Amending a Private Provider License

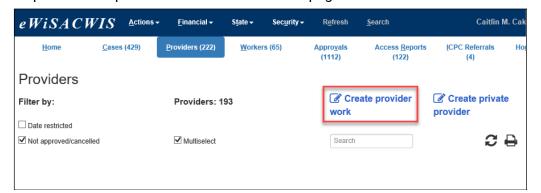
Note: To amend a private provider license, an assignment to the provider record is required.

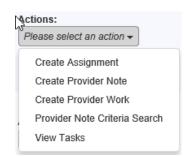
There are multiple reasons for amending a private provider's license. Based on the amendment reason, there are different ways to document the amended license in eWiSACWIS. This guide shows the various ways to amend a private provider license.

Amending a License for Change in Address

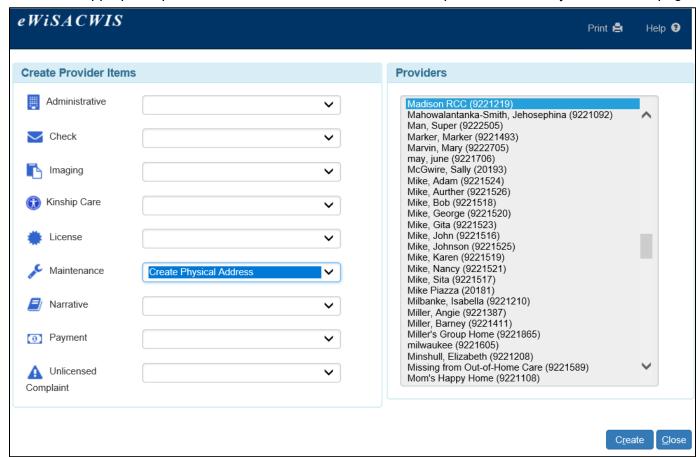
1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink

Create provider work or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.



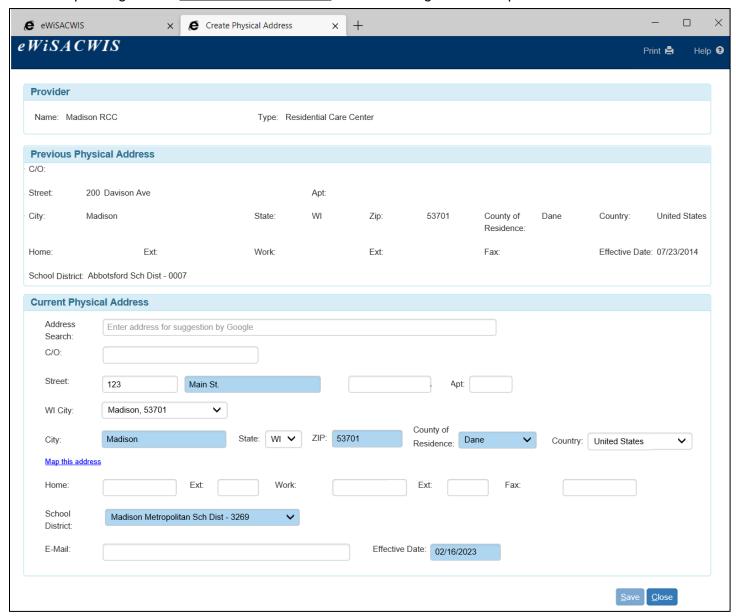


2. On the Create Provider Work page, select Create Physical Address from the Maintenance drop-down and select the appropriate provider. Click the Create button. This will open the Create Physical Address page.



3. On the Create Physical Address page, the Provider group box prefills with the provider's name and type. The Previous Physical Address group box prefills with the current address. Third is the Current Physical Address section which is where the provider's new address is documented. On initial launch all of the fields in this group box are disabled. For worker's ease of use, start typing in the Address Search field. If the address displays, select the address from the list. To enter the address manually, tab out of the field and respond Yes to the pop-up 'Are you sure you want to exit the Address Search field without selecting an Address? Select Yes to enter a new address manually or select No to refine your search.'

Enter the Street number and name, City, Zip, County of Residence and, School District. The Effective Date defaults to today's date but can be changed. When a provider moves and a new physical address is entered, eWiSACWIS closes the current active license the day before the Effective Date entered and creates a new pending license <u>as of the Effective Date</u>. The remaining fields are optional. Click Save.



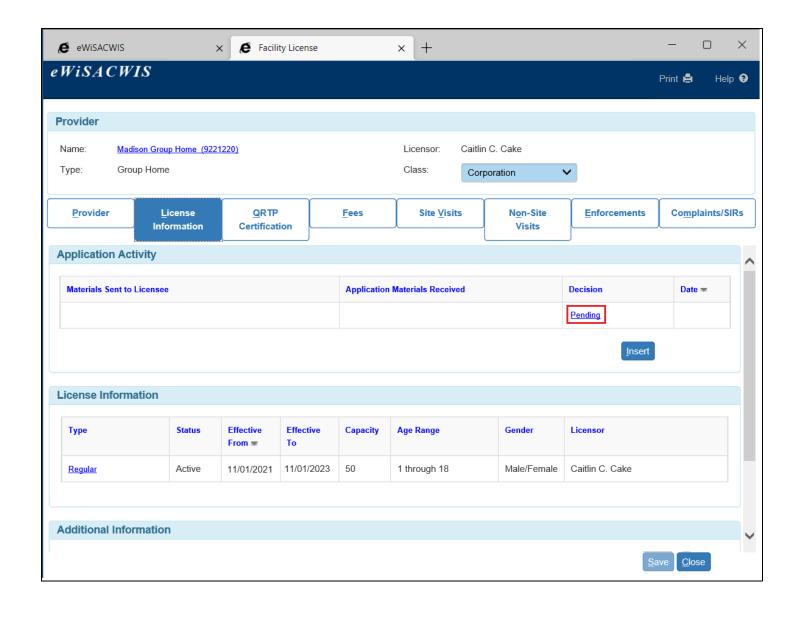
4. When the provider has an Active license, the following message displays. Click the Close button.



- 5. On the Create Physical Address page, click the Close button to return to your desktop.
- 6. Access the new Pending license from your desktop via the Facility License link.



7. On the Facility License page, click the License Information tab. Click on the <u>Pending</u> hyperlink to complete the re-licensing process.

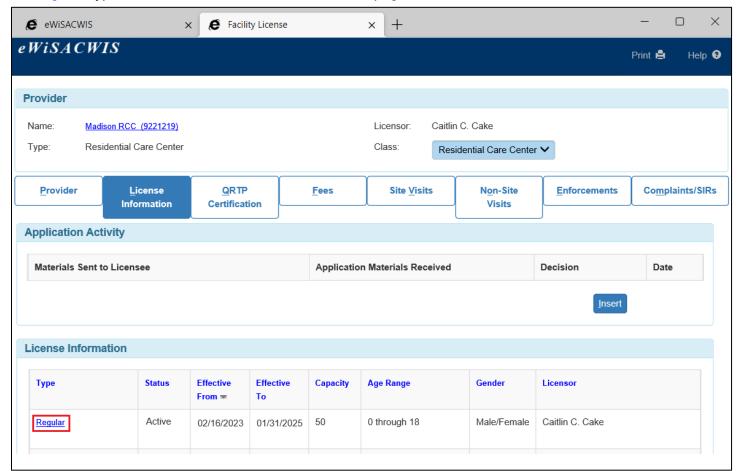


Amending a License for Age, Gender, Capacity, Change in Specialized Programs

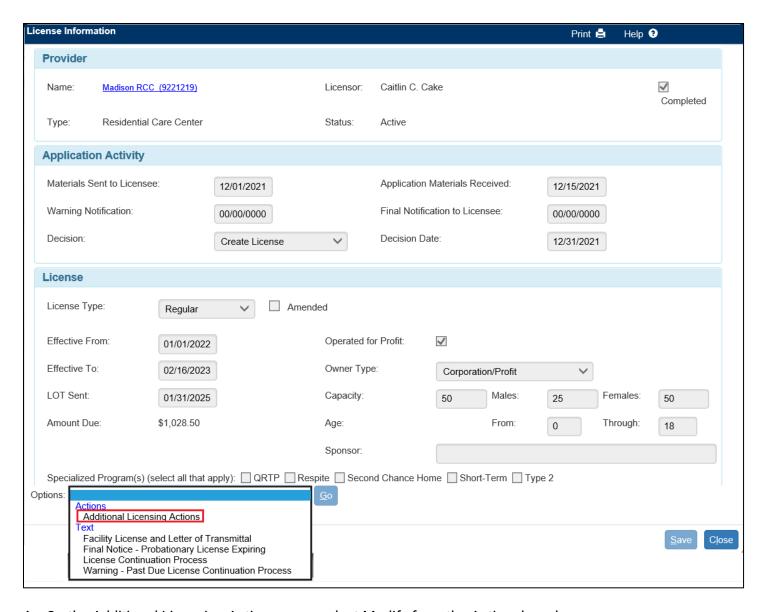
Amending a license for a change in specialized programs requires an additional licensing action. To
access the Additional Licensing Actions page, click the <u>Facility License</u> hyperlink for the Active license
from your desktop.



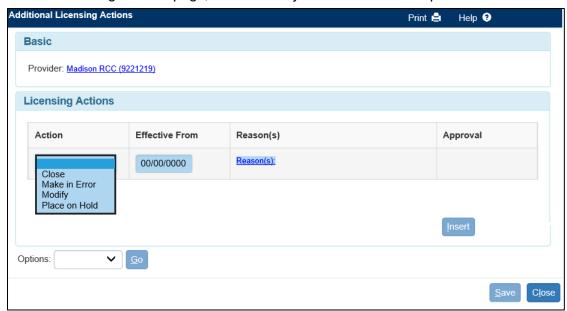
2. On the Facility License page, click the License Information tab. In the License Information section, click the Regular hyperlink to access the License Information page for the current license.



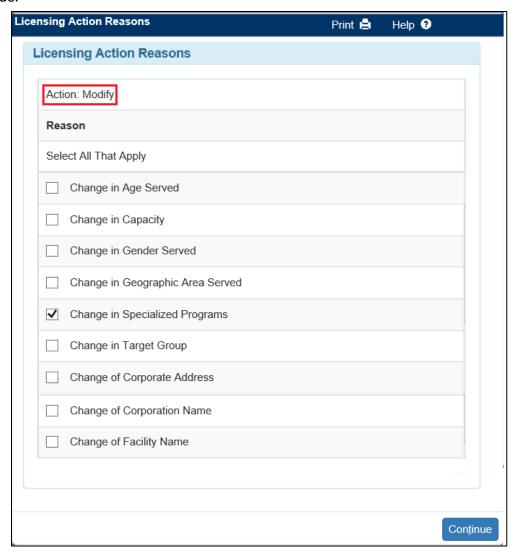
3. Select Additional Licensing Actions from the Options drop-down and click Go.



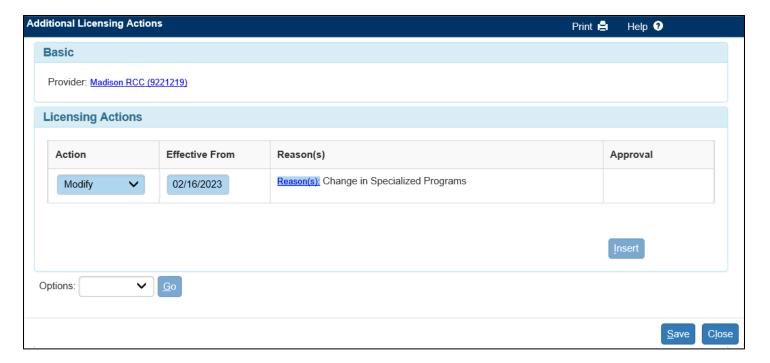
4. On the Additional Licensing Actions page, select Modify from the Action drop-down.



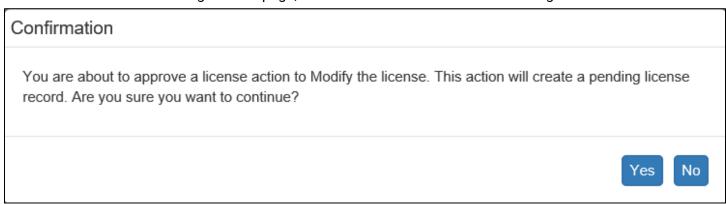
5. On the Licensing Action Reasons page, select the appropriate reason(s) for amending the license. Then click Continue.



6. The reason(s) will display on the Additional Licensing Actions page. Enter the Effective From date. The Effective From date must be prior to today's date, as the pending license that is created as result will be effective the day after the Effective From date.



- 7. Since each licensing action affects the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue to return to the Additional Licensing Actions page.
- 8. On the Additional Licensing Actions page, click Save. You will receive the message below. Click Yes.

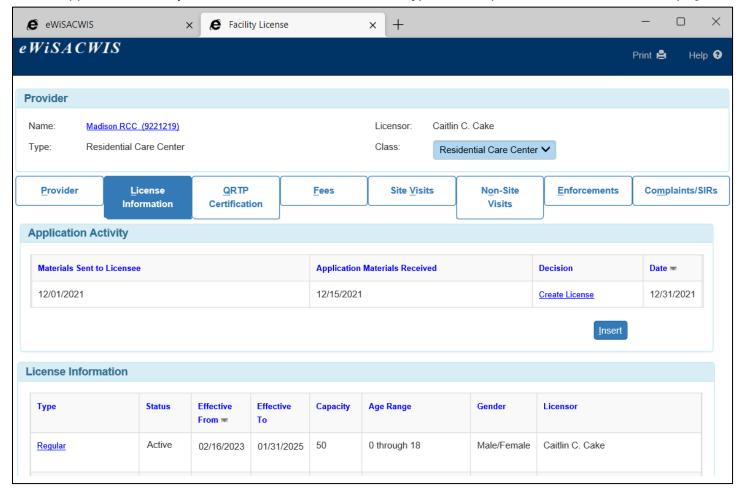


- 9. This will approve the licensing action or send the approval to a supervisor. The Additional Licensing Actions page will update once the additional licensing action is final approved. Click the Close button.
- 10. Back on the License Information page, click the Close button.

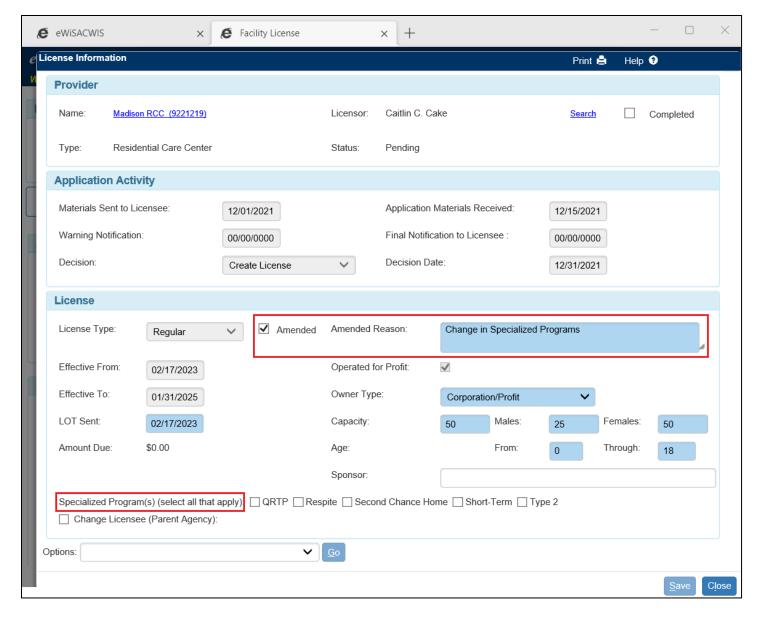
11. After the additional licensing action is final approved, refresh the desktop and see a new Pending license has been created. Click Licenses and the <u>Facility License</u> hyperlink to view the Pending license.



12. On the Facility License page, click the License Information tab. You will see the pending license appears in the Application Activity section. Click the <u>Create License</u> hyperlink to open the License Information page.



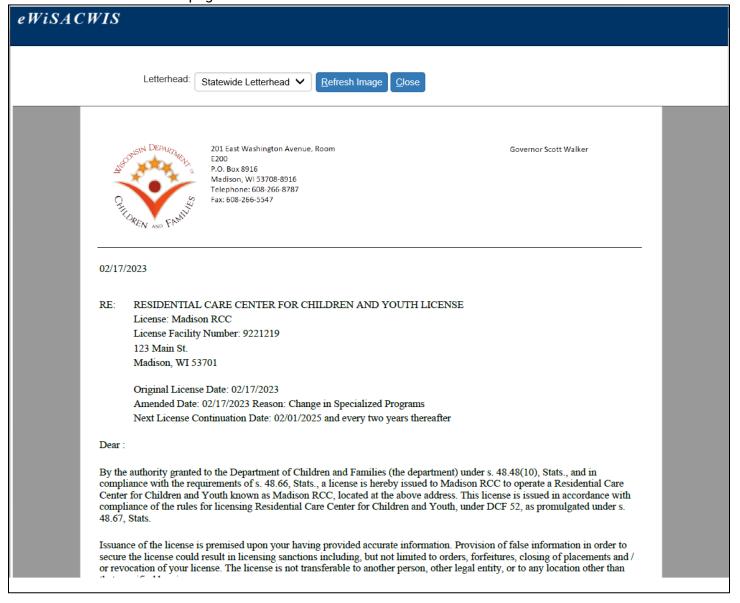
13. On the License Information page, see that the Amended checkbox is checked and the Amended Reason text box displays with reason Change in Specialized Programs. Update the specialized programs section or whichever field(s) needs to be changed due to the modification to the license, and document the LOT Sent date.



14. Remember to export the license and LOT, by selecting Facility License and Letter of Transmittal from the Options drop-down and click Go. If page has not been saved, a pop-up to save the License Information page appears. Click Close on the pop-up and save the page. Reselect the Facility License and Letter of Transmittal from the Options drop-down and click Go.

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15. On the BIRT PDF document page, select a letterhead and click the Refresh Image button to apply the letterhead to the LOT. Save the file to a location on your computer. To add the license and LOT to PIE, access the documents from the location on your computer. Click Close on the LOT to return to the License Information page.



16. To approve the license, select the Completed checkbox. Click Save and then Close.