

Reopening a Subsidized Guardianship Agreement Ended in Error

Note: Assignment to the case is needed in order to reopen an SG Agreement.

Introduction

Subsidized Guardianship can be reopened when eligibility has been terminated in error and the agreement, service, and associated amendment (if applicable) have been closed by eWiSACWIS overnight processing. The reopen function opens the agreement and service with the same information; no information is changed in this process. An Amended Agreement will only be reopened if one was open at the time the agreement was terminated.

Related User Guides

[Subsidized Guardianship Amended Agreement](#)

[Subsidized Guardianship Continued Eligibility and Related Notices & Decisions](#)

[Subsidized Guardianship Initial Determination & Case Creation](#)

Making the Subsidized Guardianship Termination as ‘Made in Error’

In order to reopen a Subsidized Guardianship Agreement, the eligibility determination of ‘Terminate’ must first be ‘Made in Error’.

1. Locate the child’s Subsidized Guardianship Eligibility on the case outliner. Click the hyperlink to open the Subsidized Guardianship Eligibility page.

Bird, Humming B. (9223840)

Case details: Subsidized Guardianship
Ashland - Ashland
Open OHP exists for associated participant(s)

Case address: 122 Highland Ave
Ashland, WI 54806
(123) 232-1212

Primary worker: Bee, Worker
(608) 123-3333
ewuat25@dhrs.state.wi.us

Actions: Please select an action ▾

View case information

- Agreements and Notices
- Assets and Income
- Assignments
- Eligibility** ←
- Legal
- Planning
- Related People
- Safety
- Services

Eligibility

Medicaid Eligibility Determination	09/25/2017	Bird, Baby	Approved
Medicaid Eligibility Determination	02/20/2014	Bird, Humming B.	Approved
Subsidized Guardianship Eligibility	10/30/2017	Bird, Humming B.	← Terminate
Subsidized Guardianship Funding Determination	02/03/2014	Bird, Humming B.	Pending
Title IV-E Eligibility Determination	10/01/2015	Bird, Baby	
Title IV-E Eligibility Determination	08/01/2013	Bird, Humming B.	
Trust Account		Bird, Baby	Ashland General
Trust Account		Bird, Humming B.	Ashland General

2. On the Subsidized Guardianship Eligibility page, click [View](#) on the Eligibility Status row where the status is 'Terminate'. This should be the most recent status listed on the Eligibility History tab. This opens the Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help ?

Child Information

Child Name: [Bird, Humming B. \(9228471\)](#) DOB: 10/10/2002 Age: 15

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
03/01/2014	Initial	Eligible			View
01/01/2015	Change in circumstance(s)	Suspend Payment			View
01/01/2016	Annual Review	Continue Payment			View
10/30/2017	Annual Review	Terminate			View

View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

100%

- On the Subsidized Guardianship Eligibility Determination page, select 'Made in Error' from the Options drop-down and click Go. Once Go is clicked, the status is changed to 'Made in Error'.

The screenshot shows a web browser window titled "Subsidized Guardianship Eligibility Determination -- Webpage Dialog". The application header is "eWiSACWIS UAT" with navigation links for Print, Spell Check, and Help. The form is titled "Child Information" and displays the following details:

- Child Name: Bird, Humming B. (9228471)
- DOB: 10/10/2002
- Age: 15
- Type of Determination: Annual Review
- Effective Date: 10/30/2017
- Eligibility Status: Terminate as of 10/31/2017

The "Annual Review" section contains seven questions:

- Question 1: Has the family's address changed? If yes, indicate the date of the change. (Selected: No)
- Question 2: Has there been a change in the child's guardian? If yes, indicate the date of the change. (Selected: No)
- Question 3: Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change. (Selected: Yes, Date: 10/02/2017). The child is: Deceased Married Entered the Military No longer living with you.
- Question 4: Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change. (Selected: Yes, Date: 10/02/2017). Has the child: Graduated Completed high school equivalent program Dropped out.
- Question 5: Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change. (Selected: No)
- Question 6: Has there been a change in health insurance benefits? If yes, indicate the date of the change. (Selected: No)
- Question 7: Has the guardian submitted a written request to terminate the Subsidized Guardianship Agreement? If Yes, indicate the date the documentation was received and requested date of termination. (Selected: No)

At the bottom, there is an "Options:" dropdown menu and a "Go" button. On the right side, there are "Save" and "Close" buttons.

- If the Eligibility Status change affects payment, the following message will appear as a reminder to create a new Eligibility Determination. Click Yes to continue.

The dialog box is titled "eWiSACWIS -- Webpage Dialog" and contains the following text:

This action will set this subsidized guardianship eligibility determination record to 'made in error'. The child-specific rate will be set to \$0.00. A new subsidized guardianship eligibility determination may need to be created to update the child specific rate on the SG service. Are you sure you want to continue?

At the bottom of the dialog box, there are two buttons: "Yes" and "No".

5. Click Close on the Eligibility Determination page to return to the Subsidized Guardianship Eligibility page.
6. The Eligibility Status of 'Terminate' is changed to 'Made in Error'.

Subsidized Guardianship Eligibility - Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help ?

Child Information
 Child Name: [Bird, Humming B. \(9228471\)](#) DOB: 10/10/2002 Age: 15

Eligibility History Notices and Decisions Template History

History

Date	Type	Eligibility Status	Override Decision	Decision Date	
02/01/2014	Initial	Made In Error			View
02/02/2014	Initial	Not Approved			View
03/01/2014	Initial	Eligible			View
01/01/2015	Change in circumstance(s)	Suspend Payment			View
03/27/2015	Change in circumstance(s)	Not Approved			View
01/01/2016	Annual Review	Continue Payment			View
08/09/2016	Change in circumstance(s)	Made In Error			View
10/30/2017	Annual Review	Terminate			View

[Insert](#)

View Not Approved/Made in Error [Save](#) [Close](#)

100%

Note: To view the status that was Made in Error, select the View Not Approved/Made in Error checkbox.

7. In order to reopen an agreement, the most recent approved status must be 'Continue Payment'. A new determination may need to be entered. Click Close to return to the desktop.

Subsidized Guardianship Eligibility - Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help ?

Child Information

Child Name: [Bird, Humming B. \(9228471\)](#) DOB: 10/10/2002 Age: 15

Eligibility History Notices and Decisions Template History

Histor	Date	Type	Eligibility Status	Override Decision	Decision Date	
Date	09/12/2011	Initial	Eligible			View
03/01/20	02/03/2014	Annual Review	Continue Payment			View
01/01/20						
01/01/2016	Annual Review		Continue Payment			View

View Not Approved/Made in Error

[Insert](#) [Save](#) [Close](#)

100%

8. Once the eligibility determination is approved, the Subsidized Guardianship Eligibility status on the outliner should be 'Continue Payment'.

Reopening the Subsidized Guardianship Agreement and Service

1. Locate the closed Subsidized Guardianship Agreement on the case outliner. Click the hyperlink to launch the agreement.

Bird, Humming B. (9223840)

Case details:
 Subsidized Guardianship
 Ashland - Ashland
 Open OHP exists for associated participant(s)

Case address:
 122 Highland Ave
 Ashland, WI 54806
 (123) 232-1212

Primary worker:
 Bee, Worker
 (608) 123-3333
ewuat25@dhfs.state.wi.us

Actions:

View case information

- Agreements and Notices
- Assets and Income
- Assignments
- Eligibility
- Legal
- Planning
- Related People
- Safety
- Services

Agreements and Notices

+ Images (5)				
- Subsidized Guardianship Agreement	02/01/2014	Bird, Humming B.	\$495.00	
SG Amended Agreement	08/01/2017	Bird, Humming B.	\$415.00	Approved

2. On the Subsidized Guardianship Agreement page, select 'Reopen Agreement' from the Options drop-down and click Go to open the Reopen Agreement History page.

Subsidized Guardianship Agreement - Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help ?

Agreement Information

Case Participant:	Bird, Humming, B. (9228471)	Date of Agreement:	02/01/2014
Agreement Type:	Subsidized Guardianship Agreement	Estimated End Date:	06/26/2029
Provider Name:	Smith, Granny (9221665)	Agreement Amount:	\$495.00
Description:	Description	County:	Ashland
Successor Guardian 1:	Col Mustard	Successor Guardian 2:	Ms Scarlet

Supplemental Rate

CANS Effective Date: 08/02/2013 Supplemental Points: 15 Supplemental Rate: \$120.00

Payment Information

Basic: \$375.00
Supplemental: \$120.00

Exceptional: \$0.00

Payment Justification:

Options: [Go](#)

- Actions
- Approval
- Agreement Ending
- Successor Guardian Maintenance
- Reopen Agreement**
- Text
- Subsidized Guardianship Agreement

Save Close

100%

3. The Reopen Agreement History page displays any previous reopening of the agreement. Click Insert to add a new row. The Agreement End Date, Date Closed, and Reason Closed automatically prefill from the last agreement ending. Click Save.

Reopen Agreement History -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Basic
Child: [Bird, Humming B. \(9228471\)](#) Service Provider: [Smith, Granny \(9221665\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
11/30/2013	02/03/2014	Eligibility Terminated		

Insert Save Close

4. The following message will then display: “Saving this page will reopen the agreement, service, and amendment if one was open at the time of agreement closure. Do you wish to continue?”. Clicking Yes automatically reopens the Agreement, Service, and Amendment (if applicable), closes the message, and refreshes the Reopen Agreement History page.

5. On the Reopen Agreement History page, the name of the worker reopening the agreement prefills under Reopened By and today's date under Date Opened. Click Close to return to the desktop.

Reopen Agreement History -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Basic

Child: [Bird, Humming B. \(8622968\)](#) Service Provider: [Spring, May \(8032202\)](#)

Reopen Agreement History

Agreement End Date	Date Closed	Reason Closed	Reopened By	Date Opened
11/30/2013	02/03/2014	Eligibility Terminated	Bee, Worker	02/24/2014

Insert

Save Close

- To view the changes, refresh the desktop. The agreement and service (and Amendment if applicable) are now open.

eWiSACWIS - Internet Explorer

Bird, Humming B. (9223840)

Case details: Subsidized Guardianship Ashland - Ashland Open OHP exists for associated participant(s)	Case address: 122 Highland Ave Ashland, WI 54806 (123) 232-1212	Primary worker: Bee, Worker (608) 123-3333 ewuat25@dhfs.state.wi.us	Actions: <input type="button" value="Please select an action"/>
---	---	---	---

View case information

Agreements and Notices	Assets and Income	Assignments	<input checked="" type="checkbox"/> Eligibility
Legal	Planning	Related People	Safety
Services			

Agreements and Notices

[+ Images \(5\)](#)

- Subsidized Guardianship Agreement	02/01/2014	Bird, Humming B.	\$495.00
SG Amended Agreement	12/01/2017	Bird, Humming B.	\$545.00 Approved
SG Amended Agreement (Successor)	07/19/2017	Big Bird	Snuffy
SG Amended Agreement (Successor)	07/19/2017	Col Mustard	Ms. Scarlet
SG Amended Agreement (Successor)	07/19/2017	Mr. Green	Ms. White
SG Amended Agreement (Successor)	02/19/2016	Mary Blank	Boo Blank

Eligibility

Medicaid Eligibility Determination	09/25/2017	Bird, Baby	Approved
Medicaid Eligibility Determination	02/20/2014	Bird, Humming B.	Approved
Subsidized Guardianship Eligibility	10/30/2017	Bird, Humming B.	Terminate
Subsidized Guardianship Funding Determination	02/03/2014	Bird, Humming B.	Pending
Title IV-E Eligibility Determination	10/01/2015	Bird, Baby	
Title IV-E Eligibility Determination	08/01/2013	Bird, Humming B.	
Trust Account		Bird, Baby	Ashland General
Trust Account		Bird, Humming B.	Ashland General