

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.

Brown, LeRoy (9221465)

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

Actions:
Please select an action

[+ View provider information](#)

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.

Home Provider - Internet Explorer

eWiSACWIS Print Help

Basic

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. Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Additional Information

Marital Status: Single Male Primary Language: English Designated County: [Dropdown Menu]

Parent Agency: LeRoy Brown (9221465) N/A SSN FEIN

Management/Staffing Agency: [Search](#)

Adams
Ashland
Barron
Bayfield
Brown
Buffalo
Burnett
Calumet
Chippewa
Clark
Columbia
Crawford
Dane

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.