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.

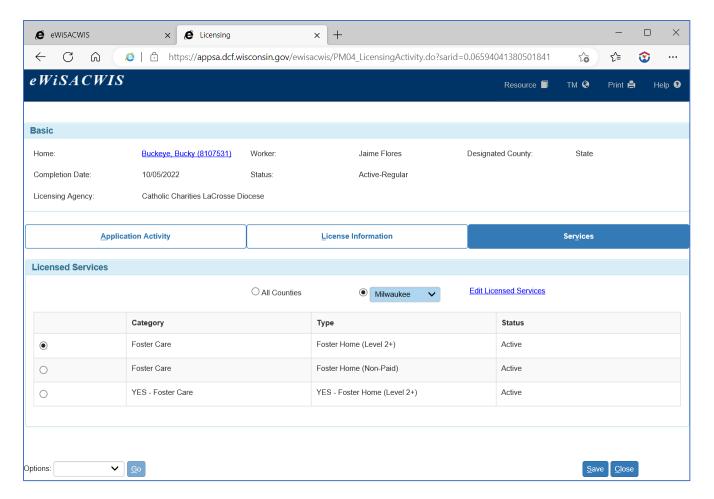
This User Guide will show how to add other counties' licensed Service Types to the designated county license without closing the current license for the Home Provider (foster homes).

- 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.



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.

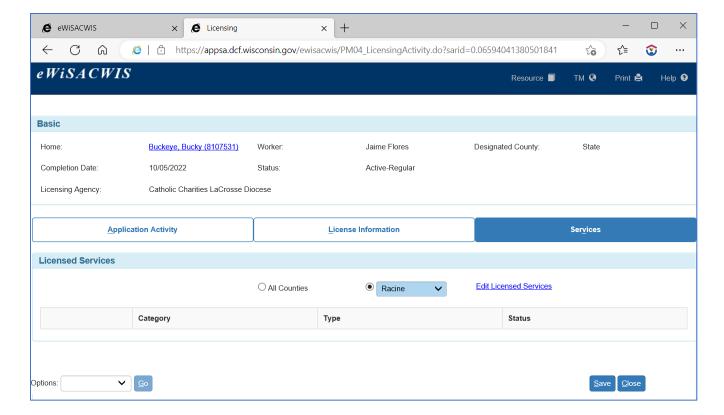
February 2023



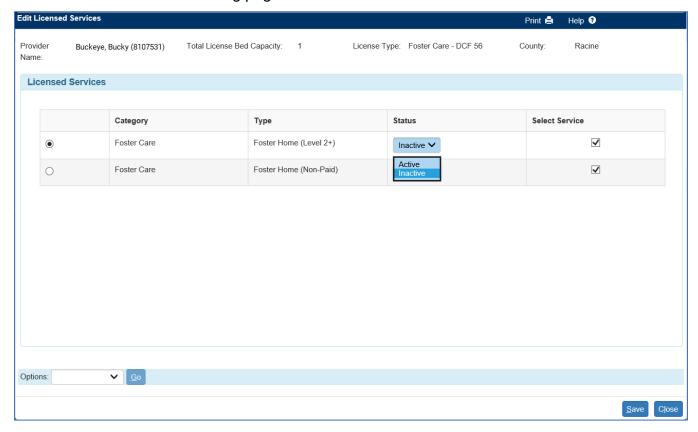
4. To add another county's Service Type to the provider's record, select the appropriate county from the drop-down list in the Licensed Services group box and then click on the <u>Edit Licensed Services</u> hyperlink. This will open the Edit Licensed Services page for the specified county.

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.

February 2023



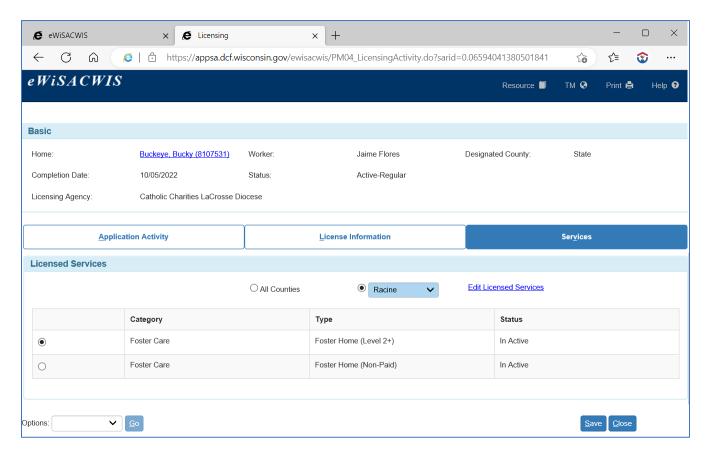
5. The Edit Licensed Services page allows you to select the appropriate Service Types you wish to add for the other county. Click on the checkbox to the right of the Service Type you wish to add and change the status of the service type from "Inactive" to "Active." Once all Service Types have been updated,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



February 2023 3

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.



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).

February 2023 4