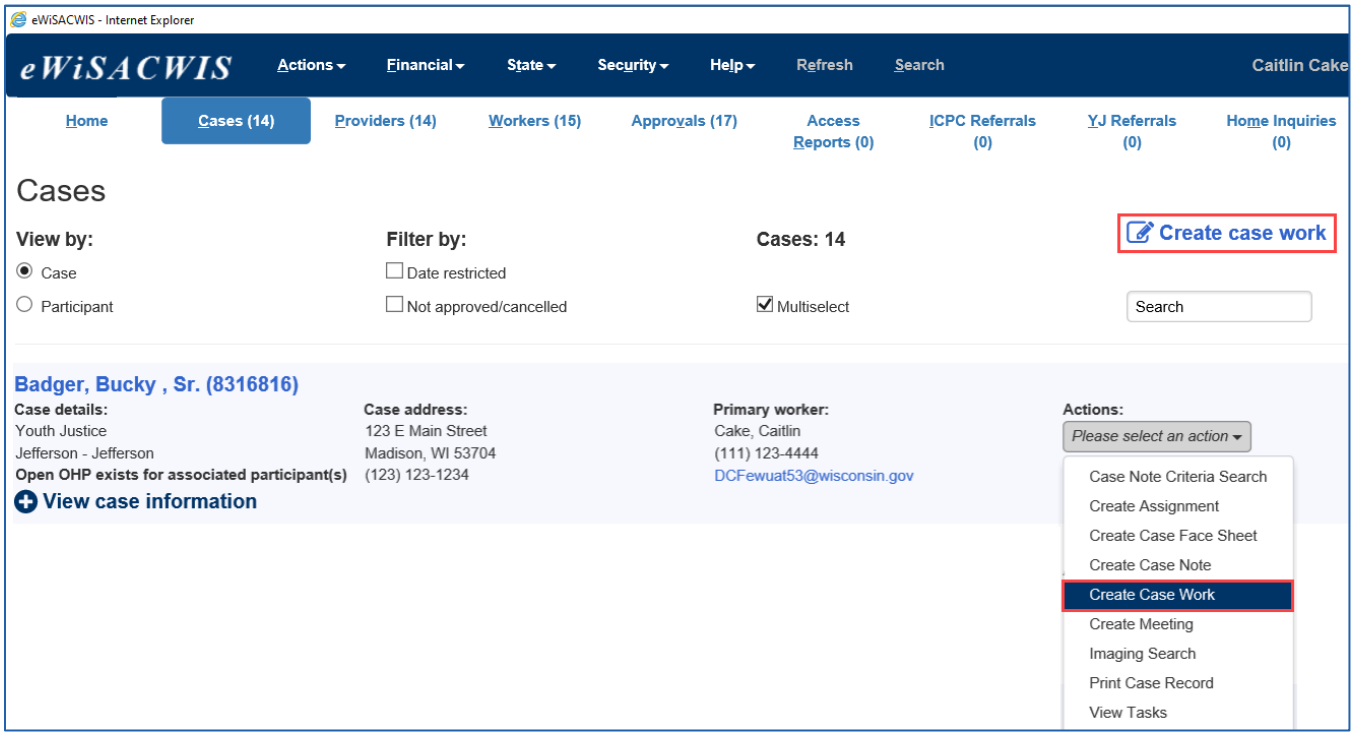
QRTP Addendum

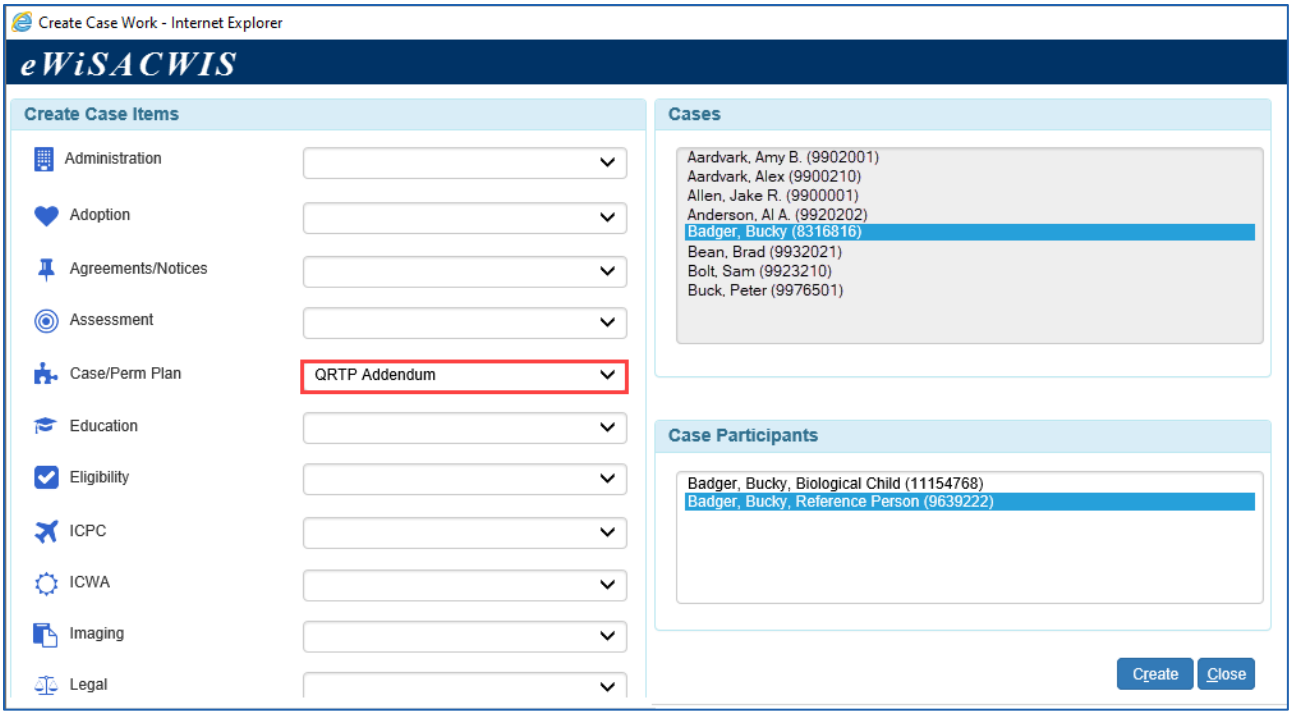
The QRTP Addendum page captures data as required by the Family First Prevention Services Act (FFPSA) for a child's placement in a certified Qualified Residential Treatment Program (QRTP).

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

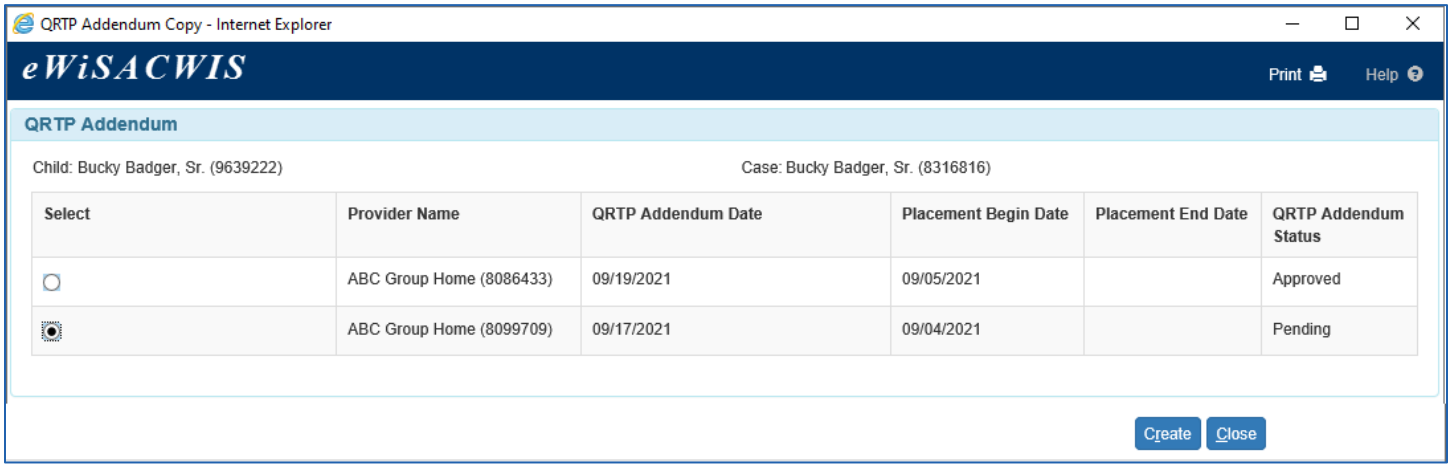
1. From your desktop, select the Cases tab. Click the Create case work hyperlink **Create case work** or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.



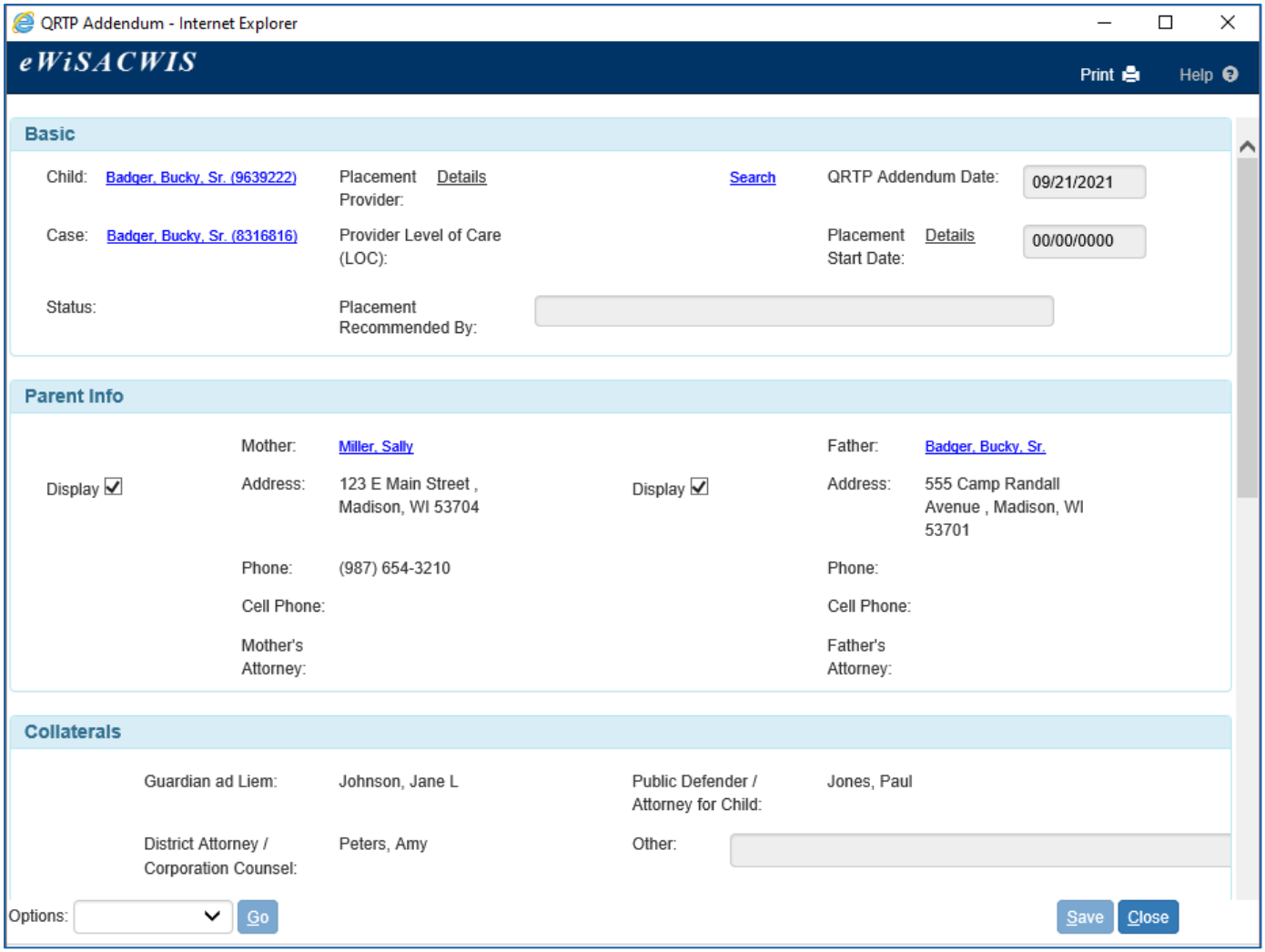
2. On the Create Case Work page, select QRTP Addendum from the Case/Perm Plan drop-down. Select the appropriate participant and click the Create button.



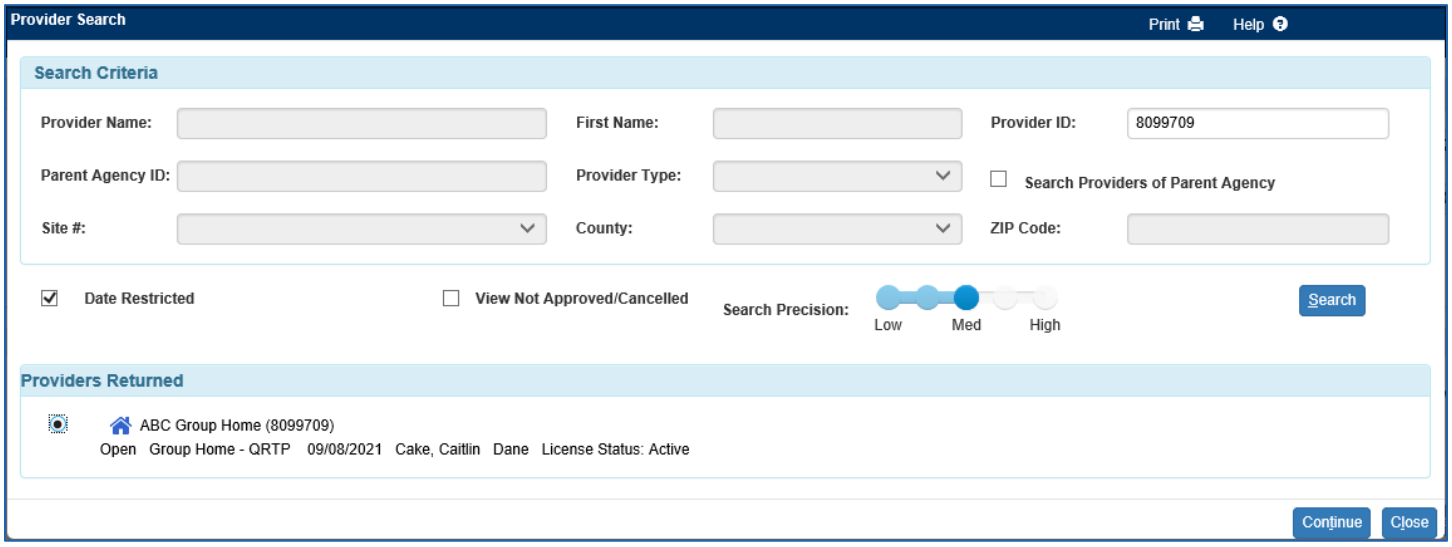
Note: If there is an existing QRTP Addendum for the child and case, the QRTP Addendum Copy page will display. Select the QRTP Addendum you wish to copy and click the Create button to copy it.



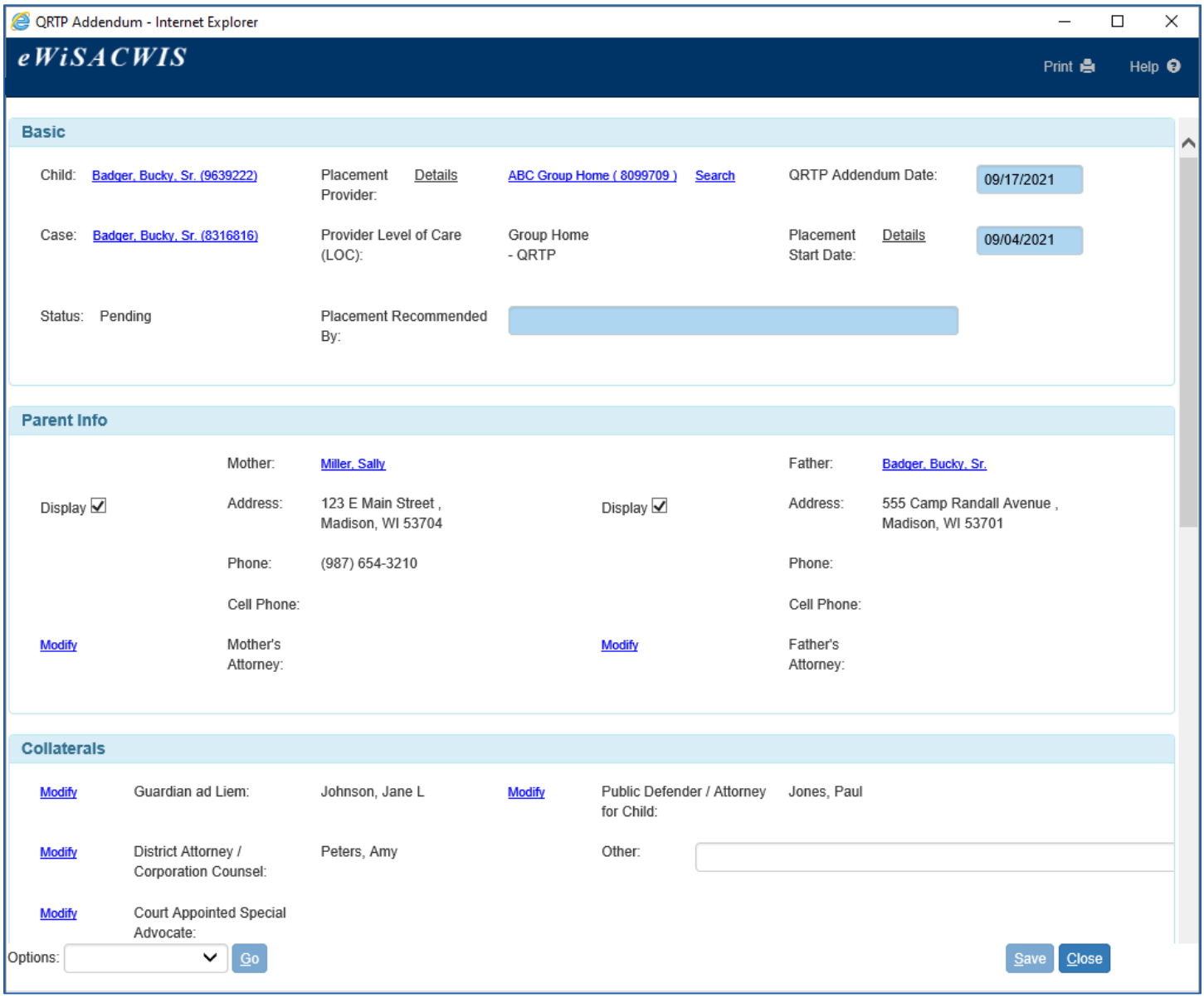
3. On the QRTP Addendum page, select the Search hyperlink next to Placement Provider to search out the provider. To edit information on this page, the provider must first be selected.



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.



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.

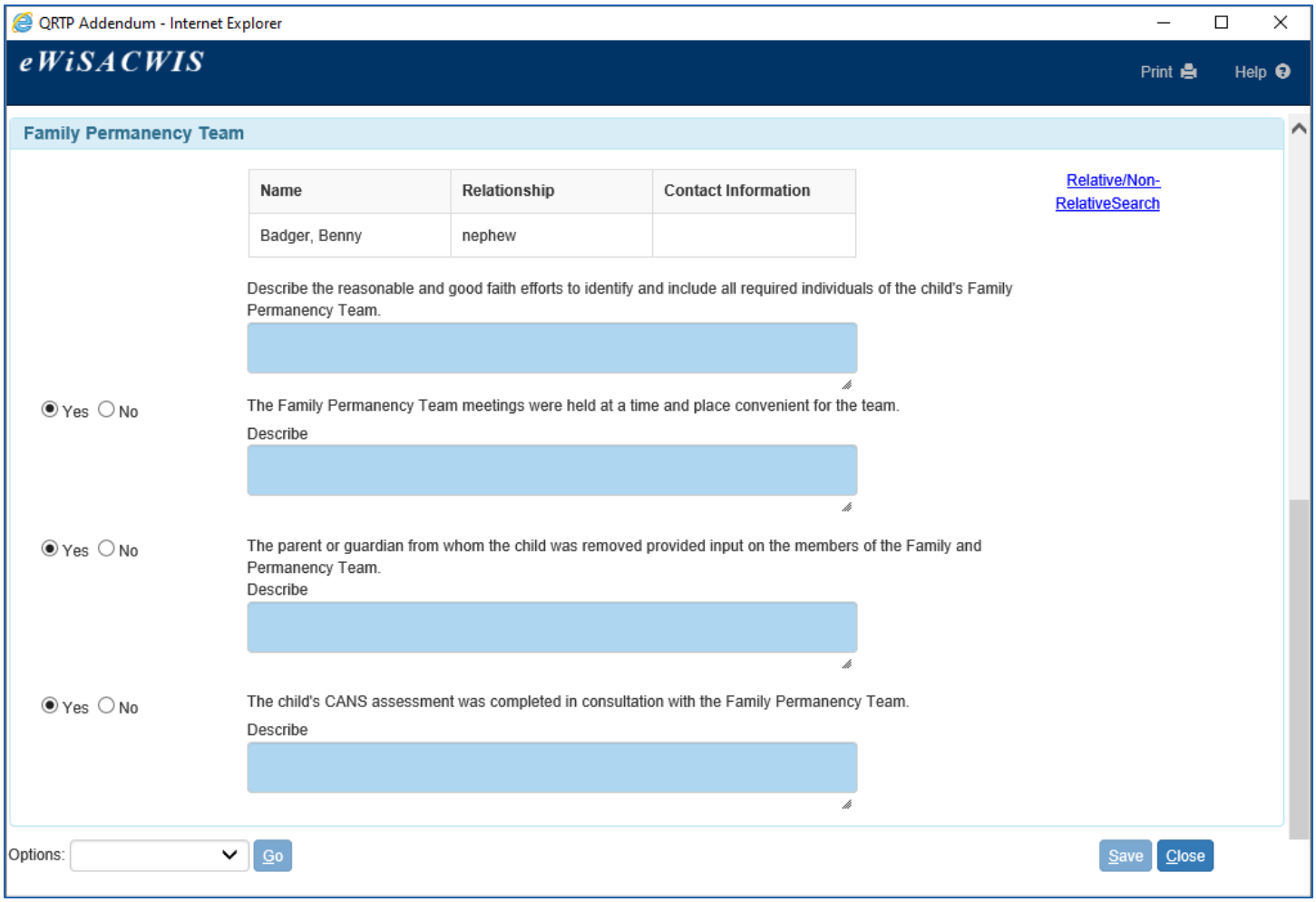


6. In the Parent Info section, you will see the child's mother and father. To add either of them, click on the Child Name hyperlink at the top of the page and update the Parent Info tab of the child's Person Management page. If any of the information in the Mother or Father section needs updating, click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

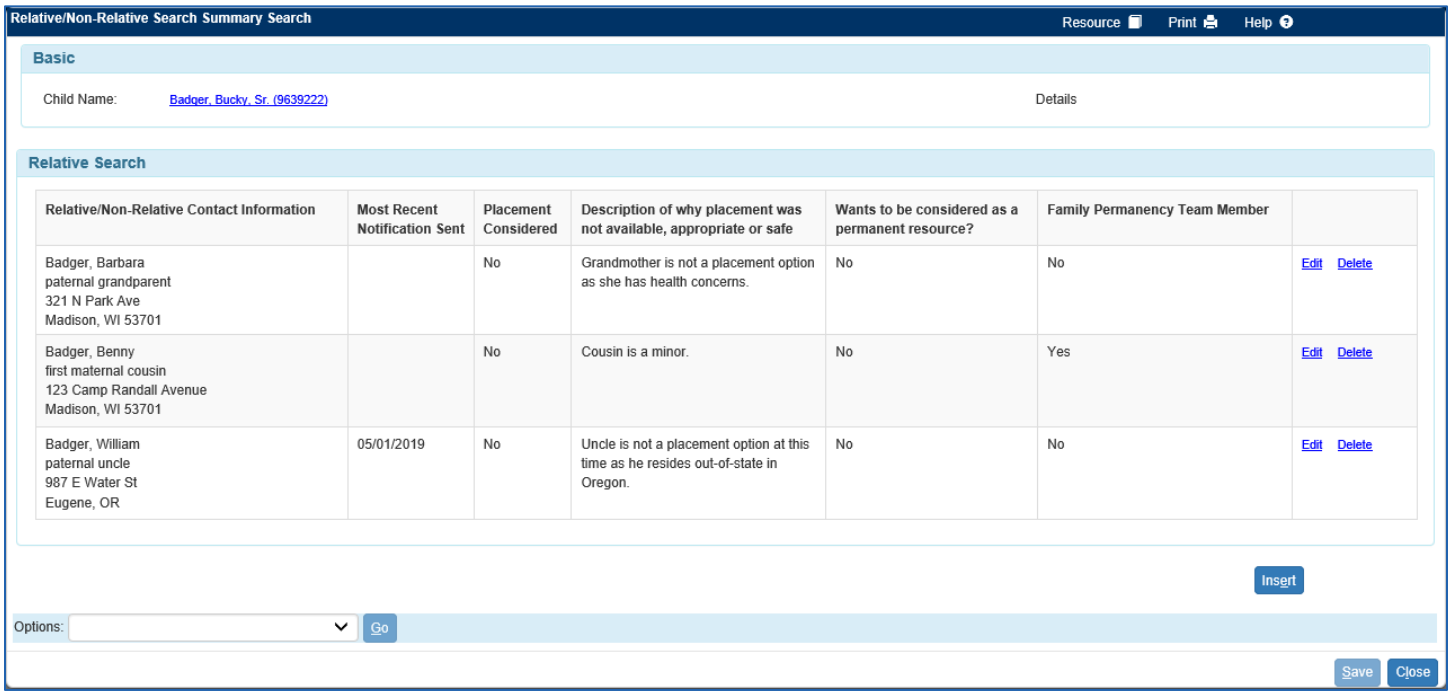
Note: The Display checkbox is automatically selected. If you deselect the checkbox then the address information does not display on the Permanency Plan template.

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.

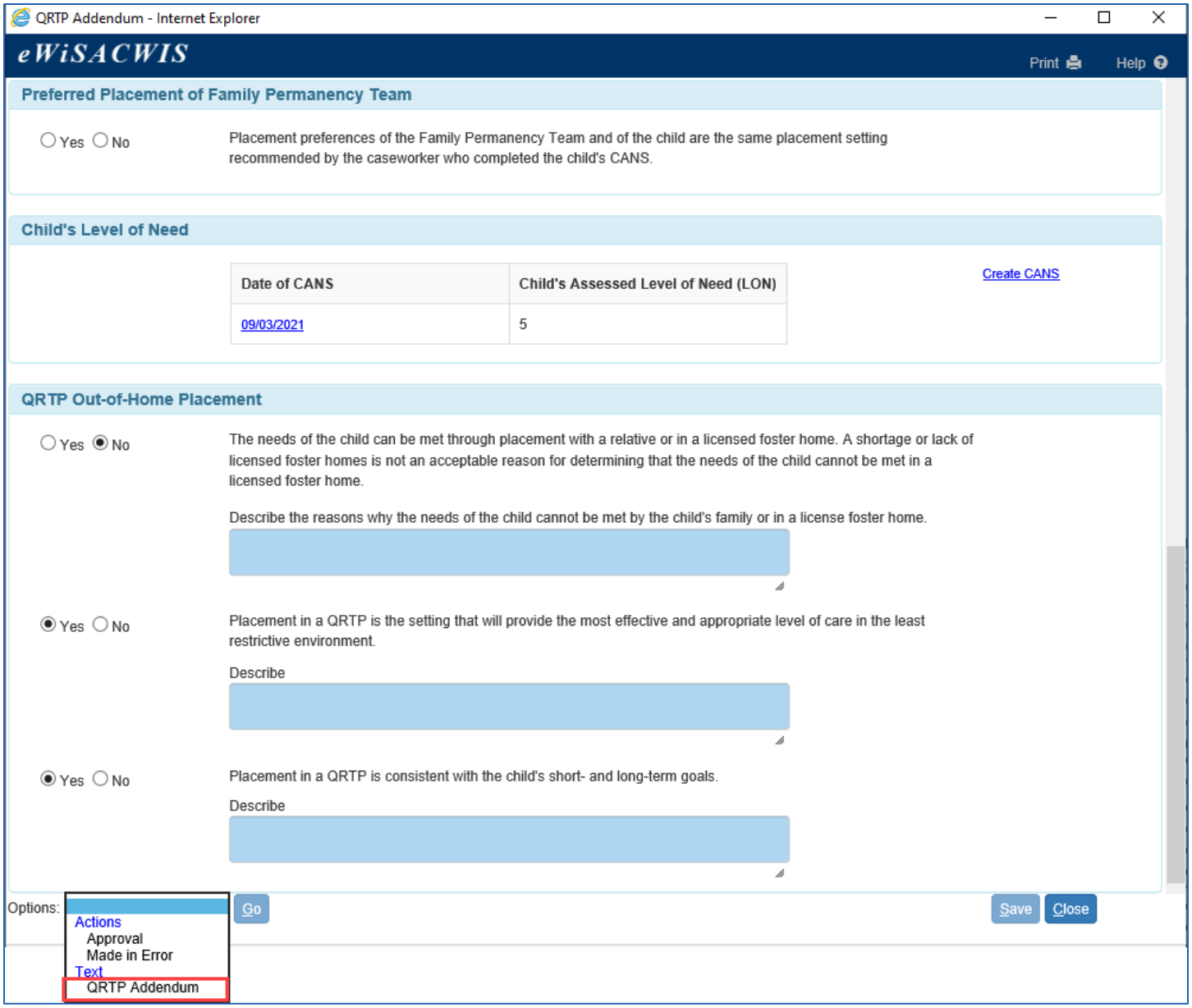
7. To update any of the Collaterals, click on the associated Modify hyperlink in the Collaterals section. This will open the Collaterals tab on the Maintain Case page. For any other type of collateral besides what is listed in the Collaterals section, enter information in the Other box.
8. The Family 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.

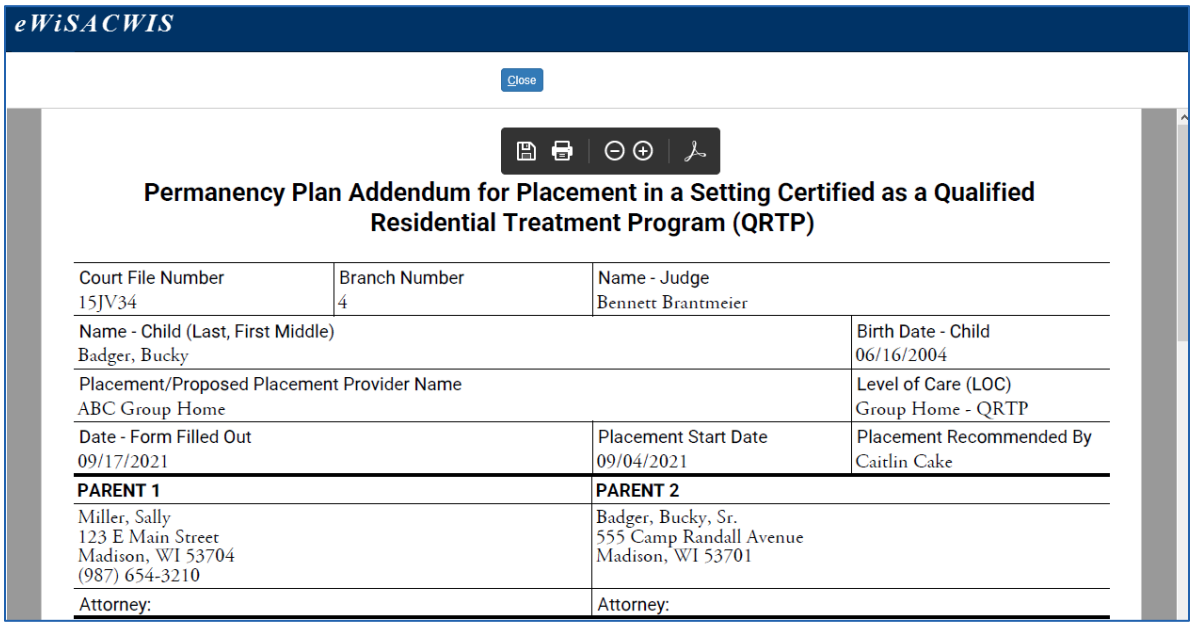


9. On the Relative/Non-Relative Search Summary Search page, the identified individuals are listed and those with a Yes in the Family Permanency Team Member column appear on the Family Permanency Team section of the QRTP Addendum. Select the Insert button to add a new individual or select the Edit hyperlink 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.

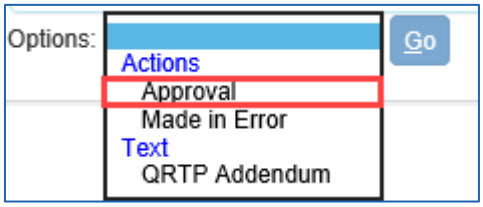


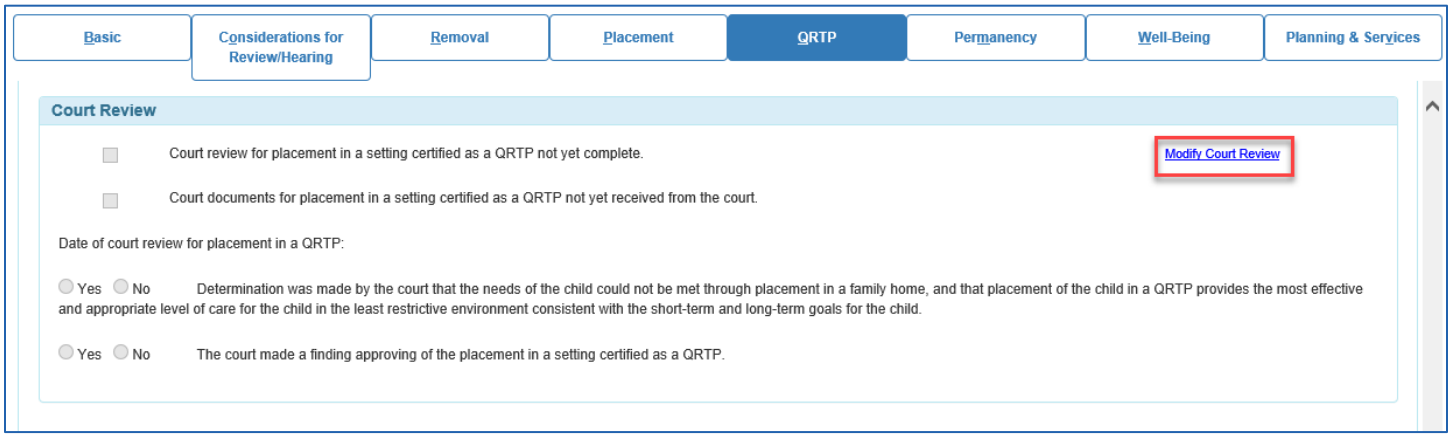
10. Select an answer for the question in the Preferred Placement of Family Permanency Team section and enter a description in the narrative field if applicable.
11. The Child's Level of Need section displays the most recently approved CANS. You can create a CANS from the Create CANS hyperlink if it does 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.


QRTP Addendum - Internet Explorer
eWiSACWIS
Print
Help
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)
09/03/2021
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:
Go
Actions
Approval
Made in Error
Text
QRTP Addendum
Save
Close

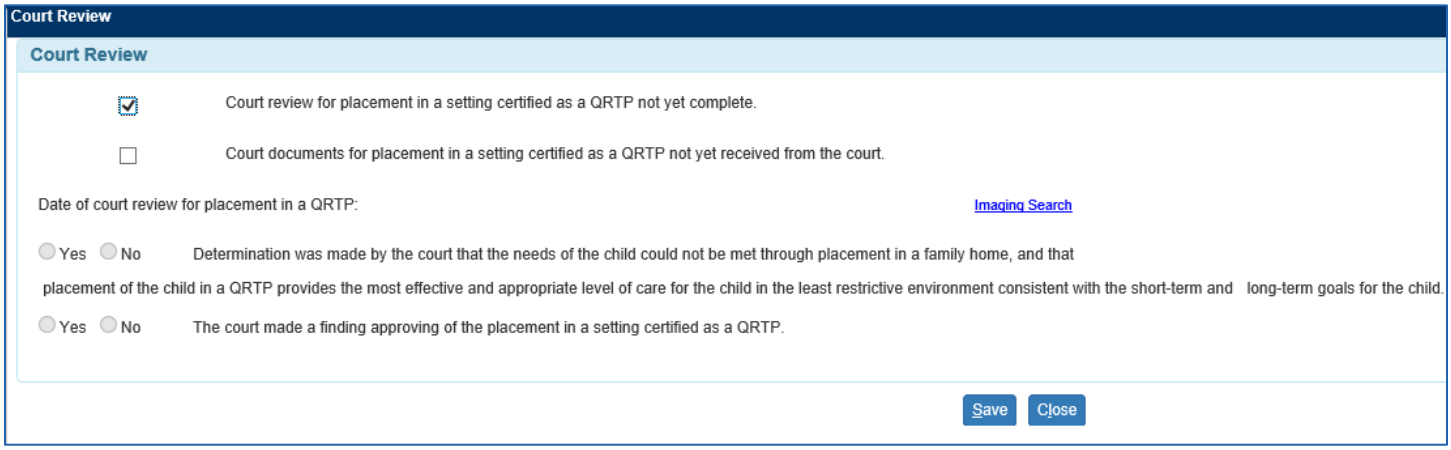

eWiSACWIS
Close
Permanency Plan Addendum for Placement in a Setting Certified as a Qualified Residential Treatment Program (QRTP)
Court File Number
15JV34
Branch Number
4
Name - Judge
Bennett Brantmeier
Name - Child (Last, First Middle)
Badger, Bucky
Birth Date - Child
06/16/2004
Placement/Proposed Placement 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
PARENT 1
PARENT 2
Miller, Sally
123 E Main Street
Madison, WI 53704
(987) 654-3210
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.
    a. 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.
        i. If the page is view only there will be a View Court Review hyperlink.

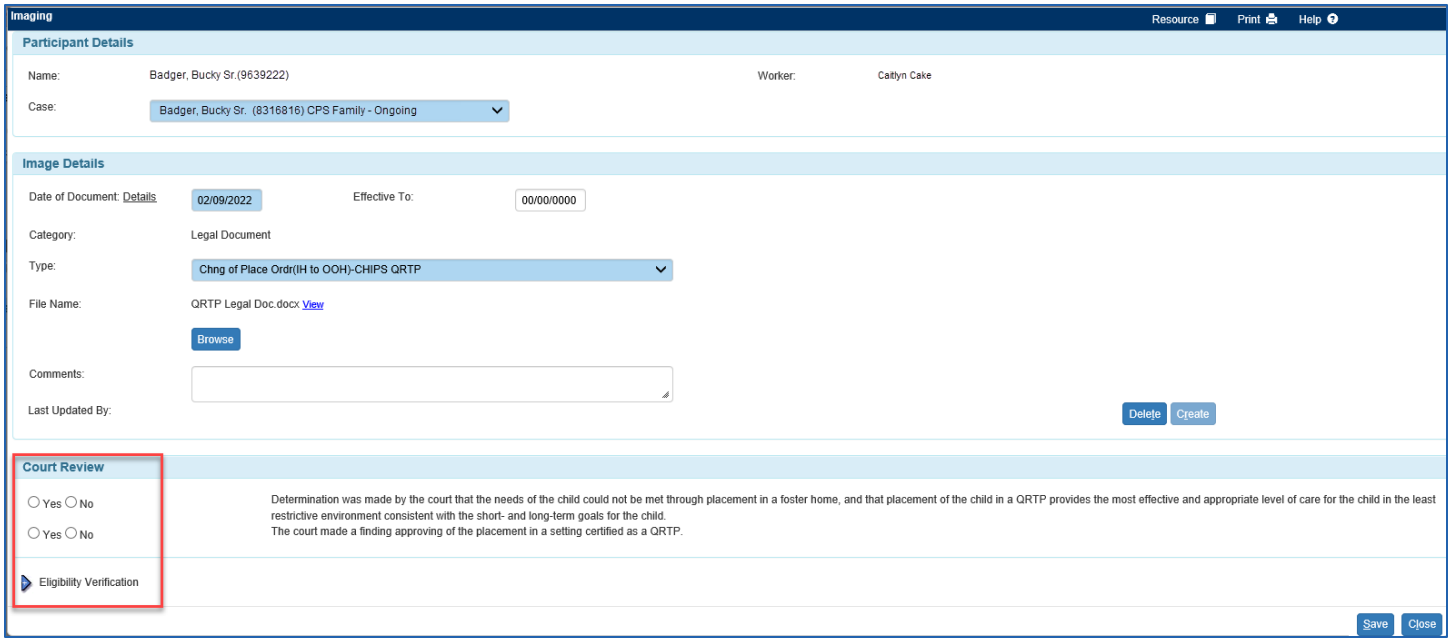




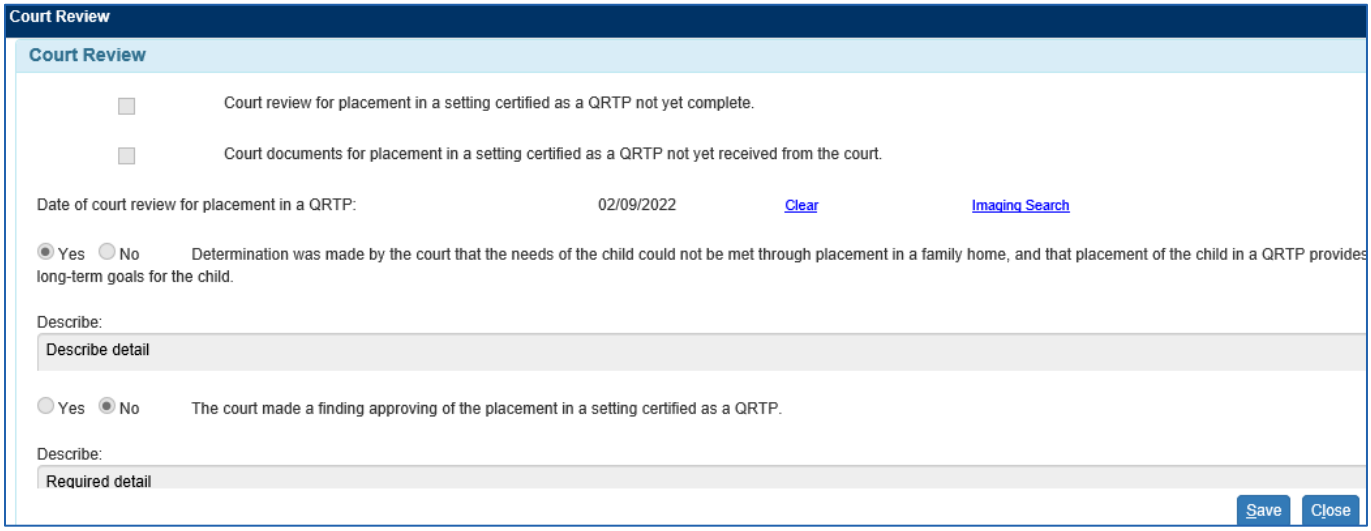
16. If there isn't an associate court review document, select the checkbox(s) that apply
    a. Court review for placement in a setting certified as a QRTP not yet complete
    b. Court documents for placement In a setting certified as a QRTP not yet received from the court.
        i. These checkboxes will be disabled once a document is uploaded.
17. To upload a court review document, click the Imaging Search hyperlink.
    a. Select the Case.
    b. Enter the Date of Document and Effective To date if applicable.
    c. Select a QRTP imaging Type adding this image will also complete the associated QRTP task.
    d. Click the Browse button to select an image and enter Comments if applicable.

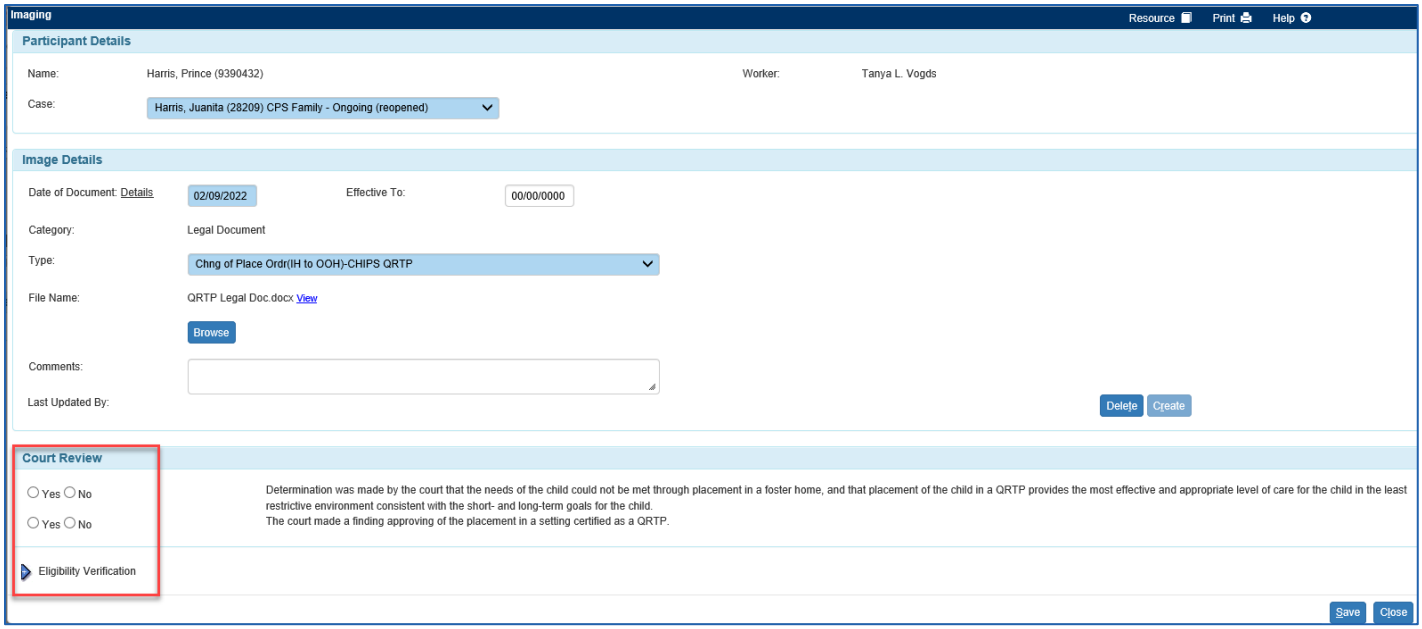


18. On the Imaging page for any of the qualifying QRTP image types will contain a required Court Review section and Eligibility Verification expandable section.
    a. Select the Yes or No radio button for each of the questions.
        i. Selecting No will require a Describe narrative to be entered.

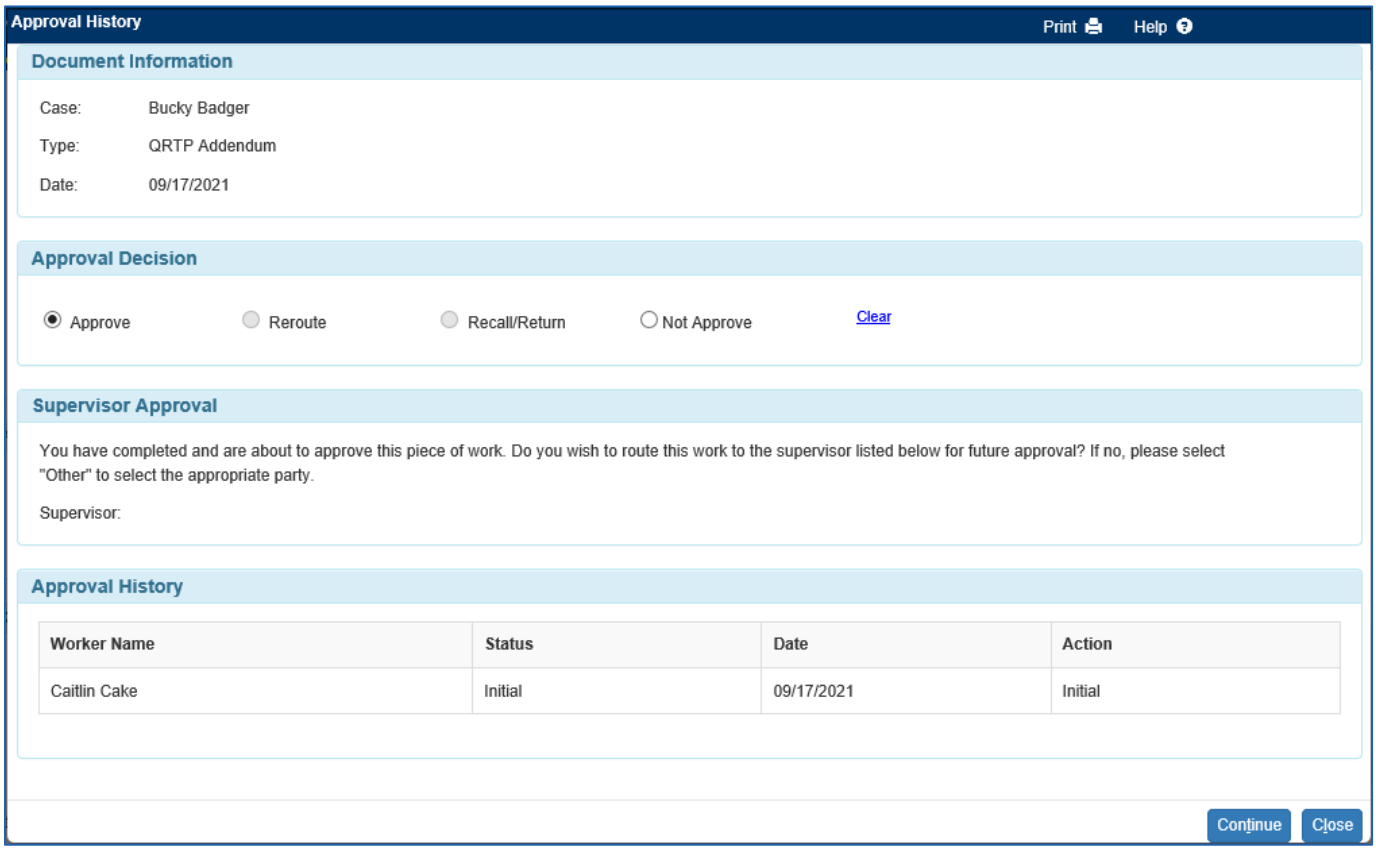


19. Once saved, the image will display with the answered questions on the Court Review page. This information will pre-fill to the Court Review section on the QRTP tab.





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

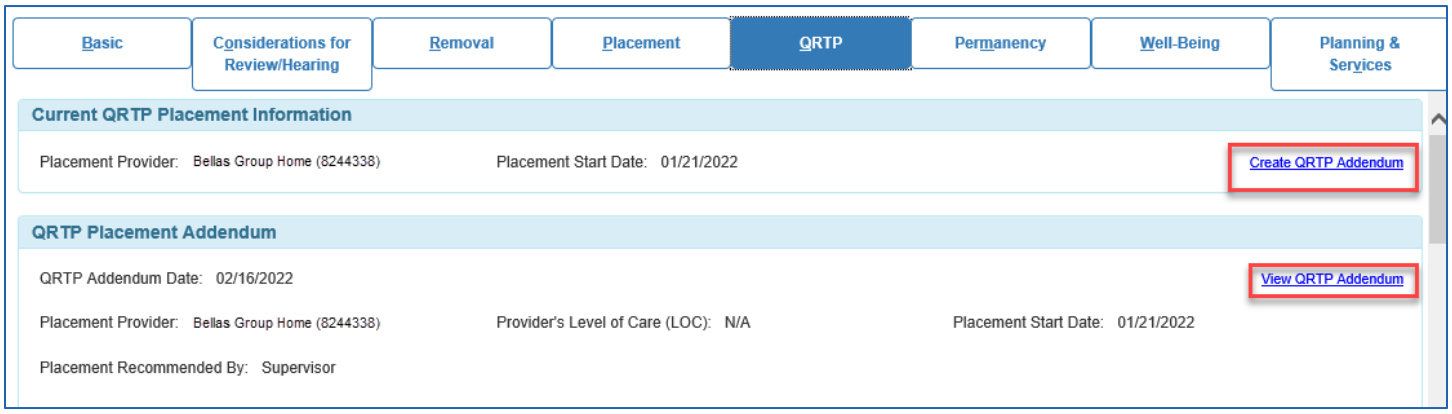


21. On the QRTP Addendum page, click Save.

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.

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.