

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.

Flintstone, 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:
 Corn, Conn C., Jr.
 (608) 266-4496 Ext. 1222
Conn@wisconsin.gov

Actions:

Access Reports

Missing Child

Services

Assets and Income

Placements

Assignments

Planning

Eligibility

Related People

View case information

Placements

Open Placements					
Altman, Uncle - Relative Care - Unlicensed	02/20/2018	Flintstone, Zakey	Approved	Milwaukee	

Closed Placements

Apple, Arlene - Foster Home (Level 2+)	02/02/2018 - 02/05/2018	Flintstone, Zeke	Closed - Agency Requested Change	Milwaukee	
Apple, Arlene - Foster Home (Level 2+)	01/29/2018 - 02/19/2018	Flintstone, Zakey	Closed - Child Requested Change	Milwaukee	
McGwire, Sally - Foster Home (Level 2+)	02/27/2014 - 05/31/2016	Flintstone, Pebbles	Closed - Missing From OHC - Not Closing Case	Milwaukee	

4. 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)

Child's Level of Need:

Provider's Level of Care: Unlicensed

Placement End: 00/00/0000 Child Specific Costs: N/A

VPA/VTILA Effective: 06/01/2020 Current Basic Costs: \$254.00 per month

[Removal Address and Reasons](#) Supplemental Costs: \$0.00

☐ This is a Like-Kin Placement Exceptional Costs: \$0.00

☐ This is an Adoptive Placement Administrative Costs: \$0.00

☐ This is a CPS Non-Conforming Placement Costs > Spending Limit: \$0.00

☐ This is an Emergency Situation Current Monthly Payment: \$254.00

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:

End Reason:

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

☐ Yes ☒ No ☐ N/A

Discharge Reason:

Options:



Go

Save

Close

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

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:

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:

Options:

Go

Save

Close

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 EndingPrintHelp

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:

Placement Change within Plcmt Episode

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:

Options:

Go

Save

Close

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 EndingPrintHelp

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 Crtr
Transfer of Guardianship Non-Relative
Transfer of Guardianship Relative
Transfer to Adult Care

Options: Go

Save Close

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

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:

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

Options:

Go

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.

Out of Home Placement - Internet Explorer

Child: Banana, Brown
Provider: Aardvark

Service Ending

End Date: 01/01/2021

Ending Purpose: Placement Change within Plcmt Episode

End Reason: Replace with Court Ordered Kinship

Confirmation

Ending this placement with the reason "Replace with Court Ordered Kinship" will, upon final approval, automatically end this placement as "Made in Error" and approve a new placement. Do you want to continue?

Yes No

Service Ending Print Help

Child

Child: Banana, Brown (9228375) Case: Anteater, Mother (9223033)
Provider: Aardvark, Andrew (9221905) Service Begin: 01/01/2021

Service Ending

End Date: 01/01/2021

Ending Purpose: Placement Change within Plcmt Episode

End Reason: Replace with Court Ordered Kinship

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

Discharge Reason:

Options: Actions Approval Go

Save Close

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
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?
<div>Yes No</div>

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
Was the duration of this placement less than 24 hours?
<div>Yes No</div>

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:

ContinueClose

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.

Out of Home Placement - Internet Explorer

eWiSACWIS Print Help

Child

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Provider's Level of Care: Unlicensed

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☐ This is an Adoptive Placement Administrative Costs: \$0.00

☐ This is a CPS Non-Conforming Placement Costs > Spending Limit: \$0.00

☐ This is an Emergency Situation Current Monthly Payment: \$254.00

Options: Actions, Approval, **Made in Error**, Placement Ending (Re)generate Payment

Go Save Close

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.

Confirmation

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?

Yes No

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

Out of Home Placement - Internet Explorer

eWiSACWIS Print Help

Child

Child: Apple, Autumn (9228373) Case Name: Anteater, Mother (9223033) Request Number:

Service **Provider**

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) Details

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

Go Save Close

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.