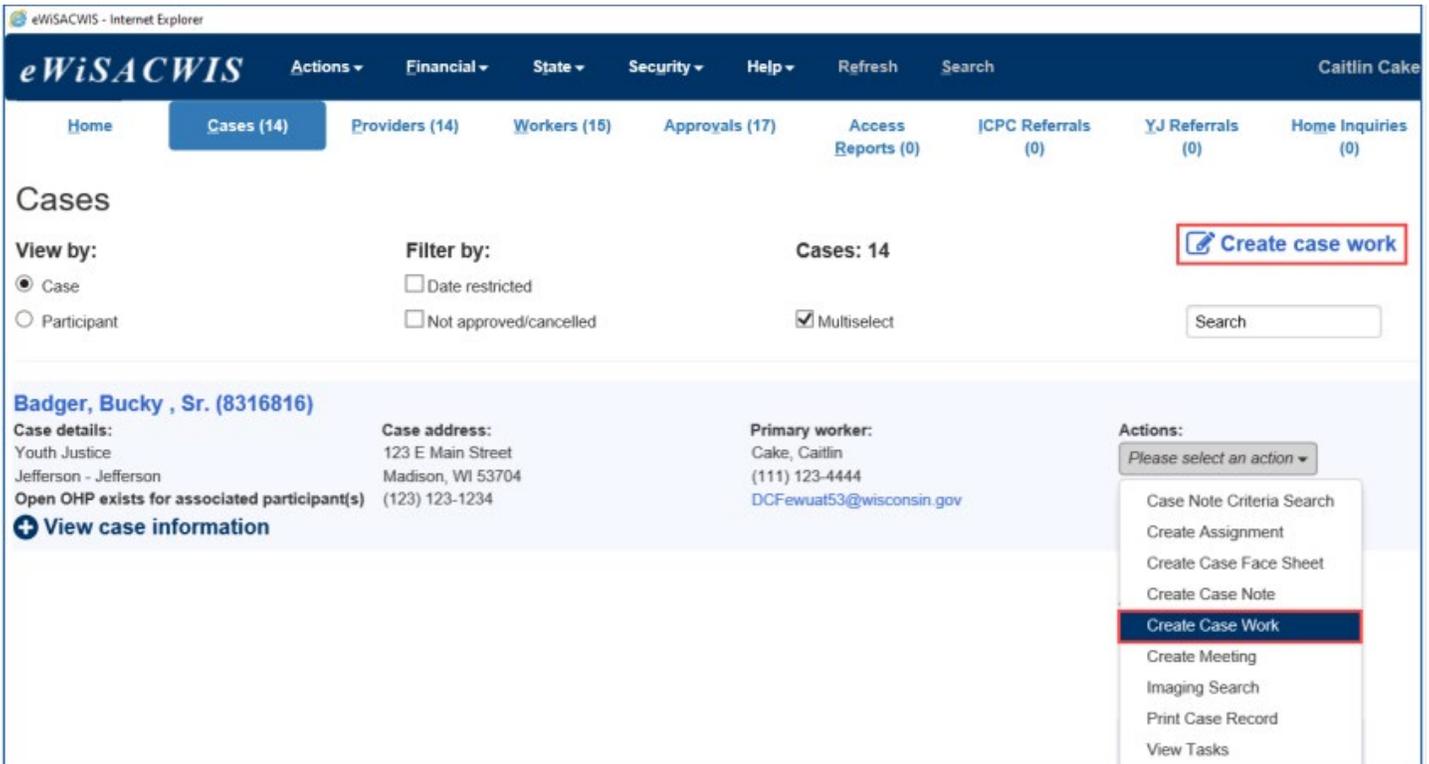


Out-of-Home Placement Referral

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.



- 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.

The screenshot shows the 'eWiSACWIS' interface. On the left is a navigation menu with categories like Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety, and Safety Services. The 'Placement/Services' dropdown is open, displaying a list of options: Adoption Family Placement Agreement, Foster Care Rate, Foster Care Rate- Pre-CANS, Foster Home Study Request, **OHC Placement Referral** (highlighted with a red box), Missing Child Reporting and Assessment, Out of Home Placement, and Service. To the right, there are two participant lists. The top list includes 'Abby, CopyEverything (9221271)', 'Abby, Mom (9222547)', 'Abelmann, Samantha (9222750)', 'Ace, Willy (9222525)', 'AChild, AChild (9223976)', and 'Adams, CourtReport (9221180)'. The 'Case Participants' list includes 'Aardvark, Abigail A., Biological Child (9226560)', 'Aardvark, Amy B., Biological Child (9226559)', 'Ablaze, Starlina, Foster Child (9235723)', 'Ace, Flora, Other Relative (9234361)', 'Aflor, Aralia, Other Relative (9233879)', 'Anteater, Weston, Reference Person (9227319)', 'Azul, Finn, Other Relative (9231519)', 'Azul, Rita, Other Relative (9231499)', 'Dazey, Daisy, Adoptive Child (9235783)', 'Doe, Joe, Biological Child (9233539)', 'Houston, James, Cousin (400774)', and 'Jones, Robert, Biological Child (9226176)'. At the bottom right, there are 'Create' and 'Close' buttons.

- 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
--------------------------------	---------------	-------------------

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 (Alexandria A. [redacted]), County (Barron), Referral Number (1234567), Gender (Female), Child Welfare Professional (Caillin C. Cake), Supervisor (Ella Eclair), Age (10), 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 follows, listing primary providers (Doctor, Charles) and insurance details (ABC Insurer of USA). At the bottom, there are 'Options' and 'Save/Close' buttons.

Basic

Child/Youth: [Abby, Alexandra A. \(0225927\)](#) 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					
<input type="checkbox"/> Child has bed wetting or incontinence considerations.					
Child has chronic physical, mental, or emotional needs as described below.					

Options:

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?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Undetermined	Alcohol or drug use; use or abuse of household items or chemicals for other than intended purposes?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undetermined
Suicidal risk?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Undetermined	History of human trafficking?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undetermined
Other risk of self-harm?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Undetermined	History of sexual abuse?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Undetermined
History of gang affiliation?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Undetermined	History of physical abuse?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined
Describe any known triggers and coping strategies.					

Options:

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:

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	
Name - Parent 2:	TPR				

Below the parent information, there is a text box labeled 'Document any additional pertinent information about parents.' with a scrollable area.

The 'Sibling Information' section is also visible, showing a table with columns for Name, Chosen Name, Pronouns, DOB, Age, Gender, and Relationship. There is a 'Modify' link and a 'Save' button.

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
Gender: Female	Referral Number: 1234567
Age: 10	Child Welfare Professional: Caitlin C. Cake
	Supervisor: Eta Eclair
	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:	Abbey, Alexandra A. (9225927)	County:	Barron	Referral Number:	1234567
Gender:	Female	Child Welfare Professional:	Caillin C. Cake	Supervisor:	Eta Edair
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.

Document any transportation needs or concerns.

Options:

- 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.

Basic

Child/Youth: Aardvark, Amy B. (9226559)	County: Milwaukee	Referral Number:
Gender: Female	Child Welfare Professional: Frank Fox	Supervisor: Caitlin C. Cake
Age at Referral: 16	Phone / Email: (608) 555-9999 testtest	Phone / Email: (123) 456-7890 ccake@wisconsin.gov

Documentation

Type	Date	Date Shared		
CANS 5-21			Document Search	Delete
Child Description for Adoption Recruitment			Document Search	Delete
Child Description for Foster Home Placement Recruitment			Document Search	Delete
Crisis Plan			Imaging Search	Delete
Family Interaction Plan			Imaging Search	Delete
Independent Living and Transition Plan	09/03/2024		Document Search	Delete
Independent Living Transition to Discharge (ILTD) Plan			Document Search	Delete
Info for OHC Providers Part A			Document Search	Delete
Info for OHC Providers Part B	07/10/2024		Document Search	Delete
				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 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.

Imaging Search Print

Search Criteria

Search by: Person Name: Abby, Alex A. (9225927)

Start Date: 06/20/2024 End Date: 06/20/2025

Category: Education Type: Individualized Education Plan

Hold down the 'Ctrl' key for multi-selection **Search**

Results

	Category	Type	Participant	Date	File Name	
<input type="radio"/>	Education	Individualized Education Plan	Abby, Alex A.	06/11/2025	SYNC User Guide.pdf	Edit

Record 1 to 1 of 1

Create **Continue** **Close**

***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: Per

Start Date: 06/2

Category:

- Adoption
- Amended Agreement
- Assets and Income
- Background Check
- Child/Youth Image
- Education**
- Extraordinary Payment Request

Grade Report

Individualized Education Plan

Other - Education

[Search](#)

Hold down the 'Ctrl' key for multi-selection

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	
<input checked="" type="radio"/>	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.

eWiSACWIS
WLP Screenshot Print

Basic

Child/Youth: [Abby, Alex A. \(9225927\)](#) County: Milwaukee Referral Number:

Gender: Male Child Welfare Professional: Caitlin C. Cake Supervisor: Caitlin C. Cake

Age at Referral: 14 Phone / Email: (123) 456-7890 ccake@wisconsin.gov Phone / Email: (123) 456-7890 ccake@wisconsin.gov

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

Plan Type	Date	ROI Verified	Search	Delete
Family Interaction Plan			Imaging Search	Delete
Independent Living and Transition Plan	04/21/2025		Document Search	Delete
Independent Living Transition to Discharge (ILTD) Plan	04/18/2025		Document Search	Delete
Info for OHC Providers Part A			Document Search	Delete
Info for OHC Providers Part B			Document Search	Delete
Individualized Education Plan	06/11/2025	ROI Verified: 06/20/2025 by Caitlin C. Cake	Imaging Search	Delete

Options:

- 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.

eWiSACWIS Print 

Basic

Child/Youth: Aardvark, Amy B. (9226559)	County: Milwaukee	Referral Number:
Gender: Female	Child Welfare Professional: Frank Fox	Supervisor: Caitlin C. Cake
Age at Referral: 16	Phone / Email: (608) 555-9999 testtest	Phone / Email: (123) 456-7890 ccake@wisconsin.gov

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

Release of information has been confirmed by: Child's Assessed Level of Need (LON): No relevant CANS documented.

- [▶ Child Placing Agencies](#)
- [▶ Congregate Care Providers](#)

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

Options:

- 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.

OHC Placement Referral - Microsoft Edge

eWiSACWIS Print

Basic

Child/Youth: Aadivark 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

Provider	Share Referral	Date Shared	Provider Response
ABC Group Home (9222225) Program Description	<input checked="" type="checkbox"/>	03/24/2024	Accepted - [ABC Group Home (GHQRTF)] - Potential admit date: 04/12/2024 More Provider Forms Withdraw Referral

[Add](#)

Suggested Providers

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

Without a calculation for Child not being considered.

Select	Susan H. Group Home	<input type="text"/>
Select	Bellas Group Home (8036548) Program Description	<input type="text"/>
Select	Briarpatch Youth Shelter (8048508) Program Description	<input type="text"/>
	Group Home Milwaukee Mueske, Karen License Status: Pending	
	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](#)

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

OHC Placement Referral - Microsoft Edge

eWiSACWIS Print

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): 1/2

Child Placing Agencies

Selected Child Placing Agencies

The providers listed here include only those that are SYNC users, and is not an exhaustive list. Contact information for non-SYNC users can be found on the Child Placing Agency directory. <https://dcf.wisconsin.gov/cwlicensing>

Child Placing Agency	Share Referral Select All Clear All	Date Shared	Provider Response <input type="checkbox"/> View Accepted	
Anu Family Services (8044614) Program Description	<input checked="" type="checkbox"/>	03/24/2024	Declined - not a fit with current residents More	Withdraw Referral
Benevolence First Program Description	<input checked="" type="checkbox"/>	03/24/2024	Accepted - Potential admit date: 04/15/2024 More	Provider Forms Withdraw Referral
Children's Home Society (8086429) Program Description	<input type="checkbox"/>			Remove Provider
Community Care Resources Inc. (8064483) Program Description	<input checked="" type="checkbox"/>	03/24/2024	Under Review More	Withdraw Referral
Community Impact Program Inc. (8036548) Program Description	<input checked="" type="checkbox"/>	03/24/2024	Declined - at capacity More	Withdraw Referral
Evangelical Child and Family Agency (8084771) Program Description	<input type="checkbox"/>			Remove Provider
Family Works Programs Inc. (8094547) Program Description	<input checked="" type="checkbox"/>	03/24/2024	Accepted - Potential admit date: 04/12/2024 More	Provider Forms Withdraw Referral
Family and Children's Center (8112190) Program Description	<input checked="" type="checkbox"/>	03/24/2024	Pending	Withdraw Referral

Options:

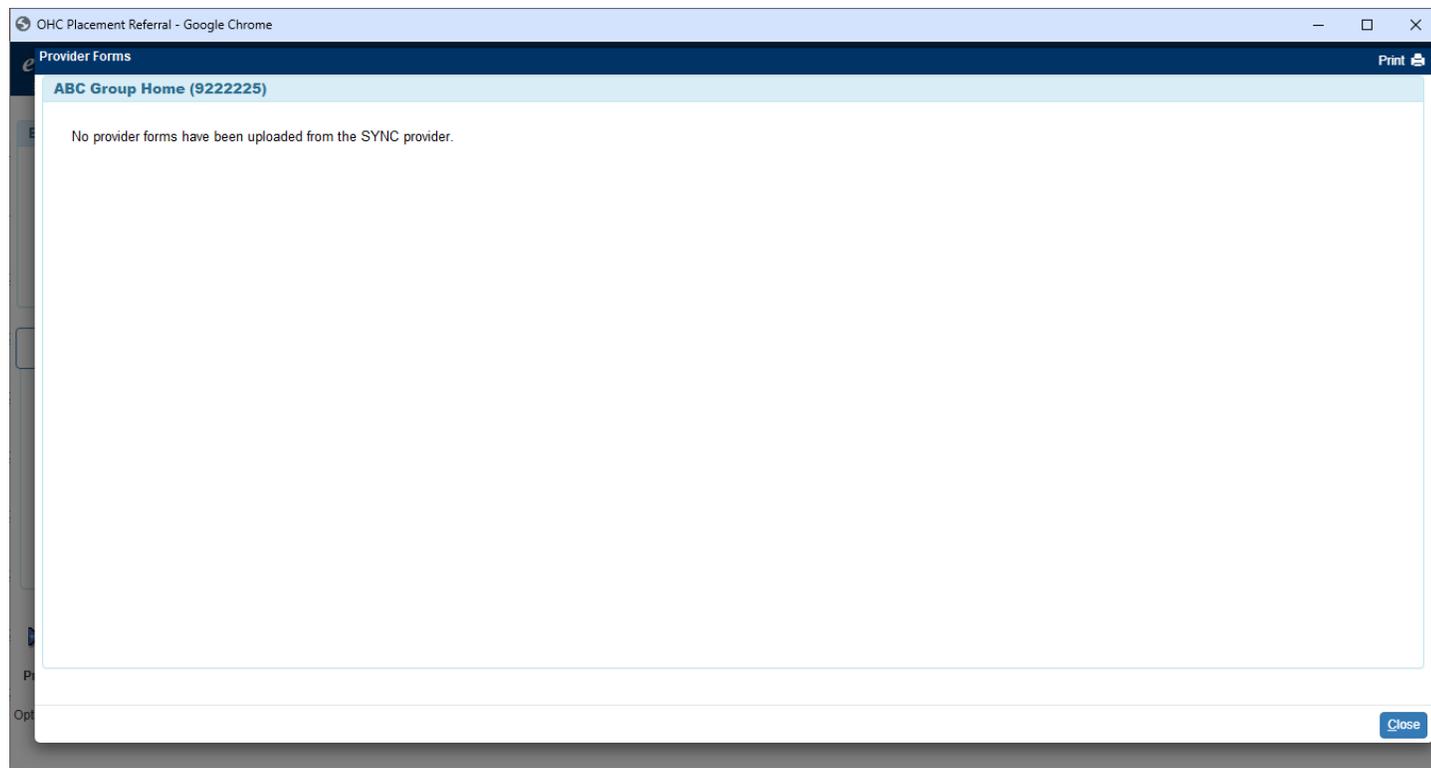
9. Selecting the hyperlink will navigate to the Provider Forms page. The Provider Forms page will display the Provider’s forms that have been uploaded to their Provider profile in SYNC. The type of documents included consent forms, policies and procedures, and intake forms, along with their comments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

The screenshot shows a web browser window titled 'OHC Placement Referral - Google Chrome'. The page content is titled 'Provider Forms' and 'ABC Group Home (9222225)'. A table lists the following documents:

Document Date	Form Type	File Name	Comments
09/16/2024	Other	Health Insurance Form.pdf	
09/13/2024	Consents	Standard Service Agreement.pdf	
09/13/2024	Policies and Procedures	Acceptance Criteria Policy.pdf	This is the AAA Group Home Health Insurance form effective 01/01/2025

A 'Close' button is visible in the bottom right corner of the page.

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 of 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.

OHC Placement Referral - Microsoft Edge

eWiSACWIS Print Help

Basic

Child/Youth: [Aardvark, Amy B. \(9228559\)](#) 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: Child's Assessed Level of Need (LON): 1/2

Child Placing Agencies

Selected Child Placing Agencies

The providers listed here include only those that are SYNC users, and is not an exhaustive list. Contact information for non-SYNC users can be found on the Child Placing Agency directory. <https://dcf.wisconsin.gov/cwlicensing>

Child Placing Agency	Share Referral Select All Clear All	Date Shared	Provider Response <input type="checkbox"/> View Accepted
Anu Family Services Inc. (8011645)	<input type="checkbox"/>		Remove Provider
Benevolence First Inc. (6929213)	<input type="checkbox"/>		Remove Provider
Children's Home Society (8085429)	<input type="checkbox"/>		Remove Provider
Community Care Resources Inc. (8064483)	<input type="checkbox"/>		Remove Provider
Community Impact Program Inc. (8036548)	<input type="checkbox"/>		Remove Provider
Evangelical Child and Family Agency (8084771)	<input type="checkbox"/>		Remove Provider
Family Works Programs Inc. (8094547)	<input type="checkbox"/>		Remove Provider
Family and Children's Center (8112190)	<input type="checkbox"/>		Remove Provider

Options:

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.

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. Abbye, 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): 1/2

Child Placing Agencies

Selected Child Placing Agencies

The providers listed here include only those that are SYNC users, and is not an exhaustive list. Contact information for non-SYNC users can be found on the Child Placing Agency directory. <https://dcf.wisconsin.gov/cwlicensing>

Child Placing Agency	Share Referral Select All Clear All	Date Shared	Provider Response	
Family Works Programs Inc. (8094547)	<input checked="" type="checkbox"/>	03/24/2024	<input checked="" type="checkbox"/> View Accepted Accepted - Potential admit date: 04/12/2024	Withdraw Referral
Benevolence First Inc. (6929213)	<input checked="" type="checkbox"/>	03/24/2024	Accepted - Potential admit date: 04/15/2024	Withdraw Referral

[Add/Edit](#)

Congregate Care Providers

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

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

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

Basic					
Child/Youth:	Aardvark, Amy B. (9226559)	County:	Milwaukee	Referral Number:	
Gender:	Female	Child Welfare Professional:	Frank Fox	Supervisor:	Caitlin C. Cake
Age at Referral:	16	Phone / Email:	(608) 555-9999 testtest	Phone / Email:	(123) 456-7890 ccake@wisconsin.gov

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

Release of information has been confirmed by: Child's Assessed Level of Need (LON): No relevant CANS documented.

- [▶ Child Placing Agencies](#)
- [▶ Congregate Care Providers](#)

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

Options:

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.

Basic

Child/Youth: [Aardvark, Amy B. \(9226559\)](#) County: Milwaukee Referral Number: 8000060
 Gender: Female Child Welfare Professional: Amber's A. Abbyle, 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	Date Shared	Provider Response
	Select All Clear All		<input type="checkbox"/> View Accepted
ABC Group Home (9222225)	<input type="checkbox"/>		Remove Provider

Add

Suggested Providers

Match Criteria: [dropdown] Match Criteria: [dropdown] Match Criteria: [dropdown]

Clear All

Without a calculation for Child's Assessed Level of Need (LON), Residential Care Centers are not being considered.

- [Select](#) [Susan M Loou 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: [dropdown] 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.

eWiSACWIS Print 

Basic

Child/Youth: Aardvark, Amy B. (9226559)	County: Milwaukee	Referral Number:
Gender: Female	Child Welfare Professional: Frank Fox	Supervisor: Caitlin C. Cake
Age at Referral: 16	Phone / Email: (608) 555-9999 testtest	Phone / Email: (123) 456-7890 ccake@wisconsin.gov

Child/Youth Information
Documentation
Provider Matching

Release of information has been confirmed by:

- Child Placing Agencies
- Congregate Care Providers

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

Selected Providers

Congregate Care Provider <small>▲</small>	Share Referral	Date Shared	Provider Response
	Select All Clear All		<input type="checkbox"/> View Accepted

Add

Suggested Providers

Match Criteria: Match Criteria: Match Criteria:

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.
 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.

Clear All

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

Options: Go Save Close

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.

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

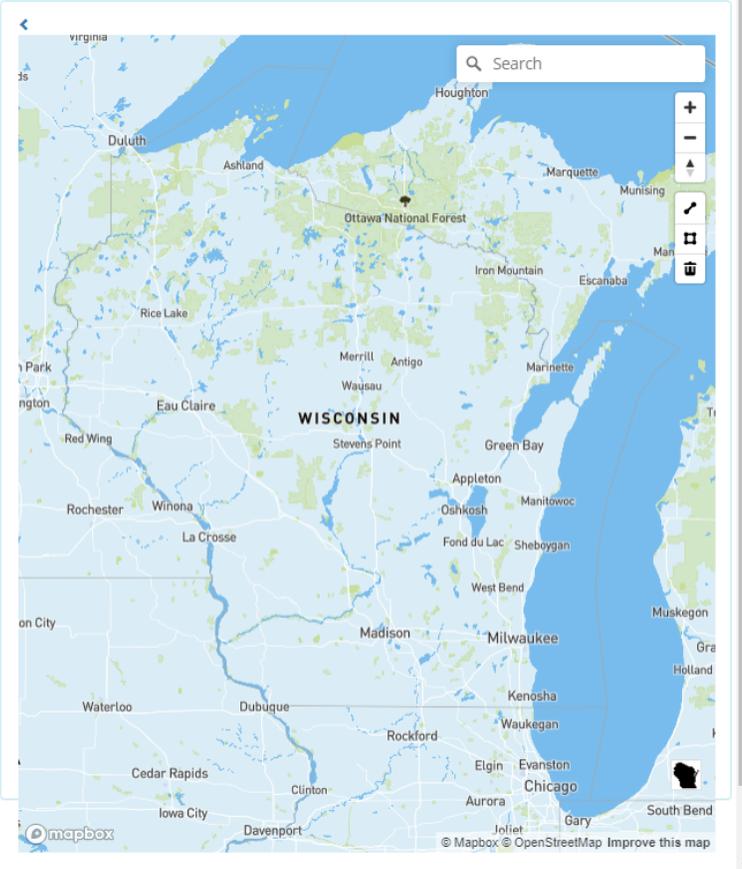
Grade: 6th

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

- 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.

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 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.

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

OHC Placement
 Disaster Preparedness
 [Locate Child](#)
 [Locate Provider](#)
 [Create 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
 Adell, 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 group care providers back to share the referral on the Out-of-Home Placement Referral page, select the Provider Report button

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

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

- 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:

Provider Detail Report OHC - Tuesday, November 12, 2024 12:37:06 PM

Expand All Collapse All select All select None Show 10 entries

Provider Name	Licensing Info	School District	Add to Referral	Preferred Age	Provider Characteristics	Total Vacancy	Agency Contact	County	City
<input type="checkbox"/> <p>Group Home Smith's Transitional Living (8086432) 7700-7702 W. Thurston Ave Milwaukee WI 53218 (Milwaukee) (414) 930-9715 maryjohn@gmail.com</p>	<p>Effective: 10/22/2024 - 01/31/2025 Type: Group Home Restricted Provider: N Status: Active Primary Contact Caitlin Cake Director Mary Johnson, (414) 555-2121 Program Director</p>	<p>Milwaukee Sch Dist - 3619 Caitlin Cake</p>	<input type="checkbox"/> <p>What does one hundred and fifty characters look like when describing a Program Description for the private provider. Here's the total 150 characters.</p>	16 to 20	# matching filter: 0	6	<p>Karen Mueske (9769812) (262) 446-7859 BPOHC</p>	Milwaukee	Milwaukee
<input type="checkbox"/> <p>Residential Care Center Aloria Health of Milwaukee (8080606) 312 E. Wisconsin Ave. Milwaukee WI 53202 (Milwaukee) (844) 801-9529 KellyAnne@hotmail.com</p>	<p>Effective: 06/01/2018 - 03/25/2019 Type: Residential Care Center Restricted Provider: N Status: Closed Primary Contact Director Kelly Anne Jericho Program Director</p>		<input type="checkbox"/>	14 to 17	# matching filter: 0	11	<p>() BPOHC</p>	Milwaukee	Milwaukee
<input type="checkbox"/> <p>Group Home Tomorrow's Future LLC Phase II (8036564) 6301 W Congress St Milwaukee WI 53218 (Milwaukee) (414) 464-0405 maryjohn@gmail.com</p>	<p>Effective: 02/01/2024 - 01/31/2026 Type: Group Home Restricted Provider: N Status: Active Primary Contact Caitlin Cake Director Program Director Mary Johnson, (414) 555-2121</p>	<p>Milwaukee Sch Dist - 3619</p>	<input type="checkbox"/> <p>This is a field where the provider is describing their services. It is updated in SYNC by the providers and shows up in places in eWISACWIS where we might be able to use it to make a decision. Want to know what 300 characters looks like? This example will do an excellent job of demonstrating that.</p>	13 to 20	# matching filter: 0	2	<p>Destnee Knief (10332019) (608) 422-6933 BPOHC</p>	Milwaukee	Milwaukee
<input type="checkbox"/> <p>Group Home AEW House of Hope (8113509) 318 West Grand Ave Beloit WI 53511 (Rock)</p>	<p>Effective: - Type: Group Home Restricted Provider: N Status: -</p>	<p>Beloit Sch Dist - 0413</p>	<input type="checkbox"/>	13 to 18	# matching filter: 0	5	<p>Dana Sadlemeyer (10024786) (920) 924-4629 BPOHC</p>	Rock	Beloit

Showing 1 to 10 of 128 entries

Previous 1 2 3 4 5 ... 13 Next

- 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.

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 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 Custodian 1:** [Uncle Wolverine \(9230438\)](#)
1981 Harbor Blvd, Ann Arbor, MI 61245
- Indian Custodian 2:** [Maynard M. Duck \(9225458\)](#)
456 session 456, Baraboo, WI 50707
- Legal Custodian 1:** [BooBoo Badger \(9228838\)](#)
456 session 456, Baraboo, WI 50707
- Legal Custodian 2:** [Auntie Buckeye \(9231838\)](#)

Map of Wisconsin showing major cities and geographical features. Search bar: Search. Mapbox logo and copyright information: © Mapbox © OpenStreetMap Improve this map.

- 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.

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 Search

Record 1 to 1 of 1

Providers Returned

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

Continue Close

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.

Corporate 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	More
Northem Passage Riverside (5205733)	<input checked="" type="checkbox"/>	02/24/2023	Declined - not a fit with current residents	More
Big Brothers Big Sisters (5205733)	<input checked="" type="checkbox"/>	02/24/2023	Refused/Withdrawn - 02/24/2023	Withdraw 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

Primary contact for this referral: Dan D. Daisey (608) 555-1234 [ewuat_6130321_@wi.gov](#) [Search](#) [Remove](#)

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.

Finalize Referral

Amy B. Aardvark has been placed with the following provider agency.

<input type="radio"/>	Benevolence First Inc. (6929213)
<input type="radio"/>	Boyz Life in the Woods (8086429)
<input type="radio"/>	Community Care Resources Inc. (8064483)
<input type="radio"/>	Community Impact Program Inc. (8036548)
<input type="radio"/>	Evangelical Child and Family Agency (8084771)
<input type="radio"/>	Grayson Group Home (8036548)
<input type="radio"/>	Helping Others Prosper Everyday (6929213)
<input type="radio"/>	Hopeful Haven Inc. (8011645)
<input type="radio"/>	New Horizon Center Inc (8112190)
<input type="radio"/>	Other: Search

Placement Begin Date:

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.

Withdraw Referral

Withdraw Referral

Reason why the referral for Alexandria Abby is being withdrawn:

Other reason referral is being withdrawn:

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.

Child: Sample, Sally (9231421) Case Name: Aardvark, Amy B. (9223581) Request Number:

Service Provider ICWA

Placement Information

County:	Milwaukee	Service Category:	GH - Bellas
Removed From Home:	01/01/2020	Service Type:	Bella's (GH)
Placement Begin:	07/01/2021	Placement Setting:	Group Home
Placement End:	07/01/2021	Child's Level of Need:	
VPA/VTILA Effective:	00/00/0000	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
Administrative Costs:	\$0.00		

Options: This is a Like-Kin Placement This is an Adoptive Placement

Actions
Approval
Placement Ending
Regenerate Payment
Share Documents with SYNC

Save Close

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.

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

License status: Pending
Des: Milwaukee

Madison, WI 53713-3279 (Dane County)

(123) 456-7890
ccake@wisconsin.gov

+ View provider information

ABC Group Home (9222225)

Provider details:
Group Home
License status: Active - Regular

Provider address:
456 Provider St
Milwaukee, WI 53201 (Milwaukee County)

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

Actions:
Please select an action

- View provider information

Assignments Basic Characteristics Licenses

Parent Agency Placements Provider Services

Placements

Placement Type	Referral Link	Date	Child Name	Status	City
Open Placements	ABC Group Home - Men of Men (GH)	10/01/2024	Eligibility, Eli	Approved	Milwaukee
	ABC Group Home - Courage House (GH)	11/28/2023	Abelmann, Sally	Approved	Milwaukee
Active OHC Placement Referrals	OHC Placement Referral	03/06/2024	Miller, Child	Pending Decision	Milwaukee
	OHC Placement Referral	08/05/2024	Bluebird, Bennie	Pending Decision	Milwaukee
	OHC Placement Referral	09/16/2024	Aardvark, Abigail A.	Pending Decision	Milwaukee
Historic OHC Placement Referrals	OHC Placement Referral	06/21/2023	Aardvark, Amy B.	Finalized	Milwaukee
	OHC Placement Referral	07/03/2023	Ace, Flora	Finalized	Milwaukee
	OHC Placement Referral	07/05/2023	Ace, Flora	Finalized	Milwaukee
	OHC Placement Referral	07/20/2023	Rankin, Anna	Finalized	Milwaukee
	OHC Placement Referral	07/28/2023	Aardvark, Amy B.	Finalized	Milwaukee
	OHC Placement Referral	11/28/2023	Aardvark, Abigail A.	Finalized	Milwaukee
	OHC Placement Referral	01/29/2024	Abby, Alex A.	Finalized	Milwaukee
	OHC Placement Referral	02/29/2024	Abby, Anthony	Finalized	Milwaukee

Out-of-Home Placement Referral - Cases Tab View

eWiSACWIS										
Actions	Financial	State	Security	Help	Refresh	Search	Caitlin C. Cake (Milwaukee County) Log Out			
Home	Cases (593)	Providers (229)	Workers (78)	Approvals (1570)	Access Reports (145)	Mobile Case Notes (2)	ICPC Referrals (15)	YJ Referrals (14)	Home Inquiries (33)	Quick Links
Revision - Supervised Home - Supervised Home (MPL)										
	Cheese, Provalone - Relative Care - Unlicensed			07/02/2016	- 07/02/2016	Smith, Jane		Closed - Agency Requested Change	Milwaukee	
	Default-Trial_Reunification - Trial Reunification			04/05/2016	- 09/20/2017	Jackson, Jack		Closed - Made in Error	Milwaukee	
	Badger, Bucky - Foster Home (Level 2+)			04/01/2016	- 04/04/2016	Jackson, Jack		Closed - Agency Requested Change	Milwaukee	
	Angry Acres - Supervised Independent Living			04/01/2016	- 04/01/2016	Johnson, Baby		Closed - Trial Reunification	Milwaukee	
	Angry Acres - Supervised Independent Living			04/01/2016	- 07/06/2018	Johnson, Baby		Closed - Made in Error	Milwaukee	
	Default-Trial_Reunification - Trial Reunification			03/17/2016	- 03/17/2016	Johnson, Baby		Closed - Adoption-Private	Milwaukee	
	Badger, Bucky - Foster Home (Level 2+)			02/15/2016	- 03/31/2016	Johnson, Baby		Closed - Trial Reunification	Milwaukee	
	McGwire, Sally - Foster Home (Level 2+)			07/15/2015	- 06/30/2020	Aardvark, Adam A.		Closed - Reunification w/ Parent(s)/Primary Crtrk	Milwaukee	
Active OHC Placement Referrals										
	OHC Placement Referral			11/28/2023		Aardvark, Adam A.		Pending - Referral Not Shared	Milwaukee	
	OHC Placement Referral			04/17/2024		Aardvark, Amy B.		Pending - Referral Not Shared	Milwaukee	
	OHC Placement Referral			07/12/2024		Aardvark, Amy B.		Pending - Referral Not Shared	Milwaukee	
	OHC Placement Referral			08/05/2024		Bluebird, Bennie		Pending Decision	Milwaukee	
	OHC Placement Referral			09/16/2024		Aardvark, Abigail A.		Pending Decision	Milwaukee	
Historic OHC Placement Referrals										
	OHC Placement Referral			06/21/2023		Aardvark, Amy B.		Finalized	Milwaukee	
	OHC Placement Referral			06/28/2023		Aardvark, Amy B.		Finalized	Milwaukee	
	OHC Placement Referral			07/18/2023		Aardvark, Abigail A.		Finalized	Milwaukee	
	OHC Placement Referral			07/28/2023		Aardvark, Amy B.		Finalized	Milwaukee	
	OHC Placement Referral			11/28/2023		Aardvark, Abigail A.		Finalized	Milwaukee	
	OHC Placement Referral			03/20/2024		Bluebird, Bennie		Withdrawn	Milwaukee	
	OHC Placement Referral			06/18/2024		Aardvark, Amy B.		Finalized	Milwaukee	

Aardvark, Amy B. (9222873)

Case details:

CPS Family - Ongoing

Case address:

11 River Road PO Box 491

Primary worker:

Eny, Frank

Actions:

[View Case Details](#)