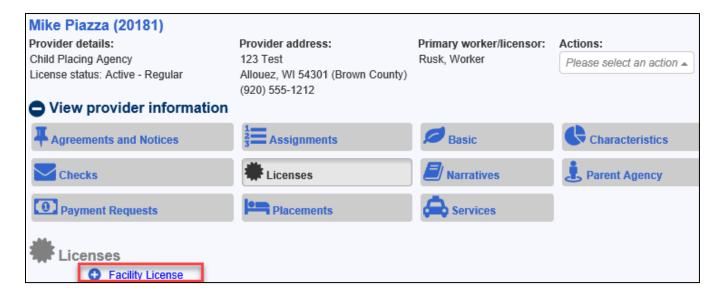
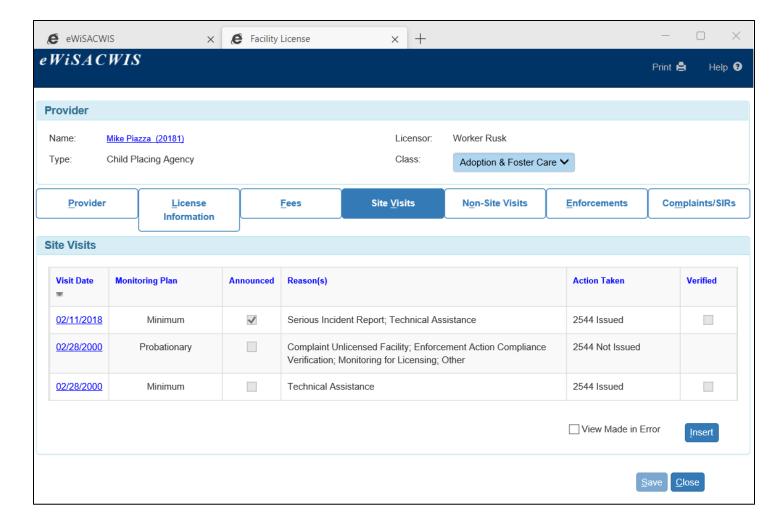
Documenting a Facility Site Visit

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

1. From the desktop, click the Providers tab. Click View provider information for the appropriate provider, Licenses, and the <u>Facility License</u> hyperlink to open the Facility License page.

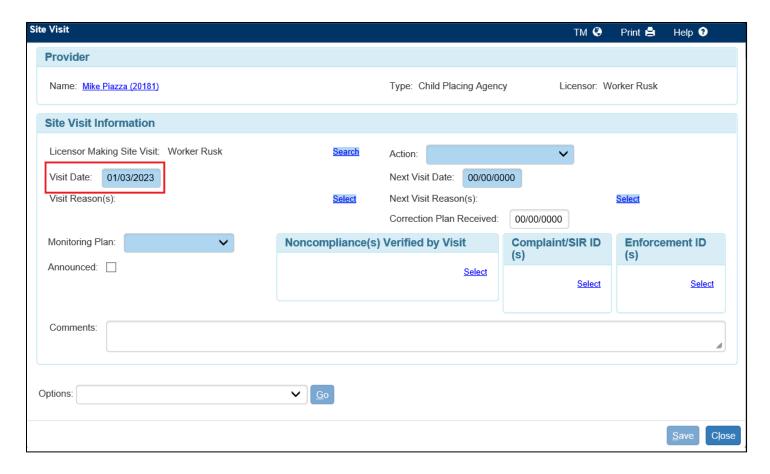


2. On the Site Visits tab, click the Insert button. This will open the Site Visit page.

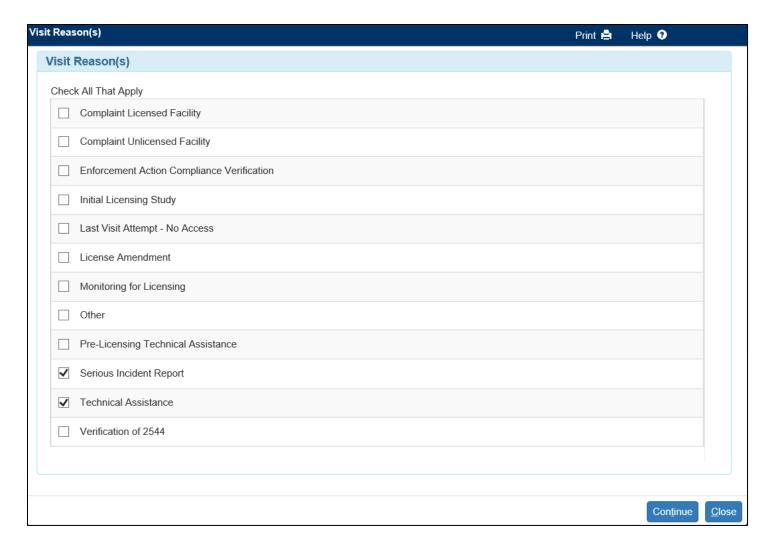


Note: The Verified column is checked if the site visit violation was verified or the 'Technical Assistance Provided' checkbox is checked.

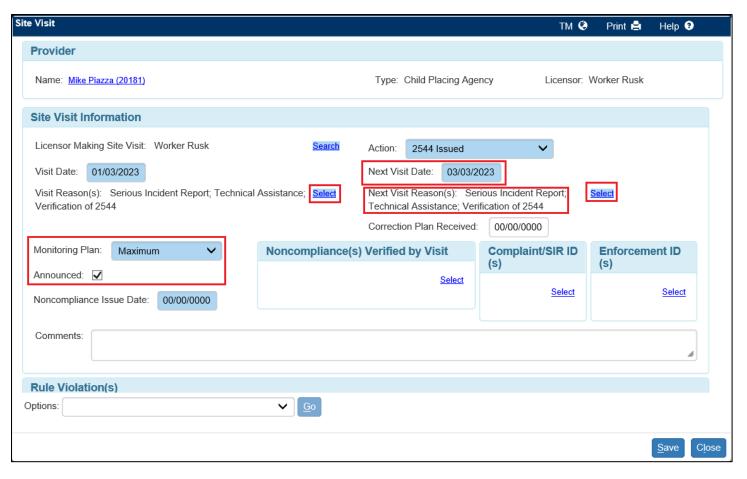
3. The Licensor Making Site Visit field will default to the primary licensing worker (Licensor). If someone other than the primary licensor conducted the visit, select the <u>Search</u> hyperlink to search for the appropriate worker.

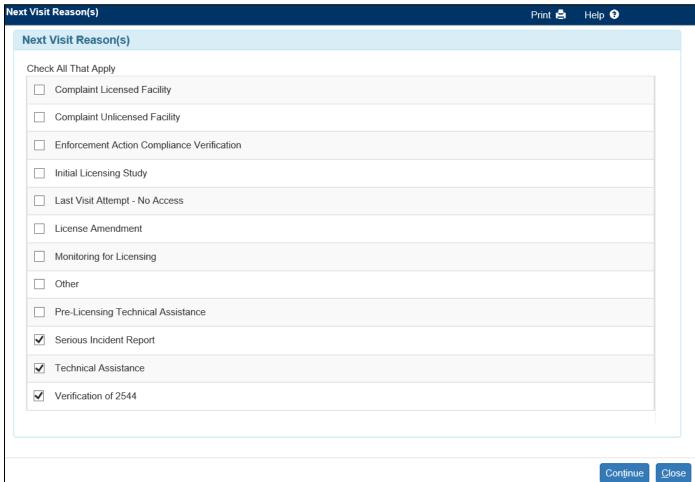


- 4. Enter the Visit Date. After a date is entered, the Visit Reason(s) page opens.
- 5. Select the appropriate checkboxes for the visit reason(s) and click the Continue button.



6. Select the appropriate Monitoring Plan. If the visit was announced, select the 'Announced' checkbox. Select the Action from the drop-down and document the Next Visit Date. The Next Visit Reason(s) page allows selection of more than one reason for the next visit. This page displays when the date is entered in the Next Visit Date Field or by clicking the <u>Select</u> hyperlink in the Site Visit Information section.

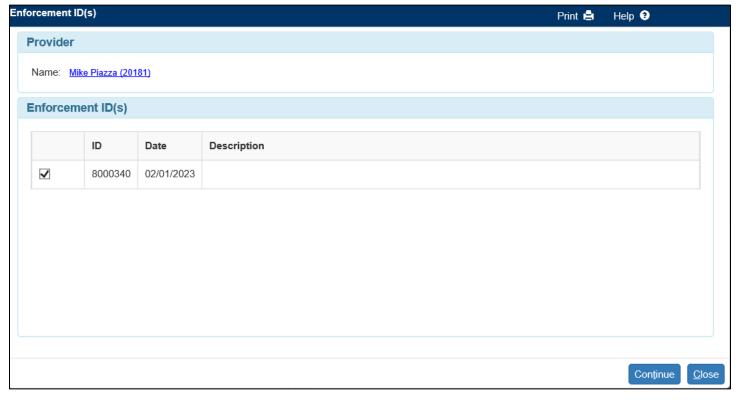




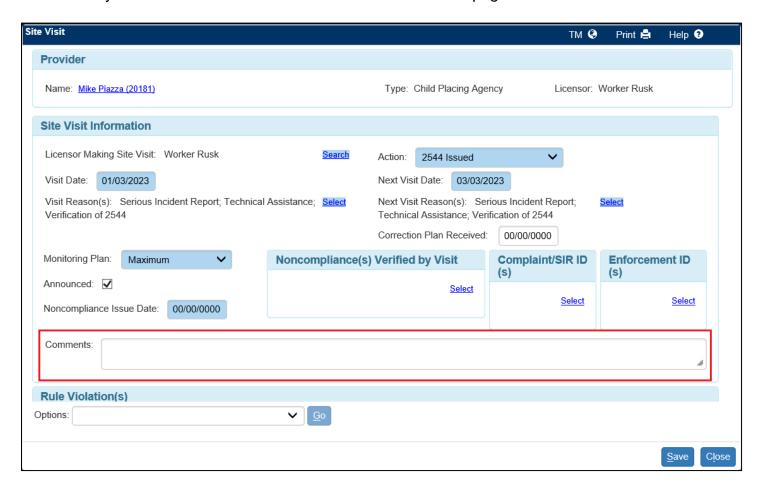
- 7. If the visit is associated with a documented Complaint/SIR, click the <u>Select</u> hyperlink in the Complaint/SIR ID(s) section. This will open the Complaint/SIR ID(s) page.
- 8. On the Complaint/SIR ID(s) page, select the checkbox next to the associated complaint/SIR(s) and click the Continue button.
- 9. If the visit is associated with a documented enforcement, click the <u>Select</u> hyperlink in the Enforcement ID(s) section. This will open the Enforcement ID(s) page.



10. On the Enforcement ID(s) page, select the checkbox next to the associated enforcement(s) and click the Continue button.



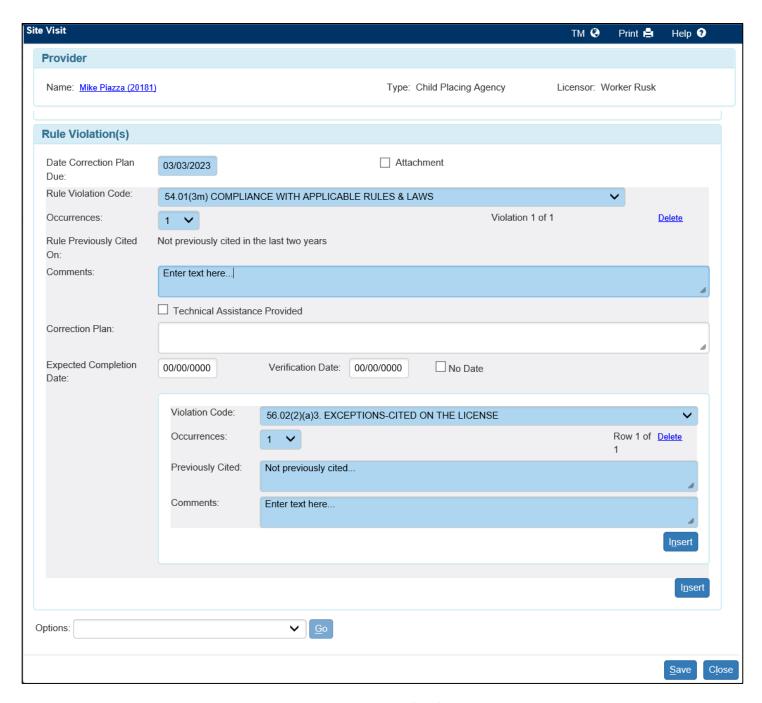
11. Enter any comments in the Comments field on the Site Visit page.



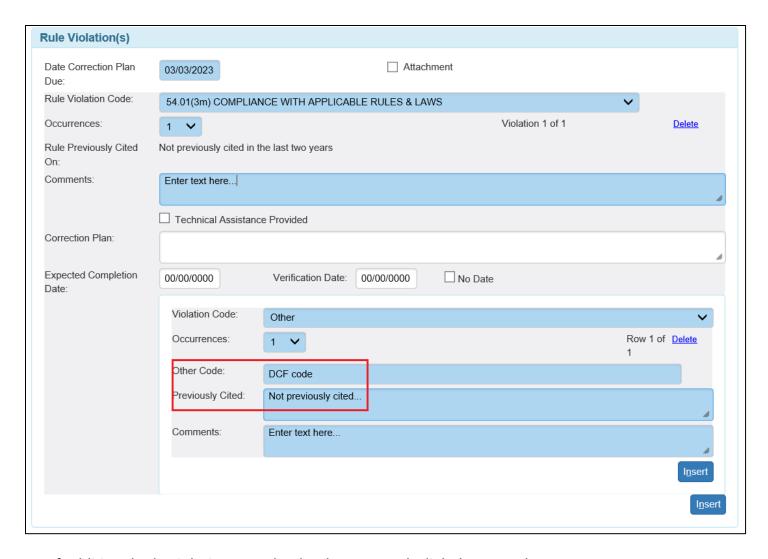
12. If the Action = 2544 Issued or No Access – 2544 Issued (a Noncompliance Statement and Correction Plan is issued for the Site Visit), the Rule Violation(s) section will be added to the bottom of the page. Enter dates for the Noncompliance Issue Date and the Date Correction Plan Due. If the Noncompliance Statement and Correction Plan is an attachment to another document, select the 'Attachment' checkbox.

Select the appropriate Rule Violation Code. Document the number of occurrences for this noncompliance as it relates to that rule violation code. The Rule Previously Cited on will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. Clicking on the date hyperlink will open the associated Site Visit page or Noncompliance Statement and Correction Plan (those not associated with a site visit) page. Enter any comments and document the Correction Plan.

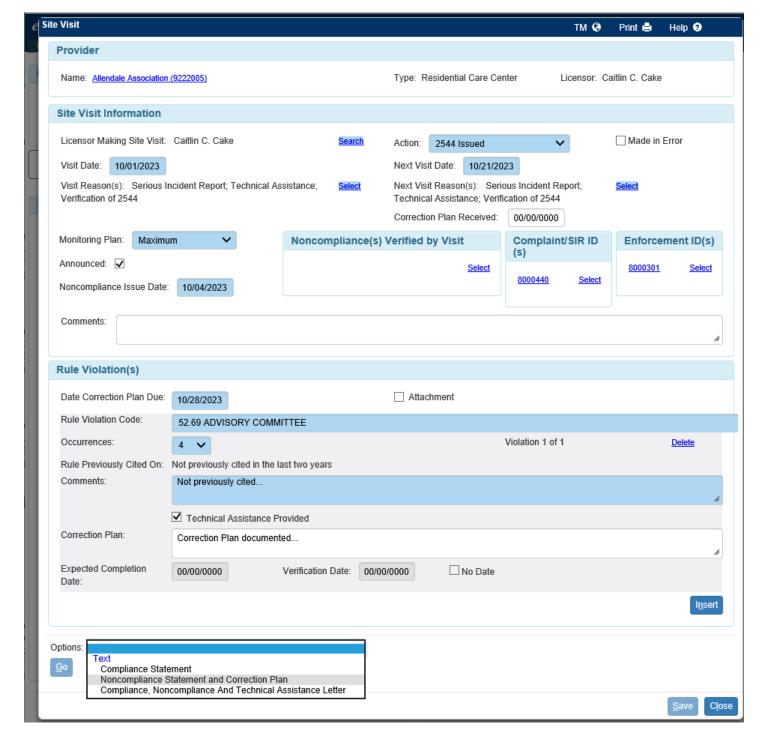
If the provider is a Child Placing Agency and the Rule Violation Code is 54.01(3m), an additional box appears. Document the Violation Code, the Occurrences, and the Comments. The Previously Cited will identify either "Not previously cited in the past two years" or one or more date hyperlinks if previous cites have been documented in eWiSACWIS. The Previously Cited field can be updated.



If 'Other' is selected as the Violation Code for the 54.01(3m) violation, an Other Code field appears. This allows for documentation of a code that is not a DCF 56 code.

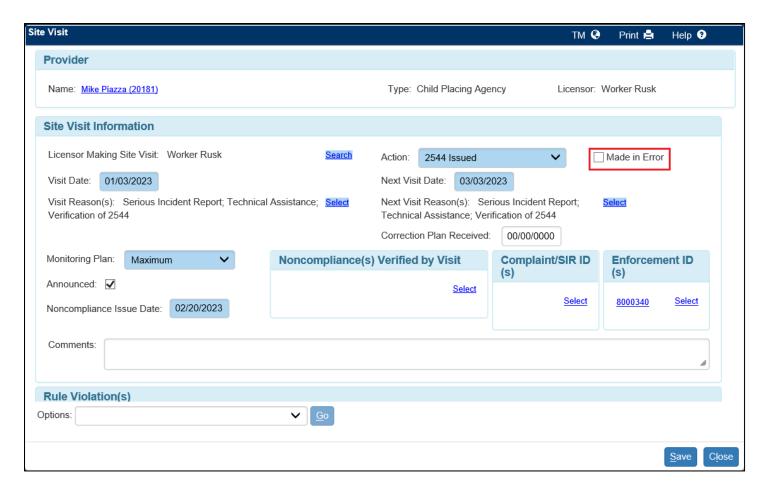


13. If additional rule violations need to be documented, click the Insert button.

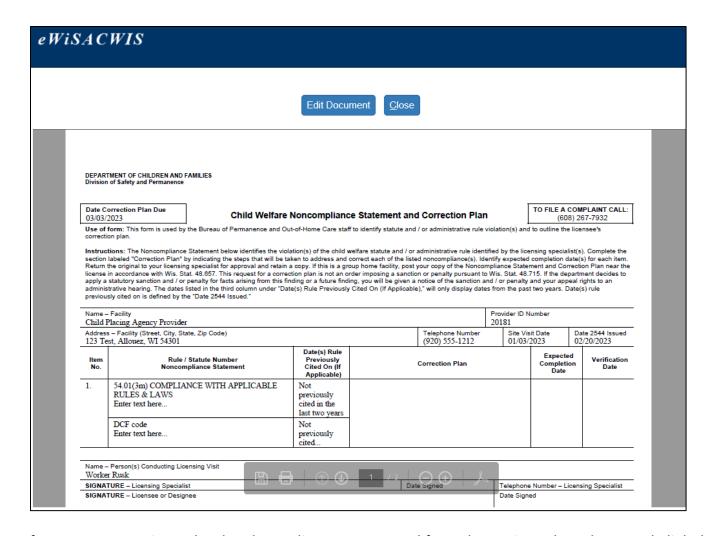


14. Once all rule violations have been documented, click the Save button. From the Options drop-down, select 'Noncompliance Statement and Correction Plan' and click the Go button. This will open the Noncompliance Statement and Correction Plan template.

Note: Once a Site Visit 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 a site visit in error.



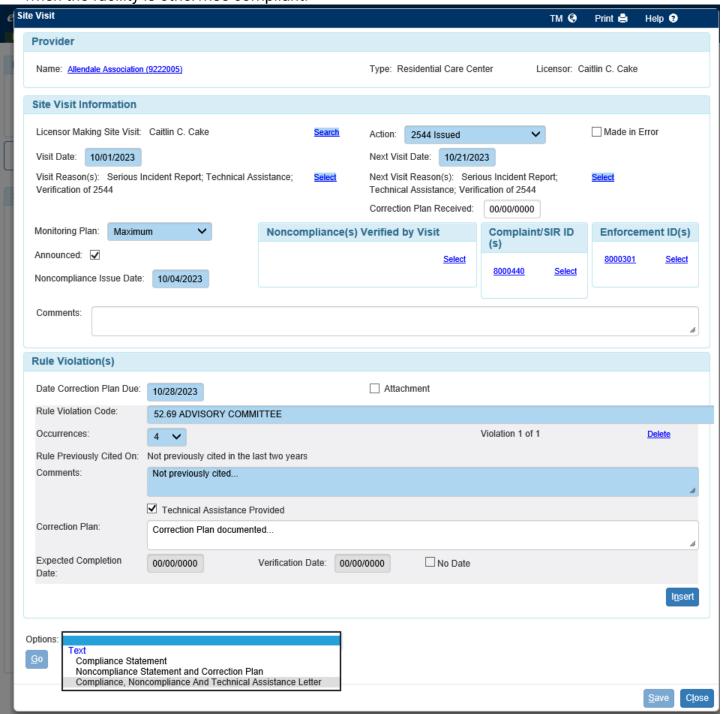
15. On the template, click Save and Generate PDF to open a PDF file and print using the Print icon on the PDF. Click the Close button to close the template.



- 16. If a 2544 was not issued, select 'Compliance Statement' from the Options drop-down and click the Go button. A message to save the license information page may appear. Click the Close button on the message and click the Save button on the Site Visit page to save it.
- 17. Reselect 'Compliance Statement' from the Options drop-down and click the Go button. After you have completed the form, select the Save button to save the BIRT or the Save and Generate PDF button to print the template. Once the template has been printed, click the Close button to return to the Site Visit page.

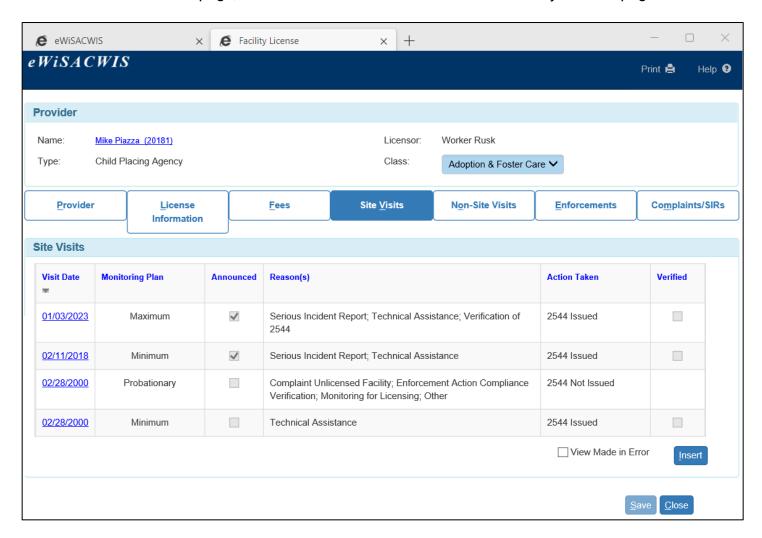
eWiSACWIS		
Save Save and Generate PDF Close		
Compliance Statement - Child Welfare		
RETURN BY: 00/00/0000		TO FILE A COMPLAINT CALL: (608)267-7932
Use of form: This form is used by the Child Welfare Licensing Section staff to indicate to child welfare programs that there were no noncompliances observed at the licensing visit. Completion of this form meets the requirements of Wis. Stat. 48. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes]. Instructions: The licensing specialist checks the administrative code areas where no rule violations were observed. The licensing specialist may also reference the administrative code number(s) that were monitored. The license shall return the original signed copy to the licensing specialist by the date entered above.		
Name - Facility	Address - Facility (Street, City, State, Zip Code)	Telephone Number Date - Licensing Visit
Mike Piazza	123 Test, Allouez, WI 54301	(920) 555-1212 01/03/2023
NO ADMINISTRATIVE CODE VIOLATIONS WERE OBSERVED ON THIS LICENSING VISIT. The following checked items indicate the topic areas of the administrative code that were monitored on this visit.		
Terms of License / Administration	Physical Plant	Other
Personnel	Disaster Plan	Additional Comments
Children's Records	Transportation / Vehicles	
Medication / Records	Fire Safety	
Resident Rights	Menus	
Programming / Daily Activities	Care of Children 6 Years of Age or Younger	1

18. If technical assistance (TA) is provided to a facility without another noncompliance citation, there is an option to generate a Compliance, Noncompliance, and Technical Assistance letter when the facility is otherwise compliant.



19. Select Compliance, Noncompliance and Technical Assistance Letter from the Options dropdown and click the Go button. After you have completed the form, select the Save button to save the BIRT or the Save and Generate PDF button to print the template. Once the template has been printed, click the Close button to return to the Site Visit page.

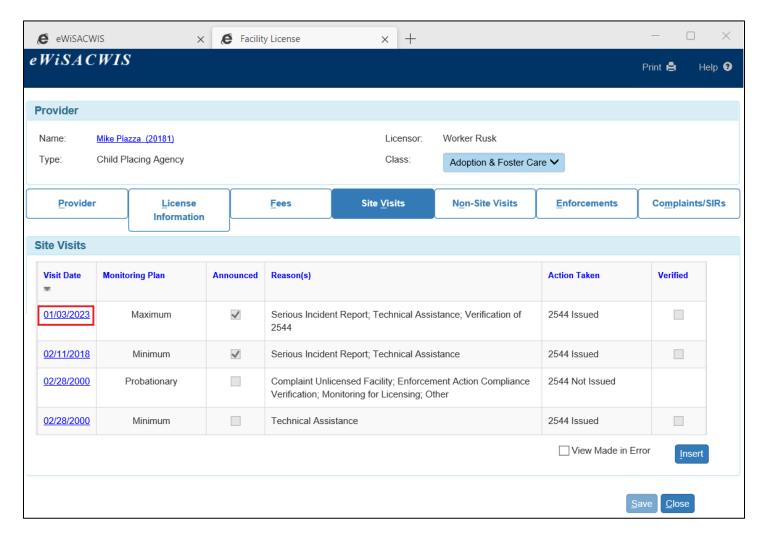
20. Back on the Site Visit page, click the Close button to return to the Facility License page.



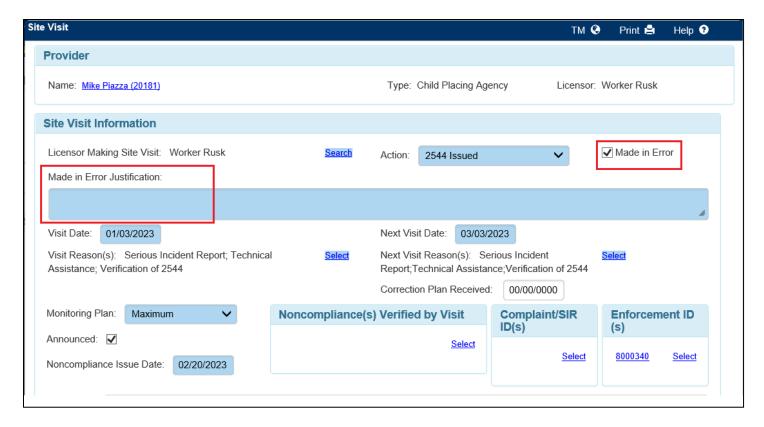
Note: If a Noncompliance Statement and Correction Plan is issued to a provider that is not associated with a site visit, document the Noncompliance Statement and Correction Plan via the Non-Site Visits tab.

Making a Site Visit in Error

- To make the site visit in error, access the appropriate site visit. From the desktop, click the
 Providers tab. Click View provider information View provider information for the appropriate provider,
 Licenses, and then the <u>Facility License</u> hyperlink to open the Facility License page.
- 2. Click the Site Visits tab. Click the date hyperlink for the site visit you would like to make in error to open the Site Visit page.



- 3. On the Site Visit page, click the Made in Error checkbox. A Made in Error Justification field appears. Enter a short description of why this site visit is being made in error.
- 4. Click the Save button. This will freeze the record and no additional updates can be made. Click the Close button to return to the Facility License page.



- 5. If a made in error site visit exists for this provider, a 'View Made in Error' checkbox will appear on the Site Visits tab. To view the made in error site visits, select the 'View Made in Error' checkbox.
- 6. After the View Made in Error checkbox is selected, all made in error site visits for this provider appear.

