Program Designation
(*Intensive In-Home or Permanency Support*)

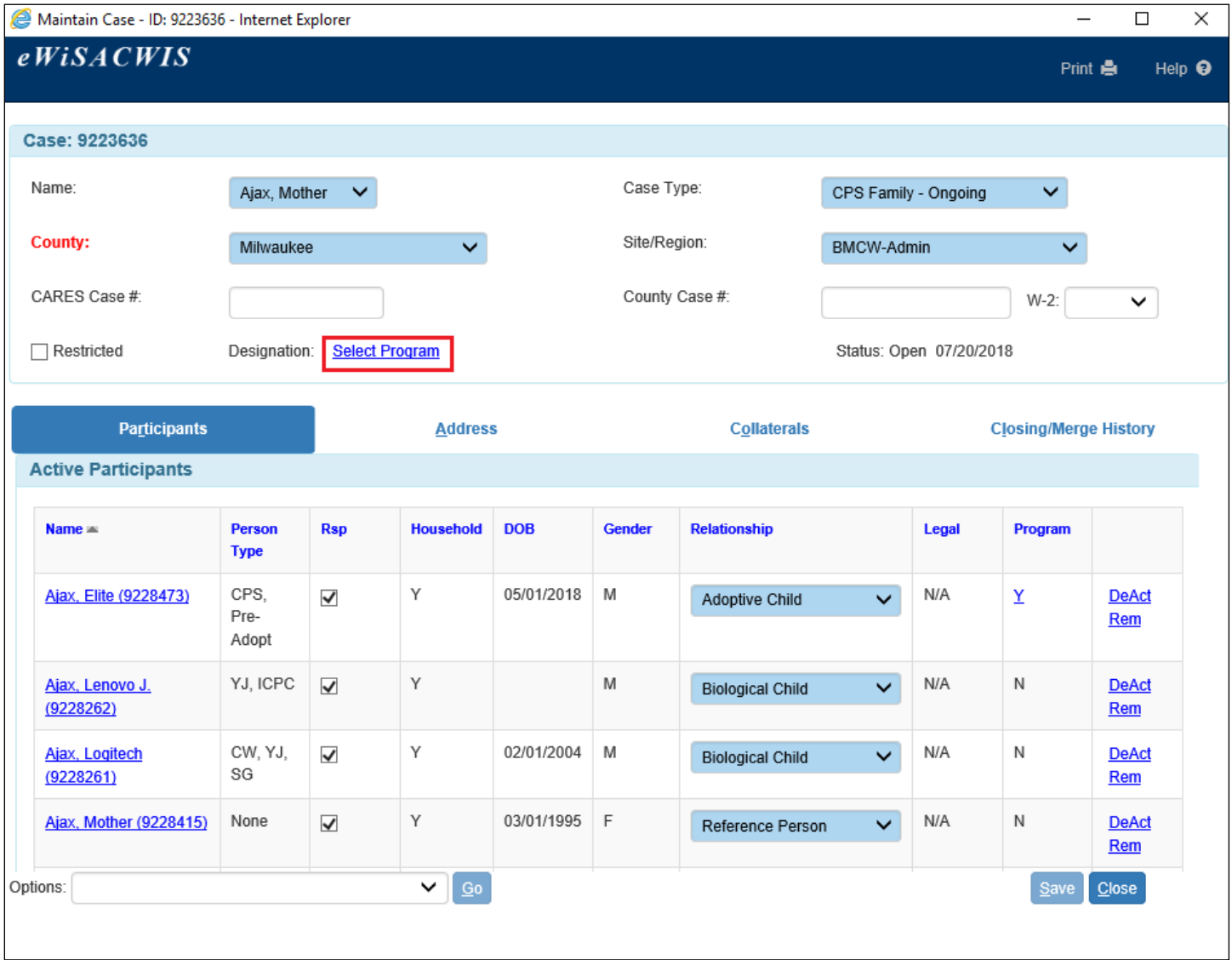
Note: In order to update the Program designation, an assignment to the case is needed.

Purpose

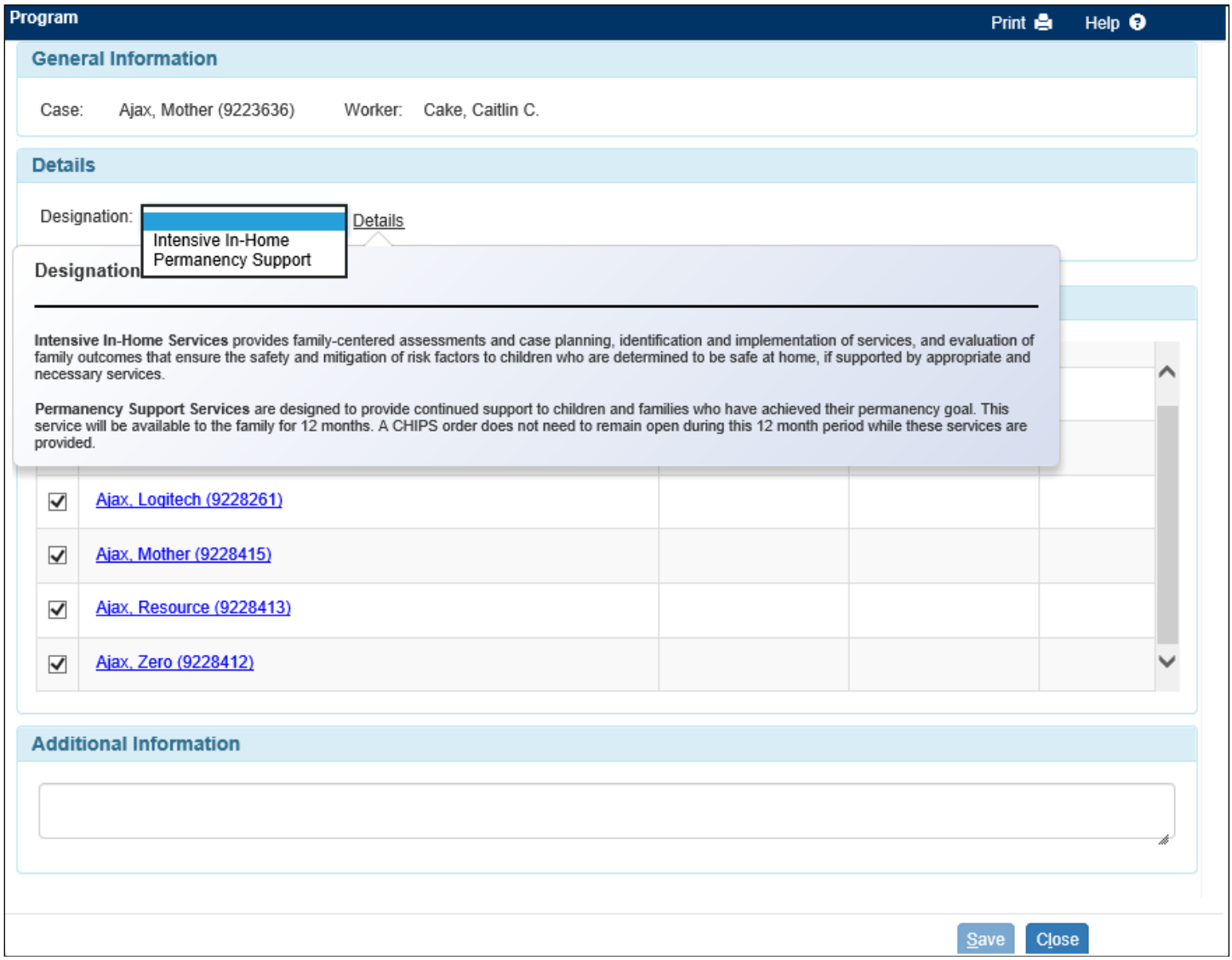
This page is used to maintain Program designations for the case and case participants. Selections made here are displayed on the Maintain Case page. When a Program is selected on this page, it will show as a hyperlink on the Maintain Case page. Changes to the check boxes for Case Participants are displayed in the "Rsp" field on the Maintain Case page.

Creating a Program Designation

1. There are two types of Program designations; both are documented via the Select Program hyperlink on the Maintain Case page. Click the Select Program hyperlink to open the Program page.

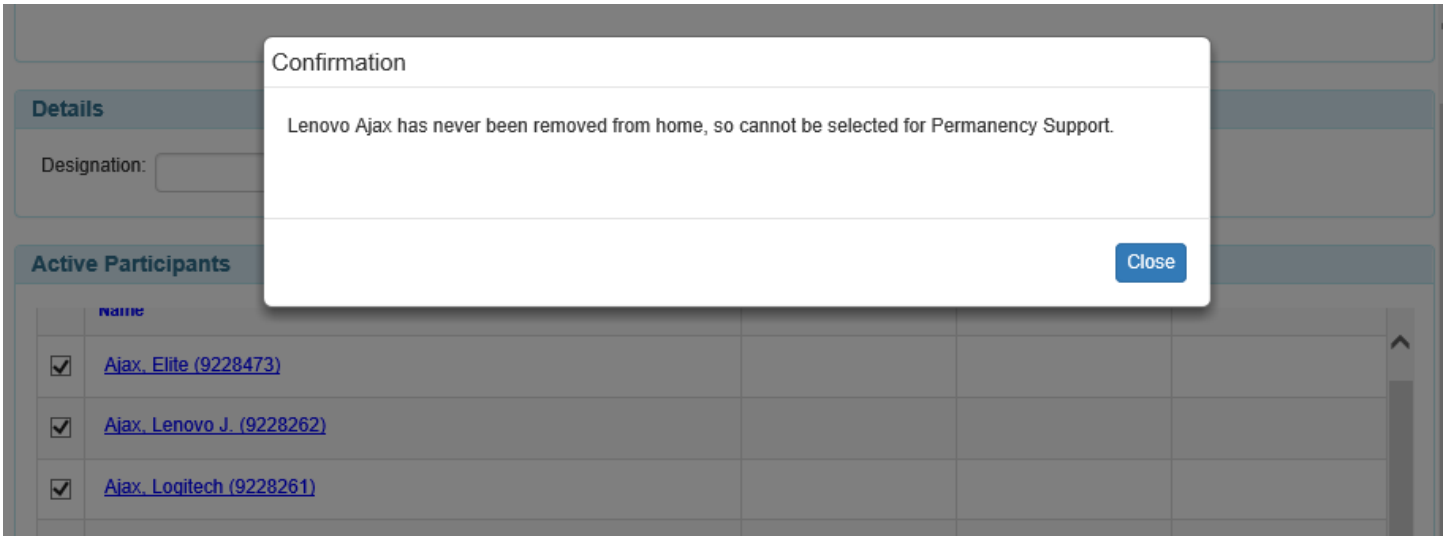


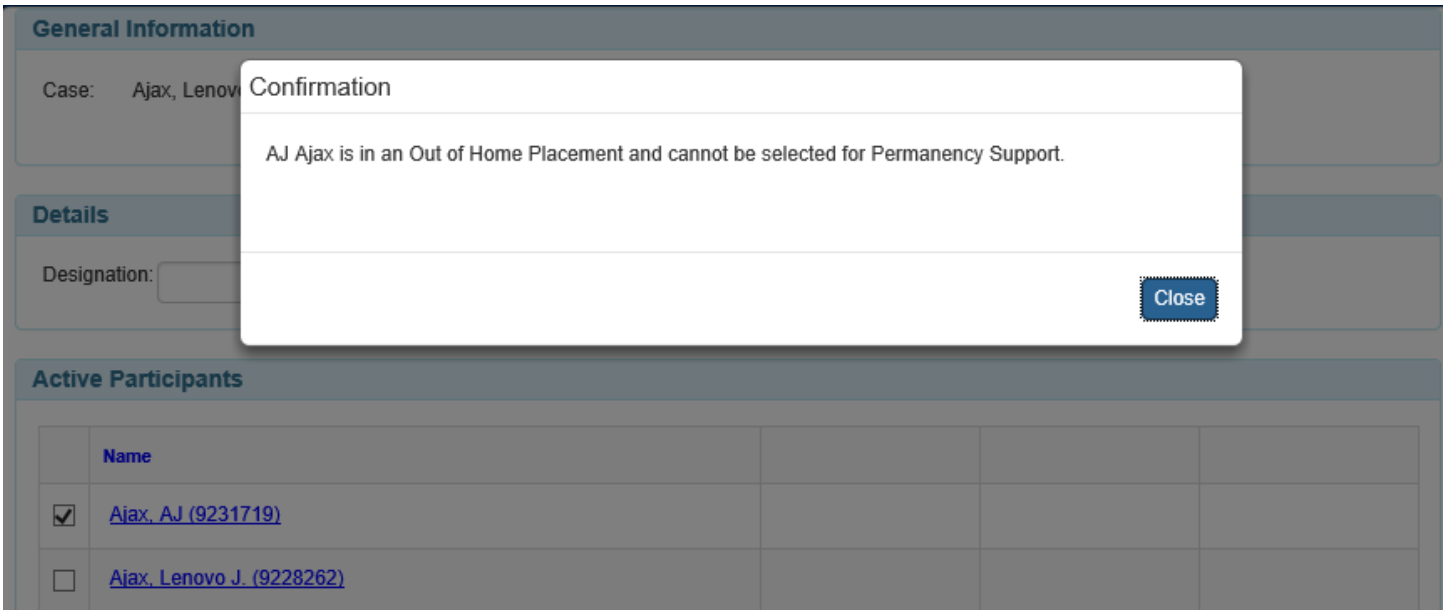
2. On the Program page, identify the appropriate program designation (from the Designation drop-down) and those that are being served (checking the check box next to the name of the participant). The details flare shows an explanation for each program designation.



Creating a Permanency Support Program Designation

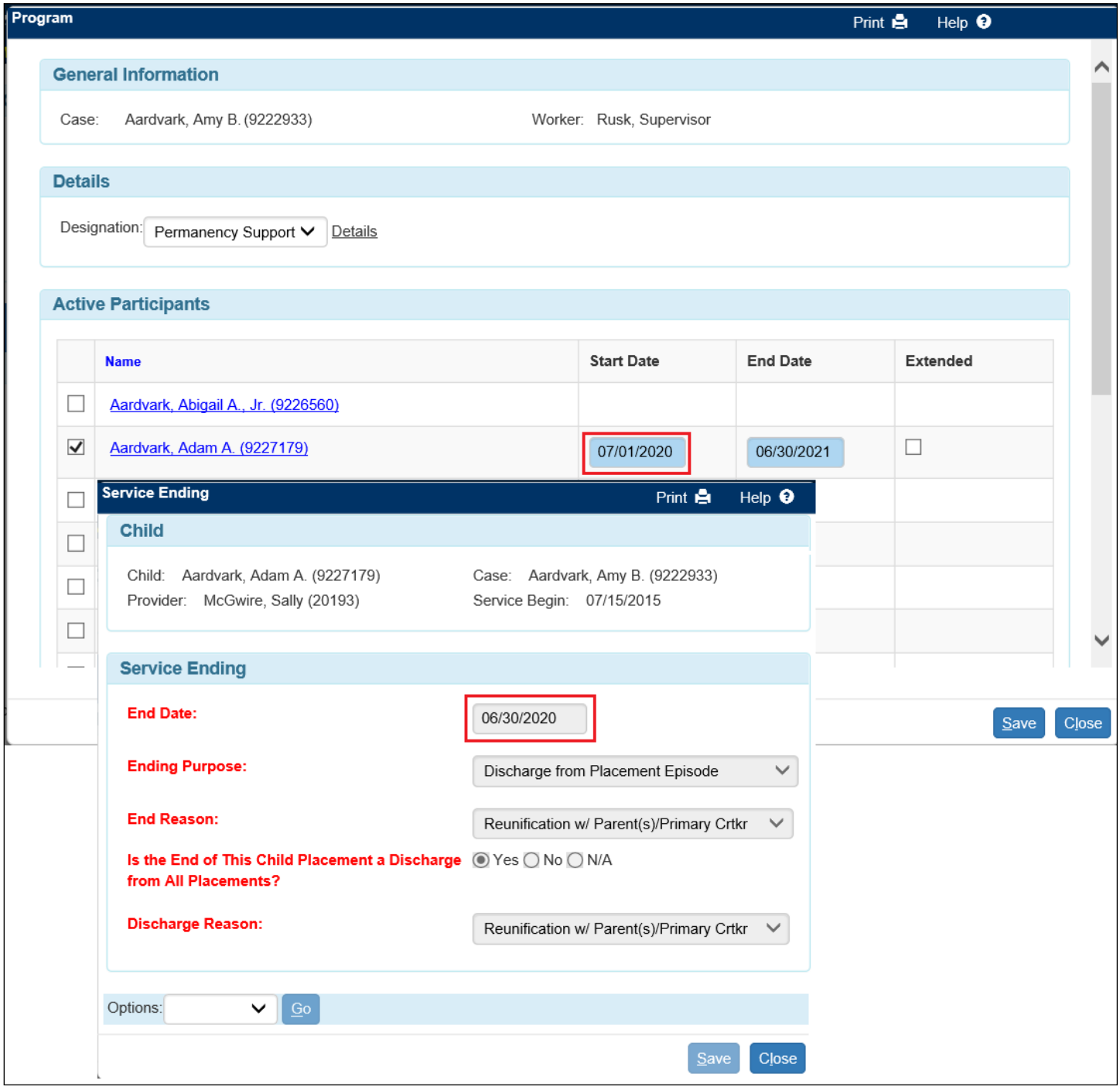
1. Each program designation is governed by a separate set of rules. The Permanency Support Program requires that the participant has previously been in an Out of Home Placement and that the participant has been discharged from all placements.





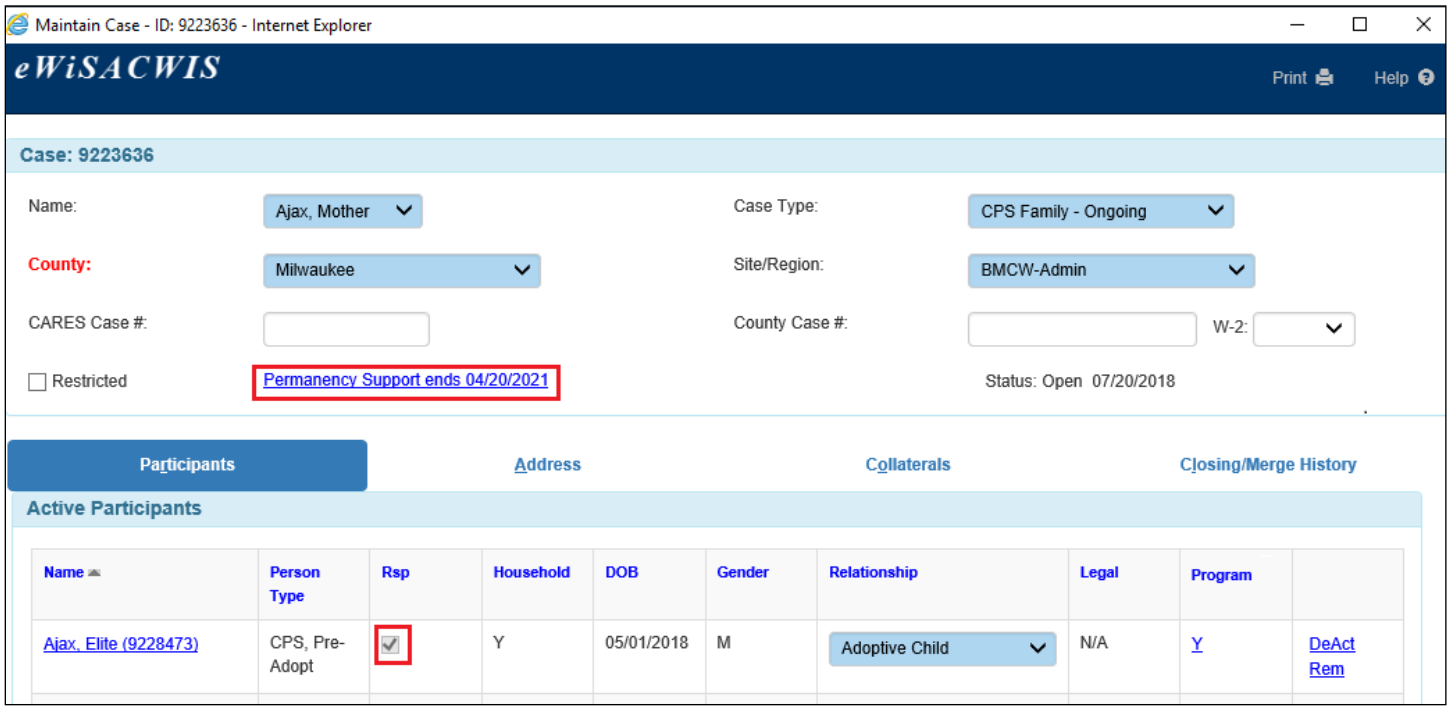
2. Select Permanency Support from the Designation drop-down. You will then be able to document a Start Date and End Date for the appropriate participants.

Note: The Start Date and End Date will pre-fill based on the discharge date of the child's most recent Out of Home Placement.



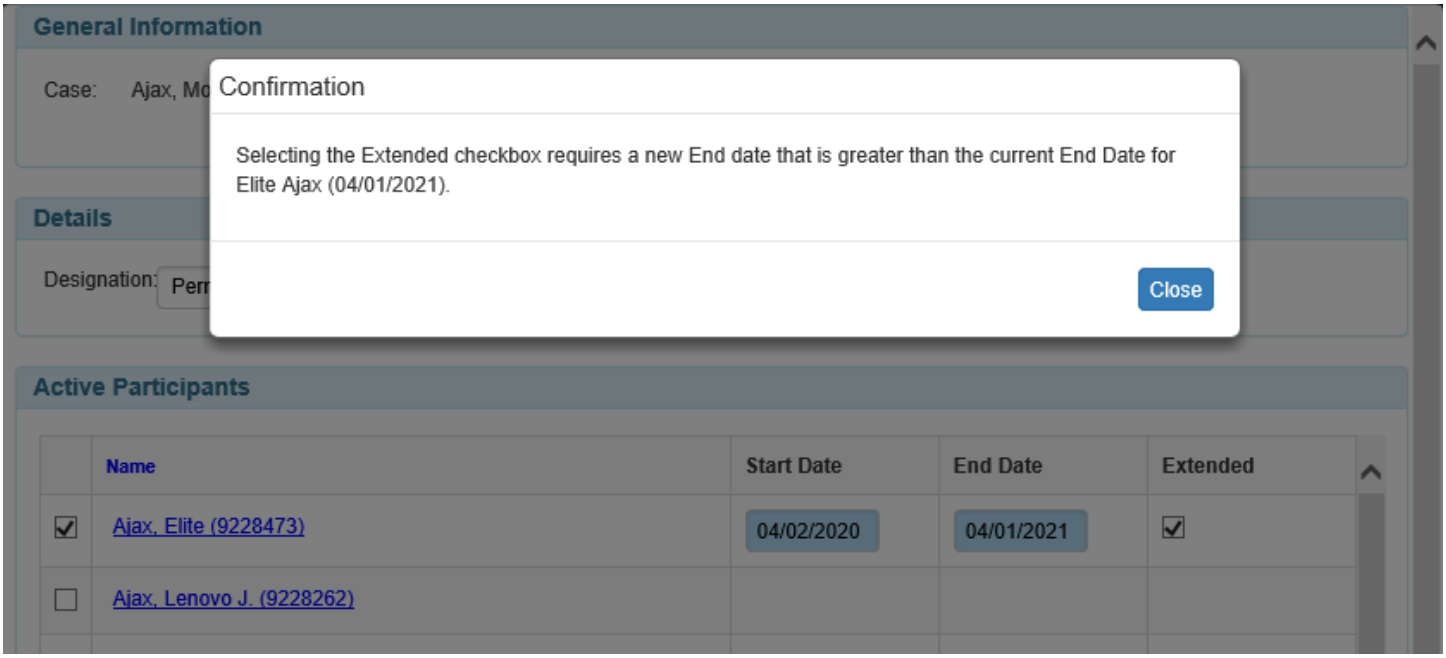
3. After successfully saving the Program page, the Select Program (or Intensive In-Home Service) hyperlink will change to display the Program designation and the end date. If multiple children are participants in the program with different end dates, the hyperlink will display the furthest out end date.

   Participants identified on the Program page will have their "Rsp" check box checked on the Maintain Case page, indicating that the agency is responsible for providing the identified service to that participant.

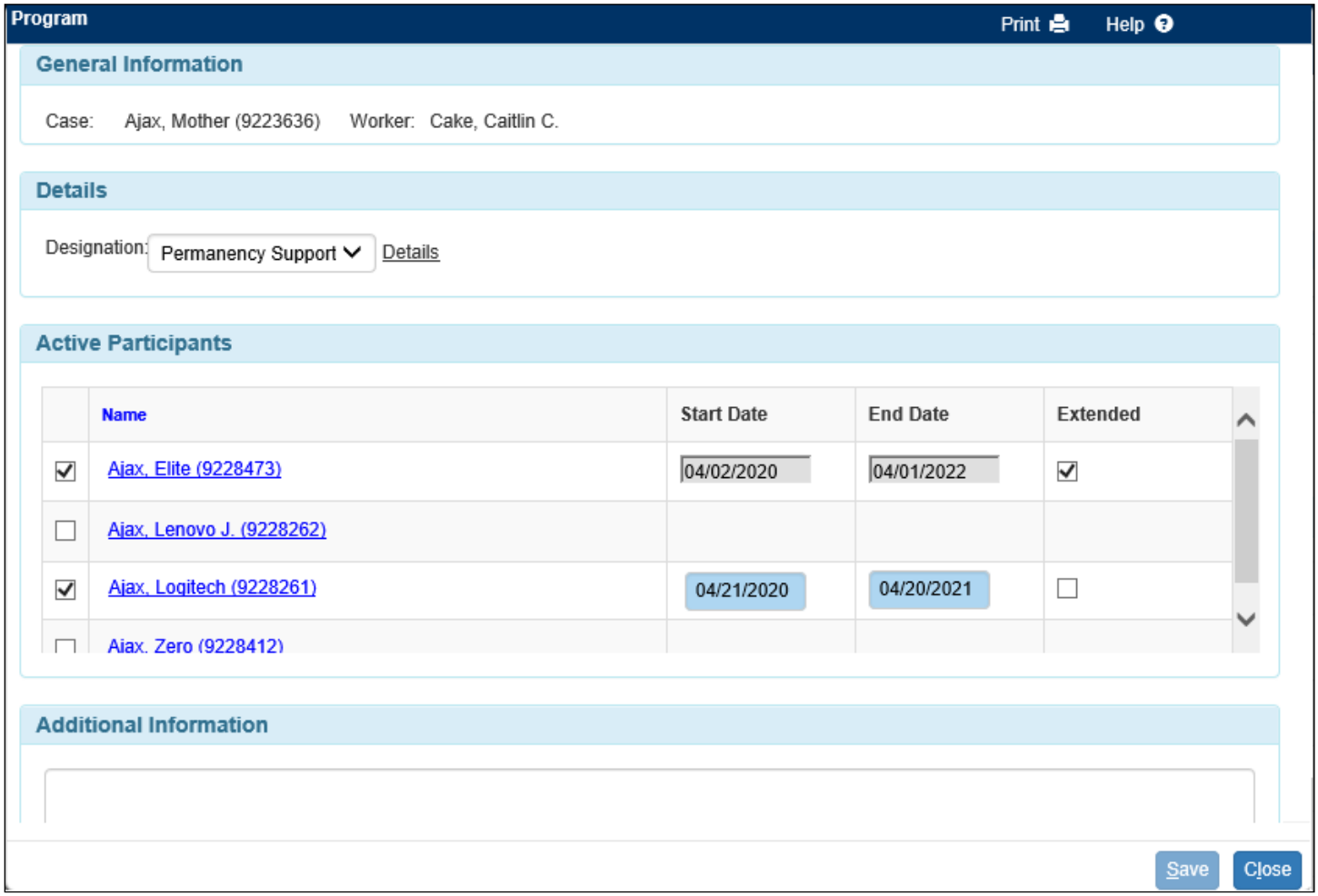


4. Clicking on the Permanency Support hyperlink will take you to the Program page. From here, you are able to modify participants, start and end dates, and add additional information as is applicable and falls within the edits of the program.

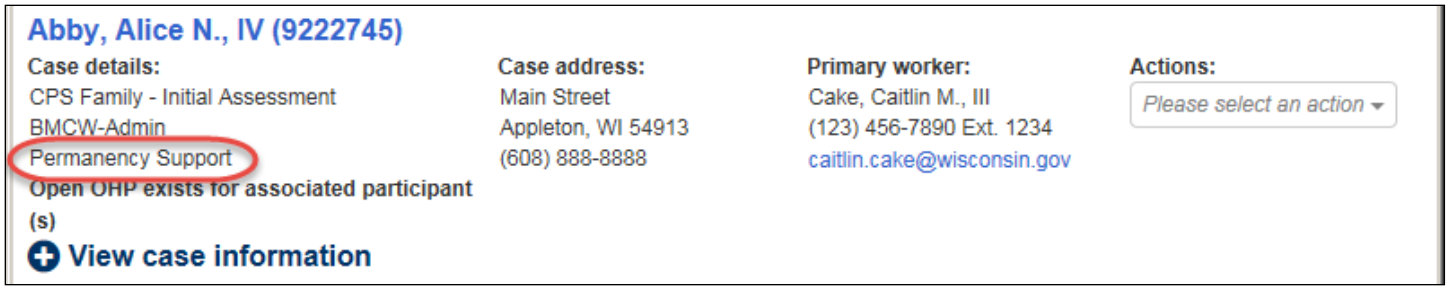
   Note: You can identify that an extension of the program has been granted by selecting the "Extended" check box. The End Date must be changed from the original End Date, as is depicted below.



5. Once an Extension has been saved the Begin and End Dates freeze.

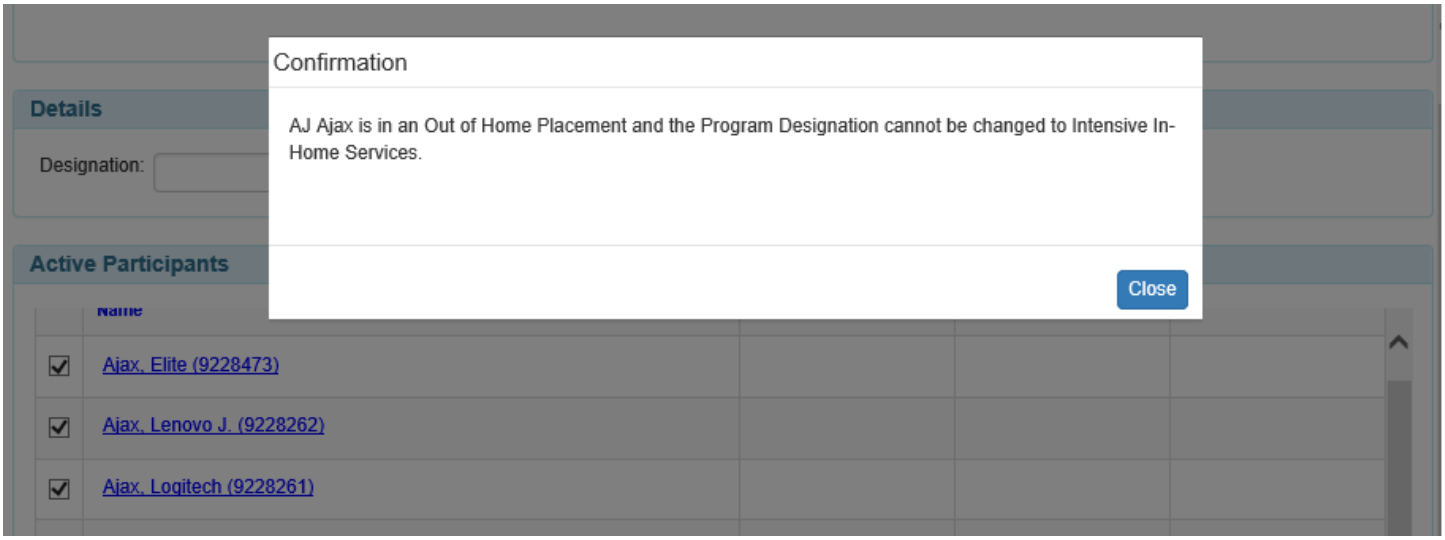


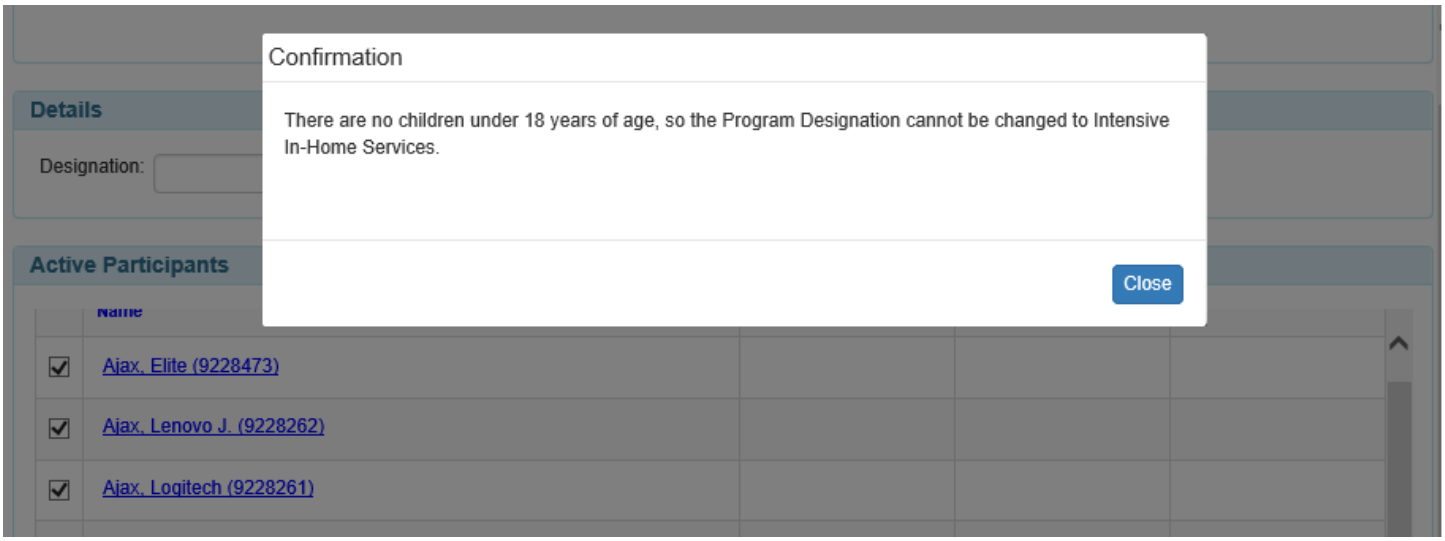
6. When a Program designation exists, the outliner reflects the Program.


Abby, Alice N., IV (9222745)
Case details:
CPS Family - Initial Assessment
BMCW-Admin
Permanency Support
Open OHP exists for associated participant (s)
View case information
Case address:
Main Street
Appleton, WI 54913
(608) 888-8888
Primary worker:
Cake, Caitlin M., III
(123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov
Actions:
Please select an action

Creating an Intensive In-Home Program Designation

1. As was mentioned above, each program designation is governed by a separate set of rules. The Intensive In-Home Program requires that participants not be in an Out of Home Placement, and at least one participant must be under the age of 18.

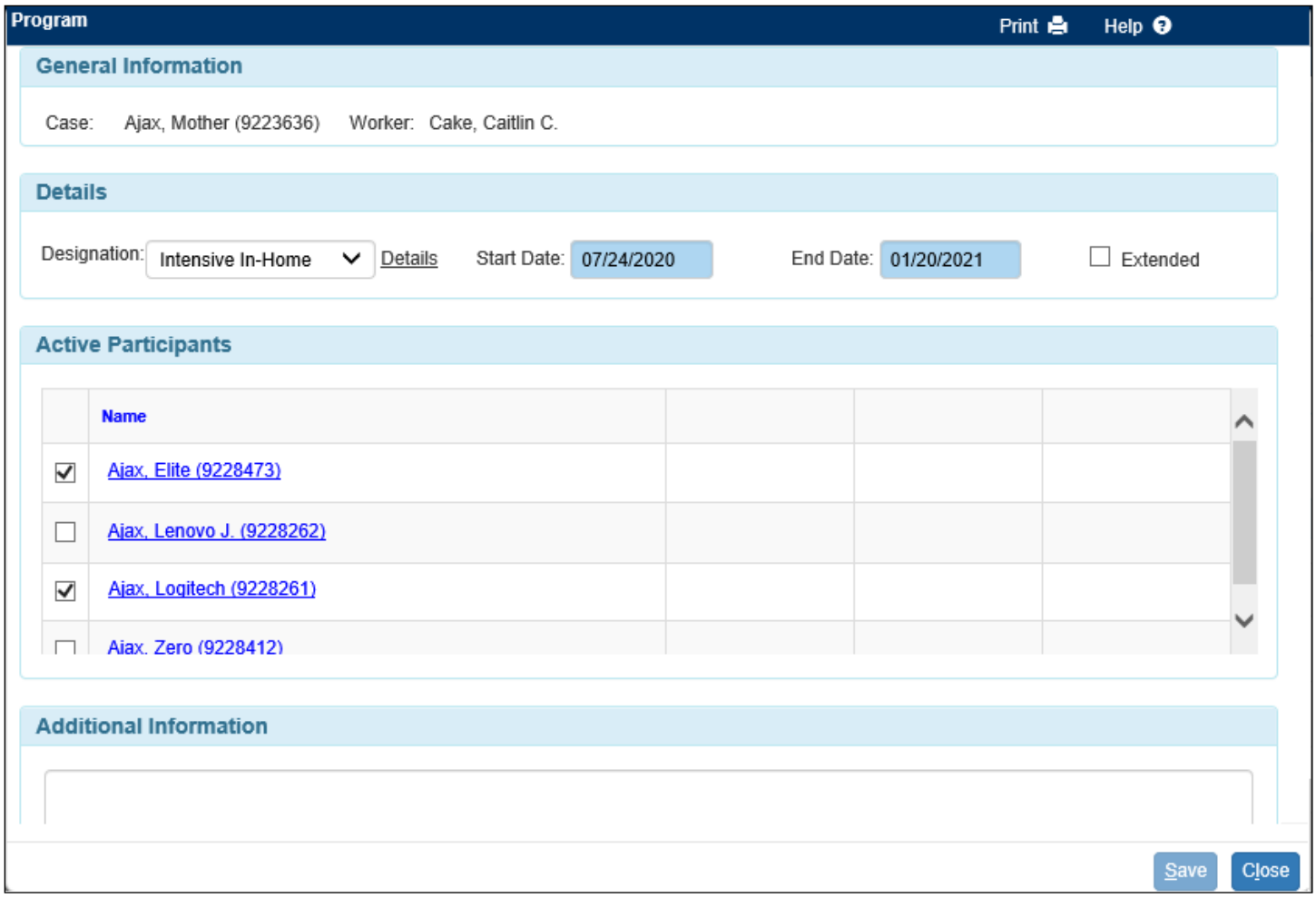




2. Select the Intensive In-Home option from the Designation drop-down and document a Start Date and End Date for the appropriate participants.

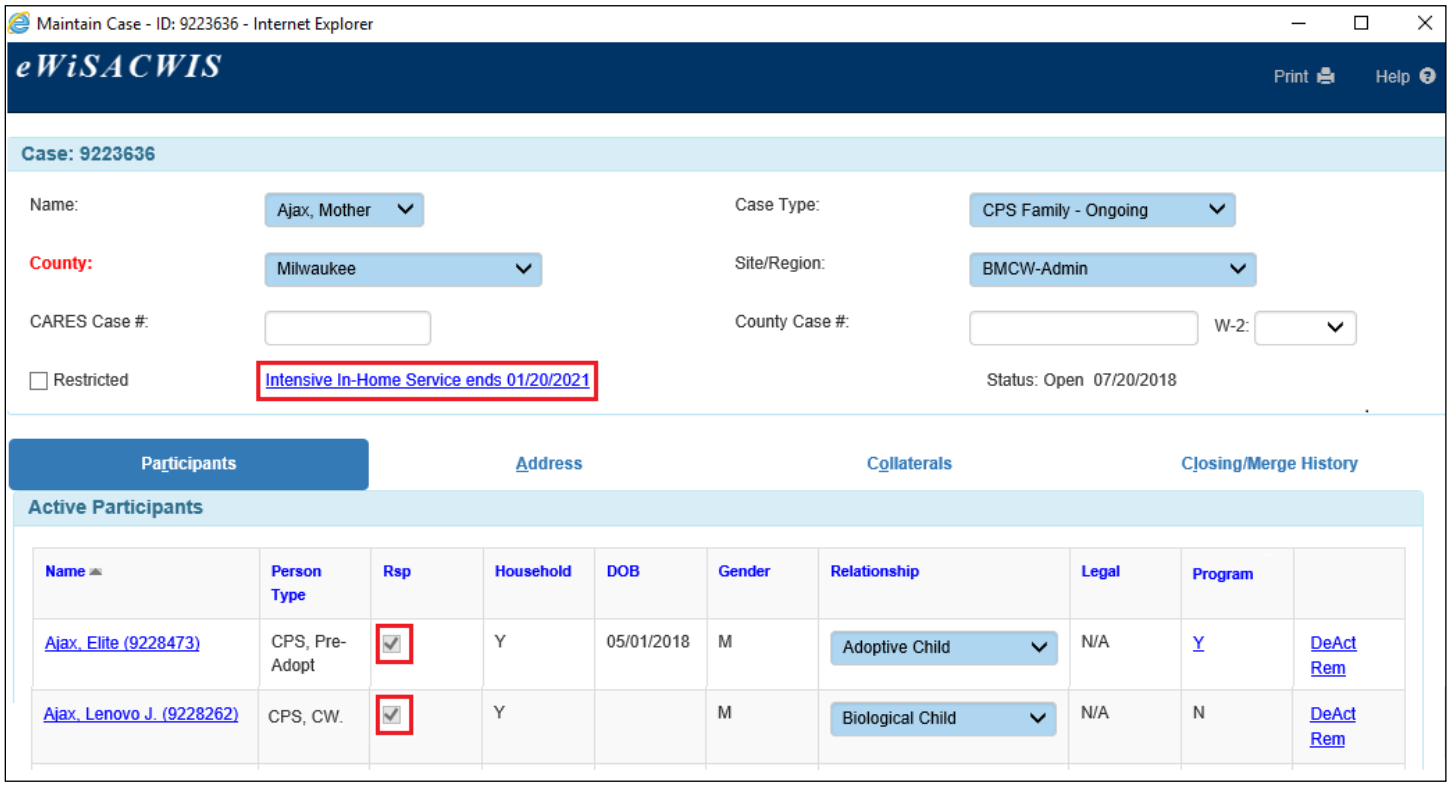
   Note: The Start Date and End Date will pre-fill. The Start Date will default to today's date (the date that you select the program designation). The End Date will be set for 6 months out from the Start Date.

   Note: Unlike the Permanency Support program, the Start Date and End Dates for the Intensive In-Home Program apply to all participants that have been selected.



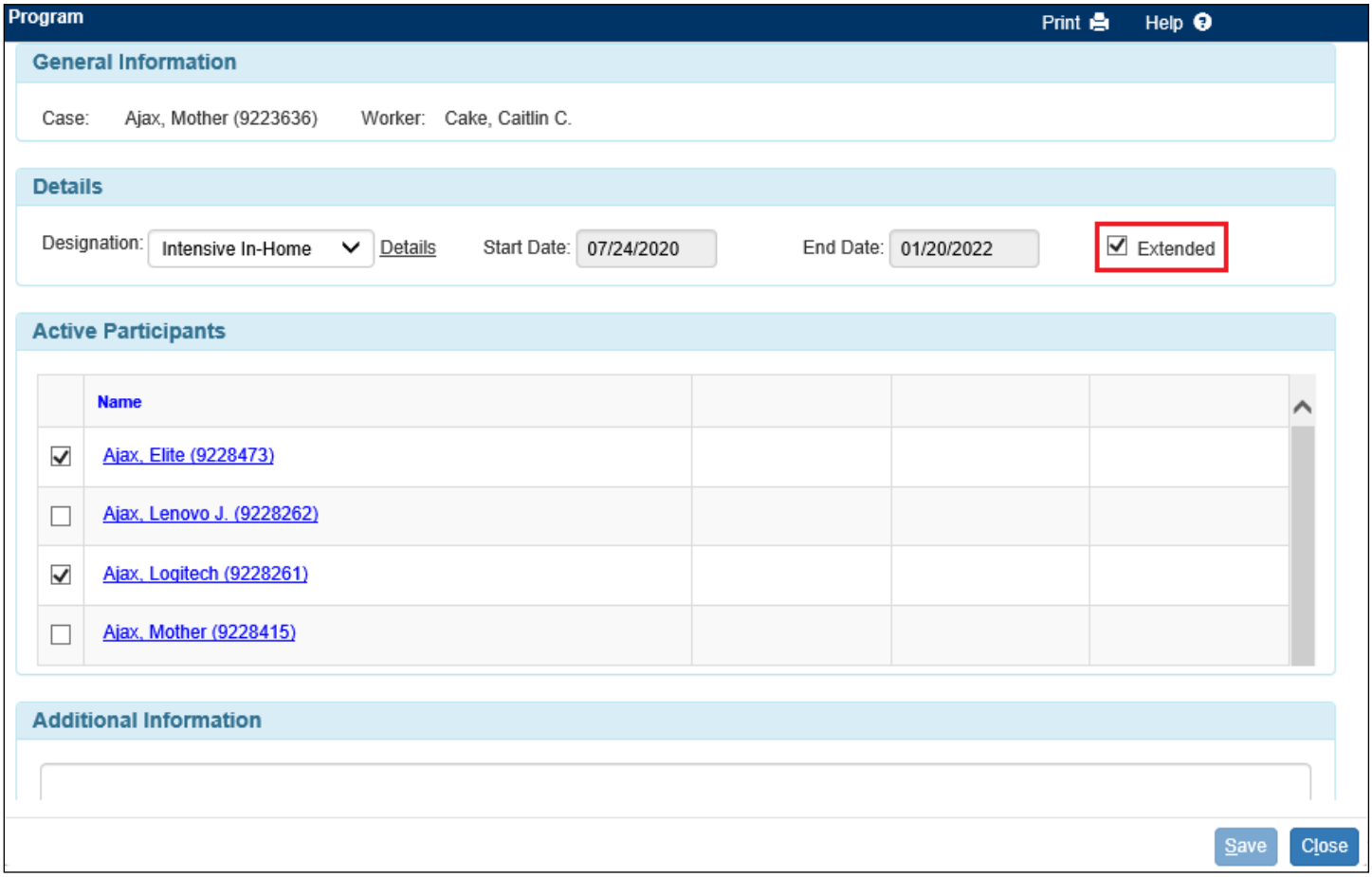
3. After successfully saving the Program page, the Select Program or Permanency Support hyperlink will change to display the Program designation and the end date.

   Participants identified on the Program page will have their “Rsp” check box checked on the Maintain Case page, indicating that the agency is responsible for providing the identified service to that participant.



4. Clicking on the Intensive In-Home Service hyperlink will take you to the Program page. From here, you are able to modify participants, start and end dates, and add additional information as is applicable and falls within the edits of the program.

   Note: You can identify that an extension of the program has been granted by selecting the "Extended" check box. The End Date must be changed from the original End Date.



5. When a Program designation exists, the outliner reflects the Program.

6. It should be noted that the Intensive In-Home Program has a tickler associated with it.

Showing 1 to 1 of 1 rows

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
08/20/2020	27	Ajax, Mother (9223636)	N/A	Intensive In-Home	Cake, Caitlin C.	-	