Supervised Independent Living (SIL) Rate

Creating or Modifying a Supervised Independent Living Rate

Note: The child for whom you create a SIL Rate page should have on open SIL Out of Home Placement with the supervising agency (if the county is supervising they would need to be set up as the placement provider).

1. From the desktop, go up to Financial > Supervised Independent Living Rate (you do not need an assignment to the case).

2. Use the Search hyperlink to search out the case participant and the case.

   Note: You can only create or modify SIL rates for placements in your county.

3. Click the Create or Modify link.

   Note: Each SIL placement will have only one rate page. If the rate changes the user returns to the rate page and ends or inserts cost items.

Once a Supervised Independent Living Rate has been created it can also be accessed from the outliner underneath the placement.

Dove, Mother (9222764)

Case details:
Child Welfare
Dane - North
Open OHP exists for associated participant(s)
⊖ **View case information**

Case address:
125 South Webster Street,
Madison, WI 53702

Primary worker:
Supervisor, Partnership
spoonm@dhfs.state.wi.us

Actions:
Please select an action ▲

📞 Access Reports	🏛 Assets and Income
🛏 Placements	🛡 Planning

🛏 **Placements**

Open Placements
⊖ Angry Acres - Supervised Independent Living   01/03/2018   Cove, Blue   Approved   Milwaukee
   Supervised Independent Living Rate   Cove, Blue

Closed Placements
Moon, Mother - Foster Home (12-14 years old)   04/02/2012 - 02/06/2014   Dove, Blue   Pending Closure - Agency Requested Change   Green

Badger, Bucky - Foster Home (Level 2+)   11/02/2015 - 01/02/2018   Cove, Blue   Closed - Agency Requested Change   Milwaukee

4. The Supervised Independent Living Rate page contains the three group boxes; Basic, Supervised Independent Living Rate Details and Approved Payments for Current Month (or Last Month of Placement).

The Basic group box shows the case name, child's name, DOB, county, provider name, parent agency and placement information.

5. The Supervised Independent Living Rate Details group box is used to enter SIL cost items. Use the Insert button to add a new cost item.

- Cost items can be entered as a monthly rate, daily rate or one-time payment.

  Note: One-time items will display and create services with the same begin and end date.

- Start and End dates for a cost items (except for "Other") cannot overlap.

- Cost items can be entered with start and end dates in the future.

- An end date is not required for open placements.

- Click the Search link to search out the provider (Home or Private) that will receive payment for that cost item. Each cost item can have a different provider (Agency, Child, Landlord, etc.)

  - SIL - Supervision/Admin is considered an administrative, not maintenance, payment and can only be paid to the placement provider, if SIL - Supervision/Admin is selected the provider will automatically be selected.
  - In order to approve a cost item the provider must have the corresponding service type active.

Confirmation

In order to approve this cost item, the provider must be open and must have the cost item as an active service type on the provider's record.

Close

- The status dropdown is used to approve or not approve cost items and is only enabled for workers with level 3 approval security. The SIL rate page does not use the standard eWiSACWIS approval process.

  Note: Workers who do not have the necessary security to approve cost items themselves can use the action "Refer to Rate Setter for Approval" under the options menu. This will send an e-mail message to the county's rate setter as entered on the automated message distribution list.

- The delete link can be used to delete a row prior to approval.
- Once a cost item has the status set to 'Approved' and the page is saved the row will be frozen and services will automatically be created to generate payments. Setting the status to 'Not Approved' will freeze the row.

Confirmation

This will freeze any approved or not approved rows and create services that will generate payments for approved rows. Do you want to continue?

[Yes] [No]

6. Services will be created for each approved cost item; you can see the individual services that will generate the payments listed under the Services icon for the case.

Dove, Mother (9222764)
Case details:
Child Welfare
Dane - North
Open OHP exists for associated participant(s)
● View case information

Case address:
125 South Webster Street,
Madison, WI 53702

Primary worker:
Supervisor, Partnership
spoonm@dhfs.state.wi.us

Actions:
Please select an action ▲

| Access Reports | Assets and Income | Assignments | Eligibility |
| Placements | Planning | Related People | Services |

🚕 **Services**

Open Services
| Provider, Female - Supervised IL: Rent | 01/03/2018 | Cove, Blue | Approved | Milwaukee |

Closed Services
| Provider, Female - Supervised IL: Clothing | 01/03/2018 - 01/03/2018 | Cove, Blue | Closed - Agency Requested Change | Milwaukee |

7. After approval only the end date field remains enabled.

Supervised Independent Living Rate Details

☐ View Not Approved/Made in Error

Cost Item	Rate	Frequency	Start Date	End Date	Provider	Status	
SIL: Rent ⌄	$99.99	Monthly ⌄	06/01/2022	00/00/0000	Angry Acres (9221551)	Approved ⌄	MIE

Note: Rate items (except for 'Other') cannot overlap, when entering a new rate for one of these items the previous rate must be ended.

8. The Approved Payments for Current Month (or Last Month of Placement) will display a breakdown of the total amounts to be paid to each provider for the current month. If the placement has ended this will show the amounts for the last month of placement.

Approved Payments for Current Month (or Last Month of Placement)

| Total Paid to Angry Acres (9221551): | $99.99 | |
| Total: | $99.99 | |

Ending SIL Rate Items

 Rate items are ended in two ways, ending the SIL placement or manually ending the specific rate item.

1. Ending the out of home placement will automatically end all SIL rate items.
   - Open SIL rate items will be ended as of the placement end date.
   - Future dated SIL items will be marked as Made in Error.

2. Cost items can be manually ended individually.
   - Enter an end date for the item on the SIL Rate page and save.
   - The end date can be entered in advance as a future date or retroactively.

Supervised Independent Living Rate Details							
□ View Not Approved/Made in Error							
Cost Item	Rate	Frequency	Start Date	End Date	Provider	Status	
SIL: Rent ∨	$99.99	Monthly ∨	06/01/2022	00/00/0000	Angry Acres (9221551)	Approved ∨	MIE

Ending a rate item will automatically end the associated service as of the date entered. If payments had been generated this could result in the payment generation batch creating overpayments that will need to be addressed.

Note: Overpayments will not generate until the next financial batch run. If you would like to generate the overpayments immediately use the re-generate payment option off of the associated service.

Making a SIL Rate Items in Error

Rate items are made in error in two ways, making the SIL placement in error or manually making the specific rate item in error.

1. Making the out of home placement in error will automatically end all associated rate items as made error.
   - The end date will be set to the start date
   - All associated services will be ended as Made in Error and overpayments may be generated.

2. Making individual rate item in error on the SIL Rate page.
   - Click the MIE link.

Cost Item	Rate	Frequency	Start Date	End Date	Provider	Status	
SIL: Rent	$99.99	Monthly	06/01/2022	00/00/0000	Angry Acres (9221551)	Approved	MIE

Supervised Independent Living Rate Details
☐ View Not Approved/Made in Error

   - The associated service will be made in error:

Confirmation

This will mark the rate item and associated service as Made in Error. If payments have been generated for this item, overpayments will be created during the next check run. Do you want to continue?

[Yes] [No]

Note: Overpayments will not generate until the next financial batch run. If you would like to generate the overpayments immediately use the re-generate payment option off of the associated service(s).

To see cost items that have been made in error or not approved check the 'View Not Approved/Made in Error' checkbox.

Supervised Independent Living Rate Details
☑ View Not Approved/Made in Error

Cost Item	Rate	Frequency	Start Date	End Date	Provider	Status
SIL: Rent	$99.99	Monthly	06/01/2022	06/01/2022	Angry Acres (9221551)	Made in Error
SIL: Rent	$550.00	Monthly	01/03/2018	01/03/2018	Provider, Female (9221778)	Made in Error
SIL: Clothing	$250.00	One-Time	01/03/2018	01/03/2018	Provider, Female (9221778)	Made in Error