

# Documenting a Facility Enforcement

**Note:** In order to document a facility enforcement, an assignment to the provider is required.

1. From your desktop, click on the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click on 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: Active - 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](#)

Start Date	End Date	License Type	Status
12/04/2014	11/30/2016	Regular	Active
12/02/2012	11/30/2014	Regular	Renewed
11/28/2012	11/27/2012	Regular	Renewed
11/28/2012	12/01/2012	Regular	Renewed
08/04/2011	11/27/2012	Regular	Renewed
09/16/2010	08/03/2011	Regular	Renewed

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

Facility License - Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Provider**  
 Name: Mike Piazza (20181)  
 Type: Child Placing Agency  
 Licensor: Worker Rusk  
 Class: Adoption & Foster Care

**Enforcements**

Provider	License Information	Fees	Site Visits	Non-Site Visits	Enforcements	Complaints/SIRs
<b>Enforcements</b>						
Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
<a href="#">8000100</a>	07/09/2012	Warning Letter			07/09/2012	

**Insert**

**Save Close**

3. 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 clicking 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) group box. This will open the Complaint/SIR ID(s) page.

**Provider**

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

**Enforcement Information**

Order Letter Date: 00/00/0000 Correct by Date: 00/00/0000 Compliance Verified:   
 Action Date: 00/00/0000 Action:   
 Suspension Letter Date: 00/00/0000 Other Action:   
 Enforcement Date Closed: 00/00/0000

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

**Forfeiture**

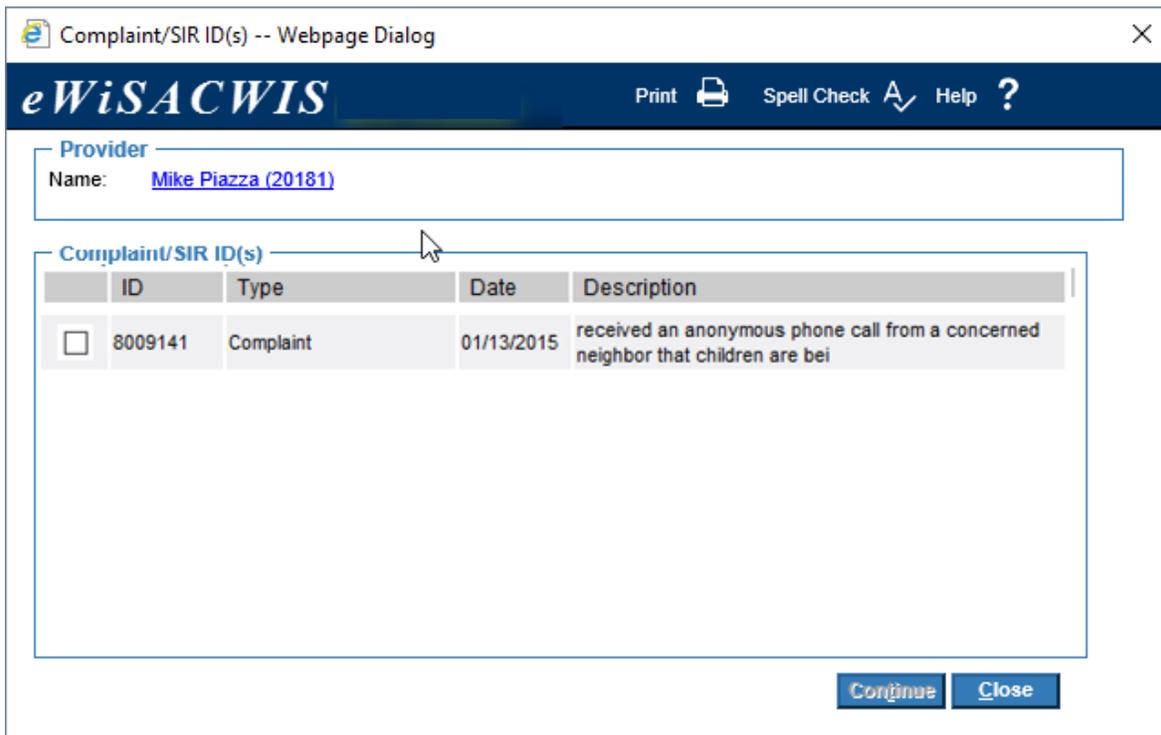
Date	Type	Amount	Forfeiture Comments
<a href="#">Insert</a>			

Forfeiture Amount Due: \$0.00 Date Sent to Collections: 00/00/0000

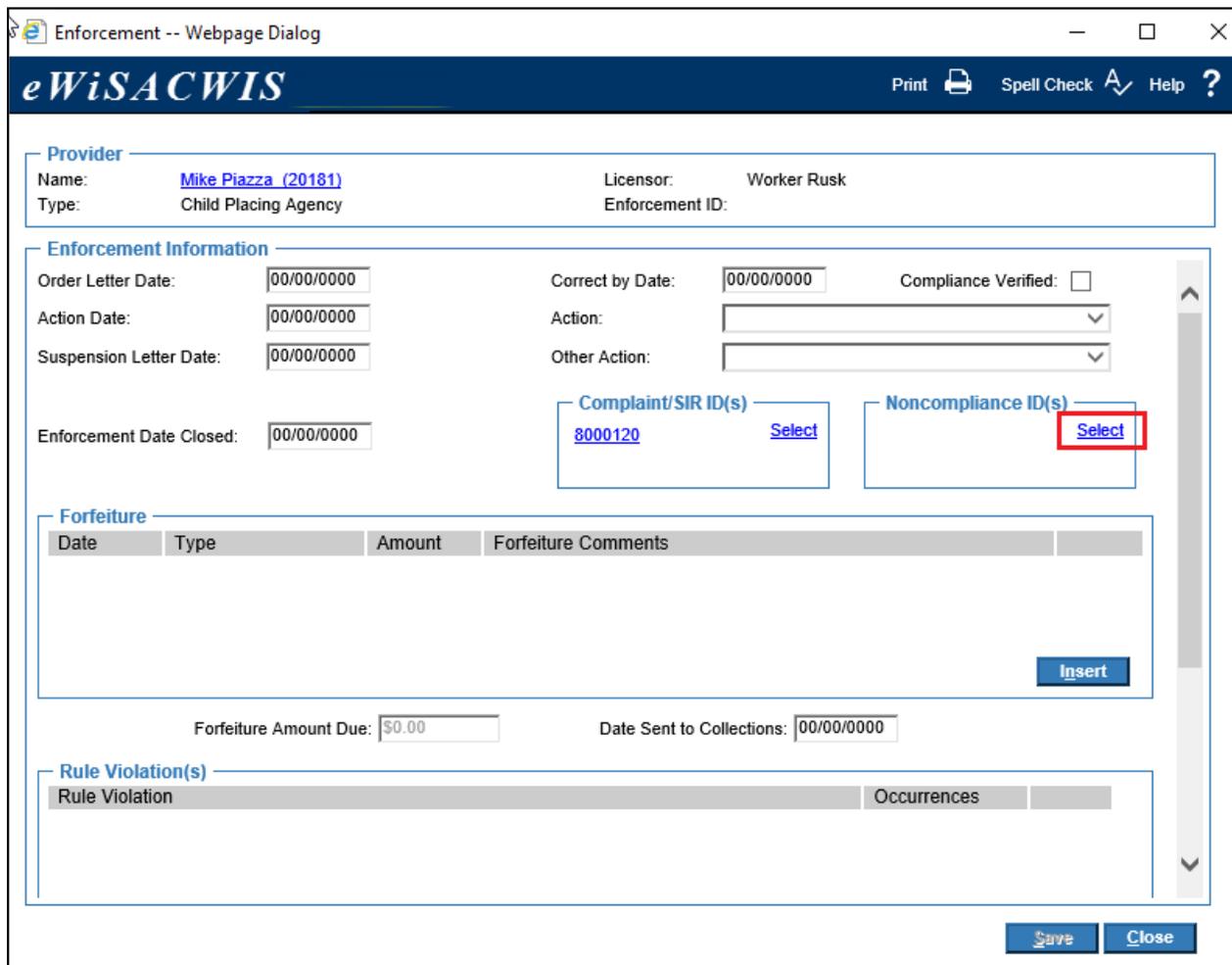
**Rule Violation(s)**

Rule Violation	Occurrences
<a href="#">Save</a> <a href="#">Close</a>	

5. Select the checkbox next to the associated complaint/SIR(s) and click Continue.



- 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) group box. This will open the Non Compliance ID(s) page.



- 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) -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

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

**NonCompliance ID(s)**

	ID	Date	Description
<input type="checkbox"/>	8000162	10/10/2013	enter any applicable comments here...
<input type="checkbox"/>	8000100	07/12/2013	
<input type="checkbox"/>	8000161	10/23/2012	

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) group box, click the Insert button to add the violation(s). Select the number of occurrences for this rule violation.

Enforcement -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Provider**

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

**Enforcement Information**

Order Letter Date: 00/00/0000 Correct by Date: 00/00/0000 Compliance Verified:   
 Action Date: 00/00/0000 Action:   
 Suspension Letter Date: 00/00/0000 Other Action:   
 Enforcement Date Closed: 00/00/0000

Complaint/SIR ID(s): [8000120](#) [Select](#) Noncompliance ID(s): [8000060](#) [Select](#)

**Forfeiture**

Date	Type	Amount	Forfeiture Comments
01/14/2018	Forfeiture Due	\$25.00	comments here... <a href="#">Delete</a>

[Insert](#)

Forfeiture Amount Due: \$25.00 Date Sent to Collections: 00/00/0000

**Rule Violation(s)**

Rule Violation	Occurrences
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[Insert](#)

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

10. 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 the section at the end of this guide on how to make an enforcement in error.

11. When appropriate, enter the Enforcement Date Closed. Click Close to return to the Facility License page.

12. You can access the enforcement at any time by clicking the Enforcement ID hyperlink.

**Provider**

Name [ABC Shelter Care \(9221825\)](#)  
Type: Shelter Care

Licensors: Caitlin M. Cake, IV  
Class:

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

**Enforcements**

Enforcement ID	Action Date ▲	Action	Order Date	Suspension Date	Date Closed	
<a href="#">8000140</a>	10/10/2013	Orders Letter	10/10/2013			Appeal

View Made in Error

**Insert**

**Save** **Close**

## Documenting an Appeal for an Enforcement

1. To document an appeal, click on the Providers tab. Click on the [+ View provider information](#) icon for the appropriate provider. Click on 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: Active - 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
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- Services

**Licenses**

- Facility License** (circled in red)
- 12/01/2014 - 11/30/2016 Regular Active
- 12/02/2012 - 11/30/2014 Regular Renewed
- 11/28/2012 - 11/27/2012 Regular Renewed
- 11/28/2012 - 12/01/2012 Regular Renewed
- 08/04/2011 - 11/27/2012 Regular Renewed
- 09/16/2010 - 08/03/2011 Regular Renewed

2. On the Facility License page, click on the Enforcements tab. Click the Enforcement ID hyperlink to open the Enforcement page.

Facility License - Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Provider**  
 Name: [ABC Shelter Care \(9221825\)](#) Licensor: Caitlin M. Cake, IV  
 Type: Shelter Care Class: Small

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

**Enforcements**

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed
<a href="#">8000140</a>	10/10/2013	Orders Letter	10/10/2013		

View Made in Error **Insert**

**Save Close**

100%

- On the Enforcement page, select the Appeal check box and enter the appropriate dates. Once you document a Decision Date, you can document the Decision. Click Save to save the enforcement. Click Close to return to the Facility License page.

**Provider**  
 Name: [ABC Shelter Care \(9221825\)](#) Licensor: Conn C. Corn, Jr.  
 Type: Shelter Care Enforcement ID: 8000140  Made In Error

**Enforcement Information**  
 10/10/2013 Forfeiture Due: \$25.00 comments here...  
 Forfeiture Amount Due: \$25.00 Date Sent to Collections: 00/00/0000

**Rule Violation(s)**

Rule Violation	Occurrences
59.01(2) TO WHOM THE RULES APPLY	1

**Appeal**  
 Appeal:  Hearing Date: 02/06/2014 Decision Date: 02/07/2014 Decision: **Upheld**

Comments:

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

**Facility License - Internet Explorer**

**Provider**  
 Name: [ABC Shelter Care \(9221825\)](#) Licensor: Caitlin M. Cake, IV  
 Type: Shelter Care Class: Small

**Enforcements**

Enforcement ID	Action Date	Action	Order Date	Suspension Date	Date Closed	
<a href="#">8000140</a>	10/10/2013	Orders Letter	10/10/2013			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 on the Providers tab. Click on the  **View provider information** icon for the appropriate provider. Click on the Licenses button. Then click the [Facility License](#) hyperlink to open the Facility License page.

**Mike Piazza (20181)**

<b>Provider details:</b> Child Placing Agency License status: Active - Regular	<b>Provider address:</b> 123 Test Allouez, WI 54301 (Brown County) (920) 555-1212	<b>Primary worker/licensor:</b> Rusk, Worker	<b>Actions:</b> <input type="text" value="Please select an action"/>
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**View provider information**

Agreements and Notices

Assignments

Basic

Characteristics

Checks

Licenses

Narratives

Parent Agency

Payment Requests

Placements

Services

**Licenses**

-  [Facility License](#)
- 12/04/2014 - 11/30/2016      Regular      Active
- 12/02/2012 - 11/30/2014      Regular      Renewed
- 11/28/2012 - 11/27/2012      Regular      Renewed
- 11/28/2012 - 12/01/2012      Regular      Renewed
- 08/04/2011 - 11/27/2012      Regular      Renewed
- 09/16/2010 - 08/03/2011      Regular      Renewed

2. Click on the Enforcements tab. Click the Enforcement ID hyperlink for the enforcement you would like to make in error. This will open the Enforcement page.

Facility License - Internet Explorer

**eWiSACWIS**      Print      Spell Check      Help

**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
<a href="#">8000100</a>	07/09/2012	Warning Letter			07/09/2012

3. On the Enforcement page, click 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.

**Provider**

Name: [Mike Piazza \(20181\)](#) Licensor: Worker Rusk  
Type: Child Placing Agency Enforcement ID: 8000100  Made In Error

**Enforcement Information**

Made in Error Justification:  
Type justification here...

Order Letter Date: 00/00/0000 Correct by Date: 00/00/0000 Compliance Verified:   
Action Date: 07/09/2012 Action: Warning Letter  
Suspension Letter Date: 00/00/0000 Other Action:

Enforcement Date Closed: 07/09/2012

Complaint/SIR ID(s): Noncompliance ID(s): [8000162; 8000161](#)

**Forfeiture**

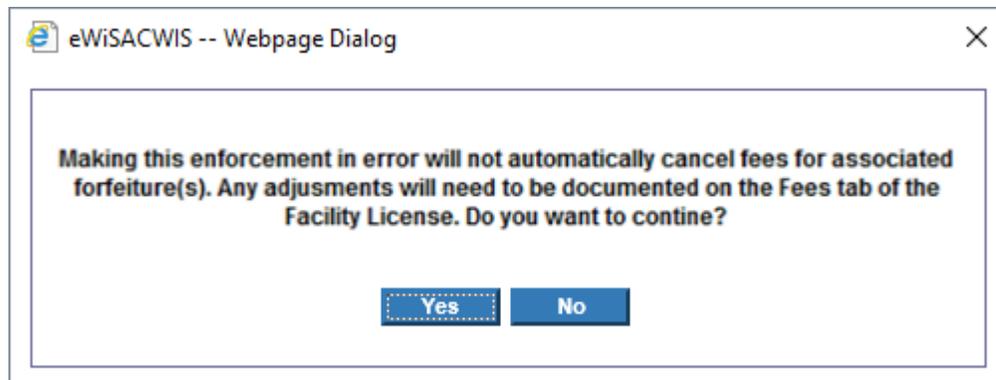
Date	Type	Amount	Forfeiture Comments
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Forfeiture Amount Due: 50.00 Date Sent to Collections: 00/00/0000

**Rule Violation(s)**

Save Close

4. Click Save. You will receive the following message:



Click Yes to continue. This will freeze the record and no additional updates can be made.

5. Click Close to return to the Facility License page.

6. If a made in error enforcement exists for this provider, a “View Made in Error” checkbox will appear on the Enforcements tab. To view the made in error enforcements, click the View Made in Error checkbox.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Facility License - Internet Explorer". The application header includes the logo "eWiSACWIS" and navigation links for "Print", "Spell Check", and "Help". Below the header, the "Provider" section displays details for "Mike Piazza (20181)", a "Child Placing Agency" with "Licensor: Worker Rusk" and "Class: Adoption & Foster Care". A menu bar contains tabs for "Provider", "License Information", "Fees", "Site Visits", "Non-Site Visits", "Enforcements", and "Complaints/SIRs". The "Enforcements" tab is active, showing a table with columns: "Enforcement ID", "Action Date", "Action", "Order Date", "Suspension Date", and "Date Closed". The table is currently empty. At the bottom right of the table area, there is a checkbox labeled "View Made in Error" which is highlighted with a red rectangular box. Next to it is an "Insert" button. At the very bottom of the page, there are "Save" and "Close" buttons.

7. After you have selected the View Made in Error checkbox, all made in error enforcements for this provider will appear.

**Provider**

Name [Mike Piazza \(20181\)](#)  
 Type: Child Placing Agency

Licensors: Worker Rusk  
 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	
<a href="#">8000200</a>	02/11/2018	Forfeiture Letter	02/11/2018			
<a href="#">8000100</a>	07/09/2012	Warning Letter			07/09/2012	Made in Error

View Made in Error

**Insert**

**Save** **Close**