

Licensing Home Providers

Introduction

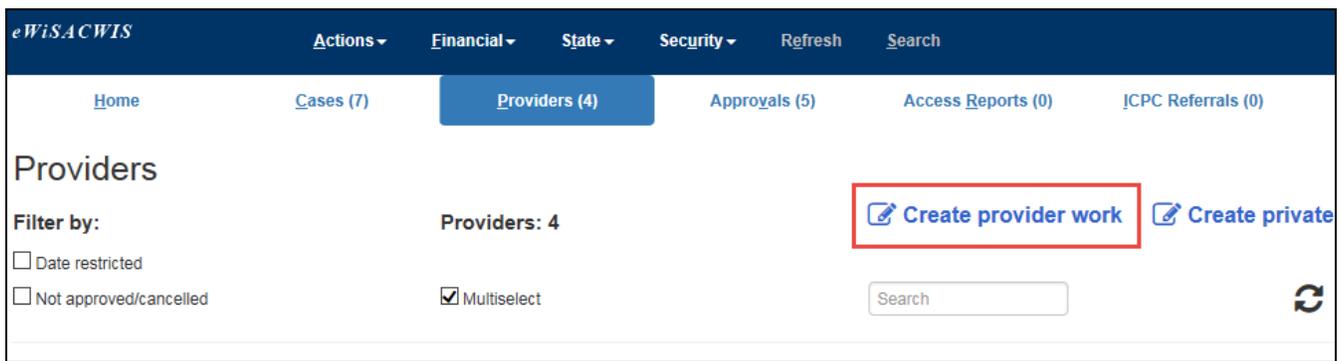
The responsibility for the management of each foster home Home Provider record is allocated to a specific county - referred to as the provider's "designated county." The designated county is defined at the time the Home Provider record is created. Workers of the designated county manage all aspects of the Home Provider record, including the addition of licensed services for other counties to the provider's license. Non-designated county workers are not able to create or maintain provider licenses, nor are they able to generate work from within the Home Provider license.

The responsibility for the management of Level 3, Level 4, and Level 5 Foster Home provider records is allocated to any worker with Level 3, Level 4, and Level 5 Foster Home security associated with his or her User Group. Level 3, Level 4, and Level 5 Foster Home Providers and their associated licenses are not subject to the designated county restrictions. As long as a worker has the Level 3, Level 4, and Level 5 Foster Home security, he or she can create and maintain the provider record regardless of the provider's designated county. MAXIMUS contracts with the State to maintain Level 3, Level 4, and Level 5 Foster Homes that are licensed by a parent agency. Designated county and MAXIMUS contacts are located on the eWiSACWIS Knowledge Web.

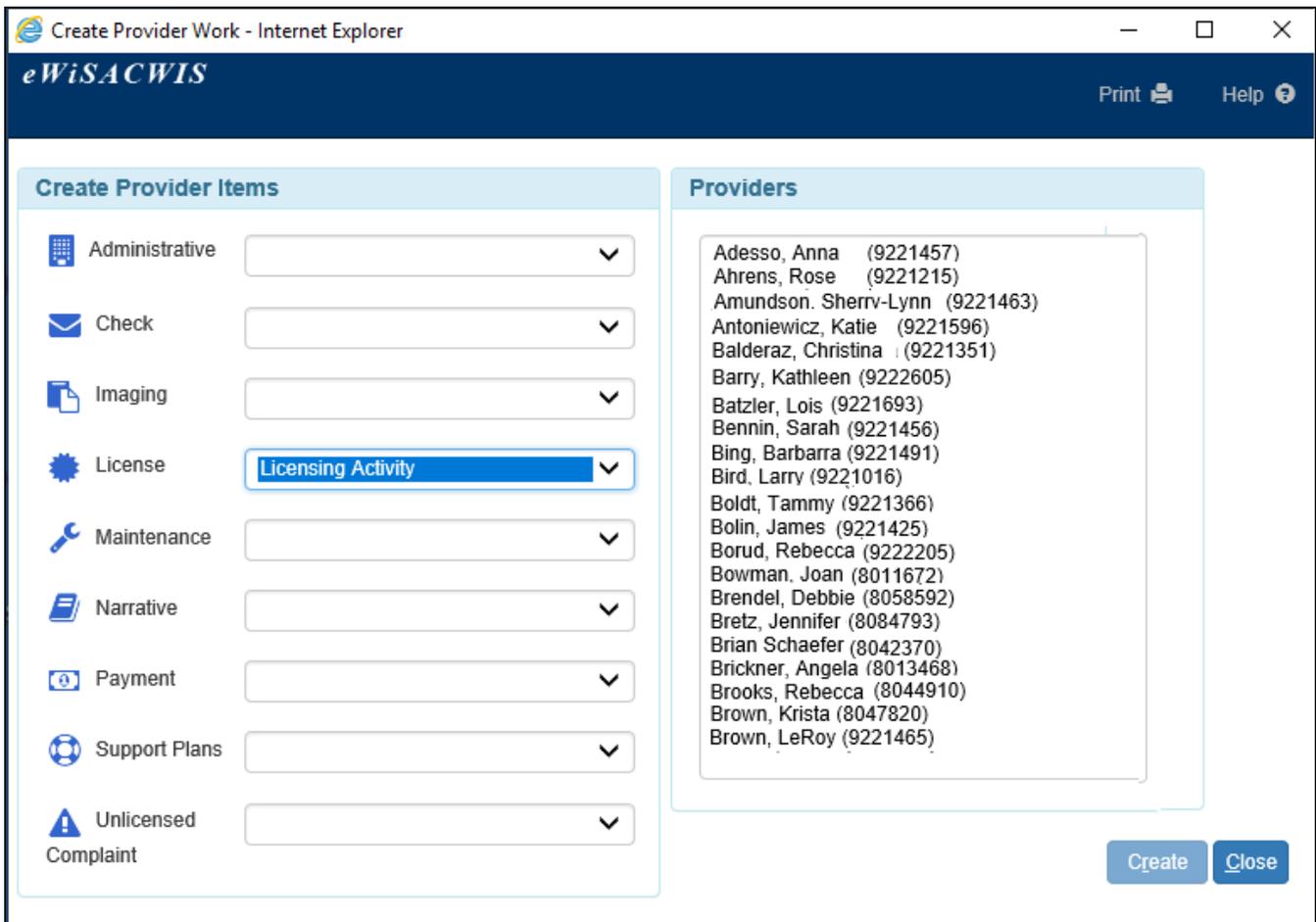
Creating a Home Provider License

Note: In order to create a foster home license, an assignment to the provider record is needed.

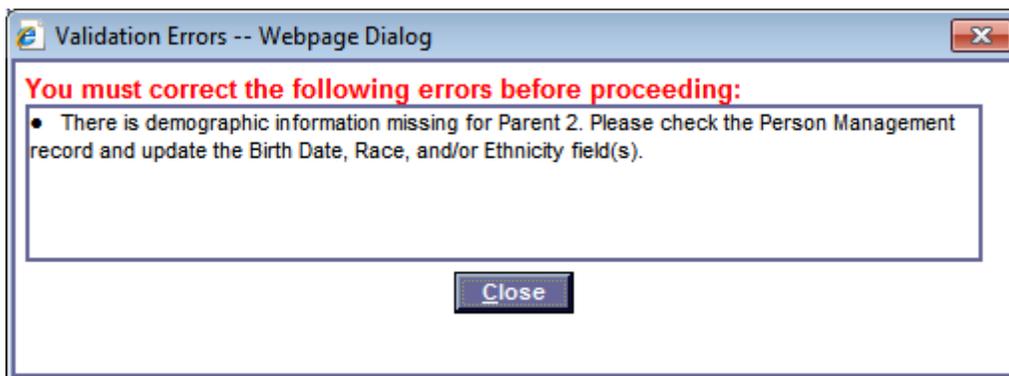
1. Once there has been a screened in Home Inquiry, the Home Provider page needs to be updated. See the User Guide on Maintaining Home Providers. Once the Home Provider page is updated, the actions can begin for creating a license for the provider. Make sure the provider is listed on the desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for an assignment.
2. From the 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.



3. Select Licensing Activity from the License drop-down and select the appropriate provider. Click the Create button.



Note: The Birth Date, Race(s), and Ethnicity for Parent 1 (and Parent 2, if applicable) must be documented before a license can be created.



4. The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page. The Licensing Agency field also comes from the Home Provider page. In order to update the licensing agency, click on the Home hyperlink to access the Home Provider page.

5. Select the Application Status and Application Type and document the Date Application Provided to Family, Date Signed Application Received, and Date Completed Application Received. Then in the Decision drop-down, select Create License. The Decision Date will default to today's date, but can be updated.

The screenshot shows a web browser window titled "Licensing - Internet Explorer" displaying the "eWiSACWIS" application. The page has a dark blue header with the application name and navigation icons for Errors, TM, Print, Spell Check, and Help. Below the header is a "Basic" information section with the following details:

- Home: [Provider, Foster \(9221762\)](#)
- Worker: Caitlin M. Cake
- Completion Date: [Empty]
- Status: [Empty]
- Licensing Agency: BMCW-CSSW
- Designated County: Milwaukee

The main content area is titled "Application Activity" and contains a form with the following fields:

- Application Status: [Empty dropdown]
- Application Type: [Empty dropdown]
- Date Application Provided to Family: 00/00/0000
- Date Signed Application Received: 00/00/0000
- Date Completed Application Received: 00/00/0000
- Decision: Pending [dropdown]
- Decision Date: 00/00/0000
- Rehab Review:

At the bottom of the form, there is an "Options:" dropdown menu with a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom right shows a zoom level of 100%.

6. When the Decision = Create License, the License Information and Services tabs appear.

The screenshot shows the 'eWiSACWIS' web application in an Internet Explorer browser window. The page title is 'Licensing - Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'. Below the header, a 'Basic' information section displays: Home: [Provider, Foster \(9221762\)](#); Worker: Caitlin M. Cake; Completion Date: [blank]; Status: [blank]; Licensing Agency: BMCW-CSSW; Designated County: Milwaukee.

The main content area features three tabs: 'Application Activity' (selected), 'License Information', and 'Services'. The 'Application Activity' tab contains a form with the following fields:

Application Status:	Initial	Application Type:	Foster Care
Date Application Provided to Family:	12/03/2017	Date Signed Application Received:	00/00/0000
Date Completed Application Received:	01/07/2018	Decision Date:	02/07/2018
Decision:	Create License		
Rehab Review	<input type="checkbox"/>		

At the bottom of the form, there is an 'Options:' dropdown menu with a 'Go' button, and 'Save' and 'Close' buttons. The browser status bar at the bottom right shows a magnifying glass icon and '100%' zoom level.

- The License Information tab contains three group boxes. The Home Information group box pre-fills with demographic information from the Home Provider page. The Licensee(s) field will display Parent 1, Parent 2, and any member identified as Licensee. Clicking on the hyperlink opens the Person Management page for the associated Parent 1, Parent 2, or Licensee.

The License Information group box contains the specifics for the foster home license. Enter the Effective From and Effective To dates. Select the appropriate Certification level. Select the appropriate radio button related to exceptions and waivers (see step 12 on page 8 for documenting exceptions/waivers).

Note: Either the Exceptions/Waivers Required or the No Exceptions/Waivers Required is required in order to approve the license.

The Additional Information group box pre-fills the capacity, preferred age, and gender specifics for the provider from the Home Provider page.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo and utility icons (TM, Print, Spell Check, Help). Below this is a 'Basic' information section containing fields for Home (Provider, Foster (9221762)), Worker (Caitlin M. Cake), Designated County (Milwaukee), Completion Date, and Licensing Agency (BMCW-CSSW). The main content area has three tabs: Application Activity, License Information (selected), and Services. Under the License Information tab, there are three sub-sections: Home Information, License Information, and Additional Information. The Home Information section displays Licensee(s) as Provider, Foster and Provider, Male, along with address details (111 Main, Dairyland, WI, 54830). The License Information section shows the license Type as Foster Care - DCF 56, Certification as Level 2, Effective From date as 02/07/2018, and Effective To date as 02/06/2020. Two radio buttons are present for Exceptions/Waivers Required and No Exceptions/Waivers Required. The Additional Information section shows Total Bed Capacity as 15, Preferred Age as 0 through 18, and Preferred Gender as Male: 15 and Female: 15. At the bottom, there is an Options dropdown menu and Save/Close buttons.

8. The Services tab contains the Licensed Services group box, which displays the service types that this license will authorize, including the name of the county with which each service is associated. The [Edit Licensed Services](#) hyperlink (enabled for designated county workers when the county specific radio button is selected in the Licensed Services group box) launches the Edit Licensed Services page.

The Licensed Services group box shows licensed services for the Home Provider in two formats:

- By selecting the county specific radio button, you will only see licensed services for the selected county. The County column is not visible in the Licensed Services group box. In this view, the [Edit Licensed Services](#) hyperlink is available and located to the right of the county specific drop-down. When selecting this hyperlink, the Edit Licensed Services page opens and allows you to update licensed services.
- When selecting the All Counties radio button, you will see services associated with the provider from every county. The County column is visible for licensed services.

After approval, when the designated county wants to add another county's service types to a provider record, the designated county can add the service types without having to modify the provider's license. If the designated county wants to change its own service types, the designated county is required to modify the provider's license.

9. To add a Service Type, select the [Edit Licensed Services](#) hyperlink. This will open the Edit Licensed Services page.

Licensing - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
Completion Date: Status:
Licensing Agency: BMCW-CSSW

Application Activity License Information **Services**

Licensed Services

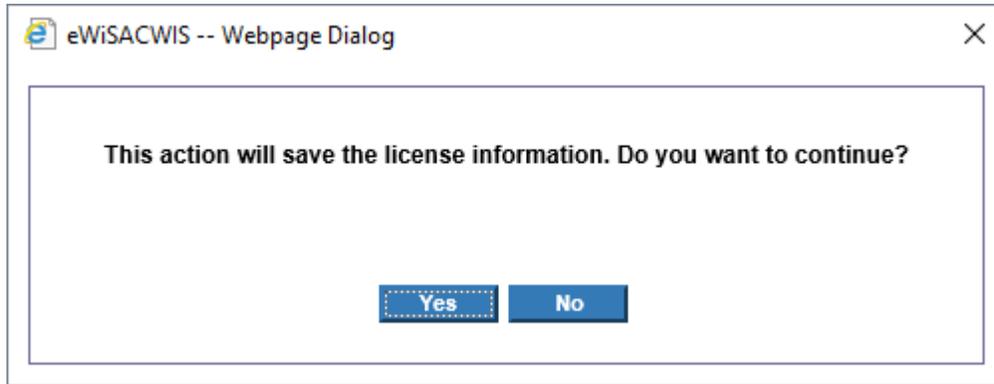
All Counties Milwaukee [Edit Licensed Services](#)

Category	Type	Status
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Save Close

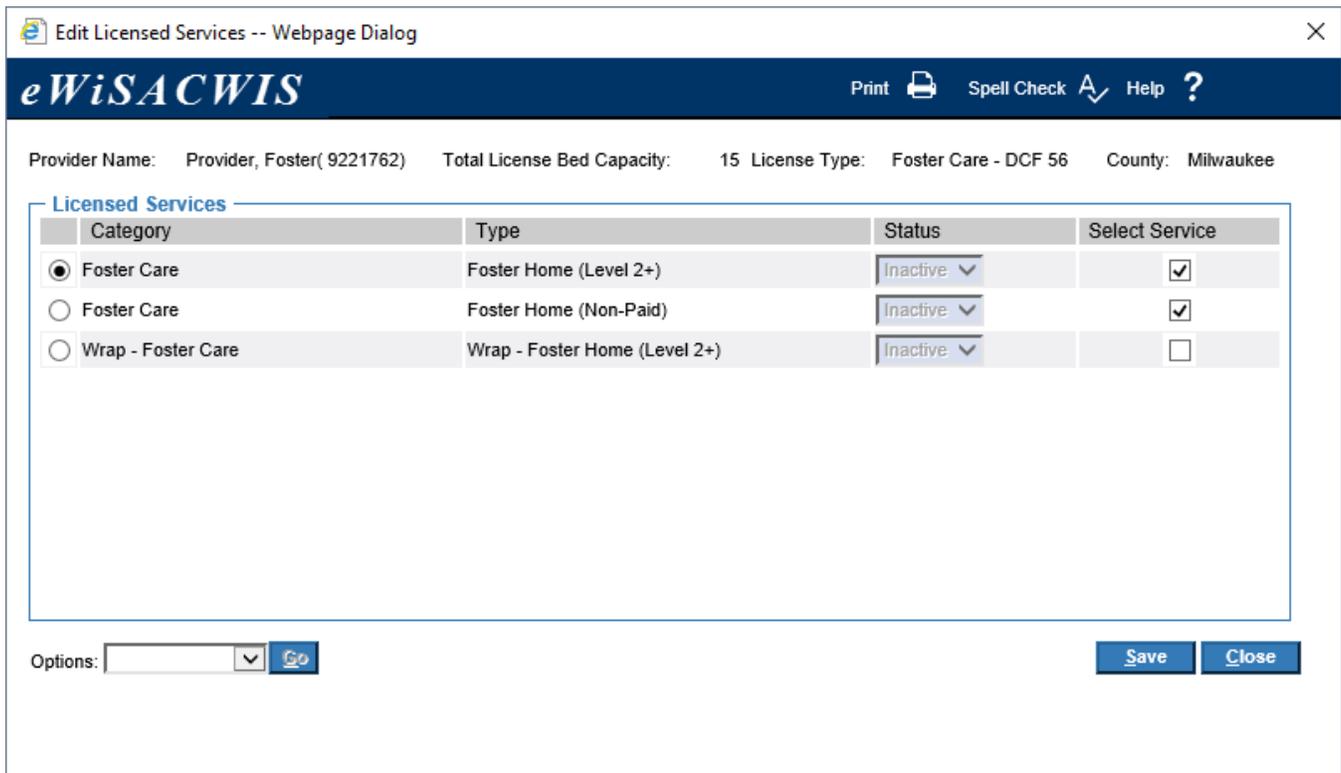
100%

10. This will require you to save. Click the Yes button.



11. On the Edit Licensed Services page, select the check box next to the service(s) you wish to add. Click Save and Close.

Note: Services will remain 'Inactive' until the license is approved. Once approved, the status will switch to 'Active.'



12. You will now return to the Services tab. The Service Types will be displayed. The status of the Service is currently In Active. The status will become Active once the license is approved.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo and utility icons. Below this is a 'Basic' information section containing fields for Home, Completion Date, Licensing Agency, Worker, Status, and Designated County. The 'Services' tab is selected, displaying a 'Licensed Services' section with a table of services. The table has columns for Category, Type, and Status. Two services are listed, both with a status of 'In Active'. At the bottom of the interface, there are 'Options' and 'Save'/'Close' buttons.

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: BMCW-CSSW

Application Activity License Information **Services**

Licensed Services

All Counties Milwaukee [Edit Licensed Services](#)

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (Level 2+)	In Active
<input type="radio"/> Foster Care	Foster Home (Non-Paid)	In Active

Options: [] [Go] [Save] [Close]

13. If you selected the Exceptions/Waivers Required radio button on the License Information tab, the Exceptions/Waivers tab will appear. In the Exceptions/Waivers group box, click the Insert button. This will open the Exception/Waiver Request page.

Application Activity | **License Information** | Services | Exceptions/Waivers

Home Information

Licensee(s): [Provider, Foster](#); [Provider, Male](#)

C/O:

Street: 111 Main Apt:

City: Dairyland State: WI Zip: 54830

County of Residence: Brown

License Information

Type: Foster Care - DCF 56 Effective From: 02/07/2018 Effective To: 02/06/2020

Certification: Level 2 Exceptions/Waivers Required No Exceptions/Waivers Required

Additional Information

Total Bed Capacity: 15 Preferred Age: 0 through 18 Preferred Gender: Male: 15 Female: 15

Licensing - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: BMCW-CSSW

Application Activity | **License Information** | Services | **Exceptions/Waivers**

Exceptions/Waivers

Exception/Waiver	Start Date	End Date	Mod Start Date	Mod End Date	Decision
Insert					

Requests

Send to Exception Panel Date Sent: Additional Exceptions/Waivers Requested Date:

Send to Licensing Worker Date Sent:

Options: [Go](#) [Save](#) [Close](#)

100%

14. The radio button will default to Licensing Agency Exception/Waiver. If the request is a DCF exception or waiver, select the DCF Exception/Waiver radio button.
15. Select the appropriate Licensing Code and Licensing Sub Code. After selecting the Licensing Sub Code, the Description will appear. You can click on the [Code Citation](#) hyperlink to view the Wisconsin Administrative Code 56.

Enter the Start Date and End Date for the exception or waiver. Enter text in the Licensing Worker Narrative text box.

Note: The Start Date and End Date for the exception/waiver must be within the licensing period.

If you are a supervisor, complete the Licensing Agency Decision expando. The Decision Date will default to today's date but can be updated.

Click Save and Close. This will return you to the Licensing page.

Exception/Waiver

Licensing Agency Exception/Waiver DCF Exception/Waiver

Licensing Code: 56.04 Applying for a license [Code Citation](#)

Licensing Sub Code: 56.04(1)(a) WHO MUST APPLY.

Description: Any person proposing to provide foster care for children shall apply to a licensing agency for a foster home license.

Start Date: 02/07/2018

End Date: 02/06/2020

Licensing Worker Narrative (include rationale for exception/waiver request): licensing worker text here...

Licensing Agency Decision

Licensing Agency Supervisor Narrative:

Licensing Agency Decision: Pending Decision Date: 00/00/0000

DCF Decision

Modified Start Date: 00/00/0000

Modified End Date: 00/00/0000

Exception Panel Chairperson Narrative:

Exception Panel Decision: Pending Decision Date: 00/00/0000

Save **Close**

16. The Exceptions/Waivers tab will display the exception or waiver. Click the Insert button to document additional exceptions and waivers.

The screenshot shows the eWiSACWIS web application interface. At the top, there's a header with the logo and navigation icons. Below that, a 'Basic' section contains fields for 'Home: Provider, Foster (9221762)', 'Completion Date', 'Licensing Agency: BMCW-CSSW', 'Worker: Caitlin M. Cake', 'Status: Pending', and 'Designated County: Milwaukee'. The main area has tabs for 'Application Activity', 'License Information', 'Services', and 'Exceptions/Waivers'. The 'Exceptions/Waivers' tab is selected, showing a table with columns: 'Exception/Waiver', 'Start Date', 'End Date', 'Mod Start Date', 'Mod End Date', and 'Decision'. A single row is present: '56.04 Applying for a license', '02/07/2018', '02/06/2020', and 'Approve'. An 'Insert' button is at the bottom right of the table. Below the table is a 'Requests' section with checkboxes for 'Send to Exception Panel' and 'Send to Licensing Worker', each with a 'Date Sent' field. There are also checkboxes for 'Additional Exceptions/Waivers Requested' and 'Date'. At the bottom, there are 'Options', 'Save', and 'Close' buttons. The status bar at the bottom indicates 'Refreshing Exception record...' and '100%' zoom.

17. If you are requesting a DCF exception/waiver, the Send to Exception Panel check box will be enabled on the Exceptions/Waivers tab. Select the check box to send the DCF exception/waiver request(s) to the DCF Exceptions Panel. Once the Send to Exception Panel check box is selected, the Date Sent will display with the date the check box was selected. This will send an e-mail to the DCF Exceptions Panel and will create an assignment to the provider record for the DCF Exceptions Panel.

Note: The Licensing Agency Decision on the Exception/Waiver Request page must first be documented for the DCF exception or waiver before the Send to Exception Panel check box is enabled. This process is done separate from the license approval. There is no online process for a worker to let his or her supervisor know of **DCF exceptions and waivers**. Therefore, the supervisor will need to take an assignment to the provider record in order to complete the licensing agency decision for the DCF exception/waiver.

For a DCF exception/waiver, the DCF Exceptions Panel will make a decision on the requested exception or waiver. After the decision has been made, the DCF Exceptions Panel will select the Send to Licensing Worker check box. This will send an e-mail to the Primary Worker for the provider record and his or her supervisor.

Note: Once the provider license is approved, the Additional Exceptions/Waivers Requested checkbox can be selected. A supervisor must insert the new exceptions/waivers, as a licensing

agency decision needs to be documented when saving the additional exceptions/waivers.

18. Return to the License Information tab. Under Options, select Foster Home License and select Go. The license will need to be launched in order to view and/or print the license in the future.

Basic
Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: BMCW-CSSW

Application Activity | **License Information** | Services | Exceptions/Waivers

Home Information
Licensee(s): [Provider, Foster](#); [Provider, Male](#)
C/O:
Street: 111 Main Apt:
City: Dairyland State: WI Zip: 54830
County of Residence: Brown

License Information
Type: Foster Care - DCF 56 Effective From: 02/07/2018 Effective To: 02/06/2020
Certification: Level 2 Exceptions/Waivers Required No Exceptions/Waivers Required

Additional Information
Total Bed Capacity: 15 Preferred Age: 0 through 18 Preferred Gender: Male: 15 Female: 15

Options: **Foster Home License** Go Save Close
Foster Home Licensure Notification
Checklist
Steps Completed Checklist
Text
Letters
License Hold Notice Letter
Renewal Letter
Revocation Letter

19. The license will pre-fill with the certification level and the provider's name and address. The license will also pre-fill with the number of children, sex of children, age ranges, license dates, and licensing agency. The second page of the license will pre-fill approved exceptions and waivers

Note: If the license template is accessed prior to the exceptions and waivers having a Licensing Agency/DCF Decision documented, the exceptions and waivers will pre-fill. Therefore, the license may display exceptions and waivers that are not approved.

Once the license has been completed, save and generate the PDF, print the license and click the Close button to return to eWiSACWIS.

BIRT HTML Document 1011106 - Internet Explorer

eWiSACWIS

Save Save and Generate PDF Close

DEPARTMENT OF CHILDREN AND FAMILIES STATE OF WISCONSIN
 Division of Safety and Permanence
 DCF-F-CFS0111 (R. 02/2014)

*State of Wisconsin
 Department of Children and Families*

Foster Home License - Certification Level 2

Be it known that

AA, Ace and AAB, Diamonds

1234567 W Wilson
 Madison, WI 53703-3445

having been found to be in substantial compliance with Ch. DCF 56 of the Wisconsin Administrative Code, is licensed to conduct and maintain a foster home at the above address subject to that following provisions:

Number of children who may receive care at one time: 8
Sex of children who may receive care: Female: 8 Male: 8
Age of children who may receive care: 0 to 21
Other Provisions (specify):

This license is issued in compliance with Section s48.62 (1) (a) of the Wisconsin Statutes, and shall be in effect during the period from 06/10/2019 to 06/09/2021 unless earlier revoked by the issuing agency or by the Department of Children and Families for reasonable and just cause.

Unknown

Name of Issuing Agency

 Authorized Signature

20. Once you have returned to the License Information tab, access the Foster Home License Notification. A checklist is also available to record completed items for licensing. Finally, there are various letters including Renewal, Revocation, and License Hold Letter Notice that can be created. Templates should be created prior to approval as they cannot be created after final approval.
21. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go.

Licensing - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic
 Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
 Completion Date: Status: Pending
 Licensing Agency: BMCW-CSSW

Application Activity | License Information | Services | Exceptions/Waivers

Application Activity

Application Status: Initial Application Type: Foster Care
 Date Application Provided to Family: 12/03/2017 Date Signed Application Received: 00/00/0000
 Date Completed Application Received: 01/07/2018 Decision Date: 02/07/2018
 Decision: Create License
 Rehab Review

Options: **Actions** Approval Letters License Denial Letter **Go** **Save** **Close**

100%

22. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue.
23. To send the license for supervisory approval, click Save on the Licensing page.
Note: The supervisor must first update the Decision drop-down on the Exception/Waiver Request page (for all exceptions and waivers) before the license can be approved.
24. Below is an example of how the approved license will look from the desktop.

Provider, Foster (9221762)

Provider details: Foster Home Level 2 License status: Pending Des: Milwaukee	Provider address: 111 Main Dairyland, WI 54830 (Brown County)	Primary worker/licensor: Cake, Caitlin M., IV (123) 456-7890 Ext. 1234 caitlin.cake@wisconsin.gov	Actions: <input type="text" value="Please select an action"/>
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View provider information

Assignments	Background Checks	Basic	Home Inquiries
Licenses	Members	Narratives	Parent Agency
Placements			

Licenses

Foster Care - DCF 56	02/07/2018 - 02/06/2020	Approved	Active-Regular	Milwaukee
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Additional Licensing Actions

Note: To see specifics related to modifying a license, see the associated Modifying a License User Guide.

1. The Additional Licensing Actions page is accessed through the Options drop-down on the License Information tab of the Licensing page and allows for the documentation of actions taken with regard to a license after it has been approved. Licenses that have been Renewed, Expired, or Closed cannot be re-activated from this page. In these instances, a new Licensing page would need to be created.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo and utility icons (TM, Print, Spell Check, Help). Below this is a 'Basic' information section containing fields for Home, Completion Date, Licensing Agency, Worker, Status, and Designated County. The main content area has four tabs: Application Activity, License Information (selected), Services, and Exceptions/Waivers. Under the License Information tab, there are three sub-sections: Home Information, License Information, and Additional Information. The Home Information section lists licensee(s), C/O, Street, City, County of Residence, State, and Zip. The License Information section includes Type, Certification, Effective From, Effective To, and radio buttons for Exceptions/Waivers Required. The Additional Information section shows Total Bed Capacity, Preferred Age, and Preferred Gender. At the bottom left, an 'Options' dropdown menu is open, listing various actions such as 'Additional Licensing Actions', 'Checklist', 'Text', and 'Letters'. 'Additional Licensing Actions' is highlighted in blue. To the right of the dropdown are 'Go', 'Save', and 'Close' buttons. The browser window title is 'Licensing - Internet Explorer' and the zoom level is 100%.

2. On the Additional Licensing Actions page, select the appropriate Action. The Licensing Action Reasons page will open.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Provider: [Foster Provider \(9221762\)](#) Licensing Agency: BMCW-CSSW

Licensing Actions

Action	Effective From	Reason(s)	Approval
<ul style="list-style-type: none">CloseMade in ErrorModifyPlace On HoldRevoke	00/00/0000	Reason(s)	

Options:

3. Select the appropriate reason(s) and then click Continue. **Note:** Only three reasons can be selected.

Licensing Action Reasons -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Licensing Action Reasons

Action: Close

Reason

Select All That Apply

- Change in licensing agency
- Child(ren) adopted
- Duplicate provider clean-up
- Foster child left foster home
- Foster parent request
- Home does not meet standards
- Moved from area
- Other (documented on provider note)
- Personal requirements not satisfied
- Training requirements not satisfied

[Continue](#)

4. The reason(s) selected on the Licensing Action Reasons page will display.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
 Provider: [Foster Provider \(9221762\)](#) Licensing Agency: BMCW-CSSW

Licensing Actions

Action	Effective From	Reason(s)	Approval
Close	02/20/2018	Reason(s) : Change in licensing agency	

Options: **Actions** Approval Go

Insert Save Close

- Enter the Effective From date.
- Since each licensing action has an effect on 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. On the Additional Licensing Actions page, click Save and Close.

The Insert button is used to insert a new row in the Licensing Actions group box. There can only be one active license Action at a time, so the Insert button is available only when there are no license actions or all previous license actions have been approved.

Note: When the Action of “Modify” is selected and the Additional Licensing Action is approved, a pending license is created. The pending license copies over all information from the previous license, include the original license Effective To date (end date of the license). See the associated Modifying a License User Guide.

Revoking a license

1. To revoke a license, access the Active-Regular license from the desktop.

Provider, Foster (9221762)

Provider details: Foster Home Level 2 License status: Active-Regular Des: Milwaukee	Provider address: 111 Main Dairyland, WI 54830 (Brown County)	Primary worker/licensor: Cake, Caitlin M., IV (123) 456-7890 Ext. 1234 caitlin.cake@wisconsin.gov	Actions: <input type="text" value="Please select an action"/>
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View provider information

- Assignments
- Background Checks
- Basic
- Home Inquiries
- Licenses
- Members
- Narratives
- Parent Agency
- Placements
- Provider Services

Licenses

Foster Care - DCF 56	02/07/2018 - 02/06/2020	Approved	Active-Regular	Milwaukee
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2. Click the License Information tab then launch the Additional Licensing Actions page from the Options drop-down.

Licensing - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Home: Provider, Foster (9221762)	Worker: Caitlin M. Cake	Designated County: Milwaukee
Completion Date: 02/20/2018	Status: Active-Regular	
Licensing Agency: BMCW-CSSW		

Application Activity | **License Information** | Services | Exceptions/Waivers

Home Information

Licensee(s): [Provider, Foster](#); [Provider, Male](#)

C/O:
Street: 111 Main Apt:
City: Dairyland State: WI Zip: 54830
County of Residence: Brown

License Information

Type: Foster Care - DCF 56 Effective From: 02/07/2018 Effective To: 02/06/2020
Certification: Level 2 Exceptions/Waivers Required No Exceptions/Waivers Required

Additional Information

Total Bed Capacity: 15 Preferred Age: 0 through 18 Preferred Gender: Male: 15 Female: 15

Options: **Actions**
Additional Licensing Actions
Checklist
Steps Completed Checklist
Text
Foster Home License
Foster Home Licensure Notification
Letters
License Hold Notice Letter
Renewal Letter
Revocation Letter

100%

3. On the Additional Licensing Actions page, select the Action of Revoke.

Additional Licensing Actions -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Provider: [Foster Provider \(9221762\)](#) Licensing Agency: BMCW-CSSW

Licensing Actions

Action	Effective From	Reason(s)	Approval
Close Made in Error Modify Place On Hold Revoke	00/00/0000	Reason(s)	

Options:

4. Click Yes to the following pop-up message to access the Revocation Reasons page

eWiSACWIS -- Webpage Dialog

Once a license is revoked, a two year waiting period must elapse before you are able to create a new license for this provider. Do you want to continue?

- On the Revocation Reasons page, select a Revocation Reason, a Licensing Code Citation, and Licensing Subcode Citation and enter narrative for the associated revocation reason. Click the Insert button to add additional code citations.

Note: Additional revocation reasons can be added or deleted from the Revocation Reasons page prior to the approval of the revocation action.

Revocation Reasons			
Revocation Reason			
Licensing Code Citation	Code Citation		
Licensing Subcode Citation			
Narrative	Delete	Row 1 of 1	

Insert

Continue Close

- Click Continue to return to the Additional Licensing Actions page.

7. On the Additional Licensing Actions page, enter a date in the Effective From field.

Action	Effective From	Reason(s)	Approval
Revoke	02/20/2018	Reason(s): Child abuse neglect substantiated	

8. From the Options drop-down, select Approval then click Go to launch the Approval History page.

9. Select the Approve radio button and click the Continue button to return to the Additional Licensing Actions page.

10. Click Save and Close.

Documenting a Negative Action on a Revocation

The following Licensing Subcode Citations will require the documentation of a Negative Action: 56.05(1)(a)1, 56.05(1)(a)3, 56.05(1)(f)3.a, or 56.05(1)(f)3.b. When the Save button is selected on the Additional Licensing Actions page, the Negative Action page will automatically open.

Agency Taking Negative Action

License / Certification Type: Foster Home Action Taken: Revocation
Agency Taking Negative Action: BMCW-CSSW Agency Type: County
Name of Contact Person: Sally Worker Title: Social Worker
Email Address: sally.worker@county.gov Telephone: (414)111-1111 Ext:

Parent 1

Name [Provider, Foster](#) SSN: 123-45-6789 Birthdate: 05/23/1983

Substantiated Finding of CAN

Date: 00/00/0000 Status Requested:

[DCF Review](#) [Delete](#) Row 1 of 1 [Insert](#)

Criminal Conviction

Date: 00/00/0000 Status Requested:

Cite statute(s) indicating specific crime(s): [Foster Care Bars](#)

[DCF Review](#) [Delete](#) Row 1 of 1 [Insert](#)

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

1. Document the appropriate data in the required fields. Click the Insert button in the appropriate group box: Substantiated Finding of CAN, Criminal Conviction, Misappropriate of Client's Property. If additional data is needed for Parent 1 and/or Parent 2, click the Insert button in the respective group box(es) and enter the necessary data.
2. Click Save and Close.
3. Continue with the approval.
4. When a Negative Action is documented, a link to the page will display on the header of the associated licensing page.

Licensing - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Home:	Provider, Foster (9221762)	Worker:	Caitlin M. Cake	Designated County:	Milwaukee
Completion Date:	02/20/2018	Status:	Revoked	Negative Action	
Licensing Agency:	BMCW-CSSW				

Note: At any time, the Negative Action page can be accessed and updated.