

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.

The screenshot shows the eWiSACWIS interface. The top navigation bar includes links for Home, Cases (429), Providers (222), Workers (65), Approvals (1112), Access Reports (122), and ICPC Referrals (4). The Providers tab is active. On the left, there are filter options: 'Filter by:' with checkboxes for 'Date restricted' and 'Not approved/cancelled', and 'Providers: 193' with a 'Multiselect' checkbox. In the center, the 'Create provider work' link is highlighted with a red box. To the right, an 'Actions:' dropdown menu is open, showing options: 'Please select an action', 'Create Assignment', 'Create Provider Note', 'Create Provider Work', 'Provider Note Criteria Search', and 'View Tasks'.

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.

The screenshot shows the eWiSACWIS 'Create Provider Items' page. The left sidebar lists various categories: Administrative, Check, Imaging, Kinship Care, License, Maintenance, Narrative, Payment, and Unlicensed Complaint. Under the 'Maintenance' category, the 'Create Physical Address' option is selected. The right panel, titled 'Providers', displays a list of providers with their names and IDs. The first provider, 'Madison RCC (9221219)', is highlighted. At the bottom right, there are 'Create' and 'Close' buttons.

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 as of the Effective Date. The remaining fields are optional. Click Save.

Provider

Name: Madison RCC Type: Residential Care Center

Previous Physical Address

C/O:

Street: 200 Davison Ave Apt:

City: Madison State: WI Zip: 53701 County of Residence: Dane Country: United States

Home: Ext: Work: Ext: Fax: Effective Date: 07/23/2014

School District: Abbotsford Sch Dist - 0007

Current Physical Address

Address Search: Enter address for suggestion by Google

C/O:

Street: 123 Main St Apt:

WI City: Madison, 53701

City: Madison State: WI ZIP: 53701 County of Residence: Dane Country: United States

[Map this address](#)

Home: Ext: Work: Ext: Fax:

School District: Madison Metropolitan Sch Dist - 3269

E-Mail: Effective Date: 02/16/2023

Save Close

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

Confirmation

Creating a new physical address requires the provider to be re-licensed. A pending license will be created. Please complete the re-licensing process.

Close

- On the Create Physical Address page, click the Close button to return to your desktop.
- Access the new Pending license from your desktop via the [Facility License](#) link.

Madison RCC (9221219)

Provider details:

Residential Care Center

License status: Closed - Regular

Provider address:

123 Main St.

Madison, WI 53701 (Dane County)

Primary worker/licensor:

Cake, Caitlin C.

(123) 456-7890

ccake@wisconsin.gov

Actions:

Please select an action ▲

View provider information

Assignments

Licenses

Provider

Basic

Parent Agency

Provider Services

Characteristics

Payment Requests

Checks

Placements

Licenses

Facility License

01/01/2022 - 02/15/2023

Regular

Closed

01/01/2020 - 12/31/2021

Regular

Renewed

- On the Facility License page, click the License Information tab. Click on the [Pending](#) hyperlink to complete the re-licensing process.

eWiSACWIS

Facility License

Print

Help

Provider

Name: [Madison Group Home \(9221220\)](#)

Type: Group Home

Licensors: Caitlin C. Cake

Class: Corporation

Provider

License Information

QRTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
		Pending	

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensors
Regular	Active	11/01/2021	11/01/2023	50	1 through 18	Male/Female	Caitlin C. Cake

Additional Information

Save

Close

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

1. Amending a license for a change in specialized programs requires an additional licensing action. To access the Additional Licensing Actions page, click the [Facility License](#) hyperlink for the Active license from your desktop.

Madison RCC (9221219)
Provider details:
Residential Care Center
License status: Closed - Regular

Provider address:
123 Main St.
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

[Assignments](#) [Basic](#) [Characteristics](#) [Checks](#)

[Licenses](#) [Parent Agency](#) [Payment Requests](#) [Placements](#)

[Provider](#) [Provider Services](#)

Licenses

[Facility License](#)

02/16/2023 - 01/31/2025 Regular Active
01/01/2022 - 02/15/2023 Regular Renewed

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.

eWiSACWIS x Facility License x +

eWiSACWIS Print Help

Provider

Name: [Madison RCC \(9221219\)](#) Licensor: Caitlin C. Cake
Type: Residential Care Center Class: [Residential Care Center](#)

[Provider](#) [License Information](#) [QRTP Certification](#) [Fees](#) [Site Visits](#) [Non-Site Visits](#) [Enforcements](#) [Complaints/SIRs](#)

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
Insert			

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	02/16/2023	01/31/2025	50	0 through 18	Male/Female	Caitlin C. Cake

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

License Information
Print
Help

Provider

Name: [Madison RCC \(9221219\)](#)
Licensors: Caitlin C. Cake
☒ Completed

Type: Residential Care Center
Status: Active

Application Activity

Materials Sent to Licensee: 12/01/2021
Application Materials Received: 12/15/2021

Warning Notification: 00/00/0000
Final Notification to Licensee: 00/00/0000

Decision: Create License
Decision Date: 12/31/2021

License

License Type: Regular
☐ Amended

Effective From: 01/01/2022
Operated for Profit: ☒

Effective To: 02/16/2023
Owner Type: Corporation/Profit

LOT Sent: 01/31/2025
Capacity: 50
Males: 25
Females: 50

Amount Due: \$1,028.50
Age:
From: 0
Through: 18

Sponsor:

Specialized Program(s) (select all that apply): ☐ Q RTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

Options:

Actions
Additional Licensing Actions
Text
Facility License and Letter of Transmittal
Final Notice - Probationary License Expiring
License Continuation Process
Warning - Past Due License Continuation Process

Go

Save
Close

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

Additional Licensing Actions
Print
Help

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div> Close Make in Error Modify Place on Hold </div>	00/00/0000	Reason(s)	

Insert

Options:
Go

Save
Close

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

Licensing Action Reasons Print Help

Licensing Action Reasons

Action: Modify

Reason

Select All That Apply

- ☐ Change in Age Served
- ☐ Change in Capacity
- ☐ Change in Gender Served
- ☐ Change in Geographic Area Served
- ☒ Change in Specialized Programs
- ☐ Change in Target Group
- ☐ Change of Corporate Address
- ☐ Change of Corporation Name
- ☐ Change of Facility Name

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.

Additional Licensing Actions
Print
Help

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div>Modify</div>	<div>02/16/2023</div>	Reason(s) Change in Specialized Programs	

Insert

Options:
Go

Save
Close

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.

Confirmation

You are about to approve a license action to Modify the license. This action will create a pending license record. Are you sure you want to continue?

Yes
No

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 [Facility License](#) hyperlink to view the Pending license.

Madison RCC (9221219)

Provider details:
Residential Care Center
License status: Active - Regular

Provider address:
123 Main St.
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
Please select an action ▾

View provider information

Assignments

Licenses

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Facility License

02/17/2023 - 01/31/2025	Regular	Pending
02/16/2023 - 02/16/2023	Regular	Active

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 [Create License](#) hyperlink to open the License Information page.

eWiSACWIS
Facility License

eWiSACWIS
Print
Help

Provider

Name: [Madison RCC \(9221219\)](#)
Licensor: Caitlin C. Cake

Type: Residential Care Center
Class: Residential Care Center ▾

Provider
License Information
QRTP Certification
Fees
Site Visits
Non-Site Visits
Enforcements
Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
12/01/2021	12/15/2021	Create License	12/31/2021

Insert

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	02/16/2023	01/31/2025	50	0 through 18	Male/Female	Caitlin C. Cake

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.

eWiSACWIS x Facility License x +

License Information Print Help

Provider

Name: [Madison RCC \(9221219\)](#) Licensor: Caitlin C. Cake [Search](#) ☐ Completed

Type: Residential Care Center Status: Pending

Application Activity

Materials Sent to Licensee: 12/01/2021 Application Materials Received: 12/15/2021

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 12/31/2021

License

License Type: Regular ☒ Amended Amended Reason: Change in Specialized Programs

Effective From: 02/17/2023 Operated for Profit: ☒

Effective To: 01/31/2025 Owner Type: Corporation/Profit

LOT Sent: 02/17/2023 Capacity: 50 Males: 25 Females: 50

Amount Due: \$0.00 Age: From: 0 Through: 18

Sponsor:

Specialized Program(s) (select all that apply) ☐ QRTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

☐ Change Licensee (Parent Agency):

Options: Go

Save Close

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.

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.


eWiSACWIS

Letterhead:

Statewide Letterhead

Refresh Image

Close



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8787
Fax: 608-266-5547

Governor Scott Walker

02/17/2023

RE: RESIDENTIAL CARE CENTER FOR CHILDREN AND YOUTH LICENSE
License: Madison RCC
License Facility Number: 9221219
123 Main St.
Madison, WI 53701

Original License Date: 02/17/2023
Amended Date: 02/17/2023 Reason: Change in Specialized Programs
Next License Continuation Date: 02/01/2025 and every two years thereafter

Dear :

By the authority granted to the Department of Children and Families (the department) under s. 48.48(10), Stats., and in compliance with the requirements of s. 48.66, Stats., a license is hereby issued to Madison RCC to operate a Residential Care Center for Children and Youth known as Madison RCC, located at the above address. This license is issued in accordance with compliance of the rules for licensing Residential Care Center for Children and Youth, under DCF 52, as promulgated under s. 48.67, Stats.

Issuance of the license is premised upon your having provided accurate information. Provision of false information in order to secure the license could result in licensing sanctions including, but not limited to orders, forfeitures, closing of placements and / or revocation of your license. The license is not transferable to another person, other legal entity, or to any location other than

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