

# Creating an Out of State Home Provider License

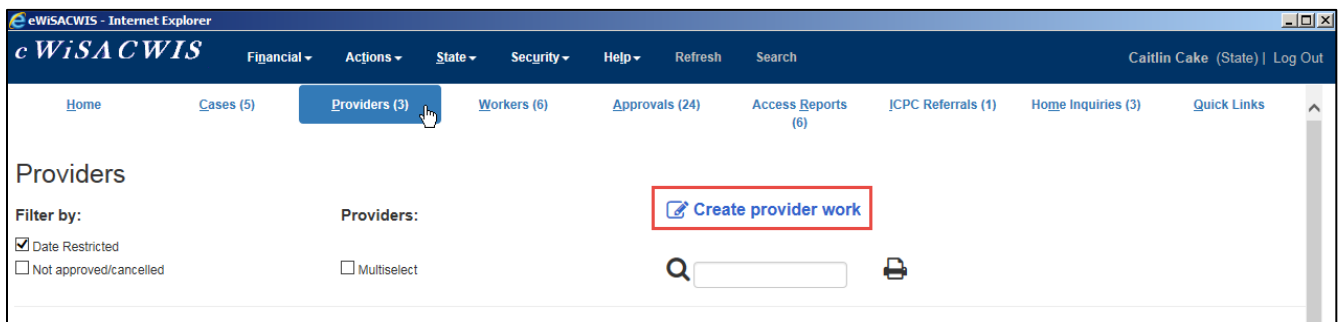
## Introduction

The responsibility for the management of each out of state Foster Home, Adoptive Home, Kinship Care Home, Non-Relative, and Subsidized Guardianship Home Provider record is defined by the county/agency that has the child placed in that home. This county/agency is referred to as the home 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.

## Creating an Out of State 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.

Create Provider Work - Internet Explorer

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Print Help

**Create Provider Items**

- Administrative
- Check
- Imaging
- License: **Licensing Activity**
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

**Providers**

- Adesso, Anna (9221457)
- Ahrens, Rose (9221215)
- Amundson, Sherry-Lynn (9221463)
- Antoniewicz, Katie (9221596)
- Balderaz, Christina (9221351)
- Barry, Kathleen (9222605)
- Batzler, Lois (9221693)
- Bennin, Sarah (9221456)
- Bing, Barbarra (9221491)
- Bird, Larry (9221016)
- Boldt, Tammy (9221366)
- Bolin, James (9221425)
- Borud, Rebecca (9222205)
- Bowman, Joan (8011672)
- Brendel, Debbie (8058592)
- Bretz, Jennifer (8084793)
- Brian Schaefer (8042370)
- Brickner, Angela (8013468)
- Brooks, Rebecca (8044910)
- Brown, Krista (8047820)
- Brown, LeRoy (9221465)

Create Close

**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, otherwise a Validation Errors message will appear.

**Errors (1)**

- There is demographic information missing for Parent 1. Please check the Person Management record and update the Birth Date, Race, and/or Ethnicity field(s).

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.

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Help

Basic

Home:

State, Neighbor (9221779)

Worker:

Caitlin C. Cake

Designated County:

Milwaukee

Completion Date:

Status:

Pending

Licensing Agency:

State of Minnesota

Application Activity

Application Activity

Application Status:

Application Type:

Date Application Provided to Family:

Date Signed Application Received:

00/00/0000

Date Completed Application Received:

00/00/0000

Decision:

Pending

Decision Date:

00/00/0000

Rehab Review

☐

Options:

Go

Save

Close

- Select the appropriate Application Status. Select the Application Type as 'Out of State.' 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.

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Print

Help

Basic

Home:

State, Neighbor (9221779)

Worker:

Caitlin C. Cake

Designated County:

Milwaukee

Completion Date:

Status:

Pending

Licensing Agency:

State of Minnesota

Application Activity

Application Activity

Application Status:

Initial

Application Type:

Out of State

Date Application Provided to Family:

12/01/2022

Date Signed Application Received:

00/00/0000

Date Completed Application Received:

00/00/0000

Decision:

Pending

Decision Date:

00/00/0000

Rehab Review

☐

Options:

Go

Save

Close

6. When the Decision of Create License is selected, the License Information and Services tabs appear.
7. 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.

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

**Note:** The Out of State license may be valid for more than 2 years.

**Note:** The Foster Home License template is not available. The out of state license would be added via the Imaging page.

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Basic

Home:
State, Neighbor (9221779)
Worker:
Caitlin C. Cake
Designated County:
Milwaukee
Completion Date:
Status:
Licensing Agency:
State of Minnesota

Application Activity

License Information

Services

Home Information

Licensee(s):
State, Neighbor
C/O:
Street:
111 Neighbor Lane
Apt:
City:
St. Paul
State:
MN
Zip:
51411
County of Residence:
Out Of State

License Information

Type:
Out of State
Effective From:
02/01/2023
Effective To:
01/31/2027
Certification:
Out of State
☐ Exceptions/Waivers Required
☒ No Exceptions/Waivers Required

Additional Information

Total Bed Capacity:
2
Preferred Age:
0 through 18
Preferred Gender:
Male:
2
Female:
2

Options:
Go
Save
Close

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.
9. To add a Service Category and Type, select the Edit Licensed Services hyperlink. This will open the Edit Licensed Services page.

**eWiSACWIS** TM Print Help

**Basic**

Home: [State, Neighbor \(9221779\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee  
 Completion Date: Status: Pending  
 Licensing Agency: State of Minnesota

[Application Activity](#) [License Information](#) **Services**

**Licensed Services**

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Status
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[Save](#) [Close](#)

10. Select the check box next to the service(s) you wish to add. Services will remain 'Inactive' until the license is approved. Once approved, the status will switch to 'Active.' Click Save and Close to return to the Licensing page.

**Edit Licensed Services** Print Help

Provider Name: State, Neighbor (9221779) Total License Bed Capacity: 2 License Type: Out of State County: Milwaukee

**Licensed Services**

	Category	Type	Status	Select Service
<input checked="" type="radio"/>	Foster Care	Foster Home (Out-of-State)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/>	Wrap - Foster Care	WRAP - Foster Home (Out-of-State)	Inactive	<input checked="" type="checkbox"/>

Options:  [Go](#)

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

11. On the Services tab, the Service Categories and Types will be displayed. The Status of the service is currently In Active. The Status will become Active once the license is approved.

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Basic

Home: [State Neighbor \(9221779\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee  
Completion Date: Status: Pending  
Licensing Agency: State of Minnesota

Application Activity

License Information

Services

Licensed Services

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

	Category	Type	Status
<input checked="" type="radio"/>	Foster Care	Foster Home (Out-of-State)	In Active
<input type="radio"/>	Wrap - Foster Care	WRAP - Foster Home (Out-of-State)	In Active

Options: 

Go

Save

Close

12. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go.

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TM Print Help

Basic

Home: [State Neighbor \(9221779\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee  
Completion Date: Status: Pending  
Licensing Agency: State of Minnesota

Application Activity

License Information

Services

Application Activity

Application Status: Initial Application Type: Out of State  
Date Application Provided to Family: 12/01/2022 Date Signed Application Received: 00/00/0000  
Date Completed Application Received: 01/01/2023  
Decision: Create License Decision Date: 02/10/2023  
Rehab Review ☐

Options: 

Actions

Approval

Go

Save

Close

13. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue. Click Save on the Licensing page.

14. Below is an example of how the approved license will look from the desktop.

**State, Neighbor (9221779)**  
**Provider details:**  
Foster Home Out-of-State  
License status: Active-Regular  
Des: Milwaukee

**Provider address:**  
111 Neighbor Lane  
St. Paul, MN 51411 (Out Of State)

**Primary worker/licensor:**  
Daisy, Dan'i  
(440) 943-7690  
[dan.daisy@wisconsin.gov](mailto:dan.daisy@wisconsin.gov)

**Actions:**  

Please select an action ▴

**View provider information**

1

Assignments

2

3

Basic

Home Inquiries

Licenses

Members

Parent Agency

Placements

Provider Services

Licenses

<a href="#">Out of State</a>	02/01/2023 - 01/31/2027	Approved	Active-Regular	Milwaukee
<a href="#">Out of State</a>	12/12/2017 - 12/31/2021	Approved	Closed	Milwaukee
<a href="#">Out of State</a>	02/16/2012 - 02/16/2012	Approved	License Made In Error	Milwaukee