

Adoption Assistance Amended Agreement

Note: In order to create an Adoption Assistance Amended Agreement, an assignment to the case is needed.

Creating an AA Amended Agreement

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work under the Actions drop-down next to the specific case. This will open the Create Case Work page.
2. On the Create Case Work page, select AA Amended Agreement from the Agreements/Notices drop-down. Select the appropriate case and the appropriate case participant. Click the Create button. This will open the AA Amended Agreement page.

Create Case Work - Internet Explorer

eWiSACWIS Print Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices: AA Amended Agreement
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative

Cases

- Preadopt, Peter (9223374)
- Preadopt, Polly (9223373)
- Protein, Bob E. (9221445)
- Protein, Paula (922127)
- Quakersteak, Anna (9221944)
- Queen, Dairy (9221229)
- Rabbit, Bunny (922019)
- Rabbit, Jessica (9221397)
- Rankin, Becky (20252)
- Rankin, Becky (9221923)
- Regress, Rhonda (9221172)
- Relinquisher, unknown (9221334)

Case Participants

- Preadopt, Peter, Reference Person (9228346)

Create Close

100%

eWiSACWIS x AA Amended Agreement x +

https://apps.dcf.wisconsin.gov/ewisacwis/SM10E_AAAmendedAgreement.do

eWiSACWIS Resource TM Print Help

Basic

Case: [Preadopt, Peter \(9223374\)](#) Person: [Preadopt, Peter \(9228346\)](#) DOB: 06/07/2015 Age: 7

Amended Agreement Request Details **Confirmation of Needs CANS**

Amendment Request Detail

Date of Initial Contact: Request Type:

Screening Decision:

Child Abuse and Neglect Background Check(s)

Source	Requested/Completed	Received	Substantiation(s)	Image	Allegation Person ID	Check Override
eWiSACWIS	01/28/2023	01/28/2023	No	N/A	8076643	

Documentation

Options:

3. Complete the required fields in the Amendment Request Detail group box.
 - Date of Initial Contact: The date the contact took place. This date cannot be a future date.
 - Request Type: Select from Initial, Option to Continue, or Subsequent Assessment.
 - Screening Decision: Select from the values in the drop-down.
4. Upon initial creation and every subsequent launch of the AA Amended Agreement, the system checks for substantiated allegations for Parent 1/Parent 2.
 - If a substantiated allegation is found for at least one parent, a message will display "Substantiation has been found." When the message is closed, the page will refresh and display a row in the Child Abuse and Neglect Background Check(s) group box.
 - i. The 'Source' field will be set to eWiSACWIS
 - ii. The 'Requested/Completed' and 'Received' fields will be set to today's date
 - iii. The 'Substantiation(s)' field will be set to Yes
 - iv. The 'Image' field will be blank
 - v. The 'Allegation Provider ID' will display the Person ID of the parent associated with the allegation
 - vi. A 'Check Override' checkbox will display to allow the worker to override (ignore) the substantiated background check.
 - If no substantiated allegation is found, a message will display "Substantiation has not been found." When the message is closed, the page will refresh and display a row for each parent in the Child Abuse and Neglect Background Check(s) group box.
 - i. The 'Source' field will be set to eWiSACWIS

- ii. The 'Requested/Completed' and 'Received' fields will be set to today's date
- iii. The 'Substantiation(s)' field will be set to No
- iv. The 'Image' field will be blank
- v. The 'Allegation Provider ID' will display the Person ID of the parent
- vi. No 'Check Override' checkbox will display
- If any new substantiated allegations are found upon subsequent launch of the page, a message will display "A new substantiation has been found." When the message is closed, the page will refresh and the existing row for the parent is updated.

A new row can be added manually by clicking on the 'Insert' button. Select an option from the 'Location' field. If the eWiSACWIS option is selected, document the 'Requested/Completed' and 'Received' dates and the 'Substantiation(s)' field. If the County option is selected, an image is required to be linked and an [Imaging Search](#) hyperlink will be displayed. Click the [Imaging Search](#) hyperlink to launch the Imaging Search page.

Note: At least one background check row must be documented in order to approve an amended agreement.

Child Abuse and Neglect Background Check(s)							
Source	Requested/Completed	Received	Substantiation(s)	Image	Allegation Person ID	Check Override	
eWiSACWIS ▼	01/28/2023	01/28/2023	No ▼	N/A	8076643		

[Insert](#)

5. The Documentation group box is used to record documents that are needed as part of the amendment process.
 - Type: Each of the options in the Type drop-down corresponds to either an image that can be scanned in to the system through the Imaging page (see the Imaging User Guide) or a template that can be created.
 - Provider: The provider associated with the service for the amendment/agreement. The field is disabled when there is no split payment for the service or if the document type is 'Amended Agreement Request Received.'
 - Date: The date the document was sent or received.
 - Image/Doc: Displays an Edit, View, or Text hyperlink to the document.

Documentation				
Type	Provider	Date	Image/Doc	
<div style="border: 1px solid black; padding: 5px;"> Amended Agreement Request Received Finalized Amended Agreement Initial Request Documentation Notice of Approval and Amended Agreement Sent Notice of Denial Sent Other Supporting Documentation Request for Documentation Sent Requested Documentation Received </div>	▼	11/29/2022	Edit	Delete Imaging Search

[Insert](#)

6. Click on the 'Insert' button in the Documentation group box to add a blank row. Select 'Amended Agreement Request Received' from the Type drop-down. Selecting this option will display an

[Imaging Search](#) hyperlink beside the row. Click the [Imaging Search](#) hyperlink to launch the Imaging Search data retrieval page.

Note: This Type (Amended Agreement Request Received) is required in order to approve the AA Amended Agreement.

- When the Imaging Search page is launched from the AA Amended Agreement page, the Category defaults to Amended Agreement, the Type defaults to the option selected for the documentation row, and the Participants defaults to the name of the child on the amended agreement record. eWiSACWIS will automatically search for all imaging records of the Type selected from today's date to a year prior. These dates can be modified to further narrow the search.
- If the Results group box has returned the image needed for the amended agreement, select the radio button next to the row then click the Continue button.

Note: If the Results group box does not display the necessary document based on the search criteria, a new image can be created by clicking the 'Create' button. Clicking the 'Create' button will launch the Imaging page (see the Imaging User Guide). Once an image has been created and saved it will automatically display on the Imaging Search page (as long as the Date is within the range of the Start Date and End Date) and can be selected to link to the amended agreement record.

Imaging Search

Resource Print Help

Search Criteria

Search by: Case Name: Preadopt, Peter (9223374)

Category:

Adoption
Amended Agreement
Assets and Income
Education
Extraordinary Payment Request
ICPC Record
ICWA
Independent Living

Type:

Amended Agreement Request Received
Background Check
Confirmation of Needs (C.O.N.)
Exhibits
Finalized Amended Agreement
Initial Request Documentation
Notice of Approval and Amended Agreement
Notice of Denial of Support

Start Date: 02/06/2022 End Date: 02/06/2023

Participants: Preadopt, Peter (Reference Person)

Search

Hold down the 'Ctrl' key for multi-selection

Results

	Category	Type	Participant	Date	File Name	
<input type="radio"/>	Amended Agreement	Amended Agreement Request Received	Preadopt, Peter	11/29/2022	REQ - Jones, R.pdf	Edit

Record 1 to 1 of 1

CreateContinueClose

- Once the image has been linked to the amended agreement, an [Edit](#) hyperlink will display in the row. Clicking the [Edit](#) hyperlink will launch the Imaging record.

10. To create a template for the amended agreement, select 'Request for Documentation Sent,' 'Notice of Approval and Amended Agreement Sent,' or 'Notice of Denial Sent' from the Type drop-down. Selecting one of these options will display a [Text](#) hyperlink in the row. To access the template, click the Save button. Then click the [Text](#) hyperlink.
11. On the Forms page, select the associated document from the Options drop-down and click Go.

The screenshot shows a web application window titled 'Form'. The top navigation bar includes 'Resource', 'TM', and 'Print' icons. The main content area is titled 'General Information' and contains the following fields:

Case:	Preadopt, Peter
Category:	Amended Agreement
Document:	Request for Additional Information for Amendment for Adoption Assistance

Below the 'General Information' section is an 'Options' dropdown menu. The dropdown is currently empty, and a 'Go' button is located to its right. At the bottom right of the form, there are 'Save' and 'Close' buttons.

12. Enter any applicable information on the template and click the 'Save and Generate PDF' button, which will launch the template as an uneditable PDF.

Save

Save and Generate PDF

Close

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence**Notice of Approval for Amendment for Adoption Assistance and Amended Agreement**

Personal information you provide may be used for secondary purposes[Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Today's Date	Name - Agency		
06/22/2018	Division of Milwaukee Child Protective Services		
Name - Child (Last, First, MI)		Birthdate - Child	
Preadopt, Peter		10/02/2006	
Name - Adoptive Parent (Last, First, MI)			
Provider, Paul			
Name - Adoptive Parent (Last, First, MI)		Telephone Number (Home)	Telephone Number (Work)
Address - (Street, City, State, Zip Code)			
888 Happy Lane Dr., Milwaukee, WI 53201			

NOTICE OF DECISION - Approved

In accordance with s. 48.975, Wisconsin Statutes, the Adoption Assistance Agreement currently in effect based on the information in the Request for Amendment to Adoption Assistance form. You are eligible for an Amended Adoption Assistance payment of \$ 0.00, effective .

This is an increase of \$ 0.00 per month from the original Adoption Assistance Agreement

Note: If any edits need to be made once you generated the PDF, click the 'Edit Document' button. Otherwise hover the mouse near the top of the screen to print the document and then click the 'Close' button.

BIRT PDF Document 1011162 - Internet Explorer

https://apps.dcf.enterprise.wisstate.us/ewsscreenshot/SM07B_Forms.do

eWiSACWIS

[Edit Document](#) [Close](#)

Notice of Approval for Amendment for Adoption Assistance and Amended Agreement

Personal information you provide may be used for secondary purposes[Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Today's Date 06/22/2018	Name - Agency Division of Milwaukee Child Protective Services		
Name - Child (Last, First, MI) Preadopt, Peter		Birthdate - Child 10/02/2006	
Name - Adoptive Parent (Last, First, MI) Provider, Paul			
Name - Adoptive Parent (Last, First, MI)		Telephone Number (Home)	Telephone Number (Work)
Address - (Street, City, State, Zip Code) 888 Happy Lane Dr., Milwaukee, WI 53201			

NOTICE OF DECISION - Approved

In accordance with s.48.975, Wisconsin Statutes, the Adoption Assistance Agreement currently in effect based on the information provided in the Request for Amendment to Adoption Assistance form. You are eligible for an Amended Adoption Assistance payment of \$0.00, effective .

This is an increase of \$0.00 per month from the original Adoption Assistance Agreement

Please note that this amendment request will not be effective unless you review, sign, date and return the amended agreement in the enclosed envelope to the address below within 30 days from the date of this notification.

Annual Review of Amendment

Wisconsin Statute, s.48.975(4)(bm) requires that annual review by the department / agency shall review an agreement that has been amended to determine whether the substantial change in circumstances that was the basis for amending the agreement continues to exist. Prior to the expiration of the amended agreement you will be contacted with requests for information to determine whether change of circumstances continue to exist.

Done 100%

13. On the Forms page, click the Save and Close buttons.

14. The Date is now documented for the associated template.

Type	Provider	Date	Image/Doc	
Amended Agreement Request Received	Provider, Paul (9222085)	11/29/2022	Edit	Delete Imaging Search
Request for Documentation Sent	Provider, Paul (9222085)		Text	Delete

[Insert](#)

15. The Adoption Assistance Agreement Information group box displays data from the original Adoption Assistance Agreement: Date of Agreement, Basic Amount (comes from the Child Basic Rate field), Supplemental Amount (from the Child Specific Rate field), Exceptional Amount, and Agreement Amount.

Note: If Adoption Subsidy Type = MA only – at risk or MA only – not at risk, the Basic Amount field will be enabled and can be updated by the user. The new dollar value entered in the Basic Amount field by the user will then be factored into calculating the Amended Agreement Amount.

16. When an AA Amended Agreement is created, the Supplemental Points and Supplement Rate fields pre-fill from the original Adoption Assistance Agreement. The Amended Agreement Amount will initially default to the original Agreement Amount. The new Supplemental Points and Supplemental Rate needed for the amended agreement will be determined when ratings selections on the Confirmation of Needs CANS tab have been modified. Upon clicking the Save button, the system will automatically calculate the new supplemental points and rate and add this to the Agreement Amount to determine the new Amended Agreement Amount.

17. Enter a date in the 'Effective Date' field.

Adoption Assistance Agreement Information			
Date of Agreement:	09/01/2016	Basic Amount:	\$384.00
Adoption Subsidy Type:	MA w/subsidy amount	Supplemental Amount:	\$136.00
Provider:	Provider, Paul (9222085)	Exceptional Amount:	\$175.00
		Agreement Amount:	\$695.00

Requested Supplemental (CANS)	
Supplemental Points:	0
Supplemental Rate:	\$0.00

Amended Agreement Information			
Effective Date:	<input type="text" value="00/00/0000"/>	Estimated End Date:	00/00/0000
		Actual End Date:	00/00/0000
	Additional Amount:		Amended Agreement Amount:
			\$559.00
		New Supplemental Amount:	(\$136.00)

18. Click the Confirmation of Needs CANS tab.

19. The Confirmation of Needs CANS tab is blank and disabled until a Date Sent/Received is recorded for the document type of Amended Agreement Request Received in the Documentation group box and the Request Type is documented.

- When the Request Type is either Initial or Subsequent Assessment:
When a date has been entered, the system determines the age of the child as of the Date Sent/Received and refreshes the page to display the appropriate group boxes (Birth to 5 or 5-17) on the tab.
- When the Request Type is Continue Current Rate (Option to Continue):
The system will display the questions from the last fully approved and ended Adoption Assistance Amended Agreement for the child (excluding Made in Error) even if the child is in a different age group as of the Request Date.

Note: On the initial amended agreement record, the agreement ratings will be pre-filled to the tab and display the option of that rating in the Original Agreement column (the Previous Amended Agreement column will default to 'N/A' for each rating item). On subsequent amended agreements the ratings will pre-fill from the most recent amended agreement and

the options in the Previous Amended Agreement column will reflect the ratings from that amended agreement record.

eWiSACWIS

Resource
TM
Print
Help

Basic

Case: Preadopt, Peter (9223374)

Person: Preadopt, Peter (9228346)

DOB: 06/07/2015

Age:7

Amended Agreement Request Details

Confirmation of Needs CANS

0 = no evidence 1 = mild 2 = moderate 3 = severe

Manuals and Glossary of Terms

Emotional

			Original Agreement	Previous Amended Agreement
Adjustment to Trauma	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	Details	N/A	0
Notes				
Traumatic Grief/Separation	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	Details	N/A	0
Notes				
Intrusions	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	Details	N/A	0
Notes				
Attachment Difficulties	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	Details	N/A	0
Notes				
Dissociation	0. <input checked="" type="radio"/> 1. <input type="radio"/> 2. <input type="radio"/> 3. <input type="radio"/>	Details	N/A	0
Options:	Child and Adolescent Needs and Strengths (CANS) 5-21 Amendment Confirmation of Needs AA		Go	Save Close

20. Launch the Child and Adolescent Needs and Strengths (CANS) template by selecting the text from the Options field and then click the Go button. Note: In order to see the updated rate on the Amended Agreement Details tab, click the Save button.

Close

CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) 5-21**AMENDMENT CONFIRMATION OF NEEDS****Adoption Assistance**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name - Child / Youth

DOB

Preadopt, Peter

10/02/2006

Effective Date

Age at Time of Assessment

Name - Adoptive Parent

:7

Provider, Paul

EMOTIONAL	0	1	2	3
Adjustment to Trauma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traumatic Grief / Separation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intrusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attachment Difficulties	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissociation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating Disturbance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleep	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychosis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Somatization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Behavioral Regression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affect Dysregulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Suicidal Self-Injurious Behavior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEHAVIORAL	0	1	2	3
Living Situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Peer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Seriousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Arrests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Community Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Legal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Peer Influences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

21. Click the Close button to return to the AA Amended Agreement page.
22. Click the Amended Agreement Request Details tab and verify the Supplemental Points and Supplemental Rate.
23. In the Decision group box, select the appropriate option from the 'Decision' drop-down.

DecisionSupervisory Review
Date:

00/00/0000

Supervisor Name:

Decision:

Denied ▼

Decision Reason:

Comments:

Fewer than five needs identified
Increase Counteracted by Decrease
Max \$ in Categories - Orig Agree
Same/Below Original - Not Inten
Substantiated CAN Report

- The 'Decision Reason' field will default to Approved for Services when the decision is Approved.
- The 'Decision Reason' field will be defaulted and disabled when the Screening Decision is:
 - Family does not wish to proceed
 - Lvl1 – Not Elig for Amended Agreement
 - Material Requested Not Received
 - Substantiated CAN Report
 - No Response
- The 'Decision Reason' field will be enabled when the Screening Decision is Approved and the Decision is Denied. Enter narrative text in the Comments field, if needed.

24. To approve the AA Amended Agreement, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button then click the Continue button. To complete the approval, click the Save button on the AA Amended Agreement page.

Decision

Supervisory Review Date:

02/07/2023

Supervisor Name:

Caitlin C. Cake

Decision:

Approved ▼

Decision Reason:

Approved for Services ▼

Comments:

25. When the AA Amended Agreement receives final approval the page will become read only. The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.

26. The Child Specific Rate for the AAFC Adoptive Home Service will automatically update with the new Amended Agreement Amount. The Effective Date is the month and year in which the new payment rate will begin to be generated for the Service. The rate is always a monthly rate.

27. A link to the AA Amended Agreement will display under the case outliner.

Preadopt, Peter (9223374)

Case details:

Pre-Adoptive Child

Wood - Wisconsin Rapids

Open OHP exists for associated participant(s)

Case address:

888 Happy Lane Dr,

Milwaukee, WI 53201

Primary worker:

Cake, Caitlin C.

(123) 456-7890

ccake@wisconsin.gov

Actions:

Please select an action ▼

View case information

Adoption

Agreements and Notices

Assets and Income

Assignments

Eligibility

Placements

Related People

Services

Agreements and Notices

Images (1)

Adoption Assistance Application for Decision

Adoption Assistance Agreement

AA Amended Agreement

03/01/2017

Preadopt, Peter

\$698.00

Approved

03/01/2017

Preadopt, Peter

\$698.00

Approved

Preadopt, Peter

\$1186.00

Approved

Creating a Pre-CANS Adoption Assistance Amended Agreement

1. From the desktop, go to Cases tab and click the Create Case Work hyperlink [Create case work](#) or select Create Case Work under the Actions drop-down next to the specific case. This will open the Create Case Work page.
2. On the Create Case Work page, select AA Amended Agreement from the Agreements/Notices drop-down. Select the appropriate case and the appropriate case participant. Click the Create button. This will open the AA Amended Agreement page.

Create Case Items

- Administration
- Adoption
- Agreements/Notices: AA Amended Agreement
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative

Cases

- Jones, Amanda M. (9221820)
- Jones, Angela (9222522)
- Jones, Jen (9221160)
- Jones, Sally (9222753)
- Jones, Sally (9223313)
- Jones, Sally (9223676)
- Jones, Sally (9224876)
- Jones, Sally (9225899)
- Joseph, Jenny (9220005)
- Joseph, John (9224616)
- Joyner, Trevor (9222751)
- JSDR, Sally (9223956)
- Justice, Mom (9223273)
- Justice, MotherYJ (9223556)
- Juvie, Juvie A. (9223333)
- Kellogg, Andy (9222422)
- Kellogg, Cale (9222421)
- Kellogg, Kathy B. (9222251)
- Kellogg, Kathy B. (9223113)
- Kellogg, PermPlanCPC (9222461)

Case Participants

- Jones, Amanda M., Reference Person (92...)

Create Close

3. On the AA Amended Agreement page, complete the steps above for creating an AA Amended Agreement. For a pre-CANS AA Amended Agreement, the Confirmation of Needs CANS tab does not appear. Instead, the supplemental rate is determined by the Emotional, Behavioral, and Physical points. Select a value from the Emotional, Behavioral, and Physical fields under the New Points column. Once the Save button is clicked, the Amended Agreement Amount and the Additional Amount fields will update.

Note: If Adoption Subsidy Type = MA only – at risk or MA only – not at risk, the Basic Amount field will be enabled and can be updated. The updated Basic Amount will then be factored into calculating the Amended Agreement Amount.

4. Enter a date in the 'Effective Date' field and select the appropriate Decision and Decision Reason.

- To approve the AA Amended Agreement, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button then click the Continue button. To complete the approval, click the Save button on the AA Amended Agreement page.

eWiSACWIS
Print
Help

Basic

Case: [Jones, Amanda, M. \(9221820\)](#)
Person: [Jones, Amanda M. \(9223389\)](#)
DOB: 06/14/2004
Age: 18

Amended Agreement Request Details

Requested Supplemental (Pre-CANS)

	Original Points	New Points
Emotional:	12 Points - Intensive	4 Points - Minimal
Behavioral:	4 Points - Minimal	12 Points - Intensive
Physical:	0 Points - Not Identified	8 Points - Moderate

Amended Agreement Information

Effective Date:	00/00/0000	Estimated End Date:	00/00/0000	Actual End Date:	00/00/0000
		Additional Amount:	\$0.00	Amended Agreement Amount:	\$0.00
		New Basic Amount:	\$0.00	New Supplemental Amount:	

Decision

Supervisory Review Date: 02/07/2023
Supervisor Name: Caitlin C. Cake

Options:
Go
Save
Close

- When the AA Amended Agreement receives final approval the page will become read only. The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.
- The Child Specific Rate for the AAFC Adoptive Home Service will automatically update with the new Amended Agreement Amount. The Effective Date is the month and year in which the new payment rate will begin to be generated for the Service. The rate is always a monthly rate.
- A link to the AA Amended Agreement will display under the case outliner.

Jones, Amanda M. (9221820)

Case details:

Adoptive Home
State Central Office

Case address:

Primary worker:

Cake, Caitlin M., IV
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov

Actions:

[Please select an action](#)

View case information

 Agreements and Notices

 Assets and Income

 Assignments

 Eligibility

 Planning

 Related People

Agreements and Notices

[+ Images \(6\)](#)

[- Adoption Assistance Agreement](#)

[AA Amended Agreement](#)

[AA Amended Agreement](#)

03/15/2006

07/01/2018

12/01/2012 - 11/30/2013

Jones, Amanda M.

Jones, Amanda M.

Jones, Amanda M.

\$0.00

\$204.00

\$204.00

Request Denied

Amended Agreement

Terminated

Documenting an Amended Agreement Override

When an amended agreement has been approved, the effective date and amended agreement amount can be overridden when the option in the Decision field displays as 'Approved.'

1. To document the override first access the approved amended agreement from under the case outliner.
2. Scroll to the bottom of the AA Amended Agreement page to the Override Decision section.

The screenshot displays the eWiSACWIS web application interface. At the top, a dark blue header contains the logo and navigation links for Resource, TM, Print, and Help. Below the header, a light blue section titled 'Basic' contains fields for Case (Preadopt, Peter (9223374)), Person (Preadopt, Peter (9228346)), DOB (06/07/2015), and Age (7). A blue button labeled 'Amended Agreement Request Details' is visible. Below this, another light blue section titled 'Override Decision' contains fields for New Effective Date (00/00/0000), Override Reason (a dropdown menu), and Amount (\$0.00). A large text area for Comments is also present. Below the Override Decision section is a section titled 'Override Documentation' which contains a table with columns for Type, Date Sent/Received, and Image/Document. An 'Insert' button is located to the right of the table. At the bottom of the form, there is an 'Options' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

Type	Date Sent/Received	Image/Document
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3. Enter a date in the 'New Effective Date' field.
4. Select an option from the 'Override Reason' drop-down.

Note: An override decision can be documented for a denied amended agreement by selecting Denial Overturned. The Amount field will be disabled as the system does not update the child specific rate for denied records. When a denied amended agreement is overridden, the system will allow you to create a subsequent amended agreement without having to wait a year.

5. Enter a value in the 'Amount' field.
6. Click the Insert button to add a row in the Override Documentation group box. If the selected Type requires attaching an image, click the [Imaging Search](#) hyperlink and retrieve the associated Imaging record from the Imaging Search page (described earlier in this guide). If the the selected Type requires attaching a template, click the Save button then click the [Text](#) hyperlink to create the Forms page and the template. Save and close the Forms page after the PDF has been generated. Once the Forms page is closed the system will generate the Date Sent/Received.

7. If other images related to the appeals override decision need to be scanned and linked to the amended agreement, additional rows can be added to the Override Documentation group box as needed.
8. Click the Save button. Upon save the system will freeze the fields in the Override Decision group box. The system will update the Rate History page for the AAFC Adoptive Home Service with the new rate based on the updated amount entered for the override decision.