

Congregate Care Referral

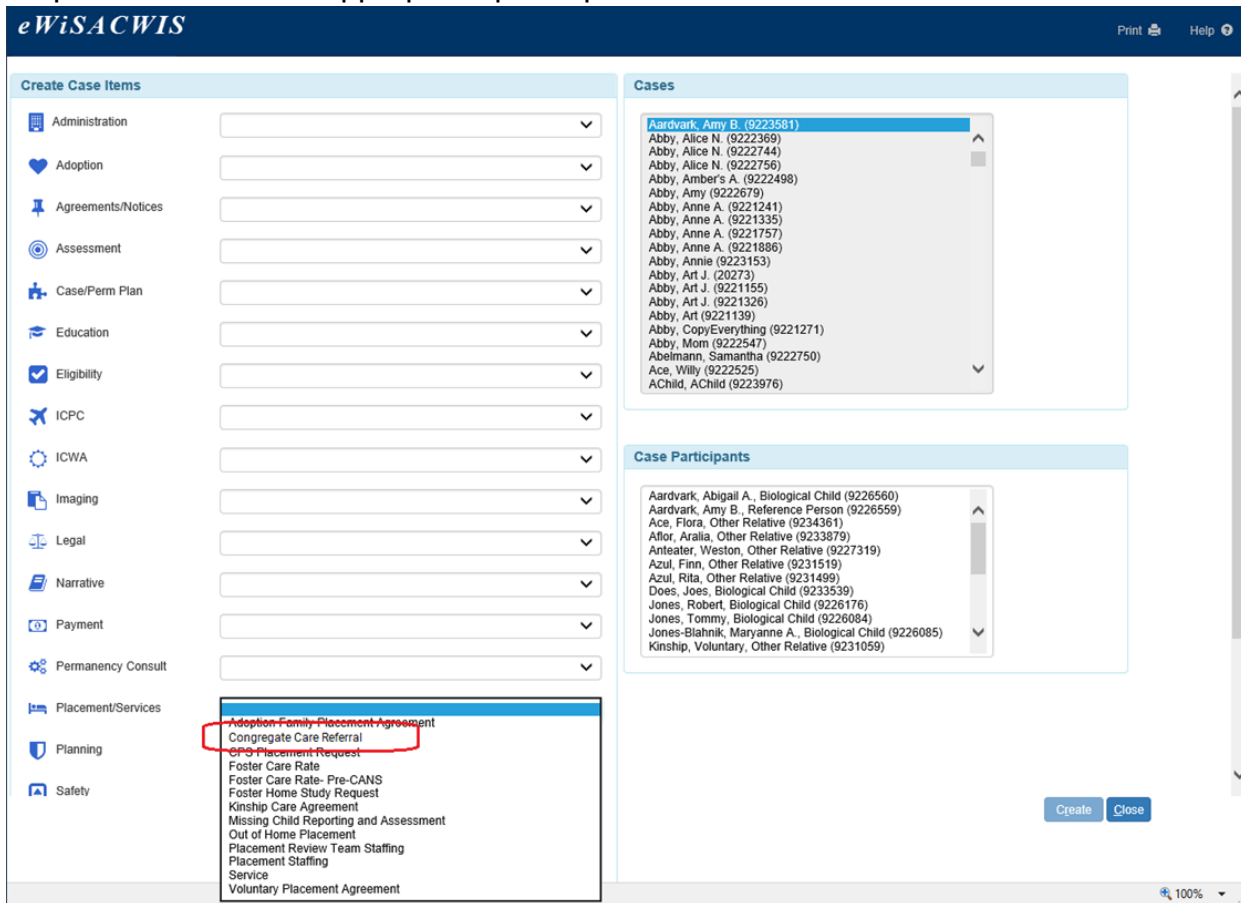
The Congregate Care Referral page allows child welfare professionals to submit referrals for placement in group care settings in eWiSACWIS and is sent to group care providers via the SYNC website (Supporting Youth and Children).

Note: To create a Congregate Care Referral, an assignment to the case is needed. Additional security is needed to create this piece of work.

1. From your desktop, select the cases tab. Click the Create case work hyperlink or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the eWiSACWIS logo and several menu items: Actions, Financial, State, Security, Help, Refresh, and Search. The user's name, Caitlin Cake, is displayed in the top right corner. Below the navigation bar, there are several tabs: Home, Cases (14), Providers (14), Workers (15), Approvals (17), Access Reports (0), JPC Referrals (0), YJ Referrals (0), and Home Inquiries (0). The 'Cases' tab is selected. The main content area is titled 'Cases' and includes a 'View by:' section with radio buttons for 'Case' (selected) and 'Participant'. There is also a 'Filter by:' section with checkboxes for 'Date restricted', 'Not approved/cancelled', and 'Multiselect'. A 'Cases: 14' indicator and a 'Create case work' button are visible. Below this, a case detail for 'Badger, Bucky, Sr. (8316816)' is shown, including case details, case address, and primary worker information. An 'Actions:' dropdown menu is open, showing options like 'Case Note Criteria Search', 'Create Assignment', 'Create Case Face Sheet', 'Create Case Note', 'Create Case Work' (highlighted), 'Create Meeting', 'Imaging Search', 'Print Case Record', and 'View Tasks'.

2. On the Create Case Work page, select Congregate Care Referral from the Placement/Services drop-down. Select the appropriate participant and click the Create button.



3. The Child/Youth Information tab is made up of several sections.

Referral: This box displays the target placement date (user entered field), reason for referral (user entered field), and radio buttons to indicate if the case is a media/restricted case and/or if the placement is undisclosed. Select the appropriate radio button if applicable.

Child Information: This box displays the demographic information of the child that the referral is created for. This information includes the chosen name, pronouns, race(s), birth date, primary language, secondary language, expecting youth, parenting youth, tribal affiliation, spiritual or religious affiliation, and preferred place of worship. This information prefills from the basic tab of the child's person management page. Click the Modify hyperlink to launch the Basic tab of the child's person management page in edit mode.

Basic					
Child/Youth:	Abby, Alex A. (9225927)	County:	Crawford	Referral Number:	8000260
Gender:	Male	Child Welfare Professional:	Supervisor Crawford	Supervisor:	Bryan Tatterson
Age at Referral:	21	Phone / Email:		Phone / Email:	(603) 673-2846 bryan@snail.com

Child/Youth Information	Documentation	Provider Matching
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Referral		
Target Placement Date:	<input type="text" value="00/00/0000"/>	<input type="checkbox"/> Media / Restricted Case <input type="checkbox"/> Undisclosed Placement
Reason for Referral:		
<div style="border: 1px solid #ccc; height: 40px;"></div>		

Child Information					
Chosen Name:	Alexandria	Pronouns:	He/Him/His	Race(s):	American Indian/Alaska Native
Birth Date:	08/05/2002	Primary Language:	English	Ethnicity:	Native American
Expecting Youth:	Yes	Secondary Language:	Italian	Tribal Affiliation:	Menominee - Member, Ho-Chunk - Eligible for membership, etc.
Modify					
Options:	<input type="text"/>	<input type="button" value="Go"/>	<input type="button" value="Save"/> <input type="button" value="Close"/>		

Placement History: This box displays the child’s placement history. There is a user selectable radio button to display the placement history for the current removal episode. There is another user selectable radio button to display the placement history for all removal episodes. Selecting this radio button will show the full placement history of the child. Default for both radio buttons is not selected. When selected, the begin date, end date, placement type, name of the out-of-home care provider, and the ending reason will display in a table format.

Select the radio button to indicate if the child has a history of going missing from care. When selected, a required narrative will display. Use the narrative box to describe the child’s history of missing from care.

Medical & Mental Health Information: This box displays the child’s medical and mental health information. This information includes the name, address, and phone numbers of the primary physician/clinic, the primary dentist/dental clinic, and the primary mental health provider. This box also includes a table displaying the insurance company/HMO information (phone number, policy number, group number, and subscriber), medication information (begin and end date, dosage/frequency, reason prescribed or discontinued, and notes/comments), allergy information, immunizations, and the health, behavioral, or mental health needs. This information prefills from the Medical/Mental Health tab of the child’s person management page. The health, behavioral, or

mental health needs information prefills from the Supplemental Mental Health tab of the child's person management page. Click the Modify hyperlink at the top of this box to launch the Medical/Mental Health tab of the child's person management page in edit mode.

Note: The medication will not display if the end date of the medication is a date that is more than 180 days (6 months) earlier than the system date.

The screenshot displays the eWiSACWIS interface for a child's profile. At the top, the 'Basic' tab is active, showing fields for Child/Youth (Alexandra A. [redacted]), Gender (Female), Age (10), County (Barron), Child Welfare Professional (Caillin C. Cake), Referral Number (1234567), Supervisor (Ella Eclair), and Phone/Email ((508) 442-1111 ewuat_6130321_@wi.gov). Below this are tabs for 'Child/Youth Information', 'Documentation', and 'Provider Matching'. The 'Placement History' section is expanded, showing a table with columns for Begin Date, End Date, Placement Type, Out-of-Home Care Provider, and End Reason. Two entries are listed: one from 06/02/2022 to Present at Madison Group Home, and another from 05/12/2012 to 01/09/2013 at Foster Home LOC3. A checkbox indicates the child has a history of going missing from care. The 'Medical & Mental Health Information' section lists primary providers (Doctor, Charles) and insurance details (ABC Insurer of USA, Policy Number ABC541258789, Group Number 8457862-22). At the bottom, there are 'Options' and 'Save'/'Close' buttons.

Basic

Child/Youth: [Abby, Alexandra A. \(022592\)](#) County: Barron Referral Number: 1234567
 Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Eta Eclair
 Age: 10 Phone / Email: (508) 442-1111 ewuat_6130321_@wi.gov Phone / Email: (508) 442-1111 ewuat_6130321_@wi.gov

Child/Youth Information

Documentation

Provider Matching

Medication	Begin Date	End Date	Dosage / Frequency	Reason Prescribed or Discontinued	Notes / Comments
Paxiquim	06/02/2022	10/02/2022	30mg / twice daily	For high anxiety	This also prefills from field of same name on the medication.
Selvelin	06/02/2022		as needed when flare-ups occur		

Allergy	Specify details, including reactions:
Animal - Dog	Breaks out in hives when near a tan or black barking dog.
Tree nuts	Cannot touch anything with peanuts

Is there an emergency protocol for exposure? Specify for each allergy.

This narrative pre-fills entirely from Medical/Mental Health tab on Person Management.

Health, Behavioral, or Mental Health Needs: Anxiety, Developmental Delay, Intellectual Disability, Learning Disability

Child has bed wetting or incontinence considerations.

Child has chronic physical, mental, or emotional needs as described below.

Options: Go

Save Close

100%

Basic

Child/Youth: [Abby, Alexandra A. \(022592\)](#) County: Barron Referral Number: 1234567
 Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Eta Eclair
 Age: 10 Phone / Email: (508) 442-1111 ewuat_6130321_@wi.gov Phone / Email: (508) 442-1111 ewuat_6130321_@wi.gov

Child/Youth Information

Documentation

Provider Matching

Child has chronic physical, mental, or emotional needs as described below.

This label and the narrative pre-fills entirely from Medical/Mental Health tab on Person Management. It is located just beneath the Health Insurance expando.

Child has had a hospitalization, surgery, emergency medical need, or significant illness in the last six months.

This label and the narrative pre-fills entirely from Medical/Mental Health tab on Person Management. It is located just beneath the Health Insurance expando.

Modify

Immunizations up to date: No

Is this person a danger to themselves or others? Yes No Undetermined

Suicidal risk? Yes No Undetermined

Other risk of self-harm? Yes No Undetermined

History of gang affiliation? Yes No Undetermined

Alcohol or drug use; use or abuse of household items or chemicals for other than intended purposes? Yes No Undetermined

History of human trafficking? Yes No Undetermined

History of sexual abuse? Yes No Undetermined

History of physical abuse? Yes No Undetermined

Describe any known triggers and coping strategies.

Options: Go

Save Close

100%

Parent/Caregiver Information: This box displays the parents/caregivers' names, chosen names, pronouns, parent type (mother/father, TPR, adoptive), birth date, language, address, phone number, and email address. This information prefills from the respective parent's person management page. Click the parents name hyperlink to launch the respective parent's person management in edit mode. Use the narrative text box to document any pertinent information regarding any the parents/caregivers.

The screenshot shows the eWiSACWIS interface. At the top, there is a header with the logo and navigation links. Below the header, there are three tabs: 'Child/Youth Information', 'Documentation', and 'Provider Matching'. The 'Parent/Caregiver Information' section is active and displays the following details:

Child/Youth:	Abby, Alexandra A. (9225972)	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Caitlin C. Cake	Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(508) 442-1111 ewuat_6130321_@wi.gov	Phone / Email:	(608) 442-1111 ewuat_6130321_@wi.gov

Below this, the 'Parent/Caregiver Information' section is expanded to show details for Parent 1:

Name - Parent 1:	Abby, Alice N.	Chosen Name:		Pronouns:	she / her	
Type:	Adoptive	Birth Date:	05/26/1985	Language:	English	
Address:	456 Maplewood Dr., Baraboo, WI 50707		Phone:	(321) 654-9878 Ext. 1111	Email:	alice@gmail.com
Name - Parent 2:	TPR					

There is a text box for documenting additional pertinent information about parents. Below this is the 'Sibling Information' section, which contains a table with columns for Name, Chosen Name, Pronouns, DOB, Age, Gender, and Relationship. A 'Modify' link is present at the end of the table. At the bottom of the section, there are 'Options', 'Go', 'Save', and 'Close' buttons.

Sibling Information: This box displays the sibling(s) name(s), chosen name, pronouns, birth date, age, gender, and relationship to the child the referral is being created for. This information prefills from the Additional tab of the child's person management page. Click Modify to launch the Additional tab of the child's person management page in edit mode. Use the narrative text box to document any pertinent information regarding any siblings.

Basic

Child/Youth: [Abby, Alexandra A. \(0221927\)](#) County: Barron Referral Number: 1234567
 Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Eta Eclair
 Age: 10 Phone / Email: (608) 442-1111 ewuat_6130321_@wi.gov Phone / Email: (608) 442-1111 ewuat_6130321_@wi.gov

Child/Youth Information

Documentation

Provider Matching

Sibling Information

[Modify](#)

Name	Chosen Name	Pronouns	DOB	Age	Gender	Relationship
Abby, Finn	Finn	he / him	05/05/2007	15	Male	Biological - Paternal Half Sibling
Doe, Jane	Janey		03/30/1962	Deceased	Female	Biological - Full Sibling
Brian Jones		he / him	05/05/2007	15	Male	Biological - Full Sibling

Document any pertinent information for siblings.

School Information

[Modify](#)

Options:

School Information: This box displays the current school, current grade, start date, individualized education plan (IEP) information current academic performance, before or after school activities, and transportation needs. This information prefills from the Education tab of the child’s person management page. The first fields in this box are static text while the latter fields are user selectable checkboxes and user editable narrative fields.

Basic

Child/Youth:	Abby, Alexandra A. (9225927)	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Caillin C. Cake	Supervisor:	Eta Eclair
Age:	10	Phone / Email:	(608) 442-1111 ewuat_6130321_@wi.gov	Phone / Email:	(608) 442-1111 ewuat_6130321_@wi.gov

Child/Youth Information

Documentation

Provider Matching

School Information

Current School:	James Madison High School, 1101 Higher Learning Dr., Oakville, WI 57454	Current Grade:	11	Start Date:	09/02/2022	Modify
Child has an Individualized Education Plan:	Yes					
Current academic performance including grade level, special achievements, and current educational difficulty(s).						
This narrative field prefills from the narrative with the same question on the Education tab of Person Management.						
Document any before or after school daycare or extracurricular activities.						
<input type="text"/>						
Document any transportation needs or concerns.						
<input type="text"/>						

Options:

- 4. The Documentation tab allows YJ/CPS Professionals to designate documents and images for sharing with a provider during the referral process. This tab also keeps a history of shared documents. The documents are displayed in a table with columns labeled Type, Date, and the Date Shared. Additionally, based on the type of the document for the row, the system displays either Imaging Search or the Document Search hyperlink. Click insert to upload the child/youth's documents. These documents will be shared with the provider along with the referral

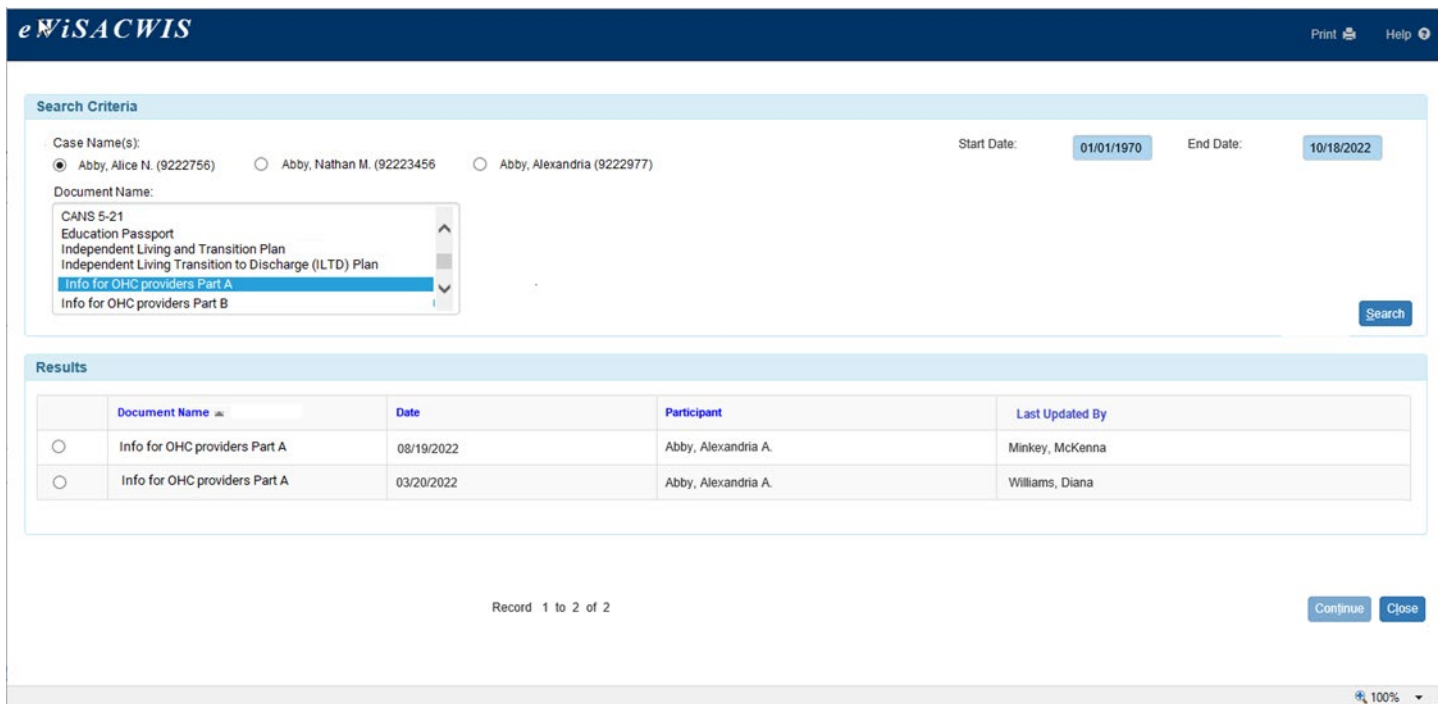
Referral			
Child/Youth:	Abby, Alexandra A. (9225927)	County:	Barron
Gender:	Female	Child Welfare Professional:	Caillin C. Cake
Age:	10	Phone / Email:	(508) 442-1111 ewuat_6130321_@wi.gov
Referral Number:	1234567	Supervisor:	Etta Eclair
Phone / Email:	(508) 442-1111 ewuat_6130321_@wi.gov		

[Child/Youth Information](#)
Documentation
[Provider Matching](#)

Type	Date	Date Shared		
CANS 5-21	03/19/2022		Document Search	Delete
Crisis Plan	03/20/2022	10/17/2022		
Family Interaction Plan	09/02/2022		Image Search	Delete
Independent Living and Transition Plan			Document Search	Delete
Independent Living and Transition to Discharge (ILTD) Plan			Document Search	Delete
<input type="text" value=""/>				Delete

Options:

- The Document Search (and Retrieval) page enables YJ/CPS Professionals to search for and select specific PDF files of eWiSACWIS documents for sharing with group care providers through SYNC. The start date and end date fields are required. The start date defaults to a date six months earlier than today's date. This cannot be a future date. The end date defaults to today's date and cannot be a future date or before the start date. Use the radio buttons next to each result to upload the selected document into the referral.



- The Provider Matching tab allows the user to retrieve providers with whom the referral will be shared. This tab also contains the functionality to share and withdraw the referral from the providers that have been selected. An important **note** is that to refer youth to group care facilities, a release of information is required. County users must attest to the release of information being obtained, prior to sending a referral.

At the time of determining which group care facility or facilities to refer youth, the county user can choose various providers that are already known to them or add new providers that are not already displayed on the screen. While county users can select multiple group care facilities for whom to send the referral, they should still exercise discretion in choosing which providers can best meet the child’s level of need. Once a referral is submitted, this screen will also display the results of the review by the group care facility.

Group care facilities will be able to add notes, via SYNC, to inform the county user of their provider response. Hover over the ‘More’ flare to display the provider response. Child welfare professionals can withdraw a referral after it’s shared with the provider. This removes access to the referral for that provider. After a referral is withdrawn, a resubmit referral link will display to enable the share referral checkbox and allow the child welfare professional to resubmit the referral to that provider.

The primary contact for the referral displays at the bottom of the Provider Matching tab.

Referral					
Child/Youth:	Abby, Alexandra A. (9225927)	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Caillin C. Cake	Supervisor:	Etta Eclair
Age:	10	Phone / Email:	(508) 442-1111 ewuat_6130321_@wi.gov	Phone / Email:	(508) 442-1111 ewuat_6130321_@wi.gov

[Child/Youth Information](#)
[Documentation](#)
[Provider Matching](#)

Selected Providers

Release of information has been confirmed by: Caillin C. Cake on 01/29/2023 Child's Assessed Level of Need (LON): 3

Congregate Care Provider	Share Referral	Date Shared	Provider Response	
Valley Youth & Family Programs (22519)	<input checked="" type="checkbox"/>	01/30/2023	Waitlisted - Potential admit date: 03/01/2023 More	Withdraw Referral
Northern Passage Riverside (5205733)	<input checked="" type="checkbox"/>	02/24/2023	Declined - not a fit with current residents More	Withdraw Referral
Big Room in Appleton (5254546)	<input checked="" type="checkbox"/>	02/24/2023	Referral withdrawn: 02/27/2023	Resubmit Referral
Children's Home of Green Bay (5412456)	<input checked="" type="checkbox"/>	02/24/2023	Accepted - Potential Admit Date: 02/25/2023 More	Withdraw Referral
Great Dane Group Home (648831)	<input type="checkbox"/>			Remove Provider

[Add](#)

Primary contact for this referral: Dan D. Daisey (508) 555-1234 ewuat_6130321_@wi.gov [Search](#) [Remove](#)

Options: [Go](#) [Save](#) [Close](#)

100%

7. There are multiple options to choose Selected Providers to share the Congregate Care Referral with Group Providers. The first option is using the Suggested Providers group box.
 - Below the Selected Providers group box on the page, there is a Suggested Providers group box with options. The Suggested Providers are an initial pool of potential providers suggested by the system based on providers who meet specific criteria that match the child or youth including Level of Need, Operational Vacancies, gender, and location relative to the Primary Residence of the Reference Person for the case. Three providers display at a time. The providers with the highest matching points will display. The county user can use the Select hyperlink to move the Suggested Providers into the Selected Providers group box to then share the referral with Group Care Providers. If a provider is selected, the Suggested Providers group box refreshes until all potential providers are exhausted.
 - There are 3 Match Criteria drop downs in the Suggested Providers group box. Users can select values from the Match Criteria drop downs to narrow down Suggested Providers for the child or youth needing placement. These values correspond to the Other Provider Characteristics and Target Groups that are associated with Private Providers. The Suggested Providers will update based on the Match Criteria selected. The Clear All button will remove any selections in the Match Criteria and reset the displayed Suggested Providers based on the algorithm.

Basic					
Child/Youth:	Smith, Joe L. (10301590)	County:	La Crosse	Referral Number:	8003840
Gender:	Male	Child Welfare Professional:	Cassandra Worker	Supervisor:	Ellis Supervisor
Age at Referral:	8	Phone / Email:	(608) 790-2718 axwat_10796707_@wi.gov	Phone / Email:	(608) 790-4109 axwat_8670318_@wi.gov

- Child/Youth Information
- Documentation
- Provider Matching**

Selected Providers

Release of information has been confirmed by: Child's Assessed Level of Need (LON): 4

Congregate Care Provider	Share Referral	Date Shared	Provider Response
ABC Group Home (8222225)	<input checked="" type="checkbox"/>	07/05/2023	Pending Withdraw Referral

5/6

Suggested Providers

Match Criteria: Match Criteria: Match Criteria: [Clear All](#)

Without a primary residence address for the Reference Person on the case, geographic radius is not being considered. Without a calculation for Child's Assessed Level of Need (LON), Residential Care Centers are not being considered.

- [Select](#) [Madison Group Home \(8221845\)](#)
Group Home 05/13/2014 Calk, Caitin C. Milwaukee License Status: Active
- [Select](#) [Goodness Group Home \(8222045\)](#)
Group Home 09/24/2014 Com, Corin C., Jr. Milwaukee License Status: Active
- [Select](#) [Private Provider Group Home \(8222105\)](#)
Group Home 05/13/2014 Calk, Caitin C. Milwaukee License Status: Active

Primary contact for this referral: Caitin C. Calk (123) 456-7890 ccalk@wisconsin.gov [Search](#)

Options: [Save](#) [Close](#)

8. If there is not a relevant CANS documented, Residential Care Centers will not be considered. If there are no Suggested Providers based on the minimum criteria for provider matching, the page will display instructions for sharing with additional providers.

eWiSACWIS Print Help

Basic

Child/Youth: Abby, Alex A. (9225627)	County: Crawford	Referral Number: 8000260
Gender: Male	Child Welfare Professional: Supervisor Crawford	Supervisor: Bryan Tatterson
Age at Referral: 21	Phone / Email:	Phone / Email: (603) 673-2846 bryan@snail.com

Child/Youth Information
Documentation
Provider Matching

Selected Providers

Release of information has been confirmed by: Caitlin C. Cake on 01/29/2024

Child's Assessed Level of Need (LON): No relevant CANS documented.

Congregate Care Provider	Share Referral	Date Shared	Provider Response	
ABC Shelter Care (9221825)	<input checked="" type="checkbox"/>	01/29/2024	Pending	Withdraw Referral
ABC Group Home (9222225)	<input checked="" type="checkbox"/>	01/29/2024	Pending	Withdraw Referral

[Add](#)

Suggested Providers

Match Criteria: Match Criteria: Match Criteria: [Clear All](#)

Without a calculation for Child's Assessed Level of Need (LON), Residential Care Centers are not being considered.
 There are no Suggested Providers based on minimum criteria for provider matching. If you need to search and share with additional Providers, please select Add button to select additional Providers or clear your Match Criteria selections.

Primary contact for this referral: Caitlin C. Cake (123) 456-7890 ccake@wisconsin.gov [Search](#)

Options: [Go](#) [Save](#) [Close](#)

9. The second option for selecting providers is through the Add button. Selecting the Add button on the page, launches the Geographic Placement Resource Page in OHC Placement mode to search and pull back SYNC providers to share in the Congregate Care Referral.
- The Geographic Placement Resource page will display with the Child Identifying Information prefilled from the child or youth identified from the Congregate Care Referral.
 - The addresses for the child or youth will also display.

Geographic Placement Resource - Last Updated: 02/07/2024 at 06:17 a.m.

- OHC Placement
- Disaster Preparedness
- [Locate Child](#)
- [Locate Provider](#)
- [Create Circle](#)
- [Map Legend](#)
- [Provider Report](#)
- [YoungStar Report](#)
- [Incorrect Address Report](#)

Filters
Info

Child Identifying Information [Child Search](#) [Clear](#)

Name: [Alex A. Abby \(9225927\)](#)

Age: 21 years, 6 months

Gender: Male

Race: American Indian/Alaska Native

Ethnicity: Native American

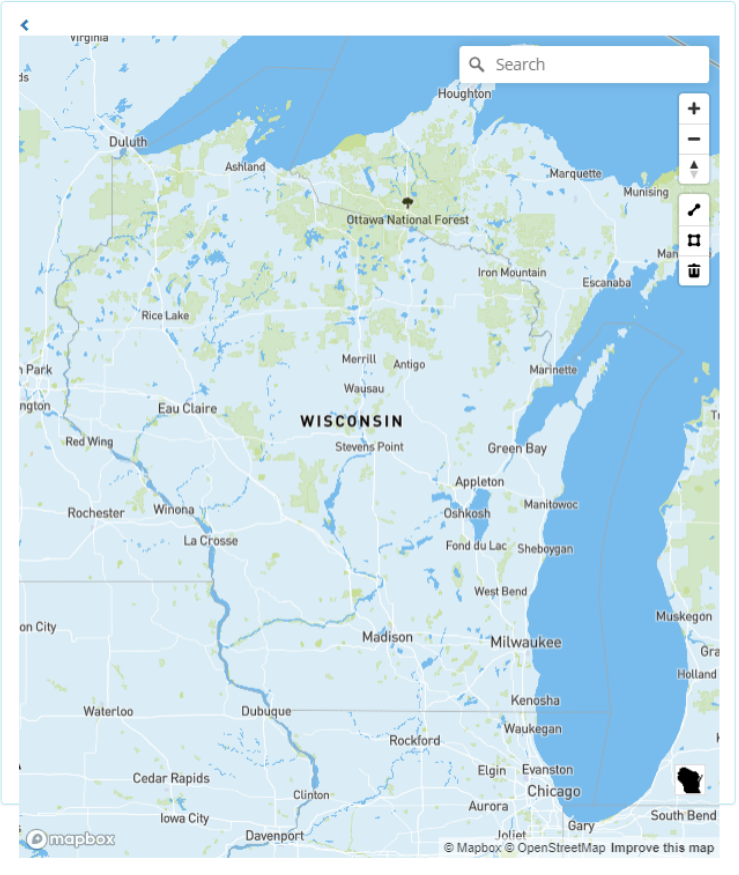
Grade: 6th

Level of Need: qualifying

CANS

Addresses

- Child's Removal Address:**
- Current Placement Address:**
7630 W Center St, Milwaukee, WI 53222
- Parent 1:** [Alice N. Abby \(700040\)](#)
456 session 456, Baraboo, WI 50707
- Parent 2:** [James Abby \(9228579\)](#)
473 Fairchild Street, Milwaukee, WI 53204
- Guardian 1:** [Bonnie Green \(9228580\)](#)
987 N. Hawk Road, Milwaukee, WI 53206
- Guardian 2:** [Magnus Green \(9224309\)](#)
C/O: C/O: Marlboro Man, 100 Lake Street, Madison, WI 53701
- Indian** [Uncle Wolverine \(9230436\)](#)
1981 Harbor Blvd, Ann Arbor, MI 61245
- Indian** [Maynard M. Duck \(9225458\)](#)
456 session 456, Baraboo, WI 50707
- Legal** [BooBoo Badger \(9228838\)](#)
456 session 456, Baraboo, WI 50707
- Legal** [Auntie Buckeye \(9231838\)](#)
Custodian 2:



- To update the map to display matching providers, navigate to the Show Providers group box. The user can select Provider Settings to better match Group Care Providers to the child or youth needing placement.

eWiSACWIS Print Help

Geographic Placement Resource - Last Updated: 02/07/2024 at 06:17 a.m.

OHC Placement
 Disaster Preparedness
 [Locate Child](#)
 [Locate Provider](#)
 [Create Circle](#)
 [Map Legend](#)
 [Provider Report](#)
 [YoungStar Report](#)
 [Incorrect Address Report](#)

Filters
Info

Child Identifying Information
[Child Search](#)
[Clear](#)

Name: [Alex A. Abby \(9225927\)](#)
 Age: 21 years, 6 months
 Gender: Male
 Race: American Indian/Alaska Native
 Ethnicity: Native American
 Grade: 6th
 Level of Need: No
 Need: qualifying CANS

[+](#) Addresses

[+](#) Area

[-](#) Show Providers

[Provider Settings](#) [Select](#)

Preferred Age:21
Accepting Males

[Provider Characteristics / CANS](#) [Select](#)

[Target Groups / Other Provider Characteristics](#) [Select](#)

[+](#) Schools

Milwaukee Public School Bus Regions

[+](#) YoungStar

© Mapbox © OpenStreetMap Improve this map

- To search for Group Care Providers, select the provider type. The Preferred Age will prefill with the selected child or youth's age from the Congregate Care Referral. Accepting Males or Accepting Females will be selected upon opening the page based on the gender of the child or youth. These checkboxes can be deselected, and the age can be changed if needed. A user can further drill down matches by selecting the Upcoming Vacancies box or the Operational Vacancies box. These boxes only became selectable when the Provider Type selected is Group Home, Group Home-QRTP, Residential Care Center, Residential Care Center-QRTP, or Shelter Care Facility.

Select Provider Settings
Print Help

Provider Settings - OHC Placement

Current Child Level of Need: No qualifying CANS Preferred Age 21 No Other Persons Receiving Care in the Home

Vacancies (greater than or equal to): 0 Accepting Females Accepting Males

Upcoming Vacancies Operational Vacancies

Provider Type	Foster Home Level of Care	Foster Home Licensing Agency
<input type="checkbox"/> Foster Home	<input type="checkbox"/> Level 1	<input checked="" type="checkbox"/> Child Placing Agency
<input checked="" type="checkbox"/> Group Home	<input type="checkbox"/> Level 2	<input checked="" type="checkbox"/> County
<input checked="" type="checkbox"/> Group Home - QRTP	<input type="checkbox"/> Level 3	<input checked="" type="checkbox"/> DMCPs
<input checked="" type="checkbox"/> Residential Care Center	<input type="checkbox"/> Level 4	<input checked="" type="checkbox"/> Public Adoptions
<input checked="" type="checkbox"/> Residential Care Center - QRTP	<input type="checkbox"/> Level 5	<input checked="" type="checkbox"/> Tribe
<input type="checkbox"/> Shelter Care Facility		



Continue
Close

- To update the map to display matching providers based on Target Groups or Provider Characteristics, navigate to the Show Providers group box and select the Select hyperlink.

- The user can select Target Groups/Other Provider Characteristics to better match Group Care Providers to the child or youth needing placement.

- Following the selections, select Continue to return to the Geographic Placement Resource page and select Update Map.

Geographic Placement Resource - Last Updated: 02/07/2024 at 06:17 a.m.

OHC Placement Disaster Preparedness [Locate Child](#)  [Locate Provider](#)  [Create Circle](#)

Filters Info

Child Identifying Information [Child Search](#) [Clear](#)

Name: [Alex A. Abby \(9225927\)](#)
Age: 21 years, 6 months
Gender: Male
Race: American Indian/Alaska Native
Ethnicity: Native American
Grade: 6th
Level of Need: No qualifying CANS

Addresses

Area

Show Providers

Provider Settings [Select](#)
Preferred Age : 21
Accepting Males
Accepting Females
Type
 Group Home
 Group Home - QRTP
 Residential Care Center
 Residential Care Center - QRTP

Provider Characteristics / CANS [Select](#)

Target Groups / Other Provider Characteristics [Select](#)
One or more of the following : Assessment Services--Nursing, Counseling
(Individual-Masters), 18-21 Yr-Olds (no more than 2 residents)

Schools

Milwaukee Public School Bus Regions

[Update Map](#) [Clear Filters](#)

- The Map will update displaying providers on the map who meet the criteria selected in the Show Providers group box. Selecting a provider on the map will display their information.

Geographic Placement Resource - Last Updated: 07/24/2023 at 01:17 p.m.

OHC Placement
 Disaster Preparedness
 [Locate Child](#)
 [Locate Provider](#)
 [Crgate Circle](#)
 [Map Legend](#)
 [Provider Report](#)
 [YoungStar Report](#)
 [Incorrect Address Report](#)

Filters | **Info**

Group Home

Wisconsin Group Home(20176)

Provider Name: Wisconsin Group Home
 Provider ID: 20176
 Provider Address: 341 23d Street, Adel, WI 53001
 Program Director Name:
 Program Director
 Phone Number and Extension:
 Provider Characteristics (0):
 Capacity: 10
 Number of Placements: 5
 Number of Vacancies: 5
 Number of Operational Vacancies: 4
 Upcoming Vacancies: Yes

Children Currently in Placement

Child ID	Age	Gender	Placing County	Placing Caseworker
9221608	19	Female	Milwaukee	Dani Daisy

- To select and bring providers back to share the referral on the Congregate Care Referral page, select the Provider Report button

Geographic Placement Resource - Last Updated: 07/24/2023 at 01:17 p.m.

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9221608	19	Female	Milwaukee	Dani Daisy

10. The last way to share a referral is with an individual provider through a search process. To select and share with an individual provider, the county user uses the Geographic Placement Resource page as well. Select the Add button on the Congregate Care Referral page. The user will be taken to the Geographic Placement Resource page.

- Select the Locate Provider button at the top of the page.

- The county user can search by provider name or ID. Selecting the radio button on the Providers Returned and the Continue button will bring back the individual provider to the Congregate Care Referral page where a county user can select the Share Referral checkbox to share with that specific provider.

Provider Search Print Help

Search Criteria

Provider Name: First Name: Provider ID:

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

Gino's Place LLC (8058458)
Open Group Home 05/24/2016 Marathon License Status: Active

11. Back on the Provider Matching tab, Congregate Care Providers will display based on selections using the navigations listed above. Responses from Providers will display in the Provider Response group box as providers review and respond to the referrals.

Provider Matching tab, showing the hover box when the user hovers over the 'More' flare.

Referral

Child/Youth: [Abby, Alexandria A. \(03/25/2012\)](#) County: Barron Referral Number: 1234567
 Gender: Female Child Welfare Professional: Caitlin C. Cake Supervisor: Etta Eclair
 Age: 10 Phone / Email: (508) 442-1111 ewuat_6130321_@wi.gov Phone / Email: (508) 442-1111 ewuat_6130321_@wi.gov

Child/Youth Information | Documentation | **Provider Matching**

Potential Matches

Release of information has been confirmed by: Caitlin C. Cake on 01/29/2023 Child's Assessed Level of Need (LON): 3

Congregate Care Provider	Share Referral	Date Shared	Provider Response	
Valley Youth & Family Programs (22519)	<input checked="" type="checkbox"/>	01/30/2023	Waitlisted - Potential admit date: 03/01/202	
Northem Passage Riverside (5205733)	<input checked="" type="checkbox"/>	02/24/2023	Declined - not a fit with current residents	
Big Room in Appleton (5254546)	<input checked="" type="checkbox"/>	02/24/2023	Referral withdrawn: 02/27/2023	Resubmit Referral
Children's Home of Green Bay (5412456)	<input checked="" type="checkbox"/>	02/24/2023	Accepted - Potential Admit Date: 02/25/2023 More	Withdraw Referral
Great Dane Group Home (648831)	<input type="checkbox"/>			Remove Provider

[Add](#)

Primary contact for this referral: Dan D. Daisey (508) 555-1234 ewuat_6130321_@wi.gov [Search](#) [Remove](#)

Options: [Go](#) [Save](#) [Close](#)

100%

12. Finalize and freeze the referral by indicating the provider with whom the child has been placed and the date that the placement began.

Finalize Referral

Referral Finalization

Alexandria Abby has been placed with the following provider:

<input type="radio"/>	Valley Youth & Family Programs (22519)
<input type="radio"/>	Northern Passage Riverside (5205733)
<input type="radio"/>	Big Room in Appleton (5254546)
<input type="radio"/>	Children's Home of Green Bay (5412456)
<input type="radio"/>	Other: XYZ Home for Boys (5745869) Search Remove

Placement begin date:

13. Withdraw the referral to withdraw and remove access to the referral for all the providers that it has been shared with. This should occur when the placement is no longer needed. Select the reason why the referral for the child is being withdrawn. Upon successful save of the page the Provider Response on the corresponding Congregate Care Referral page will be set to 'Referral withdrawn: [DATE]' for all providers shown.

Withdraw Referral

Withdraw Referral

Reason why the referral for Alexandria Abby is being withdrawn:

Other reason referral is being withdrawn:

14. After a referral is submitted via SYNC and the child is placed with a group care provider the child welfare professional can share documents with the group care provider from the Out-of-Home Placement page. Click the Options drop-down and select Share Documents with SYNC. Click Go to launch the Document Sharing page.

The screenshot shows the eWiSACWIS interface. At the top, the logo 'eWiSACWIS' is on the left, and 'Print' and 'Help' icons are on the right. Below the header is a 'Child' section with fields for 'Child: Sample, Sally (9231421)', 'Case Name: Aardvark, Amy B. (9223581)', and 'Request Number:'. The main area is titled 'Placement Information' and is divided into three columns: 'Service', 'Provider', and 'ICWA'. The 'Service' column contains fields for 'County: Milwaukee', 'Removed From Home: 01/01/2020', 'Placement Begin: 07/01/2021', 'Placement End: 07/01/2021', and 'VPA/VTILA Effective: 00/00/0000'. The 'Provider' column contains 'Service Category: GH - Bellas', 'Service Type: Bella's (GH)', 'Placement Setting: Group Home', 'Child's Level of Need:', 'Provider's Level of Care: Group Home', 'Child Specific Costs: N/A', 'Historic Basic Rate: \$100.00 per day', 'Supplemental Costs: \$0.00', 'Exceptional Costs: \$0.00', and 'Administrative Costs: \$0.00'. The 'ICWA' column is currently empty. At the bottom left, there is an 'Options:' dropdown menu with a 'Go' button. The dropdown menu is open, showing a list of actions: 'Actions', 'Approval', 'Placement Ending', 'Regenerate Payment', and 'Share Documents with SYNC'. The 'Share Documents with SYNC' option is highlighted with a red box. At the bottom right, there are 'Save' and 'Close' buttons. The page footer shows '100%' zoom level.

From the Document Sharing page, the child welfare professional can search for and select documentation for sharing with group care providers through SYNC. Select the document type using the dropdowns. Click Document Search to launch the Document Search page. Click Share Document hyperlink to share the document with the group care provider.

The screenshot shows the 'Documentation' section of the eWiSACWIS interface. It features a table with columns for 'Type', 'Date', and 'Date Shared'. Each row represents a document type with associated search and share links. The interface includes a header with the 'eWiSACWIS' logo and navigation options like 'Print' and 'Help'. At the bottom, there are 'Save' and 'Close' buttons, and a zoom level indicator set to 100%.

Type	Date	Date Shared			
CANS 5 to 21	08/06/2022		Document Search	Share Document	Delete
Info for OHC providers Part A			Document Search		Delete
Permanency Plan	10/26/2022	12/20/2022			
Original Disposition Report to Court	05/07/2022		Imaging Search	Share Document	Delete
					Delete

Buttons: [Insert](#), [Save](#), [Close](#)

Zoom: 100%

The Congregate Care Referral is housed under the Placements drop down on both the Case and Provider tabs. The referrals are child-specific and display under each case the child has been a participant of. The Congregate Rare Referral work appears under Placements on both Cases and Providers tab. The Congregate Care Referrals can be either Active or Historic.

All active referrals are displayed under Active Placement Referrals section. An active referral is a referral that has not been either Finalized or Withdrawn. All historic referrals are displayed under the Historic Placement Referrals. Historic referrals have statuses of Withdrawn and Finalized. Both Active and Historic referrals are displayed sorted by date created (descending), Child name (ascending).

When a Congregate Care Referral is displayed under the Case, the referral displays a plus toggle for each Congregate Care Referral.

Congregate Care Referral - Providers Tab View

Madison RCC (9221219)

Provider details:
Residential Care Center
License status: Pending Continuation - Regular

Provider address:
200 Davison Ave
Madison, WI 53701 (Dane County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
Please select an action

View provider information

- Assignments
- Licenses
- Provider
- Basic
- Parent Agency
- Provider Services
- Characteristics
- Payment Requests
- Services
- Checks
- Placements

Placements

Placement Type	Referral Title	Date	Worker	Status	Location
Open Placements	Madison RCC - 30 Day Clinical Assessment (RCC)	12/10/2020	Watson, Emily	Approved	Milwaukee
	Madison RCC - RCC - CHPS	01/10/2007	Spooning, Sister	Approved	Milwaukee
	Madison RCC - RCC - CHPS	08/02/2006	Fruit, Felipe U.	Approved	Milwaukee
	Madison RCC - RCC - CHPS	10/10/2005	Addington, Roger	Approved	Milwaukee
Closed Placements	Madison RCC - RCC - CHPS	09/15/2005 - 10/10/2005	Addington, Amanda	Pending Closure - Agency Requested Change	Milwaukee
	Madison RCC - 30 Day Clinical Assessment (RCC)	01/01/2020 - 01/01/2020	Azul, Rita	Closed - Made in Error	Milwaukee
	Madison RCC - 30 Day Clinical Assessment (RCC)	10/16/2018 - 06/14/2021	Flintstone, Zakey	Closed - Agency Requested Change	Milwaukee
Active Placement Referrals	Congregate Care Referral	06/30/2022	Apple, Honeycrisp	Pending	Milwaukee
Historic Placement Referrals	Congregate Care Referral	10/08/2021	Apple, Honeycrisp	Declined	Milwaukee

Congregate Care Referral - Cases Tab View

Placements					
+ Images (4)					
Open Placements					
Rollins, Rosie - Foster Home (Level 2+)	03/04/2020	Apple, Green	Approved	Dodge	
Closed Placements					
Sweet, Kimmy - Foster Home (Level 2+)	03/02/2020 - 03/03/2020	Apple, Green	Closed - Provider Requested Change	Dodge	
Active Placement Referrals					
- Congregate Care Referral					
Tree Swing Youth & Family (22519)	06/30/2022	Apple, Honeycrisp	Decision(s) Made	Milwaukee	
Southwest Passage Rio (5205733)	07/10/2022		Pending Accepted		
Historic Placement Referrals					
+ Congregate Care Referral					
	10/08/2021	Apple, Honeycrisp	Finalized	Milwaukee	
+ Congregate Care Referral					
	01/11/2021	Apple, Jonathan I.	Withdrawn	Milwaukee	