

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 web application interface. At the top, there is a navigation bar with tabs: Home, Cases (14), Providers (14), Workers (15), Approvals (17), Access Reports (0), ICPC Referrals (0), YJ Referrals (0), and Home Inquiries (0). The 'Cases' tab is selected. Below the navigation bar, there is a 'Cases' section with filters for 'View by' (Case, Participant) and 'Filter by' (Date restricted, Not approved/cancelled, Multiselect). A 'Create case work' button is highlighted in the top right. Below the filters, there is 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), and 'Primary worker' (Coke, Caitlin, (111) 123-4444, DCFewuat53@wisconsin.gov). An 'Actions' dropdown menu is open, showing options like 'Case Note Criteria Search', 'Create Assignment', 'Create Case Face Sheet', 'Create Case Note', 'Create Case Work' (highlighted), '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
- Case/Perm Plan
 - Q RTP Addendum
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal

Cases

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

Case Participants

- Badger, Bucky, Biological Child (11154768)
- Badger, Bucky, Reference Person (9639222)

Create Close

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

Q RTP Addendum Copy - Internet Explorer

eWiSACWIS

Print Help

Q RTP Addendum

Child: Bucky Badger, Sr. (9639222) Case: Bucky Badger, Sr. (8316816)

Select	Provider Name	Q RTP Addendum Date	Placement Begin Date	Placement End Date	Q RTP 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

- On the Q RTP 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: [Badger, Bucky, Sr. \(9639222\)](#) Placement [Details](#) [Search](#) QRTP Addendum Date: 09/21/2021

Case: [Badger, Bucky, Sr. \(8316816\)](#) Provider:
 Provider Level of Care (LOC): Placement [Details](#) Start Date: 00/00/0000

Status: Placement Recommended By:

Parent Info

Display ☒ Mother: [Miller, Sally](#) Address: 123 E Main Street , Madison, WI 53704 Phone: (987) 654-3210 Cell Phone: Mother's Attorney:

Display ☒ Father: [Badger, Bucky, Sr.](#) Address: 555 Camp Randall Avenue , Madison, WI 53701 Phone: Cell Phone: Father's Attorney:

Collaterals

Guardian ad Litem: Johnson, Jane L. Public Defender / Attorney for Child: Jones, Paul

District Attorney / Corporation Counsel: Peters, Amy Other:

Options: Go Save Close

- 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: First Name: Provider ID: 8099709


Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled

Search Precision: ☒ Low ☐ Med ☐ High Search

Providers Returned

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

Continue Close

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.

QRTP Addendum - Internet Explorer

eWiSACWIS Print Help

Basic

Child: [Badger, Bucky, Sr. \(9639222\)](#) Placement Provider: [ABC Group Home \(8099709 \)](#) [Search](#) QRTP Addendum Date:

Case: [Badger, Bucky, Sr. \(8316816\)](#) Provider Level of Care (LOC): Group Home - QRTP Placement Start Date:

Status: Pending Placement Recommended By:

Parent Info

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

Collaterals

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

Options:

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.

QRTP Addendum - Internet Explorer

eWiSACWIS Print Help

Family Permanency Team

Name	Relationship	Contact Information
Badger, Benny	nephew	

[Relative/Non-Relative Search](#)

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:

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.

Relative/Non-Relative Search Summary Search
Resource
Print
Help

Basic

Child Name: [Badger, Bucky, Sr. \(9639222\)](#)
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	Edit Delete
Badger, Benny first maternal cousin 123 Camp Randall Avenue Madison, WI 53701		No	Cousin is a minor.	No	Yes	Edit Delete
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	Edit Delete

Insert

Options:
Go

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.

Q RTP 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](#)

Q RTP 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 Q RTP 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 Q RTP is consistent with the child's short- and long-term goals.

Describe

Options: [Actions](#) [Approval](#) [Made in Error](#) [Text](#) [Q RTP Addendum](#) [Go](#) [Save](#) [Close](#)

eWiSACWIS [Close](#)

[Print](#) [Copy](#) [Paste](#) [Undo](#) [Redo](#)

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

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 - Q RTP	
Date - Form Filled Out 09/17/2021	Placement Start Date 09/04/2021	Placement Recommended By Caitlin Cake	
PARENT 1 Miller, Sally 123 E Main Street Madison, WI 53704 (987) 654-3210		PARENT 2 Badger, Bucky, Sr. 555 Camp Randall Avenue Madison, WI 53701	
Attorney:		Attorney:	

15. Once the Q RTP 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 Q RTP 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.

The screenshot shows a dropdown menu titled 'Options:'. The menu is open, displaying four options: 'Actions' (highlighted in blue), 'Approval' (highlighted with a red box), 'Made in Error', and 'Text'. Below these options is the text 'Q RTP Addendum'. To the right of the dropdown is a blue 'Go' button.

The screenshot shows the 'Court Review' section within the 'Q RTP' tab. The section has a light blue header. Below the header, there are two checkboxes: 'Court review for placement in a setting certified as a Q RTP not yet complete.' and 'Court documents for placement in a setting certified as a Q RTP not yet received from the court.' To the right of the first checkbox is a red box containing the text 'Modify Court Review'. Below the checkboxes, there is a section titled 'Date of court review for placement in a Q RTP:' with two radio buttons: 'Yes' and 'No'. Below this, there are two paragraphs of text, each followed by a radio button: '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 Q RTP 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.' and 'The court made a finding approving of the placement in a setting certified as a Q RTP.'

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 Q RTP not yet complete
- b. Court documents for placement In a setting certified as a Q RTP 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 Q RTP imaging Type adding this image will also complete the associated Q RTP task.
- d. Click the Browse button to select an image and enter Comments if applicable.

The screenshot shows the 'Court Review' section within the 'Q RTP' tab. The section has a light blue header. Below the header, there are two checkboxes: 'Court review for placement in a setting certified as a Q RTP not yet complete.' (checked) and 'Court documents for placement in a setting certified as a Q RTP not yet received from the court.' (unchecked). Below the checkboxes, there is a section titled 'Date of court review for placement in a Q RTP:' with two radio buttons: 'Yes' and 'No'. Below this, there are two paragraphs of text, each followed by a radio button: '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 Q RTP 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.' and 'The court made a finding approving of the placement in a setting certified as a Q RTP.' To the right of the second paragraph is a blue box containing the text 'Imaging Search'. At the bottom right of the section are two buttons: 'Save' and 'Close'.

18. On the Imaging page for any of the qualifying Q RTP 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.

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: 02/09/2022 Effective To: 00/00/0000
Category: Legal Document
Type: Chng of Place Ord(H to OOH)-CHIPS Q RTP
File Name: Q RTP Legal Doc.docx
Comments:
Last Updated By:

Delete Create

Court Review

☐ Yes ☐ No
☐ Yes ☐ No
Eligibility Verification

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 Q RTP 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 Q RTP.

Save Close

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 Q RTP tab.

Court Review

Court Review

☐ Court review for placement in a setting certified as a Q RTP not yet complete.
☐ Court documents for placement in a setting certified as a Q RTP not yet received from the court.

Date of court review for placement in a Q RTP: 02/09/2022 Clear Imaging Search

☒ 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 Q RTP provides long-term goals for the child.

Describe:
Describe detail

☐ Yes ☒ No The court made a finding approving of the placement in a setting certified as a Q RTP.

Describe:
Required detail

Save Close

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 Q RTP

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

Browse

Comments:

Last Updated By: Delete Create

Court Review

☐ Yes ☐ No

☐ Yes ☐ No

[Eligibility Verification](#)

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 Q RTP 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 Q RTP.

Save Close

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

Approval History Print Help

Document Information

Case: Bucky Badger

Type: Q RTP 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 Q RTP Addendum page, click Save.

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

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

Note: If a Permanency Plan exists for a child's placement, the Q RTP 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 Q RTP Addendum displays under Case/Permanency Plan.

Badger, Bucky , Sr. (8316816)
Case details:
Youth Justice
Jefferson - Jefferson
Open OHP exists for associated participant(s)

Case address:
123 E Main Street
Madison, WI 53704
(123) 123-1234

Primary worker:
Cake, Caitlin
(111) 123-4444
DCFewat53@wisconsin.gov

Actions:
Please select an action ▼

View case information

Access Reports

Administration

Agreements and Notices

Assessments

Assets and Income

Assignments

Case/Permanency Plan

Child/Youth Images

Permanency Consultation

Placements

Planning

Related People

Safety

Youth Justice

Case/Permanency Plan

Permanency Plan (CPS, OHC, IL)

Permanency Hearing (12 month)

Relative/Non-Relative Search

Safety Assessment, Analysis and Plan

Q RTP Addendum - ABC Group Home (8086433)

Permanency Plan Review/Hearing

Q RTP Addendum - ABC Group Home (8099709)

09/29/2021

Badger, Bucky, Sr.

Pending

03/29/2021

Badger, Bucky, Sr.

Approved

Judicial

03/01/2021

Badger, Bucky, Sr.

Unsafe

09/19/2021

Badger, Bucky, Sr.

Approved

03/29/2021

Badger, Bucky, Sr.

Approved

Judicial

09/17/2021

Badger, Bucky, Sr.

Approved

If the current placement is a Q RTP, the Q RTP Addendum can be created and viewed on the Q RTP tab of the plan. In the Q RTP Placement Addendum section the current approved Q RTP Addendum information will pre-fill.

23. Click the [Create Q RTP Addendum](#) hyperlink to launch the Q RTP Addendum page to create a new addendum.

24. Click the [View Q RTP Addendum](#) hyperlink to view the approved addendum.

Basic

Considerations for Review/Hearing

Removal

Placement

Q RTP

Permanency

Well-Being

Planning & Services

Current Q RTP Placement Information

Placement Provider: Bellas Group Home (8244338)

Placement Start Date: 01/21/2022

Create Q RTP Addendum

Q RTP Placement Addendum

Q RTP Addendum Date: 02/16/2022

View Q RTP Addendum

Placement Provider: Bellas Group Home (8244338)

Provider's Level of Care (LOC): N/A

Placement Start Date: 01/21/2022

Placement Recommended By: Supervisor