# Creating an Out of Home Placement

Note: To create an Out of Home Placement, an assignment to the case is needed.

1. From your desktop, go to the Cases tab and click the Create case work hyperlink ⊙ Create case work or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

2. On the Create Case Work page, select Out of Home Placement from the Placement/Services drop-down. Select the Case and the Case Participant that is being placed in the Out of Home Placement. Click the Create button. This will open the Out of Home Placement page.
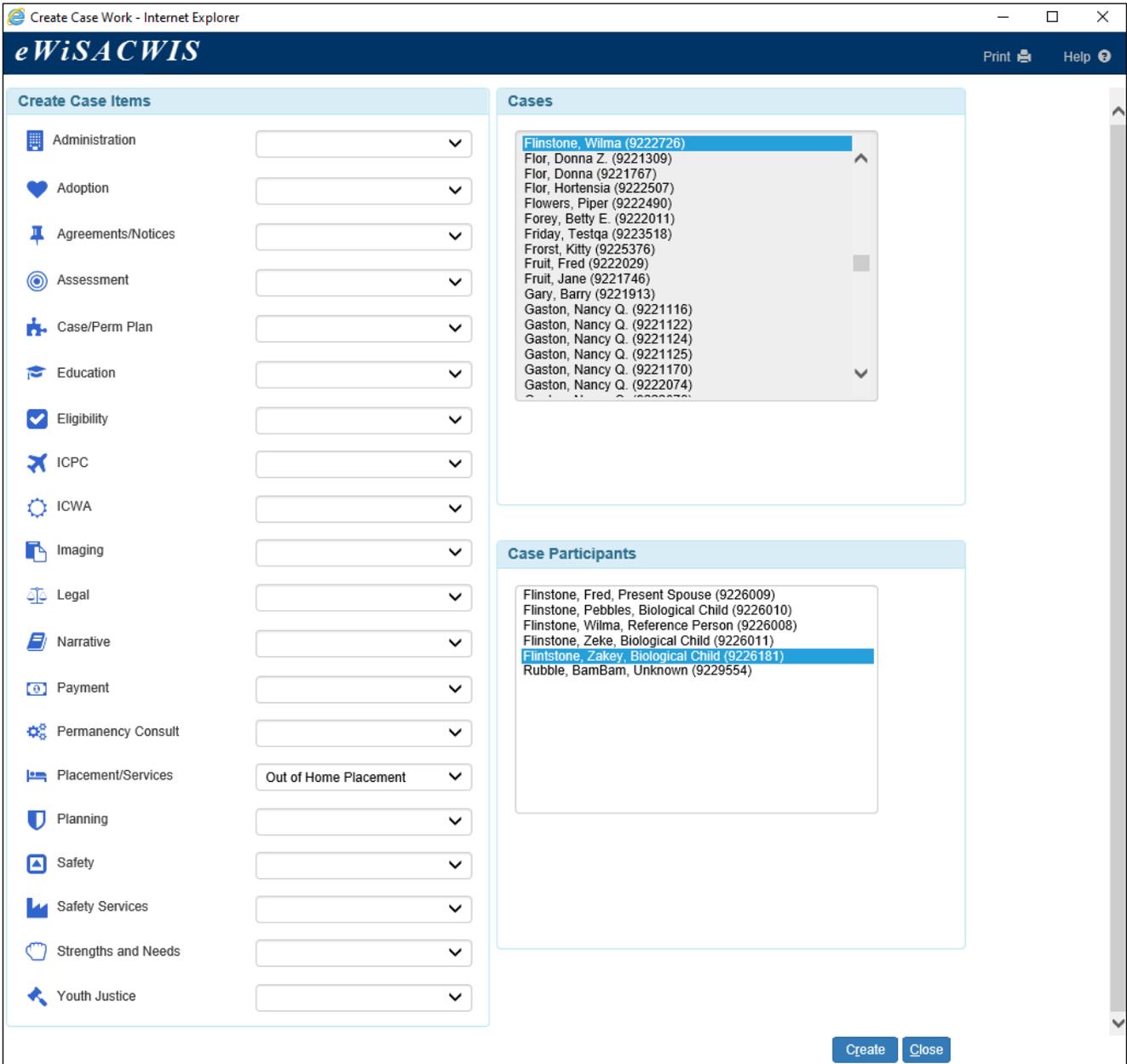
3. If the Adoption and Guardianship History sections have not been verified on the child's Person Management page, or if it has been at least two years since they were verified, the Adoption/Guardianship Information page will appear. Change the value in the drop-down fields from "Not Determined" to "No," "Yes," or "Unable to Determine," and click Continue.


4. On the Service tab of the Out of Home Placement page, enter the applicable data values. The County field will pre-fill with your county.

Note: If the child has an open Safe at Home address on the Address tab of the Person Management page, the Safe at Home visual indicator displays in the Child section.

5. Enter the Removed From Home date.

Note: If you right-click any date field, a calendar appears, allowing you to choose a date.

6. eWiSACWIS will automatically enter the Removed From Home date into the Placement Begin field. You may edit this date if needed.

> **Confirmation**
>
> The Placement Begin is defaulted to the Removed From Home date. Please change as appropriate.
>
> [Close]
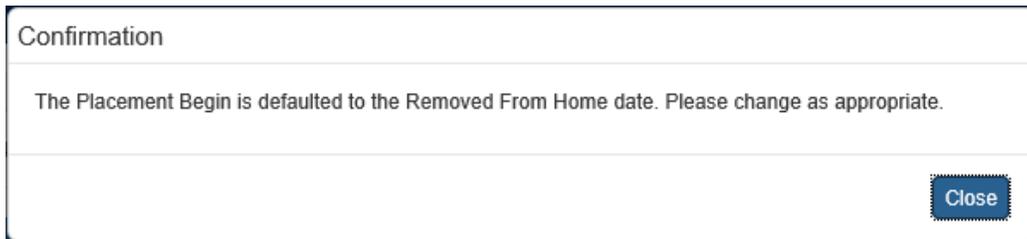
7. The Removal Address and Reasons page will appear asking for the Removal Address and Removal from Home Reasons. The address will pre-fill from the case address. Please update as necessary and select all appropriate Removal from Home Reasons.

Note: Removal From Home Reasons are AFCARS fields and are required.
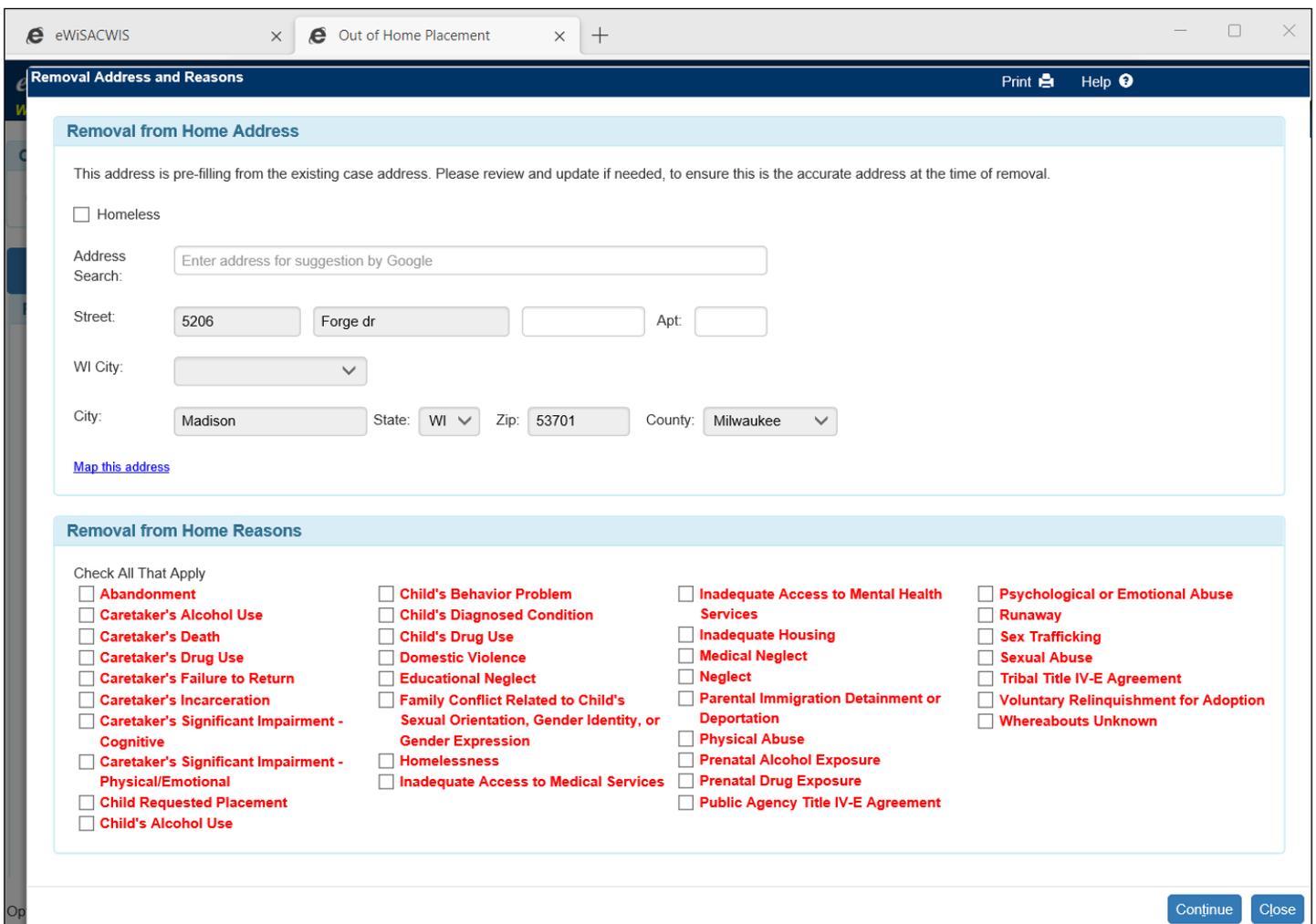
8. The Placement End date is a view-only field.

9. The VPA/VTILA Effective date is a user-entered field.

10. The Removal Reasons hyperlink will take you to the Removal Reasons page described above.

11. Select the appropriate Service Category, Service Type, and Placement Setting.

   Note: For the Foster Care Service Category, the Placement Setting will be disabled until you have searched out a provider (via the Provider tab).

   Note: For placement types of RCC and Group Home, the Placement Begin date, Provider, and Service Type values are evaluated against QRTP certification. If the Placement Begin date falls before the QRTP certification begin date or after certification end date, the non-QRTP placement setting is automatically selected as either RCC or GH.

   If the Placement Begin date falls on or after the QRTP certification date, and either the certification end date is null or the certification end date is on/after the placement begin date, the QRTP placement setting is automatically selected as RCC - QRTP or GH - QRTP.

   Note: When the Placement Setting is Unlicensed (Like-Kin), Foster Home (Like-Kin), or Treatment Foster Home (Like-Kin), the 'This is a Like-Kin Placement' checkbox is automatically selected and disabled.

12. The Child's Level of Need is a view-only field that pre-fills from the child's CANS.

13. The Provider's Level of Care is a view-only field that pre-fills from the provider's licensing information.

   Note: The Provider's Level of Care will update after you search the provider (via the Provider tab).

14. The Current Basic Costs is view-only and will display after the page is saved.

15. The Supplemental Costs and Exceptional Costs are pre-filled from the Foster Care Rate page once the rate is approved.

16. The Administrative Costs is a pre-filled field from the Foster Care Rate page and should reflect the Administrative costs of the provider's parent agency. The Costs > Spending Limit is also pre-filled from the Foster Care Rate page and should reflect any "Maintenance" costs that exceed the $2000.00 spending limit.

17. The Current Total Monthly Payment will calculate all of the above fields to show the monthly payment. In the case of a daily rate, this field will display what the monthly payment will be for the current month.

18. The Child Specific Costs is a user-entered field and will only be enabled for certain Service Types.

19. The Child Removal From Home Information section provides an area to describe how the child was removed from their home. Select the appropriate values. If a value is chosen indicating the Caretaker Structure is a Married Couple or Unmarried Couple, then both the Primary and Secondary Caretaker fields will be enabled.

20. Complete the answers to the questions in the Child Support Review section. Referrals are sent nightly to Child Support after the Out of Home Placement has been approved.

   Note: Answering 'Yes' to Question #1 or Question #3 of the KIDS Referral section will enable the 'Referral applies to' drop-down field.

   Question #3 of the KIDS Referral section will be enabled after approval if several specific criteria are all true. This allows workers to trigger a referral after a placement has been approved.
   - Placement is still open.
   - Placement is for a paid service type.

- o KIDS question #3 is No.
- o A referral was not already sent.
- o A referral is not open in another case.

21. Click the Provider tab and the Search hyperlink (see the related User Guide on Search). After the provider has been selected, the Provider tab will pre-fill with the provider's name and address information.

Note: If the child has an open Safe at Home address entered on the Address tab of the Person Management page, the Safe at Home visual indicator displays in the Child section.

22. The Search Provider Service page will allow you to identify the provider the child was placed with. Search results are dependent on Search Criteria. In this example, we are looking for any provider that offers a "Foster Home (Level 2+)" service and has bed availability. We could further narrow our search results by adding other criteria such as County or Provider Name.
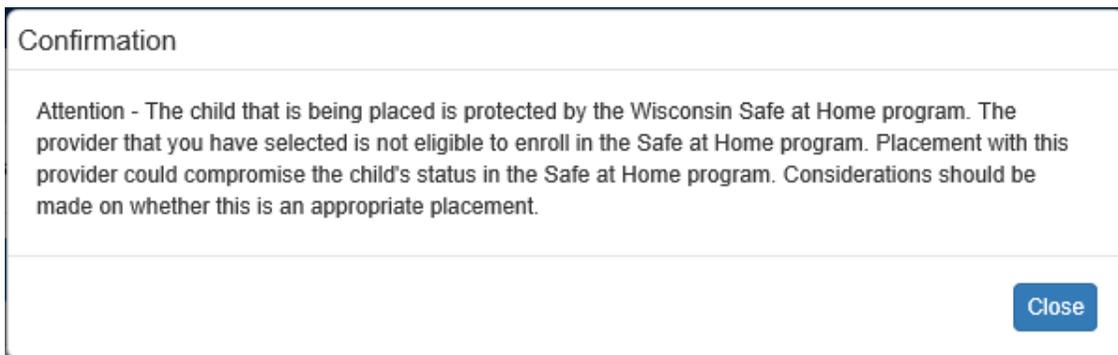
23. If the Home Provider searched and retrieved does not have an open Safe at Home address and the child's current Primary Physical address is a Safe at Home address, the user receives a pop-up message:

Confirmation

Attention - The child that is being placed is protected by the Wisconsin Safe at Home program. The provider that you have selected is not a documented Safe at Home participant. Placement with this provider could compromise the child's status in the Safe at Home program. Considerations should be made on whether this is an appropriate placement or if the provider should enroll in the Safe at Home program.

Close
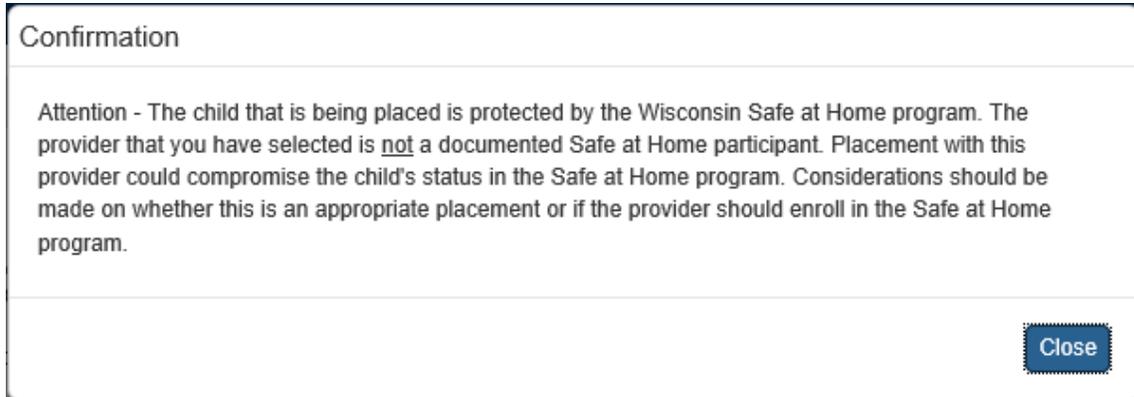
24. If the Home Provider searched and retrieved has an open Safe at Home address and the child's current Primary Physical address is not a Safe at home address, the user receives a pop-up message:

Confirmation

Attention - The provider that you have selected is a documented Safe at Home participant. The Wisconsin Safe at Home Address Confidentiality Program (Safe at Home) is a statewide cost-free address confidentiality program for victims of acts or threats of abuse who fear for their safety or the safety of their child or ward. Considerations should be made on whether this is an appropriate placement.

Close

25. If the Home Provider searched and retrieved is a Private Provider and the child's current Primary Physical address is a Safe at Home address, the user is given a pop-up message

Confirmation

Attention - The child that is being placed is protected by the Wisconsin Safe at Home program. The provider that you have selected is not eligible to enroll in the Safe at Home program. Placement with this provider could compromise the child's status in the Safe at Home program. Considerations should be made on whether this is an appropriate placement.

Close

26. Select the appropriate target population from the Target Pop drop-down.

   o The Details flare describes the differences of the various selectable target populations. Target Population is important in identifying the appropriate fiscal stream for these out-of-home care costs, so it is important that the correct Target Population is identified.

27. The school district is read only in which the provider lives. Note, this may be different than the school district where the child is attending school. The provider's school district is maintained in the provider address area.

28. If the Out of Home Placement is with a foster home and there is a name other than the foster home provider's name in the Parent Agency field, the payment is to go directly to the foster home provider; select the Override Parent Agency rule checkbox.

29. The Total Clothing Allowance Disbursed field will display the sum of all clothing allowances that have been paid out on behalf of the child during this applicable episode period. The child must be discharged from all placements for at least 120 days before he or she is eligible for another clothing allowance.

30. The Kinship Care section reflects the relationship of the Kinship provider to the child and is only required when documenting a Kinship placement.

31. The Split Payment section allows you to split the payment for cost of care between two separate providers. This is done as follows:

- Check the checkbox labeled "Check if this is a split payment." Once this checkbox is selected, the Method radio buttons and the Search hyperlink are enabled.

- Choose either the Fixed or Percent method of calculating the split payment. Choosing the Fixed method activates the Fixed Amount field where a specific dollar amount of the total provider payment can be designated as a payment to the second provider. Choosing the Percent method activates the Percentage Amount field where the user can specify a percentage of the total provider payment to be paid to the second provider.

  Note: Only one method may be selected at a time. However, the method can be changed at any time.

32. There are a number of notices that are available for use under the Options drop-down.

33. Return to the Service tab and complete the Placement Setting if applicable. Select "Approval" from the Options drop-down and click Go. This will open the Approval History page. Click the Approve radio button and then click Continue. This will route the approval of the Out of Home Placement to your supervisor.

34. On Save of an RCC and Group Home placement where the placement setting and service type are one of the QRTP values, if the placement begin date is before QRTP certification date (or after its end date) and the user selects the service type with "QRTP" in the name, the following message displays:

If the placement begin date falls on or after QRTP certification date (and before the certification end date) and the user selects the service type without "QRTP" in the name, user will receive the following:

Confirmation

You have selected [service type name], which is not appropriate based on the begin date of provider's QRTP certification. Please select the service type with QRTP language in the name.

Close

35. On final approval, when the provider documented on the placement has the Yes radio button selected on the Provider record for "This provider actively uses SYNC:", the value Share Documents with SYNC displays. Selecting the value launches the Document Sharing page in Edit mode if the placement is not ended or when the placement is closed, and the eWiSACWIS date is within 14 days from the placement ending approval date.

Note: See the SYNC user guide for more information related to SYNC.

ICWA Tab

The ICWA tab is available to you only if the child being placed has been documented with a race of "American Indian/Alaska Native." The screenshot below illustrates the documentation of the American Indian values on the child's Person Management page.

It is required by statute to document the steps taken to find a placement option for a Native American child. The statute presents a hierarchy or placement preferences which need to be followed. The ICWA tab outlines, in order, this placement preference hierarchy.

> You should first look to a "member of the Indian child's extended family" for a placement option. If there is no one that meets that criteria that is a viable placement option, then you should look to a "foster home license, approved or specified by the Indian child's tribe." Again, if there is not a viable placement option that fits in this criterion then one will proceed to the next level of placement providers.

> The goal is to place the Indian child in the least restrictive placement setting that meets the child's needs.

The screenshot below illustrates what the Out of Home Placement page looks like with the ICWA tab displayed.

36. The "Tribal Representative Notified" checkbox should be selected and the "Date Notified by Mail" field completed upon notifying the Tribal representative of a placement need.

37. Placing your mouse over the underlined statutes provides the statutory language supporting the process for identifying a placement preference for children placed under both Chapters 48 and 938. There is also an underlined statute which provides a distinction between a standard placement and placement preferences for children moving through the Adoption process.

48.028(7)(b)

(b) *Out-of-home care or preadoptive placement; preferences.*
Any Indian child who is accepted for an out-of-home care placement or a preadoptive placement shall be placed in the least restrictive setting that most approximates a family, that meets the Indian child's special needs, if any, and that is within reasonable proximity to the Indian child's home, taking into account those special needs. Subject to pars. (c) to (e), in placing an Indian child in an out-of-home care placement or a preadoptive placement, preference shall be given, in the absence of good cause, as described in par. (e), to the contrary, to a placement in one of the following, in the order of preference listed:
1. The home of an extended family member of the Indian child.
2. A foster home licensed, approved, or specified by the Indian child's tribe.
3. An Indian foster home or treatment foster home licensed or approved by the department, a county department, or a child welfare agency.
4. A group home or residential care center for children and youth approved by an Indian tribe or operated by an Indian organization that has a program suitable to meet the needs of the Indian child.

38. The screenshot below illustrates entry of a placement option that fits into the category of a "Member of the Indian child's extended family." In this example, it was determined that Aunt Addison was a viable placement option. This is indicated in the column labeled "Describe the action taken to comply with statutory placement preferences" next to the Placement Preference column.

39. Clicking the Insert button will create a blank row just below that row. This row will have a "Delete" hyperlink associated with it. The row can be deleted at any time prior to final approval of the placement. Once the placement is approved the Delete hyperlink will disappear and the row will be frozen.

Note: If the Insert button is clicked for a row of a "Member of the Indian child's extended family" then a new row of the same type will be created just below that row. If the Insert button is selected for a row of "Foster home license, approved or specified by Indian Child's Tribe," then a new row of the same type will be created just below that row.