

Change a Designated County

Note: Workers who are not from the Provider's designated county cannot edit the provider record.

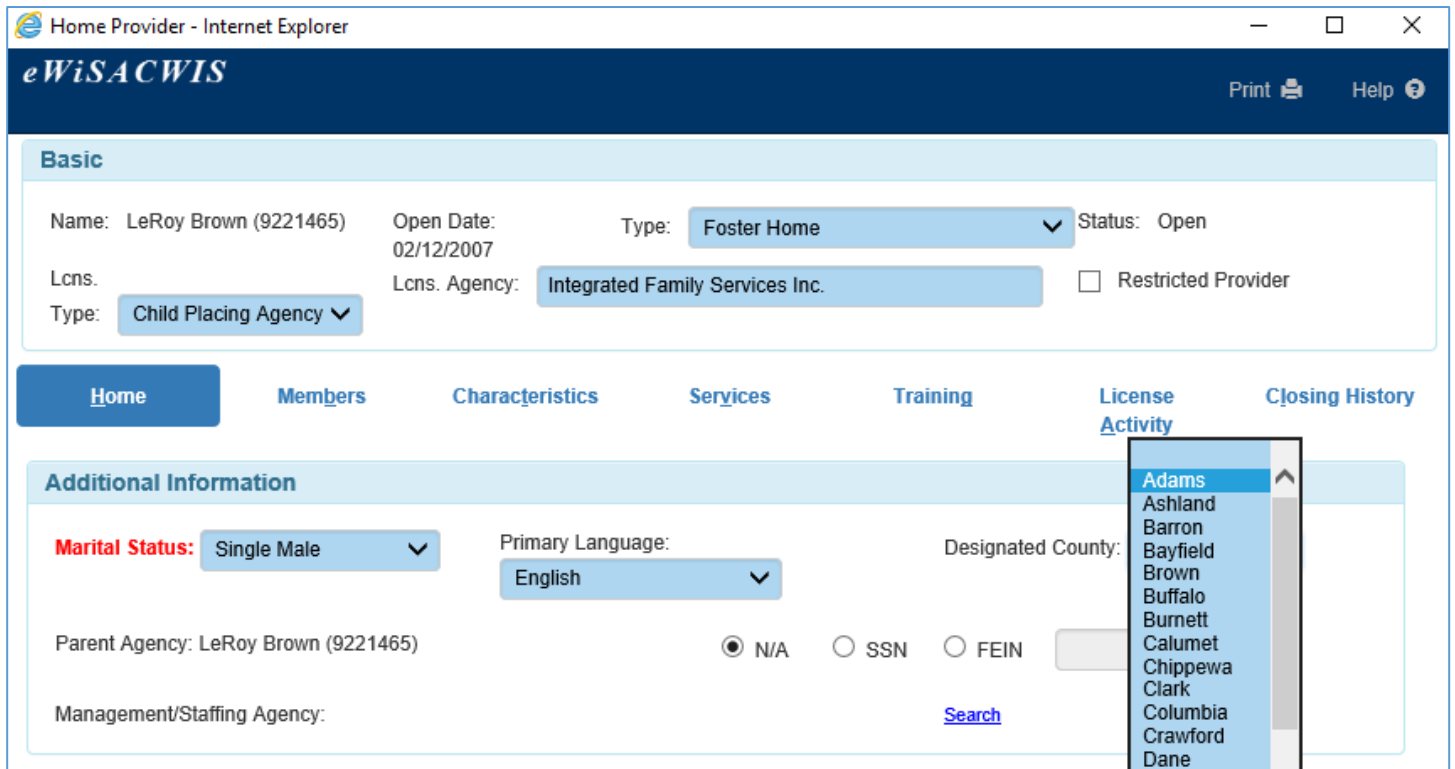
1. From the desktop, go to the Providers tab. Click on the name of the provider. This will open the Home Provider page.



The screenshot shows the eWiSACWIS interface. At the top is a navigation bar with tabs: Home, Cases (496), Providers (215), Workers (69), Approvals (1271), Access Reports (120), ICPC Referrals (12), YJ Referrals (2), Home Inquiries (31), and Quick Links. The Providers tab is selected. Below the navigation bar, the provider's name "Brown, LeRoy (9221465)" is displayed in red. Underneath, there are four sections: "Provider details:" (Foster Home Level 1, License status: Active-Regular, Des: Milwaukee), "Provider address:" (111 Street, Adell, WI 53001), "Primary worker/licensor:" (Cake, Caitlin C. (Supervisor), (123) 456-7890 Ext. 1234, chris.santoslang@wisconsin.gov), and "Actions:" (Please select an action). A "+ View provider information" button is at the bottom left.

2. On the Home Provider page, in the Additional Information group box, select the county from the Designated County drop-down. The county that holds the current license to this provider should be selected.

Note: For an out-of-state foster home, the Wisconsin county placing the child should be the designated county.



The screenshot shows the "Home Provider - Internet Explorer" window. The eWiSACWIS interface is displayed. The "Basic" section contains fields for Name (LeRoy Brown (9221465)), Open Date (02/12/2007), Type (Foster Home), Status (Open), Lcns. Type (Child Placing Agency), Lcns. Agency (Integrated Family Services Inc.), and a checkbox for Restricted Provider. Below this is a navigation bar with tabs: Home, Members, Characteristics, Services, Training, License Activity, and Closing History. The "Additional Information" section contains fields for Marital Status (Single Male), Primary Language (English), Designated County (a dropdown menu is open showing a list of Wisconsin counties: Adams, Ashland, Barron, Bayfield, Brown, Buffalo, Burnett, Calumet, Chippewa, Clark, Columbia, Crawford, Dane), Parent Agency (LeRoy Brown (9221465)), and Management/Staffing Agency. There are radio buttons for N/A, SSN, and FEIN, and a "Search" button.

3. Click Save. You will receive the following pop-up message:

Confirmation

The Designated County for the home provider has been changed. This will disable the provider record for your county. Is this correct?

4. Click Yes. This will freeze the Home Provider page. Click Close.