


# Duplicate Provider Link

## Key Features:

- Provider Link functionality is designed to cleanup duplicate provider records in the system by linking duplicate provider records to one retained provider record.
- In order to link a duplicate provider record to a retained provider, the duplicate provider must have the Type of Duplicate and will no longer be editable.
- A key icon () is associated with a duplicate provider record once it has been identified as duplicate.
- When workers search for a duplicate provider record, the search results will redirect the worker to the retained provider record.
- Only workers in the designated county with Link Providers security and an assignment to that provider will be able to link foster home provider records.
- Placement history on the Permanency Plan will reflect one continuous placement once the providers have been linked and the placement dates are consecutive.
- Home Providers can be linked to Private Providers and vice versa. However, only certain non-adoption state employees will have the appropriate security to link duplicate Private Provider records to a retained provider record.
- Placements recorded with the duplicate provider will automatically be ended. Notifications are e-mailed to all workers with open assignments to the case informing them about the duplicate provider cleanup effort and the specific placements that are affected. The worker will then have a 14 day window of opportunity to manually close the placement with the duplicate provider and re-open it with the retained provider record. At the end of 14 days, the placement with the duplicate provider record will automatically be closed and another e-mail will be sent to the workers notifying them that the new placement must be re-opened with the retained provider record. This e-mail will provide specific instructions on what dates should be used for the re-opened placement.
- Foster Care Rates for all re-opened placements with the retained provider record will need to be recreated.

## Linking a Provider:

1. Identify which provider record is a duplicate - this is the record you will link to the Retained Provider record. Open the record by clicking the provider name hyperlink on your desktop.

<b>Owens, Kathleen (9221420)</b> Provider details: Foster Home Level 2 License status: Active-Regular Des: Vilas <a href="#">+ View provider information</a>	<b>Provider address:</b> 101 North Street, Apt. #303 Madison, WI 53702 (Dane County) (608) 555-4444	<b>Primary worker/licensor:</b> Cake, Caitlin M., III (123) 456-7890 Ext. 1234 <a href="mailto:caitlin.cake@wisconsin.gov">caitlin.cake@wisconsin.gov</a>	<b>Actions:</b> <a href="#">Please select an action ▼</a>
<b>Owens, Kathleen (20210)</b> Provider details: Foster Home License status: Not Licensed Des: Milwaukee <a href="#">+ View provider information</a>	<b>Provider address:</b> 531 Test Dr. Madison, WI 53702 (Dane County)	<b>Primary worker/licensor:</b> Cake, Caitlin M., III (Supervisor) (123) 456-7890 Ext. 1234 <a href="mailto:caitlin.cake@wisconsin.gov">caitlin.cake@wisconsin.gov</a>	<b>Actions:</b> <a href="#">Please select an action ▲</a>

2. For the duplicate provider record, select the Type value of 'Duplicate – Home.'

Home Provider - Internet Explorer

**eWiSACWIS** [Print](#) [Help](#)

**Basic**

Name: Home Provider (9221845) Open Date: 02/07/2014 Type: **Adoptive Home**  
**Duplicate - Home**  
Family Group Home  
Foster Home  
Kinship Care Home  
Respite or Unlicensed - Non-Relative  
Subsidized Guardianship  
Unlicensed - Relative

Status: Closed [Search](#)

Duplicate Provider - ☐ Send Reminder

☐ Restricted Provider

Completed Date:

[Home](#) [Members](#) [Characteristics](#) [Services](#) [Training](#) [License Activity](#) [Closing History](#)

**Provider History**

Open Date	Closed Date	Reason	Completed	Closed By
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[Insert](#)

[Closure Denial Messages](#)

**Linked Providers**

Open Date	Completed Date	Provider Name	Provider Number
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[Save](#) [Close](#)

Selecting the Type field as 'Duplicate - Home' will display a [Search](#) hyperlink next to the Status field. Click [Search](#) to search for the retained provider record you want to link the duplicate provider record to.

Home Provider - Internet Explorer

**eWiSACWIS** Print Help

**Basic**

Name: Home Provider (9221845) Open Date: 02/07/2014 Type: Duplicate - Home Status: Closed [Search](#)

Duplicate Provider - ☐ Send Reminder Reminder Date: ☐ Restricted Provider

☐ Completed Completed Date:

- On the Search page, enter the name or provider ID of the provider that this record should be linked to. Select the appropriate provider record by clicking the radio button. This should be the Retained Home Provider record. Click Continue.

**Note:** A provider cannot be linked to itself.

Provider Search Print Help

**Search Criteria**

Provider Name: First Name: Provider ID: 9221447

Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low Med High

Record 1 to 1 of 1

**Providers Returned**

☒ Provider, Home (9221447)  
Open Foster Home 12/07/2006 Cake, Caitlin C. (Supervisor) Oconto Des: Milwaukee License Status: Pending

Continue Close

4. The Home Provider page now indicates that this is a duplicate record and refers you to the retained provider name and ID. Also in the Basic group box are 'Send Reminder' and 'Completed' check boxes and dates.
  - a) The 'Send Reminder' check box will add the current date to the 'Reminder Date' field and on save, will set a 'Provider Link' tickler that will notify the worker completing the linking process 14 days prior to the ending of the placements. The 'Send Reminder' check box will notify all workers with open assignments to the case of the changes to create new placements as a result of the 'Provider Link' process. Upon notification the workers can either manually end the placements recorded with the duplicate provider or the system will automatically end the placements with the appropriate end dates upon clicking the Completed checkbox and saving the duplicate provider record.

Home Provider - Internet Explorer

**eWiSACWIS** Print Help

**Basic**

Name: Home Provider (9221845) Open Date: 02/07/2014 Type: Duplicate - Home Status: Closed [Search](#)

Duplicate Provider -

☒ Send Reminder Reminder Date: 06/23/2020 ☐ Restricted Provider

☒ Completed Completed Date: 06/23/2020

**Home** Members Characteristics Services Training License Activity Closing History

Street: 123 S. 66th St Apt:

City: Milwaukee State: WI Zip: 53214 County of Residence: Milwaukee Country: United States

Home: Ext: Work: Ext: Fax:

E-mail: School District: Abbotsford Sch Dist - 0007

**Additional Information**

**Marital Status:** Single Female **Primary Language:** English **Designated County:** Milwaukee

Parent Agency: Home Provider (9221845) ☒ N/A ☐ SSN ☐ FEIN

Management/Staffing Agency: [Search](#)

Options:

- b) The 'Completed' check box adds the current date to the 'Completed' date field and on save will:
  - The active licensed and unlicensed service types will be set to Inactive
  - If approved Out of Home Placements exist, end the placements; if pending Out of Home Placement/Services exist – 'Not Approve' the record with the person inactivating the duplicate provider
  - If pending Service Endings for Out of Home Placements/Services exist – approve the ending with the name of the person inactivating the duplicate provider
  - If an approved active license exists, end the license on the Additional Licensing Actions page

with the name of the person who is inactivating the duplicate provider; if a pending license exists, 'not approve' the license on the License Approval page with the name of the person who is inactivating the duplicate provider

- If an approved Foster Care Rate exists, end the FCR with the name of the person who is inactivating the duplicate provider; if a pending Foster Care Rate exists, 'not approve' the license with the name of the person who is inactivating the duplicate provider
- If an approved FCR exists with a pending FCR Ending – approve the ending FCR with the name of the person who is inactivating the duplicate provider; if an approved FCR exists with an approved FCR ending – approve the ending FCR with the name of the person who is inactivating the duplicate provider

5. After clicking 'Save' the following message will appear:

**Confirmation**



This will freeze the provider record and all provider services will be set to inactive. Once frozen you will not be able to reactivate the provider in the future. Do you wish to continue?

Yes

No

6. Select 'Yes.' This will freeze the record.

Home Provider - Internet Explorer

**eWiSACWIS** Print  Help 

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**Basic**

Name: Home Provider (9221845)    Open Date: 02/07/2014    Type: Duplicate - Home    Status: Closed    [Search](#)

Duplicate Provider -    ☒ Send Reminder    Reminder Date: 06/23/2020    ☐ Restricted Provider

Please use 'Home Provider'    Provider ID: 9221447    ☒ Completed    Completed Date: 06/23/2020

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**Home**    Members    Characteristics    Services    Training    License Activity    Closing History

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**Home Information**

**Parent 1:** Provider, Home    Parent 2:

C/O:

Street: 123 S. 66th St    Apt:

City: Milwaukee    State: WI    Zip: 53214    County of Residence: Milwaukee    Country: United States

Home:    Ext:    Work:    Ext:    Fax:

E-mail:    School District: Abbotsford Sch Dist - 0007

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**Additional Information**

**Marital Status:** Single Female    Primary Language:    Designated County: Milwaukee

Options:

7. A new row is inserted on the Closing History tab to identify that the provider record is closed.

Home Provider - Internet Explorer

**eWiSACWIS** Print  Help 

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**Basic**

Name: Home Provider (9221845)    Open Date: 02/07/2014    Type: Duplicate - Home    Status: Closed    [Search](#)

Duplicate Provider - ☒ Send Reminder    Reminder Date: 06/23/2020    ☐ Restricted Provider

Please use 'Home Provider'    Provider ID: 9221447    ☒ Completed    Completed Date: 06/23/2020


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[Home](#)    [Members](#)    [Characteristics](#)    [Services](#)    [Training](#)    [License Activity](#)    **[Closing History](#)**

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**Provider History**

Open Date	Closed Date	Reason	Completed	Closed By
02/07/2014	06/23/2020	Duplicate provider record	<input checked="" type="checkbox"/>	Cake, Caitlin C.

 [Insert](#)


 Closure Denial Messages

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**Linked Providers**

Open Date	Completed Date	Provider Name	Provider Number
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[Save](#)    [Close](#)

- When you search for the provider, you will see the key icon () is associated with the duplicate provider record.

**Worker**

Provider Name:	<input type="text" value="Provider"/>	First Name:	<input type="text" value="home"/>	Provider ID:	<input type="text"/>
Parent Agency ID:	<input type="text"/>	Provider Type:	<input type="text"/>	<input type="checkbox"/>	Search Providers of Parent Agency
Site #:	<input type="text"/>	County:	<input type="text"/>	ZIP Code:	<input type="text"/>

**Search Precision:**



Low Med High

Search

Record 1 to 2 of 2

[Provider, Home \(9221447\)](#)
[Actions](#)

Open Foster Home 12/07/2006 Cake, Caitlin C. (Supervisor) Oconto Des: Milwaukee License Status: Pending

[Provider, Home \(9221845\)](#)
[Actions](#)

Duplicate Provider: Please use [Home Provider \(9221447\)](#)