

Adding another County's Licensed Service Types to the License

Note: In order to add service types to a license, an assignment to the provider is needed.

This User Guide will show how to add other counties' licensed Service Types to the designated county license without closing the current license for the Home Provider (foster homes).

1. From the desktop, click on the Provider tab to display the providers you are assigned to. Next, click on the provider for the particular provider you wish to maintain.
2. Click on the License and select the hyperlink for the "Active-Regular" license for the provider. This will open the Licensing page.

Provider, Female (9221778)
Provider details:
Foster Home Level 2
License status: Active-Regular
Des: Milwaukee

Provider address:
123 Main Street
Milwaukee, WI 52124 (Milwaukee County)
(608) 266-5642

Primary worker/licensor:
Cake, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

1 Assignments

2 Basic

3 Home Inquiries

Members

Narratives

Parent Agency

Payment Requests

Placements

Provider Services

Licenses

Foster Care - DCF 56	10/02/2014 - 01/04/2016	Approved	Active-Regular	Milwaukee
Foster Care - DCF 56	01/05/2014 - 10/01/2014	Approved	Modify	Milwaukee
Foster Care - DCF 56	02/13/2012 - 01/04/2014	Approved	Renewed	Milwaukee
Foster Care - DCF 56	01/05/2012 - 02/12/2012	Approved	Modify	Milwaukee
Foster Care - DCF 56	11/16/2011 - 01/04/2012	Approved	Closed	Milwaukee
Foster Care - DCF 56	01/05/2010 - 11/15/2011	Approved	Modify	Milwaukee

3. The Licensing page will open displaying the Application Activity tab. Click on the Services tab. The Licensed Services group box will show the designated county's licensed Service Types that are already associated with this provider's record. In this example, the Designated County is Milwaukee.

eWiSACWIS Licensing

https://apps.dcf.wisconsin.gov/ewisacwis/PM04_LicensingActivity.do?sarid=0.06594041380501841

eWiSACWIS Resource TM Print Help

Basic

Home: [Buckeye, Bucky \(8107531\)](#) Worker: Jaime Flores Designated County: State
 Completion Date: 10/05/2022 Status: Active-Regular
 Licensing Agency: Catholic Charities LaCrosse Diocese

Application Activity License Information **Services**

Licensed Services

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

	Category	Type	Status
<input checked="" type="radio"/>	Foster Care	Foster Home (Level 2+)	Active
<input type="radio"/>	Foster Care	Foster Home (Non-Paid)	Active
<input type="radio"/>	YES - Foster Care	YES - Foster Home (Level 2+)	Active

Options: Go Save Close

- To add another county's Service Type to the provider's record, select the appropriate county from the drop-down list in the Licensed Services group box and then click on the [Edit Licensed Services](#) hyperlink. This will open the Edit Licensed Services page for the specified county.

In this example, Racine County is requesting that Milwaukee County add Racine County Service Types to the Provider record since Milwaukee County is the designated county for this provider.

eWiSACWIS Licensing

https://apps.dcf.wisconsin.gov/ewisacwis/PM04_LicensingActivity.do?sarid=0.06594041380501841

eWiSACWIS Resource TM Print Help

Basic

Home: [Buckeye, Bucky \(8107531\)](#) Worker: Jaime Flores Designated County: State

Completion Date: 10/05/2022 Status: Active-Regular

Licensing Agency: Catholic Charities LaCrosse Diocese

Application Activity License Information **Services**

Licensed Services

☐ All Counties ☒ Racine [Edit Licensed Services](#)

	Category	Type	Status

Options:

5. The Edit Licensed Services page allows you to select the appropriate Service Types you wish to add for the other county. Click on the checkbox to the right of the Service Type you wish to add and change the status of the service type from "Inactive" to "Active." Once all Service Types have been updated, click Save and then Close. You will be returned to the Services tab of the Licensing page.

Edit Licensed Services Print Help

Provider Name: Buckeye, Bucky (8107531) Total License Bed Capacity: 1 License Type: Foster Care - DCF 56 County: Racine

Licensed Services

	Category	Type	Status	Select Service
<input checked="" type="radio"/>	Foster Care	Foster Home (Level 2+)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/>	Foster Care	Foster Home (Non-Paid)	Active Inactive	<input checked="" type="checkbox"/>

Options:

6. You will notice the Service Types you just added for the other county are now displayed. If you would like to view the licensed service types for any specific county that are associated with this provider, select the appropriate county from the county drop-down field in the Licensed Services group box. If you would like to view the licensed service types for all counties associated with this provider record, select the “All Counties” radio button.

Note: Another way to view all service types (both licensed and unlicensed) associated with a provider record, is to click on the Provider Services icon under the provider’s record on your desktop.

The screenshot shows the eWiSACWIS web application interface. The browser address bar displays the URL: https://apps.dcf.wisconsin.gov/ewisacwis/PM04_LicensingActivity.do?sarid=0.06594041380501841. The application header includes the eWiSACWIS logo and navigation links for Resource, TM, Print, and Help.

The main content area is divided into sections. The 'Basic' section contains the following information:

Home:	Buckeye, Bucky (8107531)	Worker:	Jaime Flores	Designated County:	State
Completion Date:	10/05/2022	Status:	Active-Regular		
Licensing Agency:	Catholic Charities LaCrosse Diocese				

Below the 'Basic' section are three tabs: 'Application Activity', 'License Information', and 'Services'. The 'Services' tab is currently selected.

The 'Licensed Services' section features a radio button for 'All Counties' and a selected radio button for 'Racine' (with a dropdown arrow). A link for 'Edit Licensed Services' is also present.

	Category	Type	Status
<input checked="" type="radio"/>	Foster Care	Foster Home (Level 2+)	In Active
<input type="radio"/>	Foster Care	Foster Home (Non-Paid)	In Active

At the bottom of the form, there is an 'Options:' dropdown menu with a 'Go' button, and 'Save' and 'Close' buttons.

It is important to note that if any changes need to be made to the designated county’s licensed service types associated with a provider record, the provider’s Active-Regular license will need to be modified to document the additional services types (by selecting Additional Licensing Actions from the Options drop-down on the License Information tab and selecting Modify on the Additional Licensing Actions page).