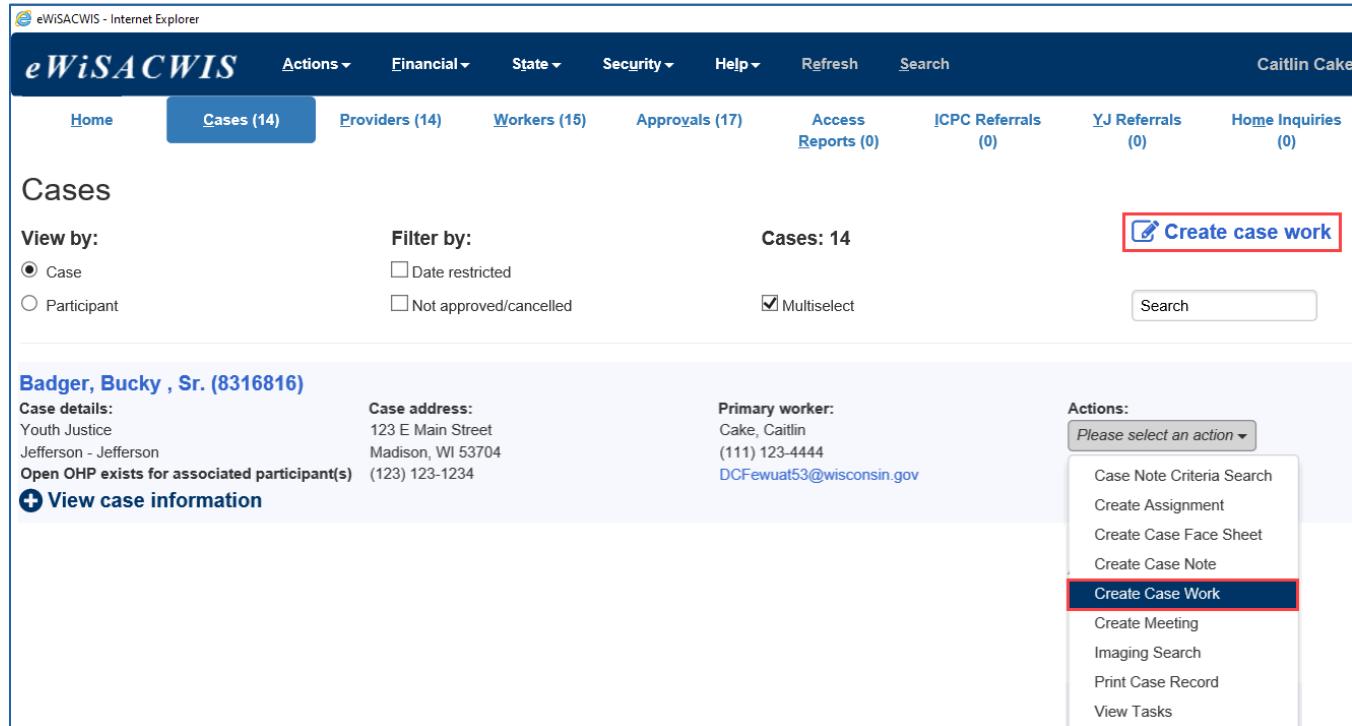


## QRTP Addendum

The QRTP Addendum page captures data as required by the Family First Prevention Services Act (FFPSA) for a child's placement in a certified Qualified Residential Treatment Program (QRTP).

**Note:** To create a QRTP Addendum, an assignment to the case is needed. Additional security is needed to create this piece of work.

1. From your desktop, select the Cases tab. Click the Create case work hyperlink  [Create case work](#) or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.



The screenshot shows the eWiSACWIS software interface. At the top, there is a navigation bar with links for Home, Cases (14), Providers (14), Workers (15), Approvals (17), Access Reports (0), JCP Referrals (0), YJ Referrals (0), and Home Inquiries (0). The 'Cases' tab is selected. Below the navigation bar, there is a section for 'View by:' with radio buttons for 'Case' (selected) and 'Participant'. There are also 'Filter by:' checkboxes for 'Date restricted' and 'Not approved/cancelled', and a 'Multiselect' checkbox. To the right, there is a 'Cases: 14' summary and a 'Create case work' button. The main content area displays a case detail for 'Badger, Bucky , Sr. (8316816)'. The case details include: Case details: Youth Justice, Jefferson - Jefferson; Case address: 123 E Main Street, Madison, WI 53704; Primary worker: Cake, Caitlin, (111) 123-4444, DCFewuat53@wisconsin.gov; and Actions: Please select an action. The 'Create Case Work' option is highlighted with a red box. Other actions listed are Case Note Criteria Search, Create Assignment, Create Case Face Sheet, Create Case Note, Create Meeting, Imaging Search, Print Case Record, and View Tasks.

2. On the Create Case Work page, select QRTP Addendum from the Case/Perm Plan drop-down. Select the appropriate participant and click the Create button.

Create Case Work - Internet Explorer

**eWiSACWIS**

**Create Case Items**

	Administration
	Adoption
	Agreements/Notices
	Assessment
	QRTP Addendum
	Education
	Eligibility
	ICPC
	ICWA
	Imaging
	Legal

**Cases**

Aardvark, Amy B. (9902001)
Aardvark, Alex (9900210)
Allen, Jake R. (9900001)
Anderson, Al A. (9920202)
<b>Badger, Bucky (8316816)</b>
Bean, Brad (9932021)
Bolt, Sam (9923210)
Buck, Peter (9976501)

**Case Participants**

Badger, Bucky, Biological Child (11154768)
<b>Badger, Bucky, Reference Person (9639222)</b>

**Create** **Close**

**Note:** If there is an existing QRTP Addendum for the child and case, the QRTP Addendum Copy page will display. Select the QRTP Addendum you wish to copy and click the Create button to copy it.

QRTP Addendum Copy - Internet Explorer

**eWiSACWIS**

**QRTP Addendum**

Child: Bucky Badger, Sr. (9639222)	Case: Bucky Badger, Sr. (8316816)				
Select	Provider Name	QRTP Addendum Date	Placement Begin Date	Placement End Date	QRTP Addendum Status
<input type="radio"/>	ABC Group Home (8086433)	09/19/2021	09/05/2021		Approved
<input checked="" type="radio"/>	ABC Group Home (8099709)	09/17/2021	09/04/2021		Pending

**Create** **Close**

3. On the QRTP Addendum page, select the [Search](#) hyperlink next to Placement Provider to search out the provider. To edit information on this page, the provider must first be selected.

QRTP Addendum - Internet Explorer

eWiSACWIS

Print Help

**Basic**

Child: <a href="#">Badger, Bucky, Sr. (9639222)</a>	Placement <a href="#">Details</a> Provider:	<a href="#">Search</a>	QRTP Addendum Date: <input type="text" value="09/21/2021"/>
Case: <a href="#">Badger, Bucky, Sr. (8316816)</a>	Provider Level of Care (LOC):	Placement <a href="#">Details</a> Start Date:	<input type="text" value="00/00/0000"/>
Status:	Placement Recommended By:	<input type="text"/>	

**Parent Info**

Display <input checked="" type="checkbox"/>	Mother: <a href="#">Miller, Sally</a>	Address: 123 E Main Street , Madison, WI 53704	Display <input checked="" type="checkbox"/>	Father: <a href="#">Badger, Bucky, Sr.</a>	Address: 555 Camp Randall Avenue , Madison, WI 53701
	Phone: (987) 654-3210			Phone:	
	Cell Phone:			Cell Phone:	
	Mother's Attorney:			Father's Attorney:	

**Collaterals**

Guardian ad Litem:	Johnson, Jane L	Public Defender / Attorney for Child:	Jones, Paul
District Attorney / Corporation Counsel:	Peters, Amy	Other:	<input type="text"/>

Options:

4. On the Provider Search page, enter the Provider Name or Provider ID and click the Search button. Select the appropriate radio button for the provider in the Providers Returned section and click Continue.

Provider Search

Print Help

**Search Criteria**

Provider Name: <input type="text"/>	First Name: <input type="text"/>	Provider ID: <input type="text" value="8099709"/>
Parent Agency ID: <input type="text"/>	Provider Type: <input type="text"/>	<input type="checkbox"/> Search Providers of Parent Agency
Site #: <input type="text"/>	County: <input type="text"/>	ZIP Code: <input type="text"/>

Date Restricted  View Not Approved/Cancelled  Search Precision: Low Med High

**Providers Returned**

ABC Group Home (8099709)
Open Group Home - QRTP 09/08/2021 Cake, Caitlin Dane License Status: Active

5. In the Basic section, enter the QRTP Addendum Date and Placement Recommended By. If the child is not placed in a setting certified as a QRTP, enter the Placement Start Date as a projected date.

The screenshot shows the eWiSACWIS QRTP Addendum page. The Basic tab is active, displaying child information: Child: Badger, Bucky, Sr. (9639222), Placement Provider: ABC Group Home (8099709), QRTP Addendum Date: 09/17/2021; Case: Badger, Bucky, Sr. (8316816), Provider Level of Care (LOC): Group Home - QRTP, Placement Start Date: 09/04/2021; Status: Pending, Placement Recommended By: (redacted). The Parent Info tab shows the child's parents: Mother: Miller, Sally, Father: Badger, Bucky, Sr. The Collaterals tab shows legal representation: Guardian ad Litem: Johnson, Jane L, Public Defender / Attorney for Child: Jones, Paul; District Attorney / Corporation Counsel: Peters, Amy, Other: (redacted); Court Appointed Special Advocate: (redacted). Buttons for Save and Close are visible at the bottom right.

6. In the Parent Info section, you will see the child's mother and father. To add either of them, click on the Child Name hyperlink at the top of the page and update the Parent Info tab of the child's Person Management page. If any of the information in the Mother or Father section needs updating, click on the associated Mother or Father hyperlink to open the Mother's or Father's Person Management page. Click on the Modify hyperlink for the mother or father to add the mother's or father's attorney on the Collaterals tab of the Maintain Case page.

**Note:** The Display checkbox is automatically selected. If you deselect the checkbox then the address information does not display on the Permanency Plan template.

**Note:** If the child has a Legal Guardian(s) or Indian Custodian(s) documented on the Parent Info tab of her Person Management page, the Legal Guardians and/or Indian Custodians sections will appear.

- To update any of the Collaterals, click on the associated [Modify](#) hyperlink in the Collaterals section. This will open the Collaterals tab on the Maintain Case page. For any other type of collateral besides what is listed in the Collaterals section, enter information in the Other box.
- The Family Permanency Team section displays the individuals identified as part of the Family Permanency Team and questions related to the team. Select the appropriate answers for each of the questions and provide a description in the required narrative field. To update the list of individuals on the Family Permanency Team, select the [Relative/Non-Relative Search](#) hyperlink.

QRTP Addendum - Internet Explorer

eWiSACWIS

Print Help

**Family Permanency Team**

Name	Relationship	Contact Information	
Badger, Benny	nephew		<a href="#">Relative/Non-Relative Search</a>

Describe the reasonable and good faith efforts to identify and include all required individuals of the child's Family Permanency Team.

Yes  No

The Family Permanency Team meetings were held at a time and place convenient for the team.

Describe

Yes  No

The parent or guardian from whom the child was removed provided input on the members of the Family and Permanency Team.

Describe

Yes  No

The child's CANS assessment was completed in consultation with the Family Permanency Team.

Describe

Options:

- On the Relative/Non-Relative Search Summary Search page, the identified individuals are listed and those with a Yes in the Family Permanency Team Member column appear on the Family Permanency Team section of the QRTP Addendum. Select the Insert button to add a new individual or select the [Edit](#) hyperlink to open the Relative/Non-Relative Search page for the specific individual to update their information. See the associated Relative/Non-Relative Search User Guide.

Relative/Non-Relative Search Summary Search
Resource Print Help

**Basic**

Child Name:	<a href="#">Badger, Bucky, Sr. (9639222)</a>	Details
-------------	--	---------

**Relative Search**

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member	
Badger, Barbara paternal grandparent 321 N Park Ave Madison, WI 53701		No	Grandmother is not a placement option as she has health concerns.	No	No	<a href="#">Edit</a> <a href="#">Delete</a>
Badger, Benny first maternal cousin 123 Camp Randall Avenue Madison, WI 53701		No	Cousin is a minor.	No	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Badger, William paternal uncle 987 E Water St Eugene, OR	05/01/2019	No	Uncle is not a placement option at this time as he resides out-of-state in Oregon.	No	No	<a href="#">Edit</a> <a href="#">Delete</a>

Insert

Options:  
Save
Close

10. Select an answer for the question in the Preferred Placement of Family Permanency Team section and enter a description in the narrative field if applicable.
11. The Child's Level of Need section displays the most recently approved CANS. You can create a CANS from the [Create CANS](#) hyperlink if it does not exist. See the associated CANS User Guide to create a CANS.
12. Select the applicable answers for the questions in the QRTP Out-of-Home Placement section and provide descriptions in the associated narrative fields. Click the Save button.
13. Select QRTP Addendum from the Options drop-down to open the QRTP Addendum template.
14. The QRTP Addendum template provides options to Save, Print, and Close the page.

## Preferred Placement of Family Permanency Team

 Yes  No

Placement preferences of the Family Permanency Team and of the child are the same placement setting recommended by the caseworker who completed the child's CANS.

## Child's Level of Need

Date of CANS	Child's Assessed Level of Need (LON)
<a href="#">09/03/2021</a>	5

[Create CANS](#)

## QRTP Out-of-Home Placement

 Yes  No

The needs of the child can be met through placement with a relative or in a licensed foster home. A shortage or lack of licensed foster homes is not an acceptable reason for determining that the needs of the child cannot be met in a licensed foster home.

Describe the reasons why the needs of the child cannot be met by the child's family or in a license foster home.

 Yes  No

Placement in a QRTP is the setting that will provide the most effective and appropriate level of care in the least restrictive environment.

Describe

 Yes  No

Placement in a QRTP is consistent with the child's short- and long-term goals.

Describe

Options:

- [Actions](#)
- [Approval](#)
- [Made in Error](#)
- [Text](#)
- [QRTP Addendum](#)

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

## eWiSACWIS

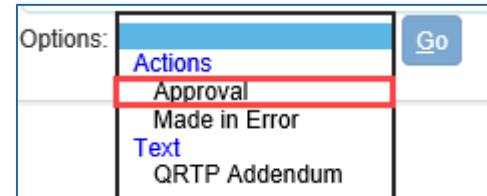
[Close](#)

### Permanency Plan Addendum for Placement in a Setting Certified as a Qualified Residential Treatment Program (QRTP)

Court File Number 15JV34	Branch Number 4	Name - Judge Bennett Brantmeier
Name - Child (Last, First Middle) Badger, Bucky		Birth Date - Child 06/16/2004
Placement/Proposed Placement Provider Name ABC Group Home		Level of Care (LOC) Group Home - QRTP
Date - Form Filled Out 09/17/2021	Placement Start Date 09/04/2021	Placement Recommended By Caitlin Cake
<b>PARENT 1</b> Miller, Sally 123 E Main Street Madison, WI 53704 (987) 654-3210		<b>PARENT 2</b> Badger, Bucky, Sr. 555 Camp Randall Avenue Madison, WI 53701
Attorney:		Attorney:

15. Once the QRTP Addendum is complete and ready to be approved, select Approval from the Options drop-down and click Go.

- After approval the Court Review section will display on the QRTP tab of the Permanency Plan. Click the [Modify Court Review](#) hyperlink to open the Court Review page.
  - If the page is view only there will be a [View Court Review](#) hyperlink.



<a href="#">Basic</a>	<a href="#">Considerations for Review/Hearing</a>	<a href="#">Removal</a>	<a href="#">Placement</a>	<a href="#">QRTP</a>	<a href="#">Permanency</a>	<a href="#">Well-Being</a>	<a href="#">Planning &amp; Services</a>
<p><b>Court Review</b></p> <p><input type="checkbox"/> Court review for placement in a setting certified as a QRTP not yet complete.</p> <p><input type="checkbox"/> Court documents for placement in a setting certified as a QRTP not yet received from the court.</p> <p>Date of court review for placement in a QRTP:</p> <p><input type="radio"/> Yes <input type="radio"/> No      Determination was made by the court that the needs of the child could not be met through placement in a family home, and that placement of the child in a QRTP provides the most effective and appropriate level of care for the child in the least restrictive environment consistent with the short-term and long-term goals for the child.</p> <p><input type="radio"/> Yes <input type="radio"/> No      The court made a finding approving of the placement in a setting certified as a QRTP.</p>							

16. If there isn't an associate court review document, select the checkbox(s) that apply

- Court review for placement in a setting certified as a QRTP not yet complete
- Court documents for placement in a setting certified as a QRTP not yet received from the court.
  - These checkboxes will be disabled once a document is uploaded.

17. To upload a court review document, click the [Imaging Search](#) hyperlink.

- Select the Case.
- Enter the Date of Document and Effective To date if applicable.
- Select a QRTP imaging Type adding this image will also complete the associated QRTP task.
- Click the Browse button to select an image and enter Comments if applicable.

<p><b>Court Review</b></p> <p><b>Court Review</b></p> <p><input checked="" type="checkbox"/> Court review for placement in a setting certified as a QRTP not yet complete.</p> <p><input type="checkbox"/> Court documents for placement in a setting certified as a QRTP not yet received from the court.</p> <p>Date of court review for placement in a QRTP:</p> <p><a href="#">Imaging Search</a></p> <p><input type="radio"/> Yes <input type="radio"/> No      Determination was made by the court that the needs of the child could not be met through placement in a family home, and that placement of the child in a QRTP provides the most effective and appropriate level of care for the child in the least restrictive environment consistent with the short-term and long-term goals for the child.</p> <p><input type="radio"/> Yes <input type="radio"/> No      The court made a finding approving of the placement in a setting certified as a QRTP.</p>	
<p><a href="#">Save</a> <a href="#">Close</a></p>	

18. On the Imaging page for any of the qualifying QRTP image types will contain a required Court Review section and Eligibility Verification expandable section.

- Select the Yes or No radio button for each of the questions.
  - Selecting No will require a Describe narrative to be entered.

Imaging

Resource Print Help

**Participant Details**

Name: Badger, Bucky Sr.(9639222) Worker: Caitlyn Cake

Case: Badger, Bucky Sr. (8316816) CPS Family - Ongoing

**Image Details**

Date of Document:  Effective To:

Category: Legal Document

Type: Chng of Place Ordr(IH to OOH)-CHIPS QRTP

File Name: QRTP Legal Doc.docx [View](#)

Comments:

Last Updated By:

**Court Review**

Yes  No  Yes  No

Determination was made by the court that the needs of the child could not be met through placement in a foster home, and that placement of the child in a QRTP provides the most effective and appropriate level of care for the child in the least restrictive environment consistent with the short- and long-term goals for the child.  
The court made a finding approving of the placement in a setting certified as a QRTP.

Eligibility Verification

19. Once saved, the image will display with the answered questions on the Court Review page. This information will pre-fill to the Court Review section on the QRTP tab.

**Court Review**

**Court Review**

Court review for placement in a setting certified as a QRTP not yet complete.

Court documents for placement in a setting certified as a QRTP not yet received from the court.

Date of court review for placement in a QRTP: 02/09/2022  [Imaging Search](#)

Yes  No  Yes  No Determination was made by the court that the needs of the child could not be met through placement in a family home, and that placement of the child in a QRTP provides long-term goals for the child.

Describe:

Yes  No The court made a finding approving of the placement in a setting certified as a QRTP.

Describe:

Imaging      Resource Print Help

**Participant Details**

Name: Harris, Prince (9390432)      Worker: Tanya L. Vogds

Case: Harris, Juanita (28209) CPS Family - Ongoing (reopened)

**Image Details**

Date of Document: Details 02/09/2022      Effective To: 00/00/0000

Category: Legal Document

Type: Chng of Place Ord(IH to OOH)-CHIPS QRTP

File Name: QRTP Legal Doc.docx [View](#)

[Browse](#)

Comments:

Last Updated By: [Delete](#) [Create](#)

**Court Review**

Yes  No      Determination was made by the court that the needs of the child could not be met through placement in a foster home, and that placement of the child in a QRTP provides the most effective and appropriate level of care for the child in the least restrictive environment consistent with the short- and long-term goals for the child.  
 Yes  No      The court made a finding approving of the placement in a setting certified as a QRTP.

Eligibility Verification

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

20. On the Approval History page, select the Approve radio button and click Continue.

**Approval History**

**Document Information**

Case: Bucky Badger  
 Type: QRTP Addendum  
 Date: 09/17/2021

**Approval Decision**

Approve       Reroute       Recall/Return       Not Approve      [Clear](#)

**Supervisor Approval**

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval? If no, please select "Other" to select the appropriate party.

Supervisor:

**Approval History**

Worker Name	Status	Date	Action
Caitlin Cake	Initial	09/17/2021	Initial

[Continue](#) [Close](#)

21. On the QRTP Addendum page, click Save.

**Note:** A pending or approved QRTP Addendum that is linked to the Permanency Plan for the child with a QRTP placement will display on the QRTP tab of the Permanency Plan page.

22. On your desktop, the QRTP Addendum can be viewed and accessed under Case/Permanency.

**Note:** If a Permanency Plan exists for a child's placement, the QRTP Addendum will display nested under the Permanency Plan and can be accessed by clicking the  icon next to the associated Permanency Plan. If a Permanency Plan does not exist, the QRTP Addendum displays under Case/Permanency Plan.

<b>Badger, Bucky , Sr. (8316816)</b>		<b>Case address:</b> 123 E Main Street Madison, WI 53704 (123) 123-1234	<b>Primary worker:</b> Cake, Caitlin (111) 123-4444 DCFewuat53@wisconsin.gov	<b>Actions:</b> Please select an action ▾																																																
<b>View case information</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span> <a href="#">Access Reports</a></span> <span> <a href="#">Administration</a></span> <span> <a href="#">Agreements and Notices</a></span> <span> <a href="#">Assessments</a></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span> <a href="#">Assets and Income</a></span> <span> <a href="#">Assignments</a></span> <span> <a href="#">Case/Permanency Plan</a></span> <span> <a href="#">Child/Youth Images</a></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span> <a href="#">Permanency Consultation</a></span> <span> <a href="#">Placements</a></span> <span> <a href="#">Planning</a></span> <span> <a href="#">Related People</a></span> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span> <a href="#">Safety</a></span> <span> <a href="#">Youth Justice</a></span> </div>																																																				
<b>Case/Permanency Plan</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Action</th> <th style="width: 20%;">Type</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Name</th> <th style="width: 10%;">Status</th> <th style="width: 10%;">Type</th> </tr> </thead> <tbody> <tr> <td> <a href="#">Permanency Plan (CPS, OHC, IL)</a></td> <td>Permanency Plan</td> <td>09/29/2021</td> <td>Badger, Bucky, Sr.</td> <td>Pending</td> <td></td> </tr> <tr> <td> <a href="#">Permanency Hearing (12 month)</a></td> <td>Permanency Hearing</td> <td>03/29/2021</td> <td>Badger, Bucky, Sr.</td> <td>Approved</td> <td>Judicial</td> </tr> <tr> <td> <a href="#">Relative/Non-Relative Search</a></td> <td>Relative/Non-Relative Search</td> <td></td> <td>Badger, Bucky, Sr.</td> <td></td> <td></td> </tr> <tr> <td> <a href="#">Safety Assessment, Analysis and Plan</a></td> <td>Safety Assessment, Analysis and Plan</td> <td>03/01/2021</td> <td></td> <td>Unsafe</td> <td></td> </tr> <tr> <td> <a href="#">QRTP Addendum - ABC Group Home (8086433)</a></td> <td>QRTP Addendum</td> <td>09/19/2021</td> <td>Badger, Bucky, Sr.</td> <td>Approved</td> <td></td> </tr> <tr> <td> <a href="#">Permanency Plan Review/Hearing</a></td> <td>Permanency Plan Review/Hearing</td> <td>03/29/2021</td> <td>Badger, Bucky, Sr.</td> <td>Approved</td> <td>Judicial</td> </tr> <tr> <td> <a href="#">QRTP Addendum - ABC Group Home (8099709)</a></td> <td>QRTP Addendum</td> <td>09/17/2021</td> <td>Badger, Bucky, Sr.</td> <td>Approved</td> <td></td> </tr> </tbody> </table>					Action	Type	Date	Name	Status	Type	 <a href="#">Permanency Plan (CPS, OHC, IL)</a>	Permanency Plan	09/29/2021	Badger, Bucky, Sr.	Pending		 <a href="#">Permanency Hearing (12 month)</a>	Permanency Hearing	03/29/2021	Badger, Bucky, Sr.	Approved	Judicial	 <a href="#">Relative/Non-Relative Search</a>	Relative/Non-Relative Search		Badger, Bucky, Sr.			 <a href="#">Safety Assessment, Analysis and Plan</a>	Safety Assessment, Analysis and Plan	03/01/2021		Unsafe		 <a href="#">QRTP Addendum - ABC Group Home (8086433)</a>	QRTP Addendum	09/19/2021	Badger, Bucky, Sr.	Approved		 <a href="#">Permanency Plan Review/Hearing</a>	Permanency Plan Review/Hearing	03/29/2021	Badger, Bucky, Sr.	Approved	Judicial	 <a href="#">QRTP Addendum - ABC Group Home (8099709)</a>	QRTP Addendum	09/17/2021	Badger, Bucky, Sr.	Approved	
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If the current placement is a QRTP, the QRTP Addendum can be created and viewed on the QRTP tab of the plan. In the QRTP Placement Addendum section the current approved QRTP Addendum information will pre-fill.

23. Click the [Create QRTP Addendum](#) hyperlink to launch the QRTP Addendum page to create a new addendum.
24. Click the [View QRTP Addendum](#) hyperlink to view the approved addendum.

<a href="#">Basic</a>	<a href="#">Considerations for Review/Hearing</a>	<a href="#">Removal</a>	<a href="#">Placement</a>	<b>QRTP</b>	<a href="#">Permanency</a>	<a href="#">Well-Being</a>	<a href="#">Planning &amp; Services</a>						
<b>Current QRTP Placement Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Placement Provider: Bellas Group Home (8244338)</td> <td style="width: 50%;">Placement Start Date: 01/21/2022</td> <td style="text-align: right;"><a href="#">Create QRTP Addendum</a></td> </tr> </table>								Placement Provider: Bellas Group Home (8244338)	Placement Start Date: 01/21/2022	<a href="#">Create QRTP Addendum</a>			
Placement Provider: Bellas Group Home (8244338)	Placement Start Date: 01/21/2022	<a href="#">Create QRTP Addendum</a>											
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