

Documenting a Facility Enforcement

Note: To document a facility enforcement, an assignment to the provider is required.

1. From your desktop, click the Providers tab. Click the [View provider information](#) icon for the appropriate provider. Click the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.

Mike Piazza (20181)

Provider details:
Child Placing Agency
License status: Pending Continuation - Regular

Provider address:
123 Test
Allouez, WI 54301 (Brown County)
(920) 555-1212

Primary worker/licensor:
Rusk, Worker

Actions:
Please select an action ▾

View provider information

Agreements and Notices | Assignments | Basic | Characteristics | Checks | Licenses | Narratives | Parent Agency | Payment Requests | Placements | Services

Licenses

- Facility License (highlighted)
 - 12/01/2022 - 11/30/2024 Regular Active
 - 12/01/2020 - 11/30/2022 Regular Renewed

2. Click the Enforcements tab. Click the Insert button. This will open the Enforcement page.

eWiSACWIS Facility License

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
Type: Child Placing Agency Class: Adoption & Foster Care ▾

Provider | License Information | Fees | Site Visits | Non-Site Visits | **Enforcements** | Complaints/SIRs

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000200	01/02/2023	Forfeiture Letter	01/01/2023		

View Made in Error **Insert**

Save Close

3. On the Enforcement page, enter dates in any applicable fields. If relevant, select the Compliance Verified checkbox. Once a date is entered in the Action Date field, the Action field becomes enabled for you to select the action.
 - If the Action = Orders Letter, the Order Letter Date field will update to be the same as the Action Date field.

- If the Action = Stipulation, Surrender in Lieu of Enforcement, or Warning Letter, the Enforcement Date Closed field will update to be the same as the Action Date field.
- If the Action = Revocation Other, Revocation HFS12, Revocation – No Fee/App, or Revocation Tax Delinquency, the system will automatically revoke an 'Active' license as of the Action date entered on the Enforcement page. A license revocation can be appealed by selecting the Appeal checkbox on the Enforcement page.

4. If the enforcement is associated with a documented complaint/SIR, click the [Select](#) hyperlink in the Complaint/SIR ID(s) section. This will open the Complaint/SIR ID(s) page.

Enforcement
Print Help

Provider

Name: Mike Piazza (20181)	Licensor: Worker Rusk
Type: Child Placing Agency	Enforcement ID:

Enforcement Information

Order Letter Date: <input type="text" value="00/00/0000"/>	Correct by Date: <input type="text" value="00/00/0000"/>	Compliance Verified: <input type="checkbox"/>
Action Date: <input type="text" value="00/00/0000"/>	Action: <input type="text" value=""/>	
Suspension Letter Date: <input type="text" value="00/00/0000"/>	Other Action: <input type="text" value=""/>	
Enforcement Date Closed: <input type="text" value="00/00/0000"/>		

Complaint/SIR ID(s)

[Select](#)

Noncompliance ID(s)

[Select](#)

Forfeiture

Date	Type	Amount	Forfeiture Comments

- On the Complaint/SIR ID(s) page, select the checkbox next to the associated complaint/SIR(s) and click Continue.

Complaint/SIR ID(s) Print Help

Provider

Name: [Mike Piazza \(20181\)](#)

Complaint/SIR ID(s)

	ID	Type	Date	Description
<input type="checkbox"/>	8000260	Complaint	02/09/2018	Received an anonymous phone call from a concerned neighbor re the children

[Continue](#) [Close](#)

- If the enforcement is associated with a documented noncompliance (either from a site visit or outside of a site visit), click the [Select](#) hyperlink in the Noncompliance ID(s) section. This will open the Non Compliance ID(s) page.

Enforcement Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
 Type: Child Placing Agency Enforcement ID:

Enforcement Information

Order Letter Date: Correct by Date: Compliance Verified:
 Action Date: Action:
 Suspension Letter Date: Other Action:
 Enforcement Date Closed:

Complaint/SIR ID(s)

[8000260](#) [Select](#)

Noncompliance ID(s)

[Select](#)

Forfeiture

Date	Type	Amount	Forfeiture Comments
Insert			

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

- The Non Compliance ID(s) page will identify any site visit(s) or noncompliance(s) not associated to site visits. Select the checkbox next to the associated noncompliance(s) and click Continue.

Non Compliance ID(s) Print Help

Provider

Name: [Mike Piazza \(20181\)](#)

NonCompliance ID(s)

	ID	Date	Description
<input type="checkbox"/>	8000162	02/11/2018	enter any applicable comments here...
<input type="checkbox"/>	8000100	07/12/2013	
<input type="checkbox"/>	8000280	02/28/2000	

[Continue](#) [Close](#)

- To enter a Forfeiture, click the Insert button. Enter the Date, select a Type, and enter the Amount. If applicable, enter any Forfeiture Comments. Once an amount is entered into the Amount field, the Forfeiture Amount Due field will update accordingly.
- In the Rule Violation(s) section, click the Insert button to add the violation(s). Select the number of occurrences for this rule violation.

Forfeiture

Date	Type	Amount	Forfeiture Comments	
00/00/0000	<input type="text" value="v"/>	\$0.00	<input type="text"/>	Delete

[Insert](#)

Forfeiture Amount Due: Date Sent to Collections:

Rule Violation(s)

Rule Violation	Occurrences	
<input type="text" value="v"/>	<input type="text" value="v"/>	Delete

[Insert](#)

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

- Click Save to save the enforcement.
- Note:** Once an enforcement has been saved, a Made in Error checkbox appears at the top of the page. See below for instructions on how to make an enforcement in error.
- When appropriate, enter the Enforcement Date Closed. Click Close to return to the Facility License page.
 - You can access the enforcement at any time by clicking the Enforcement ID hyperlink on the Facility License, Enforcements tab.

Documenting an Appeal for an Enforcement

1. To document an appeal, click the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.
2. On the Facility License page, click on the Enforcements tab. Click the Enforcement ID hyperlink to open the Enforcement page.

The screenshot shows the eWiSACWIS web application interface. The browser tabs indicate the user is on the 'Facility License' page. The page header includes the eWiSACWIS logo and navigation options like 'Print' and 'Help'. Below the header, there is a 'Provider' section with the following details: Name: [Mike Piazza \(20181\)](#), Licensor: Worker Rusk, Type: Child Placing Agency, and Class: Adoption & Foster Care. A navigation bar contains tabs for Provider, License Information, Fees, Site Visits, Non-Site Visits, Enforcements (which is active), and Complaints/SIRs. The 'Enforcements' section features a table with the following data:

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000200	01/02/2023	Forfeiture Letter	01/01/2023		

Below the table, there is a checkbox for 'View Made in Error' and an 'Insert' button. At the bottom right of the page, there are 'Save' and 'Close' buttons.

- On the Enforcement page, select the Appeal checkbox and enter the appropriate dates. Once a Decision Date is entered the Decision drop down becomes enabled and required. Click Save to save the enforcement. Click Close to return to the Facility License page.

Enforcement Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
 Type: Child Placing Agency Enforcement ID: 8000340 Made In Error

Forfeiture Amount Due: Date Sent to Collections:

Rule Violation(s)

Rule Violation	Occurrences
54.01(1) PURPOSE	1

Appeal

Appeal: Hearing Date: Decision Date: Decision:

Hearing Waived
 Not Upheld / Overturned
 Stipulated Agreement
 Tax Clearance
 Upheld
 Withdrew

Comments:

- The Facility License page will indicate the Enforcement has an appeal associated to it.

eWISACWIS Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
 Type: Child Placing Agency Class:

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000200	01/02/2023	Forfeiture Letter	01/01/2023		Appeal

View Made in Error

Making an Enforcement in Error

Once an enforcement has been saved, a Made in Error checkbox appears on the enforcement.

1. To make an enforcement in error, access the appropriate enforcement. From your desktop, click the Providers tab. Click the [+ View provider information](#) icon for the appropriate provider. Click the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.
2. Click the Enforcements tab. Click the Enforcement ID hyperlink for the enforcement you would like to make in error. This will open the Enforcement page.

The screenshot shows the eWiSACWIS web application interface. The browser tabs are 'eWISACWIS' and 'Facility License'. The page header includes the 'eWiSACWIS' logo, a 'Print' icon, and a 'Help' icon. The main content area is divided into two sections: 'Provider' and 'Enforcements'.

Provider Information:

- Name: [Mike Piazza \(20181\)](#)
- Licenser: Worker Rusk
- Type: Child Placing Agency
- Class: Adoption & Foster Care (dropdown menu)

Navigation Tabs: Provider, License Information, Fees, Site Visits, Non-Site Visits, **Enforcements**, Complaints/SIRs

Enforcements Table:

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
8000340	02/01/2023	Orders Letter	02/01/2023		02/01/2023
8000200	01/02/2023	Forfeiture Letter	01/01/2023		

View Made in Error [Insert](#)

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

- On the Enforcement page, select the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this enforcement is being made in error.

Enforcement Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
Type: Child Placing Agency Enforcement ID: 8000200 Made In Error

Enforcement Information

Made in Error Justification: Enter data here...

Order Letter Date: 01/01/2023 Correct by Date: 00/00/0000 Compliance Verified:

Action Date: 01/02/2023 Action: Forfeiture Letter

Suspension Letter Date: 00/00/0000 Other Action:

Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s) [8000260](#) [Select](#)

Noncompliance ID(s) [8000162](#) [Select](#)

Forfeiture

Date	Type	Amount	Forfeiture Comments
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Save Close

- Click Save. You will receive the message below. Click Yes to continue. This will freeze the record and no additional updates can be made.

Confirmation

Making this enforcement in error will not automatically cancel fees for associated forfeiture(s). Any adjustments will need to be documented on the Fees tab of the Facility License. Do you want to continue?

Yes No

- Click Close to return to the Facility License page.

- Select the View Made in Error checkbox on the Enforcements tab to view the made in error enforcements for the provider.

Provider

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk
 Type: Child Placing Agency Class: Adoption & Foster Care

Enforcements

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
8000340	02/01/2023	Orders Letter	02/01/2023		02/01/2023	
8000200	01/02/2023	Forfeiture Letter	01/01/2023			Made in Error
8000100	07/09/2012	Warning Letter			07/09/2012	Made in Error

View Made in Error