

# Ending an Out of Home Placement

1. From your desktop, go to the Cases tab and select View case information for the case where the Out of Home Placement requires ending.
2. Click Placements to open all the Out of Home Placements that exist for this case.
3. Click the hyperlink for the child's current open Out of Home Placement. The current open placement has a start date and no end date, and will be located under the 'Open Placements' header (highlighted below). Clicking this placement hyperlink will open the child's Out of Home Placement.

**Flinstone, Wilma (9222726)** (HTML4)

Case details:  
 Youth Justice  
 Milwaukee-Site 5  
 Open OHP exists for associated participant(s)

Case address:  
 123 Stoneview Rd.  
 Dallas, WI 54733

Primary worker:  
 Conn, Conn C., Jr.  
 (608) 266-4496 Ext. 1222  
[Conn@wisconsin.gov](mailto:Conn@wisconsin.gov)

Actions:

**View case information**

[Access Reports](#)
[Assets and Income](#)
[Assignments](#)
[Eligibility](#)

[Missing Child](#)
[Placements](#)
[Planning](#)
[Related People](#)

[Services](#)

**Placements**

Placement	Start Date	End Date	Worker	Status	Location
<b>Open Placements</b>					
<a href="#">Altman, Uncle - Relative Care - Unlicensed</a>	02/20/2018		Flinstone, Zakey	Approved	Milwaukee
<b>Closed Placements</b>					
<a href="#">Apple, Arlene - Foster Home (Level 2+)</a>	02/02/2018	02/05/2018	Flinstone, Zeke	Closed - Agency Requested Change	Milwaukee
<a href="#">Apple, Arlene - Foster Home (Level 2+)</a>	01/29/2018	02/19/2018	Flinstone, Zakey	Closed - Child Requested Change	Milwaukee
<a href="#">McGwire, Sally - Foster Home (Level 2+)</a>	02/27/2014	05/31/2016	Flinstone, Pebbles	Closed - Missing From OHC - Not Closing Case	Milwaukee

- On the Out of Home Placement page, select Placement Ending from the Options drop-down and click the Go button. This will open the Service Ending page.

Out of Home Placement - Internet Explorer

**eWiSACWIS** Print Help

**Child**

Child: Ajax, Elite (9228473) Case Name: Ajax, Mother (9223636) Request Number:

**Service** Provider

**Placement Information**

County: Milwaukee Service Category: Foster Care

Removed From Home: 06/01/2020 Service Type: Foster Home (Level 1)

Placement Begin: 06/01/2020 Placement Setting: Fstr Fam Hm (Non-Rel)

Placement End: 00/00/0000

VPA/VTILA Effective: 06/01/2020

Child's Level of Need: Provider's Level of Care: Unlicensed

Child Specific Costs: N/A

Current Basic Costs: \$254.00 per month

Supplemental Costs: \$0.00

Exceptional Costs: \$0.00

Administrative Costs: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$254.00

[Removal Address and Reasons](#)

This is a Like-Kin Placement

This is an Adoptive Placement

This is a CPS Non-Conforming Placement

This is an Emergency Situation

Options: **Actions**  
Approval  
**Placement Ending**  
(Re)generate Payment

Go Save Close

5. On the Service Ending page, enter the date you want to record as the end of the placement.

**Note:** The placement dates should reflect the nights the child slept at the provider’s home (providers get paid based on the logic that “overnight gets the money”).

As an example: If you moved the child from the provider’s home on October 10, 2018, you would end the placement on October 9, 2018, as this was the last night the child slept in the provider’s home.

**Service Ending** Print Help

**Child**

Child: Ajax, Elite (9228473) Case: Ajax, Mother (9223636)  
Provider: Brown, LeRoy (9221465) Service Begin: 06/01/2020

**Service Ending**

**End Date:** 00/00/0000

**Ending Purpose:** [Dropdown]

**End Reason:** [Dropdown]

**Is the End of This Child Placement a Discharge from All Placements?**  Yes  No  N/A

**Discharge Reason:** [Dropdown]

Options: [Dropdown] Go

Save Close

6. Select the purpose for ending the placement from the Ending Purpose drop-down.

**Service Ending** Print  Help 

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**Child**

Child: Ajax, Elite (9228473)                      Case: Ajax, Mother (9223636)  
Provider: Brown, LeRoy (9221465)                      Service Begin: 06/01/2020

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**Service Ending**

**End Date:**

**Ending Purpose:**

- Administrative Change within Plcmt Epsd
- Agency Transfer within Placement Episode
- Discharge from Placement Episode
- Placement Change within Plcmt Episode

**End Reason:**

**Is the End of This Child Placement a Discharge from All Placements?**     Yes  No  N/A

**Discharge Reason:**

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Options:

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7. Select the reason for the ending of the placement from the End Reason drop-down. The End Reason field filters based on the Ending Purpose that is chosen.

**Service Ending** Print  Help 

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**Child**

Child: Ajax, Elite (9228473)                      Case: Ajax, Mother (9223636)  
Provider: Brown, LeRoy (9221465)                      Service Begin: 06/01/2020

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**Service Ending**

**End Date:**

**Ending Purpose:**  ▼

**End Reason:**

- Adoption Disruption
- Agency Requested Change
- Child Committed to Other State Inst.
- Child in Correctional Fac. w/ Aftercare
- Child Placed in Detention
- Child Requested Change
- Missing From OHC - Not Closing Case
- Parent/Relative/Guardian Requested Chnge
- Provider No Longer Licensed
- Provider Requested Change
- Trial Reunification

**Is the End of This Child Placement a Discharge from All Placements?**

**Discharge Reason:**

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Options:  ▼

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8. Depending on the value selected for the Ending Purpose, you may be required to select a Discharge Reason.

**Note:** The ending reasons of 'Replace with Court Ordered Kinship' and 'Transfer to Court Ordered Kinship' are only available if the placement type is Relative Care – Unlicensed. The ending reason of 'Transfer to Relative Care – Unlicensed' is only available if the placement type is Court Ordered Kinship Care.

- If the end reason of 'Replaced with Court Ordered Kinship' is selected, the current out of home placement will automatically end with an end date the same as the start date and a fully approved Kinship Care placement will be created with the same provider. If the Kinship Care service type was not already created for the provider, the approval process will also automatically create the service type.
- If the end reason of 'Transfer to Court Ordered Kinship' is selected, a fully approved kinship placement will automatically be created with a begin date the day after the user entered End Date.
- If the end reason of 'Transfer to Relative Care – Unlicensed' is selected, a fully approved relative care – unlicensed placement will automatically be created with a begin date the day after the user entered End Date.

**Service Ending** Print Help

**Child**

Child: Ajax, Elite (9228473)      Case: Ajax, Mother (9223636)  
Provider: Brown, LeRoy (9221465)      Service Begin: 06/01/2020

**Service Ending**

**End Date:** 09/21/2021

**Ending Purpose:** Discharge from Placement Episode

**End Reason:**

**Is the End of This Child Placement a Discharge from All Placements?**

**Discharge Reason:**

- Adoption-Private
- Adoption-SNAP
- Child in Correctional Fac. NO Aftercare
- Cstdy Trans to DHS/Other Inst/non-corrct
- Custody Transfer to Licensed Priv Agency
- Death of Child
- Entered Military Service
- Extend Care - Ineligible
- Extend Care - Youth Opt Out
- Graduated
- Marriage
- Missing From OHC - Closing Case
- Permanent Placement with Relative
- Reunification w/ Parent(s)/Primary Crtrk
- Transfer of Guardianship Non-Relative
- Transfer of Guardianship Relative
- Transfer to Adult Care

Options:

**Note:** The Death Date field will dynamically display Death of Child is selected for the Discharge Reason. If a Death Date has already been entered on Person Management, the date will pre-fill to the page. If the Death Date is added or changed on the page then the Death Date field on Person Management will be updated after the Placement/Service Ending has been approved. The Death Date field remains editable on Person Management but will freeze and will not be editable from the Service Ending page.

**Service Ending** Print Help

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**Child**

Child: Ajax, Elite (9228473)      Case: Ajax, Mother (9223636)  
Provider: Brown, LeRoy (9221465)      Service Begin: 06/01/2020

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**Service Ending**

**End Date:** 09/21/2021

**Ending Purpose:** Discharge from Placement Episode

**End Reason:** Death of Child

**Is the End of This Child Placement a Discharge from All Placements?**  Yes  No  N/A

**Discharge Reason:** Death Of Child

Death Date: 00/00/0000

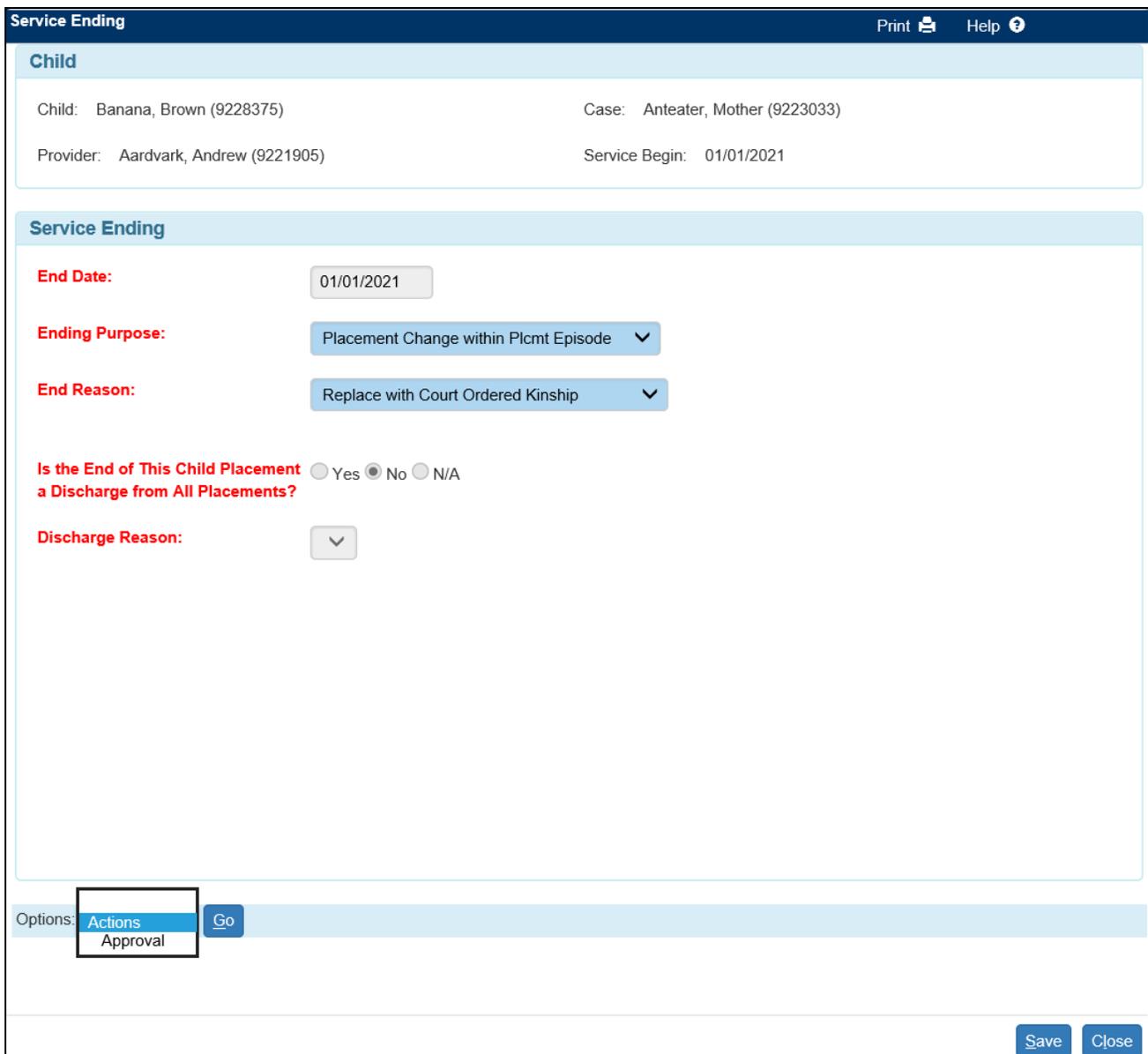
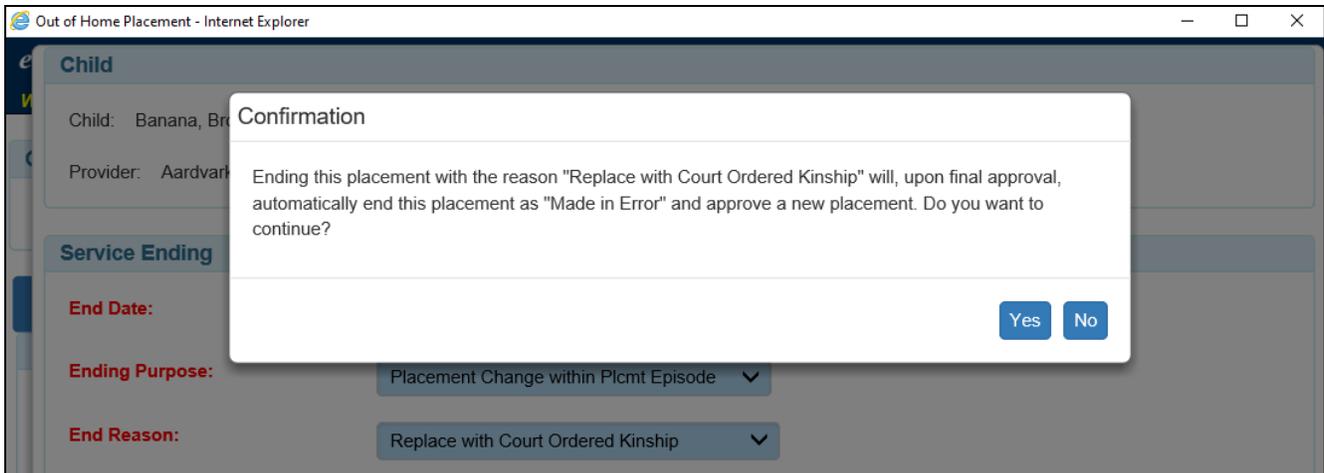
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Options:  Go

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Save Close

9. Select 'Approval' from the Options drop-down and click the Go button. This will open the Approval History page where you can complete the approval process for the ending of the placement.



10. When ending the placement, the system will check to see if there is an open foster care rate attached to the placement. If there is an open foster care rate, you will receive the following message:

**Confirmation**

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This will automatically end the Foster Care Rate for this child's placement. Any prior financial disbursements (including Extraordinary Payments) may create overpayments. Do you want to continue?

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Clicking Yes to this message will allow the system to auto end the foster care rate with the same date as the placement is ending. Clicking No will stop the placement ending process and will allow you to make further edits either to the placement or to the foster care rate before proceeding.

11. The system will also check to see if the 'End Date' on the Service Ending page is one day later than the 'Begin Date' on the Out of Home Placement page. If the 'End Date' is one day later for the placement that is being ended, you will receive the following message:

**Confirmation**

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Was the duration of this placement less than 24 hours?

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Clicking Yes will close the message, set a flag in the database for Placement less than one day, and return you to the Service Ending page where placement end has been final approved. Clicking No will return you to the Service Ending page where placement end has been final approved.

12. If the Placement End is a discharge from all placements then you will also be prompted with a pop-up to select the address the child is discharging to. The Case Address and any parents or guardians will appear as options. You can also select 'Other' to enter any other address. On final approval of the placement ending, the child's address will be updated in Person Management.

**Note:** If the child is moving from one provider's home to another provider's home, the system will end the existing address record and create a new address record reflective of where the child will be in care.

**Discharge Address Select** Print Help

**Child**

Child: Daisy, Dottie (9231599) Case: Abba, John (9222396)

**Discharge Address Selection**

[Case Address](#) 3902 Milwaukee Street  
PO Box 7188  
Madison, WI 53707

[Abba, John](#) (Child's Father) 123 Main Street  
Milwaukee, WI 53201

Other

Safe at Home

**Address Update**

C/O:  For Medicaid purposes, both parents/guardians should be listed if residing at the same address.

Street:    Apt:

WI City:  County of Residence:

City:  State:  Zip:

13. If it was decided that an error was made after the Placement has been ended, you can utilize the 'Made in Error' option on the Out of Home Placement page. Go to Options, select Made in Error, and select Go.

**Note:** An approval level of 2 is needed to see this option.

The screenshot shows the 'Out of Home Placement - Internet Explorer' window with the eWiSACWIS logo. The page displays details for a child named 'Ajax, Elite (9228473)' with Case Name 'Ajax, Mother (9223636)'. The 'Placement Information' section includes fields for County (Milwaukee), Service Category (Foster Care), Service Type (Foster Home (Level 1)), Placement Setting (Fstr Fam Hm (Non-Rel)), and various dates and costs. At the bottom left, an 'Options' menu is open, highlighting 'Made in Error' next to a 'Go' button. Other options include 'Actions', 'Approval', 'Placement Ending', and '(Re)generate Payment'. 'Save' and 'Close' buttons are visible at the bottom right.

14. Selecting Yes to the message below will set the Placement, CANS, and Foster Care Rate to made in error. To view these pieces of work, select the 'Not approved/cancelled' checkbox on your desktop.

The confirmation dialog box is titled 'Confirmation'. The message reads: 'The placement end date will be set to the placement begin date. Rate settings will be ended for the reason of Made in Error. Overpayments will be generated. Please immediately adjust all Overpayments that are not legitimate. Extraordinary Payment Requests and Supervised Independent Living Rate will also be Made in Error. Do you want to continue?'. At the bottom right, there are 'Yes' and 'No' buttons.

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

The screenshot shows the eWiSACWIS interface with the following details:

- Child:** Apple, Autumn (9228373)
- Case Name:** Anteater, Mother (9223033)
- Request Number:**
- Provider Information:**
  - Current Name:** Anna Abby (9221614)
  - Contact:** John Doe
  - Name:** Anna Abby
  - C/O:**
  - Street:** 999 Prairie Oaks Dr
  - Apt:** 302
  - City:** Verona
  - State:** WI
  - Zip:** 53593
  - Country:** United States
  - Phone:** Ext: Fax:
  - Alt Phone:** Alt Ext:
  - Email:** anna.warbly@mail.com
- Payment Information:**
  - Parent Agency:** Brandy Brazilian (9221241)
  - Management/Staffing Agency:** Alice Abby (9222346)
  - Target Pop:** CHIPS - Other (NYA - 64)
- School District Information:**
  - Provider's School District Code:** Antigo Unified Sch Dist - 0140
- Kinship Care:**
  - Relationship of Child to Kinship Provider:**
- Options:**
  - Actions:**
    - Suicide in Out of Home Care
  - Notices:**
    - 30 Days Notice to Foster Parents
    - Notification of Emergency Removal From FH Child in Home 6 Months+
    - Notification of Emergency Removal From FH Child in Home Under 6 Months
    - Objection Notice-CFS-2129

16. The 'Suicide in Out of Home Care' is an action that is available under the Options drop-down. Select the 'Suicide in Out of Home Care' option and click Go to launch the Serious Incident Notification page, when appropriate. This page is only used in the instance of a suicide in the Out of Home Placement episode. See the Serious Incident (Act 78) User Guide for more details.