

# 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)

<b>Provider details:</b> Group Home - QRTP License status: Active-Regular	<b>Provider address:</b> 220 W Walker St Milwaukee, WI 53204-1860 (Milwaukee County)	<b>Primary worker/licensor:</b> Cake, Caitlin C. (123) 456-7890 <a href="mailto:ccake@wisconsin.gov">ccake@wisconsin.gov</a>	<b>Actions:</b> <input type="button" value="Please select an action"/>
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**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.

**Provider**

Name: [Madison Group Home \(9221220\)](#)      Licensor: Caitlin C. Cake  
Type: Group Home      Class: Corporation

**License Information**

Type	Status	Effective From	Effective To	Capacity	Age Range	Gender	Licensor
<a href="#">Regular</a>	Active	11/01/2021	11/01/2023	50	1 through 18	Male/Female	Caitlin C. Cake

- 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 \(9221219\)](#) Licensor: Caitlin C. Cake  Completed

Type: Residential Care Center Status: Active

**Application Activity**

Materials Sent to Licensee:  Application Materials Received:

Warning Notification:  Final Notification to Licensee:

Decision:  Decision Date:

**License**

License Type:   Amended

Effective From:  Operated for Profit:

Effective To:  Owner Type:

LOT Sent:  Capacity:  Males:  Females:

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

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

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

	Effective From	Reason(s)	Approval
<ul style="list-style-type: none"><li>Close</li><li>Make in Error</li><li>Modify</li><li>Place on Hold</li></ul>	00/00/0000	<a href="#">Reason(s)</a>	

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](#)

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
Place on Hold	02/01/2023	<a href="#">Reason(s)</a> Building remodel, Enforcement action	

[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 will update once your supervisor approves 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
Place on Hold	02/01/2023	Building remodel, Enforcement action	<a href="#">Approval History</a>

Options:

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](mailto:ccake@wisconsin.gov)

**Actions:**

**View provider information**

1  
2  
3  
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

## 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)**

<b>Provider details:</b> Residential Care Center License status: Pending - Regular	<b>Provider address:</b> 200 Davison Ave Madison, WI 53701 (Dane County)	<b>Primary worker/licensor:</b> Cake, Caitlin C. (123) 456-7890 <a href="mailto:ccake@wisconsin.gov">ccake@wisconsin.gov</a>	<b>Actions:</b> <input type="text" value="Please select an action"/>
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**View provider information**

<a href="#">Assignments</a>	<a href="#">Basic</a>	<a href="#">Characteristics</a>	<a href="#">Checks</a>
<a href="#">Licenses</a>	<a href="#">Parent Agency</a>	<a href="#">Payment Requests</a>	<a href="#">Placements</a>
<a href="#">Provider</a>	<a href="#">Provider Services</a>		

**Licenses**

- [Facility License](#)

01/01/2022 - 12/31/2023	Regular	Placed on Hold
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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 x Facility License x +

**eWiSACWIS** Print Help

**Provider**

Name: <a href="#">Madison RCC (9221219)</a>	Licensor: Caitlin C. Cake
Type: Residential Care Center	Class: Residential Care Center

Provider	<b>License Information</b>	QRTP Certification	Fees	Site Visits	Non-Site Visits	Enforcements	Complaints/SIRs
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**Application Activity**

Materials Sent to Licensee	Application Materials Received	Decision	Date
<a href="#">Insert</a>			

**License Information**

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

- 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 \(9221219\)](#)      Licensor: Caitlin C. Cake       Completed

Type: Residential Care Center      Status: Active

**Application Activity**

Materials Sent to Licensee:       Application Materials Received:

Warning Notification:       Final Notification to Licensee:

Decision:       Decision Date:

**License**

License Type:   Amended

Effective From:       Operated for Profit:

Effective To:       Owner Type:

LOT Sent:       Capacity:  Males:  Females:

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

Sponsor:

Specialized Program(s) (select all that apply):  Q RTP  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

- 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

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**Basic**

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

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**Licensing Actions**

Action	Effective From	Reason(s)	Approval
<div style="border: 1px solid black; padding: 2px;">           Close            Make in Error            Reactivate         </div>	00/00/0000	<a href="#">Reason(s):</a>	
	02/01/2023	Building remodel, Enforcement action	<a href="#">Approval History</a>

[Insert](#)

Options:  [Go](#)

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

5. 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

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**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](#)

- 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	<a href="#">Reason(s)</a> Building remodel completed, Enforcement action compliance	
Place on Hold	02/01/2023	Building remodel, Enforcement action	<a href="#">Approval History</a>

Options: Actions  
Approval

- 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 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	<a href="#">Approval History</a>
Place on Hold	02/01/2023	Building remodel, Enforcement action	<a href="#">Approval History</a>

Options:

- 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)

<b>Provider details:</b> Residential Care Center License status: Pending - Regular	<b>Provider address:</b> 200 Davison Ave Madison, WI 53701 (Dane County)	<b>Primary worker/licensor:</b> Cake, Caitlin C. (123) 456-7890 <a href="mailto:ccake@wisconsin.gov">ccake@wisconsin.gov</a>	<b>Actions:</b> <input type="button" value="Please select an action ▲"/>
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**Licenses**

- [Facility License](#)  
01/01/2022 - 12/31/2023      Regular      Active