

Creating and Maintaining a Private Provider

Note: Private Provider records for in and out of state group homes, residential care centers, child placing agencies, and shelters are created and maintained by State provider contacts. For all other private provider records and out of state facilities, send an email to CBCProject@wisconsin.gov to have the provider created. For out-of-state facilities please include the facility name, the license, the FEIN (Federal Employer Identification Number), and a contact for the facility. For all other private providers, include the name and address of the provider.

1. From the desktop, go up to the Provider tab and click on the [Create private provider](#) hyperlink. This will open the Private Provider page.



2. From the Type drop-down, select the applicable option. Select an option from the Lcns. Type drop-down and enter the Lcns. Agency. Depending upon the Type option chosen, there will be either a Provider Search or Person Search hyperlink. Click the associated search hyperlink.

A screenshot of the 'Private Provider' form in the eWiSACWIS system. The form is titled 'Private Provider - Internet Explorer' and features the eWiSACWIS logo. It is organized into several sections: 'Basic' information (Name, Open Date, Type: Other - Organization, Status: Pending, Lcns. Type, Lcns. Agency, Restricted Provider checkbox), 'Provider Information' (Name: Provider Search, County Use checkbox, Provider Name, C/O, Street, Apt, WI City, City, State, ZIP, Country, Phone, Ext, Fax, E-Mail, County of Residence, School District), and 'Additional Information' (Parent Agency: N/A, SSN, FEIN; Not For Profit Agency, Medical Provider, Co-Located checkboxes). At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

3. On the Provider Search page, enter the name of the provider and click Search. When the provider is not returned, click the Close button on the Validation Errors message. Then click the Close button on the Provider Search page to return the provider's name to the Private Provider page.

Note: If the provider is returned, then the provider record already exists. Select the radio button for the returned provider and click Continue. If the provider is not returned, click the Close button and return to the Private Provider page. The Name and Provider Name fields will pre-fill with the searched name.

Note: If the provider is an individual, the Person Search page will appear. If the person is returned, click the radio button for the person and click Continue. If the person is not returned, click the Create button to create the person.

The screenshot displays the 'Provider Search -- Webpage Dialog' window. The header includes the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', and 'Help'. The 'Search Criteria' section contains several input fields: 'Provider Name' (with 'Home' entered), 'First Name' (with 'Group' entered), 'Provider ID', 'Parent Agency ID', 'Provider Type' (a dropdown menu), 'Site #' (a dropdown menu), 'County' (a dropdown menu), and 'ZIP Code'. There are also checkboxes for 'Date Restricted' (checked) and 'View Not Approved/Cancelled', and a 'Search Precision' slider set to 'Med'. A 'Search' button is located to the right of the search criteria. Below the search criteria is a 'Providers Returned' section, which is currently empty. A 'Validation Errors -- Webpage Dialog' window is overlaid on the main search page, displaying the message: 'You must correct the following errors before proceeding:' followed by a bulleted list: 'No matching data found for the criteria specified.' The validation error window has 'Print' and 'Close' buttons. At the bottom right of the main search page, there are 'Continue' and 'Close' buttons.

- On the Private Provider page, add the address, phone, e-mail, county of residence, and School District information.
- In the Additional Information group box, add the SSN or FEIN, if applicable. Select the applicable checkboxes for nonprofit agency, medical provider, or a co-located facility (for detention and shelter facilities that are located in the same building).

Private Provider - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Name: Group Home Open Date: Type: Other - Organization Status: Pending
 Lcns. Type: Not Licensed Lcns. Agency: Not Licensed Restricted Provider

Provider Personnel Characteristics Services Closing History

Provider Information

Name: Group Home [Provider Search](#) County Use

Provider Name: Group Home

C/O: Person Business

Street: 123 Main St Apt: [Potential Address Matches](#)

WI City: Pittsville, 54466 City: Pittsville State: WI ZIP: 54466

Country: United States Phone: Ext: Fax:

E-Mail: County of Residence: Washburn

School District: Pittsville Sch Dist - 4368

Additional Information

Parent Agency:
 N/A SSN FEIN Not For Profit Agency Medical Provider Co-Located

County Provider ID

Options:

- The County Provider ID group box allows you to enter your internal provider number by selecting Insert. Enter your internal provider ID in the Provider ID field. The Check Display defaults the name of the provider but can be updated. The Delete hyperlink allows you to delete the county provider name and ID.
- The Contact Information group box is user entered. Enter any applicable information.

Contact Information					
	Name	Phone	Ext	Fax	E-Mail
Primary Contact:	<input type="text"/>				
Director:	<input type="text"/>				
Program Director:	<input type="text"/>				
Fiscal:	<input type="text"/>				

PIE Lead/Designee								
Name:	<input type="text"/>	Dept. Notified:	<input type="text" value="00/00/0000"/>	Begin:	<input type="text" value="00/00/0000"/>	End:	<input type="text" value="00/00/0000"/>	Delete
Login:	<input type="text"/>	Phone:	<input type="text"/>	Ext:	<input type="text"/>	E-Mail:	<input type="text"/>	
<input type="button" value="Insert"/>								

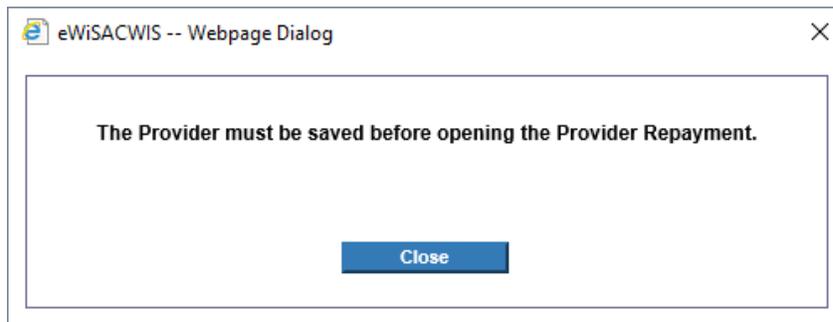
8. The PIE Lead/Designee is used by the Child Welfare Licensing Section to document information for child placing agencies, group homes, residential care centers, and shelters. The Electronic Funds Transfer expando is not available for county use at this time.

PIE Lead/Designee								
Name:	<input type="text"/>	Dept. Notified:	<input type="text" value="00/00/0000"/>	Begin:	<input type="text" value="00/00/0000"/>	End:	<input type="text" value="00/00/0000"/>	Delete
Login:	<input type="text"/>	Phone:	<input type="text"/>	Ext:	<input type="text"/>	E-Mail:	<input type="text"/>	
<input type="button" value="Insert"/>								

 Electronic Funds Transfer

EFT

9. Under the Options drop-down, you are able to maintain the Parent Agency History and Provider Repayment Method. Select Provider Repayment Method from the Options drop-down and click Go. If the provider record has not yet been saved, you will receive the following message:



The Provider Repayment Method is used to specify the method used to recoup any overpayments made to this provider. The Provider Repayment Method pop-up page appears. The county field is the county that is collecting an overpayment. Select from one of the three options for recovering the overpayment:

- Reduce by Individual Overpayments – This option indicates that the repayment method for this provider/county is being handled at the individual overpayment level.
- Reduce by All Overpayments – This option designates that the total of all overpayments made to this provider in this county should be removed from the provider’s next check from this county.
- Reduce Future Payments by... -- This option designates that the amount entered in the Monthly Amount field should be removed from the provider’s next check from this county.

Provider Repayment Method -- Webpage Dialog

eWISACWIS Spell Check A Help ?

County: Milwaukee

Maximum Estimated Reduction Amount: \$0.00

Repayment Method

Reduce by Individual Overpayments

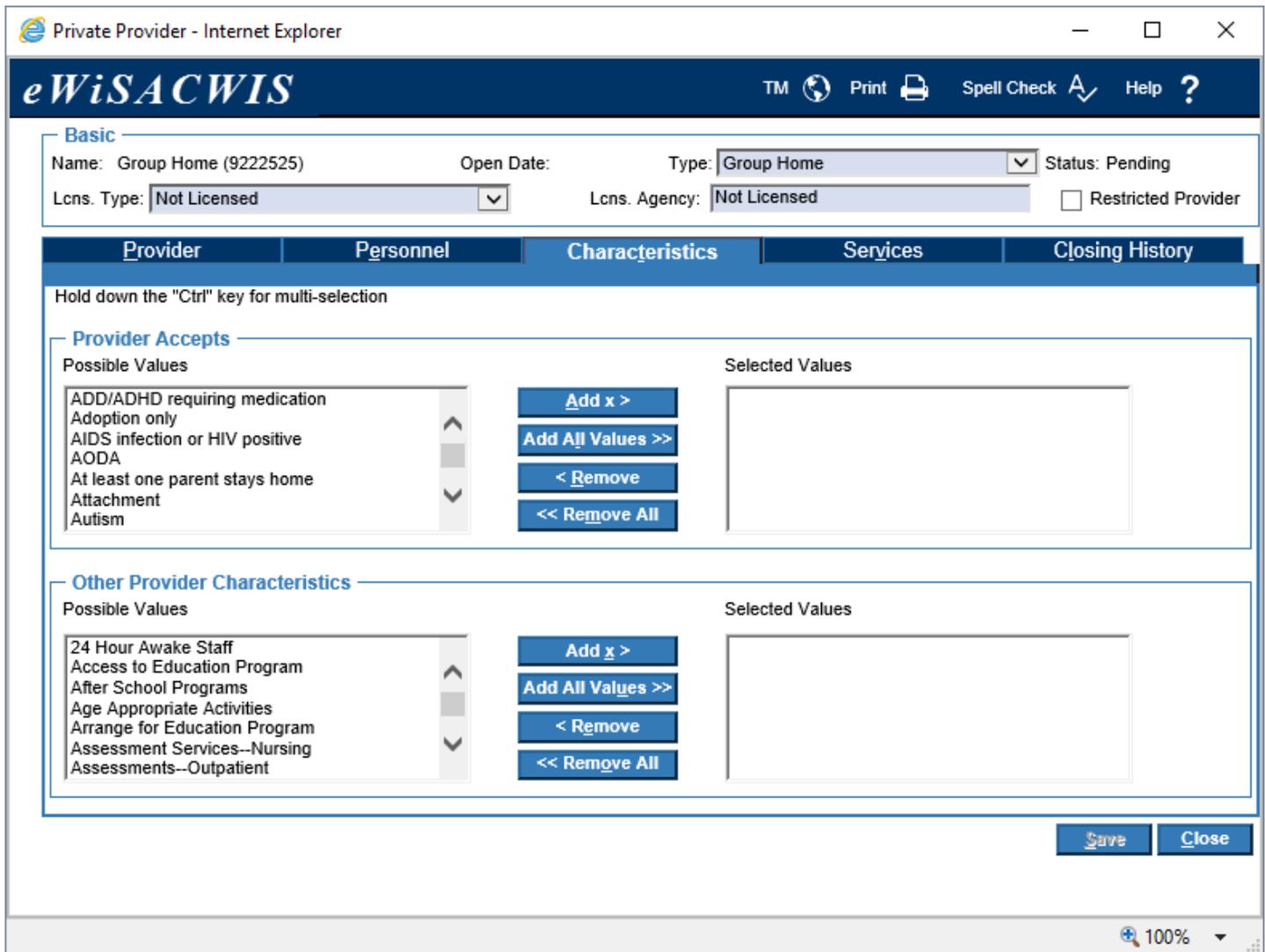
Reduce by All Overpayments

Reduce Future Payments by... Monthly Amount: \$0.00

Save Close

Click Save and Close to return to the Private Provider page.

10. The Background Checks tabs displays information for group homes, residential care centers, and shelters. This tab can be ignored as it is maintained by the Title IV-E Eligibility Unit.
11. The Characteristics tab allows you to record information that assists a worker when making placement decisions for a child. In the Family Accepts group box, you can select one or multiple values by using the CTRL key on the keyboard and selecting the Add button. This will move the selected values to the Selected Values Box. The same process is used to remove Selected Values and using the Remove button. Follow the same process for the Other Family Characteristics group box.



12. The Services tab maintains current information about the specific services offered by the provider.
- The Provider Preferences group box is user entered. The total of Males Preferred and Female Preferred cannot exceed the Total Bed Capacity. When the Total Bed Capacity is entered in the Provider Details group box, it will pre-fill the Males Preferred and Female Preferred fields. The Total Bed Capacity documents the number of children the provider is licensed to accept.
 - In the Provider Details group box, the Capacity documents the number of children the provider is licensed to accept, and the Placements and Reservations boxes are system entered.

Private Provider - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Name: Group Home (9222525) Open Date: Type: Group Home Status: Pending
 Lcns. Type: Not Licensed Lcns. Agency: Not Licensed Restricted Provider

Provider Personnel Characteristics Services Closing History

Provider Preferences

Max # of Placements Preferred: 0
 Males Preferred: 0
 Females Preferred: 0
 Age: From: 0 Through: 18

Provider Details

Total Bed Capacity: 0

	Male	Female	Total
Capacity:	0	0	0
Placements:	0	0	0
Reservations:	0	0	0
Vacancies:	0	0	0

Active Services

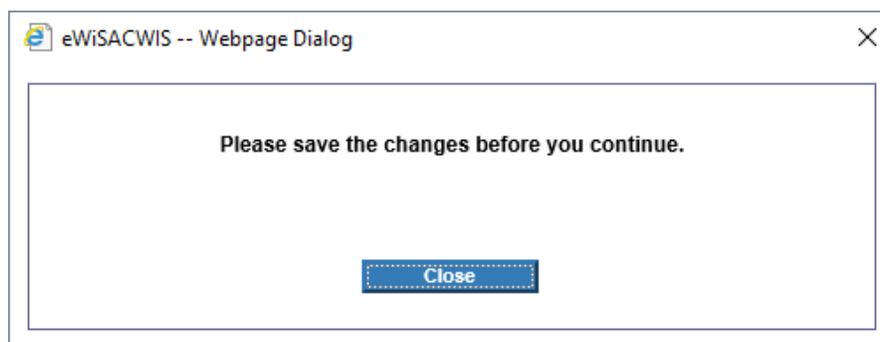
County: Milwaukee [Edit Services](#)

Category	Type	Status
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Save Close

100%

13. The Active Services group box shows active services for the provider. To add an unlicensed service, select the Edit Services hyperlink. This will open the Edit Services page. If you have not yet already saved, you will receive this message.



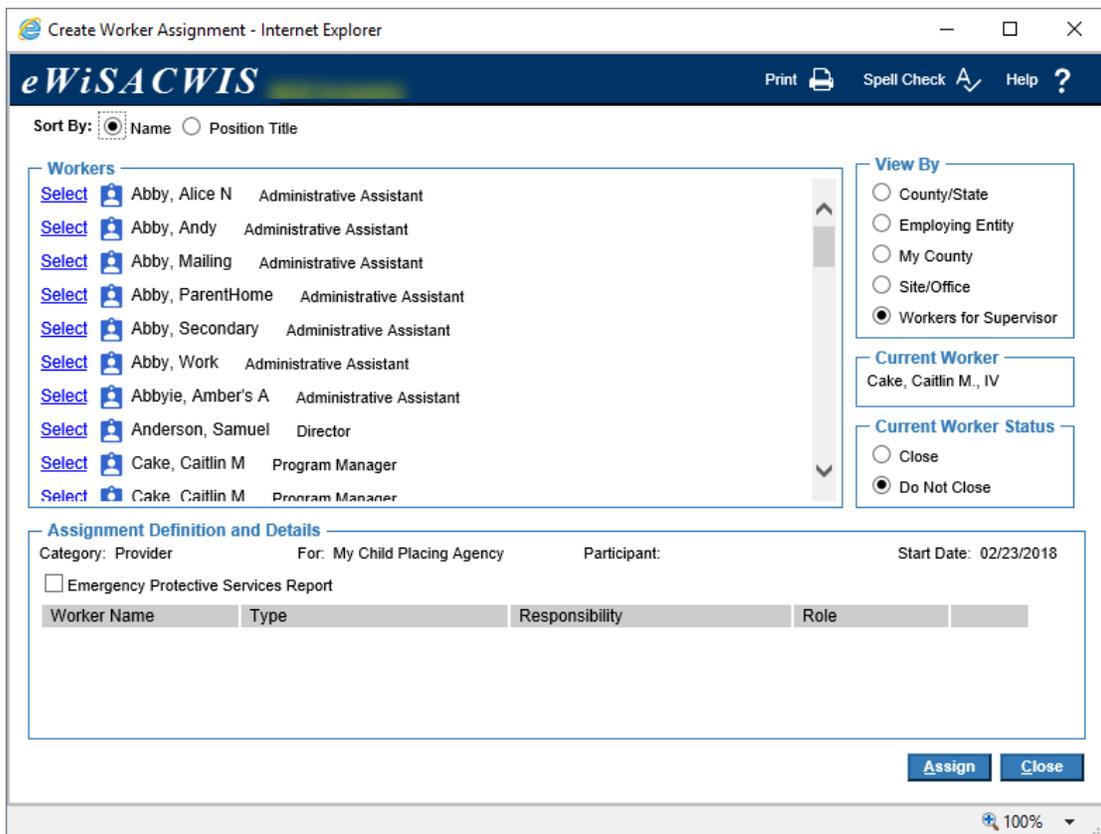
Click Close to the message and click Save on the Private Provider page.

On the Edit Services page, the Unlicensed Services group box contains the Category, Type and Status. Select the appropriate values from the drop-downs. Remember to change the Status to Active. The Delete hyperlink will allow the row to be deleted from the record. Click Save and Close.

14. If you have not saved already, you will be required to save the provider record before you can approve it. On the Private Provider page, click Save. A potential match of address will occur. You may or may not be presented with a Potential Address Matches page. If a provider (or person) record already exists that matches the address you added on the Provider tab, the Potential Address Matches page will appear.

On the Potential Address Matches page, you can continue to create the provider if the potential matches for this address do not match the provider you are creating. To do so, click the Close button. This will return you to the Private Provider page.

If there is a match of the provider you are trying to create, select the radio button next to the provider you wish to select and click Continue. If the provider record is open, you will be presented with the Create Worker Assignment page. If the provider record is closed, you will be presented with the Private Provider page. To reopen the closed provider, click Save on the Private Provider page.



15. To approve the provider record, click on the Provider tab and select approval from the Options drop-down and click Go. To On the Approval History page, click the Approve radio button and click Continue. Back on the Private Provider page, click the Save button.

16. The final tab is the Closing History tab. To close the provider record, click the Insert button in the Provider History group box. The Open Date will pre-fill based upon when the provider record was opened or reopened. The Closed Date will pre-fill when the closure has been accepted. The Reason drop-down is a user-selected field. The Completed checkbox allows the user to submit the provider for closure. If this checkbox is not checked, the provider record will remain open and the closure denial messages will not be validated. The Closed By field will pre-fill with the name of the worker who completed and saved the closure.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the eWiSACWIS logo and utility icons (TM, globe, Print, Spell Check, Help). Below this is a 'Basic' information section for a provider record:

- Name: My Child Placing Agency (9222265)
- Open Date: 02/23/2018
- Type: Child Placing Agency
- Status: Closed
- Lcns. Type: Not Licensed
- Lcns. Agency: Not Licensed
- Restricted Provider

Below the basic information is a tabbed interface with five tabs: Provider, Background Checks, Characteristics, Services, and Closing History. The Closing History tab is active, showing a 'Provider History' table:

Open Date	Closed Date	Reason	Completed	Closed By
02/23/2018	02/26/2018	Denied - Initial Application	<input checked="" type="checkbox"/>	Cake, Caitlin M., IV

Below the table is an 'Insert' button. Further down is a 'Closure Denial Messages' section, which is currently empty. At the bottom of the form is a 'Linked Providers' section, also empty. At the very bottom of the page are 'Save' and 'Close' buttons. The browser window title is 'Private Provider - Internet Explorer' and the zoom level is 100%.

17. If the provider is denied closure, see the Closure Denial Messages. Once all messages have been corrected, click the Completed checkbox and click Save. Verify there are no other denial messages. If the page has become frozen, the closure was successful. If the page is enabled, view the closure denial messages and fix the errors.

18. See the associated Closing a Provider Record User Guide for additional information.