Do I's, documentation of use of a youth correctional facility not subject to documentation as part of a placement episode can be appropriately documented on the Service page.

# **eWiSACWIS Placement Documentation Manual**

Any documentation of variable placement settings where such documentation is not required **can** be documented on the Out of Home Placement or Service page for local reporting and monitoring purposes. In these instances, these placements are not subject to AFCARS reporting requirements and therefore, are excluded from the state's AFCARS file. In addition, these placements are not reimbursable under Title IV-E and therefore, excluded from fiscal claiming by the Department of Children and Families, Bureau of Finance through the use of applicable management reports. As such, an agency may establish local expectations that these specific placement settings are to be documented routinely in eWiSACWIS without compromising federal reporting or claiming responsibilities.

Specific examples of these settings and how they are to be documented on the Out of Home Placement page is detailed in the "How Do I" appendix to this manual. Such documentation should be completed in a timely manner to ensure that the documentation regarding the location and placement status of the child is inclusive of all such placement settings and reflect the past and current location or status of the child. Timely documentation also serves to provide accurate and timely payment to providers when applicable.

# **eWiSACWIS Placement Documentation Manual**

## **OTHER PLACEMENT-RELATED DATA ENTRY REQUIREMENTS**

Children, youth, and families served in the child welfare system present a wide array of needs to which agencies respond with a variety of creative service and placement resources. The following examples provide further direction regarding the documentation of placement information under unique service and placement conditions.

### **Medicaid (MA) Waiver Programs**

For children who are both in one of the MA Waiver Programs and in the child welfare system due to either CPS or Juvenile Service concerns, use of any Out of Home Placement must be documented as described in this manual.

Funds that are received by local agencies from CIP, COP or the Children's Waiver to offset the child's cost of care must be documented in eWiSACWIS as described in the respective How Do I guide.

### **Missing from Out of Home Care**

Missing from Out of Home Care (OHC) represents a placement setting within a child or juvenile's current placement episode. When a child or juvenile has been determined to be missing from out of home care, the Missing from OHC placement setting (previously known as the "AWOL/Runaway" placement setting) must be documented on the Out of Home Placement page.

A child or juvenile is considered Missing from Out of Home Care when he or she is under the placement and care responsibility of the department or a county agency, living in an out of home care setting, and any of the following criteria are met:

- The child or juvenile is unaccounted for a period of time that cannot reasonably be justified by the child or juvenile's age, maturity, or emotional capacity which shall not exceed eight hours.
- When efforts to locate the child or juvenile have been unsuccessful.
- When it is known or suspected that a child juvenile has been taken by force or coercion.
- When the child or juvenile is in the company of an unauthorized person or located in an unauthorized place.

The child or juvenile's Missing from OHC placement setting must be documented or updated on the Out of Home Placement page within three business days, excluding holidays and weekends when the child or juvenile:

- Has been missing for 24 hours and
- Returns to out of home care and is no longer missing from out of home care.

# **eWiSACWIS Placement Documentation Manual**

## **Receiving/Assessment Homes**

Placement in a foster home that is used by the agency as a receiving/assessment home constitutes a placement, usually at the start of a placement episode. Pending future policy clarification regarding rate setting for receiving/assessment homes and the direction regarding provider and payment documentation in eWiSACWIS, children placed in these settings are subject to the Uniform Foster Care Rate (UFCR) policy regardless of how payment to these providers is arranged by the agency.

The current method to appropriately document use of receiving/assessment homes is provided in the How Do I contained in the Appendix.

The placement must be ended on or before the 30<sup>th</sup> day of placement to coincide with policy; if the child remains in the same foster home this does not mean you get an additional 30 days to complete the Child & Adolescent Needs & Strengths (CANS). If the placement is to continue, a new placement and subsequent UFCR (reflecting actual supplemental and exceptional fees) should be created.

## **Respite Care**

Respite care services may be provided to parents or foster parents. In instances where respite care services are provided to parents to ensure child safety or support family reunification, the service (whether provided by a foster home or some other provider arrangement) is to be documented as part of a service on the Service page.

If respite care is provided to a foster parent, the service is to be documented as part of a service on the Service page while the foster home Out of Home Placement remains open.

## **Supervised Independent Living**

A Supervised Independent Living placement offers 16- to 21-year-olds, who are in court ordered out of home care (OHC) placement through the county child welfare agency or the Bureau of Milwaukee Child Welfare (BMCW), the ability to live in their own (or shared) apartment, flat or room with supervision, support and monitoring from a caseworker and/or provider from a contracted agency.

The child welfare agency responsible for supervision of the youth maintains case management and any associated ongoing services for the duration of the court order. In addition, the child welfare agency provides financial assistance when needed.

Supervisory contact with the youth can range from moderate (2-3 times a week based on stability of the youth and the length of time the youth has been involved in Supervised Independent Living) to intense (where daily contact with the youth is necessary for a successful placement).

**Note:** If the county child welfare agency, BMCW, or contracted agency is not supervising a child's independent living placement, then the placement should not be documented in eWiSACWIS and the final placement prior to the independent living placement should be documented as a discharge.



# **eWiSACWIS Placement Documentation Manual**

## **Trial Reunification**

Per federal AFCARS and Title IV-E requirements, Trial Reunification is referred to as a “trial home visit” and represents a placement setting within the child’s current placement episode. Use of the Trial Reunification placement setting is documented on the Out of Home Placement page.

If successful and full reunification of the child with his or her family is achieved following use of a Trial Reunification placement setting, the Trial Reunification placement setting is ended and the child is discharged from the placement episode to reunification with his or her family. If the child requires an Out of Home Placement after a successful Trial Reunification, this new placement would constitute a removal from his or her home and would represent the first placement in another placement episode.

If the Trial Reunification is not successful and full reunification cannot be achieved, the Trial Reunification placement setting is ended and the next placement setting selected for the child is documented on the Out of Home Placement page. This change in the child’s placement setting, from Trial Reunification to the next placement setting, occurs within the current placement episode and therefore, does not represent a re-entry of the child into out-of-home care.

For further technical direction regarding documentation of the Trial Reunification on the Out of Home Placement and payment pages, please refer to the corresponding How Do I guide.

## **Voluntary Kinship Care**

Many children reside with relatives where the parent and the relative have made the living arrangement voluntarily and the relative caregiver is eligible for and receives a Kinship Care services payment to support their care of the relative child. Voluntary Kinship Care services also include long-term kinship care as authorized by Chap. 48.977, Stats., and the agency is not or is no longer responsible for placement or permanency planning responsibilities.

In some situations, the child and his or her parents become involved in the child welfare system due to CPS or juvenile service concerns and the relative caregiver continues to provide care under a court order. When the child’s voluntary Kinship Care services becomes court ordered a placement episode has begun as defined. This new status is true even though the child has not changed placement providers. As such, the voluntary kinship placement (documented on the Service page) must be ended. The child’s court-ordered placement is documented as part of his or her family case and the placement is documented using the Service Type and Placement Setting of Kinship Care – Court-Ordered must be initiated. The removal date and the placement begin date are to reflect the date the court authorized the court-ordered placement with the relative caregiver. Court ordered kinship care is subject to Federal AFCARS reporting and IV-E Eligibility determinations are done.

# **eWiSACWIS Placement Documentation Manual**

## **Wraparound Services**

Placement documentation for children who are in wraparound-type programs such as Wraparound Milwaukee, Family Partnerships, Inc., and Children Come First, are subject to the same documentation requirements as prescribed above. Based on the unique arrangements made by local agencies with these types of providers, documentation of placement information is to be consistent with local protocol and provider payment arrangements. eWiSACWIS has functionality to streamline payment processes with the prescribed documentation requirements.

# eWiSACWIS Placement Documentation Manual

## CONTACT INFORMATION

For additional information regarding placement data entry or problems in carrying out placement documentation responsibilities consistent with the direction provided in this manual, please contact the help desk. The help desk can be reached by phone or via e-mail as described below:

**Phone:** 608.261.4400

**Toll-free:** 866.335.2180

**TTY:** 888.845.4160

**E-mail:** [Helpdesk@wi.gov](mailto:Helpdesk@wi.gov)

**Note:** For e-mail submissions, please use eWiSACWIS in the subject line or in the body of the email.

Provide the help desk agent a brief but informative description of the problem. Information like the Case ID or Provider ID and the name of the page on which the problem occurs will facilitate a quicker response and resolution. (For cases, access reports, and providers, the ID can be found at the top of the respective page.)

Remember that the person taking the call does not know the eWiSACWIS application, so the more detail you can provide the better. Let the help desk agent know if the problem is affecting multiple users. This is especially important for technical problem calls.

## HOW DO I'S

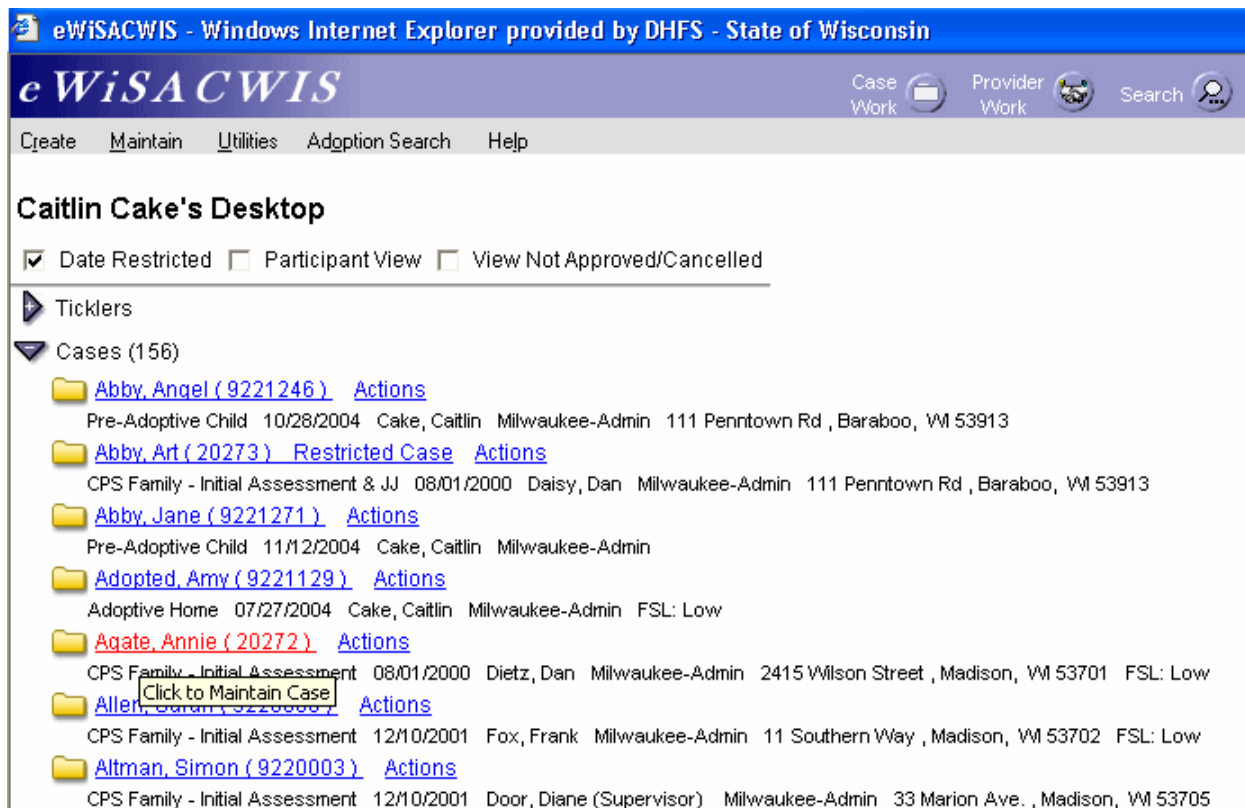
For each of the above Standard and Variable Placement Settings described above, technical instructions on how to document the actual placement setting appropriately are provided in the attached Appendix.

## APPENDIX (INDIVIDUAL HOW DO I GUIDES)

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

### *Documenting a Person's Demographics*

Accurate documentation of a child's demographic information is critical to successful documentation of an Out of Home Placement or Service. This page pulls Adoption and Foster Care (AFCARS) reporting data as well as ties parent to child, which allows pertinent demographic information to populate into legal templates. Most specifically, a child must have his or her date of birth, gender, and mother/father documented before an Out of Home Placement can be completed in the system.



The screenshot shows the eWiSACWIS desktop interface. At the top is a blue header bar with the text "eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin". Below this is a purple navigation bar with the "eWiSACWIS" logo and icons for "Case Work", "Provider Work", and "Search". A grey menu bar contains links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Caitlin Cake's Desktop" and includes three checkboxes: "Date Restricted" (checked), "Participant View", and "View Not Approved/Cancelled". Below these are sections for "Ticklers" and "Cases (156)". The "Cases" section lists several entries, each with a folder icon, a case name in blue text, and an "Actions" link. The cases listed are: Abby, Angel (9221246), Abby, Art (20273), Abby, Jane (9221271), Adopted, Amy (9221129), Agate, Annie (20272), Allen, Gary (9220007), and Altman, Simon (9220003). Each case entry includes details such as "Pre-Adoptive Child", "CPS Family - Initial Assessment", dates, names, addresses, and FSL status.

Case Name	Case ID	Actions	Details
Abby, Angel	9221246	Actions	Pre-Adoptive Child 10/28/2004 Cake, Caitlin Milwaukee-Admin 111 Penntown Rd , Baraboo, WI 53913
Abby, Art	20273	Restricted Case Actions	CPS Family - Initial Assessment & JJ 08/01/2000 Daisy, Dan Milwaukee-Admin 111 Penntown Rd , Baraboo, WI 53913
Abby, Jane	9221271	Actions	Pre-Adoptive Child 11/12/2004 Cake, Caitlin Milwaukee-Admin
Adopted, Amy	9221129	Actions	Adoptive Home 07/27/2004 Cake, Caitlin Milwaukee-Admin FSL: Low
Agate, Annie	20272	Actions	CPS Family - Initial Assessment 08/01/2000 Dietz, Dan Milwaukee-Admin 2415 Wilson Street , Madison, WI 53701 FSL: Low
Allen, Gary	9220007	Actions	CPS Family - Initial Assessment 12/10/2001 Fox, Frank Milwaukee-Admin 11 Southern Way , Madison, WI 53702 FSL: Low
Altman, Simon	9220003	Actions	CPS Family - Initial Assessment 12/10/2001 Door, Diane (Supervisor) Milwaukee-Admin 33 Marion Ave. , Madison, WI 53705

### Desktop

#### Step 1 of 4

- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

**Maintain Case**

**eWiSACWIS** Print Spell Check Help

**Case**

Last/Provider:  Number: 20272 Status: Open

First:  Initial:  Open Date: 08/01/2000

**Participants** | Address | Collaterals | Closing/Merge History

**Basic**

Case Type:  ☐ Restricted Case

County:  Site/Region:  W-2 Region:

Number of Household Members:  CARES Case Number:  County Case Number:

**Participants**

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg	
<a href="#">Agate, Alfred</a>	U	Active	06/23/1999	Male	<input type="text" value="Biological Child"/>	None	N	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Agate, Alfred</a>	Y	Active	01/01/2002	Female	<input type="text" value="Biological Child"/>	None	N	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Agate, Alice</a>	U	Active	03/26/2006	Female	<input type="text" value="Biological Child"/>	None	N	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Agate, Ar</a> <a href="#">Click to Edit Person</a>		Active	08/11/1968	Female	<input type="text" value="Reference Person"/>	None	N	<a href="#">DeActivate</a> <a href="#">Remove</a>

Options:

Done

### Maintain Case Page

#### Step 2 of 4

- On the Maintain Case page, click on the child's name whose date of birth, gender, and mother/father will need to be documented. This will launch the Person Management page for that child.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Person Management 'Agate, Alice' ID: 20988 -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Basic** | Parent Info | Additional | Address | Education | Characteristics | Medical/Mental Health

**Name**  
ID: 20988 Prefix: [v] First Name: Alice MI: [v] Last Name: Agate Suffix: [v]

**Basic**  
**Gender:** [Female v] US Citizen Status: [U.S. Citizen v] County Person ID: [v]  
**Birth Date:** [03/26/2006] Citizenship Verification: [Birth Certificate v] SSN: [123-45-6789]  
 Commitment#: [v] Birth Place: [Madison, WI] Death Date: [00/00/0000]  
 Wisconsin Resident: [Yes v] Identity: [v] HSR ID: [v]  
 Religion: [v] **Marital Status:** [Single Female v] MCI ID: [v]  
 Primary Language: [English v] ☐ Interpreter Required

**Race/Ethnicity/Tribal Identification**  
**Race:** [White v] **Ethnicity:** [Caucasian v] **Hispanic/Latino:** [No v]  
 Race: [v] Indian Tribe: [v] Indian Tribe 2: [v]  
 Race: [v] Clan: [v] Clan 2: [v]  
 Race: [v] Status: [v] Status 2: [v]  
 Race: [v] Tribal Membership #: [v] Tribal Membership # 2: [v]

**Adoption Information**  
**Child was previously Adopted:** [No v] Type of Adoption: [Details v]  
**Age Adopted:** [v] Pre-Adoptive Relationship to Child: [v] ☐ Child Receives WI Adoption Assistance  
 Options: [v] **Go** **Save** **Close**

### Person Management Page > Basic Tab

#### Step 3 of 4

- On the Basic tab of the Person Management page, complete the child's Gender, Birth Date, SSN, Race and Ethnicity fields.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Person Management 'Agate, Alice' ID:20988 -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check ABC Help ?

Basic Parent Info Additional Address Education Characteristics Medical/Mental Health

**Person Information**

**Child's Mother:** Annie Agate [Search](#) [Edit](#) [Remove](#)

Spouse:

Type:

Current Marital Status:

**Mother Married at Child's Birth:**

☐ Mother TPR

Current Relationship of Parents to Each Other:

Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#) ☐ Relinquishment Case

**Child's Father:** Arthur Agate [Search](#) [Edit](#) [Remove](#)

Spouse:

Type:  PA Number:

Current Marital Status:

**Father Married at Child's Birth:**

☐ Father TPR

**Adoption Referral**

**Birth Mother**

Social/Mental/Physical Conditions:

[Add/Edit](#)

**Birth Father**

Social/Mental/Physical Conditions:

[Add/Edit](#)

Options:  [Go](#) [Save](#) [Close](#)

### Person Management Page > Parent Info Tab

#### Step 4 of 4

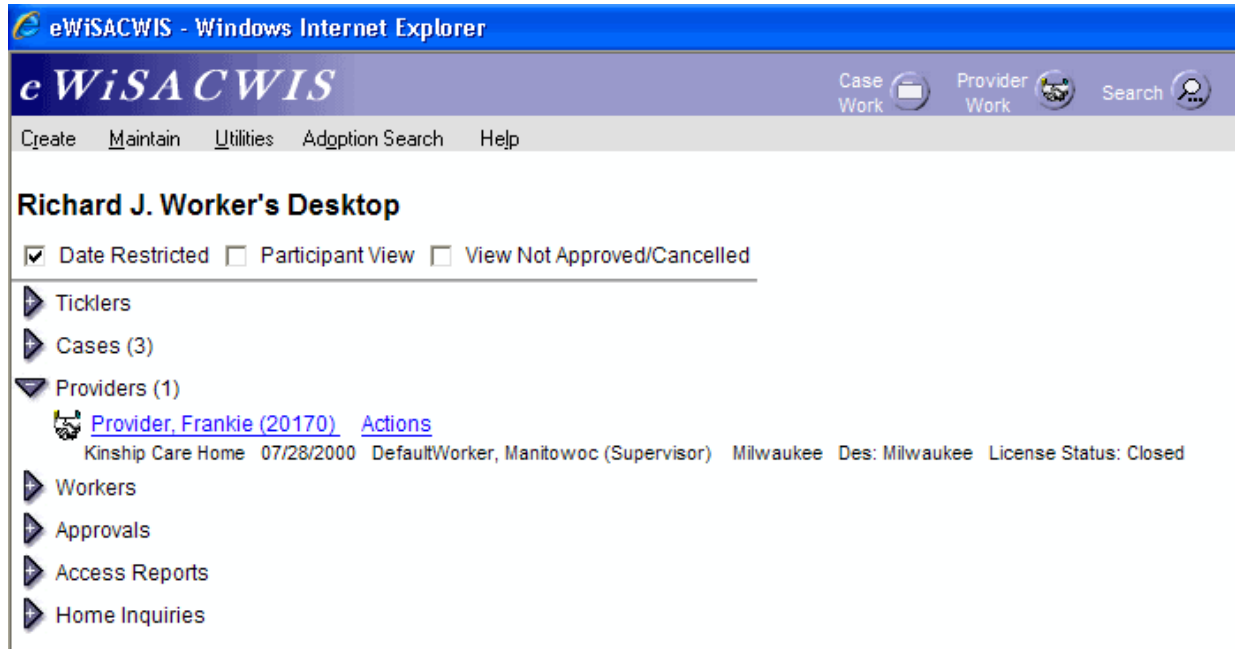
- From the Person Management page, select the Parent Info tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Parent Info tab and (depending on which hyperlink you selected) will populate the person you selected into the Child's Mother or Child's Father field.
- Click Save and then click Close on the Person Management page.
- Click Close on the Maintain Case page.

**Note:** Completing the information above will ensure the CFS-2123T form (created during the completion of the child's Title IV-E Determination record) pre-fills correctly.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

### *Adding Service Types to Document an Out of Home Placement or Service*

Before an Out of Home Placement or Service can be documented, it is critical to first attach the appropriate service type to the provider record.



## Desktop

### *Step 1 of 4*

- From your eWiSACWIS desktop, click on the provider expando.
- Click on the appropriate provider name for the provider in which you will be creating the Out of Home Placement or Service. This will open either the Home Provider page or the Private Provider page.



## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

**Home Provider**

**eWiSACWIS**

TM Print Spell Check Help

**Basic**

Name: Frankie Provider (20170) Open Date: 07/28/2000 Type: Kinship Care Home Status: Open

Lcns. Type: Not Licensed Lcns. Agency: Not Licensed ☐ Restricted Provider

**Home** **Members** **Characteristics** **Services** **Training** **License Activity** **Closing History**

**Provider Preferences**

Max # of Placements Preferred: 4

Males Preferred: 4

Females Preferred: 4

Age: From: 0 To: 18

**Provider Details**

Total Bed Capacity: 4

	Male	Female	Total
Capacity:	4	4	4
Placements:	1	1	2
Reservations:	0	0	0
Vacancies:	3	3	2

**Service Specifics**

☐ All Counties ☒ Milwaukee [Edit Unlicensed Services](#)

**Active Unlicensed Services**

Category	Type
<a href="#">Click to Edit Unlicensed Services</a>	

Options:

Done ☒ Trusted sites 100%

### Home Provider Page > Services Tab

#### Step 2 of 4

- To attach unlicensed services to a home provider, click on the Services tab.
- In the Service Specifics group box, click on the Edit Unlicensed Services hyperlink.

**Note:** All services types except foster home are identified as unlicensed services. To add licensed services to foster homes, contact your foster care coordinator.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

**Private Provider - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Basic**

Name: ABC Shelter (9221489) Open Date: 01/08/2008 Type: Group Home Status: Open

Lcns. Type: Licensed by State of WI Lcns. Agency: Licensing Agency ☐ Restricted Provider

**Provider Characteristics Services Closing History**

**Provider Preferences**

Max # of Placements Preferred: 8

Males Preferred: 8

Females Preferred: 8

Age: From: 0 To: 17

**Provider Details**

Total Bed Capacity: 8

	Male	Female	Total
Capacity:	15	15	15
Placements:	1	0	1
Reservations:	0	0	0
Vacancies:	14	15	14

**Active Services**

County: Milwaukee

Category	Type	Status

[Edit Services](#)

Click to Edit Unlicensed Services

**Save Close**

Done Trusted sites 100%

### Private Provider Page > Services Tab

#### Step 3 of 4

- To attach unlicensed services to a private provider, click on the Services tab.
- In the Active Services group box, click on the Edit Services hyperlink.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

Provider Name: Provider, Frankie (20170) Total Bed Capacity: 10 County: Milwaukee

**Unlicensed Services**

Category	Type	Status	
Kinship - Court Ordered	Kinship Care-Court Ordered	Active	<a href="#">Delete</a>

Insert

Options: Service Rate Go Save Close

### Edit Unlicensed Services Page

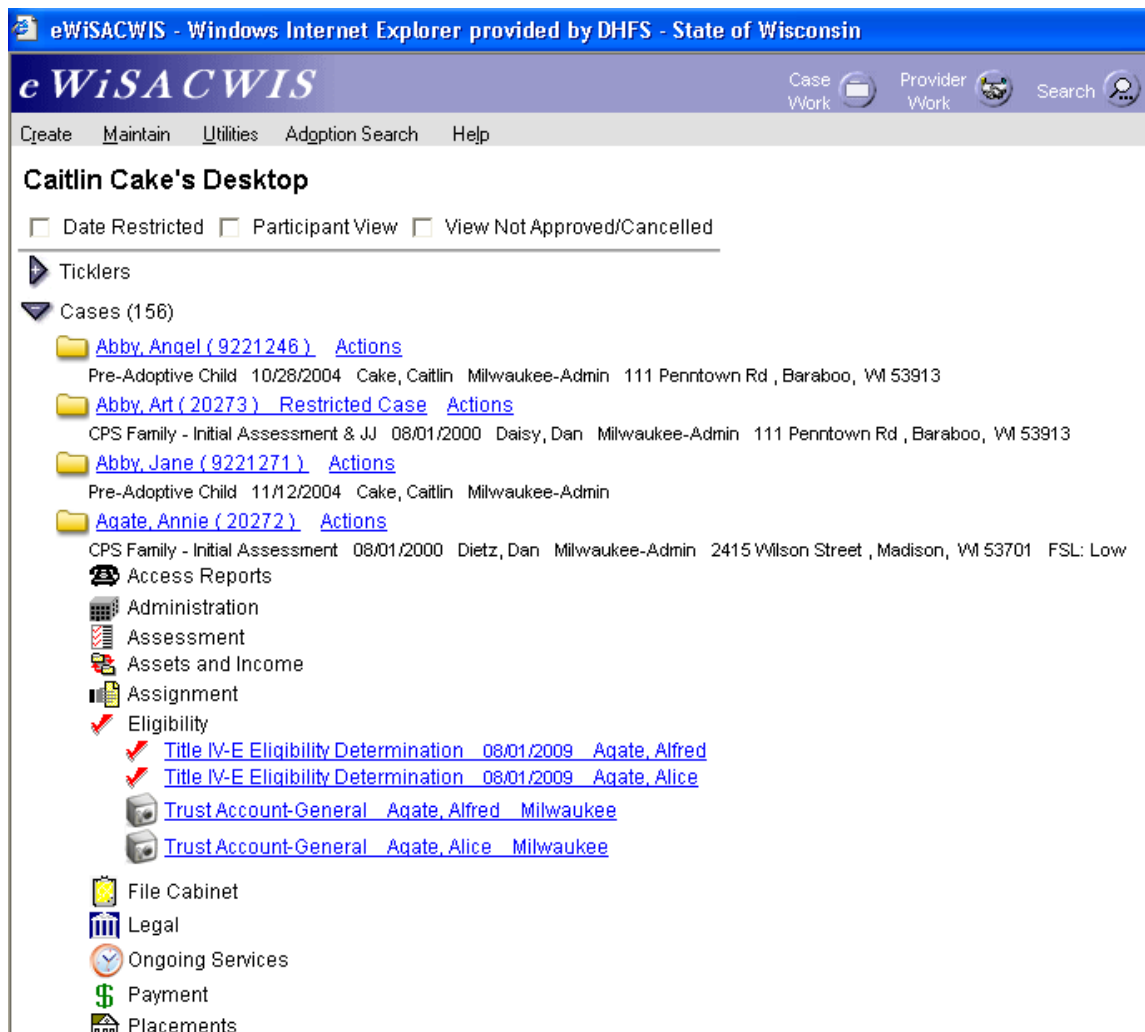
#### Step 4 of 4

- Click the Insert button.
- Select the Category, Type, and update the Status from Inactive to Active.
- Click Save and then Close on the Edit Unlicensed Services page.
- Return to the Home Provider or Private Provider page and click Close.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

### *Creating the IV-E Eligibility Record in eWiSACWIS*

**Note:** Complete the appropriate (initial removal from home) Out of Home Placement. Upon final approval of the Out of Home Placement, eWiSACWIS will automatically and immediately generate an Eligibility icon and associated Title IV-E Eligibility Determination line for the child and also send the referral to the Eligibility Unit.



### Desktop > Eligibility Icon

#### Step 1 of 2

- From your eWiSACWIS desktop, click on the case folder icon for the case in which you've just created the (initial removal from home) Out of Home Placement.
- Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination line for the child you have just placed. This will open the Eligibility page for that child.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

**Eligibility**

Child Name: [Agate, Alice \(20988\)](#) DOB: 03/26/2006 MCI ID: Eligibility ID: 9221358  
Case Name: [Agate, Annie \(20272\)](#) SSN: 321-24-3513 Title IV-E Removal Date: 08/01/2009

**Removal Information** | Initial Determination | Redeterminations

**Removal from Home Information**

Age at Removal: 3 Turning 19 on: 03/26/2025 Anticipated Graduation Date:

Removal from Home was:

☒ Court Ordered ☐ VPA

Petition/TPC Request Date: 00/00/0000 [Search](#) Court Order Date: 00/00/0000 [Search](#)  
Signature Date: 00/00/0000 VPA Removal Date: 00/00/0000  
Days of VPA: VPA To: 00/00/0000

Child Removed from home of: ☒ Mother ☐ Father ☐ Both ☐ Other Date Last Lived with Relative: 00/00/0000

Name: Agate, Annie Relationship to Child: Mother  
Name: Relationship to Child:  
Removal Type: Eligibility Month: 00/0000 ☐ Completed

AFDC Household Information

Actions  
Deprivation  
Text  
IV-E Referral Form - CFS-2123T

Options: [Go](#) [Save](#) [Close](#)

### Eligibility Page > Basic Tab

#### Step 2 of 2

- Select Options > IV-E Referral Form – CFS-2123T and click Go. Complete the CFS-2123T form and click Close and Return to eWiSACWIS.
- Click Close on the Eligibility page.

**Note:** By following the steps above, the system will automatically assign this case and send an e-mail to the Eligibility Unit.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

### *Ending an Out of Home Placement or Service in eWiSACWIS*

A case will not be able to be closed unless the placement ending reason and date of the last placement setting documented on the Out of Home Placement page has a corresponding discharge reason selected for each child who has been in placement. This rule applies to all situations except those placements ended for reason of Transfer to Adoptions, where the child is subsequently transferred to the state special needs adoption program. In these instances, the case can be closed even though the placement end reason is not a discharge from all placements.

Below is a listing of the placement Ending Reasons used on the Service Ending page and how they filter by placement Ending Purpose.

#### *Placement Ending Reasons and Structure Key*

**Administrative Change w/in Placement Episode-** refers to legal, fiscal or administrative transactions; generally these values are either system-driven or used for Adoption Assistance or Kinship Care cases.

Adoption Assistance
Adoption by Foster Family
Adoption by Non-Relative
Adoption by Relative
Child No Longer Living with Relative
Child Receiving SSI
Death of Adoptive Parent(s)
Duplicate Provider Clean-up
Fiscal Cleanup
Lost Contact with Provider
Out of Home & Parent Not Supporting
Parent Incarcerated
Placement Made in Error
Prvd Not Able to be Licensed/Certified
Verification of Support Requested

**Agency Transfer within Placement Episode-** refers to placements where the child remains in care by the responsible agency changes, i.e. transfer from county to county or from county to adoptions.

Transfer to Adoptions - Eastern Region
Transfer to Adoptions - Milwaukee
Transfer to Adoptions - Southern Region
Transfer to Adoptions - Western Region
Transfer to County (County list)

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

**Placement Change within Placement Episode-** refers to placement changes from one provider to another while the child remains in the same placement episode.

Adoption Disruption
Agency Requested Change
Child Committed to Other State Inst.
Child in Correctional Fac. w/Aftercare
Child Placed in Detention
Child Requested Change
Missing From OHC - Not Closing Case
Parent/Relative/Guardian Requested Change
Provider No Longer Licensed
Provider Requested Change
Trial Reunification

**Discharge from Placement Episode-** refers to placements that end with no subsequent placement by the agency or the court. In these instances the child is exiting placement to a permanent outcome and the agency is no longer responsible for the child's physical custody; the child may remain under court supervision, but is no longer in placement. A subsequent placement is counted as a re-entry to out of home care.

Child in Correctional Fac. NO Aftercare
Custody Transfer to Licensed Priv Agency
Death of Child
Entered Military Service
Independent Living
Marriage
Missing From OHC - Closing Case
Over 18 and Graduated
Permanent Placement with Relative
Reunification w/Parent(s)/Primary Crtrkr
Transfer of Guardianship Non-Relative
Transfer of Guardianship Relative
Turned 18
Turned 18 and not in School
Turned 18 Non Supp Prnt(s)
Turned 19

### ***Placement Discharge and Discharge Date***

The placement episode ends with the date the child exits placement.

The Ending Purpose is considered a discharge from the placement when the ending is a permanent outcome, i.e. reunification with parent/relative or adoption.

The End Reason describes how the individual's placement came to be a discharge from all placements.

## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

The Discharge Reason field further identifies (if necessary) how the ending of the placement is considered an ending of all placements.

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Child**  
 Child: Altman, Sammie (9226767) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**  
 County: Milwaukee  
 Removed From Home: 02/04/2011  
 Placement Begin: 02/04/2011  
 Placement End: 00/00/0000  
 VPA Effective: 00/00/0000

**Service Category:** Foster Care  
**Service Type:** Foster Home (12-14 yrs)  
**Placement Setting:** Treatment Foster Home - Non-Relative  
 Child's Level of Need: 3  
 Provider's Level of Care: 3  
 Child Specific Costs: \$0.00 per  
 Current Basic Costs: \$455.00 per month  
 Supplemental Costs: \$0.00  
 Exceptional Costs: \$0.00  
 Administrative Costs: \$0.00  
 Costs > Spending Limit: \$0.00  
 Current Monthly Payment: \$455.00

**Removal Reasons**  
☐ This is an Adoptive Placement  
☒ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Options: **Go** **Save** **Close**

Done **Actions**  
 Approval  
 Non-Conforming Reasons  
**Placement Ending**  
 Text  
 Text

Internet | Protected Mode: Off 100%

### Out of Home Placement Page > Service Tab

#### Step 1 of 2

- From the Service tab of the Out of Home Placement page select Options > Placement Ending and click Go.



## Common Documentation Tasks for All Settings (Out of Home Placements and Services)

**Service Ending -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Child**  
Child: Altman, Sammie (9226767) Case: Altman, Simon (9220003)  
Provider: Provider, Frankie (20170) Service Begin: 02/04/2011

**Service Ending**

**End Date:** 04/15/2011

**Ending Purpose:** Discharge from Placement Episode

**End Reason:** Reunification w/ Parent(s)/Primary Crtr

**Is the End of This Child Placement a Discharge from All Placements?**  
☒ Yes ☐ No ☐ N/A

**Discharge Reason:** Reunification w/ Parent(s)/Primary Crtr

☐ Override

Options:  Go

Save Close

https://apps.dhfs.state.wi.us/ewcountytest/common Internet | Protected Mode: Off

### Service Ending Page

#### Step 2 of 2

- On the Service Ending page enter the correct End Date.
- Select an Ending Purpose that accurately reflects why the placement ended (See Ending Purpose Descriptions in the Key Placement Terms and Definitions section of this manual).
- Select an End Reason. Note that the list of values filters based on the Ending Purpose that you chose initially. The End Reason that you choose will automatically record a Yes to the question: “Is the End of This Child’s Placement a Discharge from All Placements?”
- If the Child’s Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then Close on the Service Ending page.
- Click Close on the Out of Home Placement page.

## CIP/COP/Children's Waiver Funding Placements

When documenting a placement for a child in eWiSACWIS who is receiving funds from CIP, COP or Children's Waiver, you must enter the placement on the Out of Home Placement page. If the placement is in a foster home or treatment foster home, the full cost of care must be recorded using the Foster Care Rate page.

Funds that are received from CIP, COP or Children's Waiver to offset the child's cost of care must be documented in eWiSACWIS as a trust account benefit type. Each month the agency's trust account manager must record the CIP, COP, Children's Waiver monies received as well as the amount of the required local match on the General Trust Account page, Ledger tab.

**Note:** Because of the high amount of funding that is received from a CIP/COP placement, a deposit in excess of the Maximum Spending Limit may issue a Spend Down Tickler to the assigned Trust Account Manager. Also eWiSACWIS will flag a child on the Trust Account Current Balance report (r-FM0701/r-FM0705) as spend down required. This spend down tickler is issued to highlight accounts where children have excess funds, which may affect eligibility. However, this tickler will automatically be removed when the monthly draw-down batch inserts withdrawal entries to offset the cost of care. It is important that the Trust Account Manager monitors this information, and ensures the funding is applied toward the cost of care.

The following pages will document the example of a Foster Home placement. Following the documentation of the placement and rate setting will be an example of creating and maintaining the Trust Account page for a CIP/COP/Child Waiver child.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation, the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# CIP/COP/Children's Waiver Funding Placements

## Foster Home Placements with CIP/COP Funding

A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate page.

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check ABC Help ?

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)**
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 5

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

## CIP/COP/Children's Waiver Funding Placements

The screenshot shows the 'Out of Home Placement - Service' tab in the eWiSACWIS application. The header bar includes the application name and navigation icons. Below the header, the 'Child' information is displayed: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: . The 'Service' tab is selected, and the 'Placement Information' section is visible. This section contains various fields for placement details, including County (Milwaukee), Service Category (Foster Care), Service Type (Foster Home (12-14 years old)), Placement Setting, Child's Level of Need, Provider's Level of Care, Child Specific Costs (\$0.00 per), Current Basic Costs, Supplemental Costs, Exceptional Costs, Administrative Costs, Costs > Spending Limit, and Current Monthly Payment. There are also checkboxes for 'This is an Adoptive Placement', 'This is a CPS Non-Conforming Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute.' The 'Placement Begin' field is set to 02/04/2011, and the 'Removed From Home' field is set to 09/15/2002. The 'Placement End' and 'VPA Effective' fields are set to 00/00/0000. The 'Options' dropdown is set to 'Go'. The 'Save' and 'Close' buttons are at the bottom right. The browser status bar at the bottom shows 'Internet | Protected Mode: Off' and a zoom level of 100%.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

Placement Information

County: Milwaukee

Service Category: Foster Care

Service Type: Foster Home (12-14 years old)

Placement Setting:

Child's Level of Need:

Provider's Level of Care:

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

Placement Begin: 02/04/2011

Removed From Home: 09/15/2002

Placement End: 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement

☒ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☒ Child is an American Indian child as defined by statute.

Options: Go

Save Close

Done Internet | Protected Mode: Off 100%

### Out of Home Placement Page > Service Tab

#### Step 2 of 5

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Foster Care.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age.
- The Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 38).
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

## CIP/COP/Children's Waiver Funding Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help ?

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement Administrative Costs:  
☐ This is an Emergency Situation Costs > Spending Limit:  
☐ After Hours Placement Current Monthly Payment:  
☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:**  **Primary Caretaker:**   
**Caretaker Structure:**  **Secondary Caretaker:**

**KIDS Referral**

**KIDS Referral**

Referral applies to:

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Internet | Protected Mode: Off 100%

### Out of Home Placement Page > Service Tab (continued)

#### Step 3 of 5

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## CIP/COP/Children's Waiver Funding Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Provider' tab is selected. At the top, fields for 'Child' (Altman, Fred (9220012)), 'Case Name' (Altman, Simon (9220003)), and 'Request Number' are visible. The 'Provider Information' section includes fields for Name (Foster Home), ID (9221098), Contact, Actual Name of Default/Historical Provider, C/O, Street (111 W. Wilson St.), City (Madison), State (WI), Zip (53703), Country (United States), Phone (608)555-9988, Ext, Fax, Alt Phone, Alt Ext, and Email. The 'Payment Information' section includes Parent Agency (Foster Home), Target Pop (CHIPS - Other (NYA - 64)), an 'Override Parent Agency rule' checkbox, and Total Clothing Allowance Disbursed (\$0.00). The 'School District Information' section includes Provider's School District Code (Madison Metropolitan - 3269). The 'Kinship Care' section includes Relationship of Child to Kinship Provider. At the bottom, there is a 'Split Payment' button, an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

### Out of Home Placement Page > Provider Tab

#### Step 4 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.

## CIP/COP/Children's Waiver Funding Placements

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

Placement Information

County: Milwaukee

Service Category: Foster Care

Service Type: Foster Home (12-14 years old)

Placement Setting: Fstr Fam Hm (Non-Rel)

Child's Level of Need:

Provider's Level of Care: 2

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

Removed From Home: 09/15/2002

Placement Begin: 02/04/2011

Placement End: 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options: [Go]

Save Close

Done Internet | Protected Mode: Off 100%

### Out of Home Placement Page > Service Tab

#### Step 5 of 5

- In the Placement Setting field, choose the appropriate value of Foster Family Home (Non-Relative) or Foster Family Home (Relative).
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## CIP/COP/Children's Waiver Funding Placements

The screenshot shows a web browser window titled "Create Case Work - Windows Internet Explorer". The application is "eWiSACWIS". The interface is divided into several sections:

- Create Case Items:** A list of categories with dropdown menus: Administration, Adoption, Assessment, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Ongoing Services, Payment, Placement/Services (selected), Planning, Safety Assessment, Safety Services, and Strengths and Needs. The "Placement/Services" dropdown is currently set to "Foster Care Rate".
- Cases:** A list of case entries: Abelman, Samantha (9221907), Altman, Simon (9220003) (highlighted), Badger, Bucky B. (9221882), Oconomowoc, Mother C. (9221922), and Superuser, Northeast (9221929).
- Case Participants:** A list of participants: Mary Altman, Reference Person (9220009), Simon Altman, Alleged Father (9220010), Frank Altman, Uncle (9220011), Fred Altman, Biological Child (9220012) (highlighted), and Cheryl Altman, Biological Child (9220013).

At the bottom right, there are "Create" and "Close" buttons. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and a zoom level of "100%".

### Create Case Work Page

#### Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.



## CIP/COP/Children's Waiver Funding Placements

**Foster Care Rate - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Participant Information**

Child: Altman, Fred (9220012) Rate Effective Date: 02/04/2011  
Case: Altman, Simon (9220003) Rate End Date: 00/00/0000  
Provider: Provider, Frankie (20170)

**Supplemental Rate**

CANS Effective Date: 02/04/2011  
CANS End Date: 08/04/2011  
Child's Level of Need: 3  
Provider Level of Care: 3  
Supplemental Points: 19 \$104.50  
LOMLOC Value:

**Uniform Foster Care Rate**

Current Basic Costs: \$455.00  
Supplemental Costs: \$104.50  
Exceptional Costs: \$50.00  
Administrative Costs: \$75.00  
Cost > Spending Limit: \$0.00  
Total Monthly Costs: \$684.50

**Administrative**

Administrative: \$75.00

**Exceptional Rate**

☐ Transportation to School of Origin: \$0.00  
☒ Exceptional Costs: \$50.00  
Payment Justification:  
Justify monthly exceptional costs here...

**Monthly Payment Explanation**

Options: [Dropdown] [Go] [Save] [Close]

Done Internet | Protected Mode: Off 100%

### Foster Care Rate Page

#### Step 2 of 2

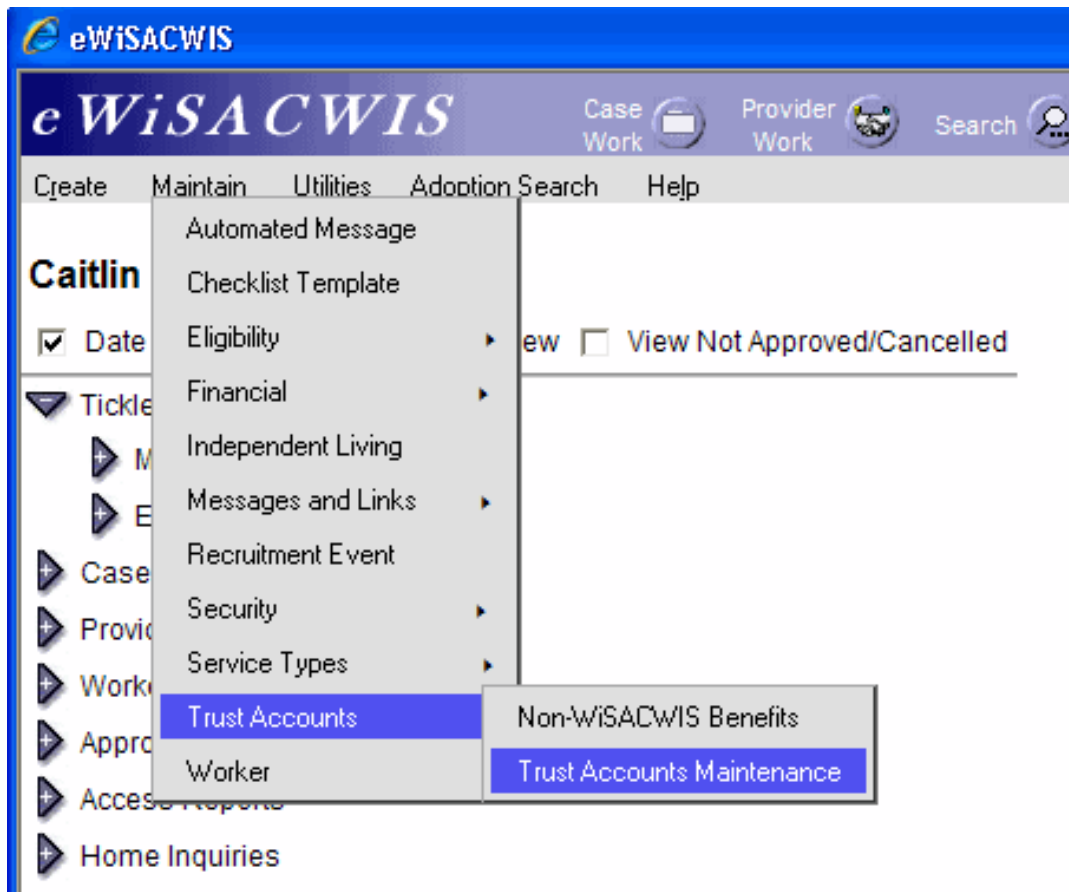
**Note:** In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.

## CIP/COP/Children's Waiver Funding Placements

### Trust Account Management for a Child Receiving CIP/COP/Children's Waiver Monies

A Trust Account (General) is created automatically by the system when a child enters a claimable placement type. Once the placement of the child is documented in eWiSACWIS, the Trust Account Manager accesses the trust account and inserts a Benefit Record for the monies received and maintains the account information on the Ledger.



### Desktop (Trust Account – General Account)

#### Step 1 of 7

- From the Desktop, select Maintain > Trust Accounts > Trust Accounts Maintenance.

## CIP/COP/Children's Waiver Funding Placements

The screenshot shows a web browser window titled "Trust Account Maintenance - Windows Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the "eWiSACWIS" logo and navigation links for Print, Spell Check, and Help. Below the header, there are tabs for "County" and "Case". The "Search Criteria" section contains several dropdown menus: "County" (set to Milwaukee), "TA Type" (set to All), "Hold Status" (set to All), and "Over Limit" (set to All). There are also input fields for "Last Name", "Person ID", and "SSN". "Clear Fields" and "Search" buttons are located to the right of the input fields. Below the search criteria is a "Search Results" section with a table header. The table has columns for Person, Prsn ID, Acct Type, Current Balance, Pending Reimb Cost of Care, Total Cost of Care, Benefit on Hold, Over Limit, and County. The table body is currently empty. At the bottom of the page, there is an "Options:" label with a dropdown menu and a "Go" button, and a "Close" button. The browser's status bar at the bottom shows "Done" and "Local intranet".

Trust Account Maintenance - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

County Case

**Search Criteria**

County: Milwaukee TA Type: All Hold Status: All Over Limit: All

Last Name: Person ID: SSN:

Clear Fields Search

**Search Results**

Person	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County
--------	---------	-----------	-----------------	----------------------------	--------------------	-----------------	------------	--------

Options: Go Close

Done Local intranet

### Trust Account Maintenance Page (Trust Account – General Account)

#### Step 2 of 7

- Enter the Last Name or SSN for the child and then click the Search button.

## CIP/COP/Children's Waiver Funding Placements

Trust Account Maintenance - Windows Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

County Case

**Search Criteria**

County: Milwaukee TA Type: All Hold Status: All Over Limit: All

Last Name: abby Person ID: SSN:

Record 1 to 4 of 4

Clear Fields Search

**Search Results**

Person	Prsn ID	Acct Type	Current Balance	Pending Reimb Cost of Care	Total Cost of Care	Benefit on Hold	Over Limit	County	
<a href="#">Abby, Angel A.</a>	20997	General	\$0.00	\$0.00	\$0.00	N	N	Milwaukee	<a href="#">Edit</a>
<a href="#">Abby, Annabel</a>	9218549	General	\$0.00	\$0.00	\$0.00	N	N	Milwaukee	<a href="#">Edit</a>
<a href="#">Abby, Art</a>	20998	General	\$0.00	\$0.00	\$0.00	N	N	Milwaukee	<a href="#">Edit</a>
<a href="#">Abby, Simon</a>	9218548	General	\$0.00	\$0.00	\$0.00	N	N	Milwaukee	<a href="#">Edit</a>

Options: Go

Close

Done Local intranet

### Trust Account Maintenance Page (Trust Account – General Account)

#### Step 3 of 7

- From the Search Results, click on the Edit hyperlink for the child you want to work with.

## CIP/COP/Children's Waiver Funding Placements

Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Person Information box**

Name: Abby, Annabel Child ID: 9218549 SSN Child: 789-79-7955 General Trust Acct #: 9221008  
Bank: Firststar - Milwaukee - General 12121212 Current Balance: \$0.00 Reimbursable Cost of Care: \$0.00 Total Cost of Care: \$0.00

**Benefit Record** | **Ledger**

**Trust Account Benefit Record**

Type	Federal ID#	Effct. Date	Benefit Available for:	On Hold	Hold Date	Release Date	
Child Support	789-79-7955	01/22/2008	All Outstanding	<input type="checkbox"/>	00/00/0000	00/00/0000	<a href="#">Edit</a> <a href="#">Delete</a>

Options:

Done Trusted sites

### Trust Account Page > Benefit Record Tab (Trust Account – General Account)

#### Step 4 of 7

- Click Insert to access the Maintain Benefit Record pop-up page.

## CIP/COP/Children's Waiver Funding Placements

**Maintain Benefit Record -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

**Person Information box**  
Name: Abby, Annabel Child ID: 9218549 SSN Child: Trust Acct #: 9221008

**Maintain Benefit Record**

**Type:** Other - CIP, AODA, etc. Effective Date: 08/01/2008 Hold Date: Release Date:

Federal ID: 123-45-6789012345 Benefit is available for: All Outstanding cost of care [View Explanation of Benefit](#)

Description: Enter description here

Continue Close

### Maintain Benefit Record Page (Trust Account – General Account)

#### Step 5 of 7

- In the Type field, select Other – CIP, AODA, etc. Note the “Benefit is available for” field defaults to “All Outstanding.”
- Enter the Effective Date (when the benefit became available for the county to use against its outstanding cost of care).
- Complete the rest of the fields with available data.
- Click Continue to return to the Benefit Record tab.

## CIP/COP/Children's Waiver Funding Placements

Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Person Information box**

Name: Abby, Annabel Child ID: 9218549 SSN Child: 789-79-7955 General Trust Acct #: 9221008  
Bank: Firstar - Milwaukee - General 12121212 Current Balance: \$0.00 Reimbursable Cost of Care: \$0.00 Total Cost of Care: \$0.00

**Benefit Record** **Ledger**

**Account Information**

View By: All From: 00/00/0000 To: 00/00/0000 Search

**Transaction Ledger Listing**

Date	Trans Type	Amount	Detail	Pmnt ID	Service Month	Benefit Type	Reimb Detail	Reversal	Trans Grp
------	---------------	--------	--------	---------	------------------	-----------------	-----------------	----------	--------------

Create

Options: Save Close

Done Trusted sites

### Trust Account Page > Ledger Tab (Trust Account – General Account)

#### Step 6 of 7

- When benefits are received and need to be recorded, click Create to access the Maintain Ledger Record pop-up page.

## CIP/COP/Children's Waiver Funding Placements

**Maintain Ledger Record -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

**Person Information**

Name: Abby, Annabel Child ID: 9218549 SSN Child: 789-79-7955 General Trust Acct #: 9221008

**Maintain Ledger Record**

Date: 08/01/2008 Benefit Type: Other - CIP, AODA etc. Ledger Entry Type: Deposit  
Amount: \$425.00 Check ID: Detail: Adjustment  
Description:

Insert

Save Close

### Maintain Ledger Record Page (Trust Account – General Account)

#### Step 7 of 7

- On the Maintain Ledger Record page complete all needed fields.
- In the Benefit Type field, select Other – CIP, AODA etc.
- When all data is entered click Save and Close to return to the Ledger tab.
- Click Close.



## **Foster Home Placements**

A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate page. The supplemental amount is determined by a completed Child & Adolescent Needs & Strengths (CANS).

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Foster Home Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create** **Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 5

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Foster Home Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSA CWIS** TM Print Spell Check Help

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/15/2002

**Placement Begin:** 02/04/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Service Category:** Foster Care

**Service Type:** Foster Home (12-14 years old)

**Placement Setting:**

Child's Level of Need:

Provider's Level of Care:

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

Options: Go

Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 5

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Foster Care.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age. If the child is in a Level 1 Foster Home, select Foster Home (Level 1).
- The Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 53).
- If the child is American Indian, complete the ICWA tab. See the ICWA Quick Reference Guide for information surrounding documenting ICWA placement preferences for a child.

# Foster Home Placements

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Administrative Costs:  
Costs > Spending Limit:  
Current Monthly Payment:

Child Removal From Home Information

Manner:  Primary Caretaker:   
Caretaker Structure:  Secondary Caretaker:

KIDS Referral

KIDS Referral

Referral applies to:

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:  Go Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab (continued)

### Step 3 of 5

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Foster Home Placements

The screenshot shows the 'eWiSACWIS' web application running in a Windows Internet Explorer browser. The page title is 'Out of Home Placement - Windows Internet Explorer'. The application has a blue header with the 'eWiSACWIS' logo and navigation links: TM, Print, Spell Check, and Help. Below the header, there's a 'Child' section with fields for 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. The main content area has two tabs: 'Service' and 'Provider', with 'Provider' currently selected. Under the 'Provider' tab, there's a 'Provider Information' section with fields for 'Name: Frankie Provider', 'Search' (a blue hyperlink), 'ID: 20170', 'Contact:', 'Actual Name of Default/Historical Provider (if applicable):', 'C/O:', 'Street: 1234', 'City: Menomonee Falls', 'Phone: Ext: Fax:', 'Email:', 'Apt:', 'State: WI', 'Zip: 53051', 'Country: United States', 'Alt Phone:', and 'Alt Ext:'. Below this, there's a 'Payment Information' section with 'Parent Agency: Frankie Provider', 'Target Pop: CHIPS - Abuse and Neglect (NYA - 61)' (with a 'Details' link), an 'Override Parent Agency rule' checkbox, and a 'Total Clothing Allowance Disbursed:' field. To the right of the 'Payment Information' section is a 'School District Information' section with a 'Provider's School District Code:' dropdown menu showing 'Menomonee Falls - 3437'. Below the 'School District Information' section is a 'Kinship Care' section with a 'Relationship of Child to Kinship Provider:' dropdown menu. At the bottom left of the form area is a 'Split Payment' button. At the bottom right are 'Save' and 'Close' buttons. The browser's status bar at the very bottom shows 'Done', 'Internet | Protected Mode: Off', and a zoom level of '100%'.

## Out of Home Placement Page > Provider Tab

### Step 4 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.

# Foster Home Placements

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/15/2002

**Placement Begin:** 02/04/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Foster Care

Service Type: Foster Home (12-14 years old)

**Placement Setting:** Fstr Fam Hm (Non-Rel)

Child's Level of Need:  
 Provider's Level of Care: 2

Child Specific Costs: \$0.00 per

Current Basic Costs:  
 Supplemental Costs:  
 Exceptional Costs:  
 Administrative Costs:  
 Costs > Spending Limit:  
 Current Monthly Payment:

☐ This is an Adoptive Placement  
☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Options:

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 5 of 5

- In the Placement Setting field, choose the appropriate value of Foster Family Home (Non-Relative) or Foster Family Home (Relative).
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

# Foster Home Placements

The screenshot shows the 'Create Case Work' page in the eWiSACWIS system, running in a Windows Internet Explorer browser. The page has a blue header with the title 'Create Case Work - Windows Internet Explorer' and the eWiSACWIS logo. On the left, there is a 'Create Case Items' section with a list of categories and their corresponding dropdown menus: Administration, Adoption, Assessment, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Ongoing Services, Payment, Placement/Services (selected), Planning, Safety Assessment, Safety Services, and Strengths and Needs. The 'Placement/Services' dropdown is currently set to 'Foster Care Rate'. On the right, there are two main sections: 'Cases' and 'Case Participants'. The 'Cases' section lists several cases, with 'Altman, Simon (9220003)' highlighted. The 'Case Participants' section lists several participants, with 'Fred Altman, Biological Child (9220012)' highlighted. At the bottom right, there are 'Create' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Internet | Protected Mode: Off', and a zoom level of 100%.

Create Case Items	
Administration	
Adoption	
Assessment	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	
Legal	
Narrative	
Ongoing Services	
Payment	
Placement/Services	Foster Care Rate
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

Cases
Abelmann, Samantha (9221907)
<b>Altman, Simon (9220003)</b>
Badger, Bucky B. (9221882)
Oconomowoc, Mother C. (9221922)
Superuser, Northeast (9221929)

Case Participants
Mary Altman, Reference Person (9220009)
Simon Altman, Alleged Father (9220010)
Frank Altman, Uncle (9220011)
<b>Fred Altman, Biological Child (9220012)</b>
Cheryl Altman, Biological Child (9220013)

## Create Case Work Page

### Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.

# Foster Home Placements

**Foster Care Rate - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Participant Information**

Child: Altman, Fred (9220012) Rate Effective Date: 02/04/2011  
Case: Altman, Simon (9220003) Rate End Date: 00/00/0000  
Provider: Provider, Frankie (20170)

**Supplemental Rate**

CANS Effective Date: 02/04/2011  
CANS End Date: 08/04/2011  
Child's Level of Need: 3  
Provider Level of Care: 3  
Supplemental Points: 19 \$104.50  
LONLOC Value:

**Uniform Foster Care Rate**

Current Basic Costs: \$455.00  
Supplemental Costs: \$104.50  
Exceptional Costs: \$50.00  
Administrative Costs: \$75.00  
Cost > Spending Limit: \$0.00  
Total Monthly Costs: \$684.50

**Administrative**

Administrative \$75.00

**Exceptional Rate**

☐ Transportation to School of Origin \$0.00  
☒ Exceptional Costs \$50.00  
Payment Justification:  
justify monthly exceptional costs here...

Monthly Payment Explanation

Options: [Dropdown] Go Save Close

Done Internet | Protected Mode: Off 100%

## Foster Care Rate Page

### Step 2 of 2

**Note:** In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.



# **Group Home Placements**

## **CORPORATE GROUP HOME PLACEMENTS**

A corporate group home is a private provider. Payments made to corporate group homes are either episode driven payments or Calc Ongoing (a system operation that automatically calculates payment amount based upon the number of days in placement) generated payments (this is a county/agency choice). The rates paid to corporate group homes are provider specific rates that are recorded on the Provider Service Rate page for each corporate group home.

## **FAMILY GROUP HOME PLACEMENTS**

A family group home is a private provider. Family group homes are paid by the Calc Ongoing batch. The rates paid to family group homes are determined by using the Uniform Foster Care Rate (UFCR) and Administrative fee.

A Foster Care Rate page must be completed for each child placed in a family group home before a rate above the basic foster care rate can be paid to the family group home. The rate and fee is set by contract and is available from your agency's fiscal manager.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Group Home Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelman, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page (Corporate)

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Group Home Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is selected, showing details for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' tab is active, displaying 'Placement Information' and 'Child Removal From Home Information'. The 'Placement Information' section includes fields for County (Milwaukee), Service Category (Group Care), Service Type (Group Home), Placement Setting (Group Home), Placement Begin (08/01/2009), Placement End (00/00/0000), VPA Effective (00/00/0000), and Removal Reasons (This is an Adoptive Placement, This is a CPS Non-Conforming Placement, This is an Emergency Situation, After Hours Placement, Child is an American Indian child as defined by statute). The 'Child Removal From Home Information' section includes Manner (Court Ordered) and Primary Caretaker (Mary Altman). The 'Options' field is empty, and the 'Go' button is visible. The 'Save' and 'Close' buttons are at the bottom right. The status bar at the bottom shows 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

Service Category: Group Care

Service Type: Group Home

Placement Setting: Group Home

Removed From Home: 08/01/2009

Placement Begin: 08/01/2009

Placement End: 00/00/0000

VPA Effective: 00/00/0000

Child Specific Rate: \$0.00 per

Current Basic Rate: \$155.00 per day

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$4650.00

**Removal Reasons**

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

Manner: Court Ordered

Primary Caretaker: Mary Altman

Options: Go

Save Close

Done Trusted sites 100%

## Out of Home Placement Page > Service Tab (Corporate)

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Group Care.
- In the Service Type field choose Group Home (Group Home = Corporate Group Home).
- In the Placement Setting field choose Group Home.
- Do not enter an amount in the Administrative Fee field.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Group Home Placements

The screenshot shows the 'Out of Home Placement' window with the 'eWiSACWIS' logo. The 'Child' tab is selected, showing details for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' tab is active, displaying a form with various placement options and a 'KIDS Referral' section. The 'KIDS Referral' section includes questions about the referral's purpose and duration, with radio button answers. The form also includes a 'Save' button and a 'Close' button. The status bar at the bottom indicates 'Trusted sites' and a zoom level of 100%.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Administrative Costs: YES

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

**Caretaker Structure:** Married Couple

**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☐ Yes ☒ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:  Go

Save Close

Done Trusted sites 100%

## Out of Home Placement Page > Service Tab (Corporate) (continued)

### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Group Home Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are tabs for "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

**Provider Information**

**Name:** AAA Agency [Search](#) **ID:** 20170 **Contact:**

**Actual Name of Default/Historical Provider (if applicable):**

**C/O:**

**Street:** 123 Camp Randall Avenue **Apt:**

**City:** Madison **State:** WI **Zip:** 53701 **Country:**

**Phone:** (608)123-1234 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**

**Email:**

**Payment Information**

**Parent Agency:** AAA Agency

**Target Pop:** CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ **Override Parent Agency rule**

**Total Clothing Allowance Disbursed:** \$0.00

**School District Information**

**Provider's School District Code:** Madison Metropolitan - 3269

**Kinship Care**

**Relationship of Child to Kinship Provider:**

[Split Payment](#)

**Options:** [Go](#) [Save](#) [Close](#)

## Out of Home Placement Page > Provider Tab (Corporate)

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the group home provider's name in the Parent Agency field and the payment is to go directly to the group home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

# Group Home Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)**
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page (Family)

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Group Home Placements

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/15/2002

**Placement Begin:** 02/04/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement  
☒ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☒ Child is an American Indian child as defined by statute.

**Service Category:** Family Group Care

Service Type: Family Group Home (12-14 years old)

**Placement Setting:** Group Home

Child's Level of Need:  
 Provider's Level of Care: Group Home

Child Specific Costs: \$0.00 per

Current Basic Costs: \$455.00 per month

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$455.00

Options: Go

Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab (Family)

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Removed From Home field.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose Family Group Home.
- In the Service Type field choose the appropriate family group home service type based upon the child's current age
- In the Placement Setting field choose Group Home.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Group Home Placements

Out of Home Placement - Windows Internet Explorer

**eWISACWIS** TM Print Spell Check ABC Help ?

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service	Provider
<input type="checkbox"/> This is a CPS Non-Conforming Placement	Administrative Costs: \$0.00
<input type="checkbox"/> This is an Emergency Situation	Costs > Spending Limit: \$0.00
<input type="checkbox"/> After Hours Placement	Current Monthly Payment: \$455.00
<input type="checkbox"/> Child is an American Indian child as defined by statute.	

**Child Removal From Home Information**

**Manner:**  **Primary Caretaker:**

**Caretaker Structure:**  **Secondary Caretaker:**

**KIDS Referral**

**KIDS Referral**

Referral applies to:

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☐ Yes ☒ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab (Family) (continued)

### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions.



# Group Home Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are tabs for "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

**Provider Information**

**Name:** AAA Agency [Search](#) **ID:** 20170 **Contact:**

**Actual Name of Default/Historical Provider (if applicable):**

**C/O:**

**Street:** 123 Camp Randall Avenue **Apt:**

**City:** Madison **State:** WI **Zip:** 53701 **Country:**

**Phone:** (608)123-1234 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**

**Email:**

**Payment Information**

**Parent Agency:** AAA Agency

**Target Pop:** CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

**Total Clothing Allowance Disbursed:** \$0.00

**School District Information**

**Provider's School District Code:** Madison Metropolitan - 3269

**Kinship Care**

**Relationship of Child to Kinship Provider:**

[Split Payment](#)

**Options:** [Go](#) [Save](#) [Close](#)

## Out of Home Placement Page > Provider Tab (Family)

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the family group home provider's name in the Parent Agency field and the payment is to go directly to the family group home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue. Click Save and then click Close on the Out of Home Placement page.

# Group Home Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Foster Care Rate
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)**
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page (Family)

### Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.

# Group Home Placements

**Foster Care Rate - Windows Internet Explorer**

**eWiSACWIS**

**Participant Information**

Child: Altman, Fred (9220012) Rate Effective Date: 02/04/2011  
Case: Altman, Simon (9220003) Rate End Date: 00/00/0000  
Provider: Provider, Frankie (20170)

**Supplemental Rate**

CANS Effective Date: 02/04/2011  
CANS End Date: 08/04/2011  
Child's Level of Need: 3  
Provider Level of Care: 3  
Supplemental Points: 19 \$104.50  
LON/LOC Value:

**Uniform Foster Care Rate**

Current Basic Costs: \$455.00  
Supplemental Costs: \$104.50  
Exceptional Costs: \$50.00  
Administrative Costs: \$75.00  
Cost > Spending Limit: \$0.00  
Total Monthly Costs: \$684.50

**Administrative**

Administrative: \$75.00

**Exceptional Rate**

☐ Transportation to School of Origin: \$0.00  
☒ Exceptional Costs: \$50.00  
Payment Justification:  
justify monthly exceptional costs here...

**Monthly Payment Explanation**

Options: [Dropdown] Go Save Close

## Foster Care Rate Page (Family)

### Step 2 of 2

**Note:** In order to pay the family group home the rate that your county has contracted to pay, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.

## **Hospital/Mental Health Facility Placements**

Hospital/Mental Health Facility placements that start placement episodes or fall between other Out of Home Placements (where there would be gaps in the placement record if you do not document the hospital stay) should be documented as Out of Home Placements. Hospital/Mental Health Facility placements documented in eWiSACWIS will not generate a payment.

Successful documentation of an Out of Home Placement or Service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Hospital/Mental Health Facility Placements

Create Case Work - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelnmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Hospital/Mental Health Facility Placements

The screenshot shows the 'Out of Home Placement' form in the eWiSACWIS system, with the 'Service' tab selected. The form is for a child named Altman, Fred (9220012) and a case named Altman, Simon (9220003). The 'Placement Information' section includes fields for County (Milwaukee), Service Category (Mental Health - Inpatient), Service Type (Mental Health Inpatient -- NON PAY), Placement Setting (Hospital), Placement Begin (08/01/2009), Placement End (00/00/0000), and VPA Effective (00/00/0000). The 'Removal Reasons' section has checkboxes for Adoptive Placement, CPS Non-Conforming Placement, Emergency Situation, After Hours Placement, and American Indian child. The 'Child Removal From Home Information' section includes Manner (Court Ordered) and Primary Caretaker (Mary Altman). The form also has 'Options', 'Save', and 'Close' buttons.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 08/01/2009

**Placement Begin:** 08/01/2009

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Mental Health - Inpatient

**Service Type:** Mental Health Inpatient -- NON PAY

**Placement Setting:** Hospital

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount:

Exceptional Amount:

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Removal Reasons**

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options: Go

Save Close

## Out of Home Placement Page > Service Tab

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose the appropriate service category of Health Care Inpatient (Hospital) or Mental Health Inpatient.
- In the Service Type field choose the appropriate value.
- In the Placement Setting field choose Hospital.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Hospital/Mental Health Facility Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Service' tab is selected. At the top, there are fields for 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. Below this, there are checkboxes for placement types: 'This is a CPS Non-Consenting Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute'. To the right, there are fields for 'Administrative Costs', 'Costs > Spending Limit: \$0.00', and 'Current Monthly Payment:'. The 'Child Removal From Home Information' section includes dropdowns for 'Manner: Court Ordered' and 'Caretaker Structure: Married Couple', and text boxes for 'Primary Caretaker: Mary Altman' and 'Secondary Caretaker: Simon Altman'. The 'KIDS Referral' section has a dropdown for 'Referral applies to: Both parents' and three questions with radio button answers: 'Is this referral in the best interest of the child?', 'Is this placement expected to be long term?', and 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?'. At the bottom, there are 'Options:' dropdown, 'Save', and 'Close' buttons. The browser status bar at the very bottom shows 'Done', 'Trusted sites', and '100%' zoom.

## Out of Home Placement Page > Service Tab (continued)

### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Hospital/Mental Health Facility Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page is for the "eWiSACWIS" system. At the top, there's a "Child" section with fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are two tabs: "Service" and "Provider", with "Provider" being the active tab. The "Provider Information" section includes fields for "Name: AAA Agency" (with a "Search" link), "ID: 20170", "Contact:", "Actual Name of Default/Historical Provider (if applicable):", "C/O:", "Street: 123 Camp Randall Avenue", "City: Madison", "State: WI", "Zip: 53701", "Country:", "Phone: (608)123-1234", "Ext:", "Fax:", "Alt Phone:", "Alt Ext:", and "Email:". Below this is the "Payment Information" section with "Parent Agency: AAA Agency", "Target Pop:" (a dropdown menu showing "CHIPS - Abuse and Neglect (NYA - 61)" with a "Details" link), an "Override Parent Agency rule" checkbox, and "Total Clothing Allowance Disbursed: \$0.00". To the right is the "School District Information" section with "Provider's School District Code:" (a dropdown menu showing "Madison Metropolitan - 3269"). Below that is the "Kinship Care" section with "Relationship of Child to Kinship Provider:" (a dropdown menu). At the bottom left is a "Split Payment" button with a right-pointing arrow. At the bottom right are "Options:" (a dropdown menu), a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done", a lock icon, and "Trusted sites".

## Out of Home Placement Page > Provider Tab

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.



## **Juvenile Correctional Facility Placements**

Counties or agencies can track juveniles that are placed in correctional facilities in eWiSACWIS. Juvenile correctional facilities are operated by the Department of Corrections and do not include privately operated Residential Care Centers (RCCs) or group homes. The juvenile correctional facility placements do not count towards the Adoptions and Safe Family Act (ASFA) compliance and are not IV-E reimbursable. Juvenile correctional facility placements documented in eWiSACWIS will not generate a payment.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Juvenile Correctional Facility Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check REC Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)**
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Juvenile Correctional Facility Placements

Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** TM Print Spell Check Help

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/01/2009

**Placement Begin:** 09/01/2009

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Correctional Facility (Non-AFCARS)

Service Type: Correctional Facility (Non-AFCARS)

**Placement Setting:** Juvenile Correctional Facility

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$0.00

**Removal Reasons**

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options: Save Close

Done Trusted sites

## Out of Home Placement Page > Service Tab

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Correctional Facility (Non-AFCARS)
- In the Service Type field choose Correctional Facility (Non-AFCARS)
- In the Placement Setting field choose Juvenile Correctional Facility.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

## Juvenile Correctional Facility Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, displaying case information for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' and 'Provider' tabs are visible. The 'Service' tab contains checkboxes for placement types: 'This is a CPS Non-Conforming Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute'. The 'Provider' tab contains 'Child Removal From Home Information' with dropdowns for 'Manner' (Court Ordered) and 'Caretaker Structure' (Married Couple), and text boxes for 'Primary Caretaker' (Mary Altman) and 'Secondary Caretaker' (Simon Altman). Below this is the 'KIDS Referral' section with a dropdown for 'Referral applies to' (Both parents) and three yes/no questions. The bottom of the form has an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The status bar at the bottom shows 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Caretaker Structure:** Married Couple  
**Primary Caretaker:** Mary Altman  
**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Trusted sites 100%

### Out of Home Placement Page > Service Tab (continued)

#### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Juvenile Correctional Facility Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are tabs for "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

**Provider Information**

**Name:** AAA Agency [Search](#) **ID:** 20170 **Contact:**

**Actual Name of Default/Historical Provider (if applicable):**

**C/O:**

**Street:** 123 Camp Randall Avenue **Apt:**

**City:** Madison **State:** WI **Zip:** 53701 **Country:**

**Phone:** (608)123-1234 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**

**Email:**

**Payment Information**

**Parent Agency:** AAA Agency

**Target Pop:** CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

**Total Clothing Allowance Disbursed:** \$0.00

**School District Information**

**Provider's School District Code:** Madison Metropolitan - 3269

**Kinship Care**

**Relationship of Child to Kinship Provider:**

[Split Payment](#)

**Options:** [Go](#) [Save](#) [Close](#)

### Out of Home Placement Page > Provider Tab

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## **Kinship Care Placements**

### **KINSHIP WAITLISTED**

If a county has a family who is kinship waitlisted, the county should document the situation by creating a Service for the waitlisted child. The Service Category should be “Kinship – Voluntary” and the Service Type should be “Kinship Care – Voluntary Waitlist.” Please note that if the kinship child is not part of an existing case in the system or the kinship relative does not have an existing provider record in the system, these will need to be created prior to documenting the Service. The case can be created by documenting an Access Report Type of “Services Report” with the Service Report Type of “Kinship.”

**Note:** The State of Wisconsin uses eWiSACWIS to track waitlisted families in counties. These statistics determine the Kinship funds a county may receive.

### **COURT ORDERED KINSHIP CARE PLACEMENTS**

Court ordered kinship care placements do not include placements made per a guardianship order under WI Stat s 48.977 if the case does not remain open with the county agency for services (other than payment and annual kinship reassessment) and the county agency is not named as the legally responsible agency in the court order.

### **DOCUMENTING KINSHIP PLACEMENTS**

Successful documentation of an Out of Home Placement or a Service assumes that the child's person management record is up to date. Please see the How Do I titled “Common Documentation Tasks for All Settings” for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Kinship Care Placements

**Create Case Work**

**eWiSACWIS** Print Spell Check ABC Help ?

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- File Cabinet
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Service
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Altman, Simon (9220003)
- Andrews, Parent (9221217)
- Apple, Eve (20279)
- Apple, Josh (9221459)
- Apple, Three (9221460)
- Appleton, Adopted A. (9221339)
- Appleton, Claire (9220002)
- Ash, Anna (20238)
- Ash, April (9221458)
- Ashland, Frida (9221256)
- Baby, Moho (9221334)
- Baby, Molly (9221374)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Significant Other (9220010)
- Frank Altman, Biological Child (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Trusted sites

## Create Case Work Page (Voluntary)

### Step 1 of 3

- From the Create Case Work page select Placement/Services > Service > Case > Case Participant and click Create.

# Kinship Care Placements

The screenshot shows a web browser window titled "Service - Windows Internet Explorer" displaying the "eWiSACWIS" application. The page has a header with navigation links: TM, Print, Spell Check, and Help. Below the header, there are tabs for "Child" and "Provider". The "Child" tab is active, showing fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below these are tabs for "Service" and "Provider". The "Service" tab is active, showing a "Service Information" section with fields for "County: Milwaukee", "Service Begin: 04/04/2011", "Service End: 00/00/0000", "Service Category: Kinship - Voluntary", "Service Type: Kinship Care-Voluntary", "Service Detail: Kinship Care - Voluntary", "Child Specific Rate: \$0.00 per", "Current Basic Rate:", "Costs > Spending Limit: \$0.00", and "Current Monthly Payment:". Below this is a "KIDS Referral" section with a "Referral applies to: Both parents" dropdown and three questions with radio button answers: "Is this referral in the best interest of the child?" (Yes/No), "Is this service expected to be long term?" (Yes/No), and "Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?" (Yes/No). At the bottom, there are "Options:" dropdown, "Save", and "Close" buttons. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and "100%".

## Service Page > Service Tab (Voluntary)

### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- Enter the appropriate date in the Service Begin field.
- In the Service Category field choose Kinship - Voluntary.
- In the Service Type field choose Kinship Care-Voluntary.
- In the Service Detail field choose Kinship Care - Voluntary.
- Select appropriate values for the KIDS Referral information. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that "good cause" drives the decision to refer one parent and not another.



# Kinship Care Placements

Service - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

**Provider Information**

**Name:** Frankie Provider [Search](#) ID: 20170 Contact:

C/O:

Street: 1234 4th Street Apt:

City: Menomonee Falls State: WI Zip: 53051 Country: United States

Phone: Ext: Fax: Alt Phone: Alt Ext:

Email:

**Payment Information**

Parent Agency: Frankie Provider

Target Pop: Voluntary Placement (NYA - 64) [Details](#)

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed:

**Kinship Care**

Relationship of Child to Kinship Provider:

Grandchild/Great Grandchild

Split Payment

Options: [Go](#) [Save](#) [Close](#)

## Service Page > Provider Tab (Voluntary)

### Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the value of “Voluntary Placement.”
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the Service and to send it to your supervisor for approval, choose Options> Approval > and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Service page.

# Kinship Care Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelman, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page (Court Ordered)

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Kinship Care Placements

Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee  
 Removed From Home: 09/01/2009  
 Placement Begin: 09/01/2009  
 Placement End: 00/00/0000  
 VPA Effective: 00/00/0000

**Service Category:** Kinship - Court Ordered  
**Service Type:** Kinship Care-Court Ordered  
**Placement Setting:** Kinship Care - Court-Ordered

Child Specific Rate: \$0.00 per  
 Current Basic Rate:  
 Supplemental Amount:  
 Exceptional Amount:  
 Administrative Fee: \$0.00  
 Costs > Spending Limit: \$0.00  
 Current Monthly Payment:

**Removal Reasons**

☐ This is an Adoptive Placement  
☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Primary Caretaker:** Mary Altman

Options: Save Close

Done Trusted sites

## Out of Home Placement Page > Service Tab (Court Ordered)

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Kinship – Court Ordered.
- Select the appropriate Service Type.
- In the Placement Setting field choose Kinship Care – Court Ordered.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Kinship Care Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is selected, showing details for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' and 'Provider' tabs are visible. The 'Service' tab is active, displaying a form with various placement options and information fields. The 'Child Removal From Home Information' section is expanded, showing 'Manner: Court Ordered' and 'Caretaker Structure: Married Couple'. The 'KIDS Referral' section is also expanded, showing 'Referral applies to: Both parents' and three questions about the referral's interest, long-term nature, and court order status. The 'Options' field is empty, and the 'Save' and 'Close' buttons are visible at the bottom right.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Administrative Costs:   
Costs > Spending Limit:   
Current Monthly Payment:

**Child Removal From Home Information**

**Manner:**   
**Caretaker Structure:**   
**Primary Caretaker:**   
**Secondary Caretaker:**

**KIDS Referral**

**KIDS Referral**

Referral applies to:   
Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Trusted sites 100%

## Out of Home Placement Page > Service Tab (Court Ordered) (continued)

### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Kinship Care Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, showing 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. Below this, the 'Provider' tab is selected. The 'Provider Information' section includes fields for Name (Joan Johnson), ID (20178), Contact, Actual Name of Default/Historical Provider, C/O, Street (123 Pendleton Dr.), City (Madison), State (WI), Zip (53704), Country, Phone, Ext, Fax, and Email. The 'Payment Information' section includes Parent Agency (Joan Johnson), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), an 'Override Parent Agency rule' checkbox, and Total Clothing Allowance Disbursed. The 'School District Information' section includes Provider's School District Code (Madison Metropolitan - 3269). The 'Kinship Care' section includes Relationship of Child to Kinship Provider (Grandchild/Great Grandchild). At the bottom, there is a 'Split Payment' button, an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser's address bar shows 'Done' and 'Trusted sites'.

## Out of Home Placement Page > Provider Tab (Court Ordered)

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## Missing From Out-of-Home Care Placements

The system function described below gives workers the ability to record when a child goes missing from out of home care (OHC) on the Out of Home Placement page. Users are able to end the child's previous placement for reason of "Missing from OHC – Not Closing Case," which will automatically create a default Missing from OHC placement. Upon ending the Missing from OHC placement, users will have the option to automatically return the child to the previous placement setting and provider.

**Note:** The Missing from Out-of-Home Care Out of Home Placement is set up to not pay the provider the child was previously with. If you will be paying the provider for a bed hold, this needs to be documented via a one-time payment.

eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Case Work Provider Work

Create Maintain Utilities Adoption Search Help

### Richard Worker's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (1)

[Altman, Simon \( 50000000 \)](#) [Actions](#)

Child Welfare 04/18/2011 Worker, Richard Milwaukee-Region 1 123 State Street, Madison, WI 53701

[Access Reports](#)

[Assets and Income](#)

[Assignment](#)

[Eligibility](#)

[Placements](#)

[Open Placements](#)

[Out of Home Placement - Foster Home \(12-14 years old\)](#)

04/04/2011 04/13/2011 Home, Foster Altman, Fred Milwaukee Approved

[CANS Out of Home 04/12/2011 Altman, Fred Approved](#)

[Foster Care Rate \\$678.50](#)

04/12/2011 04/13/2011 Altman, Fred Approved

[Related People](#)

## Desktop

### Step 1 of 7

- To create the Missing From Out-of-Home Care placement, you must first end the existing Out of Home Placement. Access the open Out of Home Placement from the desktop.

## Missing From Out-of-Home Care Placements

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Altman, Fred (50000001) Case Name: Altman, Simon (50000000) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee  
**Removed From Home:** 04/04/2011  
**Placement Begin:** 04/04/2011  
**Placement End:** 00/00/0000  
VPA Effective: 00/00/0000

**Service Category:** Foster Care  
**Service Type:** Foster Home (0-4 yrs)  
**Placement Setting:** Fstr Fam Hm (Non-Rel)  
Child's Level of Need: 2  
Provider's Level of Care: 2  
Child Specific Costs: \$0.00 per  
Current Basic Costs: \$366.00 per month  
Supplemental Costs: \$27.50 [Foster Care Rate](#)  
Exceptional Costs: \$75.00  
Administrative Costs: \$0.00  
Costs > Spending Limit: \$0.00  
Current Monthly Payment: \$468.50

**Removal Reasons**

☐ This is an Adoptive Placement  
☒ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Options: [Actions](#)  
Approval  
Non-Conforming Reasons  
**Placement Ending**  
Text  
Text

Done Internet | Protected Mode: Off 100%

### Out of Home Placement Page > Service Tab

#### Step 2 of 7

- Choose Placement Ending from the Options drop-down and click Go.

## Missing From Out-of-Home Care Placements

**Service Ending -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Child**  
Child: Altman, Fred (50000001) Case: Altman, Simon (50000000)  
Provider: Home, Foster (50000000) Service Begin: 04/04/2011

**Service Ending**  
**End Date:** 04/13/2011  
**Ending Purpose:** Placement Change within Plcmt Episode  
**End Reason:** Missing From OHC - Not Closing Case  
**Is the End of This Child Placement a Discharge from All Placements?** ☐ Yes ☐ No ☐ N/A  
**Discharge Reason:**   
☐ Override

Options:   
**Save Close**

### Service Ending Page

#### Step 3 of 7

Enter the End Date of the placement.

Choose Ending Purpose of Placement Change within Placement Episode.

Choose End Reason of Missing From OHC – Not Closing Case.

Choose Approval from the Options drop-down, click Go and approve the Ending.

Upon clicking Save on the Service Ending page, you will receive the following message:

**eWiSACWIS -- Webpage Dialog**

Ending this placement for reason of 'Missing from Out of Home Care' will create a pending placement. After final approval, please access the pending placement from the outliner. Do you wish to continue?

**Yes No**



# Missing From Out-of-Home Care Placements

eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Case Work Provider Work

Create Maintain Utilities Adoption Search Help

### Richard Worker's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (1)

**Altman, Simon ( 50000000 ) Actions**

Child Welfare 04/18/2011 Worker, Richard Milwaukee-Region 1 123 State Street , Madison, WI 53701

Access Reports

Assets and Income

Assignment

Eligibility

Placements

Pending Placements

**Out of Home Placement - Missing from Out-of-Home Care - Non Paid**

04/14/2011 Missing from Out-of-Home Care Altman, Fred Milwaukee Pending

Closed Placements

**Out of Home Placement - Foster Home (12-14 years old)**

04/04/2011 04/13/2011 Home, Foster Altman, Fred Milwaukee Missing From OHC - Not Closing Case Closed

**CANS Out of Home 04/12/2011 Altman, Fred Approved**

**Foster Care Rate \$678.50**

04/12/2011 04/13/2011 Altman, Fred Placement Ended Closed

Related People

## Desktop

### Step 4 of 7

- Access the pending Missing from Out-of-Home Care Out of Home Placement from the desktop.

# Missing From Out-of-Home Care Placements

The screenshot shows the 'Out of Home Placement' form in the eWiSACWIS system, with the 'Service' tab selected. The form is for a child named 'Altman, Fred (50000001)' and a case named 'Altman, Simon (50000000)'. The 'Placement Information' section includes fields for County (Milwaukee), Service Category (Missing From Out-of-Home Care), Service Type (Missing from Out-of-Home Care - Non Paid), Placement Setting (Missing From Out-of-Home Care), Removed From Home date (04/04/2011), Placement Begin date (04/14/2011), Placement End date (00/00/0000), and VPA Effective date (00/00/0000). There are checkboxes for 'This is an Adoptive Placement', 'This is a CPS Non-Conforming Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute'. The 'Child Removal From Home Information' section includes 'Manner' and 'Primary Caretaker' fields. The 'Options' section has a dropdown menu and a 'Go' button. The 'Save' and 'Close' buttons are at the bottom right. The status bar at the bottom shows 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (50000001) Case Name: Altman, Simon (50000000) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

Service Category: Missing From Out-of-Home Care

Service Type: Missing from Out-of-Home Care - Non Paid

Placement Setting: Missing From Out-of-Home Care

Removed From Home: 04/04/2011

Placement Begin: 04/14/2011

Placement End: 00/00/0000

VPA Effective: 00/00/0000

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$0.00

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

Manner: Primary Caretaker:

Options: Go

Save Close

Done Trusted sites 100%

## Out of Home Placement Page > Service Tab

### Step 5 of 7

- If the child is identified as American Indian, the ICWA tab will show the placement preference as not applicable, as it does not apply to Missing from Out-of-Home Care placements. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.
- The Placement Begin Date, Service Category, Service Type and Placement Setting have been auto completed. The placement is also setup as a non paid service, and the KIDS Referral questions are all answered as “No” so that a referral to KIDS does not occur.

## Missing From Out-of-Home Care Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Service' tab is selected. The form contains the following sections:

- Child Information:** Child: Altman, Fred (50000001), Case Name: Altman, Simon (50000000), Request Number: (empty).
- Service/Provider Tabs:** 'Service' and 'Provider' tabs are visible.
- Placement Details:**
  - ☐ This is a CPS Non-Conforming Placement
  - ☐ This is an Emergency Situation
  - ☐ After Hours Placement
  - ☐ Child is an American Indian child as defined by statute.
- Costs:**
  - Administrative Costs: \$0.00
  - Costs > Spending Limit: \$0.00
  - Current Monthly Payment: \$0.00
- Child Removal From Home Information:**
  - Manner: (dropdown menu)
  - Caretaker Structure: (dropdown menu)
  - Primary Caretaker: (dropdown menu)
  - Secondary Caretaker: (dropdown menu)
- KIDS Referral:**
  - Is this referral in the best interest of the child? (Yes/No radio buttons)
  - Is this placement expected to be long term? (Yes/No radio buttons)
  - Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? (Yes/No radio buttons)
- Options:** (dropdown menu) and a 'Go' button.
- Buttons:** 'Save' and 'Close' buttons.

The bottom of the window shows a status bar with 'Done', a green checkmark, 'Trusted sites', and a zoom level of 100%.

### Out of Home Placement Page > Service Tab (continued)

#### Step 6 of 7

- Notice the KIDS Referral questions have been completed.

## Missing From Out-of-Home Care Placements

The screenshot shows the 'Out of Home Placement' window with the 'eWiSACWIS' logo. The 'Child' tab is selected, showing 'Altman, Fred (50000001)' and 'Case Name: Altman, Simon (50000000)'. The 'Provider' tab is active, displaying 'Provider Information' with fields for Name, ID, Contact, Address, and Phone. Below this are 'Payment Information' (Parent Agency, Target Pop, Override rule, Total Clothing Allowance Disbursed) and 'School District Information' (Provider's School District Code, Kinship Care). At the bottom are 'Options', 'Go', 'Save', and 'Close' buttons. The status bar at the bottom indicates 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (50000001) Case Name: Altman, Simon (50000000) Request Number:

**Service** **Provider**

**Provider Information**

Name: Missing from Out-of-Home Care ID: 8028024 Contact:

Actual Name of Default/Historical Provider (if applicable):

C/O:

Street: Unknown Apt:

City: Unknown State: WI Zip: 99999 Country: United States

Phone: Ext: Fax: Alt Phone: Alt Ext:

Email:

**Payment Information**

Parent Agency: Missing from Out-of-Home Care

Target Pop: CHIPS - Abuse and Neglect (NYA - 61) Details

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed:

**School District Information**

Provider's School District Code:

Madison Metropolitan - 3269

**Kinship Care**

Relationship of Child to Kinship Provider:

Split Payment

Options: Go Save Close

Done Trusted sites 100%

### Out of Home Placement Page > Provider Tab

#### Step 7 of 7

- Unlike other placements, this auto created placement is populated with the “Missing from Out-of-Home Care” provider.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider’s School District Code field choose the appropriate value. This code should be from the school the child was attending when he/she went missing from care.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

# Missing From Out-of-Home Care Placements

## Ending a Missing from Out-of-Home Care Placement

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header bar with the text "eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin". Below this is a purple navigation bar with the "eWiSACWIS" logo and buttons for "Case Work" and "Provider Work". A grey menu bar contains links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

The main content area is titled "Richard Worker's Desktop". Below the title are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). A "Ticklers" section is also visible.

The "Cases (1)" section displays a list of cases for "Altman, Simon (50000000)". The first case is "Child Welfare 04/18/2011 Worker, Richard Milwaukee-Region 1 123 State Street, Madison, WI 53701". Below this are several links: "Access Reports", "Assets and Income", "Assignment", "Eligibility", and "Placements".

Under "Placements", there are two sections: "Pending Placements" and "Closed Placements". The "Pending Placements" section shows a link for "Out of Home Placement - Missing from Out-of-Home Care - Non Paid" with details: "04/14/2011 Missing from Out-of-Home Care Altman, Fred Milwaukee Approved". The "Closed Placements" section shows a link for "Out of Home Placement - Foster Home (12-14 years old)" with details: "04/04/2011 04/13/2011 Home, Foster Altman, Fred Milwaukee Missing From OHC - Not Closing Case Closed".

Below the "Closed Placements" section, there is a link for "CANS Out of Home 04/12/2011 Altman, Fred Approved" and a link for "Foster Care Rate \$678.50" with details: "04/12/2011 04/13/2011 Altman, Fred Placement Ended Closed".

At the bottom, there is a "Related People" section.

## Desktop

### Step 1 of 3

- If the child has been found and returned to the previous placement, then the Missing from Out-of-Home Care placement can be ended. Access the open Missing from Out-of-Home Care Out of Home Placement from the desktop.

## Missing From Out-of-Home Care Placements

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (50000001) Case Name: Altman, Simon (50000000) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

Service Category: Missing From Out-of-Home Care

Removed From Home: 04/04/2011

Service Type: Missing from Care-NonPaid

Placement Begin: 04/14/2011

Placement Setting: Missing From Out-of-Home Care

Placement End: 00/00/0000

Child Specific Costs: \$0.00 per

VPA Effective: 00/00/0000

Current Basic Costs:

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$0.00

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

Manner: Primary Caretaker:

Options: Placement Ending Go

Actions

Approval

Non-Conforming Reasons

Placement Ending

Text

Text

Save Close

Done Trusted sites 100%

### Out of Home Placement Page > Service Tab

#### Step 2 of 3

- Choose Placement Ending from the Options drop-down and select Go.

## Missing From Out-of-Home Care Placements

**Service Ending -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Child**  
Child: Altman, Fred (50000001) Case: Altman, Simon (50000000)  
Provider: Missing from Out-of-Home Care (8028024) Service Begin: 04/14/2011

**Service Ending**  
**End Date:** 04/17/2011  
**Ending Purpose:** Placement Change within Plcmt Episode  
**End Reason:** Child No Longer Missing  
**Is the End of This Child Placement a Discharge from All Placements?** ☐ Yes ☐ No ☐ N/A  
**Discharge Reason:**   
☐ Override

Options:   
 **Save** **Close**

### Service Ending Page

#### Step 3 of 3

- On the Service Ending page, enter the End Date of the Missing From Out of Home Care placement.
  - Choose the Ending Purpose of Placement Change within Plcmt Episode.
  - Choose the End Reason of Child No Longer Missing.
  - Choose Approval from the Options drop-down, click Go and approve the Ending.
- Upon selecting save on the Service Ending page, you will receive the following message:

**eWiSACWIS -- Web Page Dialog**

You are ending the 'Missing From Out-of-Home Care' placement. Did the child return to the provider he/she most recently went missing from?

**Yes** **No**

## **Missing From Out-of-Home Care Placements**

- If you select 'Yes,' the system will auto-create a new pending out of home placement with the previous provider. You will need to access this pending placement from the outliner to approve it.
- If you select 'No,' you will need to manually create a new out of home placement with the new placement provider. Follow the standard process for creating the new Out of Home Placement via the Create Case Work page.



## **Non-Relative (Unlicensed) Placements**

Placements in the home of a non-relative that are either authorized or supervised by your agency (this includes those that resulted from a court order as well as those that were not court ordered) should be documented in eWiSACWIS. In most cases these placements will not generate a payment (contact your supervisor or fiscal manager if a payment is needed). Examples of an unlicensed non-relative placement would be a neighbor or family friend.

It should be noted that an unlicensed non-relative provider can become licensed. In the event that this occurs, the unlicensed placement that would be created initially should be ended the day before the provider's license becomes active. A new placement would be created for the appropriate licensed service type effective the date the license becomes active.

The Out of Home Placement page should be used for only those placements that the child welfare agency seeks a Temporary Physical Custody (TPC) order for. For temporary detentions where a child is left with a non-relative for a few hours until the parents can be located, those situations do not have to be recorded as Out of Home Placements.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

## Non-Relative (Unlicensed) Placements

The screenshot shows the 'Create Case Work' page in a Windows Internet Explorer browser. The page has a blue header with the 'eWiSACWIS' logo and navigation links for Print, Spell Check, and Help. On the left, a 'Create Case Items' sidebar lists various categories with corresponding icons and dropdown menus. The 'Placement/Services' dropdown is currently set to 'Out of Home Placement'. The main area on the right is divided into two sections: 'Cases' and 'Case Participants'. The 'Cases' section lists several case entries, with 'Altman, Simon (9220003)' highlighted. The 'Case Participants' section lists participants for the selected case, with 'Fred Altman, Biological Child (9220012)' highlighted. At the bottom right of the main area are 'Create' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Internet | Protected Mode: Off', and a zoom level of 100%.

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create** **Close**

### Create Case Work Page

#### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

## Non-Relative (Unlicensed) Placements

**Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS**

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** | **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/01/2009

**Placement Begin:** 09/01/2009

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Non-Relative Care Unlicensed

**Service Type:** Non-Relative Care - Unlicensed

**Placement Setting:** Non-Relative-Unlicensed

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$0.00

**Removal Reasons**

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options:

Done Trusted sites

### Out of Home Placement Page > Service Tab

#### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Non-Relative Care Unlicensed.
- In the Service Type field choose the appropriate value.
- In the Placement Setting field choose Non-Relative-Unlicensed.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

## Non-Relative (Unlicensed) Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, displaying case information for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' and 'Provider' tabs are visible. The 'Service' tab contains several checkboxes: 'This is a CPS Non-Compliance Placement' (checked), 'This is an Emergency Situation' (unchecked), 'After Hours Placement' (unchecked), and 'Child is an American Indian child as defined by statute.' (checked). The 'Provider' tab contains fields for 'Administrative Costs', 'Costs > Spending Limit' (\$0.00), and 'Current Monthly Payment'. Below these is the 'Child Removal From Home Information' section, which includes 'Manner' (Court Ordered), 'Primary Caretaker' (Mary Altman), 'Caretaker Structure' (Married Couple), and 'Secondary Caretaker' (Simon Altman). The 'KIDS Referral' section is also visible, with 'Referral applies to' set to 'Both parents'. It contains three questions with radio button answers: 'Is this referral in the best interest of the child?' (Yes), 'Is this placement expected to be long term?' (Yes), and 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?' (Yes). The bottom of the form has an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser status bar at the bottom shows 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☒ This is a CPS Non-Compliance Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☒ Child is an American Indian child as defined by statute.

Administrative Costs:   
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Primary Caretaker:** Mary Altman  
**Caretaker Structure:** Married Couple  
**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:  Go **Save** **Close**

Done Trusted sites 100%

### Out of Home Placement Page > Service Tab (continued)

#### Step 3 of 4

- Enter the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Non-Relative (Unlicensed) Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page is the "eWiSACWIS" application, specifically the "Provider" tab. At the top, there is a "Child" section with fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are tabs for "Service" and "Provider", with "Provider" being the active tab. The "Provider Information" section includes fields for "Name: Home Provider" (with a "Search" link), "ID: 9221520", "Contact:", "Actual Name of Default/Historical Provider (if applicable):", "C/O:", "Street: 123 Street", "City: Milwaukee", "Phone: (414)123-1234", "Ext:", "Fax:", "Email:", "Apt:", "State: WI", "Zip: 53201", "Country:", "Alt Phone:", and "Alt Ext:". Below this is the "Payment Information" section with "Parent Agency: Home, Provider", "Target Pop:" (a dropdown menu showing "CHIPS - Abuse and Neglect (NYA - 61)" and a "Details" link), an "Override Parent Agency rule" checkbox, and "Total Clothing Allowance Disbursed: \$0.00". To the right is the "School District Information" section with "Provider's School District Code:" (a dropdown menu showing "Milwaukee - 3619"). Below that is the "Kinship Care" section with "Relationship of Child to Kinship Provider:" (a dropdown menu). At the bottom left is a "Split Payment" button. At the bottom right are "Options:" (a dropdown menu), a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

### Out of Home Placement Page > Provider Tab

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## **Out-of-State Placements**

There may be instances where a child is placed by a particular county with a provider that resides outside of the state of Wisconsin. The basic principles surrounding the placement structure mirror the placement as if it were being documented for a home provider who resides in Wisconsin with one minor exception.

The rate for an out-of-state placement is captured on the actual Out of Home Placement instead of at the provider level. This allows the county to enter the rate as it has been established with that out-of-state provider without the state having to maintain those rates in each individual situation. Since the rate is child specific, the service type on the Maintain Service Types and Rate page must be set up as “Rate by Child Allowed.”

Currently, counties have the ability to document out-of-state services for the following:

- Foster Care
- Group Home
- Residential Care Centers
- Kinship

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled “Common Documentation Tasks for All Settings” for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation, the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

## Out-of-State Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check ABC Help ?

**Create Case Items**

Administration	
Adoption	
Assessment	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	
Legal	
Narrative	
Ongoing Services	
Payment	
Placement/Services	Out of Home Placement
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman , Reference Person (9220009)
- Simon Altman , Alleged Father (9220010)
- Frank Altman , Uncle (9220011)
- Fred Altman , Biological Child (9220012)**
- Cheryl Altman , Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

### Create Case Work Page

#### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

## Out-of-State Placements

**Out of Home Placement - Windows Internet Explorer**

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Green Service Category: RCC - Out-of-State  
 Removed From Home: 06/01/2011 Service Type: RCC - Out-of-State  
 Placement Begin: 06/01/2011 Placement Setting: RCC  
 Placement End: 00/00/0000 Child Specific Costs: \$300.00 per Day  
 VPA Effective: 00/00/0000 Current Basic Costs:  
 Supplemental Costs:  
 Exceptional Costs:  
 Administrative Costs: \$0.00  
 Costs > Spending Limit: \$0.00  
 Current Monthly Payment:

**Removal Reasons**

☐ This is an Adoptive Placement  
☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

Manner: Primary Caretaker:

Options: Go Save Close

Done Local intranet | Protected Mode: Off 100%

### Out of Home Placement Page > Service Tab

#### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose the appropriate out-of-state category.
- In the Service Type field choose the corresponding out-of-state service.
- In the Placement Setting field choose the appropriate value.
- In the Child Specific Costs field enter the rate amount that equates to the provider's monthly or daily rate. After the amount is entered, select either Day or Month from the 'per' drop-down. Documentation of a child specific rate allows for either a monthly or daily amount.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.



## Out-of-State Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, displaying case information for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' and 'Provider' tabs are visible at the top. The form includes sections for 'Child Removal From Home Information' and 'KIDS Referral'. In the 'Child Removal From Home Information' section, 'Manner' is set to 'Court Ordered' and 'Caretaker Structure' is 'Married Couple'. 'Primary Caretaker' is 'Mary Altman' and 'Secondary Caretaker' is 'Simon Altman'. The 'KIDS Referral' section has 'Referral applies to' set to 'Both parents'. Three questions are listed with radio button answers: 'Is this referral in the best interest of the child?' (Yes), 'Is this placement expected to be long term?' (No), and 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?' (No). At the bottom, there are 'Options', 'Save', and 'Close' buttons. The browser status bar at the bottom indicates 'Trusted sites' and '100%' zoom.

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Administrative Costs:   
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**Child Removal From Home Information**  
**Manner:** Court Ordered  
**Caretaker Structure:** Married Couple  
**Primary Caretaker:** Mary Altman  
**Secondary Caretaker:** Simon Altman

**KIDS Referral**  
**KIDS Referral**  
Referral applies to: Both parents  
Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Trusted sites 100%

### Out of Home Placement Page > Service Tab (continued)

#### Step 3 of 4

- Enter the Child Removal From Home information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Out-of-State Placements

The screenshot shows a web browser window titled "Out of Home Placement - Windows Internet Explorer". The page is for the "eWiSACWIS" system. At the top, there are navigation links: "Child", "Service", and "Provider". The "Provider" tab is selected. Below the tabs, there is a form for "Provider Information". The form includes fields for "Name" (Private Provider), "ID" (9221075), "Contact", "Actual Name of Default/Historical Provider (if applicable)", "C/O", "Street" (1329 Thomas Street), "City" (Minneapolis), "State" (MN), "Zip" (55199), "Country", "Phone", "Ext", "Fax", "Alt Phone", "Alt Ext", and "Email". There is a "Search" button next to the "Name" field. Below the "Provider Information" section, there are two sub-sections: "Payment Information" and "School District Information". The "Payment Information" section includes "Parent Agency" (Private Provider), "Target Pop" (CHIPS - Abuse and Neglect (NYA - 61)), "Override Parent Agency rule" (checkbox), and "Total Clothing Allowance Disbursed". The "School District Information" section includes "Provider's School District Code" (Out of State -) and "Kinship Care" (Relationship of Child to Kinship Provider). At the bottom of the form, there is a "Split Payment" button and an "Options" dropdown menu. The "Options" dropdown menu is currently set to "Go". There are "Save" and "Close" buttons at the bottom right of the form. The browser window also shows a status bar at the bottom with "Done" and "Trusted sites" indicators.

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

**Provider Information**

Name: Private Provider Search ID: 9221075 Contact:

Actual Name of Default/Historical Provider (if applicable):

C/O:

Street: 1329 Thomas Street Apt:

City: Minneapolis State: MN Zip: 55199 Country:

Phone: Ext: Fax: Alt Phone: Alt Ext:

Email:

**Payment Information**

Parent Agency: Private Provider

Target Pop: CHIPS - Abuse and Neglect (NYA - 61) Details

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed:

**School District Information**

Provider's School District Code: Out of State -

**Kinship Care**

Relationship of Child to Kinship Provider:

Split Payment

Options: Go Save Close

### Out of Home Placement Page > Provider Tab

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the out-of-state provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- Choose Out of State for the Provider's School District Code.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- Click Save and then click Close on the Out of Home Placement page.

## **Receiving Home Placements**

Receiving homes are licensed foster homes that receive a special compensation because of their willingness to take emergency placements on short notice. The special compensation can be a monthly rate that is above the monthly basic rate or a monthly stipend that is paid without consideration to a placement or both. Receiving homes, like any other foster home, are subject to the Uniform Foster Care Rate (UFCR).

The documentation of a receiving home placement must be ended within 30 days of placement to coincide with policy; if the child remains in the same home, this does not mean you have an additional 30 days to complete the CANS. If the placement is to continue, a new placement and subsequent UFCR (reflecting actual supplemental and exceptional fees) should be created.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Receiving Home Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman , Reference Person (9220009)
- Simon Altman , Alleged Father (9220010)
- Frank Altman , Uncle (9220011)
- Fred Altman , Biological Child (9220012)
- Cheryl Altman , Biological Child (9220013)

**Create** **Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 5

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Receiving Home Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** | **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 02/04/2011

**Placement Begin:** 02/04/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Foster Care

**Service Type:** Foster Home (30 day Pre-CANS)

**Placement Setting:**

Child's Level of Need:

Provider's Level of Care:

Child Specific Costs: \$40.00 per Day

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

**Removal Reasons**

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options:

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 5

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Foster Care.
- In the Service Type field choose the "Foster Home (30 day Pre-CANS)" value.
- The Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 111).
- In the Child Specific Costs field enter the rate amount that equates to the provider's monthly or daily rate. After the amount is entered, select either Day or Month from the 'per' drop-down. Documentation of a child specific rate allows for either a monthly or daily amount.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Receiving Home Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS**

TM Print Spell Check Help

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Administrative Costs:  
Costs > Spending Limit:  
Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Caretaker Structure:** Married Couple  
**Primary Caretaker:** Simon Altman  
**Secondary Caretaker:** Mary Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:  Go

Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab (continued)

### Step 3 of 5

- Enter the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Receiving Home Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is selected, showing 'Altman, Fred (9220012)' as the child and 'Altman, Simon (9220003)' as the case name. The 'Request Number' field is empty. Below this, the 'Service' and 'Provider' tabs are visible, with 'Provider' currently active. The 'Provider Information' section includes fields for Name (Foster Home), ID (9221098), Contact, Actual Name of Default/Historical Provider (if applicable), C/O, Street (111 W. Wilson St.), City (Madison), State (WI), Zip (53703), Country (United States), Phone (608)555-9988, Ext, Fax, Alt Phone, Alt Ext, and Email. The 'Payment Information' section includes Parent Agency (Foster Home), Target Pop (CHIPS - Other (NYA - 64)), and an 'Override Parent Agency rule' checkbox. The 'School District Information' section includes Provider's School District Code (Madison Metropolitan - 3269). The 'Kinship Care' section includes Relationship of Child to Kinship Provider. At the bottom, there is a 'Split Payment' button, an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The status bar at the bottom shows 'Done', 'Trusted sites', and a zoom level of 100%.

## Out of Home Placement Page > Provider Tab

### Step 4 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.

# Receiving Home Placements

The screenshot shows a web browser window titled "Out of Home Placement - Windows Internet Explorer". The page header is "eWiSACWIS" with navigation links for TM, Print, Spell Check, and Help. The main content area is titled "Child" and contains fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this is a tabbed interface with "Service" and "Provider" tabs. The "Service" tab is active, showing "Placement Information". This section includes fields for "County" (Milwaukee), "Removed From Home" (02/04/2011), "Placement Begin" (02/04/2011), "Placement End" (00/00/0000), and "VPA Effective" (00/00/0000). There are also checkboxes for "Removal Reasons" such as "This is an Adoptive Placement", "This is a CPS Non-Conforming Placement", "This is an Emergency Situation", "After Hours Placement", and "Child is an American Indian child as defined by statute". To the right of these fields are "Service Category" (Foster Care), "Service Type" (Foster Home (30 day Pre-CANS)), "Placement Setting" (Treatment Foster Home - Non-Relative), "Child's Level of Need", "Provider's Level of Care" (3), "Child Specific Costs" (\$40.00 per Day), "Current Basic Costs", "Supplemental Costs", "Exceptional Costs", "Administrative Costs", "Costs > Spending Limit", and "Current Monthly Payment". At the bottom of the form are "Options:" with a dropdown and a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and a zoom level of "100%".

## Out of Home Placement Page > Service Tab

### Step 5 of 5

- In the Placement Setting field, choose the appropriate value.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.



## **Relative Placements (Non-Kinship Care)**

Placements in the home of relatives that are either authorized or supervised by your agency (this includes those that resulted from a court order as well as those that were not court ordered) should be documented in eWiSACWIS. In most cases these placements will not generate a payment (contact your supervisor or fiscal manager if a payment is needed). Often, a relative placement is the first placement a child experiences after his removal from his family home. This makes it important that this placement is recorded and that the “Date Removed From Home” is accurately recorded on the Out of Home Placement page.

It should be noted that an unlicensed relative provider can become licensed. In the event that this occurs, the unlicensed placement that would be created initially should be ended the day before the provider's license becomes active. A new placement would be created for the appropriate licensed service type effective the date the license becomes active.

The Out of Home Placement page should be used for only those placements that the child welfare agency seeks a Temporary Physical Custody (TPC) order for. For temporary detentions where a child is left with a relative for a few hours until the parents can be located, those situations do not have to be recorded as Out of Home Placements.

Successful documentation of an Out of Home Placement or a Service assumes that the child's person management record is up to date. Please see the How Do I titled “Common Documentation Tasks for All Settings” for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

## Relative Placements (Non-Kinship Care)

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create** **Close**

Done Internet | Protected Mode: Off 100%

### Create Case Work Page

#### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

## Relative Placements (Non-Kinship Care)

**Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/01/2009

**Placement Begin:** 09/01/2009

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Relative Care - Unlicensed

**Service Type:** Relative Care - Court Ordered

**Placement Setting:** Relative - Unlicensed

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$0.00

**Removal Reasons**

☐ This is an Adoptive Placement

☒ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☒ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options: Go Save Close

Done Trusted sites

### Out of Home Placement Page > Service Tab

#### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Relative Care – Unlicensed.
- In the Service Type field choose the appropriate value.
- In the Placement Setting field choose Relative – Unlicensed.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

## Relative Placements (Non-Kinship Care)

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Complying Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Administrative Costs:   
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Caretaker Structure:** Married Couple  
**Primary Caretaker:** Mary Altman  
**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Trusted sites 100%

### Out of Home Placement Page > Service Tab (continued)

#### Step 3 of 4

- Enter the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Relative Placements (Non-Kinship Care)

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows "eWiSACWIS". The page has a blue header with navigation links: TM, Print, Spell Check, and Help. Below the header, there are tabs for "Child" and "Provider". The "Provider" tab is selected. The "Child" section shows "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". The "Provider" section is divided into "Provider Information", "Payment Information", "School District Information", and "Kinship Care". The "Provider Information" section includes fields for Name (Home Provider), ID (9221520), Contact, Actual Name of Default/Historical Provider (if applicable), C/O, Street (123 Street), City (Milwaukee), Phone (414)123-1234, Ext, Fax, Email, Apt, State (WI), Zip (53201), Country, Alt Phone, and Alt Ext. The "Payment Information" section includes Parent Agency (Home Provider), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), a checkbox for "Override Parent Agency rule", and Total Clothing Allowance Disbursed (\$0.00). The "School District Information" section includes Provider's School District Code (Milwaukee - 3619). The "Kinship Care" section includes Relationship of Child to Kinship Provider. At the bottom, there is a "Split Payment" button, an "Options" dropdown, a "Go" button, and "Save" and "Close" buttons. The status bar at the bottom shows "Done" and "Trusted sites".

### Out of Home Placement Page > Provider Tab

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## **Residential Care Centers (RCCs)**

A residential care center (RCC) is a private provider. Payments made to RCC providers are either episode driven payments (a system process that creates a zero dollar payment and requires a user to manually enter units that match the number of days a child was at a facility) or Calc Ongoing generated payments (a system operation that automatically calculates payment amounts based upon the number of days in placement). It is the county's choice to decide how they would like to handle RCC payments. The rate paid to the RCC provider is provider specific and is recorded on the Provider Service Rate page for each active service type.

The RCC service types describe (by name) the programs offered by the specific facility. Subsequently, the rate will match exactly the rate for the specific program described by the service type.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

## Residential Care Centers (RCCs)

The screenshot shows a web browser window titled "Create Case Work - Windows Internet Explorer". The application is "eWiSACWIS". The top navigation bar includes "Print", "Spell Check", "ABC", and "Help".

**Create Case Items**

Administration	
Adoption	
Assessment	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	
Legal	
Narrative	
Ongoing Services	
Payment	
Placement/Services	Out of Home Placement
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman , Reference Person (9220009)
- Simon Altman , Alleged Father (9220010)
- Frank Altman , Uncle (9220011)
- Fred Altman , Biological Child (9220012)
- Cheryl Altman , Biological Child (9220013)

Buttons: **Create** **Close**

Bottom status bar: Done | Internet | Protected Mode: Off | 100%

### Create Case Work Page

#### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

## Residential Care Centers (RCCs)

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the "eWiSACWIS" logo and navigation links for TM, Print, Spell Check, and Help. The main content area is divided into tabs for "Child" and "Provider", with the "Service" tab currently selected. The "Child" information section displays "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this, the "Placement Information" section contains several fields: "County" (Milwaukee), "Removed From Home" (09/01/2009), "Placement Begin" (09/01/2009), "Placement End" (00/00/0000), and "VPA Effective" (00/00/0000). The "Service Category" is set to "RCC - Northwest Passage", "Service Type" is "NW Passage - 30 Day Clinical Assess", and "Placement Setting" is "RCC". Financial fields include "Child Specific Rate" (\$0.00 per day), "Current Basic Rate" (\$290.00 per day), "Supplemental Amount" (\$0.00), "Exceptional Amount" (\$0.00), "Administrative Fee" (\$0.00), "Costs > Spending Limit" (\$0.00), and "Current Monthly Payment" (\$8,990.00). The "Removal Reasons" section has checkboxes for "This is an Adoptive Placement", "This is a CPS Non-Conforming Placement" (checked), "This is an Emergency Situation", "After Hours Placement", and "Child is an American Indian child as defined by statute". The "Child Removal From Home Information" section shows "Manner" as "Court Ordered" and "Primary Caretaker" as "Mary Altman". At the bottom, there are "Options" and "Go" buttons, and "Save" and "Close" buttons. The browser status bar at the bottom indicates "Done" and "Trusted sites".

### Out of Home Placement Page > Service Tab

#### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose the RCC Category that matches the facility where the child has been placed.
- In the Service Type field choose the appropriate value which represents the program that the child was placed within.
- In the Placement Setting field choose the value RCC.
- Do not enter an amount in the Administrative Fee field as the rate includes all costs.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.



## Residential Care Centers (RCCs)

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Service' tab is selected. The form contains the following sections:

- Child Information:** Child: Altman, Fred (9220012); Case Name: Altman, Simon (9220003); Request Number: (empty).
- Service/Provider Section:** Includes checkboxes for 'This is a CPS Non-Consenting Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute'. It also has fields for 'Administrative Costs', 'Costs > Spending Limit: \$0.00', and 'Current Monthly Payment: \$8900.00'.
- Child Removal From Home Information:** Includes dropdowns for 'Manner: Court Ordered' and 'Caretaker Structure: Married Couple'. It also has dropdowns for 'Primary Caretaker: Mary Altman' and 'Secondary Caretaker: Simon Altman'.
- KIDS Referral Section:** Includes a dropdown for 'Referral applies to: Both parents'. It contains three questions with radio button answers:
  - 'Is this referral in the best interest of the child?' (Yes selected, No unselected)
  - 'Is this placement expected to be long term?' (Yes unselected, No selected)
  - 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?' (Yes unselected, No selected)
- Options:** A dropdown menu and a 'Go' button.
- Buttons:** 'Save' and 'Close' buttons.

The bottom of the window shows a status bar with 'Done', a green checkmark, 'Trusted sites', and a zoom level of '100%'.

### Out of Home Placement Page > Service Tab (continued)

#### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Residential Care Centers (RCCs)

The screenshot shows the 'Out of Home Placement' window with the 'eWiSACWIS' logo. The 'Child' tab is active, displaying case information: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: . The 'Service' and 'Provider' tabs are visible. The 'Service' tab contains checkboxes for placement types: 'This is a CPS Non-Conforming Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute'. It also shows 'Administrative Costs: \$0.00', 'Costs > Spending Limit: \$0.00', and 'Current Monthly Payment: \$8900.00'. The 'Child Removal From Home Information' section includes 'Manner: Court Ordered', 'Caretaker Structure: Married Couple', 'Primary Caretaker: Mary Altman', and 'Secondary Caretaker: Simon Altman'. The 'KIDS Referral' section has a dropdown for 'Referral applies to: Both parents' and three questions with radio button answers: 'Is this referral in the best interest of the child?' (Yes), 'Is this placement expected to be long term?' (No), and 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?' (Yes). At the bottom, there is an 'Options:' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The status bar at the bottom indicates 'Done' and 'Trusted sites'.

### Out of Home Placement Page > Provider Tab

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- In the Provider's School District Code field choose the appropriate value.
- If there is a name other than the RCC's name in the Parent Agency field and the payment is to go directly to the RCC provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## **Respite Care Placements**

Respite care placements are documented as Services. Respite care can be provided to the child's family or to a placement provider. If respite care is provided to the child's family, the respite care placement is not a removal from home. If respite care is provided to a placement provider, the respite care placement is not a "change" in placement providers. When respite care is documented as a Service, each county has the option of generating or not generating a payment to the respite care provider via eWiSACWIS.

Successful documentation of an Out of Home Placement or a Service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Respite Care Placements

**Create Case Work**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- File Cabinet
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Service
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Altman, Simon (9220003)
- Andrews, Parent (9221217)
- Apple, Eve (20279)
- Apple, Josh (9221459)
- Apple, Three (9221460)
- Appleton, Adopted A. (9221339)
- Appleton, Claire (9220002)
- Ash, Anna (20238)
- Ash, April (9221458)
- Ashland, Frida (9221256)
- Baby, Moho (9221334)
- Baby, Molly (9221374)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Significant Other (9220010)
- Frank Altman, Biological Child (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Trusted sites

## Create Case Work Page (Service)

### Step 1 of 3

- From the Create Case Work page select Placement/Services > Service > Case > Case Participant and click Create.

# Respite Care Placements

The screenshot shows a web browser window titled "Service - Windows Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". Under the "Child" tab, the following information is displayed: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: (empty). Below this, there are two tabs: "Service" (selected) and "Provider". The "Service Information" section contains the following fields: County: Milwaukee (dropdown), Service Begin: 08/01/2009, Service End: 00/00/0000, Service Category: Respite Care (dropdown), Service Type: Respite Care - Paid (dropdown), Service Detail: Respite (dropdown), Child Specific Rate: \$0.00 per (dropdown), Current Basic Rate: (empty), Costs > Spending Limit: \$0.00, and Current Monthly Payment: (empty). At the bottom left, there is an "Options:" dropdown and a "Go" button. At the bottom right, there are "Save" and "Close" buttons. The status bar at the bottom shows "Done" and "Local intranet".

## Service Page > Service Tab (Service)

### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- Enter the first day of the service in the Service Begin field.
- In the Service Category field choose Respite Care.
- In the Service Type field choose the appropriate value of Respite Care - Paid or Respite Care - Non Paid.
- In the Service Detail field choose Respite.

# Respite Care Placements

Service - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Provider Information**  
**Name:** Sarah Blue [Search](#) ID: 9221182 Contact:  
C/O:  
Street: 100 Oak Street Apt:  
City: Abrams State: WI Zip: 54101 Country: United States  
Phone: (920)123-4567 Ext: Fax: Alt Phone: Alt Ext:  
Email:

**Payment Information**  
Parent Agency: Sarah Blue  
Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)  
☐ Override Parent Agency rule  
Total Clothing Allowance Disbursed:

**Kinship Care**  
Relationship of Child to Kinship Provider:

Split Payment

Options: [Go](#) [Save](#) [Close](#)

Done Trusted sites

## Service Page > Provider Tab (Service)

### Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- Return to the Service tab.
- To approve the Service and to send it to your supervisor for approval, choose Options> Approval > and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Service page.

## **Secure Detention Placements**

Placements of children in secure detention need to be documented in eWiSACWIS if the facility is being used as or becomes a primary physical placement of the child. This type of placement must be as an “out-of-home placement” on the Out of Home Placement page. For example, a child is taken into temporary physical custody and placed in the facility, or the facility is used as a sanction or a hold, but the child does not return home from a sanction or hold as originally anticipated, the use of the facility constitutes an out-of-home placement.

However, when secure detention is being used as a temporary corrective action service, such as sanction or a 72 hour hold, then the data entry may only be entered as a “service” on the Service page. Although the Service documentation is not required, counties are encouraged to enter the use of the facility in eWiSACWIS in order to most accurately document all of the case management tasks for that particular child.

Please note, if the use of a secure detention facility is initially invoked as a sanction or hold and the child (or juvenile) does not return home, and instead remains in the facility for continuing placement or pending placement in another setting, then the use of the facility must be documented as an Out of Home Placement. This may mean ending the original Service for reason of “Made in error” and documenting the placement on the Out of Home Placement page.

Counties will have the choice of paid and non-paid secure detention services. The paid services will be set up as “Non IV-E” as they are not IV-E claimable costs.

Successful documentation of an Out of Home Placement or a Service assumes that the child's person management record is up to date. Please see the How Do I titled “Common Documentation Tasks for All Settings” for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

## Secure Detention Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check ABC Help ?

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create** **Close**

Done Internet | Protected Mode: Off 100%

### Create Case Work Page (Out of Home Placement)

#### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.



## Secure Detention Placements

Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/01/2009

**Placement Begin:** 09/01/2009

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Removal Reasons**

☐ This is an Adoptive Placement

☒ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Service Category:** Secure Detention - OHP

**Service Type:** Secure Detention - Non Paid

**Placement Setting:** Detention

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options: Go

Save Close

Done Trusted sites

### Out of Home Placement Page > Service Tab (Out of Home Placement)

#### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Secure Detention - OHP.
- In the Service Type field choose the appropriate value of Secure Detention – Non Paid or Secure Detention - Paid.
- In the Placement Setting field choose the appropriate value.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

## Secure Detention Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS application. The 'Service' tab is selected. The form contains the following sections:

- Child Information:** Child: Altman, Fred (9220012); Case Name: Altman, Simon (9220003); Request Number: (empty).
- Service/Provider Section:** Includes checkboxes for 'This is a CPS Non-Consenting Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute.' It also has fields for 'Nominal and Actual Costs', 'Costs > Spending Limit: \$0.00', and 'Current Monthly Payment:'.
- Child Removal From Home Information:** Includes dropdowns for 'Manner:' (Court Ordered) and 'Caretaker Structure:' (Married Couple). It also has dropdowns for 'Primary Caretaker:' (Mary Altman) and 'Secondary Caretaker:' (Simon Altman).
- KIDS Referral Section:** Includes a dropdown for 'Referral applies to:' (Both parents) and three questions with radio button answers:
  - Is this referral in the best interest of the child? (Yes selected, No unselected)
  - Is this placement expected to be long term? (Yes unselected, No selected)
  - Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? (Yes unselected, No selected)
- Options:** A dropdown menu and a 'Go' button.
- Buttons:** 'Save' and 'Close' buttons.

The bottom of the window shows a status bar with 'Done', a 'Trusted sites' indicator, and a zoom level of 100%.

### Out of Home Placement Page > Service Tab (Out of Home Placement) (continued)

#### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Secure Detention Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page is for the "eWiSACWIS" system. At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are tabs for "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

**Provider Information**

**Name:** AAA Agency [Search](#) **ID:** 20170 **Contact:**

**Actual Name of Default/Historical Provider (if applicable):**

**C/O:**

**Street:** 123 Camp Randall Avenue **Apt:**

**City:** Madison **State:** WI **Zip:** 53701 **Country:**

**Phone:** (608)123-1234 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**

**Email:**

**Payment Information**

**Parent Agency:** AAA Agency

**Target Pop:** CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

**Total Clothing Allowance Disbursed:** \$0.00

**School District Information**

**Provider's School District Code:** Madison Metropolitan - 3269

**Kinship Care**

**Relationship of Child to Kinship Provider:**

[Split Payment](#)

**Options:** [Go](#) [Save](#) [Close](#)

### Out of Home Placement Page > Provider Tab (Out of Home Placement)

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## Secure Detention Placements

**Create Case Work**

*eWiSACWIS*

Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- File Cabinet
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Service
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Altman, Simon (9220003)
- Andrews, Parent (9221217)
- Apple, Eve (20279)
- Apple, Josh (9221459)
- Apple, Three (9221460)
- Appleton, Adopted A. (9221339)
- Appleton, Claire (9220002)
- Ash, Anna (20238)
- Ash, April (9221458)
- Ashland, Frida (9221256)
- Baby, Moho (9221334)
- Baby, Molly (9221374)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Significant Other (9220010)
- Frank Altman, Biological Child (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

Create Close

Done Trusted sites

### Create Case Work Page (Service)

#### Step 1 of 3

- From the Create Case Work page select Placement/Services > Service > Case > Case Participant and click Create.

## Secure Detention Placements

The screenshot shows a web application window titled "Service". The header bar includes the "eWiSACWIS" logo and navigation links: "TM", "Print", "Spell Check", and "Help". Below the header, there is a "Child" section with the following information: "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". The main content area has two tabs: "Service" (selected) and "Provider". Under the "Service" tab, there is a "Service Information" section. This section contains several fields: "County:" with a dropdown menu showing "Milwaukee"; "Service Begin:" with a date field showing "08/01/2008"; "Service End:" with a date field showing "00/00/0000"; "Service Category:" with a dropdown menu showing "Secure Detention - In Home"; "Service Type:" with a dropdown menu showing "Secure Detention - Non Paid"; "Service Detail:" with a dropdown menu showing "Detention"; "Child Specific Rate:" with a text field showing "\$0.00" and a "per" dropdown; "Current Basic Rate:"; "Costs > Spending Limit:" with a text field showing "\$0.00"; and "Current Monthly Payment:" showing "\$0.00". At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The status bar at the bottom of the window shows "Done" and "Trusted sites".

### Service Page > Service Tab (Service)

#### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- Enter the first day the service began in the Service Begin field.
- In the Service Category field choose Secure Detention - In Home.
- In the Service Type field choose the appropriate secure detention service of Secure Detention – Non Paid or Secure Detention – Paid.
- In the Service Detail field choose Detention.

## Secure Detention Placements

The screenshot shows the 'Service' page in the eWiSACWIS system, with the 'Provider' tab selected. At the top, there's a header bar with the eWiSACWIS logo and navigation links like TM, Print, Spell Check, and Help. Below the header, a 'Child' section displays 'Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. The 'Provider' tab is active, showing 'Provider Information' for 'AAA Agency' with ID 20170. Fields include C/O, Street (255 Hoosier Blvd.), City (Madison), Phone ((608)515-4566), Ext, Fax, Apt, State (WI), Zip (53701), Country, Alt Phone, and Alt Ext. A 'Payment Information' section shows 'Parent Agency: AAA Agency', 'Target Pop: CHIPS - Abuse and Neglect (NYA - 61)', an 'Override Parent Agency rule' checkbox, and 'Total Clothing Allowance Disbursed: \$0.00'. A 'Kinship Care' section has a 'Relationship of Child to Kinship Provider' dropdown. At the bottom, there's an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser status bar at the bottom shows 'Done' and 'Trusted sites'.

**Service**

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Provider Information**  
**Name:** AAA Agency [Search](#) ID: 20170 Contact:  
C/O:  
Street: 255 Hoosier Blvd. Apt:  
City: Madison State: WI Zip: 53701 Country:  
Phone: (608)515-4566 Ext: Fax: Alt Phone: Alt Ext:  
Email:

**Payment Information**  
Parent Agency: AAA Agency  
Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)  
☐ Override Parent Agency rule  
Total Clothing Allowance Disbursed: \$0.00

**Kinship Care**  
Relationship of Child to Kinship Provider:

Split Payment

Options: [Go](#) [Save](#) [Close](#)

Done Trusted sites

### Service Page > Provider Tab (Service)

#### Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- Return to the Service tab.
- To approve the Service and to send it to your supervisor for approval, choose Options> Approval > and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Service page.

## **Shelter Care Placements**

Placements of children in shelter care need to be documented in eWiSACWIS if the facility is being used as or becomes a primary physical placement of the child. This type of placement must be as an “out-of-home placement” on the Out of Home Placement page. For example, a child is taken into temporary physical custody and placed in the facility, or the facility is used as a sanction or a hold, but the child does not return home from a sanction or hold as originally anticipated, the use of the facility constitutes an out-of-home placement.

However, when the shelter is being used as a temporary corrective action service, such as sanctions or a 72 hour hold, then the data entry may only be entered as a service on the Service page. Although documentation of the Service is not required, counties are encouraged to enter the use of the facility in eWiSACWIS in order to most accurately document all of the case management tasks for that particular child.

Please note, if the use of the shelter is initially invoked as a sanction or hold and the child (or juvenile) does not return home, and instead, remains in the facility for continuing placement or pending placement in another setting, then the use of the facility must be documented as an Out of Home Placement. This may mean ending the original Service for reason of “Made in error” and documenting the placement on the Out of Home Placement page.

Counties will have the choice of paid and non-paid shelter services. The paid services will be set up as “Title IV-E (Regular)” as they are claimable costs.

Successful documentation of an Out of Home Placement or a Service assumes that the child's person management record is up to date. Please see the How Do I titled “Common Documentation Tasks for All Settings” for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

## Shelter Care Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check REC Help ?

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)**
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

### Create Case Work Page (Out of Home Placement)

#### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.



# Shelter Care Placements

**Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS** TM Print Spell Check Help

**Child**  
 Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 09/01/2009

**Placement Begin:** 09/01/2009

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** Shelter Care - OHP

**Service Type:** Shelter Care - Non Paid

**Placement Setting:** Shelter

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Removal Reasons**

☐ This is an Adoptive Placement

☒ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options:

Done Trusted sites

## Out of Home Placement Page > Service Tab (Out of Home Placement)

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Shelter Care - OHP.
- In the Service Type field choose the appropriate value of Shelter Care – Non Paid or Shelter Care – Paid.
- In the Placement Setting field choose the appropriate value.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

## Shelter Care Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is selected, showing details for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' tab is active, displaying a form for placement information. The form includes checkboxes for 'This is a CPS Non-Complying Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute.' It also has fields for 'Costs > Spending Limit' (set to \$0.00) and 'Current Monthly Payment'. Below this is the 'Child Removal From Home Information' section with dropdowns for 'Manner' (Court Ordered), 'Caretaker Structure' (Married Couple), 'Primary Caretaker' (Mary Altman), and 'Secondary Caretaker' (Simon Altman). The 'KIDS Referral' section has a dropdown for 'Referral applies to' (Both parents) and three questions with radio button answers: 'Is this referral in the best interest of the child?' (Yes), 'Is this placement expected to be long term?' (No), and 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?' (No). At the bottom are 'Options' and 'Save'/'Close' buttons. The browser status bar at the bottom shows 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Complying Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

**Caretaker Structure:** Married Couple

**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No

Is this placement expected to be long term? ☐ Yes ☒ No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done

Trusted sites

100%

### Out of Home Placement Page > Service Tab (Out of Home Placement (continued))

#### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

## Shelter Care Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page is the "eWiSACWIS" application, specifically the "Out of Home Placement" page, with the "Provider" tab selected. At the top, there is a "Child" section with fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are tabs for "Service" and "Provider". The "Provider" tab contains several sections: "Provider Information" with fields for Name (AAA Agency), ID (20170), Contact, Address (123 Camp Randall Avenue, Madison, WI 53701), and Phone; "Payment Information" with fields for Parent Agency (AAA Agency), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), and Total Clothing Allowance Disbursed (\$0.00); "School District Information" with a field for Provider's School District Code (Madison Metropolitan - 3269); and "Kinship Care" with a field for Relationship of Child to Kinship Provider. At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Trusted sites".

### Out of Home Placement Page > Provider Tab (Out of Home Placement)

#### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## Shelter Care Placements

**Create Case Work**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- File Cabinet
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Service
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Altman, Simon (9220003)
- Andrews, Parent (9221217)
- Apple, Eve (20279)
- Apple, Josh (9221459)
- Apple, Three (9221460)
- Appleton, Adopted A. (9221339)
- Appleton, Claire (9220002)
- Ash, Anna (20238)
- Ash, April (9221458)
- Ashland, Frida (9221256)
- Baby, Moho (9221334)
- Baby, Molly (9221374)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Significant Other (9220010)
- Frank Altman, Biological Child (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Trusted sites

### Create Case Work Page (Service)

#### Step 1 of 3

- From the Create Case Work page select Placement/Services > Service > Case > Case Participant and click Create.

## Shelter Care Placements

The screenshot shows a web browser window titled "Service - Windows Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the "eWiSACWIS" logo and navigation links: TM, Print, Spell Check, and Help. Below the header, there is a "Child" section with the following information: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: (empty). The main content area has two tabs: "Service" (selected) and "Provider". Under the "Service" tab, there is a "Service Information" section with the following fields: County: Milwaukee (dropdown), Service Begin: 08/01/2009, Service End: 00/00/0000, Service Category: Shelter Care - In Home (dropdown), Service Type: Shelter Care - Paid (dropdown), Service Detail: Shelter (dropdown), Child Specific Rate: \$0.00 per (dropdown), Current Basic Rate: (empty), Costs > Spending Limit: \$0.00, and Current Monthly Payment: (empty). At the bottom of the form, there is an "Options:" dropdown and a "Go" button. To the right of the form are "Save" and "Close" buttons. The browser status bar at the bottom shows "Done" and "Local intranet".

### Service Page > Service Tab (Service)

#### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- Enter the first day the service began in the Service Begin field.
- In the Service Category field choose Shelter Care - In Home.
- In the Service Type field choose the appropriate shelter care service.
- In the Service Detail field choose Shelter.

## Shelter Care Placements

The screenshot shows the eWiSACWIS application window. At the top, there's a blue header bar with the application name and navigation icons. Below the header, the 'Child' tab is active, displaying 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. The 'Provider' tab is selected, showing 'Provider Information' and 'Payment Information' sections. The 'Provider Information' section includes fields for Name (AAA Agency), ID (20170), Contact, C/O, Street (255 Hoosier Blvd.), City (Madison), State (WI), Zip (53701), Country, Phone, Ext, Fax, Alt Phone, and Alt Ext. The 'Payment Information' section includes Parent Agency (AAA Agency), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), an 'Override Parent Agency rule' checkbox, and Total Clothing Allowance Disbursed (\$0.00). There is also a 'Kinship Care' section with a dropdown for 'Relationship of Child to Kinship Provider'. At the bottom, there are 'Options' and 'Go' buttons, and 'Save' and 'Close' buttons. The status bar at the very bottom shows 'Done' and 'Trusted sites'.

Service

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Provider**

**Provider Information**

Name: AAA Agency [Search](#) ID: 20170 Contact:

C/O:

Street: 255 Hoosier Blvd. Apt:

City: Madison State: WI Zip: 53701 Country:

Phone: (608)515-4566 Ext: Fax: Alt Phone: Alt Ext:

Email:

**Payment Information**

Parent Agency: AAA Agency

Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed: \$0.00

**Kinship Care**

Relationship of Child to Kinship Provider:

Split Payment

Options: [Go](#) [Save](#) [Close](#)

Done Trusted sites

### Service Page > Provider Tab (Service)

#### Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- Return to the Service tab.
- To approve the Service and to send it to your supervisor for approval, choose Options> Approval > and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Service page.

## Supervised Independent Living Placements

A Supervised Independent Living placement offers 16- to 21-year-olds, who are in court ordered out-of-home care (OHC) placement through the county, the ability to live in their own (or shared) apartment, flat or room with supervision, support and monitoring from a caseworker and/or provider from a contracted agency.

The county responsible for supervision of the youth maintains case management and any associated ongoing services for the duration of the court order. In addition, the county provides financial assistance when needed.

Supervisory contact with the youth can range from moderate (2-3 times a week based on stability of the youth and the length of time the youth has been involved in Supervised Independent Living) to intense (where daily contact with the youth is necessary for a successful placement).

The system function described below gives workers the ability to record a Supervised Living placement setting by using the Out of Home Placement page. Effective January 1, 2008, children are eligible for Medicaid coverage for an additional 3 years if they were in an OHC placement setting at the time they aged out from an out-of-home care setting.

**Note:** If the county child welfare agency or BMCW or contracted agency is not supervising a child's independent living placement, then the placement should not be documented in eWiSACWIS and the final placement prior to the independent living placement should be documented as a discharge.

# Supervised Independent Living Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.



# Supervised Independent Living Placements

**Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin**

**eWiSACWIS** TM Print Spell Check ABC Help

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee  
**Removed From Home:** 09/01/2009  
**Placement Begin:** 09/01/2009  
**Placement End:** 00/00/0000  
VPA Effective: 00/00/0000

**Service Category:** Supervised Independent Living  
**Service Type:** Supervised Independent Living - Paid  
**Placement Setting:** Supervised Independent Living

**Removal Reasons**  
☐ This is an Adoptive Placement  
☒ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**  
**Manner:** Court Ordered  
**Primary Caretaker:** Mary Altman

**Financials**  
Child Specific Rate: \$0.00 per  
Current Basic Rate: \$500.00 per month  
Supplemental Amount:  
Exceptional Amount:  
Administrative Fee: \$0.00  
Costs > Spending Limit: \$0.00  
Current Monthly Payment: \$500.00

Options:

Done Trusted sites

## Out of Home Placement Page > Service Tab

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- In the Service Category field choose Supervised Independent Living.
- In the Service Type field choose either Supervised Independent Living - Paid or Supervised Independent Living - Non Paid, depending on the type of service that is being provided.
- In the Placement Setting field choose Supervised Independent Living.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Supervised Independent Living Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☒ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☒ Child is an American Indian child as defined by statute.

Costs > Spending Limit: \$0.00  
Current Monthly Payment: \$500.00

**Child Removal From Home Information**

**Manner:**   
**Caretaker Structure:**   
**Primary Caretaker:**   
**Secondary Caretaker:**

**KIDS Referral**

**KIDS Referral**

Referral applies to:

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab (continued)

### Step 3 of 4

- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Supervised Independent Living Placements

Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Provider**

**Provider Information**  
Name: AAA Agency Search ID: 20170 Contact:  
Actual Name of Default/Historical Provider (if applicable):  
C/O:  
Street: 123 Camp Randall Avenue Apt:  
City: Madison State: WI Zip: 53701 Country:  
Phone: (608)123-1234 Ext: Fax: Alt Phone: Alt Ext:  
Email:

**Payment Information**  
Parent Agency: AAA Agency  
Target Pop: CHIPS - Abuse and Neglect (NYA - 61) Details  
☐ Override Parent Agency rule  
Total Clothing Allowance Disbursed: \$0.00

**School District Information**  
Provider's School District Code:  
Madison Metropolitan - 3269

**Kinship Care**  
Relationship of Child to Kinship Provider:

Split Payment ▶

Options: ▼ Go Save Close

## Out of Home Placement Page > Provider Tab

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider. The provider is either the county or contracted agency that is supervising the child's placement. You may need to create a provider record for your county (where your county agency is the provider).
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

## **Treatment Foster Home Placements**

A treatment foster home is a home provider. The treatment foster homes are paid according to the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate page. The supplemental amount is determined by a completed Child & Adolescent Needs & Strengths (CANS). The administrative rate paid to the parent agency is set by contract.

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Treatment Foster Home Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS**

Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)**
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)**
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 5

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Treatment Foster Home Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS**

TM Print Spell Check Help

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Service Category:** Foster Care

**Removed From Home:** 09/15/2002

Service Type: Foster Home (12-14 years old)

**Placement Begin:** 02/04/2011

**Placement Setting:**

Child's Level of Need:

Provider's Level of Care:

**Placement End:** 00/00/0000

Child Specific Costs: \$0.00 per

VPA Effective: 00/00/0000

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options: Go

Save Close

Done Internet Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 5

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Foster Care.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age.
- The Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 152).
- If the child is American Indian, complete the ICWA tab. See the ICWA Quick Reference Guide for information surrounding documenting ICWA placement preferences for a child.

# Treatment Foster Home Placements

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Child**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement Administrative Costs:  
☐ This is an Emergency Situation Costs > Spending Limit:  
☐ After Hours Placement Current Monthly Payment:  
☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

**Manner:**  **Primary Caretaker:**   
**Caretaker Structure:**  **Secondary Caretaker:**

**KIDS Referral**

**KIDS Referral**

Referral applies to:  Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No  
 Is this placement expected to be long term? ☐ Yes ☒ No  
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab (continued)

### Step 3 of 5

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Treatment Foster Home Placements

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

**Provider Information**

Name: Frankie Provider [Search](#) ID: 20170 Contact:

Actual Name of Default/Historical Provider (if applicable):

C/O:

Street: 1234 Apt:

City: Menomonee Falls State: WI Zip: 53051 Country: United States

Phone: Ext: Fax: Alt Phone: Alt Ext:

Email:

**Payment Information**

Parent Agency: Parent Agency

Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed:

**School District Information**

Provider's School District Code: Menomonee Falls - 3437

**Kinship Care**

Relationship of Child to Kinship Provider:

Split Payment

Options:  Go

Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Provider Tab

### Step 4 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider. You will be searching for the name of the foster home, not the agency that licenses the home.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- Ensure that the correct parent agency is reflected in the Payment Information group box.
- In the Target Pop field choose the appropriate value.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.



# Treatment Foster Home Placements

Out of Home Placement - Windows Internet Explorer

eWISACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

Placement Information

County: Milwaukee

Service Category: Foster Care

Service Type: Foster Home (12-14 years old)

Placement Setting: Treatment Foster Home - Non-Relative

Child's Level of Need:

Provider's Level of Care: 3

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

Removed From Home: 09/15/2002

Placement Begin: 02/04/2011

Placement End: 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options: Go

Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 5 of 5

- In the Placement Setting field, choose the appropriate value of Treatment Foster Family Home – Non-Relative or Foster Family Home – Relative.  
**Note:** The provider's certification level on the foster home license must be a level 3, 4, or 5 in order to select the appropriate Treatment Foster Home Placement Setting.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

# Treatment Foster Home Placements

The screenshot shows the 'Create Case Work' page in the eWiSACWIS system, running in a Windows Internet Explorer browser. The page has a blue header with the title 'Create Case Work - Windows Internet Explorer' and the eWiSACWIS logo. On the left, there is a 'Create Case Items' section with a list of categories: Administration, Adoption, Assessment, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Ongoing Services, Payment, Placement/Services (selected), Planning, Safety Assessment, Safety Services, and Strengths and Needs. Each category has a corresponding dropdown menu. The 'Placement/Services' dropdown is currently set to 'Foster Care Rate'. On the right, there are two panels: 'Cases' and 'Case Participants'. The 'Cases' panel lists several cases, with 'Altman, Simon (9220003)' selected. The 'Case Participants' panel lists several participants, with 'Fred Altman, Biological Child (9220012)' selected. At the bottom right of the main content area, there are 'Create' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Internet | Protected Mode: Off', and a zoom level of '100%'.

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS**

Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Foster Care Rate
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create** **Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.

# Treatment Foster Home Placements

The screenshot shows the 'Foster Care Rate' form within the 'eWiSACWIS' application, running in a 'Windows Internet Explorer' window. The form is divided into several sections:

- Participant Information:** Includes fields for Child (Altman, Fred (9220012)), Case (Altman, Simon (9220003)), and Provider (Provider, Frankie (20170)). It also has fields for Rate Effective Date (02/04/2011) and Rate End Date (00/00/0000).
- Supplemental Rate:** Includes fields for CANS Effective Date (02/04/2011), CANS End Date (08/04/2011), Child's Level of Need (3), Provider Level of Care (3), Supplemental Points (19), and Supplemental Costs (\$104.50). It also has a LONLOC Value field.
- Uniform Foster Care Rate:** Includes fields for Current Basic Costs (\$455.00), Supplemental Costs (\$104.50), Exceptional Costs (\$50.00), Administrative Costs (\$75.00), Cost > Spending Limit (\$0.00), and Total Monthly Costs (\$684.50).
- Administrative:** Includes a field for Administrative Costs (\$75.00).
- Exceptional Rate:** Includes checkboxes for Transportation to School of Origin (\$0.00) and Exceptional Costs (\$50.00). It also has a Payment Justification text area with the placeholder text 'justify monthly exceptional costs here...'. Below this is a 'Monthly Payment Explanation' section with a right-pointing arrow icon.
- Options:** A dropdown menu with a 'Go' button next to it.
- Buttons:** 'Save' and 'Close' buttons are located at the bottom right of the form.

The browser window title bar shows 'Foster Care Rate - Windows Internet Explorer'. The address bar shows 'Internet | Protected Mode: Off'. The status bar shows 'Done' and '100%' zoom.

## Foster Care Rate Page

### Step 2 of 2

**Note:** In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- In the Administrative Fee field add the administrative fee for that foster home, if applicable. This fee is set by contract and can be obtained from your fiscal manager.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.

## Trial Reunification

The system function described below gives workers the ability to record a Trial Reunification (a.k.a. Trial Home Visit) placement by using the Out of Home Placement page. In addition to being able to record a placement, the Trial Reunification Memo can be used to communicate the initiation or ending of a Trial Reunification with the court.

The memo and the processes associated with that template will be discussed at the end of this How Do I.

## Creating a Trial Reunification Placement

The screenshot displays the eWiSACWIS web application running in a Windows Internet Explorer browser. The interface includes a top navigation bar with the application name and several icons for Case Work, Provider Work, and Search. Below this is a menu bar with options: Create, Maintain, Utilities, Adoption Search, and Help. The main content area is titled "Richard J. Worker's Desktop" and features three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). A "Ticklers" section is visible, followed by a "Cases (6)" section. Under "Cases", there are two entries: "Abelmann, Samantha (9221907)" and "Adams, Mom (9222276)". The "Adams, Mom" entry is expanded, showing a list of actions: "Access Reports", "Assessment", "Assets and Income", "Assignment", "Eligibility", "ICPC", "Legal", and "Placements". The "Placements" section is further expanded, showing "Open Placements" and a specific placement: "Out of Home Placement - Foster Home (0-4 years old)" dated 02/04/2011 for County, Fondy, Adams, Allie, Milwaukee, Approved. Below this, there is a "CANS Out of Home" entry dated 02/04/2011 for Adams, Allie, Approved, and a "Foster Care Rate" of \$468.50. The bottom of the page shows a "Related People" section.

### Desktop Step 1 of 7

- To create the Trial Reunification placement, you must first end the existing out of home placement. Access the open Out of Home Placement from the outliner.

# Trial Reunification

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee  
**Removed From Home:** 02/04/2011  
**Placement Begin:** 02/04/2011  
**Placement End:** 00/00/0000  
VPA Effective: 00/00/0000

**Service Category:** Foster Care  
**Service Type:** Foster Home (0-4 yrs)  
**Placement Setting:** Fstr Fam Hm (Non-Rel)  
Child's Level of Need: 2  
Provider's Level of Care: 2  
Child Specific Costs: \$0.00 per  
Current Basic Costs: \$366.00 per month  
Supplemental Costs: \$27.50 [Foster Care Rate](#)  
Exceptional Costs: \$75.00  
Administrative Costs: \$0.00  
Costs > Spending Limit: \$0.00  
Current Monthly Payment: \$468.50

**Removal Reasons**

☐ This is an Adoptive Placement  
☒ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Options: [Go](#) [Save](#) [Close](#)

**Actions**  
Approval  
Non-Conforming Reasons  
**Placement Ending**  
**Text**  
Text

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 7

- Choose Placement Ending from the Options drop-down and click Go.

## Trial Reunification

**Child**  
Child: Adams, Allie (9226768) Case: Adams, Mom (9222276)  
Provider: County, Fondy (9221538) Service Begin: 02/04/2011

**Service Ending**  
**End Date:** 04/06/2011  
**Ending Purpose:** Placement Change within Plcmt Episode  
**End Reason:** Trial Reunification  
**Is the End of This Child Placement a Discharge from All Placements?**  
☐ Yes ☐ No ☐ N/A  
**Discharge Reason:**   
☐ Override

Options:

https://apps.dhfs.state.wi.us/ewcountytest/common Internet | Protected Mode: Off

### Service Ending Page

#### Step 3 of 7

- Enter the End Date of the placement.
- In the Ending Purpose field choose Placement Change within Plcmt Episode.
- In the End Reason field choose Trial Reunification.
- Select Approval from the Options drop-down, click Go and approve the Ending.

Upon clicking Save on the Service Ending page you will receive the following message:

**eWiSACWIS -- Web Page Dialog**

Ending this placement for reason of 'Trial Reunification' will create a pending placement. Please access the pending placement after final approval from the outliner. Continue?

## Trial Reunification



- It is important to note that the ending date must be a date prior to the current date.



# Trial Reunification

**eWiSACWIS - Windows Internet Explorer**

**eWiSACWIS** Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

### Richard J. Worker's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (6)

**Abelmann, Samantha (9221907) Actions**  
CPS Family - Ongoing 09/28/2007 Worker, Richard J. Forest - Crandon FSL: Low

**Adams, Mom (9222276) Actions**  
CPS Family - Initial Assessment 04/20/2010 Worker, Richard J. State Central Office 111 Adams Lane , Adams, WI 53910

- Access Reports
- Assessment
- Assets and Income
- Assignment
- Eligibility
- ICPC
- Legal
- Placements
  - Pending Placements**
    - Out of Home Placement - Trial Reunification**  
04/07/2011 Trial Reunification, Default Adams, Allie Milwaukee Pending
  - Closed Placements**
    - Out of Home Placement - Foster Home (0-4 years old)**  
02/04/2011 04/06/2011 County, Fondy Adams, Allie Milwaukee Trial Reunification Closed
- CANS Out of Home 02/04/2011 Adams, Allie Approved
- Foster Care Rate \$468.50  
02/04/2011 04/06/2011 Adams, Allie New Foster Care Rate Closed

Planning

Related People

## Desktop

### Step 4 of 7

- Access the pending Trial Reunification placement from the outliner.

# Trial Reunification

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, displaying case information for 'Badger, BabyGirl (8987131)' and 'Badger, Bucky (8184666)'. The 'Service' and 'Provider' tabs are also visible. The 'Placement Information' section is filled out with the following details:

- County: Milwaukee
- Removed From Home: 09/01/2009
- Placement Begin: 04/07/2010
- Placement End: 00/00/0000
- VPA Effective: 00/00/0000
- Service Category: Trial Reunification
- Service Type: Trial Reunification
- Placement Setting: Trial Reunification
- Child Specific Rate: \$0.00 per
- Current Basic Rate: \$0.00
- Supplemental Amount: \$0.00
- Exceptional Amount: \$0.00
- Administrative Fee: \$0.00
- Costs > Spending Limit: \$0.00
- Current Monthly Payment: \$0.00

Below the placement information, there are checkboxes for various placement types, all of which are currently unchecked:

- ☐ This is an Adoptive Placement
- ☐ This is a CPS Non-Conforming Placement
- ☐ This is an Emergency Situation
- ☐ After Hours Placement
- ☐ Child is an American Indian child as defined by statute.

The 'Child Removal From Home Information' section includes fields for 'Manner' and 'Primary Caretaker', both of which are currently empty. At the bottom, there are 'Options', 'Save', and 'Close' buttons. The status bar at the bottom indicates 'Done' and 'Trusted sites'.

## Out of Home Placement Page > Service Tab

### Step 5 of 7

- Notice the Placement Begin, Service Category, Service Type and Placement Setting have been completed. Also, the placement is correctly setup to not pay.
- If the child is identified as American Indian, the ICWA tab will show the placement preference as not applicable, as it does not apply to Trial Reunification placements. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Trial Reunification

**Out of Home Placement**

**eWiSACWIS**

TM Print Spell Check Help

**Child**

Child: Badger, BabyGirl (8987131) Case Name: Badger, Bucky (8184666) Request Number:

**Service** **Provider**

☐ This is an Adoptive Placement. Exceptional Amount: \$0.00

☐ This is a CPS Non-Conforming Placement. Administrative Fee: \$0.00

☐ This is an Emergency Situation. Costs > Spending Limit: \$0.00

☐ After Hours Placement. Current Monthly Payment: \$0.00

☐ Child is an American Indian child as defined by statute.

**Child Removal From Home Information**

Manner: Primary Caretaker:

Caretaker Structure: Secondary Caretaker:

**KIDS Referral**

**KIDS Referral**

Is this referral in the best interest of the child? Yes No

Is this placement expected to be long term? Yes No

Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? Yes No

Options: Go Save Close

Done Trusted sites 100%

## Out of Home Placement Page> Service Tab (continued)

### Step 6 of 7

- Notice the KIDS Referral questions have been completed.

# Trial Reunification

**Out of Home Placement - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**Child**

Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

**Service** **Provider**

**Provider Information**

**Name:** Default Trial-Reunification ID: 8022379 Contact:

Actual Name of Default/Historical Provider (if applicable):

C/O:

Street: 111 Adams Lane Apt:

City: Adams State: WI Zip: 53910 Country: United States

Phone: Ext: Fax: Alt Phone: Alt Ext:

Email:

**Payment Information**

Parent Agency: Default Trial-Reunification

Target Pop: Details

☐ Override Parent Agency rule

Total Clothing Allowance Disbursed:

**School District Information**

Provider's School District Code:

**Kinship Care**

Relationship of Child to Kinship Provider:

Split Payment

Options: Go Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Provider Tab

### Step 7 of 7

- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue. Click Save and then click Close on the Out of Home Placement page.

# Trial Reunification

## Ending a Trial Reunification Placement (Successful)

eWiSACWIS - Windows Internet Explorer

**eWiSACWIS** Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

### Richard J. Worker's Desktop

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

Ticklers

Cases (6)

[Abelmann, Samantha \(9221907\)](#) [Actions](#)  
CPS Family - Ongoing 09/28/2007 Worker, Richard J. Forest - Crandon FSL: Low

[Adams, Mom \(9222276\)](#) [Actions](#)  
CPS Family - Initial Assessment 04/20/2010 Worker, Richard J. State Central Office 111 Adams Lane , Adams, WI 53910

Access Reports  
 Assessment  
 Assets and Income  
 Assignment  
 Eligibility  
 ICPC  
 Legal  
 Placements

**Pending Placements**  
 [Out of Home Placement - Trial Reunification](#)  
04/07/2011 Trial Reunification, Default Adams, Allie Milwaukee Approved

**Closed Placements**  
 [Out of Home Placement - Foster Home \(0-4 years old\)](#)  
02/04/2011 04/06/2011 County, Fondy Adams, Allie Milwaukee Trial Reunification Closed

[CANS Out of Home 02/04/2011 Adams, Allie Approved](#)

[Foster Care Rate \\$468.50](#)  
02/04/2011 04/06/2011 Adams, Allie New Foster Care Rate Closed

Planning  
 Related People

## Desktop

### Step 1 of 3

- If a Trial Reunification was successful, then the Trial Reunification placement can be ended as a discharge from all placements with an appropriate End Reason. Access the open Trial Reunification Out of Home Placement from the outliner.

# Trial Reunification

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 01/01/2011

**Placement Begin:** 04/07/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Service Category:** Trial Reunification

**Service Type:** Trial Reunification

**Placement Setting:** Trial Reunification

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** **Primary Caretaker:**

Options: **Go** **Save** **Close**

Actions

Approval

Non-Conforming Reasons

**Placement Ending**

Text

Done

Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 3

- Choose Placement Ending from the Options drop-down and select Go.

## Trial Reunification

**Service Ending -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Child**  
Child: Adams, Allie (9226768) Case: Adams, Mom (9222276)  
Provider: Trial-Reunification, Default (8022379) Service Begin: 04/07/2011

**Service Ending**

**End Date:** 04/19/2011

**Ending Purpose:** Discharge from Placement Episode

**End Reason:** Reunification w/ Parent(s)/Primary Crtr

**Is the End of This Child Placement a Discharge from All Placements?** ☒ Yes ☐ No ☐ N/A

**Discharge Reason:** Reunification w/ Parent(s)/Primary Crtr

☐ Override

Options:  Go

Save Close

Internet | Protected Mode: Off

### Service Ending Page

#### Step 3 of 3

- On the Service Ending page, enter the End Date of the Trial Reunification placement.
- Choose the Ending Purpose of Discharge from Placement Episode.
- Choose the End Reason of Reunification w/Parent(s)/Primary Crtr.
- Choose the Discharge Reason of Reunification w/Parent(s)/Primary Crtr.

Choose Approval from the Options drop-down, click Go and approve the Ending.

Upon selecting save on the Service Ending page, you will receive the following message:

**eWiSACWIS -- Webpage Dialog**

Would you like to update the child's primary residence address to the case address?

Yes No

# Trial Reunification

## Ending a Trial Reunification Placement (Unsuccessful)

The screenshot shows the eWiSACWIS - Windows Internet Explorer interface. The top navigation bar includes links for Case Work, Provider Work, and Search. Below the navigation bar, the user is logged in as Richard J. Worker. The main content area displays a list of cases and their associated actions. The 'Cases (6)' section lists two cases: 'Abelmann, Samantha (9221907)' and 'Adams, Mom (9222276)'. The 'Adams, Mom (9222276)' case is expanded, showing a list of actions including Access Reports, Assessment, Assets and Income, Assignment, Eligibility, ICPC, Legal, Placements, Pending Placements, Out of Home Placement - Trial Reunification, Closed Placements, Out of Home Placement - Foster Home (0-4 years old), CANS Out of Home, Foster Care Rate, Planning, and Related People.

**Richard J. Worker's Desktop**

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

**Cases (6)**

- Abelmann, Samantha (9221907) Actions**  
CPS Family - Ongoing 09/28/2007 Worker, Richard J. Forest - Crandon FSL: Low
- Adams, Mom (9222276) Actions**  
CPS Family - Initial Assessment 04/20/2010 Worker, Richard J. State Central Office 111 Adams Lane , Adams, WI 53910
  - Access Reports
  - Assessment
  - Assets and Income
  - Assignment
  - Eligibility
  - ICPC
  - Legal
  - Placements
    - Pending Placements**
      - Out of Home Placement - Trial Reunification**  
04/07/2011 Trial Reunification, Default Adams, Allie Milwaukee Approved
    - Closed Placements**
      - Out of Home Placement - Foster Home (0-4 years old)**  
02/04/2011 04/06/2011 County, Fondy Adams, Allie Milwaukee Trial Reunification Closed
  - CANS Out of Home 02/04/2011 Adams, Allie Approved
  - Foster Care Rate \$468.50  
02/04/2011 04/06/2011 Adams, Allie New Foster Care Rate Closed
- Planning
- Related People

## Desktop

### Step 1 of 3

- If a Trial Reunification was unsuccessful, then the Trial Reunification placement will need to be ended appropriately. Access the open Trial Reunification Out of Home Placement from the outliner.



# Trial Reunification

Out of Home Placement - Windows Internet Explorer

**Child**  
Child: Adams, Allie (9226768) Case Name: Adams, Mom (9222276) Request Number:

**Service** **Provider**

**Placement Information**

County: Milwaukee

**Removed From Home:** 01/01/2011

**Placement Begin:** 04/07/2011

**Placement End:** 00/00/0000

VPA Effective: 00/00/0000

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

**Service Category:** Trial Reunification

**Service Type:** Trial Reunification

**Placement Setting:** Trial Reunification

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Primary Caretaker:

Options: **Go** **Save** **Close**

Actions

Approval

Non-Conforming Reasons

Placement Ending

Text

Done

Internet | Protected Mode: Off

100%

## Out of Home Placement Page > Service Tab

### Step 2 of 3

- Choose Placement Ending from the Options drop-down and select Go.

## Trial Reunification

**Service Ending -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Child**  
Child: Adams, Allie (9226768) Case: Adams, Mom (9222276)  
Provider: Trial-Reunification, Default (8022379) Service Begin: 04/07/2011

**Service Ending**

**End Date:** 00/00/0000

**Ending Purpose:**

**End Reason:**

**Is the End of This Child Placement a Discharge from All Placements?**  
☒ Yes ☐ No ☐ N/A

**Discharge Reason:**

☐ Override

Options:  **Go** **Save** **Close**

Internet | Protected Mode: Off

### Service Ending Page

#### Step 3 of 3

- On the Service Ending page, enter the End Date of the placement. Choose an Ending Purpose and an End Reason.
- Choose Approval from the Options drop-down, click Go and approve the Ending.

Upon selecting save on the Service Ending page, you will receive the following message:

**eWiSACWIS -- Web Page Dialog**

You are ending the Trial Reunification placement. If you are returning the child to the previous provider please select 'Yes'. If not, select 'No' to end the placement.

**Yes** **No**

## **Trial Reunification**

If you select 'Yes,' the system will auto-create a new pending Out of Home Placement with the previous provider. You will need to access this placement from the outliner to approve it. If you select 'No,' you will need to manually create a new Out of Home Placement with the new placement provider. Follow the standard process for creating the new Out of Home Placement via the Create Case Work page.

# Trial Reunification

## Using the Trial Reunification Memo

As mentioned above, there is a Trial Reunification Memo that can be used to communicate the initiation or ending of a trial reunification with the court.

For purposes of this guide, it will be assumed a Legal Action has been created for this child.

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS**

Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal (Legal Document)
- Narrative
- Ongoing Services
- Payment
- Placement/Services
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelmann, Samantha (9221907)
- Adams, Mom (9222276)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)**
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Bucky Badger, Reference Person (9225430)
- Lacey Badger, Biological Parent (9225431)
- BabyBoy Badger B., Biological Child (9225432)
- BabyGirl Badger B., Biological Child (9225433)
- Girl Badger, Biological Child (9225435)
- NonRelative Unlicensed, Non-Relative (9225589)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 3

- From the Create Case Work page select Legal > Legal Document > Case and click Create.

# Trial Reunification

Legal Documentation - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**General Information**

Case: Bucky Badger Worker: Worker, Richard J.

Document : Trial Reunification Memorandum [Text](#)

Legal Action: CHIPS Petition

Court: Circuit

Court 2: Milwaukee County Circuit Courts, Milwaukee County

Court Number:

Tribal Contact:

Judge:

Commissioner:

Branch:

**Case Participant and Collaterals**

Name	Role in the Document
Badger, BabyGirl	Child
Badger, Bucky	N/A

Options:

Done Trusted sites 100%

## Legal Documentation Page

### Step 2 of 3

- In the Document field choose Trial Reunification Memorandum.
- Complete the remaining fields as appropriate. Identify the child in the Case Participant and Collaterals group box. Select the Text hyperlink to launch the Memorandum.

# Trial Reunification

50000007.0.rtf - Microsoft Word

Spell Check Copy From Bookmarks Close and Return to eWiSACWIS

File Edit View Window Acrobat Comments Type a question for help

Read 100%

1 2 3 4 5 6 7 8

## TRIAL REUNIFICATION MEMORANDUM

<input checked="" type="checkbox"/>	Initiating a Trial Reunification
<input type="checkbox"/>	Ending a Trial Reunification
DATE: 07/23/2010	
TO: Hon. [REDACTED], Circuit Court Judge	
FROM: Richard J. Worker	
RE: BabyGirl Badger, DOB 12/11/2001	
Court Number: [REDACTED]	
<p>A trial reunification is an assessment of the appropriateness of reunification of a child in an out-of-home care placement. During this time, the child remains under the dispositional order placing the child in out-of-home care.</p>	
<input type="checkbox"/>	<p>The agency will be initiating a trial reunification of [REDACTED] with [REDACTED]. The trial reunification will begin on [REDACTED]. The trial reunification is anticipated to end on [REDACTED]. This trial reunification will be supported and monitored under the terms of a completed In-Home Safety Plan for cases filed under Chapter 48 cases, or a similar plan for cases filed under Chapter 938, that was developed with input from interested individuals including the child, parent, out-of-home care provider, legal counsel, and service providers. The requirements of the In-Home Safety Plan include scheduled face-to-face or other contacts by agency staff with the child and family, staff contact with other providers involved with the family, and provision of services to support the child, the child's family, and the out-of-home care provider. The plan for Chapter 938 cases will address similar issues including the issue of community safety.</p>

Page 1 Sec 1 1/2 At 7.9" Ln 32 Col 1 REC TRK EXT OVR English (U.S)

- After completing the memorandum, select Close and Return to eWiSACWIS.

# Trial Reunification

Legal Documentation

**eWiSACWIS** TM Print Spell Check Help

**General Information**

Case: Bucky Badger Worker: Miracola, Rick, J.

Document: Trial Reunification Memorandum [Text](#)

Legal Action: CHIPS Petition

Court: Circuit

Court 2: Milwaukee County Circuit Courts, Milwaukee County

Court Number:

Tribal Contact:

Judge:

Commissioner:

Branch:

**Case Participant and Collaterals**

Name	Role in the Document
Badger, BabyGirl	Child
Badger, Bucky	N/A

Options: Approval [Go](#) [Save](#) [Close](#)

[Actions](#)  
Approval

Done Trusted sites 100%

## Legal Documentation Page (continued)

### Step 3 of 3

- Select Approval from the Options drop-down, click Go and approve the Legal Document/Trial Reunification Memorandum.

## **Trial Reunification**

### **Payments to a Provider during a Trial Reunification**

Should the county enter into an agreement to pay the provider for a period of time during the Trial Reunification (i.e. a “bed hold”), these payments should be handled as one time payments. Please see the Payments How Do I guide in the financial manual for creating a one time payment for direction on this task.

### **Other Areas Affected By the Trial Reunification Functionality**

- Permanency Plan (Placement tab)  
The ‘Address New Placement’ field pre-fills the Case address.
- Out of Home Safety and Planning (OHSP Safety Placement tab)  
The Placement Provider section pre-fills the Case address when the child is placed with the Trial Reunification provider.
- Safety Assessment, Analysis and Plan (Plan Analysis tab – Comments)  
The Plan Analysis tab contains a ‘Details’ flare to help the worker identify the content which should be entered into this section. This will include the following text:
  - A description of what will happen if conditions prevent in-home safety management, and as appropriate, how the agency will communicate the child's status and facilitate services to the out-of-home care provider.
  - A description of any contact the out-of-home care provider will have with the child, and if the child is part of a sibling group, which of the siblings will be included in the trial reunification, either because the sibling already resides in the home or as other children placed in out-of-home care also return for a trial reunification.



## Wraparound Placements

This information is for counties that contract with an agency that provides wraparound services for one fixed cost. The services can include Out of Home Placements. Placements made by these agencies must be documented in eWiSACWIS. In order to pay the agencies their fixed rate and to indicate the amount of the actual cost of care, an Out of Home Placement (to identify the placement provider and indicate the actual cost of the placement) and a Service (to pay the Wraparound/FPI/YES agency the fixed fee) must be documented in eWiSACWIS.

**Note:** If the child is placed in a foster home, you must complete the Foster Care Rate page within 30 days of the start of the placement. In addition, an Administrative amount can be entered into the Administrative Fee field of the Foster Care Rate page.

Remember that the costs documented through the Out of Home Placement are “non-system disbursed.” We are documenting the actual placement for purposes of capturing the claimable costs.

Successful documentation of an Out of Home Placement or a Service assumes that the child's person management record is up to date. Please see the How Do I titled “Common Documentation Tasks for All Settings” for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Wraparound Placements

Create Case Work - Windows Internet Explorer

**eWiSACWIS** Print Spell Check REC Help ?

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Out of Home Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelman, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

Create Close

Done Internet | Protected Mode: Off 100%

## Create Case Work Page (Out of Home Placement)

### Step 1 of 4

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Wraparound Placements

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Placement Information**

County: La Crosse

Removed From Home: 02/04/2011

Placement Begin: 02/04/2011

Placement End: 00/00/0000

VPA Effective: 00/00/0000

**Service Category:** YES - Foster Care

**Service Type:** YES - Foster Home (12-14 years old)

**Placement Setting:**

Child's Level of Need:

Provider's Level of Care:

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

**Removal Reasons**

☐ This is an Adoptive Placement

☐ This is a CPS Non-Conforming Placement

☐ This is an Emergency Situation

☐ After Hours Placement

☐ Child is an American Indian child as defined by statute.

Options:

Done

Trusted sites

## Out of Home Placement Page > Service Tab (Out of Home Placement)

### Step 2 of 4

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose the appropriate service category for the placement. The service category will begin with Wrap (or FPI or YES depending on what your county calls the program) and then will identify the type of placement (i.e. Wrap Foster Home or YES - Group Care).
- In the Service Type field choose the appropriate value (i.e. Wrap FH Contracted 15+ or YES - Group Home).
- In the Placement Setting field choose the appropriate value.
 

**Note:** If the Service Category is YES – Foster Care or YES – Family Group Home, the Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 180).
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Wraparound Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, displaying case information for 'Altman, Fred (9220012)' and 'Altman, Simon (9220003)'. The 'Service' and 'Provider' tabs are visible at the top. The form includes sections for 'Child Removal From Home Information' and 'KIDS Referral'. In the 'Child Removal From Home Information' section, 'Manner' is set to 'Court Ordered' and 'Caretaker Structure' is 'Married Couple'. 'Primary Caretaker' is 'Mary Altman' and 'Secondary Caretaker' is 'Simon Altman'. The 'KIDS Referral' section shows 'Referral applies to: Both parents' and three questions with 'Yes/No' radio button options. The bottom of the window has a 'Save' button and a 'Close' button. The status bar at the bottom indicates 'Done' and 'Trusted sites'.

**Out of Home Placement**

**eWiSACWIS**

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

☐ This is a CPS Non-Conforming Placement  
☐ This is an Emergency Situation  
☐ After Hours Placement  
☐ Child is an American Indian child as defined by statute.

Administrative Costs:   
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Caretaker Structure:** Married Couple  
**Primary Caretaker:** Mary Altman  
**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this placement expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options:

Done Trusted sites 100%

## Out of Home Placement Page > Service Tab (Out of Home Placement) (continued)

### Step 3 of 4

- Enter the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate answers for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Wraparound Placements

The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page is for the "eWiSACWIS" system. At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this, there are tabs for "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

**Provider Information**

**Name:** AAA Agency [Search](#) **ID:** 20170 **Contact:**

**Actual Name of Default/Historical Provider (if applicable):**

**C/O:**

**Street:** 123 Camp Randall Avenue **Apt:**

**City:** Madison **State:** WI **Zip:** 53701 **Country:**

**Phone:** (608)123-1234 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**

**Email:**

**Payment Information**

**Parent Agency:** AAA Agency

**Target Pop:** CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

**Total Clothing Allowance Disbursed:** \$0.00

**School District Information**

**Provider's School District Code:** Madison Metropolitan - 3269

**Kinship Care**

**Relationship of Child to Kinship Provider:**

**Split Payment**

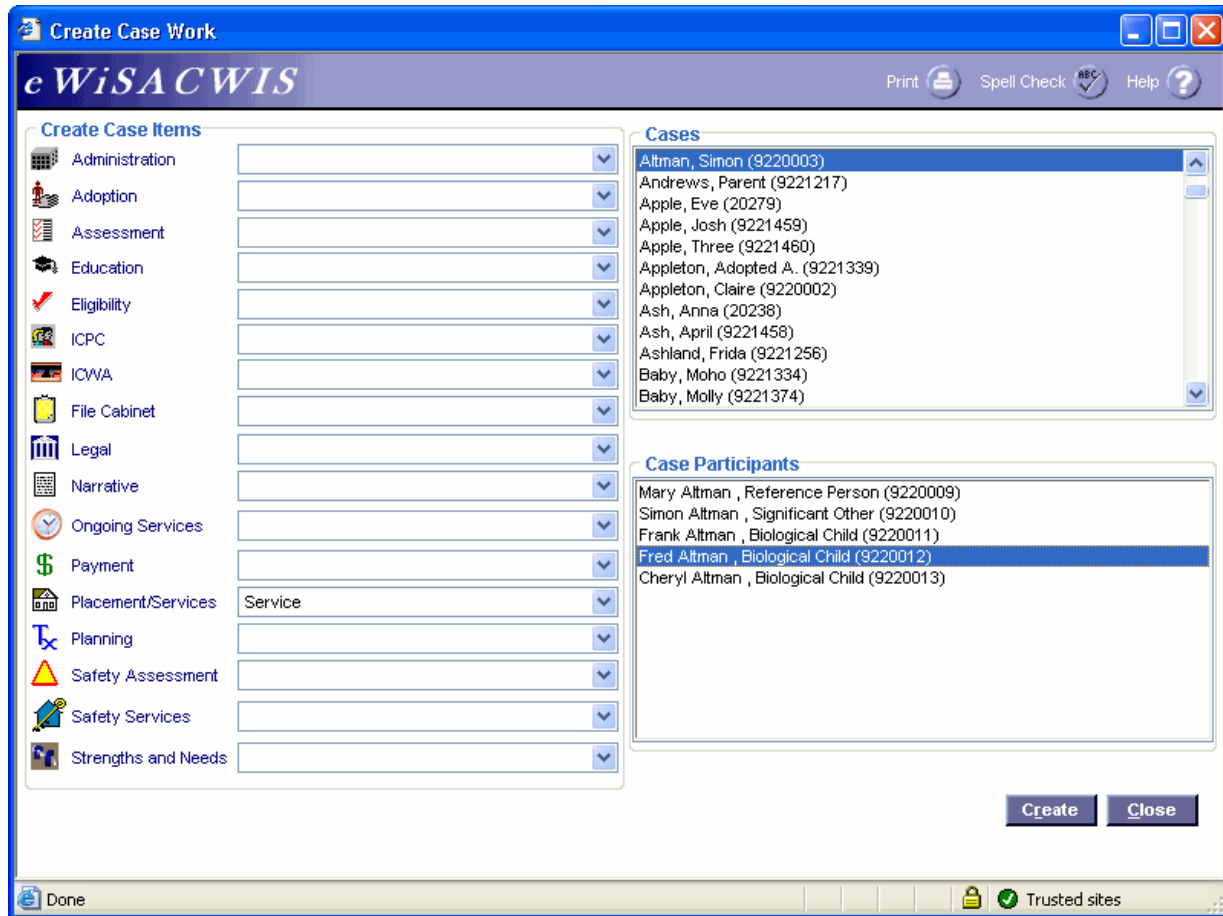
**Options:** [Go](#) [Save](#) [Close](#)

## Out of Home Placement Page > Provider Tab (Out of Home Placement)

### Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider (the provider is the facility in which the child is placed and not the agency providing the wraparound services, i.e. Lutheran Social Services).
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab. If applicable, update the Placement Setting.
- To approve the placement and send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

# Wraparound Placements



## Create Case Work Page (Service)

### Step 1 of 3

- From the Create Case Work page select Placement/Services > Service > Case > Case Participant and click Create.

# Wraparound Placements

Service - Windows Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Altman, Fred (50000001) Case Name: Altman, Simon (50000000) Request Number:

**Service** **Provider**

**Service Information**

County: La Crosse Service Category: YES - In Home  
Service Begin: 04/04/2011 Service Type: YES - In Home  
Service End: 00/00/0000 Service Detail: Direct Service  
Child Specific Rate: \$0.00 per  
Current Basic Rate:  
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**KIDS Referral**

Referral applies to: Both parents  
Is this referral in the best interest of the child? ☒ Yes ☐ No  
Is this service expected to be long term? ☐ Yes ☒ No  
Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☐ Yes ☒ No

Options: Go Save Close

Done Trusted sites 100%

## Service Page > Service Tab (Service)

### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- In the Service Begin field enter the first day of the child's enrollment in the program. (Wraparound Milwaukee, WRAP, FPI or YES).
- In the Service Category field select the value (FPI, WRAP or YES) – In Home.
- In the Service Type field select the value (FPI, WRAP or YES) – In Home.
- In the Service Detail field choose the most applicable value.

# Wraparound Placements

The screenshot shows a web browser window titled "Service - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider". The "Child" tab is active, showing "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this, there are tabs for "Service" and "Provider". The "Provider" tab is selected, showing "Provider Information".

**Provider Information**

**Name:** AAA Agency [Search](#) **ID:** 20170 **Contact:**

**C/O:**

**Street:** 255 Hoosier Blvd. **Apt:**

**City:** Madison **State:** WI **Zip:** 53701 **Country:**

**Phone:** (608)515-4566 **Ext:** **Fax:** **Alt Phone:** **Alt Ext:**

**Email:**

**Payment Information**

**Parent Agency:** AAA Agency

**Target Pop:** CHIPS - Abuse and Neglect (NYA - 61) [Details](#)

☐ Override Parent Agency rule

**Total Clothing Allowance Disbursed:**

**Kinship Care**

**Relationship of Child to Kinship Provider:**

**Split Payment**

**Options:** [Go](#) [Save](#) [Close](#)

## Service Page > Provider Tab (Service)

### Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider. The provider is the agency providing the wraparound services, i.e. LSS.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- Return to the Service tab.
- To approve the Service and to send it to your supervisor for approval, choose Options> Approval > and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Service page.



# Wraparound Placements

**Create Case Work - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Create Case Items**

- Administration
- Adoption
- Assessment
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Ongoing Services
- Payment
- Placement/Services: Foster Care Rate
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

**Cases**

- Abelman, Samantha (9221907)
- Altman, Simon (9220003)
- Badger, Bucky B. (9221882)
- Oconomowoc, Mother C. (9221922)
- Superuser, Northeast (9221929)

**Case Participants**

- Mary Altman, Reference Person (9220009)
- Simon Altman, Alleged Father (9220010)
- Frank Altman, Uncle (9220011)
- Fred Altman, Biological Child (9220012)
- Cheryl Altman, Biological Child (9220013)

**Create Close**

Done Internet | Protected Mode: Off 100%

## Create Case Work Page

### Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.

# Wraparound Placements

**Foster Care Rate - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Participant Information**

Child: Altman, Fred (9220012) Rate Effective Date: 02/04/2011  
Case: Altman, Simon (9220003) Rate End Date: 00/00/0000  
Provider: Provider, Frankie (20170)

**Supplemental Rate**

CANS Effective Date: 02/04/2011  
CANS End Date: 08/04/2011  
Child's Level of Need: 3  
Provider Level of Care: 3  
Supplemental Points: 19 \$104.50  
LON/LOC Value:

**Uniform Foster Care Rate**

Current Basic Costs: \$455.00  
Supplemental Costs: \$104.50  
Exceptional Costs: \$50.00  
Administrative Costs: \$75.00  
Cost > Spending Limit: \$0.00  
Total Monthly Costs: \$684.50

**Administrative**

Administrative: \$75.00

**Exceptional Rate**

☐ Transportation to School of Origin: \$0.00  
☒ Exceptional Costs: \$50.00  
Payment Justification:  
justify monthly exceptional costs here...

Monthly Payment Explanation

Options: [Dropdown] Go Save Close

Done Internet | Protected Mode: Off 100%

## Foster Care Rate Page

### Step 2 of 2

**Note:** In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.