

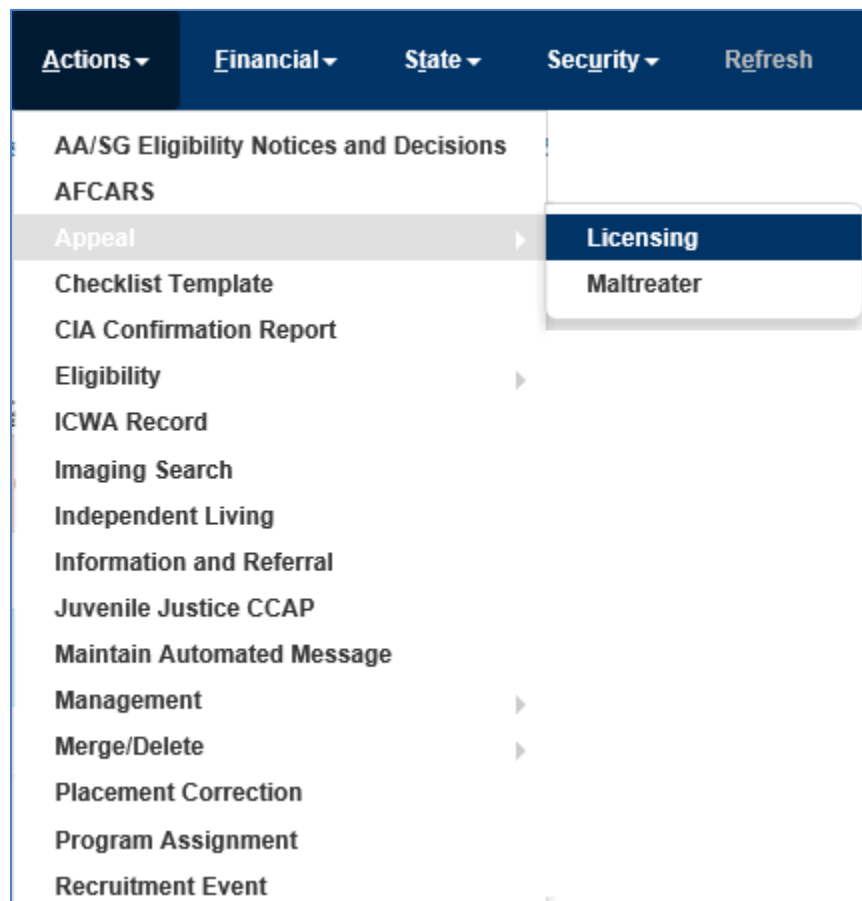
Provider Licensing Appeals

Note: An assignment to the provider record is not needed to document a provider's licensing appeal.

Note: If both foster parents appeal a licensing decision, a separate appeal needs to be documented for each foster parent.

After a foster home license has been denied, non-renewed, or revoked, an appeal can be documented using the provider licensing appeal process.

1. To begin the process of documenting an appeal of a license denial, non-renewal, or revocation, select Actions > Appeal > Licensing. This will launch the Licensing Appeal Record page.



2. Click the [Search](#) hyperlink on the Licensing Appeal Record page to initiate a person search.

The screenshot shows a web browser window with two tabs: 'eWiSACWIS' and 'Licensing Appeal Record'. The 'Licensing Appeal Record' page has a dark blue header with the 'eWiSACWIS' logo on the left and 'Resource', 'Print', and 'Help' links on the right. Below the header is a light blue section titled 'Person Information'. This section contains three input fields labeled 'Name:', 'DOB:', and 'SSN:', followed by a blue 'Search' button. Below the 'Person Information' section is another light blue section titled 'Appeal Record', which is currently empty. At the bottom right of the page, there are two buttons: 'Create' and 'Close'.

3. Search for the person needed to document the appeal. When search results are returned, select the radio button next to the person's name then click Continue.

The screenshot shows a web browser window with two tabs: 'eWISACWIS' and 'Licensing Appeal Record'. The 'Licensing Appeal Record' tab is active, displaying a 'Person Search' form. The form has a 'Search Criteria' section with fields for Last Name (Buckeye), First Name, Person ID, SSN, DOB (00/00/0000), Gender, Street, City, and ZIP Code. Below these fields are checkboxes for 'Incl. AKA', a 'Search Precision' slider set to 'High', and a 'Sort By' dropdown set to 'Alpha'. A 'Search' button is located to the right of the precision slider. Below the search criteria is a section titled 'Persons Returned' which lists three results: 'Buckeye, Belinda-lou (11289736)', 'Buckeye, Bernice (11289738)', and 'Buckeye, Bucky (11289594)'. The third result is selected with a radio button. At the bottom right of the page are buttons for 'Create', 'Continue', and 'Close'.

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: ☐ Low ☒ Med ☐ High Sort By:

Record 1 to 3 of 3

Persons Returned

- ☐ [Buckeye, Belinda-lou \(11289736 \)](#) Female 01/01/1961
- ☐ [Buckeye, Bernice \(11289738 \)](#) Female 03/04/1961
- ☒ [Buckeye, Bucky \(11289594 \)](#) 300 Prairie Oaks Dr, Verona Male 03/04/1961

Create Continue Close

- After a person is retrieved, the Licensing Appeal Record page will display all licensing decisions for all home provider records in which the person was a Parent 1, Parent 2, or Licensee and the decision made on the licensing record was denied, non-renewed, or revoked The Licensing Appeal Record page displays links to the Person Management page; the Licensing page for the home provider where the decision was made to deny, non-renew, or revoke the license; and the Home Provider page.

eWiSACWIS Licensing Appeal Record

Resource Print Help

Person Information

Name: [Buckeye, Bucky \(11289594\)](#) DOB: 01/10/1985 SSN: 999-99-9999 [Search](#)

Appeal Record

[Application Activity 01/02/2020](#) Provider: [Buckeye, Bucky \(8107531\)](#) Fond Du Lac

Application Activity	Provider	Fond Du Lac	Action
<input type="checkbox"/> Denied: 56.05(1)(a) 2. PERSONAL REQUIREMENTS AND BACKGROUND.			
Div. of Hearings and Appeals	09/07/2022	Upheld	Edit
Div. of Hearings and Appeals	06/04/2020	Made in Error	View
<input type="checkbox"/> Denied: 56.05(1)(c) 1. c. PERSONAL REQUIREMENTS AND BACKGROUND.			
Div. of Hearings and Appeals	06/04/2020	Made in Error	View

[Create](#) [Close](#)

5. Select the check box next to the licensing code citation for which the provider is appealing. Click the Create button.
Note: You can only work with one licensing citation (denial, revocation, or non-renewal) at a time. Once a citation is selected (appeal detail page created) , the licensing code citation checkbox(es) is disabled.
6. Clicking the Create button will launch the Licensing Appeal Details page. The Licensing Appeal Details page displays links to the Person Management and Home Provider pages.

Licensing Appeal Details

Resource Print Help

General Information

Person: [Buckeye, Bucky \(11289594\)](#) DOB: 01/10/1985 SSN: 999-99-9999

Provider: [Buckeye, Bucky \(8107531\)](#) Licensing Decision: Denied Licensing Decision Date: 01/02/2020

Appeal Information

Appeal Type: [Div. of Hearings and Appeals](#) Appeal Decision Date: 09/13/2022

[Circuit Court](#)

[Court of Appeals](#)

[Supreme Court](#)

Description

56.05(1)(a) 2. PERSONAL REQUIREMENTS AND BACKGROUND.

Appeal Status

Pending

[Add/Edit](#)

Comments

Imaging

Type	Date
Request for Appeal	09/13/2022

[Insert](#)

Options: [Go](#)

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

7. Select the type of appeal which occurred from the Appeal Type field.
8. Select the appropriate Appeal Status (result) for each licensing citation.
Note: When an Appeal status selection other than 'Pending' is chosen, the Appeal Decision Date field is required. An appeal record cannot be approved if at least one row is still in 'Pending' status.
9. Enter a date in the Appeal Decision Date field. Record the details of the appeal in the Comments narrative section. Click the Save button.
10. Click the Add/Edit button to launch the Appeal Selection page. Selections displayed on the Licensing Appeal Details record will be pre-selected on this page. Select the additional checkbox(es) needed for the appeal record.

Appeal Selection

Print Help

General Information

Person:

Buckeye, Bucky (11289594)

DOB:

01/10/1985

SSN:

999-99-9999

Provider:

Buckeye, Bucky (8107531)

Licensing Decision:

Denied

Licensing Decision Date:

01/02/2020

Denial, Non-Renewal, or Revocation Reason(s)

Select	Description
<input checked="" type="checkbox"/>	56.05(1)(a) 2. PERSONAL REQUIREMENTS AND BACKGROUND.
<input checked="" type="checkbox"/>	56.05(1)(c) 1. c. PERSONAL REQUIREMENTS AND BACKGROUND.
<input type="checkbox"/>	56.05(1)(c) 1. g. PERSONAL REQUIREMENTS AND BACKGROUND.

ContinueClose

11. Select the Continue button to return to the Licensing Appeal Details page.

eWISACWIS Licensing Appeal Record

Resource Print Help

Licensing Appeal Details

General Information

Person:

Buckeye, Bucky (11289594)

DOB:

01/10/1985

SSN:

999-99-9999

Provider:

Buckeye, Bucky (8107531)

Licensing Decision:

Denied

Licensing Decision Date:

01/02/2020

Appeal Information

Appeal Type:

Div. of Hearings and Appeals

Appeal Decision Date:

Description	Appeal Status
56.05(1)(a) 2. PERSONAL REQUIREMENTS AND BACKGROUND.	Pending

Add/Edit

Comments

Imaging

Type	Date
Request for Appeal	09/13/2022

Insert

Options: Go

SaveClose

12. To add an image document to the Licensing Appeal Details page, click the Insert button in the Imaging group box to launch the Imaging page.

The screenshot shows a web application window titled "Imaging". At the top right, there are links for "Resource", "Print", and "Help". The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Bucky Buckeye (8107531)
- Worker: Caitlin C. Cake

Image Details:

- Date of Document: 00/00/0000
- Effective To: 00/00/0000
- Category: Licensing Appeal
- Type: (dropdown menu)
- License: 01/02/2020 Denial
- File Name: (text field with a "Browse" button)
- Name: Bucky Buckeye
- Comments: (text area)
- Last Updated By: (text field)

At the bottom right of the "Image Details" section, there are "Delete" and "Create" buttons. At the very bottom right of the window, there are "Save" and "Close" buttons.

13. Enter a date in Date of Document and select a value from the Type field. Now add a file by clicking the Browse button and select the document to upload to the page.
14. If applicable, enter text in the Comments field. Click Save and Close to return to the Licensing Appeal Details page.
15. To approve the Licensing Appeal Details page, select Approval from the Options drop-down then click Go. On the Approval History page select the Approve radio button then click Continue. Save the Licensing Appeal Details page.

Licensing Appeal Details

Resource | Print | Help

General Information

Person: Buckeye, Bucky (11289594)	DOB: 01/10/1985	SSN: 999-99-9999
Provider: Buckeye, Bucky (8107531)	Licensing Decision: Revoked	Licensing Decision Date: 05/21/2021

Appeal Information

Appeal Type: Div. of Hearings and Appeals | Appeal Decision Date: 09/13/2022

Description	Appeal Status
56.05(1)(a) 2. PERSONAL REQUIREMENTS AND BACKGROUND.	Overturned

[Add/Edit](#)

Comments

Imaging

Type	Date
Order/Decision for Appeal	09/02/2022

Options: [Go](#)

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

- Click Close to return to the License Appeal Record page. Once a license appeal record has been approved, a [View](#) link to the record will display on the License Appeal Record page to launch the licensing appeal detail record in view only mode. For Appeal Records where an Appeal has yet to be created, the checkbox beside each row will be enabled allowing the appeal to be created.

eWiSACWIS
Licensing Appeal Record
+

eWiSACWIS
Resource
Print
Help

Person Information

Name: [Buckeye, Bucky \(11289594\)](#)
DOB: 01/10/1985
SSN: 999-99-9999
[Search](#)

Appeal Record

[Application Activity 01/02/2020](#)
Provider: [Buckeye, Bucky \(8107531\)](#)
Fond Du Lac

☐ **Denied:** 56.05(1)(a) 2. PERSONAL REQUIREMENTS AND BACKGROUND.

Div. of Hearings and Appeals
09/26/2022
Overturned
[View](#)

Div. of Hearings and Appeals
06/04/2020
Upheld
[View](#)

☐ **Denied:** 56.05(1)(c) 1. c. PERSONAL REQUIREMENTS AND BACKGROUND.

No appeals have been created for this denial.

Create
Close

Creating a Licensing Appeal Image from Create Provider Work

1. From the desktop, go to the Provider tab and click the [Create Provider Work](#) hyperlink or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.

Create Provider Work - Internet Explorer

eWiSACWIS Print Help

Create Provider Items

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

Providers

- Adesso, Anna (9221457)
- Ahrens, Rose (9221215)
- Amundson, Sherrv-Lynn (9221463)
- Antoniewicz, Katie (9221596)
- Balderaz, Christina (9221351)
- Barry, Kathleen (9222605)
- Batzler, Lois (9221693)
- Bennin, Sarah (9221456)
- Bing, Barbara (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

2. On the Imaging page, enter the Date of Document.

The screenshot shows a web browser window with two tabs: 'eWiSACWIS' and 'Imaging'. The 'Imaging' tab is active, displaying the 'eWiSACWIS' logo and navigation links for 'Print' and 'Help'. The main content area is titled 'Provider Details' and shows 'Provider: Bucky Buckeye (8107531)' and 'Worker: Caitlin C. Cake'. Below this is the 'Image Details' section, which contains the following fields and controls:

- Date of Document:** A text input field containing '09/19/2022'.
- Effective To:** A text input field containing '00/00/0000'.
- Category:** A text input field containing 'Licensing Appeal'.
- Type:** A dropdown menu with 'Order/Decision for Appeal' selected.
- License:** A dropdown menu with '09/28/2011 Revocation' selected.
- File Name:** A text input field containing 'IMG_prvd.JPG' with a 'View' link.
- Browse:** A blue button to upload a file.
- Name:** A dropdown menu with 'Buckeye, Bucky' selected.
- Comments:** A large text area for entering comments.
- Last Updated By:** A text input field.

At the bottom right of the form, there are two buttons: 'Delete' and 'Create'. At the very bottom of the page, there are two buttons: 'Save' and 'Close'.

3. Select a Type and make a selection from the License field.

4. Click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.

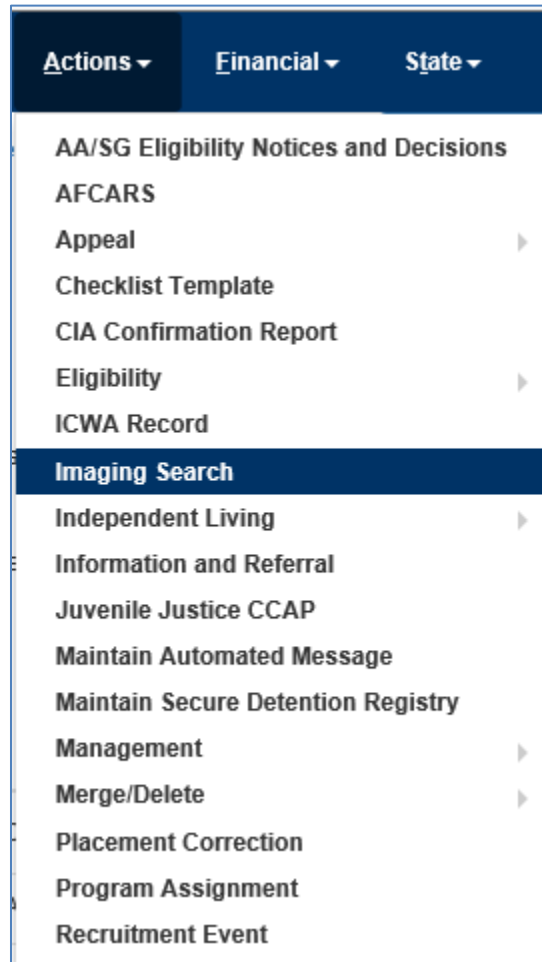
5. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.

6. Click Save and Close.

The saved image will display under the Licenses icon of the associated provider outliner.

Creating a Licensing Appeal Image from Imaging Search

1. From the desktop, select Actions > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.
3. On the Provider Search page, enter the Provider Name or Provider ID and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.
4. This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider based on the Start Date and End Date. To add a previously scanned document, select the Category of Licensing Appeal and select the Type of document. Click Create.

The screenshot shows the eWiSACWIS Imaging Search interface. At the top, there's a navigation bar with the eWiSACWIS logo and links for Resource, Print, and Help. Below this is the 'Search Criteria' section. It includes a 'Search by:' dropdown set to 'Provider', a 'Name:' field with 'Buckeye, Bucky (8107531)' and a 'Provider Search' link, 'Start Date:' (01/01/1970) and 'End Date:' (09/26/2022) fields, and two selection boxes. The 'Category:' box has 'Licensing Appeal' selected, and the 'Type:' box has 'Request for Appeal' selected. A 'Search' button is on the right. Below the search criteria is a 'Results' section which is currently empty. At the bottom right, there are 'Create' and 'Close' buttons, with the 'Create' button highlighted by a red rectangle.

5. On the Imaging page, enter the Date of Document.
6. If you did not select the Type on the Imaging Search page, select the Type. Make a selection from the License field. This list includes all instances denials, revocations, and non-renewals for the provider.

The screenshot shows a web browser window with two tabs: 'eWiSACWIS' and 'Imaging'. The 'Imaging' tab is active, displaying the 'eWiSACWIS' logo and navigation links (Print, Help). The page is divided into two main sections: 'Provider Details' and 'Image Details'.

Provider Details:

- Provider: Bucky Buckeye (8107531)
- Worker: Caitlin C. Cake

Image Details:

- Date of Document: 09/19/2022
- Effective To: 00/00/0000
- Category: Licensing Appeal
- Type: Order/Decision for Appeal (dropdown menu)
- License: 09/28/2011 Revocation (dropdown menu)
- File Name: IMG_prvd.JPG [View](#)
- Browse button
- Name: Buckeye, Bucky (dropdown menu)
- Comments: (text input field)
- Last Updated By: (text input field)
- Delete button
- Create button
- Save button
- Close button

7. To attach a previously scanned document, select the Browse button. Select the scanned file from the appropriate location/folder, click the Open button.
8. Prior to saving the Imaging page, you can view the document by selecting the [View](#) hyperlink next to the File Name.
9. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
10. When all required fields have been completed, click Save.
11. At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

Viewing the Appeals History

Once a pending or approved licensing appeal has been documented, an Appeals tab will display on the Licensing page.

1. Open the Licensing page for which the appeal record has been created from the desktop under the Providers expandable section.

The screenshot shows the eWiSACWIS web application interface. The top navigation bar includes the eWiSACWIS logo, a search bar, and user information for Caitlin C. Cake (Milwaukee County). Below the navigation bar is a tabbed interface with tabs for Home, Cases (376), Providers (288), Approvals (24), Access Reports (1), JCPC Referrals (0), Home Inquiries (0), and Quick Links. The Providers (288) tab is selected.

Under the Providers tab, there is a filter section with options for 'Date restricted' (checked) and 'Not approved/cancelled' (unchecked). The 'Providers: 288' count is displayed. There are buttons for 'Create provider work' and 'Create private provider'. A search bar contains the text 'buckeye'.

The provider details for 'Buckeye, Bucky (8107531)' are shown. The details include: Provider address: 300 Prairie Oaks Dr, Verona, WI 53593 (Dane County); Primary worker/licensor: Guerido, Angela M. (414) 292-4023, DCFewuat26@wisconsin.gov; License status: Not Licensed; Des: Milwaukee. There is an 'Actions' dropdown menu with the text 'Please select an action'.

Below the provider details is a section titled 'View provider information' with a list of tabs: Assignments, Basic, Home Inquiries, Members, Licenses, Members, Parent Agency, and Provider Services. The 'Licenses' tab is selected.

The 'Licenses' section shows a list of licenses. The 'Foster Care - DCF 56 (Appeal)' license is highlighted with a red box. The list includes the following information:

License	Start Date	End Date	Status	Denial Reason	Location
Application Activity (Appeal) - Foster Care	07/01/2011	07/08/2011	Approved	Denied	Milwaukee
Foster Care - DCF 56 (Appeal)	08/03/2011	09/28/2011	Approved	Revoked	Milwaukee
Multi-Purpose Home Study Report	11/12/2009				

2. Click the Appeals tab on the provider's license

eWiSACWIS

TM ⓘ Print 🖨️ Help ⓘ

Basic

Home: [Buckeye, Bucky \(8107531\)](#) Worker: Dan'i Daisy Designated County: Milwaukee

Completion Date: 08/05/2011 Status: Revoked

Licensing Agency: n/a conversion

Application Activity

License Information

Services

Appeals

Parent 1

Name: [Buckeye, Bucky \(11289594\)](#) License Status: Revoked

Description	Appeal Type	Appeal Decision Date	Appeal Status
56.05(1)(a) 3. PERSONAL REQUIREMENTS AND BACKGROUND.	Circuit Court		Pending
56.08(7)(a) 1. FIRE PROTECTION.	Div. of Hearings and Appeals	02/23/2018	Upheld

Imaging

Type	Date	Name
Request for Appeal	06/23/2020	Bucky, Buckeye (9225702)

Save

Close

- When a licensing appeal record exists, the licensing activity history on the License Activity tab of the Home Provider page will indicate that the licensing record is under appeal when Appeal displays next to the licensing record.

eWiSACWIS
Home Provider
+

eWiSACWIS
Resource
Print
Help

Basic

Name: Bucky Buckeye (8107531)
Open Date: 09/13/2022
Type: Foster Home
Status: Open

Lcns. Type: DMCPS
Lcns. Agency: DMCPS - CSSW
☐ Restricted Provider

Home
Members
Characteristics
Services
Training
License Activity
Closing History

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Initial	Adoption/Foster Care	08/01/2022	09/13/2022	Denied (Appeal)	09/13/2022

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
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Save
Close