

Introduction to Service Types

In eWiSACWIS, services provided to children and families are distinguished by Service Category and Service Type. A Service Category is a generalized term that defines a group of specialized Service Types. For example, a Service Category of Foster Care contains the more specific Service Types of Foster Home (Level 1), Foster Home (Level 2+), Foster Home (Non-Paid), and Foster Home (Out-of-State). Grouping like service types together by service category provides workers with a more efficient way of accessing the needed service types.

Service types are used throughout eWiSACWIS to identify services that are being provided. In eWiSACWIS service types are used for documenting placements, creating and documenting payments, and documenting services for plans such as respite. For example, while a service type of Foster Home (Level 2+) would be used when documenting a child's placement; it would not be used when documenting services. Conversely, a service type such as Parenting Education Classes would be used to document a service on a case, but it would not be used when documenting the child's placement.

This document defines the different elements that make up a service type. Counties are required to use the baseline service types that have been provided to document Foster Home, Group, RCC, Kinship and Wrap/FPI/YES services. There is some flexibility in this process, and new Service Types can be created if a current existing Service Type does not meet the need of the counties. Creation of any new service may have an impact on IV-E claiming; therefore, it is necessary that any new Service Type is evaluated and created by State staff. This ensures an accurate setup of the Service Type, and thus accurate claiming of the new service.

Search Criteria

View Inactive #1

County: State #2

Service Category: ID: #3 Category Type: #4

Service Type: ID: #5

Statewide Reporting Group: #6

Name #7

Long: Medium: Short:

Service Information

Service Type Status: #8 Reporting Category: #16

SW Reporting Group: #9 SPC Code: #17

Service Category: #10 Service Enabled By: #18

Service Group: #11 License Type Required: #19

Subgroup: #12 Approval Level (1 X Payment): #20

Class: #13 Enable Placement (1 X Payment) #21

Age Range: #14 Clothing Allowance (1 X Payment) #22

IV-E Eligibility: #15 Extraordinary Payment (1 x Payment) #23

Prefill into Templates #24

Payment Information

Payments Allowed #25 Date Last Paid: #26

Rate Type: #27

Fixed Monthly Amount Yes No Updated on: By: #28

Pay In Advance Yes No Updated on: By: #29

Require Release Yes No Updated on: By: #30

Non-System-Disbursed Payment #31

Override Parent Agency Rule #32

Rate Edit Updated On: By: #33 #34

Spending Limit -#35

Type: Period: Amount: \$0.00

Approval Level for Override:

Save Close

#	Element Name	Description
1	View Inactive Checkbox	View Only: This field allows the user to filter for inactive Service Categories or inactive Service Types.
2	County	View Only: Populates based off of the county of the worker logged in.
3	Service Category & ID	County Selectable Value: This dropdown contains a listing of all Service Categories. Once selected, the Service Category's code or "ID" populates. Note: The Service Category has a "Placement", "Service" or "One-Time Payment" characteristic attached to it, similar to your Service Types. This trait is viewable online from the Category Type value (#4).
4	Category Type	View Only: This field represents the "Placement", "Service" or "One-Time Payment" characteristic attached to the Category.
5	Service Type	County Selectable Value: This dropdown contains a listing of all Service Types that fall underneath the Service Category that is selected. All other characteristics identified on this page relate directly to the Service Type chosen. The "ID" is distinct to the Service Type that has been chosen.
6	Statewide Reporting Group	View Only: The purpose of this field is to identify the Statewide Reporting Group tied to the chosen Service Type. The Statewide Reporting Group allows the application to tie together all similar service types across a statewide view. This in turn allows the State to update globally service rates and other core elements for Service Types nested underneath the Statewide Reporting Group.
7	Long	View Only: This field displays and allows the maintenance of the Service Type's long description name.
7	Medium	View Only: This field displays and allows the maintenance of the Service Type's Medium description name..
7	Short	View Only: This field displays and allows the maintenance of the Service Type's Short description name.
8	Service Type Status	View Only: This field indicates the Active or Inactive status of the Service Type.
9	Statewide Reporting Group	View Only: The purpose of this drop down is to allow the State to update the associated Statewide Reporting Group on an individual Service Type level.
10	Service Category	View Only: The purpose of this drop down is to allow the State to update the associated Service Category on an individual Service Type level.
11	Service Group	View Only: The purpose of this drop down is to allow the State to update the associated Service Group on an individual Service Type level. The Service Group identifies the Service Types purpose. For example, Out-of-Home Care Services, Adoption Services, Subsidized Guardianship. These values can be used in reporting to help group like services together.
12	Subgroup	View Only: This field identifies whether the Service Type chosen is an Adoption Service, a Regular setup, or setup as a Wraparound Service Type. Each individual Statewide Reporting Group can have three subgroup core setups that affect the general characteristics of the Service Type.
13	Class	View Only: This field provides a mechanism for identifying the level of the Service Type. This comes directly from Rate Regulation, and is used to globally identify levels within the Service Types.
14	Age Range	View Only: This documents the age range that the service type covers if applicable. If there is not an age restriction then the value of "None" will be displayed
15	IV-E Eligibility	View Only: This tells the system how to handle this service type when it comes to IV-E claiming.
16	Reporting Category	County Selectable Value: This field allows the county to link like Services together for purposes of cross-walking them over to their Financial Interface. The first seven values, which display text names, are reserved specifically for Milwaukee and/or State use only. The Reporting Category value is an inherited core value from Maintain Service Type > Maintain by Placement Type, assuming that the Service Type is not a One-Time Payment, or driven by a Child Specific Rate. Note: The absence of a value in this field will cause a payment not to generate for the associated service type.
17	SPC Code	County Selectable Value: The SPC Code is needed for some county financial interfaces. This field allows the entry of up to 6 numeric characters only.

#	Element Name	Description
18	Service Enabled By	View Only: Displays the license type that the selected Service Type can be associated with.
19	License Type Required	View Only: Displays the Service Type's "Level". This controls which Service Types will display under certain license types.
20	Approval Level (1 x Payment)	View Only: If the service is a One-time payment where the Service Group "One Time Payments" is selected, then a job class from this drop down must be selected. The job class indicates they type of user that will provide the final approval for this service. For example, if the county wants to allow only workers with the same job class as the program manager or higher to provide the final approval for all clothing allowances then they would choose the job class of Program Manager from the drop down.
21	Enable Placement (1 x Payment)	View Only: This field will be selected only if the Service Type is a One Time Payment. The field indicates that a user must select a placement from the Placement Drop Down when using this Service Type in the documentation of a Payment Request.
22	Clothing Allowance (1 x Payment)	View Only: This field identifies a Service Type as a One Time Payment used for the documentation of a Clothing Allowance.
23	Extraordinary Payment (1 x Payment)	View Only: This field identifies a Service Type as an Extraordinary Payment created by the approval of an Extraordinary Payment Request.
24	Prefill Into Templates	County Selectable Value: If the Service Category and Type are identified as a "Service" (See Category Type #4) then this checkbox will be enabled. Checking this box indicates that the county wishes to have these types of Services included on their templates (like Court Reports and Case Plans).
25	Payments Allowed	View Only: If checked, the system will generate payments related to this service. If left unchecked, this service will be non-paid.
26	Date Last Paid	View Only: This field is system derived, and identifies the last date that this service type generated a payment.
27	Rate Type	View Only: This field indicates the type of Rate. By Service indicates that the rate for the service is set at the Service Types level. Any provider offering this Service will be paid based on the Service Types rate. For example, no matter which provider one uses to place a three year old child, the rate for any provider offering this service will be the same. By Provider indicates that the rate for the service is set at the Provider level. The rate of this Service may differ from one provider to another. For example, one provider may charge \$25.00 per day for providing a Respite Service, while a different provider may charge \$30.00 per day. The rate for these types of Services is set specifically to the individual provider records. By Child indicates that the rate for the service is set at the child specific level. For example, in documenting a child that is placed out-of-state where their service rate does not match Wisconsin's. Or, in instances of Adoption Assistance, or Subsidized Guardianship the rate is established per child. By Age indicated that the rate for this service is set by the child's age. For example, the rate for children in a Foster Home Level 2 placement vary for ages groups 0-4, 5-11, 12-14 or 15+.
28	Fixed Monthly Amount	County Selectable Value: A selection of the "Yes" Radio Button for this value means that the service will not be pro-rated. The amount will be fixed every month regardless of service period. If the selection is "No" then the system will pro-rate based upon the number of days of the partial month. This characteristic is most commonly seen used in Kinship Service Types. Note: Updating this field on the service will cause all previously generated payments and checks to be potentially readjusted to a pro-rated payment. This would also generate overpayments if applicable.

#	Element Name	Description
29	Pay in Advance	<p>County Selectable Value: A selection of the “Yes” Radio Button for this value means that the service will generate a payment for the upcoming month's service (created in advance of the service being provided). If the selection is “No” then the system will generate a payment for the previous month's provided services.</p> <p>Note: You can flip this flag and the batches will deal with the following payments correctly without having to maintain any placement data.</p>
30	Require Release	<p>County Selectable Value: A selection of the “Yes” Radio Button for this value means that any payment from this Service Type will require release.</p> <p>Payments that require release are created by the payment generation batch with the initial check status set to “Pending Release.” At this stage, the county must manually “release” the check in order for it to continue to move to an “In Process” status. The check will remain in a “Pending Release” status until it is “Released.”</p> <p>If the selection is “No” for this value than any payment for this Service Type will be generated via the Payment Generation batch in a pending status.</p>
31	Non-System- Disbursed Payment	<p>View Only: With this checkbox checked, the system will generate a payment; However, that payment will never become a check to be processed through the county financial interface. This check box is specifically used to create the YES/FPI/WRAP services that document the actual cost of care for a child in one of these programs.</p>
32	Override Parent Agency Rule	<p>View Only: With this checkbox checked, the system forces the override of normal parent agency rules for any payments related to this service.</p> <p>The Parent Agency Rule logic is written such that both the Maintenance (Basic, Supplemental, and Exceptional) costs and Administrative costs are paid directly to the Parent Agency of a placement provider. It is the responsibility of the Parent Agency to payment the placement provider their Maintenance Payment. If the Parent Agency Rule is overridden then the Maintenance portion is sent directly to the placement provider and only the Administrative Payment is sent to the Parent Agency.</p>
33	Rate Edit	<p>View Only: With this checkbox checked, the system allows for county users to maintain the Rate of the selected Service Type.</p> <p>Note: Where one maintains the rate depends upon the Rate Type. If the Rate Type is By Service then the rate is maintained by the Rate Button (#34). If the Rate Type is By Provider then the rate is maintained at the Provider level.</p>
33	Updated On & By	<p>View Only: These values are system derived. They are initially set at the point that the Service Type is created. They are subsequently updated as the Rate Edit checkbox is modified.</p>
34	Rate Button	<p>County Selectable Value: This button is enabled if the Rate Type is By Service, disabled if the Rate Type is By Provider. When applicable (see #33), the Rate Button will allow a user to maintain the rate for the given Service. If the Rate is not maintainable at the county level then the Rate Button allows the user to view the rate history for the chosen Service.</p>
35	Spending Limit Group Box	<p>View Only: Indicates if there is a spending limit for the service. If there is a spending limit, it must be designated as child based or provider based. In addition, the period that the spending limit covers, and the total amount of the spending limit, must be selected.</p> <p>The spending limit has been locked down for specific Statewide services and is maintained by the State.</p> <p>The Approval Level for Override drop down works similar to the Approval Level (1 x Payment) drop down. The identified Job Class level indicates the job class level one must carry in order to override the spending limit.</p>