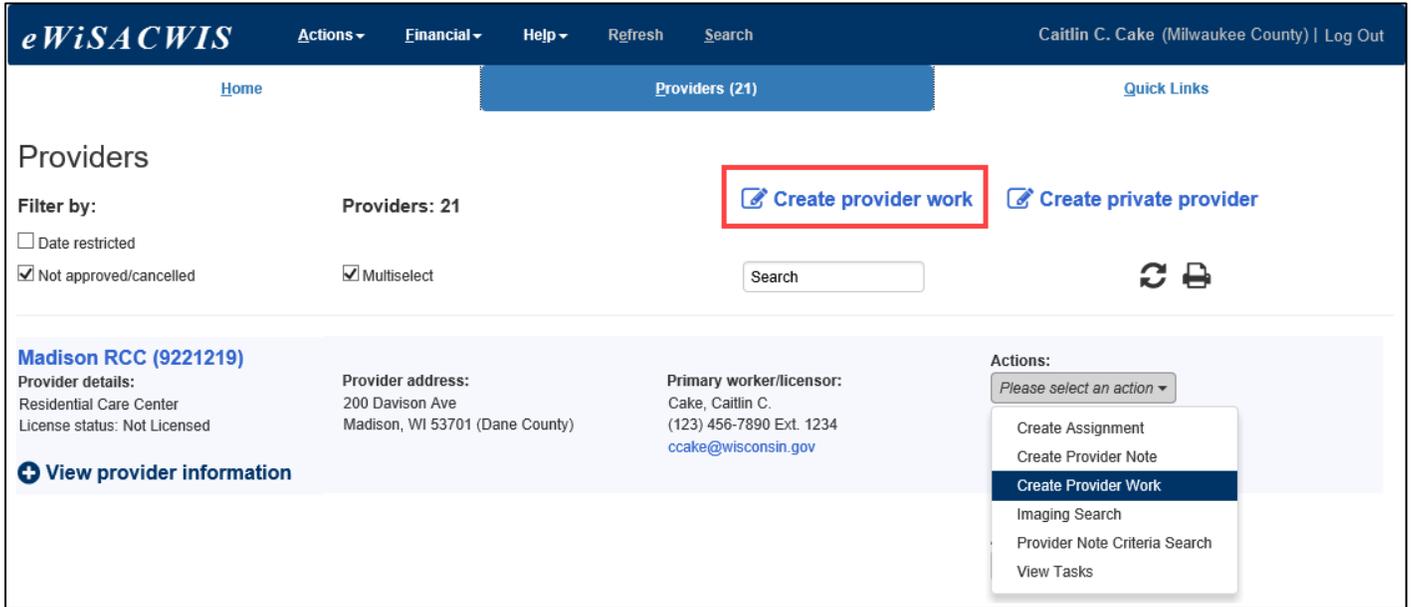


# Creating a Facility License

**Note:** You must have an assignment to the provider record to create a Facility License for the provider.

1. From your desktop, click the Create provider work hyperlink  **Create provider work** from the Providers tab or select Create Provider Work in the Actions drop-down next to the specific private provider to open the Create Provider Work page.



The screenshot shows the eWiSACWIS interface. At the top, there is a navigation bar with 'eWiSACWIS' logo, 'Actions', 'Financial', 'Help', 'Refresh', and 'Search' menus. The user is logged in as 'Caitlin C. Cake (Milwaukee County)'. The main content area is titled 'Providers (21)'. Below this, there are filter options: 'Filter by: Providers: 21', 'Date restricted' (unchecked), 'Not approved/cancelled' (checked), and 'Multiselect' (checked). A search box is present. Two main links are visible: 'Create provider work' (highlighted with a red box) and 'Create private provider'. Below these links, a table lists providers. The first entry is 'Madison RCC (9221219)'. The table provides details for this provider, including its address and primary worker/licensor. An 'Actions' dropdown menu is open for this provider, listing options such as 'Create Assignment', 'Create Provider Note', 'Create Provider Work' (which is highlighted), 'Imaging Search', 'Provider Note Criteria Search', and 'View Tasks'.

Provider details:	Provider address:	Primary worker/licensor:	Actions:
<b>Madison RCC (9221219)</b> Residential Care Center License status: Not Licensed	200 Davison Ave Madison, WI 53701 (Dane County)	Cake, Caitlin C. (123) 456-7890 Ext. 1234 ccake@wisconsin.gov	<b>Create Provider Work</b> Create Assignment Create Provider Note Imaging Search Provider Note Criteria Search View Tasks

2. From the License drop-down, select Facility License. Select the appropriate provider and click Create.

Create Provider Items

- Administrative
- Check
- Imaging
- Kinship Care
- License** (Facility License)
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

Providers

- ABC Group Home (9222225)
- ABC Shelter Care (9221765)
- ABC Shelter Care (9221825)
- Allendale Association (9222005)
- Annie's House Group Home (9221217)
- Ant Hill CPA (9222545)
- Ash, April (9221103)
- Bellas Group Home (9221945)
- BLIP PROVIDER (9221390)
- Blue, Blue (9221495)
- Carmelite Home Inc (9221459)
- Cascading Mountains (9221432)
- Chick Fila Agency (9221485)
- Cinderella's Day Camp (9221346)
- Demo Ohio RCC (9222185)
- Gonzo Corporation LLC (9221335)
- Group Home (9222525)
- Jerry's Transportation Services (20208)
- Madison Group Home (9221220)
- Madison RCC (9221219)**
- Mike Piazza (20181)
- Miller's Group Home (9221865)
- my child placing agency (9222266)
- Private Provider (9221530)
- Provider Group Home (9221805)
- PTD Group Home (20221)
- Royal Shelter Care (9222365)
- Testing, Inc. (9221094)
- Your Children Our Children CPA (9221599)

Create Close

- Select the appropriate Class. If applicable, add the Geographic Area(s) to be Served, Other License(s), and Specialty Programs/ Services Offered/Target Groups by clicking the appropriate Insert button.

eWiSACWIS
Print Help

eWiSACWIS

**Provider**

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

Type: Residential Care Center

Licensors: Caitlin C. Cake

Class: Residential Care Center ▼

Provider

License Information

Q RTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

**Physical Address**

Primary Contact: Michelle Brown Larry King Wisemen

C/O:

Address: 200 Davison Ave  
Madison, WI 53701

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email:

Fax:

County of Residence: Dane

**Geographic Area(s) to be Served**

Geographic Area	
<span style="border: 1px solid #add8e6; padding: 2px;">All Counties ▼</span>	<a href="#">Delete</a>

Insert

**Other License(s)**

Other License(s)	
<span style="border: 1px solid #add8e6; padding: 2px;">Mental Health Program ▼</span>	<a href="#">Delete</a>

Insert

**Specialty Programs / Services Offered / Target Groups**

Program/Service/Group	

Insert

Save
Close

- Click the License Information tab. In the Application Activity section, click the Insert button. This will open the License Information page.

eWiSACWIS Facility License

**Provider**

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

Provider License Information Q RTP 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

**Additional Information**

Date Initial Application: 00/00/0000 Date Probationary License Issued: 00/00/0000 Date Regular License Issued: 00/00/0000  
 Date Facility License Closed: 00/00/0000 Reason Closed:   
 Specialized Program(s):

View Made in Error **Save Close**

5. The License Information page opens with the Decision defaulted to Pending. Enter the applicable dates in the Materials Sent to Licensee and Application Materials Received fields.

**Note:** If the Licensor is different from the primary licensor assigned to the provider record, click the [Search](#) hyperlink next to the Licensor field and search for the licensor.

**Note:** When creating the 'License Continuation Process' document, the Materials Sent to Licensee will fill to today's date. When creating the 'Warning – Past Due License Continuation Process' letter, the Warning Notification date will fill with today's date. When creating the 'Final Notice – Probationary License Expiring' letter, the Final Notification to Licensee will fill with today's date.

6. Select the appropriate Decision and enter the Decision Date. To license the provider, select Create License.

The screenshot shows the 'License Information' form with the following details:

- Provider Section:**
  - Name: [Madison RCC \(9221219\)](#)
  - Licensor: Caitlin C. Cake [Search](#)
  - Type: Residential Care Center
  - Status: Pending
  - Completed
- Application Activity Section:**
  - Materials Sent to Licensee: 01/01/2023
  - Application Materials Received: 02/01/2023
  - Warning Notification: 00/00/0000
  - Final Notification to Licensee: 00/00/0000
  - Decision: Create License (dropdown)
  - Decision Date: 02/16/2023
- License Section:**
  - License Type: 1st Probationary (dropdown)  Amended
  - Effective From: 02/01/2023
  - Effective To: 07/31/2023
  - LOT Sent: 02/16/2023
  - Amount Due: \$57.47
  - Operated for Profit:
  - Owner Type: Corporation/Profit (dropdown)
  - Capacity: 6
  - Males: 6
  - Females: 6
  - Age: From: 12 Through: 17
  - Sponsor: [Empty text box]
  - Specialized Program(s) (select all that apply):  QRTP  Respite  Second Chance Home  Short-Term  Type 2
  - Change Licensee (Parent Agency):

Options: [Empty dropdown] [Go](#)

[Save](#) [Close](#)

7. In the License section, select the appropriate License Type. When you enter the Effective From Date, eWiSACWIS will determine the Effective To date (1<sup>st</sup> Probationary and 2<sup>nd</sup> Probationary licenses are effective for 6 months and a Regular license is effective for 2 years). If the Effective To date should be prior to this date, update the Effective To date. Enter the LOT Sent date. Select the Owner Type. Enter the Sponsor, if applicable. Select any Specialized Program(s), if applicable.

**Note:** The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these, click the Name hyperlink in the Provider section at the top of the page [in this example: [Madison RCC \(9221219\)](#)].

**Note:** The Amount Due field will pre-fill based on the type of provider license (1<sup>st</sup> Probationary, 2<sup>nd</sup> Probationary, or Regular), type of provider (group home, CPA, shelter, or RCC), and the associated capacity. When the license is complete, it will enter a row (License Fee Due) on the Fees tab of the Facility License page.

**Note:** The Specialized Program(s), including the QRTP option, will appear on the Letter of Transmittal, License Continuation Process for Group Homes and RCCs, and License Certification.

8. When all applicable data has been completed, click Save. Under the Options drop-down, select the Facility License and Letter of Transmittal (i.e. LOT) option and click Go to export the license and LOT.

**License Information** Resource Print Help

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

Type: Residential Care Center Status: Pending

---

**Application Activity**

Materials Sent to Licensee:	01/01/2023	Application Materials Received:	02/01/2023
Warning Notification:	00/00/0000	Final Notification to Licensee:	00/00/0000
Decision:	Create License	Decision Date:	02/16/2023

---

**License**

License Type: 1st Probationary  Amended

Effective From: 02/01/2023 Operated for Profit:

Effective To: 07/31/2023 Owner Type: Corporation/Profit

LOT Sent: 02/16/2023 Capacity: 6 Males: 6 Females: 6

Amount Due: \$57.47 Age: From: 12 Through: 17

Sponsor:

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

Change Licensee (Parent Agency):

---

Options: [Text](#) [Facility License and Letter of Transmittal](#) [Final Notice - Probationary License Expiring](#) [License Continuation Process](#) [Warning - Past Due License Continuation Process](#) [Go](#)

[Save](#) [Close](#)

9. Click the save icon to save the file to a location on your computer. To add the license and LOT to Provider Information Exchange (PIE), access the document from the location on your computer.

**eWiSACWIS**

Letterhead: DCF - DSP - CWL

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02/16/2023

**RE: RESIDENTIAL CARE CENTER FOR CHILDREN AND YOUTH LICENSE**  
License: Madison RCC  
License Facility Number: 9221219  
200 Davison Ave  
Madison, WI 53701

Original License Date: 02/01/2023  
Probationary License Period: 02/01/2023 through 07/31/2023

Dear :

By the authority granted to the Department of Children and Families (the department) under s. 48.48(15), Stats., and in compliance with the requirements of s. 48.66, Stats., a probationary license is hereby issued to Prettie Girlz With A Purpose, located at the above address. This license is issued in accordance with compliance of the rules for licensing Group Homes, under DCF 57, 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 that specified herein.

A probationary license, in accordance with s. 48.69, Stats., is being issued to allow you as licensee to demonstrate the ability to fully comply with the minimum requirements for a license under DCF 57. A licensing representative of the department will monitor the program after it begins operation to establish that all licensing rules are met before a regular license may be issued.

The issuance of this certificate satisfies the Group Home licensing requirements. However, you may also be required to comply with local zoning or other applicable regulations before you begin to operate your facility. Therefore, this license does not in and

10. When all information has been completed and you are ready to license the facility, click the Completed checkbox on the top right of the page and then click Save. Click the Close button to return to the Facility License page.

**License Information** Resource Print Help

---

**Provider**

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

Type: Residential Care Center      Status: Active

---

**Application Activity**

Materials Sent to Licensee:       Application Materials Received:

Warning Notification:       Final Notification to Licensee:

Decision:        Decision Date:

---

**License**

License Type:         Amended

Effective From:       Operated for Profit:

Effective To:       Owner Type:

LOT Sent:       Capacity:       Males:       Females:

Amount Due: \$57.47      Age:      From:       Through:

Sponsor:

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

Change Licensee (Parent Agency):

Options:

11. The license has been added to the License Information section at the bottom of the page. To view the license, click the license ([1st Probationary](#) in this example) in the Type column.

**Provider**

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

**Application Activity**

Materials Sent to Licensee	Application Materials Received	Decision	Date
<a href="#">Insert</a>			

**License Information**

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
<a href="#">1st Probationary</a>	Active	02/01/2023	07/31/2023	6	12 through 17	Male/Female	Caitlin C. Cake

**Additional Information**

Date Initial Application: 02/01/2023      Date Probationary License Issued: 02/01/2023      Date Regular License Issued: 00/00/0000  
 Date Facility License Closed: 00/00/0000      Reason Closed:   
 Specialized Program(s):

View Made in Error  
[Save](#) [Close](#)

12. It should be noted that the license could remain pending. The license will remain pending until the Completed checkbox is selected on the License Information page. You can access the pending application in the Application Activity section of the Facility License page by clicking on Decision hyperlink ([Create License](#) in this example).

The screenshot displays the eWiSACWIS Facility License page. At the top, there are browser tabs for 'eWiSACWIS' and 'Facility License'. The page header includes the 'eWiSACWIS' logo and navigation links for 'Resource', 'Print', and 'Help'.

**Provider Information:**

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

**Navigation Tabs:** Provider, License Information (active), QRTP Certification, Fees, Site Visits, Non-Site Visits, Enforcements, Complaints/SIRs.

**Application Activity Table:**

Materials Sent to Licensee	Application Materials Received	Decision	Date
01/01/2023	02/01/2023	<a href="#">Create License</a>	02/16/2023

An 'Insert' button is located below the Application Activity table.

**License Information Table:**

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensors
------	--------	----------------	--------------	----------	-----------	--------	-----------

**Additional Information:** This section is currently empty.

## Creating a Continuation License

**Note:** On the 25<sup>th</sup> of each month, a pending continuation license is created for 1<sup>st</sup> probationary, 2<sup>nd</sup> probationary, and Regular licenses for licenses that are due for continuation in 65 days.

1. From your desktop, click the Providers tab and locate the provider for which you are creating a continuation license. Click the provider to display a list of work for the provider. Click licenses to display a list of licenses for the provider. Click the [Facility License](#) hyperlink to open the Facility License page.

**Madison RCC (9221219)**

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

**Provider address:**  
200 Davison Ave  
Madison, WI 53701 (Dane County)

**Primary worker/licensor:**  
Cake, Caitlin C.  
(123) 456-7890 Ext. 1234  
[ccake@wisconsin.gov](mailto:ccake@wisconsin.gov)

**Actions:**

**View provider information**

- Assignments
- Basic
- Characteristics
- Checks
- Licenses
- Parent Agency
- Payment Requests
- Placements
- Provider
- Provider Services
- Services

**Licenses**

- Facility License**  
01/01/2020 - 06/30/2020    1st Probationary    Pending Continuation

2. On the Facility License page, click the License Information tab. In the Application Activity section, click the [Pending Continuation](#) hyperlink. This will open the License Information page.

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 ▼
01/01/2023		Pending Continuation	

Insert

---

**License Information**

Type	Status	Effective From ▼	Effective To	Capacity	Age Range	Gender	Licensor
<a href="#">Regular</a>	Active	01/01/2018	12/31/2019	50	0 through 18	Male/Female	Caitlin C. Cake

Save Close

- The License Information page opens with the Decision defaulting to Pending Regular (for 1<sup>st</sup> Probationary or 2<sup>nd</sup> Probationary licenses) or Pending Continuation (for Regular licenses). If the Licensor is different from the primary licensor assigned to the provider record, click the [Search](#) hyperlink next to the Licensor field and search for the licensor. Click the Save button to save the page, then select License Continuation Process from the Options drop-down and click Go.

License Information
Print Help

**Provider**

Name: <a href="#">Madison RCC (9221219)</a>	Licensor: Caitlin C. Cake	<span style="border: 1px solid red; padding: 2px;">Search</span>	<input type="checkbox"/> Completed
Type: Residential Care Center	Status: Pending Continuation		

**Application Activity**

Materials Sent to Licensee: <input type="text" value="01/01/2023"/>	Application Materials Received: <input type="text" value="00/00/0000"/>
Warning Notification: <input type="text" value="00/00/0000"/>	Final Notification to Licensee: <input type="text" value="00/00/0000"/>
Decision: <input style="background-color: #003366; color: white; border: none; padding: 2px 5px; border-radius: 3px; vertical-align: middle;" type="button" value="Pending Continuation"/> ▼	Decision Date: <input type="text" value="00/00/0000"/>

**License**

License Type: <input style="background-color: #003366; color: white; border: none; padding: 2px 5px; border-radius: 3px; vertical-align: middle;" type="button" value="Regular"/> ▼ <input type="checkbox"/> Amended	
Effective From: <input type="text" value="01/01/2020"/>	Operated for Profit: <input checked="" type="checkbox"/>
Effective To: <input type="text" value="12/31/2021"/>	Owner Type: <input type="text" value=""/>
LOT Sent: <input type="text" value="00/00/0000"/>	Capacity: <input type="text" value="50"/> Males: <input type="text" value="25"/> Females: <input type="text" value="50"/>
Amount Due: \$1028.50	Age: From: <input type="text" value="0"/> Through: <input type="text" value="18"/>
Sponsor: <input type="text" value=""/>	
Specialized Program(s) (select all that apply): <input type="checkbox"/> Q RTP <input type="checkbox"/> Respite <input type="checkbox"/> Second Chance Home <input type="checkbox"/> Short-Term <input type="checkbox"/> Type 2	
<input type="checkbox"/> Change Licensee (Parent Agency):	

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

- A pop-up to either open or save the license continuation application will appear. Select 'Save as' and save the file to a location on your computer.

**Note:** The Materials Sent to Licensee will fill today's date (the day you create the License Continuation Process template).

**Note:** To add the continuation application to PIE, access the documents from the location on your computer.

- Enter the Application Materials Received date.

- When creating the 'Warning – Past Due License Continuation Process' letter, the Warning Notification date will fill with today's date. When creating the 'Final Notice – Probationary License Expiring' letter, the Final Notification to Licensee date will fill with today's date.
- If applicable, select the appropriate License Type. The Effective From date is pre-filled with the day after the Effective To date on the Active (1<sup>st</sup> Probationary, 2<sup>nd</sup> Probationary, or Regular) license and the Effective To pre-fills 2 years from the Effective From date. If the Effective From or Effective To dates should be different than the date eWiSACWIS determined, update the date(s).

If the license is being amended, select the Amended checkbox. An Amended Reason field will appear. Enter the reason(s) for amendment.

Enter the LOT Sent date. Select the Owner Type. If applicable, enter the Sponsor and select any Specialized Program(s).

**Note:** The Operated for Profit, Capacity, Gender, and Age Range are pre-filled from the Private Provider page. To change any of these, click the Name hyperlink in the Provider section at the top of the page [in this example: [Madison RCC \(9221219\)](#)].

**Note:** The Amount Due field pre-fills based on the provider license type (1<sup>st</sup> Probationary, 2<sup>nd</sup> Probationary, or Regular), provider type (group home, CPA, shelter, or RCC), and the associated capacity. When the license is complete, a License Fee Due row is added on the Facility License, Fees tab.

- When all applicable data has been entered, click Save. From the Options drop-down, select the Facility License and Letter of Transmittal (LOT) option and click Go to export the license and LOT.

The screenshot shows the 'License Information' form with the following details:

- Provider:** Name: [Madison RCC \(9221219\)](#), Type: Residential Care Center, Licenser: Caitlin C. Cake, Status: Pending Continuation.
- Application Activity:** Materials Sent to Licensee: 01/01/2023, Application Materials Received: 02/01/2023, Warning Notification: 00/00/0000, Final Notification to Licensee: 00/00/0000, Decision: Pending Continuation, Decision Date: 02/16/2023.
- License:** License Type: **Regular** (highlighted), Amended: , Amended Reason: [Redacted], Effective From: 02/01/2023, Effective To: 07/31/2023, LOT Sent: **02/16/2023** (highlighted), Amount Due: \$1028.50, Operated for Profit: , Owner Type: [Redacted], Capacity: 50, Males: 25, Females: 50, Age: From 0 Through 18, Sponsor: [Redacted].
- Specialized Program(s):**  Q RTP  Respite  Second Chance Home  Short-Term  Type 2
- Options:**
  - Actions
  - Additional Licensing Actions
  - Text
  - Facility License and Letter of Transmittal** (highlighted)
  - Final Notice - Probationary License Expiring
  - License Continuation Process
  - Warning - Past Due License Continuation Process

9. Click the save icon to save the file to a location on your computer. To add the license and LOT to PIE, access the document from the location on your computer.

*eWiSACWIS*

Letterhead: DCF - DSP - CWL

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02/16/2023

**RE: RESIDENTIAL CARE CENTER FOR CHILDREN AND YOUTH LICENSE**  
License: Madison RCC  
License Facility Number: 9221219  
200 Davison Ave  
Madison, WI 53701

Original License Date: 02/01/2023  
Next License Continuation Date: 02/01/2023 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 that specified herein.

The issuance of this certificate satisfies the Residential Care Center for Children and Youth licensing requirements. However, you may also be required to comply with local zoning or other applicable regulations before you begin to operate your facility. Therefore, this license does not in and of itself establish that you are legally entitled to commence operation of the facility.

10. When all information is completed and you are ready to license the facility, click the Completed checkbox on the top right and then click Save. Click the Close button to return to the Facility License page.

**License Information** Print Help

---

**Provider**

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

Type: Residential Care Center      Status: Pending Continuation

---

**Application Activity**

Materials Sent to Licensee:	<input type="text" value="01/01/2023"/>	Application Materials Received:	<input type="text" value="02/01/2023"/>
Warning Notification:	<input type="text" value="00/00/0000"/>	Final Notification to Licensee:	<input type="text" value="00/00/0000"/>
Decision:	<input type="text" value="Pending Continuation"/>	Decision Date:	<input type="text" value="02/16/2023"/>

---

**License**

License Type:        Amended

Effective From:       Operated for Profit:

Effective To:       Owner Type:

LOT Sent:       Capacity:       Males:       Females:

Amount Due: \$1028.50      Age:      From:       Through:

Sponsor:

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

Change Licensee (Parent Agency):

Options: