

Noncompliance Statement and Correction Plan

Note: The Noncompliance Statement and Correction Plan page should be used when a Noncompliance Statement and Correction Plan was issued outside of a site visit. A noncompliance issued because of a site visit is documented on the Site Visit page. See the associated Site Visit User Guide.

Note: You need an assignment to the provider to document a noncompliance statement and correction plan.

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.

The screenshot shows the eWISACWIS interface. At the top, there are navigation tabs: Home, Cases (39), Providers (15), Workers (2), Approvals (70), Access Reports (1), ICPC Referrals (0), Home Inquiries (0), and Quick Links. The Providers tab is selected. Below the tabs, the provider information for Mike Piazza (20181) is displayed. It includes provider details (Child Placing Agency, License status: Active - Regular), provider address (123 Test, Allouez, WI 54301), and primary worker/licensor (Rusk, Worker). There is an 'Actions' dropdown menu with the text 'Please select an action'. Below this, there is a 'View provider information' section with a grid of buttons: Agreements and Notices, Assignments, Basic, Characteristics, Checks, Licenses, Narratives, Parent Agency, Payment Requests, Placements, and Services. The 'Licenses' button is highlighted. Below the grid, there is a 'Licenses' section with a table of license records. The table has columns for license dates, license type, and status.

License Dates	License Type	Status
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. Click on the Non-Site Visits tab. Click the Insert button to open the Noncompliance Statement and Correction Plan page.

Provider

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

Non-Site Visits

Noncompliance ID	Date Issued	Date Correction Plan Due	Date Correction Plan Received	Verified
8000100	07/12/2013	07/31/2013		<input type="checkbox"/>

View Made in Error **Insert**

Save Close

- The Licensor will show the primary licensing worker. If someone other than the primary licensor is issuing the noncompliance, click the [Search](#) hyperlink to search for the appropriate worker.
- In the Date Issued field, enter the date the Noncompliance Statement and Correction Plan was issued. If the Noncompliance Statement and Correction Plan is an attachment to another document, select the Attachment checkbox. Enter the Date Correction Plan Due. If applicable, enter the Date Correction Plan Received.

Noncompliance Statement and Correction Plan

Provider

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

Rule Violation(s)

Date Issued: 00/00/0000 Attachment

Date Correction Plan Due: 00/00/0000

Date Correction Plan Received: 00/00/0000

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

Rule Violation Code: [Dropdown]

Occurrences: [Dropdown] Violations 1 of 1 [Delete](#)

Rule Previously Cited On: Not previously cited in the last two years

Comments: [Text Area]

Technical Assistance Provided

Correction Plan: [Text Area]

Expected Completion Date: 00/00/0000 Verification Date: 00/00/0000 No Date

Insert

Options: [Dropdown] [Go](#)

Save Close

- If the Noncompliance Statement and Correction page is associated with a complaint or SIR, click the [Select](#) hyperlink in the Complaint/SIR ID(s) group box. This will open the Complaint/SIR ID(s) page.
- On the Complaint/SIR ID(s) page, select the check box 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

- 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. Document any comments. Document the Correction Plan.

If the provider is a Child Placing Agency and the Rule Violation Code is 54.01(3m), an additional box will appear. 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. Click the Insert button to add additional Violation Codes for this rule violation.

Provider

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

Type: Child Placing Agency

Licenser: Worker Rusk

Rule Violation(s)

Date Issued: 01/02/2023 Attachment

Date Correction Plan Due: 03/01/2023

Date Correction Plan Received: 00/00/0000

Complaint/SIR ID(s)

Select

Rule Violation Code: 54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS

Occurrences: 1 Violations 1 of 1

Delete

Rule Previously Cited On: Not previously cited in the last two years

Comments: Enter text here...

Technical Assistance Provided

Correction Plan:

Expected Completion Date: 00/00/0000 Verification Date: 00/00/0000 No Date

Violation Code: 56.02(2)(b)1. EXCEPTIONS-APPROVAL OF DEPARTMENT EXCEPTIONS PANEL

Occurrences: 1 Row 1 of 2 Delete

Previously Cited: Not previously cited in the last two years

Comments: Enter text here...

Violation Code: Other

Occurrences: 1 Row 2 of 2 Delete

Other Code: Other DCF code

Previously Cited: Not previously cited...

Comments: Enter text here...

Insert

Insert

Options: Go

Save

Close

If "Other" is selected as the Violation Code for the 54.01(3m) violation, an "Other Code" field will appear. This will allow you to document a code that is not a DCF 56 code.

- If additional rule violations need to be documented, click the Insert button. Once all rule violations have been documented, click Save.

Note: Once a Noncompliance Statement and Correction Plan 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 Noncompliance Statement and Correction Plan in error.

- Under Options, select Noncompliance Statement and Correction Plan and click Go. This will open the Noncompliance Statement and Correction Plan template.

Noncompliance Statement and Correction Plan
TM Print Help

Provider

Name: [Mike Piazza \(20181\)](#) Type: Child Placing Agency Licensor: Caitlin C. Cake [Search](#)

Violation Code:	56.09(2)(a) SUPERVISION OF CHILDREN.		
Occurrences:	1	Row 1 of 2	Delete
Previously Cited:	10/23/2012;		
Comments:	more info on this documented here....		
Violation Code:	Other		
Occurrences:	1	Row 2 of 2	Delete
Other Code:	DCF 37		
Previously Cited:	Not previously cited in the past two years		
Comments:	more info on this documented here....		

[Insert](#)

Rule Violation Code: 54.09(1)(a) RATE METHODOLOGY-COST & SERVICE REPORT

Occurrences: 1 Violations 2 of 2 [Delete](#)

Rule Previously Cited On: Not previously cited in the last two years

Comments: DCF 54.09 Rate methodology. (1)(a) COST AND SERVICE INFORMATION.
Each year by July 1, a licensee shall submit the following information to the department:

Technical Assistance Provided

Correction Plan:

Expected Completion Date: **Verification Date:** No Date

[Insert](#)

Options:

Text
[Go](#)

Noncompliance Statement and Correction Plan
Compliance, Noncompliance And Technical Assistance Letter

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

10. Select the Print button to print the template. Once the template has been printed, click the Close and Return to eWiSACWIS button.

eWiSACWIS

Letterhead:

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence

Date Correction Plan Due

Child Welfare Noncompliance Statement and Correction Plan

TO FILE A COMPLAINT CALL:
 (608) 267-7932

Use of form: This form is used by the Bureau of Permanence and Out-of-Home Care staff to identify statute and / or administrative rule violation(s) and to outline the licensee's correction plan.

Instructions: The Noncompliance Statement below identifies the violation(s) of the child welfare statute and / or administrative rule identified by the licensing specialist(s). Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your licensing specialist for approval and retain a copy. If this is a group home facility, post your copy of the Noncompliance Statement and Correction Plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights to an administrative hearing. The dates listed in the third column under "Date(s) Rule Previously Cited On (If Applicable)," will only display dates from the past two years. Date(s) rule previously cited on is defined by the "Date 2544 Issued."

Name – Facility <input type="text" value="Child Placing Agency Provider"/>			Provider ID Number <input type="text" value="20181"/>		
Address – Facility (Street, City, State, Zip Code) <input type="text" value="123 Test, Allouez, WI 54301"/>			Telephone Number <input type="text" value="(920) 555-1212"/>	Non Site Visit Date <input type="text" value="01/02/2023"/>	Date 2544 Issued <input type="text" value="01/02/2023"/>

Item No.	Rule / Statute Number Noncompliance Statement	Date(s) Rule Previously Cited On (If Applicable)	Correction Plan	Expected Completion Date	Verification Date
1.	54.01(3m) COMPLIANCE WITH APPLICABLE RULES & LAWS <input type="text" value="Enter text here..."/>	Not previously cited in the last two years			
	56.02(2)(b)1. EXCEPTIONS-APPROVAL OF DEPARTMENT EXCEPTIONS PANEL <input type="text" value="Enter text here..."/>	Not previously cited in the last two years			
	Other DCF code <input type="text" value="Enter text here;"/>	Not previously cited...			

Name – Person(s) Issuing Noncompliance <input type="text" value="Worker Rusk"/>			Date Signed	Telephone Number – Licensing Specialist <input type="text"/>
SIGNATURE – Licensing Specialist				

11. 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.

Noncompliance Statement and Correction Plan TM Print Help

Provider

Name: [Allendale Association \(9222005\)](#) Type: Residential Care Center Licensor: Caitlin C. Cake [Search](#)

Rule Violation(s)

Date Issued: 06/06/2019 Attachment Made In Error **Complaint/SIR ID(s)** [Select](#)

Date Correction Plan Due: 08/05/2019

Date Correction Plan Received: 00/00/0000

Rule Violation Code: 52.11(18) LICENSEE - INSPECTIONS, UNRESTRICTED ACCESS

Occurrences: 1 [Delete](#) Violations 1 of 1

Rule Previously Cited On: Not previously cited in the last two years

Comments: Performed general inspection

Technical Assistance Provided

Correction Plan:

Expected Completion Date: 00/00/0000 Verification Date: 00/00/0000 No Date [Insert](#)

Options: [Go](#)

- Text
- Noncompliance Statement and Correction Plan
- Compliance, Noncompliance And Technical Assistance Letter**

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

12. Select Compliance, Noncompliance and Technical Assistance Letter 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 Noncompliance Statement and Correction Plan page.

13. Back on the Noncompliance Statement and Correction Plan page, click Save and Close. This will return you to the Facility License page.

Provider

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

Non-Site Visits

Noncompliance ID	Date Issued	Date Correction Plan Due	Date Correction Plan Received	Verified
8000280	01/02/2023	03/01/2023		<input type="checkbox"/>
8000100	07/12/2013	07/31/2013		<input type="checkbox"/>

View Made in Error [Insert](#)

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

Note: For Noncompliance Statement and Correction Plans associated to site visits, click on the Facility License page (Site Visits tab) to view the Noncompliance Statement and Correction Plans.

Note: When the View Made in Error checkbox is selected, it will display the made in error rows as well.

Making a Noncompliance Statement and Correction Plan in Error

Once a Noncompliance Statement and Correction Plan has been saved, a Made in Error checkbox appears on the Noncompliance Statement and Correction Plan page.

1. To make the Noncompliance Statement and Correction Plan in error, access the appropriate Noncompliance Statement and Correction Plan. 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.

The screenshot shows the eWISACWIS interface. At the top, there are navigation tabs: Home, Cases (39), Providers (15), Workers (2), Approvals (70), Access Reports (1), ICPC Referrals (0), Home Inquiries (0), and Quick Links. The Providers (15) tab is selected. Below the tabs, the provider information for Mike Piazza (20181) is displayed. It includes provider details (Child Placing Agency, License status: Active - Regular), provider address (123 Test, Allouez, WI 54301), and primary worker/licensor (Rusk, Worker). There is an Actions dropdown menu with the text "Please select an action". Below this, there is a "View provider information" section with a grid of buttons: Agreements and Notices, Assignments, Basic, Characteristics, Checks, Licenses, Narratives, Parent Agency, Payment Requests, Placements, and Services. The Licenses button is highlighted. Below the grid, there is a "Licenses" section with a dropdown menu for "Facility License". A table lists the license history:

Start Date	End Date	License Type	Status
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. Click on the Non-Site Visits tab. Click the Noncompliance ID hyperlink for the Noncompliance Statement and Correction Plan you would like to make in error. This will open the Noncompliance Statement and Correction Plan page.
3. On the Noncompliance Statement and Correction Plan page, click the Made in Error checkbox. A Made in Error Justification field will appear. Enter a short description of why this site visit is being made in error.

Noncompliance Statement and Correction Plan TM Print Help

Provider

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

Rule Violation(s)

Date Issued: Attachment **Made In Error**

Date Correction Plan Due:

Date Correction Plan Received:

Made in Error Justification:

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

Rule Violation Code: ▼

Occurrences: ▼ Violations 1 of 1 [Delete](#)

Rule Previously Cited On: Not previously cited in the last two years

Comments:

Technical Assistance Provided

Options: ▼

4. Click Save. This will freeze the record and no additional updates can be made. Click Close to return to the Facility License page.
5. If a made in error Noncompliance Statement and Correction Plan exists for this provider, a “View Made in Error” checkbox will appear on the Non-Site Visits tab. To view the made in error Noncompliance Statement and Correction Plans, click the View Made in Error checkbox.
6. After you have selected the View Made in Error checkbox, all made in error Noncompliance Statement and Correction Plans for this provider (not associated with Site Visits) 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

Non-Site Visits

Noncompliance ID	Date Issued	Date Correction Plan Due	Date Correction Plan Received	Verified	
8000280	01/02/2023	03/01/2023		<input type="checkbox"/>	
8000160	01/13/2018	01/31/2018			Made in Error
8000100	07/12/2013	07/31/2013		<input type="checkbox"/>	

View Made in Error

Insert

Save Close