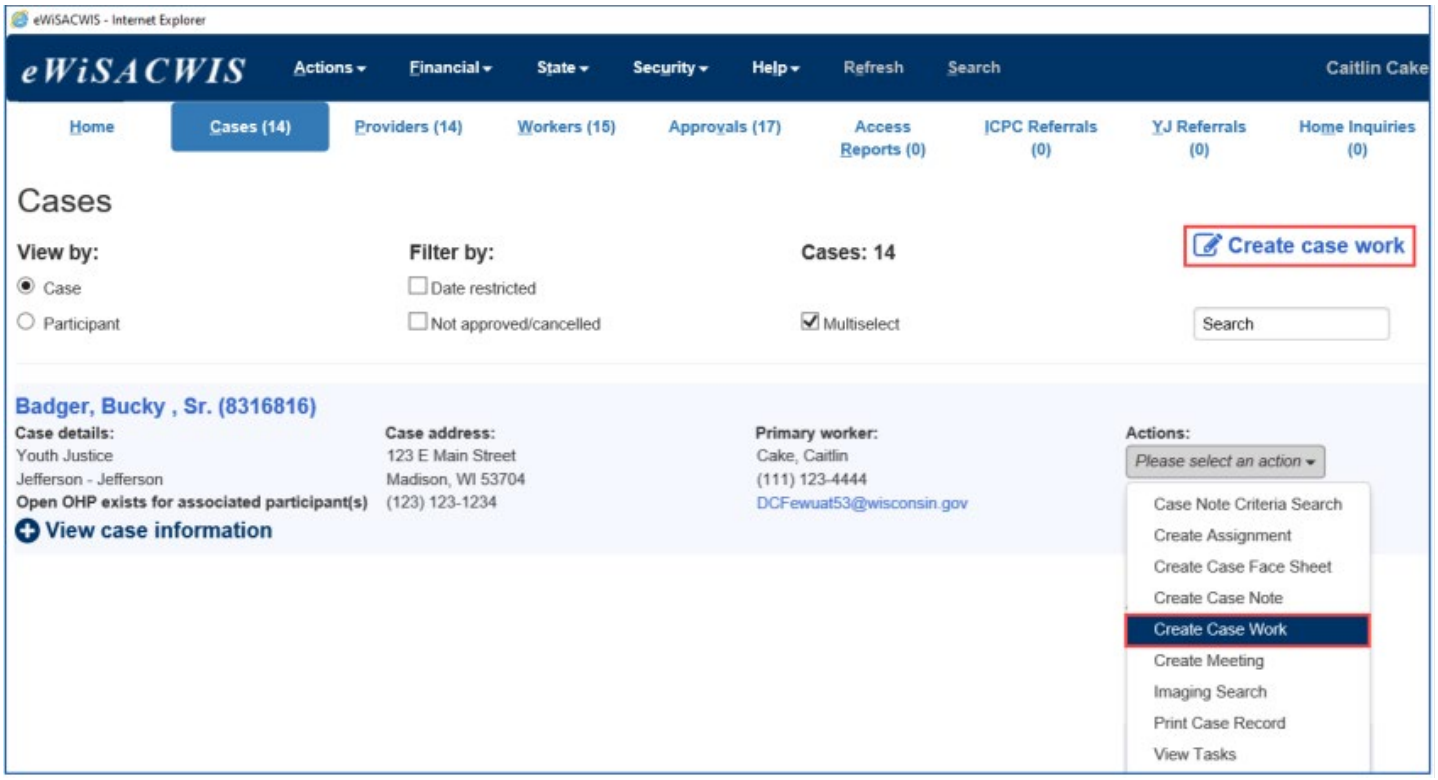
Out-of-Home Placement Referral

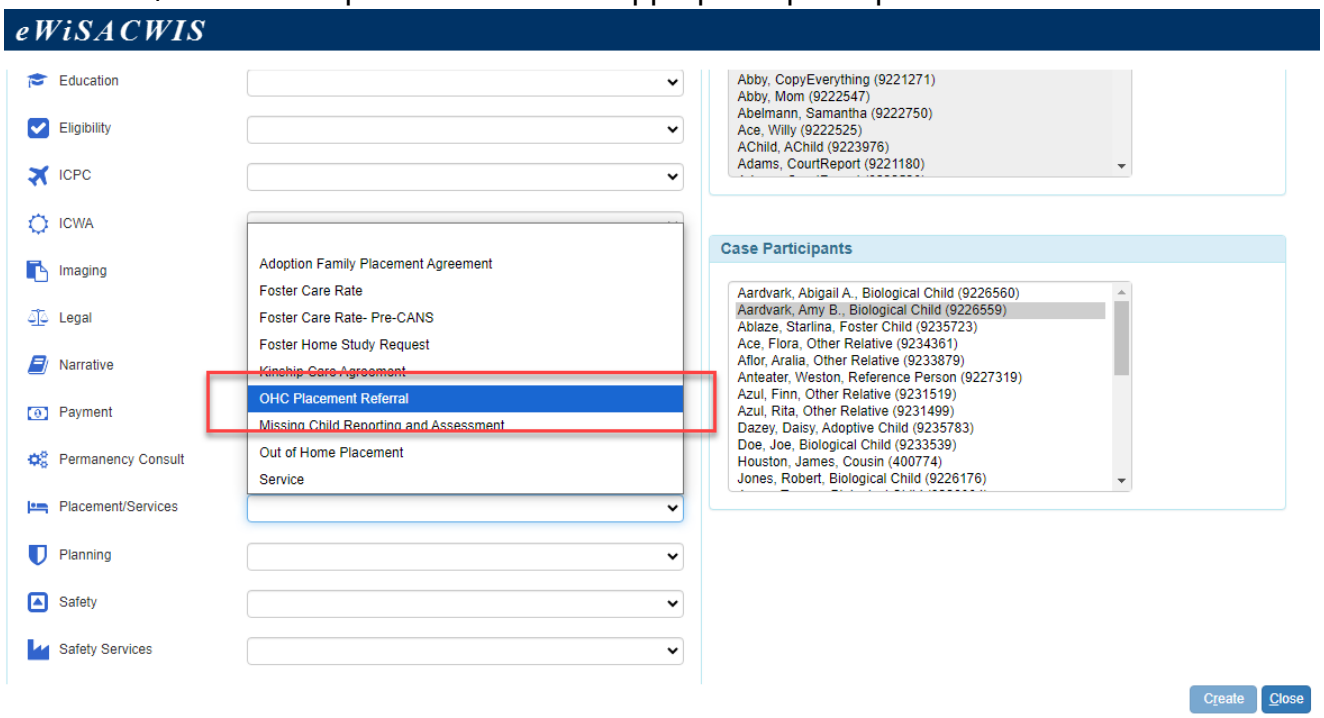
The Out-of-Home Placement Referral page allows child welfare professionals to submit referrals for placement in Out-of-Home Care group care providers and foster homes (through Child Placing Agencies) in eWiSACWIS and is sent to placement provider agencies via the SYNC website (Supporting Youth and Children).

Note: To create an Out-of-Home Placement 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.



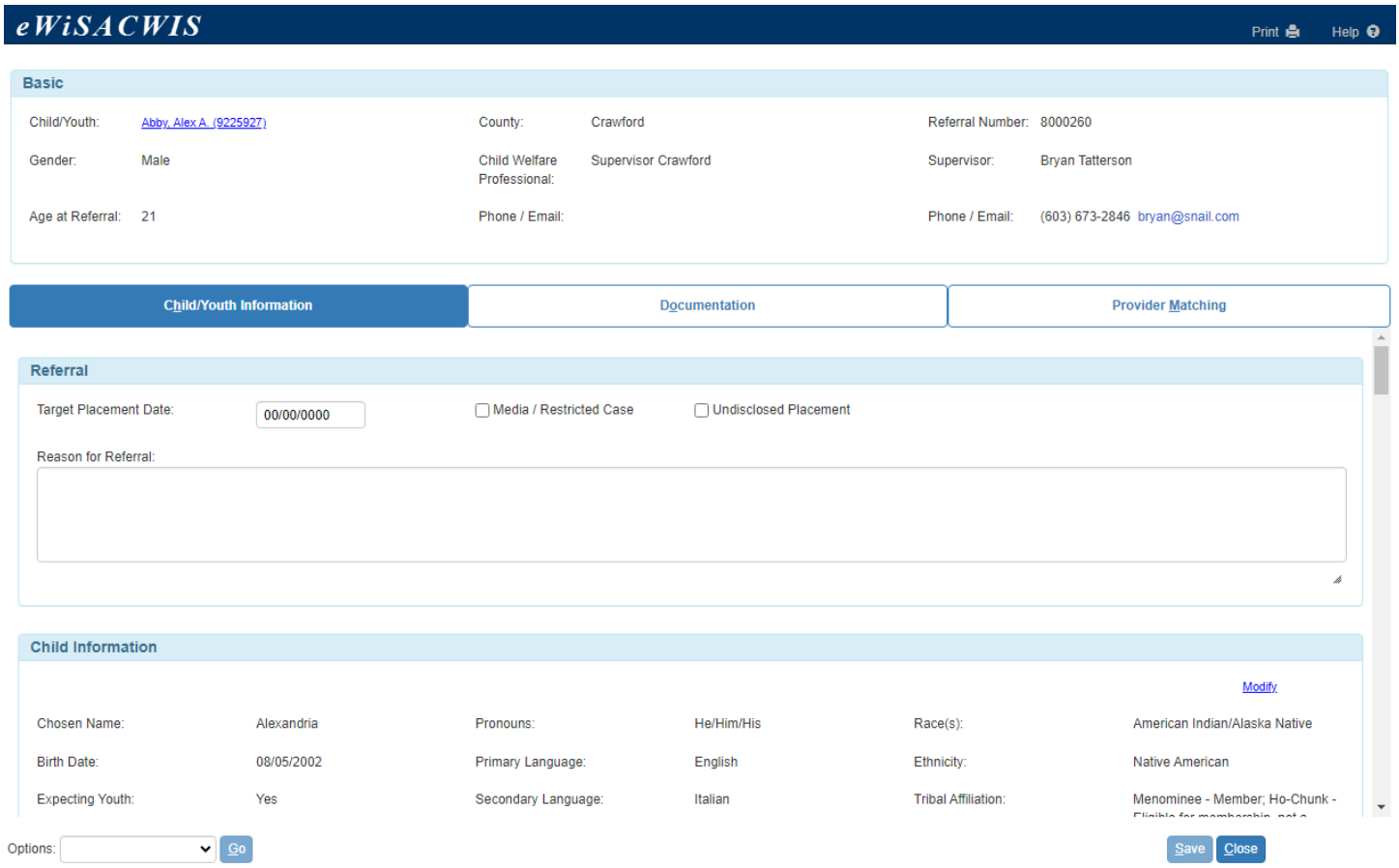
2. On the Create Case Work page, select Out-of-Home Placement Referral from the Placement/Services drop-down. Select the appropriate participant and click the Create button.



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.



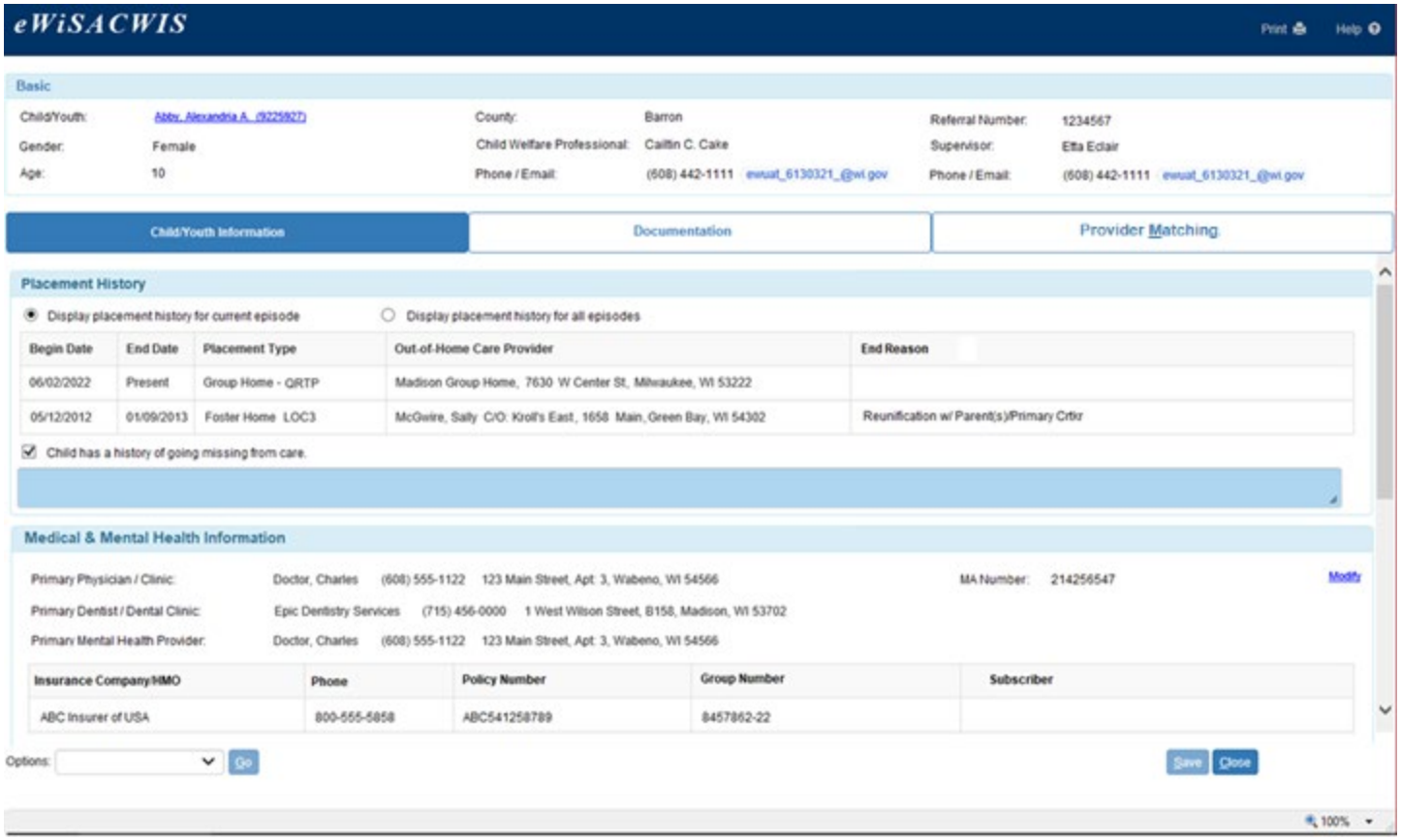
Placement History: This box displays the child's placement history. There is a user selectable radio button to display the placement history for the current removal episode. There is another user selectable radio button to display the placement history for all removal episodes. Selecting this radio button 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.

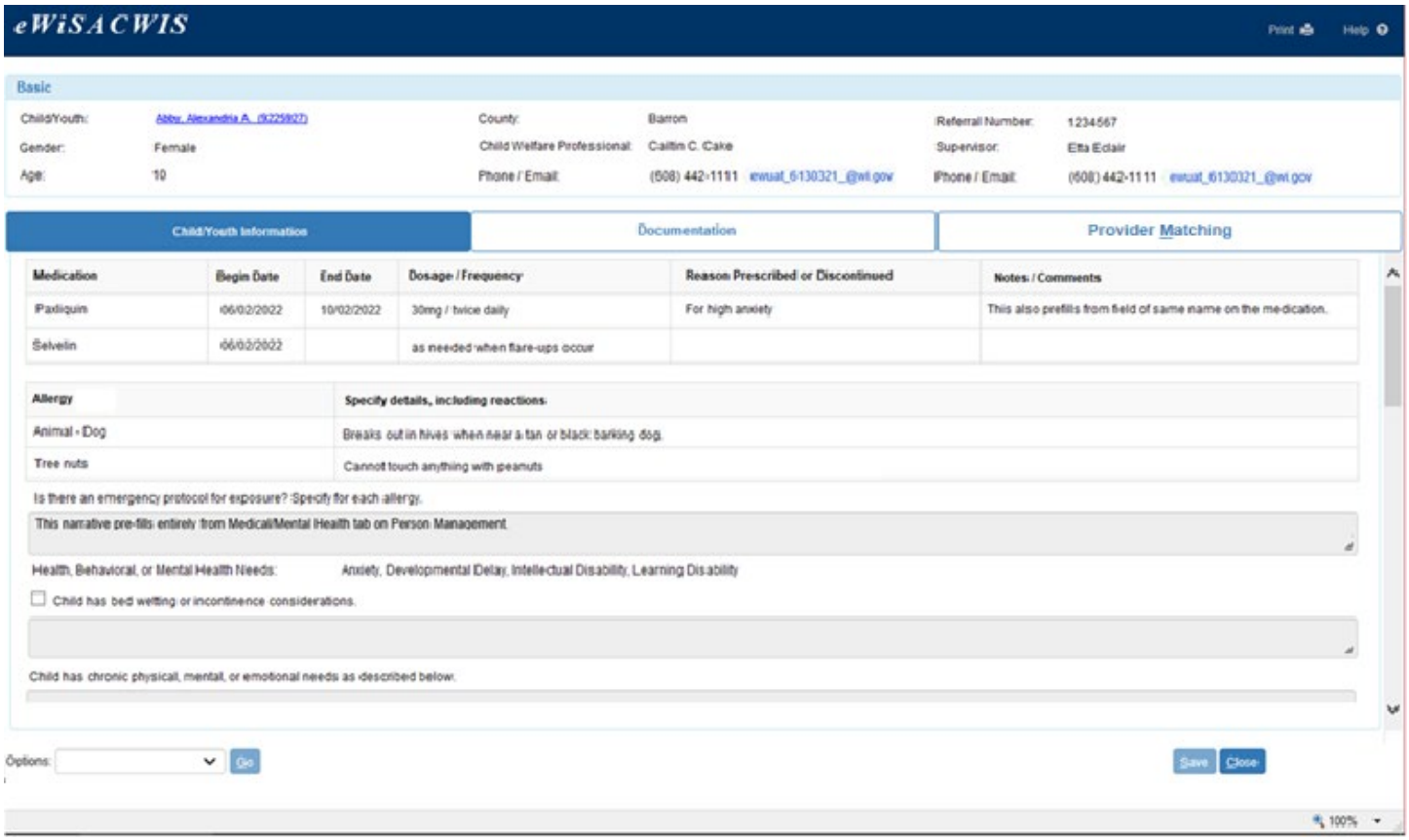
Select the radio button to indicate if the child has a history of going missing from care. When selected, a required narrative will display. Use the narrative box to describe the child's history of missing from care.

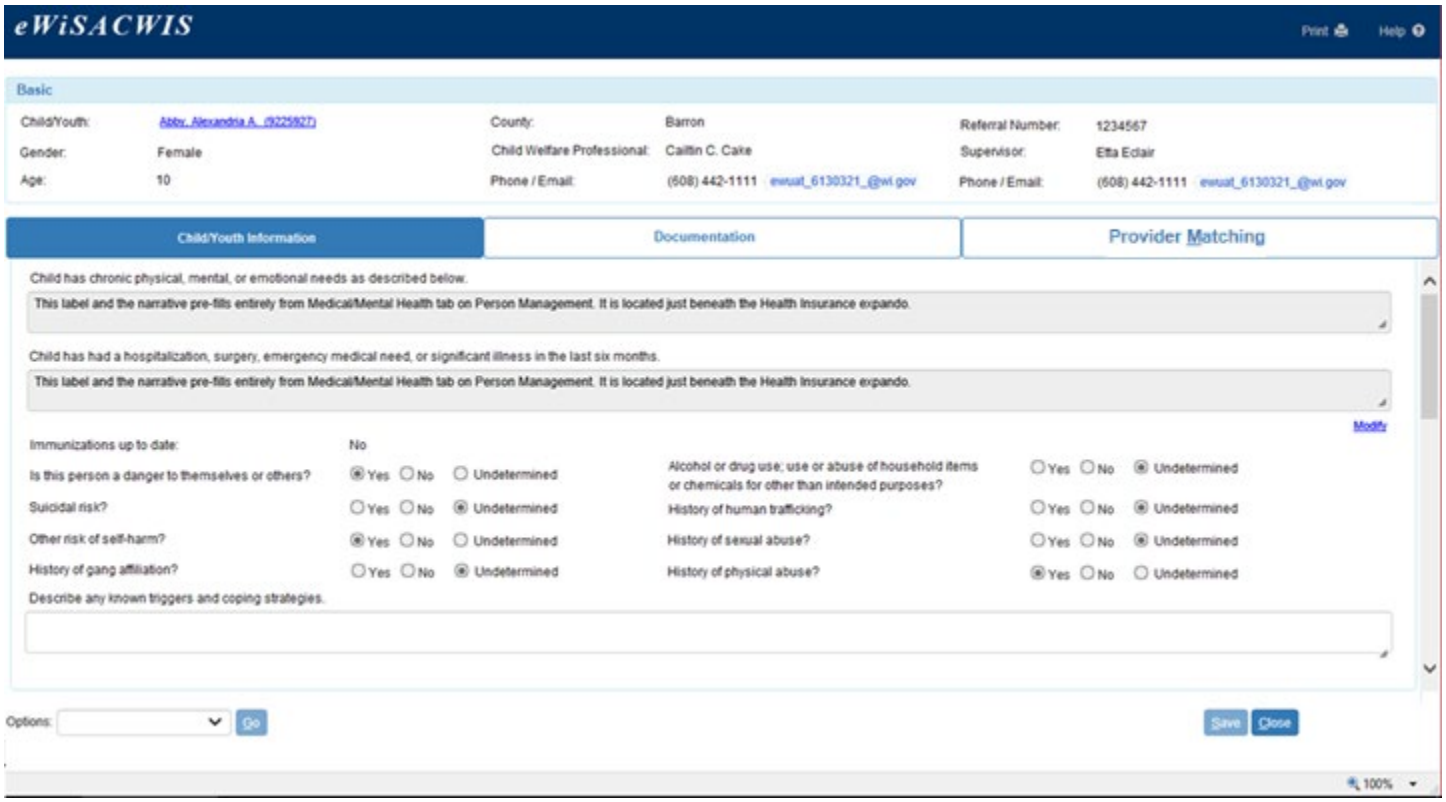
Medical & Mental Health Information: This box displays the child's medical and mental health information. This information includes the name, address, and phone numbers of the primary physician/clinic, the primary dentist/dental clinic, and the primary mental health provider. This box also includes a 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.




eWiSACWIS
Print
Help
Basic
Child/Youth: Abby, Alexandria A. (9225927)
County: Barron
Referral Number: 1234567
Gender: Female
Child Welfare Professional: Caitlin C. Cake
Supervisor: Etta 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
Medication
Begin Date
End Date
Dosage / Frequency
Reason Prescribed or Discontinued
Notes / Comments
Paxiquin
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%


eWiSACWIS
Print
Help
Basic
Child/Youth: Abby, Alexandria A. (9225927)
County: Barron
Referral Number: 1234567
Gender: Female
Child Welfare Professional: Caitlin C. Cake
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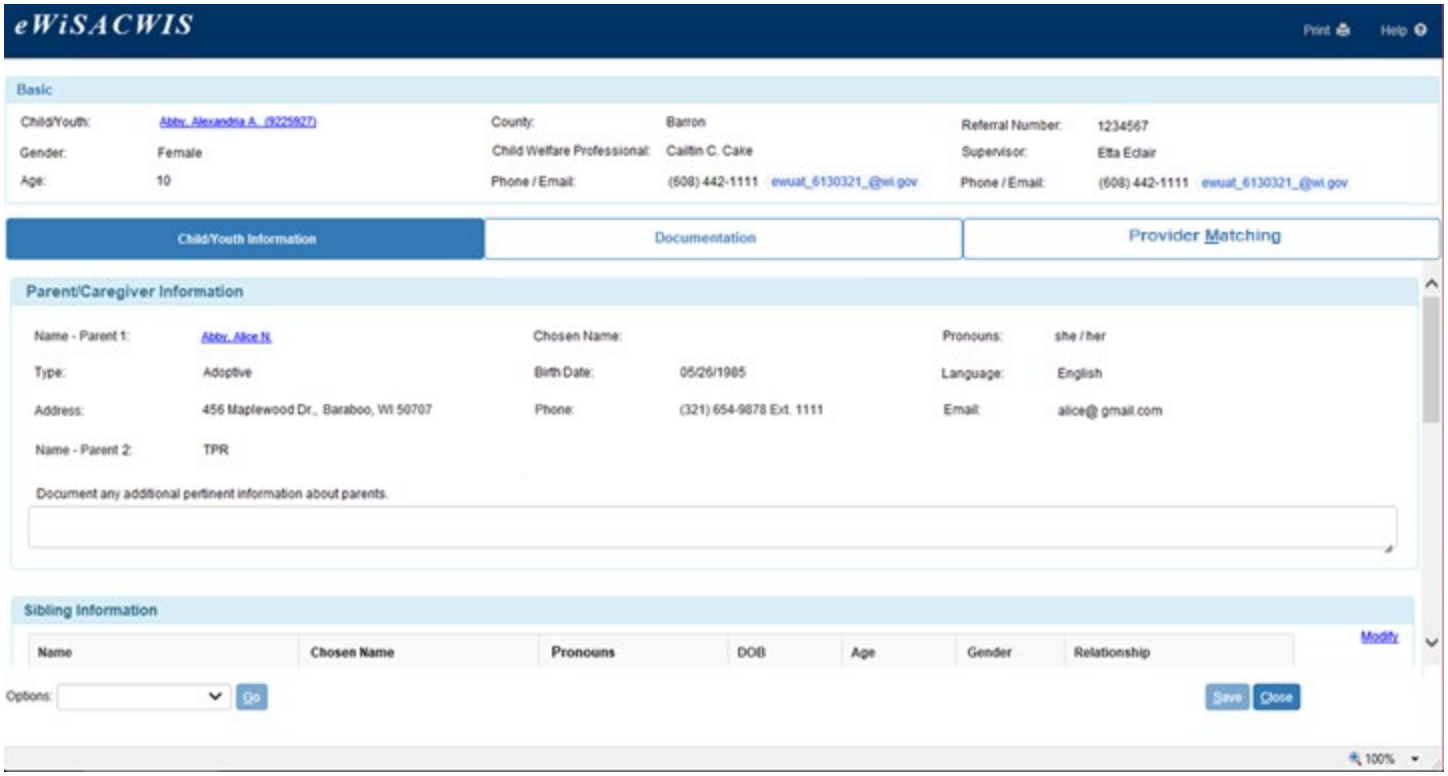
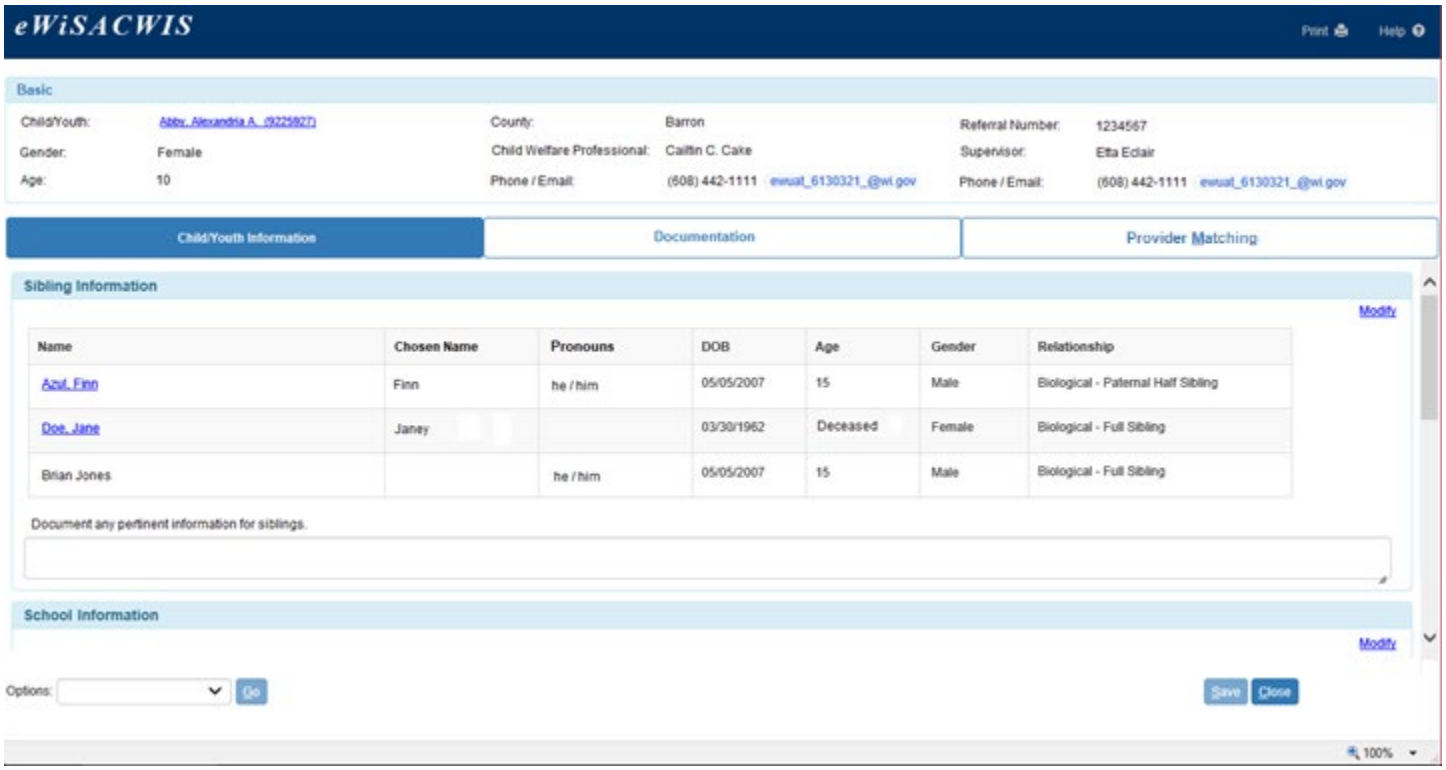
Age: 10
Phone / Email: (608) 442-1111 ewuat_6130321_@wi.gov
Phone / Email: (608) 442-1111 ewuat_6130321_@wi.gov
Child/Youth Information
Documentation
Provider Matching
Child has chronic physical, mental, or emotional needs as described below.
This label and the narrative pre-fills entirely from Medical/Mental 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%

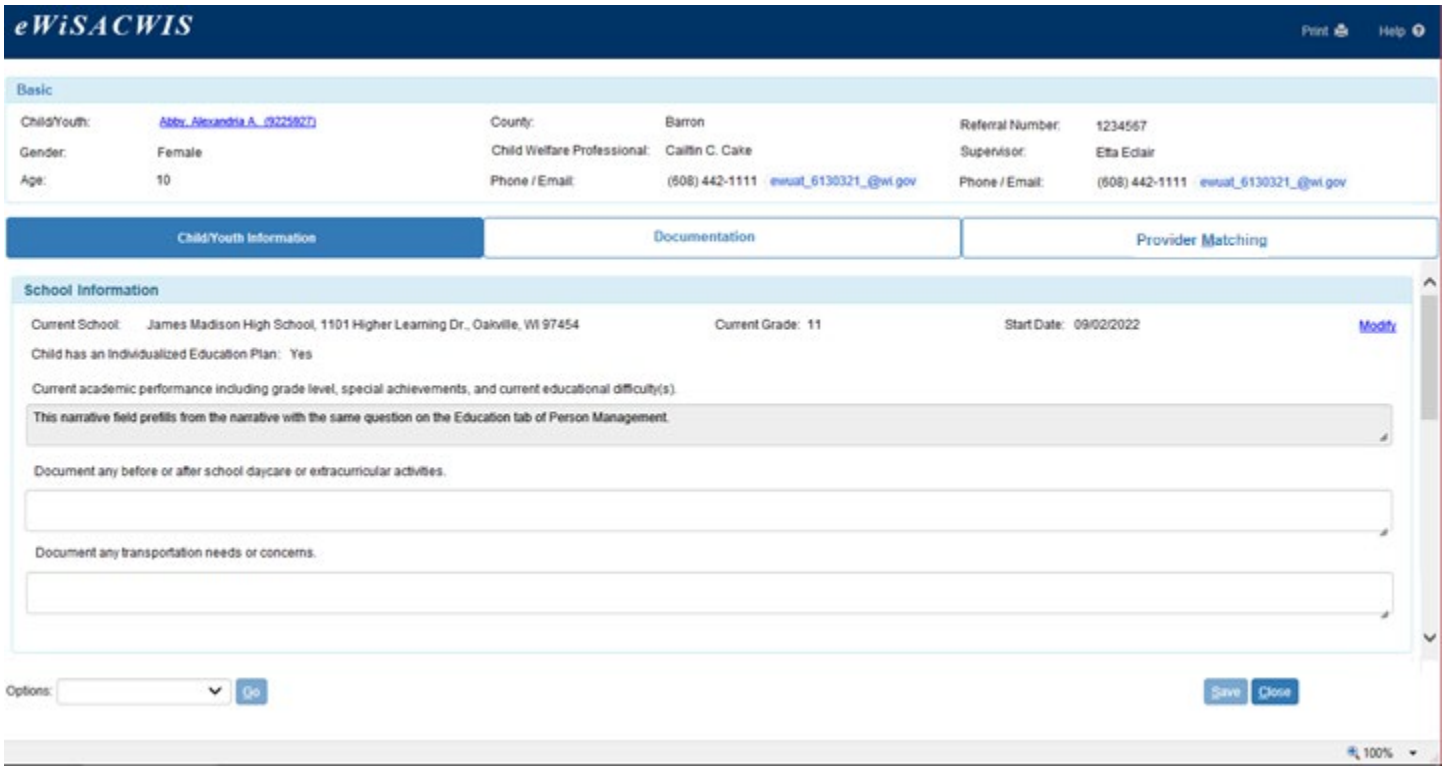
Parent/Caregiver Information: This box displays the parents/caregivers' names, chosen names, pronouns, parent type (mother/father, TPR, adoptive), birth date, language, address, phone number, and email address. This information prefills from the respective parent's person management page. Click the parents 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.



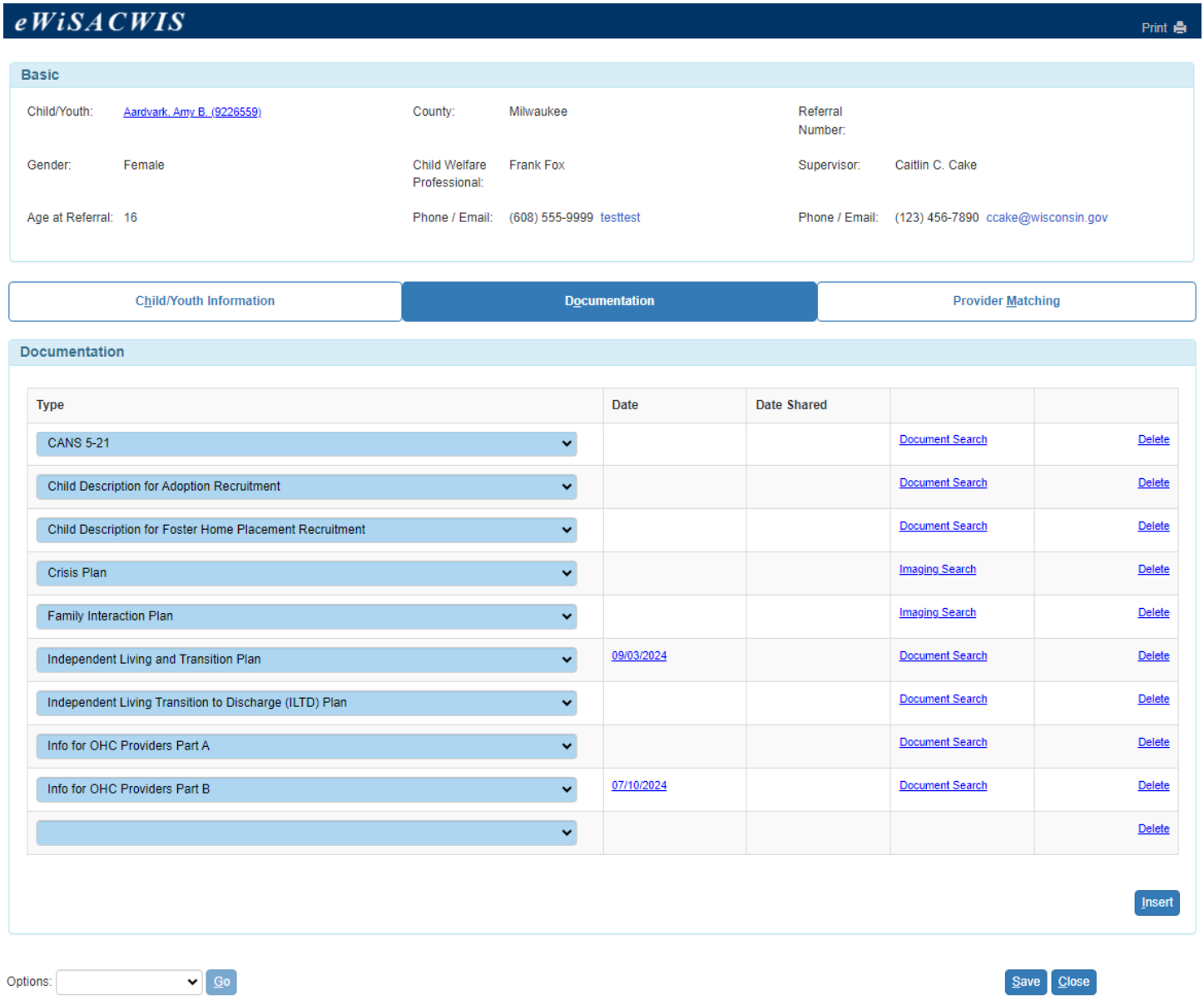
Sibling Information: This box displays the sibling(s) name(s), chosen name, pronouns, birth date, age, gender, and relationship to the child the referral is being created for. This information prefills from the Additional tab of the child's person management page. Click Modify to launch the Additional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



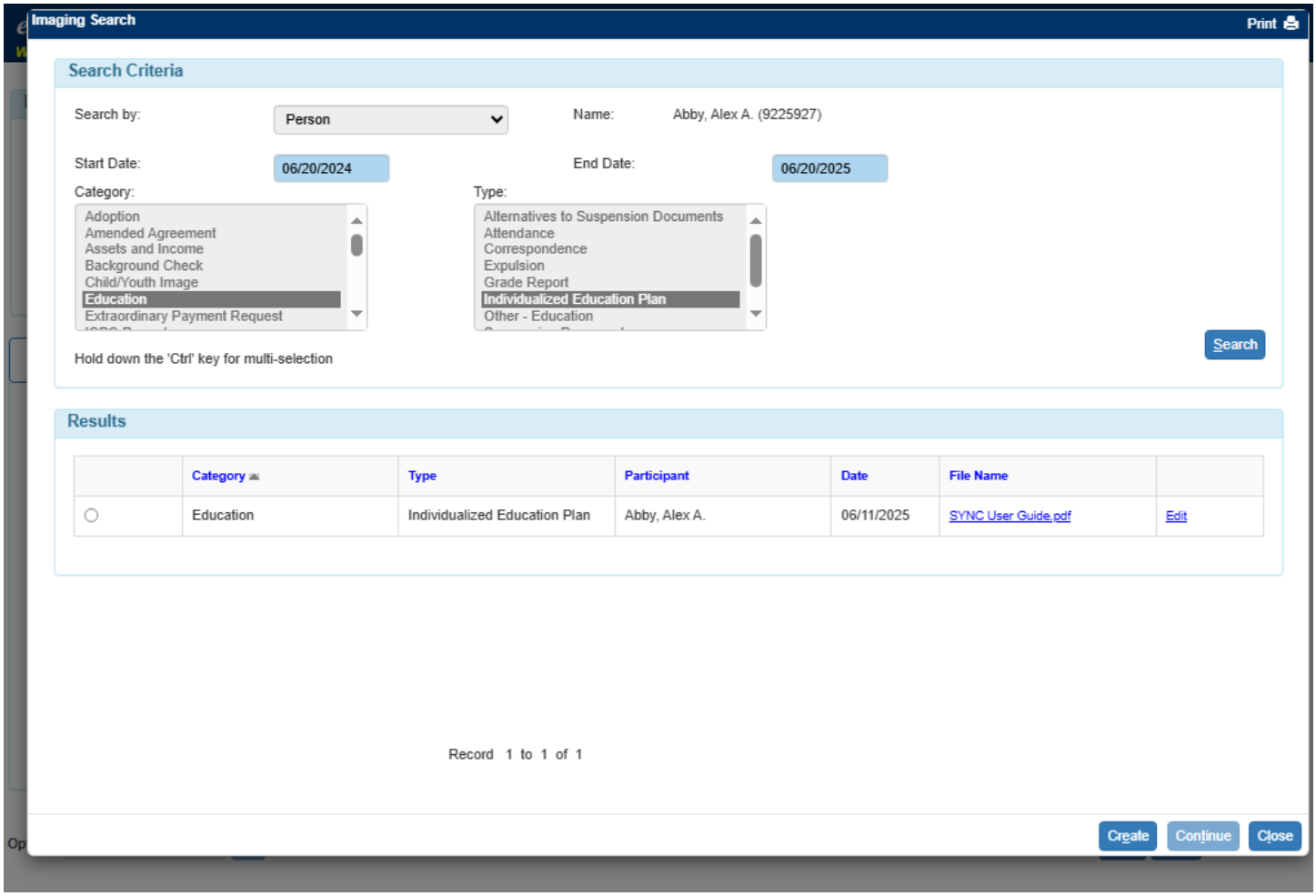
School Information: This box displays the current school, current grade, start date, individualized education plan (IEP) information current academic performance, before or after school activities, and transportation needs. This information prefills from the Education tab of the child's person management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



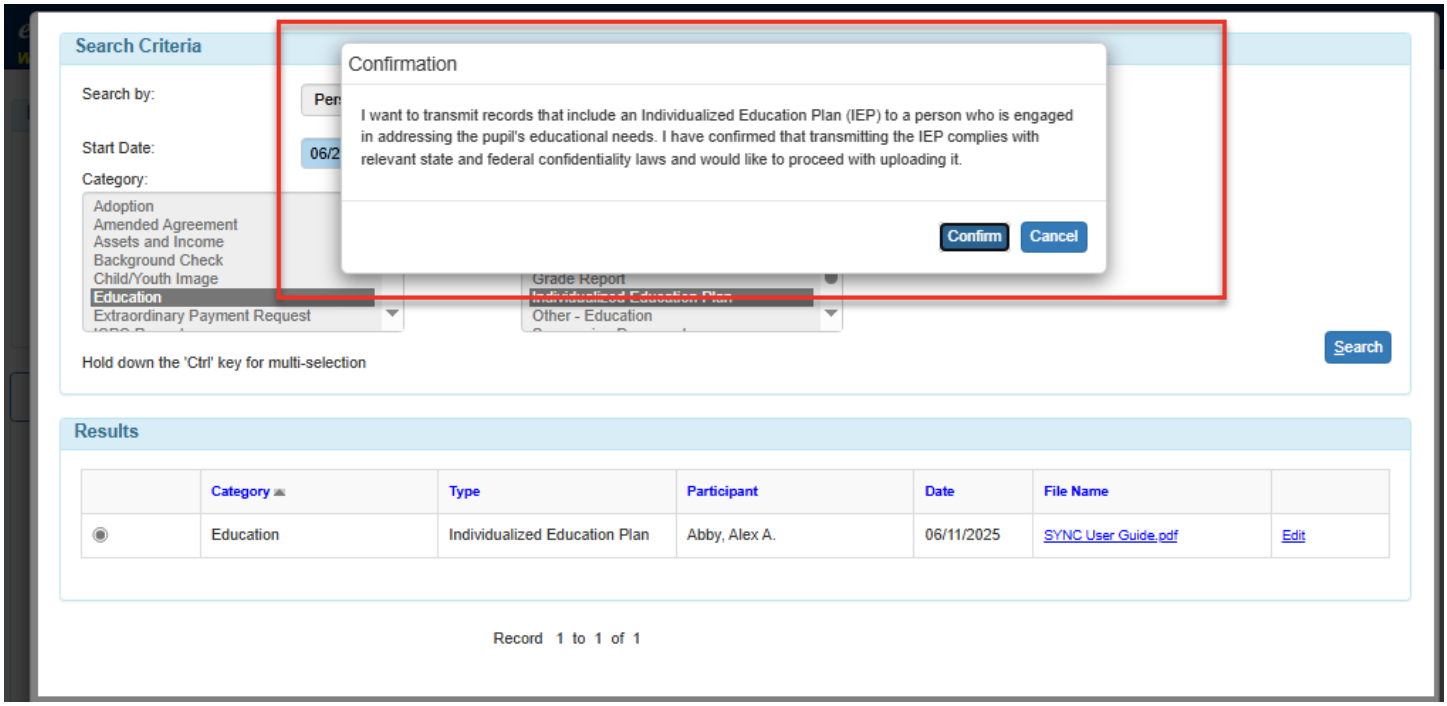
4. The Documentation tab allows YJ/CPS Professionals to designate documents and images for sharing with a placement provider agency during the referral process. This tab also keeps a history of shared documents. The documents are displayed in a table with columns labeled Type, Date, and the Date Shared. 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 placement provider agency along with the referral. Auto-inserted types will pull qualifying documents from the last 6 months, if available, but a child welfare professional can also use the search functionality and the insert button to retrieve or add additional documents.



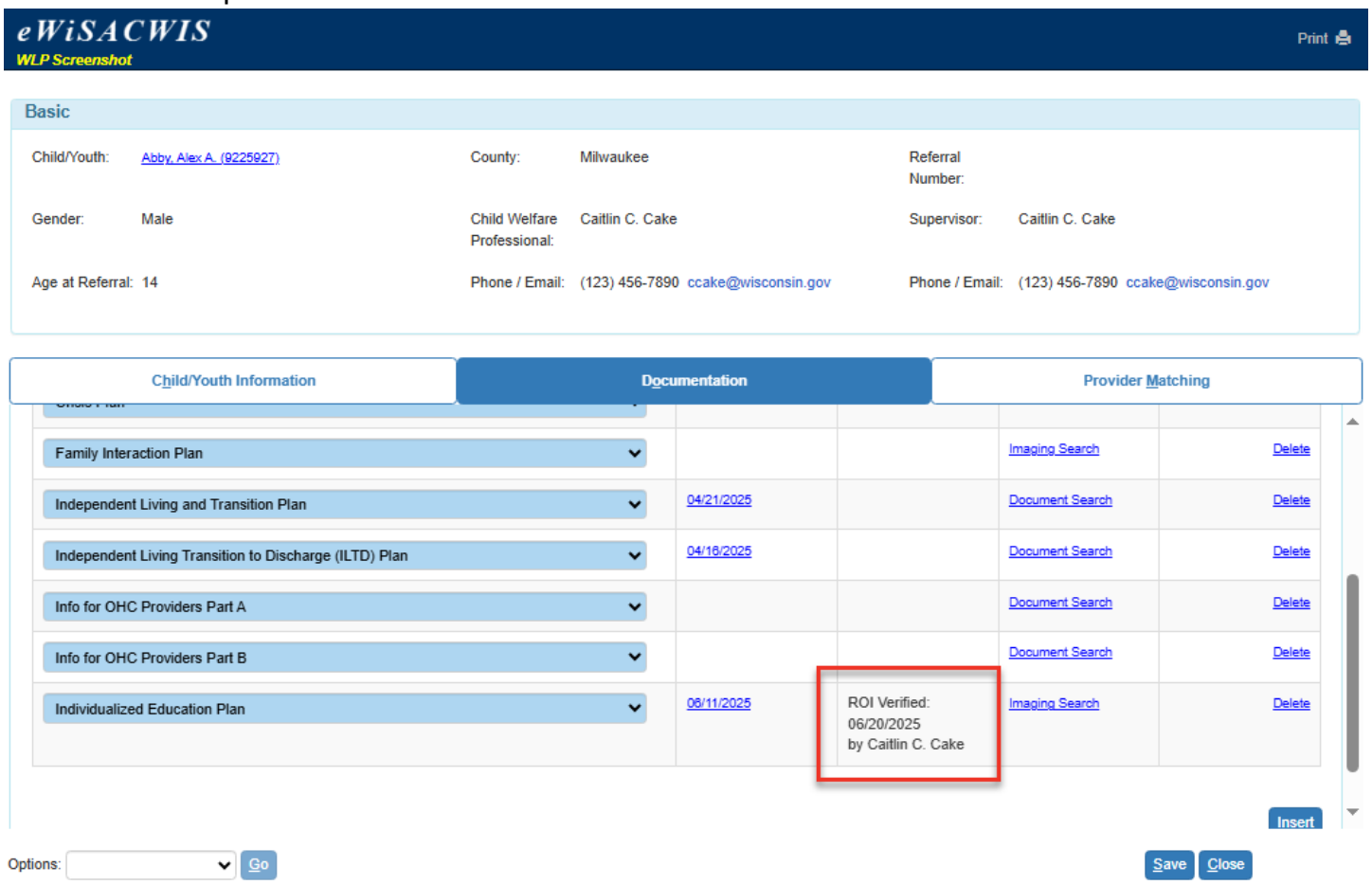
5. The Document Search (and Retrieval) page enables YJ/CPS Professionals to search for and select specific PDF files of eWiSACWIS documents for sharing with placement provider agencies through SYNC. The start date and end date fields are required. The start date defaults to a date six months earlier 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.



***Note:** When creating or selecting an Individual Education Plan (IEP) from a child's/youth's record, the YC/CPS Professional making the referral is required to sign a digital Release of Information (ROI), which confirms that they have the ability to transmit the record to a person who is engaged in addressing the pupil's education needs as per state and federal confidentiality laws.


Search Criteria
Search by:
Start Date:
Category:
Adoption
Amended Agreement
Assets and Income
Background Check
Child/Youth Image
Education
Extraordinary Payment Request
Grade Report
Other - Education
Hold down the 'Ctrl' key for multi-selection
Search
Confirmation
I want to transmit records that include an Individualized Education Plan (IEP) to a person who is engaged in addressing the pupil's educational needs. I have confirmed that transmitting the IEP complies with relevant state and federal confidentiality laws and would like to proceed with uploading it.
Confirm
Cancel
Results
Category
Type
Participant
Date
File Name
Education
Individualized Education Plan
Abby, Alex A.
06/11/2025
SYNC User Guide.pdf
Edit
Record 1 to 1 of 1

Selecting Confirm will sign a digital ROI that displays as verified on the Documentation tab. Each time an IEP is added to the Referral or replaced; a new ROI will display for confirmation updating the name of the professional and date that the ROI was verified on the Documentation tab.

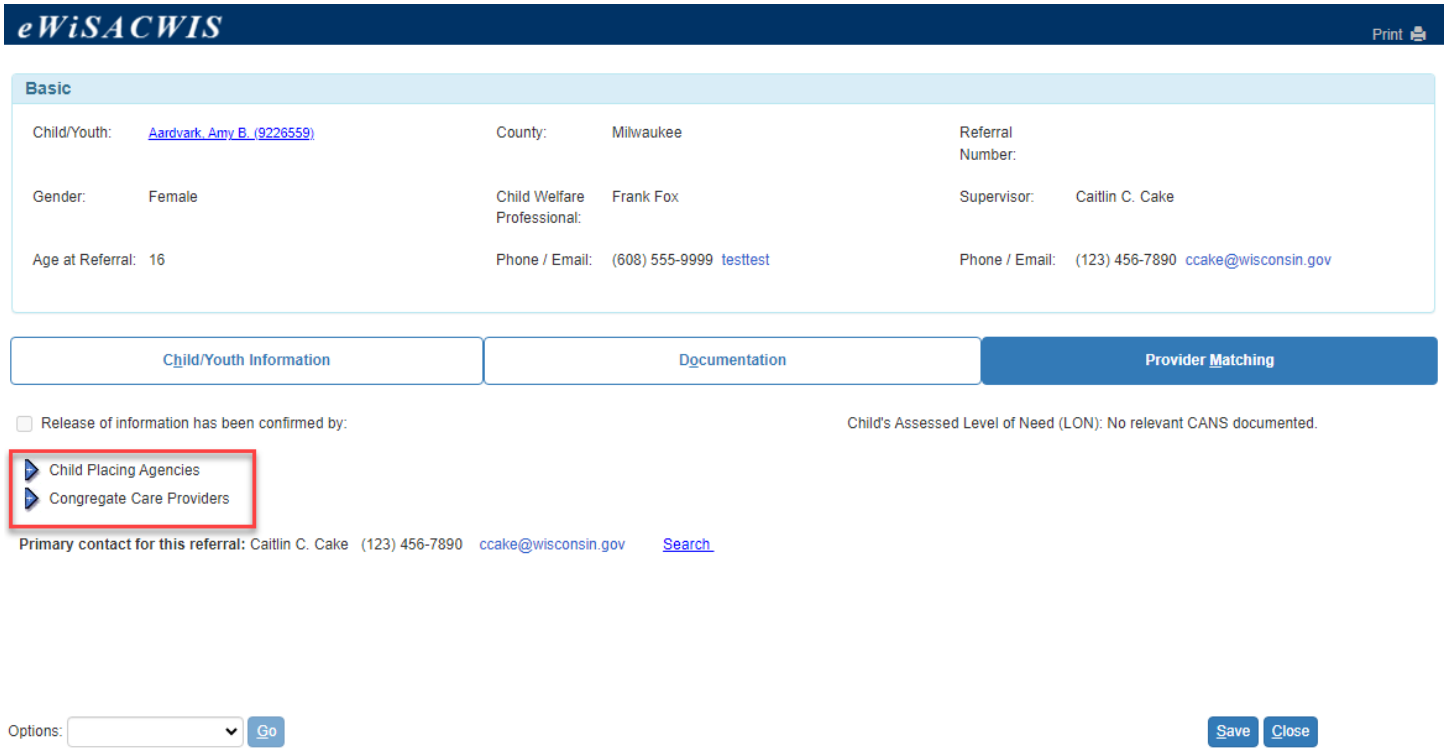


6. The Provider Matching tab allows the user to retrieve placement provider agencies with whom the referral will be shared. This tab also contains the functionality to share and withdraw the referral from the placement provider agencies that have been selected. An important **note** is that to refer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

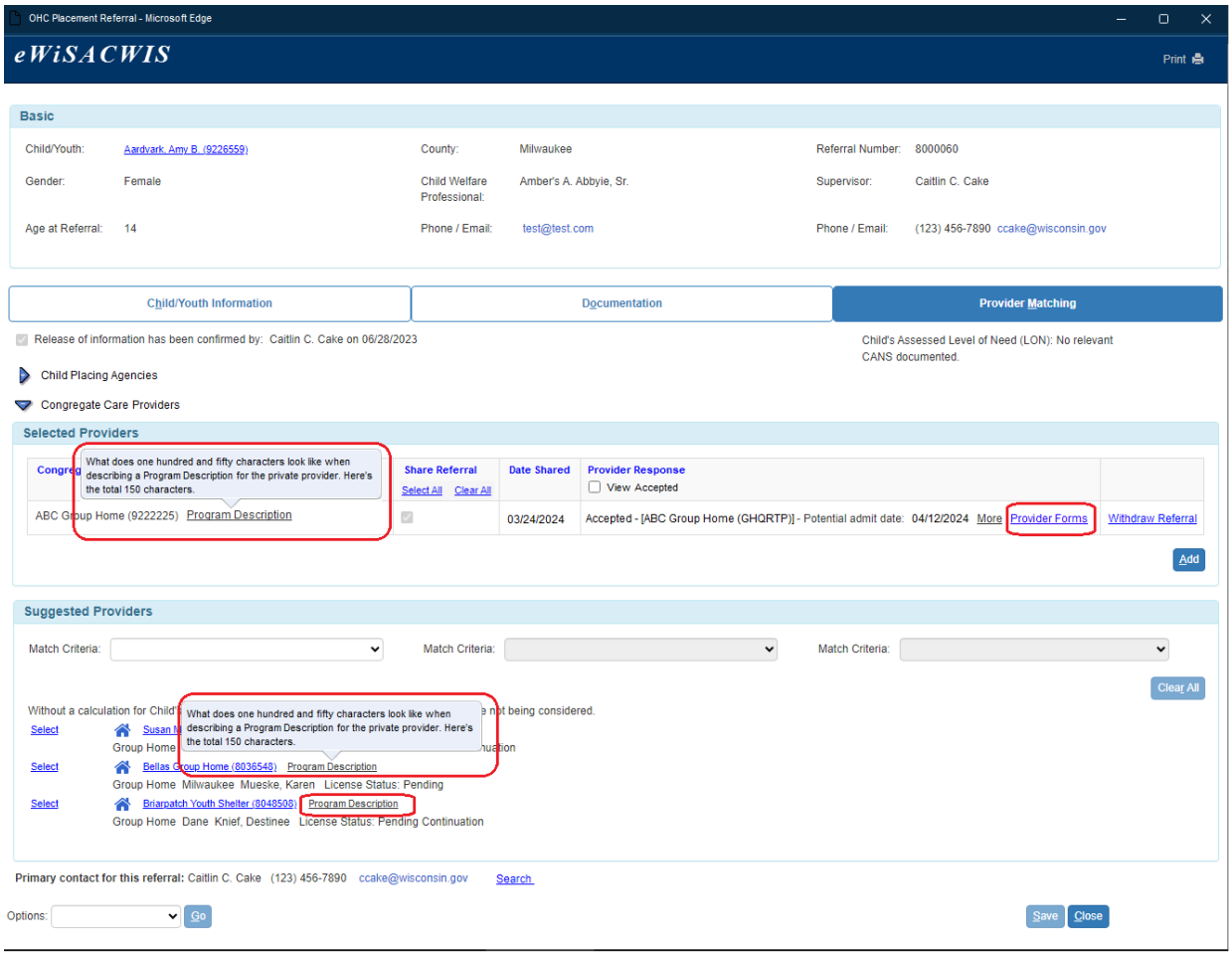
   There is the ability to send to each Out-of-Home Placement Referral to a combination of Child Placing Agencies and Congregate Care Providers. Youth Justice/Child Welfare Professionals can use one referral and share to multiple providers at one time. To select placement provider agencies, select either or both expandos to add. While county users can select multiple placement provider agencies for whom to send the referral, they should still exercise discretion in choosing which placement provider agencies 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 placement provider agencies.

Placement provider agencies will be able to add notes, via SYNC, to inform the county user of the placement provider agency's response. Hover over the 'More' flare to display the placement provider agency response. Youth Justice/Child Welfare Professionals can withdraw a referral after it's shared with the placement provider agency. This removes access to the referral for that placement provider agency. 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 placement provider agency.

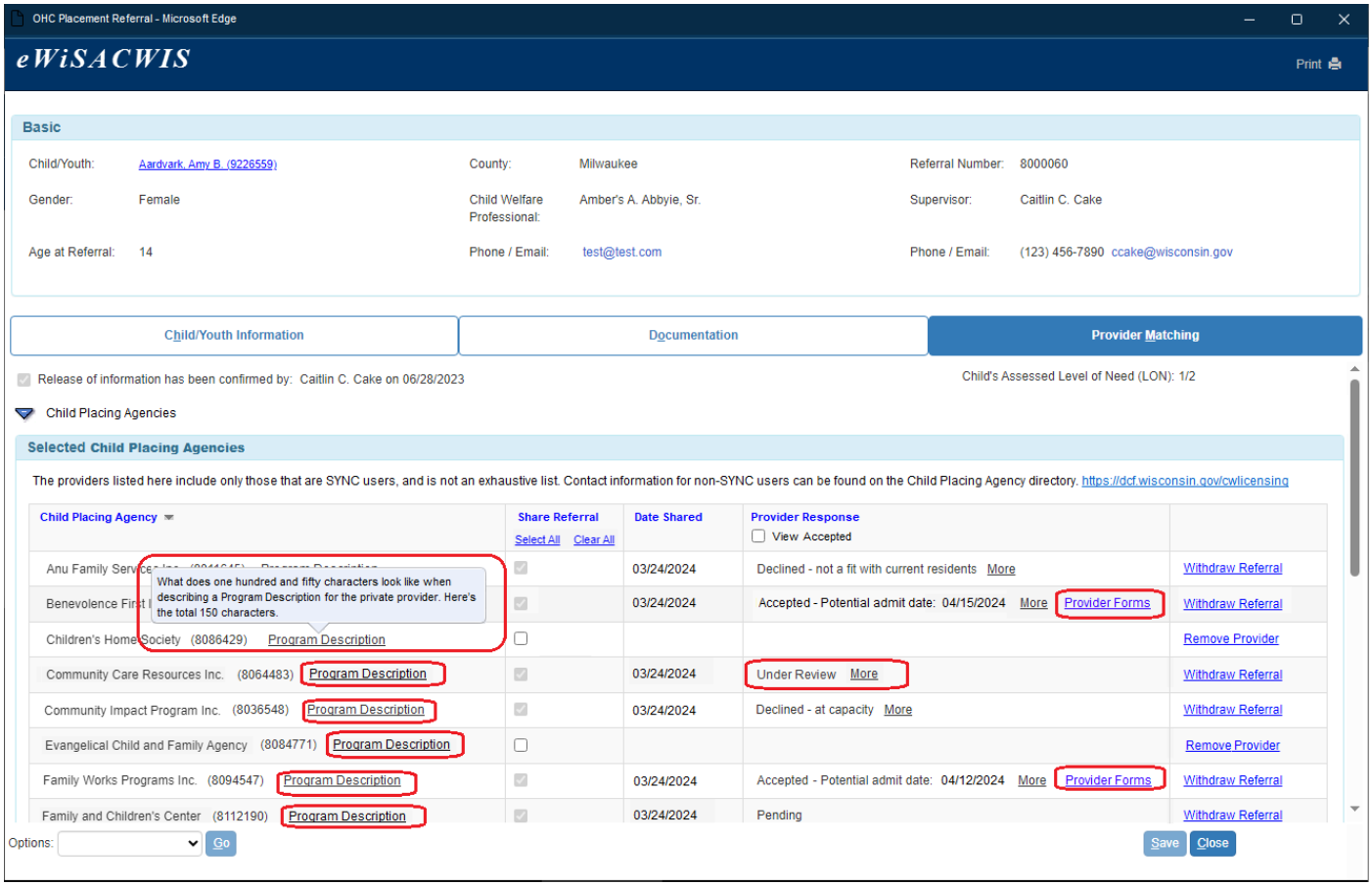
The primary contact for the referral displays at the bottom of the Provider Matching tab.



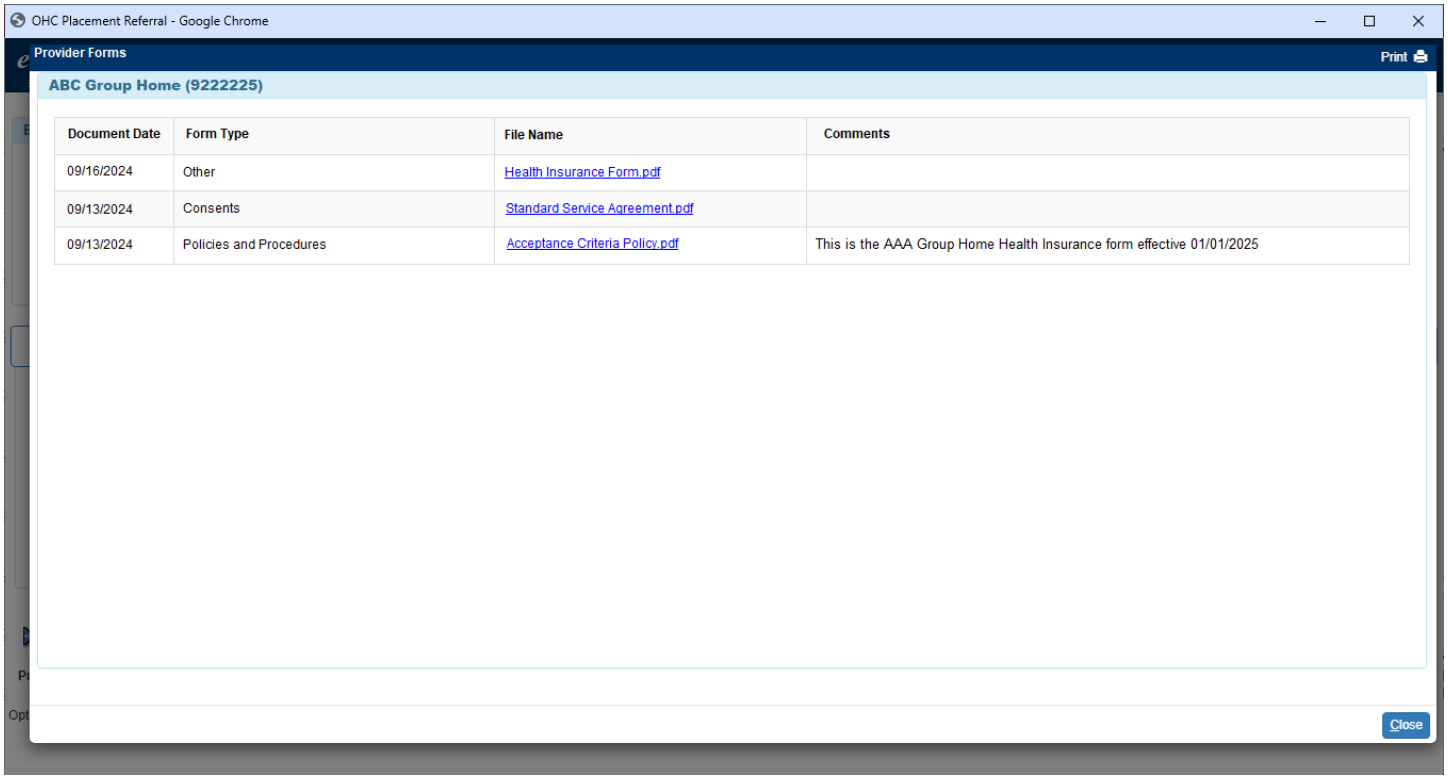
7. If a provider has entered a Program Description regarding their programs, treatment milieu, and target population served, a Program Description field will appear next to their Provider Name. Hovering over this field will display their Program Description narrative.



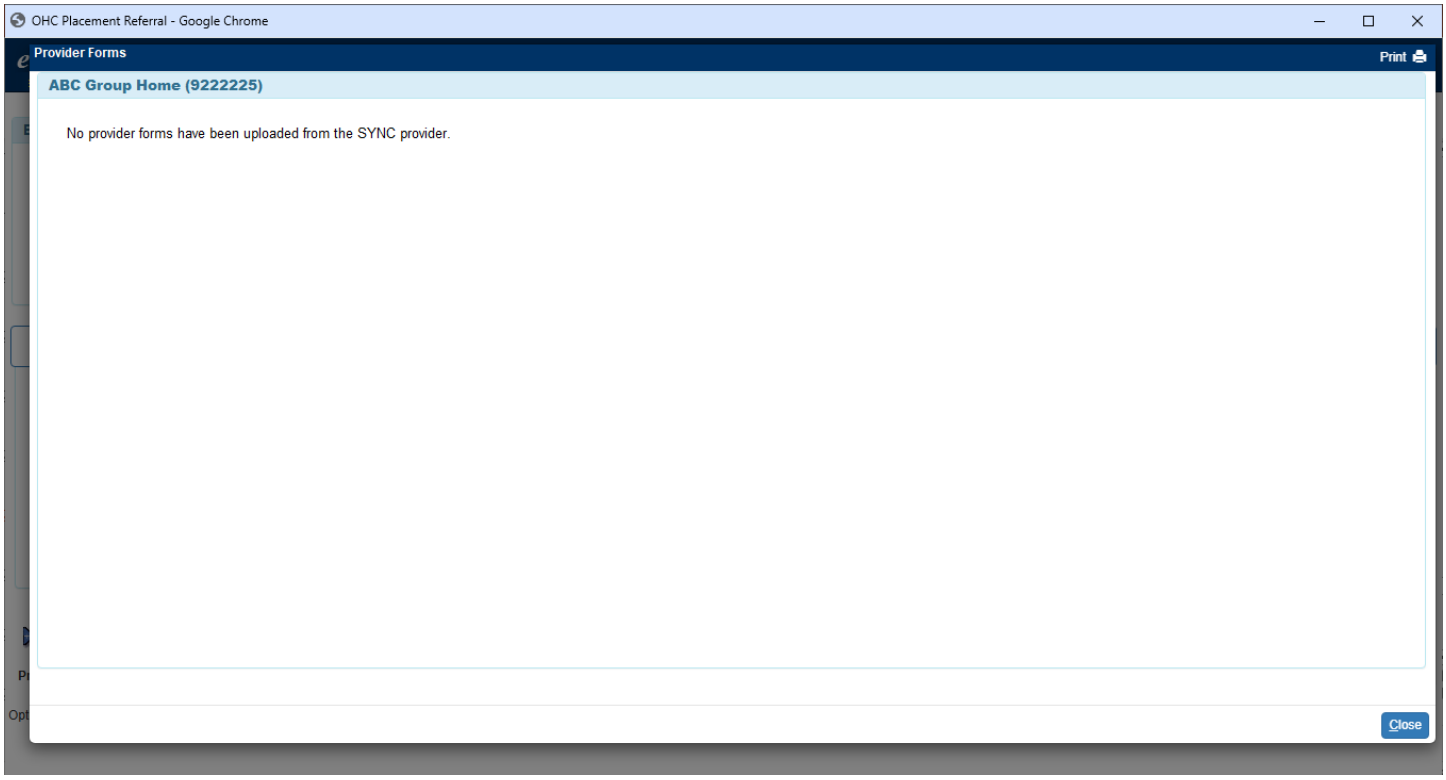
8. Once a Provider changes their status of the referral to Accepted, a Provider Forms hyperlink will display in the Provider Response column.



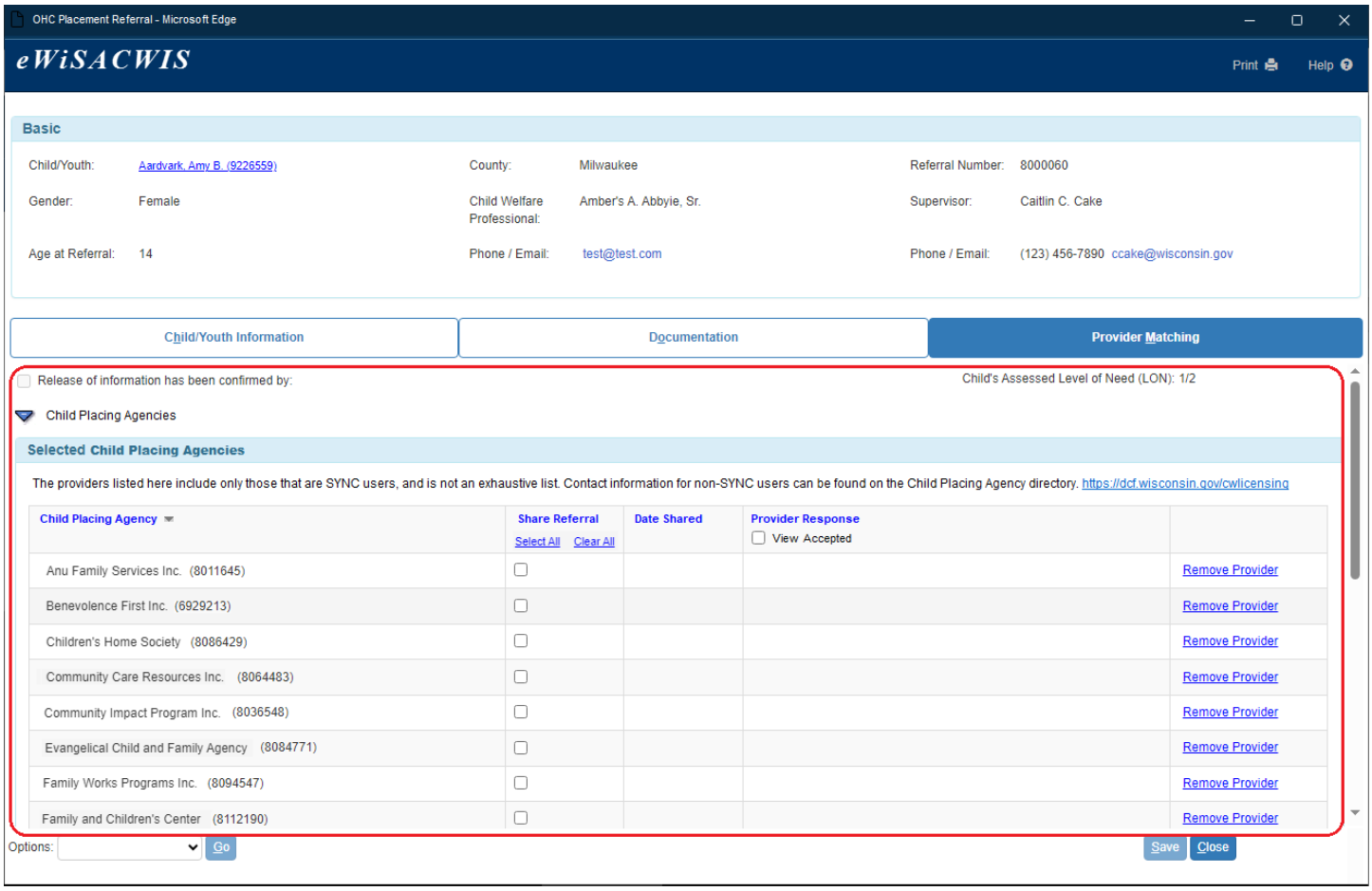
9. Selecting the hyperlink will navigate to the Provider Forms page. The Provider Forms page will display the Provider's forms that have been uploaded to their Provider profile in SYNC. The type of documents included consent forms, policies and procedures, and intake forms, along with their comments regarding each form. This allows for Youth Justice/Child Welfare Professionals to have access to forms required by the agency to continue the placement.



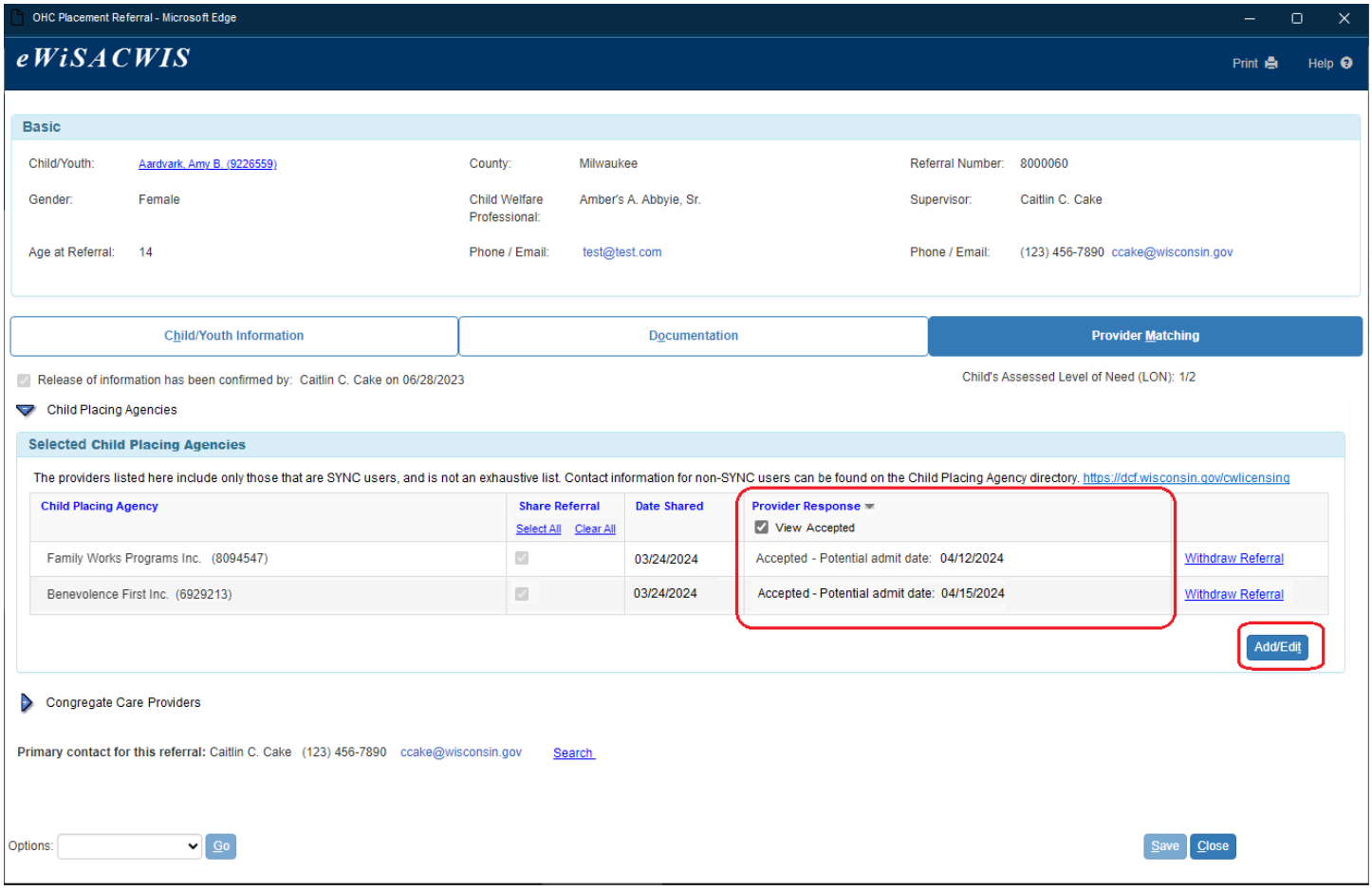
If a provider has not uploaded any forms, the page will indicate that no forms have been uploaded for this specific provider.



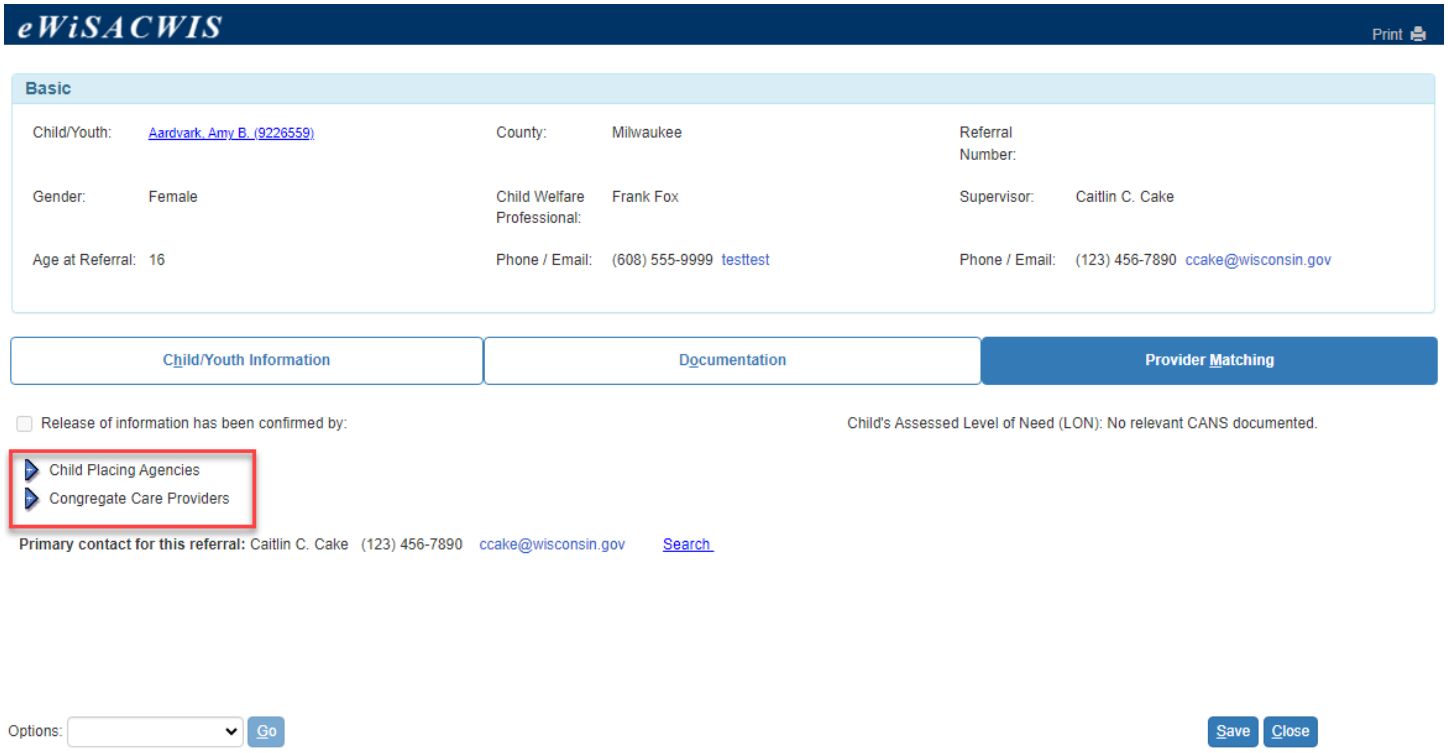
10. Child Place Agencies will display a list or provider agencies that are SYNC users upon creation of the Out-of-Home Placement Referral, prior to sharing. Of note, this may not be an exhaustive list. Users can select checkboxes and save the page to share to Child Placing Agencies. There is also the option to Select All.



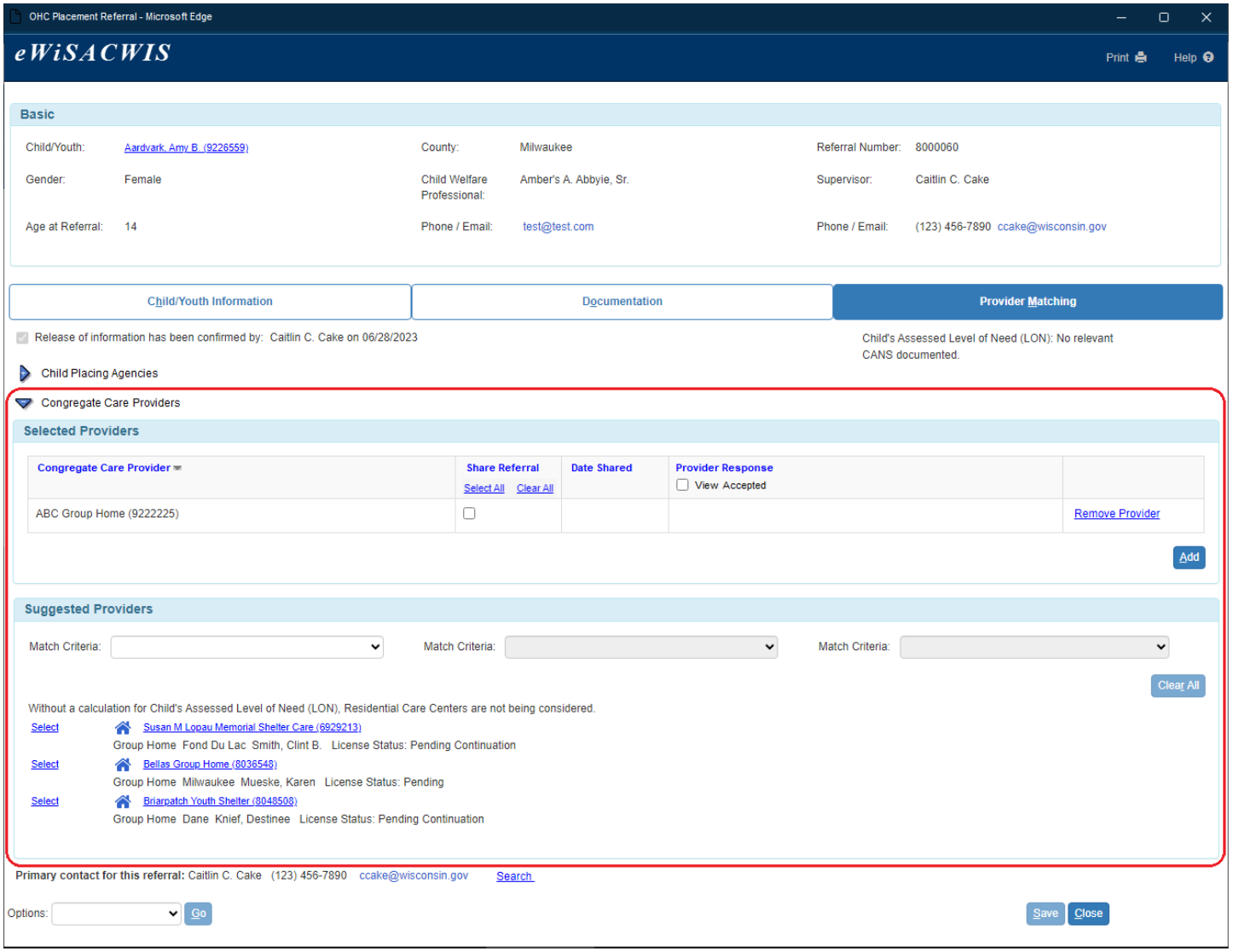
11. If after the initial creation of the page, there are any additional providers who are withdrawn and need to be re-added, or become active SYNC users, the Add/Edit button can be used to add Child Placing Agencies back to the Provider Matching tab to share the referral with. The referral responses by agency can also be filtered with the View Accepted checkbox, to view only accepted referrals.



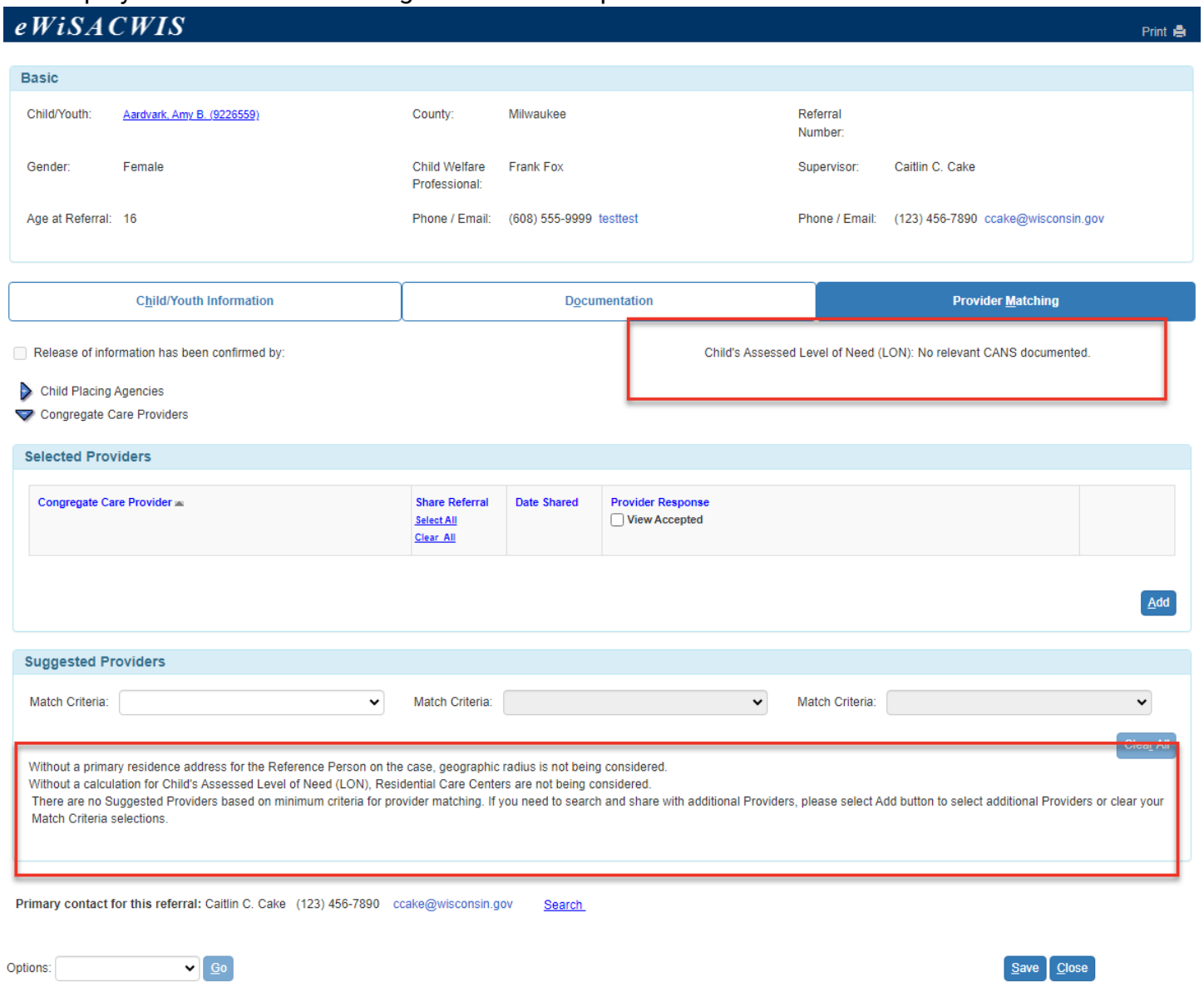
12. Selecting the Congregate Care Providers expando will open the section for adding Congregate Care or group care providers.



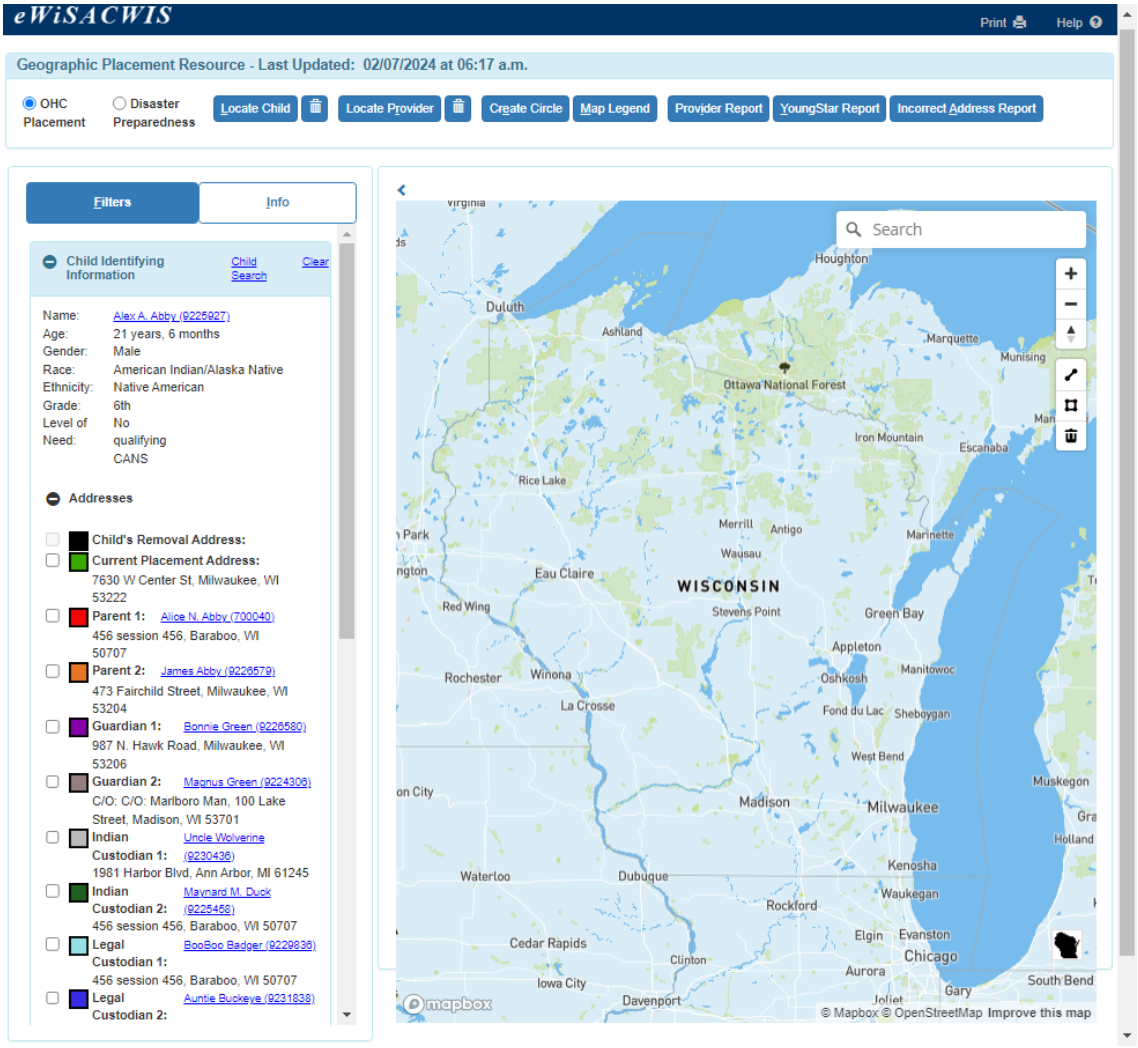
13. There are multiple options to choose Selected Providers to share the Out-of-Home Placement Referral with Placement Provider Agencies. The first option is using the Suggested Providers group box.
    - Below the Selected Providers group box on the page, there is a Suggested Providers group box with options. The Suggested Providers are an initial pool of potential group care providers suggested by the system based on group care 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 group care providers display at a time. The group care 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 group care 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.


OHC Placement Referral - Microsoft Edge
eWiSACWIS
Print
Help
Basic
Child/Youth: Aardvark, Amy B. (9226559)
County: Milwaukee
Referral Number: 8000060
Gender: Female
Child Welfare Professional: Amber's A. Abbyie, Sr.
Supervisor: Caitlin C. Cake
Age at Referral: 14
Phone / Email: test@test.com
Phone / Email: (123) 456-7890 ccake@wisconsin.gov
Child/Youth Information
Documentation
Provider Matching
Release of information has been confirmed by: Caitlin C. Cake on 06/28/2023
Child's Assessed Level of Need (LON): No relevant CANS documented.
Child Placing Agencies
Congregate Care Providers
Selected Providers
Congregate Care Provider
Share Referral
Select All Clear All
Date Shared
Provider Response
View Accepted
ABC Group Home (9222225)
Remove Provider
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.
Select
Susan M Lopau Memorial Shelter Care (6929213)
Group Home Fond Du Lac Smith, Clint B. License Status: Pending Continuation
Select
Bellas Group Home (8036548)
Group Home Milwaukee Mueske, Karen License Status: Pending
Select
Briarpatch Youth Shelter (8048508)
Group Home Dane Knief, Destinee License Status: Pending Continuation
Primary contact for this referral: Caitlin C. Cake (123) 456-7890 ccake@wisconsin.gov Search
Options:
Go
Save
Close

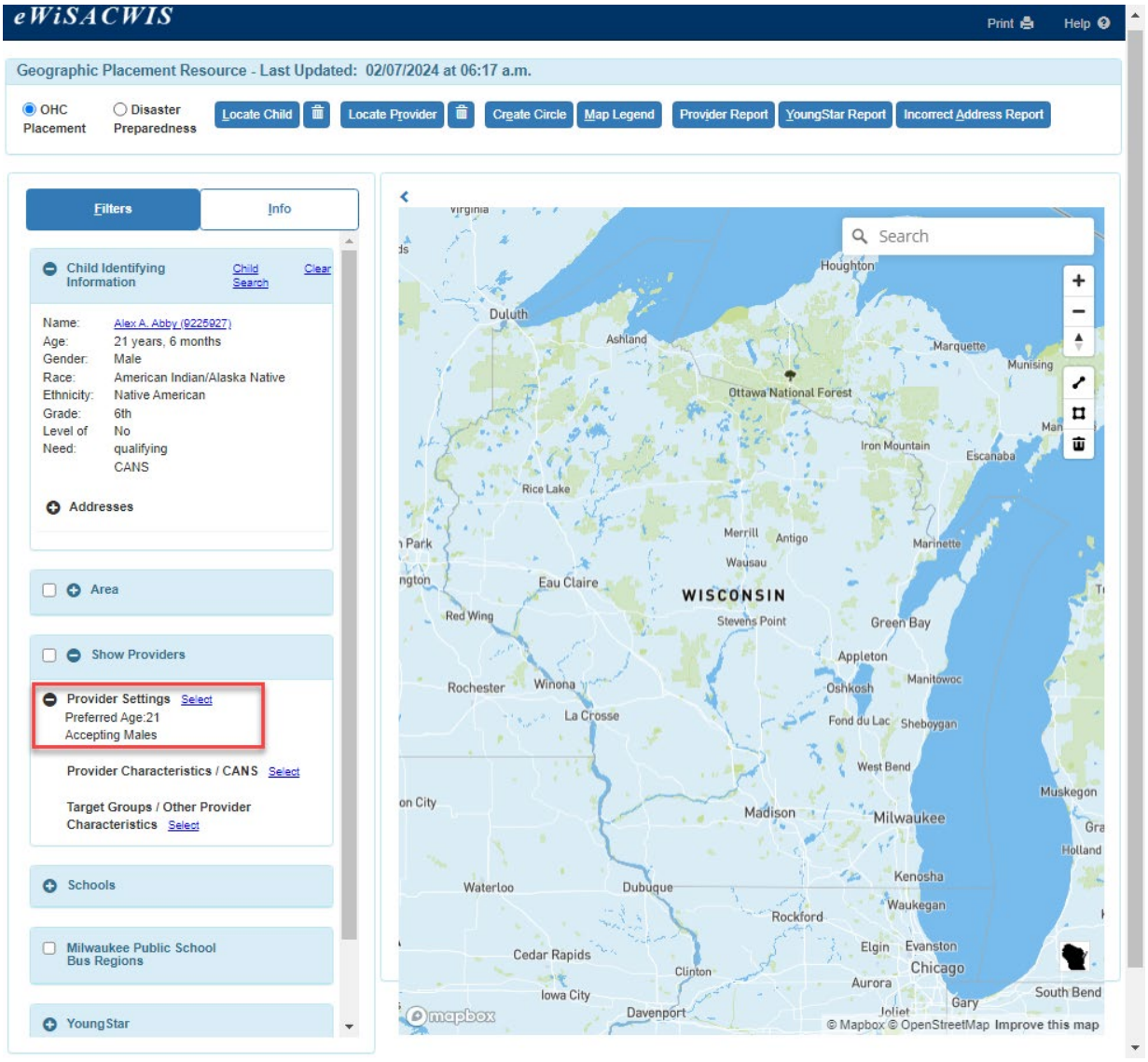
14. If there is not a relevant CANS documented, Residential Care Centers will not be considered. If there are no Suggested Providers based on the minimum criteria for provider matching, the page will display instructions for sharing with additional providers.



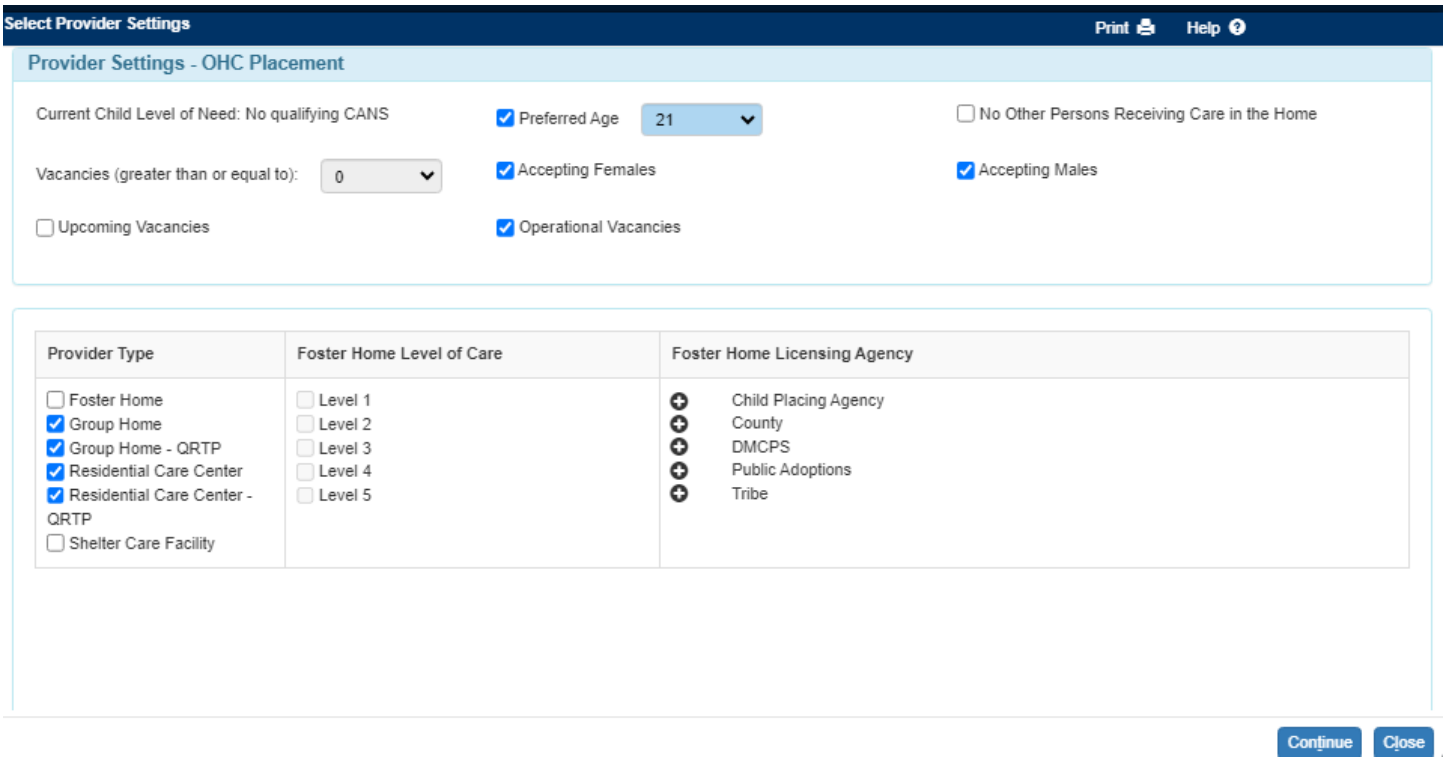
15. The second option for selecting group care providers is through the Add button. Selecting the Add button on the page, launches the Geographic Placement Resource Page in OHC Placement mode to search and pull back SYNC group care providers to share in the Out-of-Home Placement Referral.
    - The Geographic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


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 (9226927)
Age: 21 years, 6 months
Gender: Male
Race: American Indian/Alaska Native
Ethnicity: Native American
Grade: 6th
Level of Need: No 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 (9226579) 473 Fairchild Street, Milwaukee, WI 53204
Guardian 1: Bonnie Green (9226580) 987 N. Hawk Road, Milwaukee, WI 53206
Guardian 2: Magnus Green (9224306) C/O: C/O: Marlboro Man, 100 Lake Street, Madison, WI 53701
Indian Custodian 1: Uncle Wolverine (9230436) 1981 Harbor Blvd, Ann Arbor, MI 61245
Indian Custodian 2: Maynard M. Duck (9225456) 456 session 456, Baraboo, WI 50707
Legal Custodian 1: BooBoo Badger (9229836) 456 session 456, Baraboo, WI 50707
Legal Custodian 2: Auntie Buckeye (9231838)
Search
WISCONSIN
Houghton
Duluth
Ashland
Marquette
Munising
Ottawa National Forest
Iron Mountain
Escanaba
Rice Lake
Merrill
Antigo
Wausau
Marinette
Eau Claire
Red Wing
Stevens Point
Green Bay
Appleton
Rochester
Winona
La Crosse
Oshkosh
Manitowoc
Fond du Lac
Sheboygan
West Bend
Madison
Milwaukee
Muskegon
Holland
Waterloo
Dubuque
Kenosha
Waukegan
Rockford
Cedar Rapids
Elgin
Evanston
Chicago
Clinton
Aurora
Iowa City
Gary
South Bend
Davenport
Joliet
mapbox
© Mapbox © OpenStreetMap Improve this map

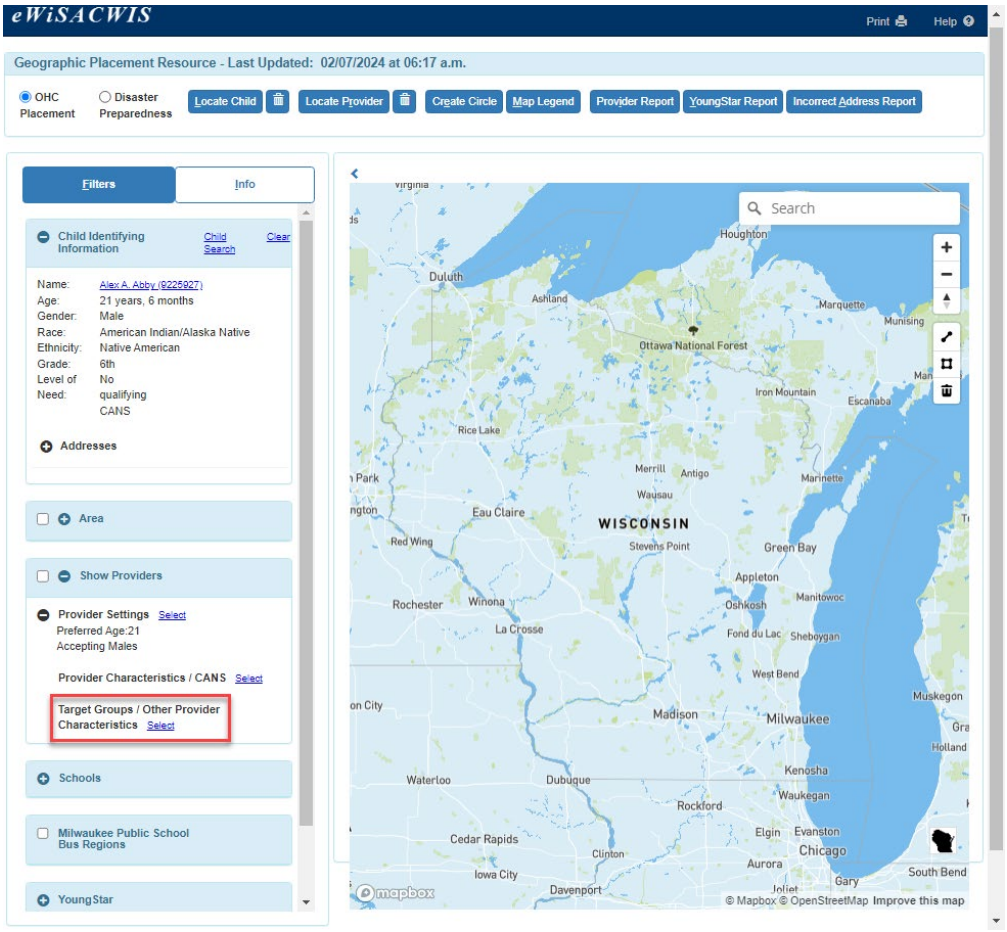
- To update the map to display matching providers, navigate to the Show Providers group box. The user can select Provider Settings to better match group care providers to the child or youth needing placement.



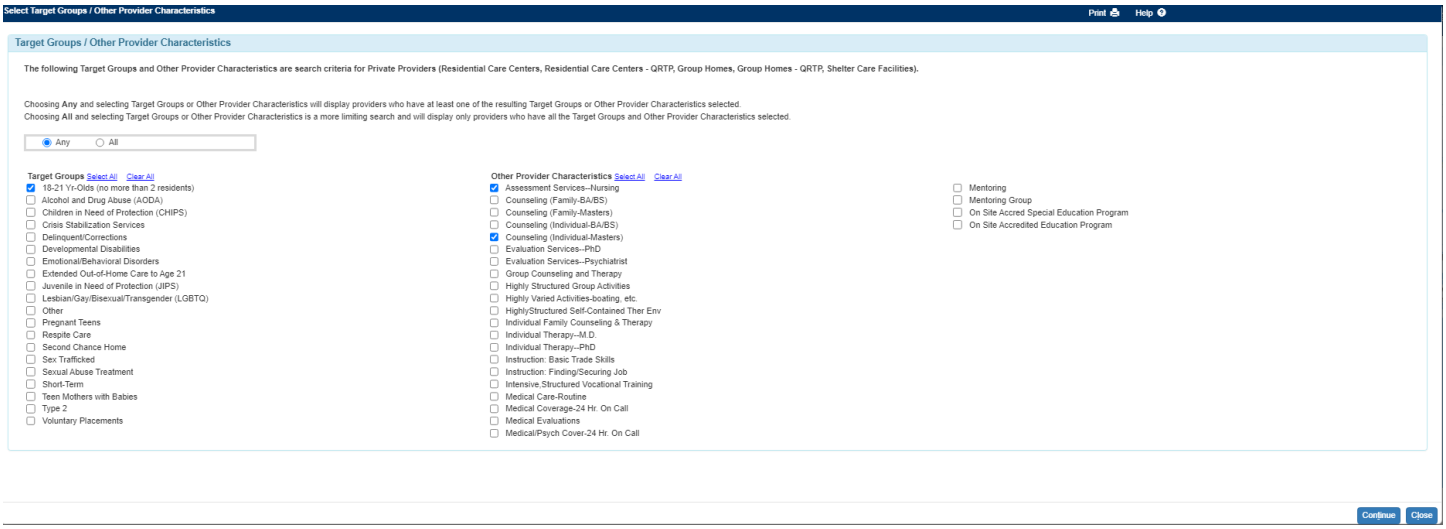
- To search for group care providers, select the provider type. The Preferred Age will prefill with the selected child or youth's age from the Out-of-Home Placement Referral. Accepting Males or Accepting Females will be selected upon opening the page based on the gender of the child or youth. These checkboxes 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.



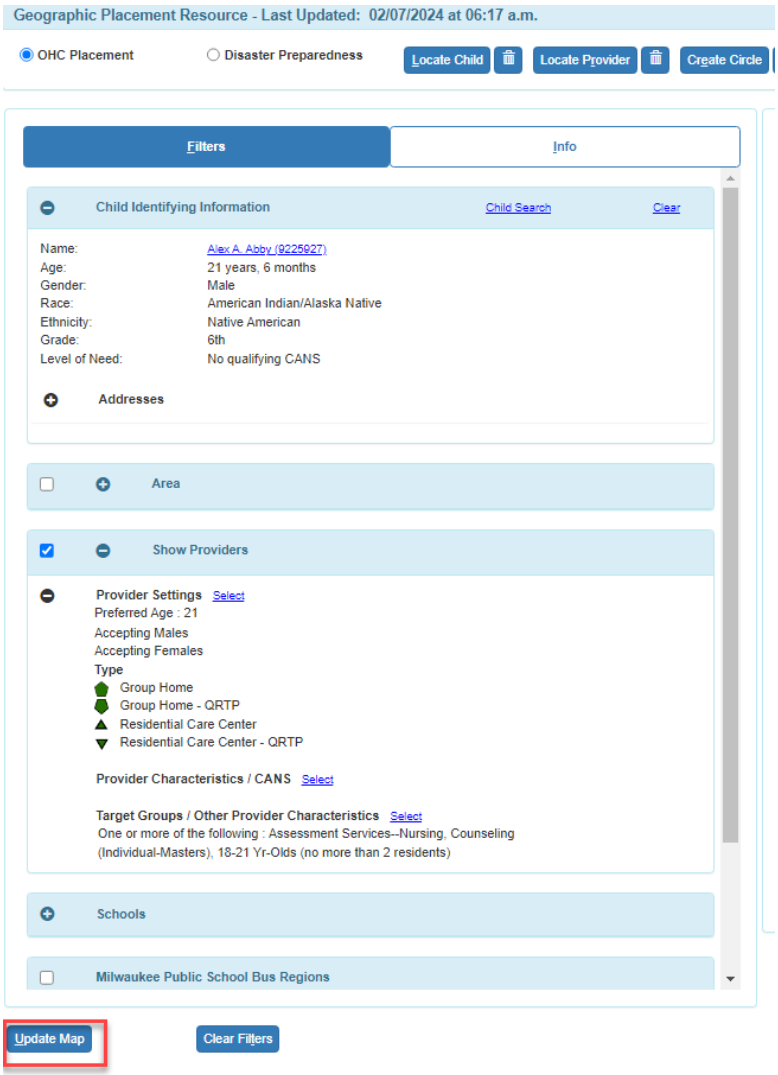
- To update the map to display matching providers based on Target Groups or Provider Characteristics, navigate to the Show Providers group box and select the Select hyperlink.



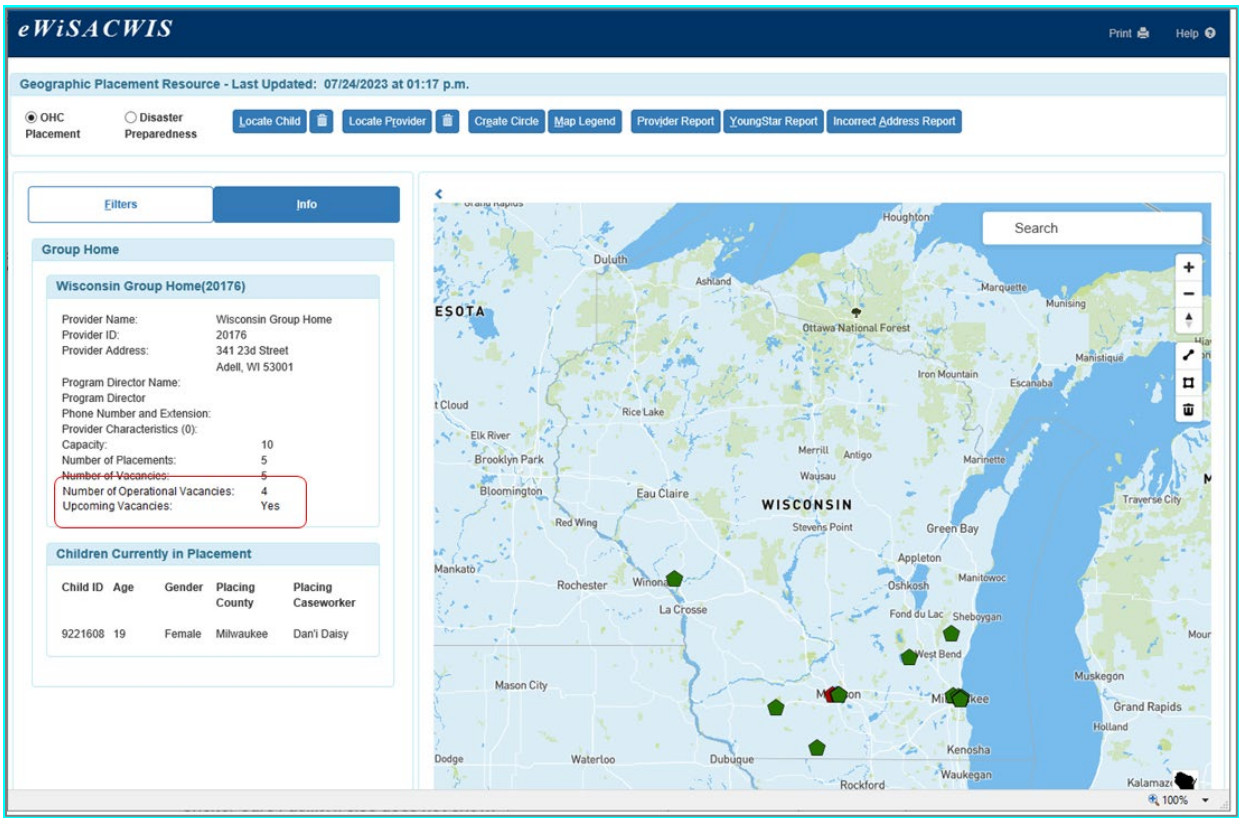
- The user can select Target Groups/Other Provider Characteristics to better match group care providers to the child or youth needing placement.



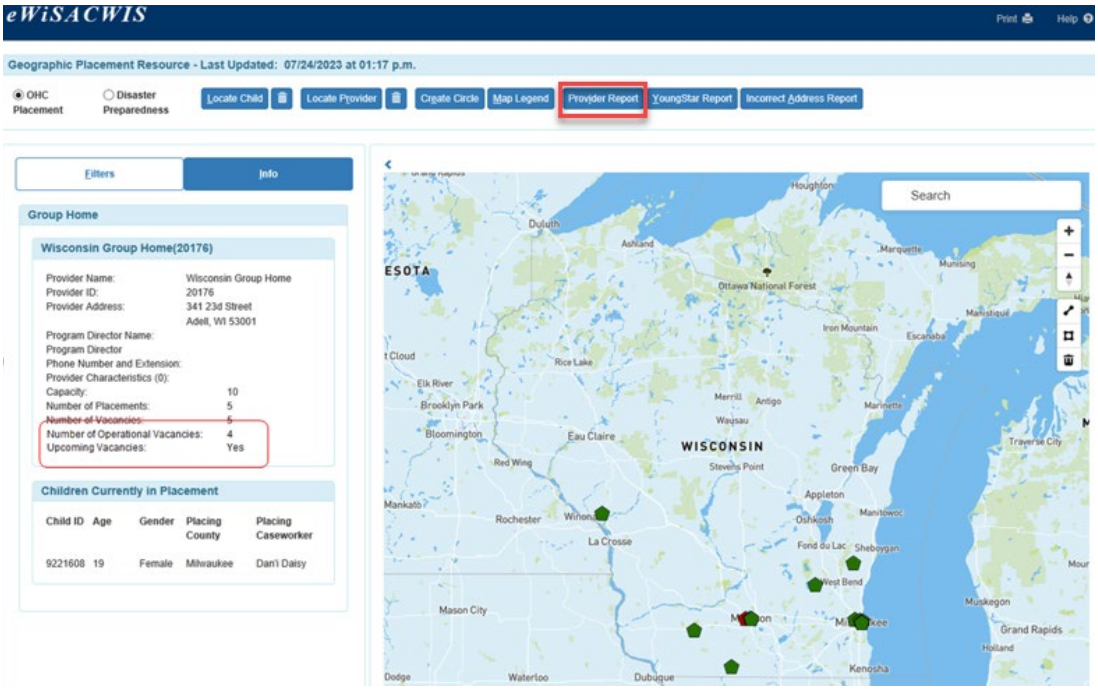
- Following the selections, select Continue to return to the Geographic Placement Resource page and select Update Map.



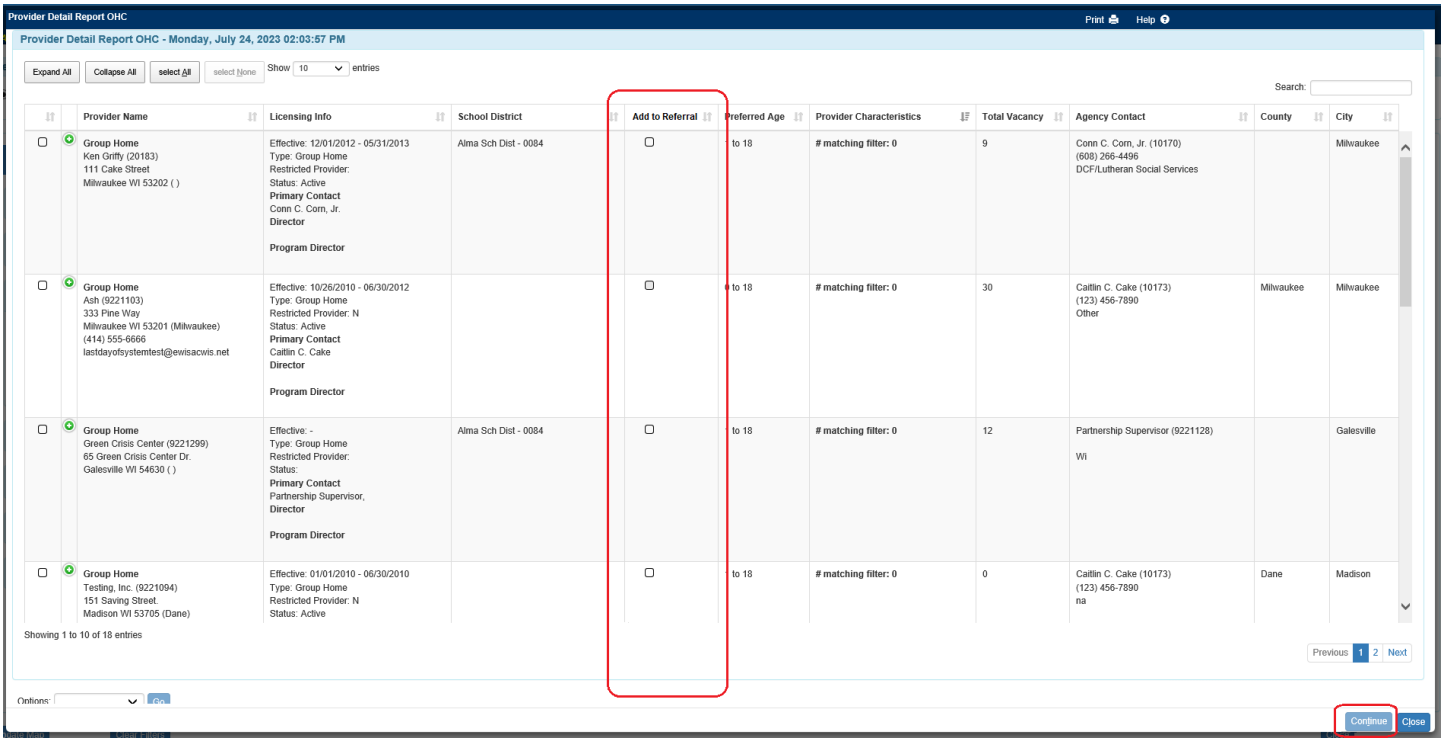
- The Map will update displaying group care providers on the map who meet the criteria selected in the Show Providers group box. Selecting a provider on the map will display their information.



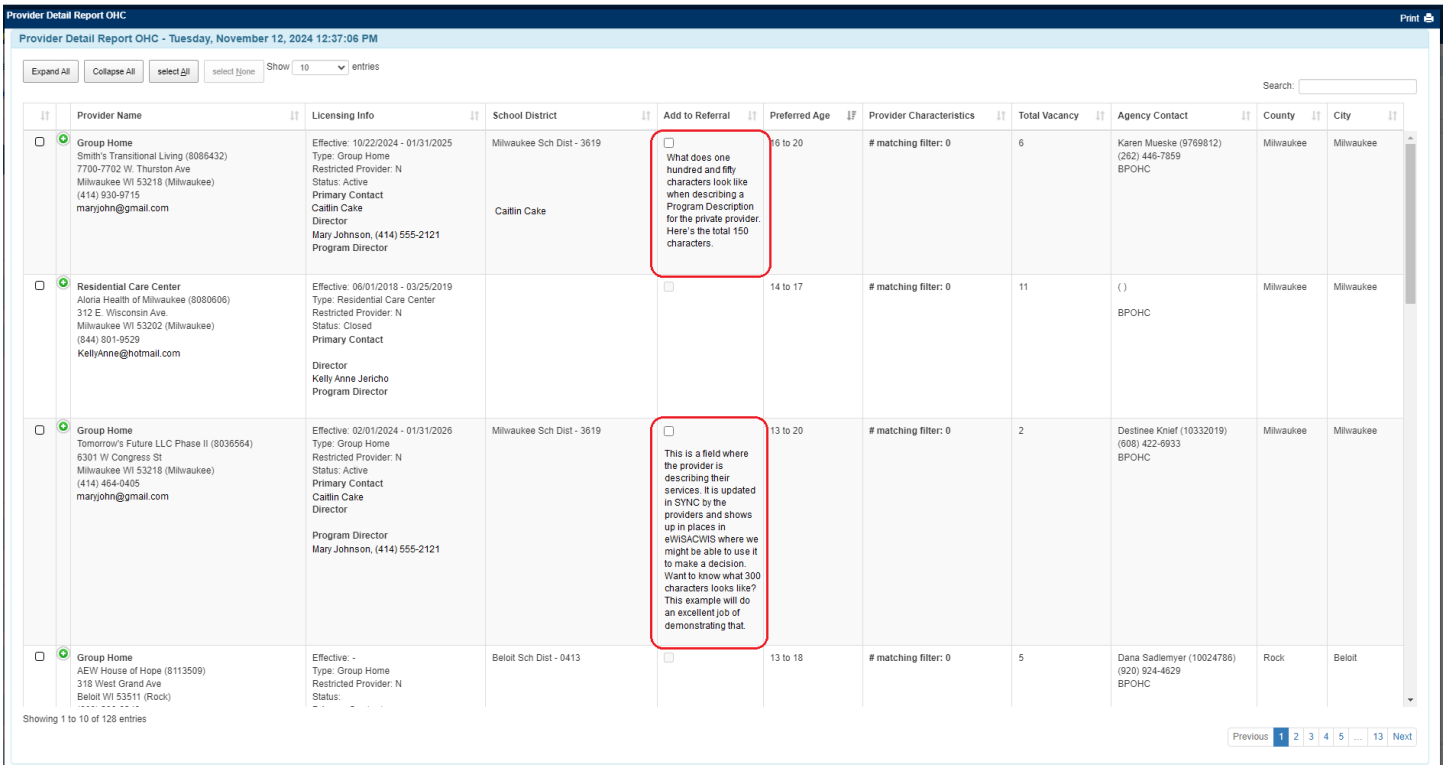
- To select and bring group care providers back to share the referral on the Out-of-Home Placement Referral page, select the Provider Report button



- The Provider Detail Report OHC will display. There is a column titled Add to Referral. If a group care provider is a SYNC Provider and can receive Out-of-Home Placement Referrals, the checkbox will be enabled and selectable. Select the checkboxes for providers that the referral should be shared with and then Continue.

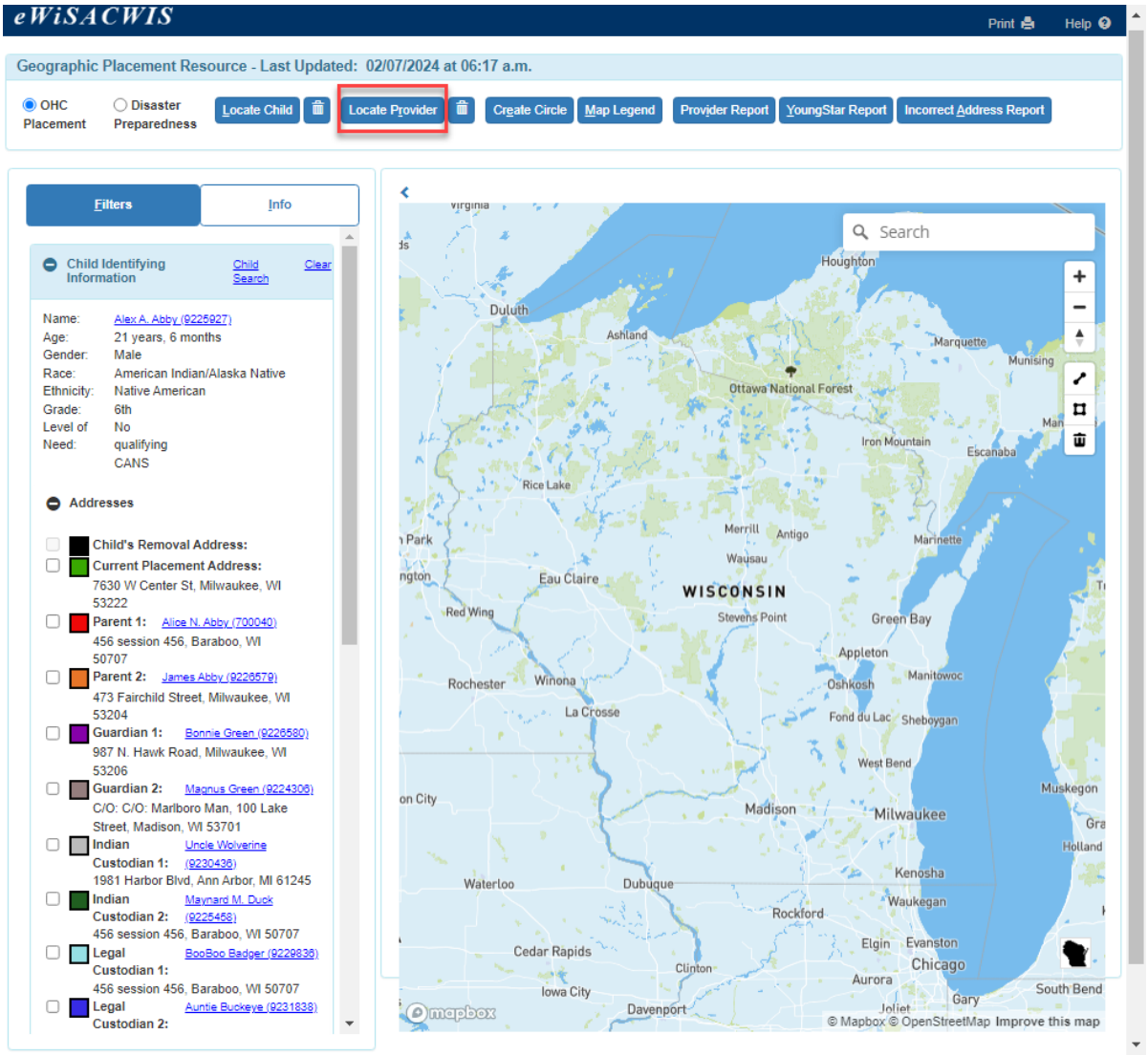


- If the Provider has updated the program description for their facility, the Provider Description which displays on the Provider Matching tab will also display in the Add to Referral column:

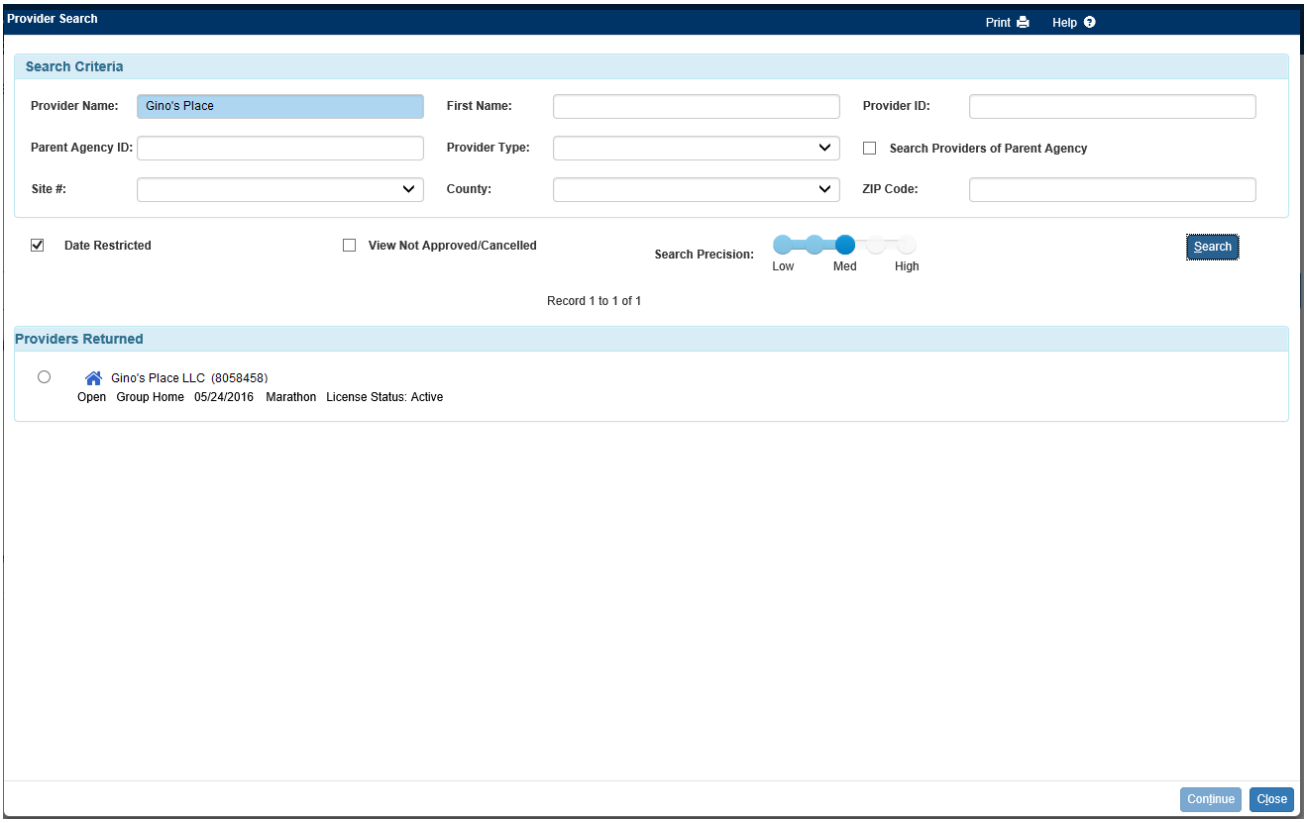


- The Provider Detail Report OHC and Geographic Resource Placement pages will close, and the user will be brought back to the Out-of-Home Placement Referral page. The page will refresh the providers selected from the GPR page will now display in the Selected Providers group box. Select the Share Referral checkbox(es) and save the page to share the referral with the providers selected in the group box.

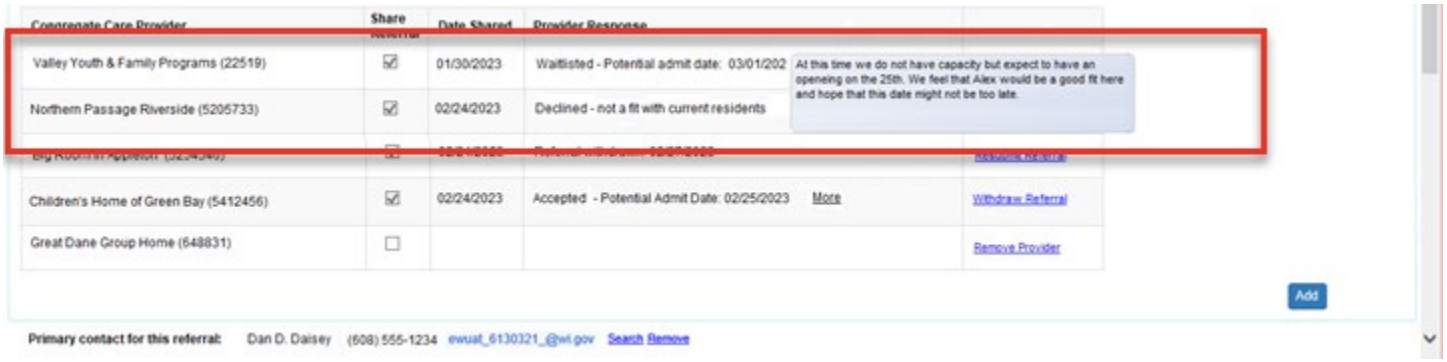
16. The last way to share a referral is with an individual group care provider through a search process. To select and share with an individual group care provider, the county user uses the Geographic Placement Resource page as well. Select the Add button on the Out-of-Home Placement Referral page. The user will be taken to the Geographic Placement Resource page.
    - Select the Locate Provider button at the top of the page.



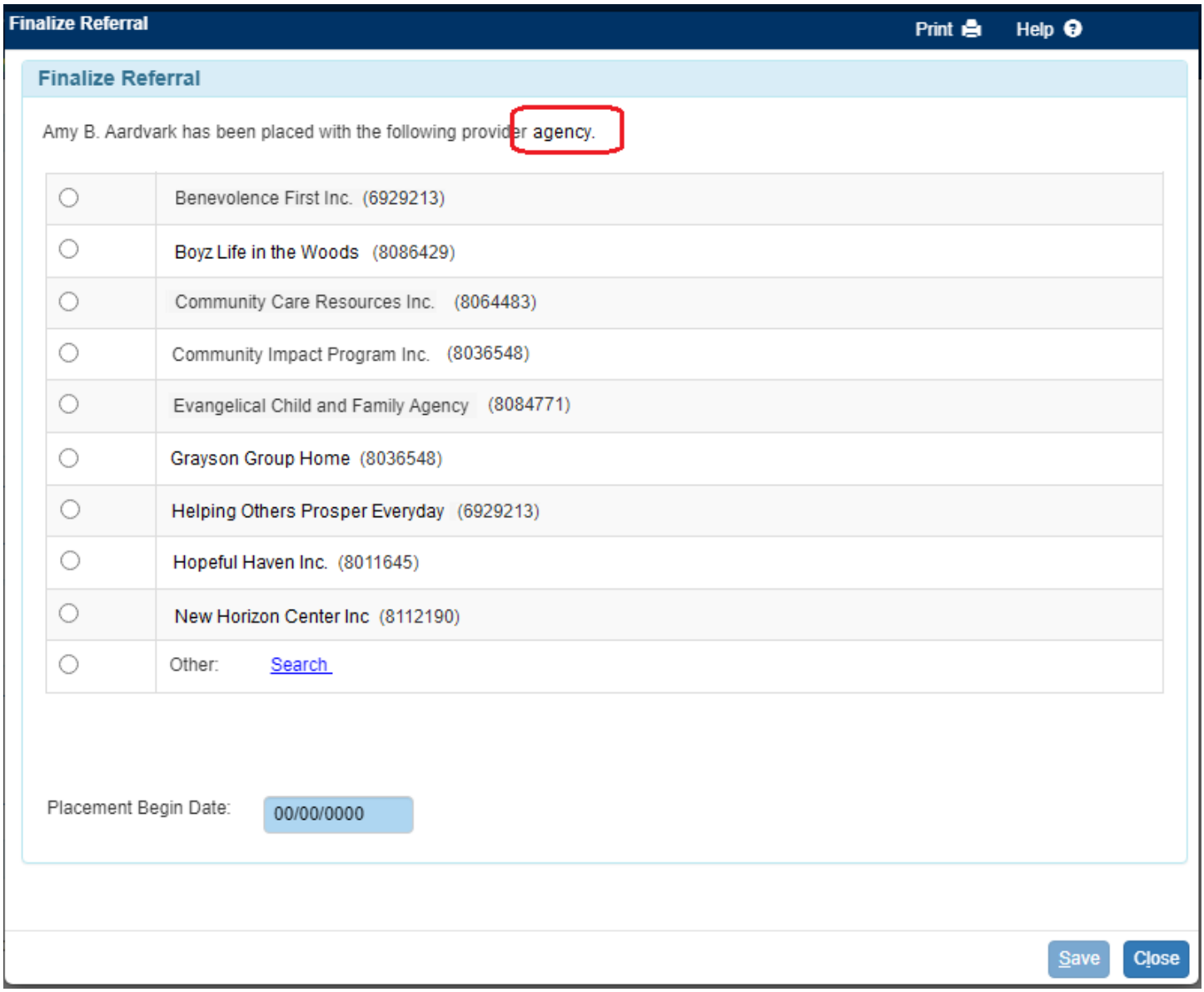
- The county user can search by provider name or ID. Selecting the radio button on the Providers Returned and the Continue button will bring back the individual group care provider to the Out-of-Home Placement Referral page where a county user can select the Share Referral checkbox to share with that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



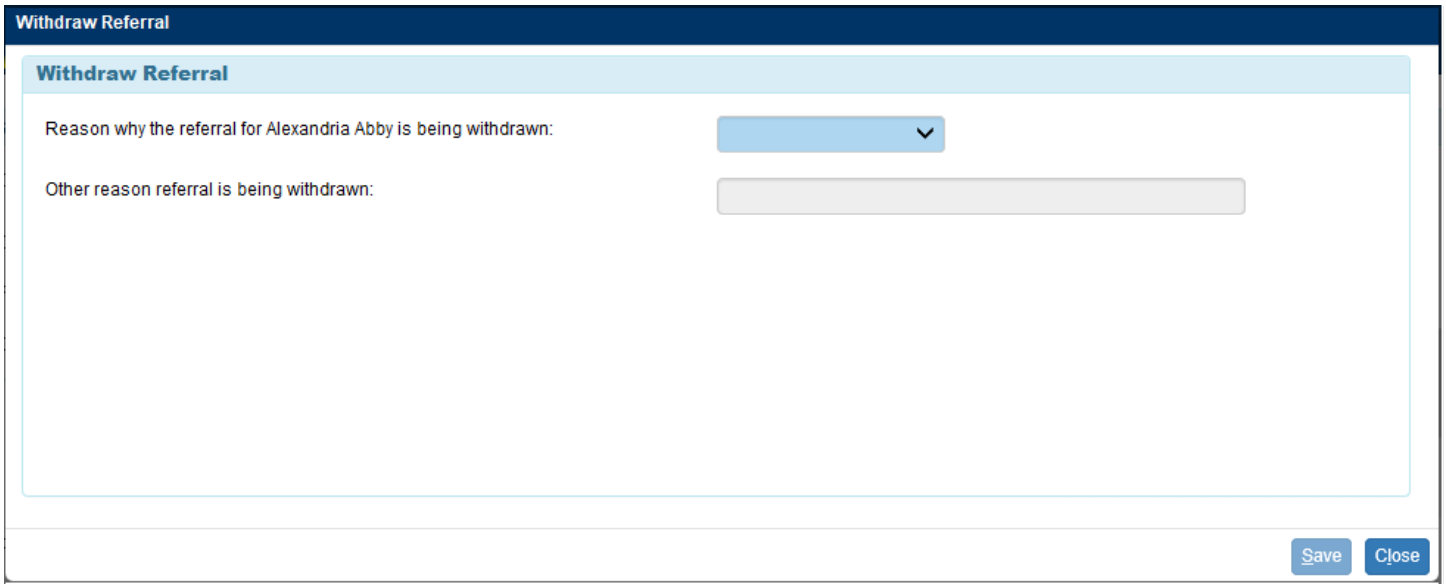
17. Back on the Provider Matching tab, group care providers will display based on selections using the navigations listed above. Responses from group care providers will display in the Provider Response group box as providers review and respond to the referrals. Hover over the More link to see additional information from provider agency response.



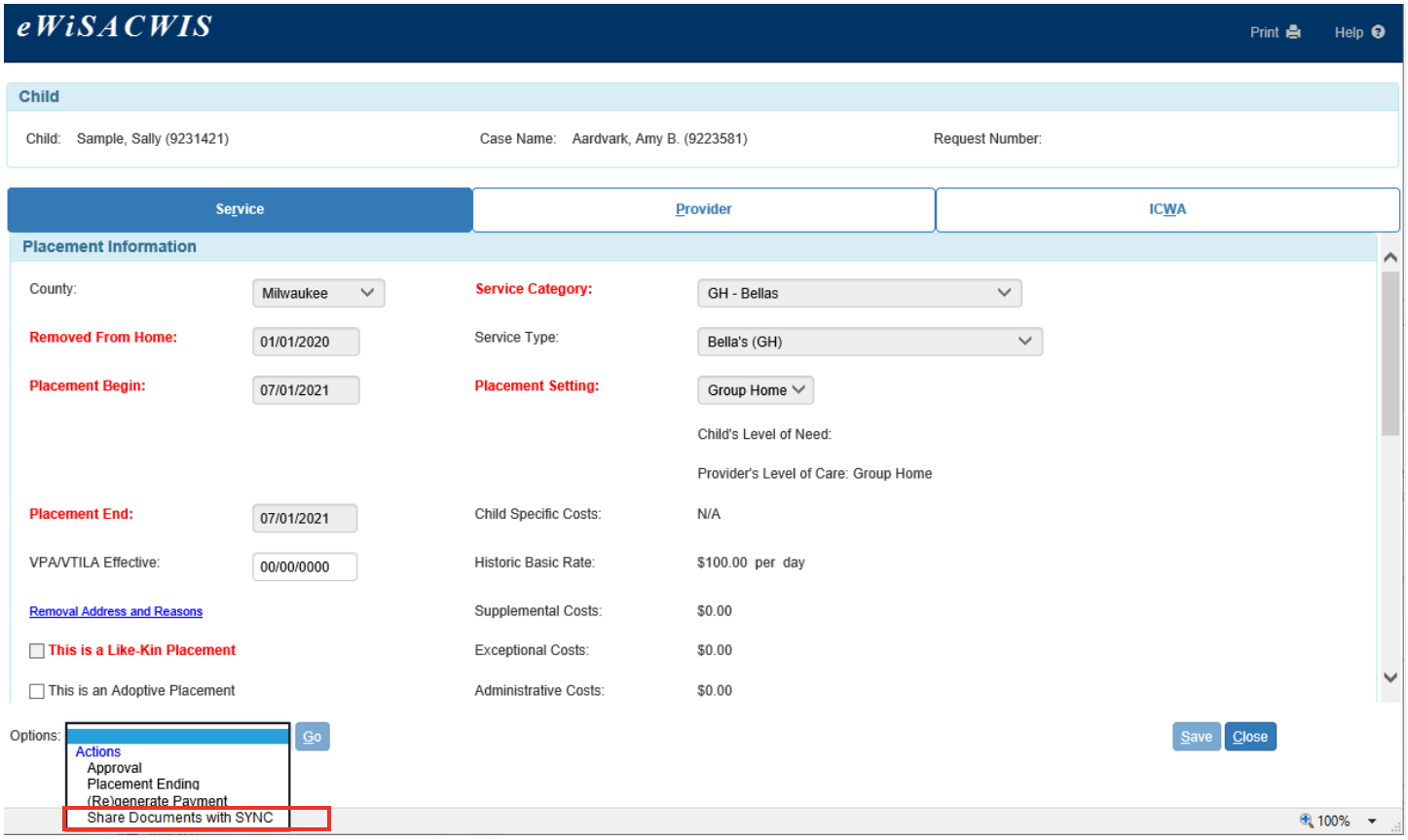
18. Finalize and freeze the referral by indicating the placement provider agencies with whom the child has been placed and the date that the placement began. Only placement provider agencies with an Accept status will display as prefilled options, else use the Other radio button to search and select the provider a child or youth was placed with.



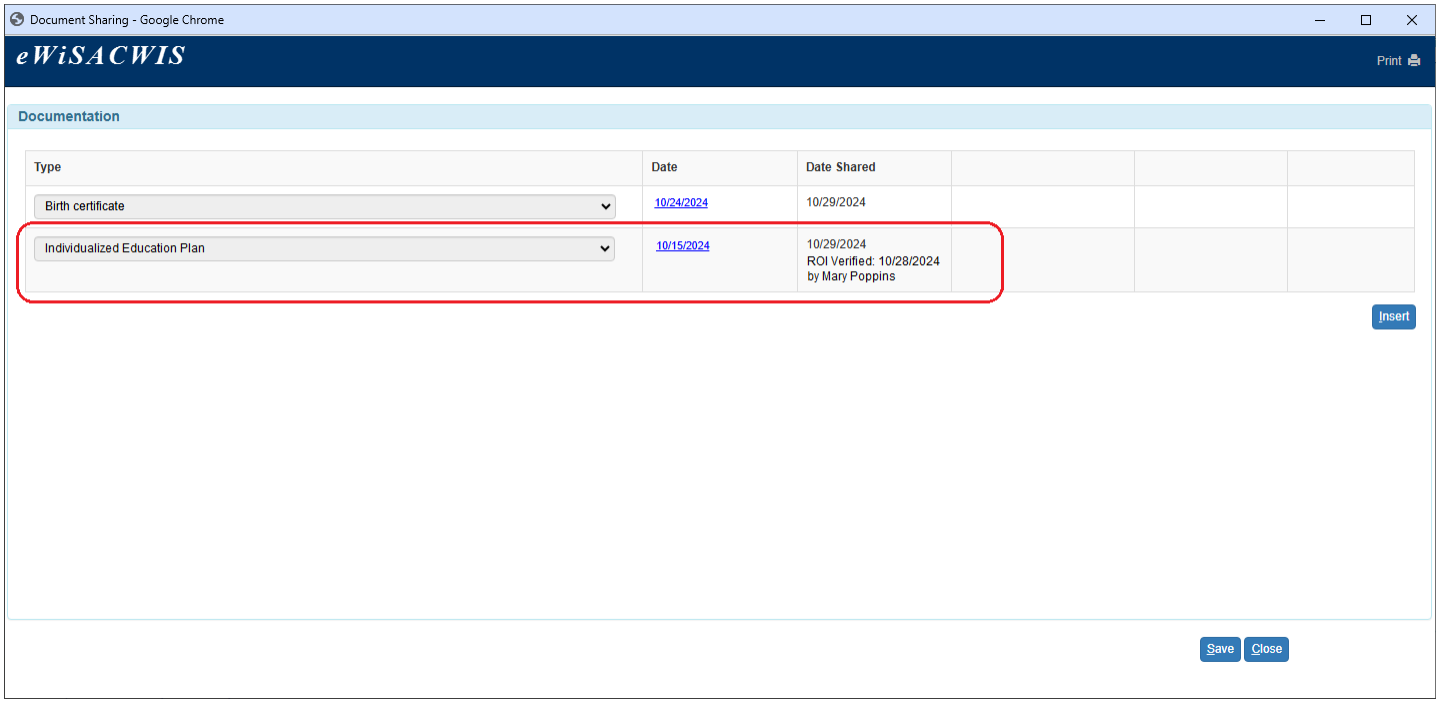
19. Withdraw the referral to withdraw and remove access to the referral for all the placement provider agencies that it has been shared with. This should occur when the placement is no longer needed or Made in Error. Select the reason why the referral for the child is being withdrawn. Upon successful save of the page the Provider Response on the corresponding Out-of-Home Placement Referral page will be set to 'Referral withdrawn: [DATE]' for all placement provider agencies shown.



20. After a referral is submitted via SYNC and the child is placed with a provider and the placement is documented as an Out-Of-home Placement, 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.
Note: Documents cannot be uploaded for Foster Home placements that occurred with Child Placing Agencies. As the placement occurs directly with the Foster Home in eWiSACWIS, Child Placing Agencies do not have access to Placements in SYNC.



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 placement provider.

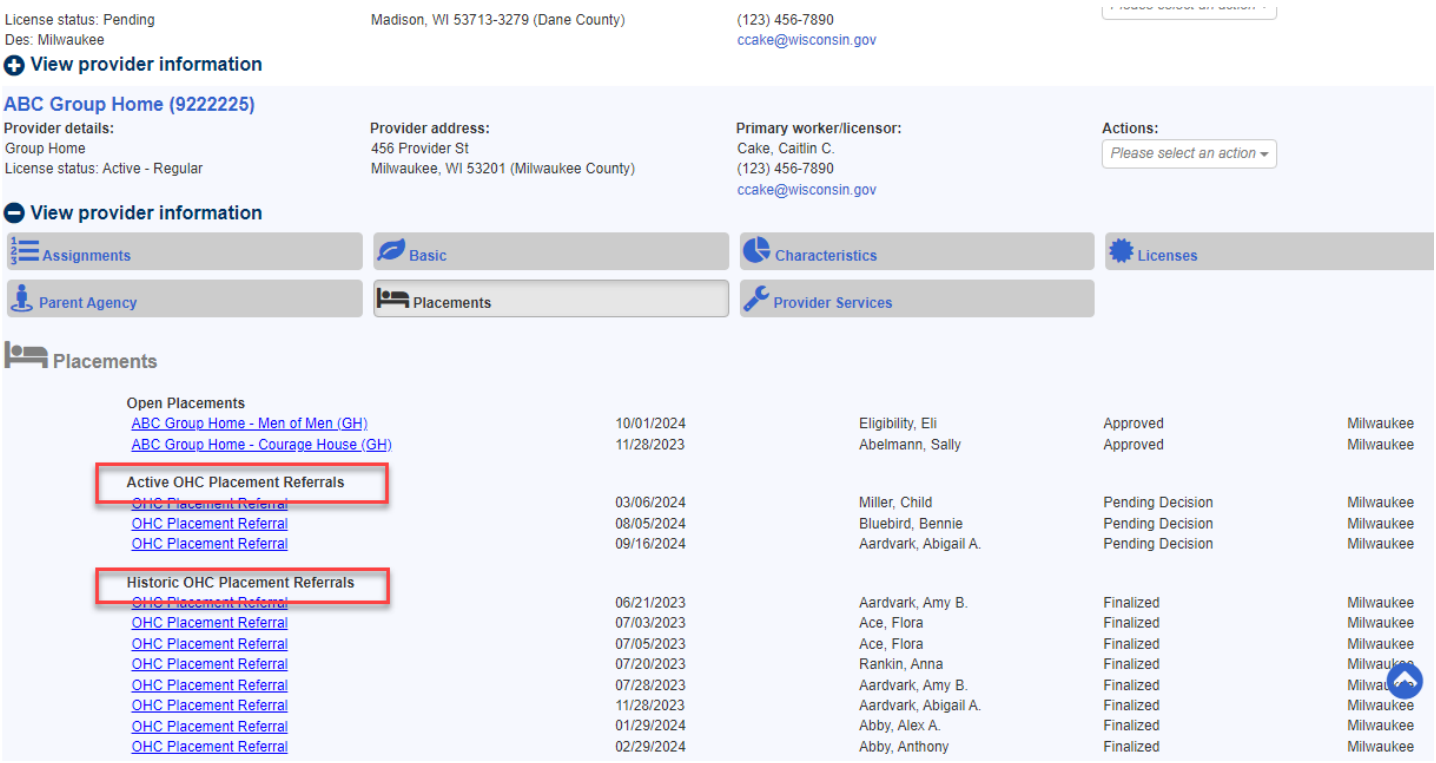
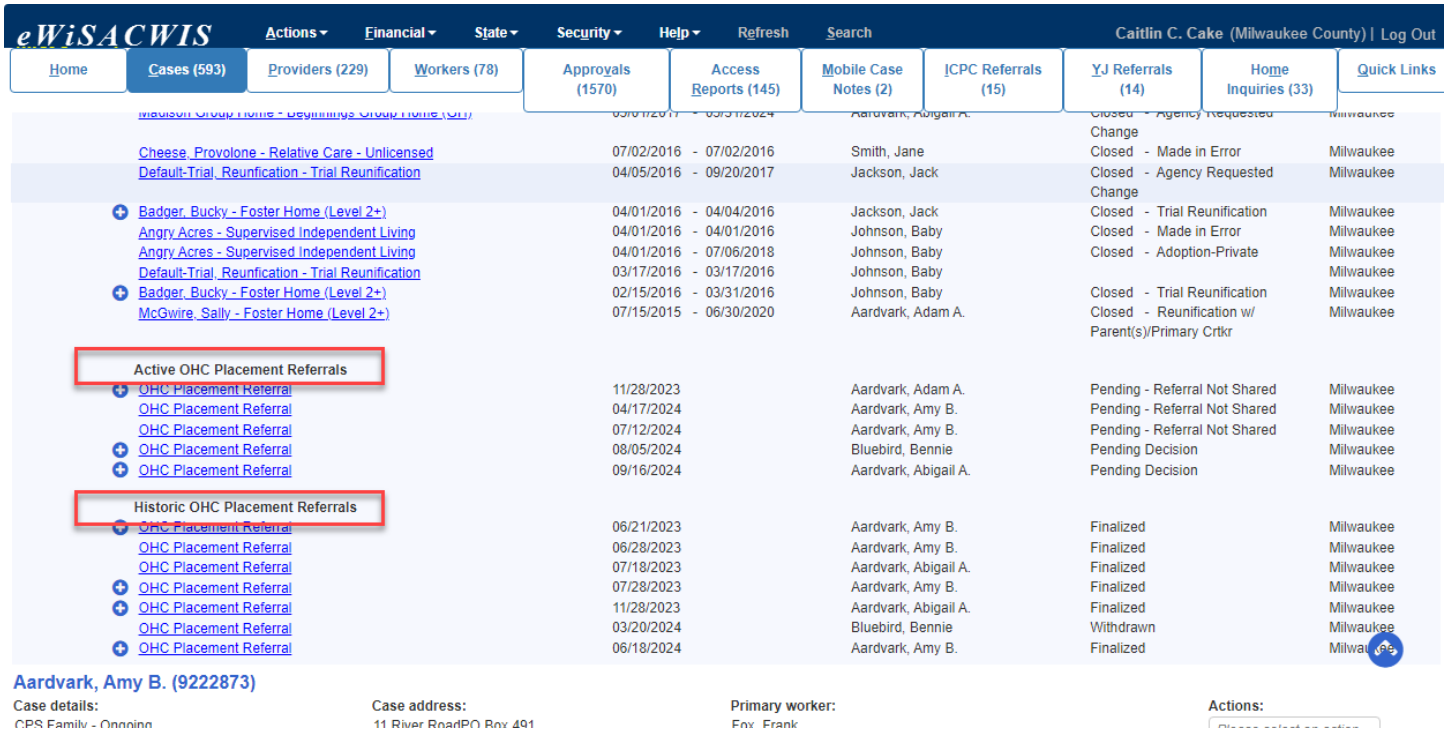

Document Sharing - Google Chrome
eWiSACWIS
Print
Documentation
Type
Date
Date Shared
Birth certificate
10/24/2024
10/29/2024
Individualized Education Plan
10/15/2024
10/29/2024
ROI Verified: 10/28/2024
by Mary Poppins
Insert
Save
Close

The Out-of-Home Placement 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 Out-of-Home Placement Referral work appears under Placements on both Cases and Providers tab. The Out-of-Home Placement Referrals can be either Active or Historic.

All active referrals are displayed under Active OHC 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 OHC 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 an Out-of-Home Placement Referral is displayed under the Case, the referral displays a plus toggle for each Out-of-Home Placement Referral.

Out-of-Home Placement Referral - Providers Tab View



Out-of-Home Placement Referral - Cases Tab View