

Subsidized Guardianship Amended Agreement

Note: To create a Subsidized Guardianship Amended Agreement, assignment to the case is needed.

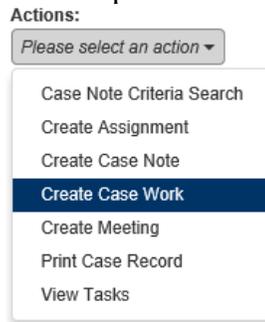
Note: In order to be eligible for a Subsidized Guardianship Amended Agreement, an SG Provider must be a Level 2 or higher.

Creating a Subsidized Guardianship Amended Agreement

Please see the following sections of this guide as they are referenced in this process.

- **Creating/Associating an Image for a Subsidized Guardianship Amended Agreement**
- **Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement**

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink [▶ Create case work](#) or click the Create Case work from the Actions drop-down next to the specific case.



2. On the Create Case Work page go to the Agreements/Notices drop-down, and select 'SG Amended Agreement'. Select the case and participant and click Create to open the SG Amended Agreement page.

Create Case Items

- Administration ▼
- Adoption ▼
- Agreements/Notices ▼
- Assessment ▼
- Case/Perm Plan ▼
- Education ▼
- Eligibility ▼
- ICPC ▼
- ICWA ▼
- Imaging ▼
- Legal ▼
- Narrative ▼
- Payment ▼

Cases

- Abby, Art J. (9221326)**
- Adesso, Anna (9221457)
- Ahrens, Rose (9221215)
- Amundson, Sherrv-Lynn (9221463)
- Antoniewicz, Katie (9221596)
- Balderaz, Christina (9221351)
- Barry, Kathleen (9222605)
- Batzler, Lois (9221693)
- Bennin, Sarah (9221456)
- Bing, Barbara (9221491)
- Bird, Larry (9221016)
- Boldt, Tammy (9221366)
- Bolin, James (9221425)
- Borud, Rebecca (9222205)
- Bowman, Joan (8011672)
- Brendel, Debbie (8058592)
- Bretz, Jennifer (8084793)
- Brian Schaefer (8042370)
- Brickner, Angela (8013468)
- Brooks, Rebecca (8044910)
- Brown, Krista (8047820)

Case Participants

Hold down the 'Ctrl' key for multi-selection

- Abby, Art, Biological Child (9221485)
- Ableman, Sara, Step Child (9222046)**

- On the SG Amended Agreement page, enter the Amended Agreement Request Received in the Documentation group box and associated image.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "SG Amended Agreement - Internet Explorer". The application header includes the logo "eWiSACWIS" and navigation links for "TM", "Print", "Spell Check", and "Help".

The main content area is divided into several sections:

- Basic:** Case: [Abby, Art, J. \(9221326\)](#); Person: [Ableman, Sara \(9222046\)](#); DOB: 04/12/2006; Age: 14.
- Amended Agreement Request Details / Confirmation of Needs CANS:** This section contains a "Documentation" table.

Type	Date	Image/Doc
Amended Agreement Request Received		Delete Imaging Search
Finalized Amended Agreement		
Notice of Approval and Amended Agreement Sent		
Notice of Denial Sent		
Other Supporting Documentation		
Request for Documentation Sent		
Requested Documentation Received		

 An "Insert" button is located to the right of the table.
- Subsidized Guardianship Agreement Information:**
 - Date of Agreement: 06/15/2020
 - Provider: [Brown, LeRoy \(9221465\)](#)
 - Basic Amount: \$226.00
 - Supplemental Amount: \$0.00
 - Exceptional Amount: \$0.00
 - Agreement Amount: \$226.00
- Requested Supplemental (CANS):**
 - Supplemental Points: N/A
 - Supplemental Rate: \$0.00
- Amended Agreement Information:**
 - Effective Date: 00/00/0000
 - Estimated End Date: 00/00/0000
 - Actual End Date: 00/00/0000

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

Note: Documents listed in the Type drop-down in the Documentation group box are restricted prior to consultation with a supervisor and entry of the Supervisory Review Date and Supervisor Name in the Decision group box. See the Documentation Types section of this guide for more information.

Note: The Amended Agreement Request Received is required in order to send the SG Amended Agreement for approval.

4. When completed, images and [Text](#) templates created are associated to the SG Amended Agreement.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic
Case: [Abby, Art, J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 14

Amended Agreement Request Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	07/07/2020	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

[Insert](#)

Subsidized Guardianship Agreement Information

Date of Agreement: 06/15/2020	Basic Amount:	\$226.00
Provider: Brown, LeRoy (9221465)	Supplemental Amount:	\$0.00
	Exceptional Amount:	\$0.00
	Agreement Amount:	\$226.00

Requested Supplemental (CANS)

Supplemental Points: N/A	Supplemental Rate:	\$0.00
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Amended Agreement Information

Effective Date: 00/00/0000	Estimated End Date: 00/00/0000	Actual End Date: 00/00/0000
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Options: [Go](#) [Save](#) [Close](#)

5. Next, enter Child Abuse and Neglect Background Check(s) by either:
 - Entering information on an existing, valid background check already in eWiSACWIS
 - Entering information for a background check Requested/Completed outside of eWiSACWIS

Click Insert in the Child Abuse and Neglect Background Check(s) group box. Select an option from the Source drop-down field.

6. If the Source is eWiSACWIS, document the Requested/Completed date and the Substantiation(s) field (no Received date is required).
7. If the Source is County or Out of State, enter the Requested/Completed date. When the background check is returned, enter the date Received and Substantiation(s) information. Click the [Imaging Search](#) hyperlink to add the Background Check image.

Basic
 Case: [Abby, Art, J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 14

Amended Agreement Request Details **Confirmation of Needs CANS**

Child Abuse and Neglect Background Check(s)

Source	Requested/Completed	Received	Substantiation(s)	Image	Allegation Person ID	Check Override
eWiSACWIS	07/20/2020	00/00/0000	No	N/A	9224158	Imaging Search
County	07/20/2020	00/00/0000	Pending (default)			Delete Imaging Search

Documentation

Type	Date	Image/Doc
Amended Agreement Request Received	07/07/2020	Edit Delete Imaging Search

Subsidized Guardianship Agreement Information
 Date of Agreement: 06/15/2020 Basic Amount: \$226.00

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

Note: At least one background check row must be documented in order to send the SG Amended Agreement for approval.

- The Subsidized Guardianship Agreement Information group box prefills information from the original agreement: Date of Agreement associated Provider hyperlink, Basic Amount, Supplemental Amount, Exceptional Amount, and total Agreement Amount.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic
 Case: [Abby, Art, J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 14

Amended Agreement Request Details **Confirmation of Needs CANS**

Subsidized Guardianship Agreement Information
 Date of Agreement: 06/15/2020 Basic Amount: \$226.00
 Provider: [Brown, LeRoy \(9221465\)](#) Supplemental Amount: \$0.00
 Exceptional Amount: \$0.00
 Agreement Amount: \$226.00

Requested Supplemental (Pre-CANS)

	Original Points	New Points
Emotional:	12 Points - Intensive	
Behavioral:	12 Points - Intensive	
Physical:	0 Points - Not Identified	

Amended Agreement Information
 Effective Date: 07/01/2020 Estimated End Date: 06/30/2021 Actual End Date: 00/00/0000
 Additional Amount: \$0.00 Amended Agreement Amount: \$0.00

Decision
 Supervisory Review Date: 07/20/2020 Supervisor Name: Caitlin C. Cake
 Decision: Approved Decision Reason: Approved for Services
 Comments:

[More...](#) [Less...](#) [Default](#)

Options:

- When first opening the Amended Agreement page, Supplemental Points and the Supplemental Rate pre-fill from the original agreement to the Requested Supplemental (CANS) group box. The Amended Agreement Amount Information group box also initially defaults to the original Agreement Amount and shows \$0.00 for the Additional Amount.

Note: Information will be updated upon completion of the Confirmation of Needs CANS.

- Under the Amended Agreement Information group box, enter the date the Amended Agreement should start in the Effective Date. Click the Confirmation of Needs CANS tab.

Note: If the Amended Agreement decision is 'Approved', the Effective Date should be the 1st of the month following receipt of the signed Amended Agreement. If necessary, this date can be updated prior to sending the Amended Agreement for final approval.

Note: After an Effective Date is entered and saved, the Estimated End Date will automatically prefill 1 day prior to the date of the following year.
 July 2020

11. The Confirmation of Needs CANS is comprised of items relevant to determining the supplemental rate, and is based on the current age of the child as of the date displayed for the Amended Agreement Request Received imaging document. Previous ratings from either the Original or Previous Amended Agreement prefill.

Update the rating for each applicable item. Click Save when finished.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic
 Case: [Abby, Art, J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 14

Amended Agreement Request Details **Confirmation of Needs CANS**

0 = no evidence 1 = mild 2 = moderate 3 = severe [Manuals and Glossary of Terms](#)

Emotional				Original Agreement	Previous Amended Agreement		
Adjustment to Trauma	0. <input checked="" type="radio"/>	1. <input type="radio"/>	2. <input type="radio"/>	3. <input type="radio"/>	Details	0	0
Notes							
Traumatic Grief/Separation	0. <input type="radio"/>	1. <input type="radio"/>	2. <input checked="" type="radio"/>	3. <input type="radio"/>	Details	2	2
Notes							
Intrusions	0. <input checked="" type="radio"/>	1. <input type="radio"/>	2. <input type="radio"/>	3. <input type="radio"/>	Details	0	0
Notes							
Attachment	0. <input type="radio"/>	1. <input type="radio"/>	2. <input checked="" type="radio"/>	3. <input type="radio"/>	Details	2	2
Notes							

Options:

12. Select 'Child and Adolescent Needs and Strengths (CANS)' from the Options drop-down and click Go to launch the template.

13. Print the template and click Close to return to the Confirmation of Needs CANS tab of the agreement.

BIRT PDF Document - Internet Explorer

eWiSACWIS

[Close](#)

**CHILD AND ADOLESCENT NEEDS AND STRENGTHS (CANS) 5-21
AMENDMENT CONFIRMATION OF NEEDS
Subsidized Guardianship**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name - Child / Youth Ableman, Sara		DOB 04/12/2006
Effective Date	Age at Time of Assessment 14	Name - Guardian Brown, LeRoy

EMOTIONAL	0	1	2	3
Adjustment to Trauma	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traumatic Grief / Separation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dissociation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eating Disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sleep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychosis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Somatization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavioral Regression	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Affect Dysregulation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suicide Risk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Injurious Behavior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEHAVIORAL	0	1	2	3
Living Situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Peer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Functioning - Adult	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Seriousness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. History	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Arrests	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Community Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Legal Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Peer Influences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Click the Amended Agreement Request Details tab. Verify the changes to the Supplemental Points and Supplemental Rate in the Requested Supplemental (CANS) group box.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic
 Case: [Abby, Art, J. \(9221326\)](#) Person: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Amended Agreement Request Details Confirmation of Needs CANS

Subsidized Guardianship Agreement Information

Date of Agreement: 06/15/2020	Basic Amount: \$220.00
Provider: Brown, LeRoy (9221465)	Supplemental Amount: \$168.00
	Exceptional Amount: \$0.00
	Agreement Amount: \$388.00

Requested Supplemental (CANS)

Supplemental Points: 21	Supplemental Rate: \$168.00
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Amended Agreement Information

Effective Date: 07/01/2020	Estimated End Date: 06/30/2021	Actual End Date: 00/00/0000
	Additional Amount: \$0.00	Amended Agreement Amount: \$388.00

Decision

Supervisory Review Date: 07/20/2020 Supervisor Name: Caitlin C. Cake

Decision: Approved Decision Reason: Approved for Services

Comments:

Options: Go Save Close

15. In the Decision group box, enter the Supervisory Review Date. The Supervisor Name will prefill with the worker's supervisor.
16. Selecting the appropriate option in the Decision field determines the Decision Reason automatically.
17. If the decision is 'Approved', insert and generate the Notice of Approval and Amended Agreement Sent in the Documentation group box, and click Save.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic
 Case: [Abby, Art, J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 14

Amended Agreement Request Details Confirmation of Needs CANS

Documentation

Type	Date	Image/Doc	
Amended Agreement Request Received	07/07/2020	Edit	Delete Imaging Search
Notice of Approval and Amended Agreement Sent		Text	Delete
Request for Documentation Sent		Text	Delete

[Insert](#)

18. Once the signed Amended Agreement is returned from the guardian(s) and is signed by the Authorized Department Representative, it can be added to the Amendment Documentation group box by inserting a Type of 'Finalized Amended Agreement' and creating the image through Imaging Search.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic
 Case: [Abby, Art, J. \(9221326\)](#) Person: [Ableman, Sara \(9222046\)](#) DOB: 04/12/2006 Age: 14

Amended Agreement Request Details Confirmation of Needs CANS

Documentation

Type	Date	Image/Doc	
Amended Agreement Request Received	07/07/2020	Edit	Delete Imaging Search
Notice of Approval and Amended Agreement Sent		Text	Delete
Request for Documentation Sent		Text	Delete
Finalized Amended Agreement	07/13/2020	Edit	Delete Imaging Search

[Insert](#)

Note: Verify the Effective Date entered in the Amended Agreement Information group box is the 1st of the month following receipt of the signed Amended Agreement. If the date is different, update accordingly.

19. If the decision is 'Denied', insert and generate the Notice of Denial document in the Documentation group box.

20. To approve the Amended Agreement, select 'Approval' from the Options drop-down and click Go. On the Approval History page, select the Approve radio button then click Continue. Click Save on the Amended Agreement page to complete and send the approval.

Note: If the Finalized Amended Agreement image has not been added for an Approved Amendment, the following error will appear when sending for approval. Add the Finalized Amended Agreement and resend the approval.



21. Upon final approval, the Amended Agreement will become read only (except for Override group boxes). The [Edit](#) and [Text](#) hyperlinks will change to [View](#) hyperlinks.
22. The Child Specific Rate for the Subsidized Guardianship Service will automatically update with the new Amended Agreement Amount. The rate Effective Date is the month and year the new payment rate will be generated for the Service.
23. A link to the SG Amended Agreement will display under the original Subsidized Guardianship Agreement on the case outliner.

Documentation Types

Documentation Types associated to a Subsidized Guardianship Amended Agreement are designated as either an image that is scanned and loaded into eWiSACWIS, or a template that can be created and launched from the Amended Agreement page.

Documents listed in the Type drop-down in the Documentation group box are restricted prior to consultation with a supervisor and entry of the Supervisory Review Date and Supervisor Name in the Decision group box.

Prior to consultation and entry, the following document types are available to enter:

- Amended Agreement Request Received (Image) – initial request from guardian(s). Required for both ‘Approved’ or ‘Denied’ Amendments.
- Request for Documentation Sent (Template) – sent if information is incomplete.
- Requested Documentation Received (Image) – records response from the Request for Documentation Sent.

After consultation and entry, the following document types are available to enter:

- Finalized Amended Agreement (Image) – final, signed Amended Agreement. Required for ‘Approved’ Amendments.
- Notice of Approval and Amended Agreement Sent (Template) – sent if Amendment decision is Approved. Required for ‘Approved’ Amendments.
- Notice of Denial Sent (Template) - sent if Amendment decision is Denied. Required for ‘Denied’ Amendments.

Creating/Associating an Image for a Subsidized Guardianship Amended Agreement

This section walks through how an image is added to the Documentation group box on the Amended Agreement. See the Imaging User Guides for more information on adding images.

1. If a blank document row is not available, click Insert in the Documentation group box to add a row.
2. Select the name of the document in the Type drop-down of the Documentation group box.

The screenshot shows the 'eWiSACWIS' web application interface. At the top, there's a navigation bar with the logo and utility icons (TM, Print, Spell Check, Help). Below this, a 'Basic' section displays case information: Case: [Abby, Art, J. \(9221326\)](#), Person: [Lulea, Kiddo \(9231099\)](#), DOB: 01/01/2010, Age: 10.

The main content area is titled 'Confirmation of Needs CANS'. It features a 'Documentation' section with a table:

Type	Date	Image/Doc
<ul style="list-style-type: none"> Amended Agreement Request Received Finalized Amended Agreement Notice of Approval and Amended Agreement Sent Notice of Denial Sent Other Supporting Documentation Request for Documentation Sent Requested Documentation Received 		Delete

An 'Insert' button is located to the right of the table. Below the table, there are two summary sections:

Subsidized Guardianship Agreement Information

Date of Agreement: 07/02/2020	Basic Amount:	\$226.00
Provider: Brown, LeRoy (9221465)	Supplemental Amount:	\$0.00
	Exceptional Amount:	\$0.00
	Agreement Amount:	\$226.00

Requested Supplemental (CANS)

Supplemental Points: N/A	Supplemental Rate:	\$0.00
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At the bottom, there's an 'Amended Agreement Information' section and a footer with 'Options: [dropdown] [Go] [Save] [Close]'.

Note: The Finalized Amended Agreement (image) document Type becomes available to document upon entry of the Supervisory Review Date and Supervisor Name in the Decision group box.

3. Selecting a documentation Type that is an image will automatically display an [Imaging Search](#) hyperlink beside the row. Click the hyperlink to launch the Imaging Search page.

The screenshot shows the 'eWiSACWIS' web application interface. At the top, there's a navigation bar with 'TM', 'Print', 'Spell Check', and 'Help' icons. Below that, a 'Basic' information box displays case details: Case: [Abby, Art, J. \(9221326\)](#), Person: [Lulea, Kiddo \(9231099\)](#), DOB: 01/01/2010, Age: 10.

The main content area is titled 'Amended Agreement Request Details' and 'Confirmation of Needs CANS'. Under the 'Documentation' section, there is a table with the following data:

Type	Date	Image/Doc	
Amended Agreement Request Received			Delete Imaging Search
Request for Documentation Sent		Text	Delete

Below the table is an 'Insert' button. Further down, the 'Subsidized Guardianship Agreement Information' section shows: Date of Agreement: 07/02/2020, Provider: [Brown, LeRoy \(9221465\)](#), Basic Amount: \$226.00, Supplemental Amount: \$0.00, Exceptional Amount: \$0.00, Agreement Amount: \$226.00. The 'Requested Supplemental (CANS)' section shows Supplemental Points: N/A and Supplemental Rate: \$0.00. At the bottom, there are 'Options', 'Save', and 'Close' buttons.

Note: A [Delete](#) hyperlink is also available to remove a row entered in error and is available until supervisory approval of the Amended Agreement.

- On the Imaging Search page the Category, Type, and child listed on the agreement for Participants are default selected. Imaging Search Start and End Dates default (today's date to a year prior), but can be modified to expand or narrow a search. Existing eWiSACWIS images that fall within these criteria display under the Results.

Note: When the Imaging Search page is launched for a background check, all Categories are selected by default to ensure all images are displayed for the date range.

- If listed, select the corresponding radio button on the image row and click Continue to associate it to the Amended Agreement.

Imaging Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Search Criteria

Search by: Name: Abby, Art J. (9221326) Start Date: 07/21/2019 End Date: 07/20/2020

Category: Type: Participants:

Hold down the 'Ctrl' key for multi-selection

Results

Category	Type	Participant	Date	File Name	
<input checked="" type="radio"/> Amended Agreement	Amended Agreement Request Received	Lulea, Kiddo	07/20/2020	IMG_3275.JPG	Edit

Record 1 to 1 of 1

- If no images are found or the image is not already listed under the Results, add a new image by clicking Create which opens the Imaging pop-up page.
- On the Imaging pop-up page, enter the Date of Document. The Category, Type, and Participant are defaulted. Click Browse to attach the image. When complete, click Save. Click Close to return to the Imaging Search page.

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Case Details

Case: Abby, Art J. (9221326) Worker: Caitlin C. Cake

Image Details

Date of Document: 00/00/0000

Category: Amended Agreement

Type: Amended Agreement Request Received

File Name: Browse...

Comments:

Participants: Lulea, Kikko (Bio Child)

Last Updated By: Delete

Create Save Close

8. The new image is now listed in the Results section. Select the corresponding radio button on the image row and click Continue to associate and return to the Amended Agreement page.

Imaging Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Search Criteria

Search by: Name: Abby, Art J. (9221326) Start Date: 07/21/2019 End Date: 07/20/2020

Category: Type: Participants:

Hold down the 'Ctrl' key for multi-selection

Results

Category	Type	Participant	Date	File Name	
<input checked="" type="radio"/> Amended Agreement	Amended Agreement Request Received	Lulea, Kiddo	07/20/2020	IMG_3275.JPG	Edit

Record 1 to 1 of 1

9. The image is now associated to the Amended Agreement. Click Save.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "SG Amended Agreement - Internet Explorer". The application header features the "eWiSACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. Below the header, a "Basic" section displays case information: "Case: [Abby, Art, J. \(9221326\)](#)", "Person: [Lulea, Kiddo \(9231099\)](#)", "DOB: 01/01/2010", and "Age: 10". The main content area has two tabs: "Amended Agreement Request Details" and "Confirmation of Needs CANS", with the latter being active. Under the "Confirmation of Needs CANS" tab, there is a "Documentation" section containing a table with the following data:

Type	Date	Image/Doc	
Amended Agreement Request Received <input type="button" value="v"/>	07/20/2020	Edit	Delete Imaging Search

An "Insert" button is located at the bottom right of the documentation table area.

Note: [Edit](#) & [Delete](#) hyperlinks are available on a documentation row to change or remove images, but are only available prior to approval of the agreement. After approval, a [View](#) hyperlink is available to view the image.

Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement

This section walks through how a text template is created from the Documentation group box on an Amended Agreement.

1. If a blank document row is not available, click Insert in the Documentation group box to add a row.
2. Select the name of the document in the Type drop-down of the Documentation group box.

The screenshot displays the eWiSACWIS interface for a Subsidized Guardianship Amended Agreement. The 'Confirmation of Needs CANS' section is active, showing a 'Documentation' table with the following data:

Type	Date	Image/Doc
Amended Agreement Request Received		Delete Imaging Search
Request for Documentation Sent		Text Delete

An 'Insert' button is located below the table. The 'Basic' section shows Case: Abby, Art, J. (9221326), Person: Lulea, Kiddo (9231099), DOB: 01/01/2010, and Age: 10. The 'Subsidized Guardianship Agreement Information' section shows Date of Agreement: 07/02/2020, Provider: Brown, LeRoy (9221465), and financial details: Basic Amount: \$226.00, Supplemental Amount: \$0.00, Exceptional Amount: \$0.00, and Agreement Amount: \$226.00. The 'Requested Supplemental (CANS)' section shows Supplemental Points: N/A and Supplemental Rate: \$0.00. The 'Amended Agreement Information' section is partially visible at the bottom. The interface includes a navigation bar with 'TM', 'Print', 'Spell Check', and 'Help' options, and a footer with 'Options', 'Go', 'Save', and 'Close' buttons.

Note: The text templates Notice of Approval and Amended Agreement Sent and the Notice of Denial Sent become available to document upon entry of the Supervisory Review Date and Supervisor Name in the Decision group box.

3. Selecting a text template documentation Type will automatically display a [Text](#) hyperlink in the Image/Document column. First, save the page. Then click the hyperlink to launch the Forms pop-up page.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic

Case: [Abby, Art, J. \(9221326\)](#) Person: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Amended Agreement Request Details Confirmation of Needs CANS

Documentation

Type	Date	Image/Doc	
Amended Agreement Request Received	07/20/2020	Launch Text	Delete Imaging Search
Request for Documentation Sent		Text	Delete

Insert

Note: A [Delete](#) hyperlink is also available to remove a row entered in error and is available until supervisory approval of the Amended Agreement.

4. On the Forms pop-up page, select the document from the Options drop-down and click Go to launch the template.

eWiSACWIS TM Print Spell Check Help ?

General Information

Case: Bird, Kid

Category: Amended Agreement

Document: Request for Additional Information for Amendment for Subsidized Guardianship

Options: [Text](#) [Request for Additional Information for Amendment for Subsidized Guardianship](#)

Go Save Close

5. Enter any applicable information on the template. Click the 'Save and Generate PDF' button. Once the PDF is generated, print and click Close to return to the eWiSACWIS Forms pop-up page.

Save Save and Generate PDF Close

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence

Request for Additional Information for Amendment for Subsized Guardianship

1st Notice 2nd and Final Notice

Today's Date	Name - Agency		
06/19/2018	Division of Milwaukee Child Protective Services		
Name - Child (Last, First, MI)	Birthdate - Child		
Gary, Barry	05/26/2005		
Name - Guardian (Last, First, MI)	AdoptionEmail, Mom		
Name - Guardian (Last, First, MI)	Telephone Number (Home)	Telephone Number (Work)	
AdoptionEmail, Dad			
Address - (Street, City, State, Zip Code)			
123 20th Ave, Saint Cloud, WI 53079			

Based on the information you provided in your Subsized Guardianship Amendment Request, it appears that there has been a substantial change in the needs of your child since the time of subsized guardianship. However, additional information regarding your child's ▼ needs is required in order to process your request further. The form(s) cannot be completed by

6. On the Forms pop-up page, click Save. Click Close to return to the Amended Agreement page.

- On the Amended Agreement page, the Date Sent/Received prefills with the date printed and the template is linked to the Amended Agreement. Click Save.

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "SG Amended Agreement - Internet Explorer". The application header features the "eWiSACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. Below the header, a "Basic" section displays case information: Case: [Abby, Art, J. \(9221326\)](#), Person: [Lulea, Kiddo \(9231099\)](#), DOB: 01/01/2010, and Age: 10. The main content area has two tabs: "Amended Agreement Request Details" (selected) and "Confirmation of Needs CANS". Under the "Amended Agreement Request Details" tab, there is a "Documentation" section containing a table with the following data:

Type	Date	Image/Doc	
Amended Agreement Request Received <input type="button" value="v"/>	07/20/2020	Edit	Delete Imaging Search
Request for Documentation Sent <input type="button" value="v"/>	07/20/2020	Text	Delete

Below the table, there is an "Insert" button.

Note: Once a text template is created for an Amended Agreement, a [Delete](#) hyperlink is available to remove the document prior to approval of the agreement. After approval, the template is frozen and viewable by clicking the [View](#) hyperlink.

Documenting an SG Amended Agreement Override

Certain elements of an Amended Agreement can be overridden after final approval.

Please see the following sections of this guide as they are referenced in this process.

- **Creating/Associating an Image for a Subsidized Guardianship Amended Agreement**
- **Creating a Text (Template) Document for a Subsidized Guardianship Amended Agreement**

When an Amended Agreement Decision is 'Approved' the Effective Date and Amended Agreement Amount can be overridden.

1. Click the desktop hyperlink for SG Amended Agreement to override.

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@dhs.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

Agreements and Notices

- Images (5)
- Subsidized Guardianship Agreement
- SG Amended Agreement

Effective Date	Amount	Status
02/01/2014	\$495.00	Approved
08/01/2017	\$415.00	Approved

2. Scroll to the Override Decision group box. Enter a date in the New Effective Date field. Select an Override Reason from the drop-down. Enter a value in the Amount field.

SG Amended Agreement - Internet Explorer

eWiSACWIS TM Print Spell Check Help ?

Basic
Case: [Abby, Art, J. \(9221326\)](#) Person: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Amended Agreement Request Details **Confirmation of Needs CANS**

Override Decision
New Effective Date: Override Reason:
Amount:
Comments:

Override Documentation

Type	Date Sent/Received	Image/Document

Options:

Add supporting documentation by clicking Insert in the Override Documentation group box. Select the document from the Type dropdown and associate the appropriate document type (image or text template). Repeat steps to add additional documents.

3. Click Save when all Override information is entered. Send the Overridden Amended Agreement for Approval.

SG Amended Agreement - Internet Explorer

eWiSACWIS Resource TM Print Spell Check Help ?

Basic

Case: [Abby, Art, J. \(9221326\)](#) Person: [Lulea, Kiddo \(9231099\)](#) DOB: 01/01/2010 Age: 10

Amended Agreement Request Details Confirmation of Needs CANS

Override Decision

New Effective Date: Override Reason: Amount:

Comments:

Override Documentation

Type	Date Sent/Received	Image/Document
Notice of Approval and Amended Agreement Sent	07/20/2020	View

Options:

- Upon approval, fields in the Appeals Override Decision group box become frozen. The new amount entered in the Override Decision group box, updates the Child Specific Costs and is reflected on the Rate History of the Subsidized Guardianship Service.

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 12/01/2017 Bird, Humming B. \$545.00 Approved

When an Amended Agreement Decision is 'Denied'

5. An Override Decision can be documented for an approved 'Denied' Amended Agreement. On the Amended Agreement, select 'Denial Overturned' for the Override Reason. The Amount field will be disabled as the child specific rate is not updated for denied records. When a denied Amended Agreement is overridden, eWiSACWIS allows for the creation of a subsequent Amended Agreement without having to wait a year from the Effective Date.

The screenshot shows a web application interface with a blue header bar containing two tabs: 'Amended Agreement Request Details' and 'Confirmation of Needs CANS'. Below the header is a greyed-out search bar. The main content area is titled 'Override Decision' and contains the following fields:

- New Effective Date:** A text input field containing '07/21/2020'.
- Override Reason:** A dropdown menu with 'Denial Overturned' selected.
- Amount:** A text input field containing '\$0.00', which is disabled.
- Comments:** A label above a large text area with a vertical scrollbar.