

Placing a Private Provider's License on Hold

Note: In order to place a private provider's license on hold, you need an assignment to the provider record.

1. Access the Active license from your desktop by clicking the Providers tab and then clicking the [Facility License](#) hyperlink for the specified provider.

Madison Group Home (9221220)

Provider details:
Group Home - QRTP
License status: Active-Regular

Provider address:
220 W Walker St
Milwaukee, WI 53204-1860 (Milwaukee County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
[Please select an action ▼](#)

View provider information

Assignments

Basic

Child/Youth Images

Licenses

Parent Agency

Placements

Provider Services

Services

Licenses

Facility License

11/01/2021 - 11/01/2023

Regular

Active

2. On the Facility License page, click the License Information tab. In the License Information section at the bottom, click the [Regular](#) license hyperlink to access the License Information page.

eWiSACWIS

Facility License

eWiSACWIS

Print Help

Provider

Name: [Madison Group Home \(9221220\)](#)

Licensor: Caitlin C. Cake

Type: Group Home

Class: Corporation ▼

Provider

License Information

QRTP Certification

Fees

Site Visits

Non-Site Visits

Enforcements

Complaints/SIRs

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date ▼

Insert

License Information

Type	Status	Effective From ▼	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Active	11/01/2021	11/01/2023	50	1 through 18	Male/Female	Caitlin C. Cake

Additional Information

Save

Close

3. On the Licensing Information page, select Additional Licensing Actions from the Options drop-down and click Go.

License InformationPrintHelp

Provider

Name: [Madison RCC \(9221219\)](#)

Licensors: Caitlin C. Cake

☒ Completed

Type: Residential Care Center

Status: Active

Application Activity

Materials Sent to Licensee: 12/01/2021

Application Materials Received: 12/15/2021

Warning Notification: 00/00/0000

Final Notification to Licensee: 00/00/0000

Decision: Create License

Decision Date: 12/31/2021

License

License Type: Regular ☐ Amended

Effective From: 01/01/2022

Operated for Profit: ☒

Effective To: 12/31/2023

Owner Type: Corporation/Profit

LOT Sent: 12/31/2021

Capacity: 50

Males: 25

Females: 50

Amount Due: \$1,028.50

Age: From: 0 Through: 18

Sponsor:

Specialized Program(s) (select all that apply): ☐ QRTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

Options:



Actions
Additional Licensing Actions
Text
Facility License and Letter of Transmittal
Final Notice - Probationary License Expiring
License Continuation Process
Warning - Past Due License Continuation Process

Go

SaveClose

4. On the Additional Licensing Actions page, select Place on Hold from the Action drop-down. This will open the Licensing Action Reasons page.

Additional Licensing Actions

Print  Help 

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Close

Make in Error

Modify

Place on Hold

Effective From	Reason(s)	Approval
<div>00/00/0000</div>	Reason(s)	

Insert

Options:

▼

Go

Save

Close

5. On the Licensing Action Reasons page, select the appropriate reason(s) for placing the license on hold. Then click Continue.

Licensing Action Reasons
Print
Help

Licensing Action Reasons

Action: Place on Hold

Reason

Select All That Apply

☐ Administrative decision

☐ Agency request

☐ Building remodel

☐ Disaster

☐ Enforcement action

☐ Financial

☐ Medical reason

☐ Other (documented on provider note)

☐ Rate Regulation

Continue

- The reason(s) selected on the Licensing Action Reasons page will display on the Additional Licensing Actions page. Enter the Effective From date. Since each licensing action affects the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go.

Additional Licensing Actions
Print
Help

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Place on Hold ▼	02/01/2023	Reason(s) Building remodel, Enforcement action	

Insert

Options:

Actions
Approval

Go

Save
Close

- On the Approval History page, select the Approve radio button and click Continue to return to the Additional Licensing Actions page.
- On the Additional Licensing Actions page, click Save. This will send the approval to your supervisor. The Additional Licensing Actions page will update once your supervisor approves the additional licensing

action. Click the Close button.

Additional Licensing ActionsPrintHelp

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Place on Hold	02/01/2023	Building remodel, Enforcement action	Approval History

Insert

Options: Go

SaveClose

9. You will return to the License Information page; click the Close button.

10. After the additional licensing action is final approved, refresh the desktop and see that the license has been updated to a status of Placed on Hold.

Madison RCC (9221219)

Provider details:
Residential Care Center
License status: Pending - Regular

Provider address:
200 Davison Ave
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
Please select an action

View provider information

1 2 3 AssignmentsBasicCharacteristicsChecksLicensesParent AgencyPayment RequestsPlacementsProviderProvider Services

Licenses

Facility License

01/01/2022 - 12/31/2023RegularPlaced on Hold

Lifting a Hold from a Private Provider's License

Note: To lift the hold from a private provider's license, you need an assignment to the provider record.

1. To lift the hold on the license and reactivate the license, access the Placed on Hold license from the desktop by clicking on the [Facility License](#) hyperlink.

Madison RCC (9221219)
Provider details:
Residential Care Center
License status: Pending - Regular

Provider address:
200 Davison Ave
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

[Assignments](#) [Basic](#) [Characteristics](#) [Checks](#)
[Licenses](#) [Parent Agency](#) [Payment Requests](#) [Placements](#)
[Provider](#) [Provider Services](#)

Licenses
[Facility License](#)
01/01/2022 - 12/31/2023 Regular Placed on Hold

2. On the Facility License page, click on the License Information tab. In the License Information section at the bottom, click on the [Regular](#) license hyperlink to access the License Information page.

eWiSACWIS **Facility License**

eWiSACWIS [Print](#) [Help](#)

Provider
Name: [Madison RCC \(9221219\)](#) Licensor: Caitlin C. Cake
Type: Residential Care Center Class: [Residential Care Center](#)

[Provider](#) [License Information](#) [QRTP Certification](#) [Fees](#) [Site Visits](#) [Non-Site Visits](#) [Enforcements](#) [Complaints/SIRs](#)

Application Activity

Materials Sent to Licensee	Application Materials Received	Decision	Date
Insert			

License Information

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
Regular	Placed on Hold	01/01/2022	12/31/2023	50	0 through 18	Male/Female	Caitlin C. Cake

3. On the Licensing Information page, select Additional Licensing Actions from the Options drop-down and click Go.

License Information Print Help

Provider

Name: [Madison RCC \(9221219\)](#) Licensors: Caitlin C. Cake ☒ Completed

Type: Residential Care Center Status: Active

Application Activity

Materials Sent to Licensee: 12/01/2021 Application Materials Received: 12/15/2021

Warning Notification: 00/00/0000 Final Notification to Licensee: 00/00/0000

Decision: Create License Decision Date: 12/31/2021

License

License Type: Regular ☐ Amended

Effective From: 01/01/2022 Operated for Profit: ☒

Effective To: 12/31/2023 Owner Type: Corporation/Profit

LOT Sent: 12/31/2021 Capacity: 50 Males: 25 Females: 50

Amount Due: \$1,028.50 Age: From: 0 Through: 18

Sponsor:

Specialized Program(s) (select all that apply): ☐ Q RTP ☐ Respite ☐ Second Chance Home ☐ Short-Term ☐ Type 2

Options: Go

Actions

Additional Licensing Actions

Text

Facility License and Letter of Transmittal

Final Notice - Probationary License Expiring

License Continuation Process

Warning - Past Due License Continuation Process

Save Close

4. On the Additional Licensing Actions page, select Reactivate from the Action drop-down. This will open the Licensing Action Reasons page.

Additional Licensing Actions
Print
Help

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div> Close Make in Error Reactivate </div>	00/00/0000	Reason(s)	
	02/01/2023	Building remodel, Enforcement action	Approval History

Insert

Options: ▼ Go

Save
Close

- On the Licensing Action Reasons page, select the appropriate reason(s) for reactivating the on hold license. Then click Continue.

Licensing Action Reasons
Print
Help

Licensing Action Reasons

Action: Reactivate

Reason

Select All That Apply

☐ Administrative decision

☐ Agency request

☐ Appeal decision

☒ Building remodel completed

☐ Disaster resolved-No hazards

☒ Enforcement action compliance

☐ Financial compliance

☐ Made in error

☐ Medical reason resolved

☐ Other (documented on provider note)

☐ Rate Regulation compliance

Continue

6. The reason(s) selected on the Licensing Action Reasons page will display on the Additional Licensing Actions page. Enter the Effective From date. Since each licensing action affects the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go.

Additional Licensing Actions

Print Help

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Reactivate	02/06/2023	Reason(s) Building remodel completed, Enforcement action compliance	
Place on Hold	02/01/2023	Building remodel, Enforcement action	Approval History

Insert

Options:

Actions
Approval

Go

Save

Close

7. On the Approval History page, select the Approve radio button and click Continue to return to the Additional Licensing Actions page.
8. On the Additional Licensing Actions page, click Save. This will send the approval to your supervisor. The Additional Licensing Actions page updates on final approved of the additional licensing action. Click the Close button.

Additional Licensing Actions

Print Help

Basic

Provider: [Madison RCC \(9221219\)](#)

Licensing Actions

Action	Effective From	Reason(s)	Approval
Reactivate	02/06/2023	Building remodel completed, Enforcement action compliance	Approval History
Place on Hold	02/01/2023	Building remodel, Enforcement action	Approval History

Insert

Options:

Go

Save

Close

9. Back on the License Information page; click the Close button. You will then return to the Facility License page. Click the Close button to return to your desktop.

10. After final approval of the additional licensing action, refresh the desktop and see the license has been updated to a status of Active.

Madison RCC (9221219)

Provider details:
Residential Care Center
License status: Pending - Regular

Provider address:
200 Davison Ave
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:

Please select an action ▲

View provider information

123 Assignments

Basic

Characteristics

Checks

Licenses

Parent Agency

Payment Requests

Placements

Provider

Provider Services

Licenses

Facility License

01/01/2022 - 12/31/2023RegularActive