

Subsidized Guardianship Amended Agreement

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

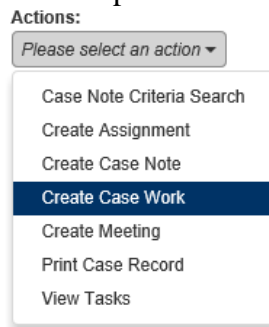
Note: In order to be eligible for a Subsidized Guardianship Amended Agreement, an SG Provider must be a Level 2 or higher.

Creating a Subsidized Guardianship Amended Agreement

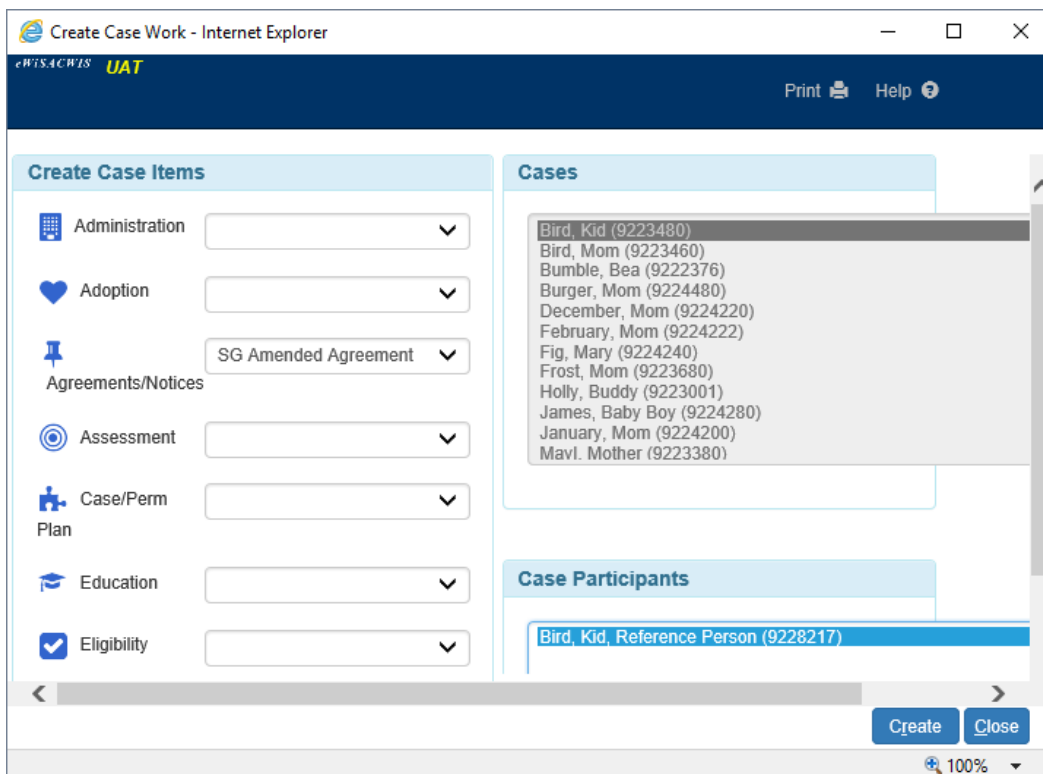
Please see the following sections of this guide as they are referenced in this process.

- **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.



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

SG Amended Agreement - Internet Explorer

eWiSACWIS UAT TM

Basic
 Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received			Delete
Request for Documentation Sent			
Requested Documentation Received			

Insert

Child Abuse and Neglect Background Check(s)

Location	Requested/Completed	Received	Substantiation(s)	Image

Insert

Subsidized Guardianship Agreement Information

Date of Agreement: 06/12/2012	Basic Amount:	\$220.00
Provider: Smith, Granny (9221665)	Supplemental Amount:	\$168.00
	Exceptional Amount:	\$0.00

Options:

100%

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 Amended Agreement for approval.

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

SG Amended Agreement - Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help ?

Basic
 Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	01/01/2017	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

[Insert](#)

Child Abuse and Neglect Background Check(s)

Location	Requested/Completed	Received	Substantiation(s)	Image

[Insert](#)

Subsidized Guardianship Agreement Information

Date of Agreement: 06/12/2012	Basic Amount:	\$220.00
Provider: Smith, Granny (9221665)	Supplemental Amount:	\$168.00
	Exceptional Amount:	\$0.00

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

Inserting Documentation ... 100%

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 Location drop-down field.

6. If the Location is eWiSACWIS, document the Requested/Completed and the Substantiation(s) field (no Received date is required).
7. If the Location is a county, Out of State, or Out of Country, enter the date the request was sent. 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.

SG Amended Agreement - Internet Explorer

eWiSACWIS UAT TM Print Spell Check Help ?

Basic
 Case: [Bird_Kid \(9223480\)](#) Person: [Bird_Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

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

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	01/01/2017	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

Insert

Child Abuse and Neglect Background Check(s)

Location	Requested/Completed	Received	Substantiation(s)	Image
eWiSACWIS	01/11/2017	00/00/0000	Pending (default)	N/A Delete Imaging Search
Milwaukee	01/13/2017	00/00/0000	Pending (default)	Delete Imaging Search

Insert

Subsidized Guardianship Agreement Information

Date of Agreement: 06/12/2012
 Provider: [Smith, Granny \(9221665\)](#)

Basic Amount: \$220.00
 Supplemental Amount: \$168.00
 Exceptional Amount: \$0.00

Options: **Go** **Save** **Close**

CAN Background Check ... 100%

Note: At least one background check row must be documented in order to send the 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.

The screenshot shows the 'Confirmation of Needs CANS' tab in the eWiSACWIS UAT system. The 'Basic' information at the top includes Case: Bird_Kid (9223480), Person: Bird_Kid (9228217), DOB: 10/10/2002, and Age: 15. The 'Subsidized Guardianship Agreement Information' section shows Date of Agreement: 06/12/2012, Provider: Smith, Granny (9221665), Basic Amount: \$220.00, Supplemental Amount: \$168.00, Exceptional Amount: \$0.00, and Agreement Amount: \$388.00. The 'Requested Supplemental (CANS)' section shows Supplemental Points and Supplemental Rate: \$0.00. The 'Amended Agreement Information' section shows Effective Date: 07/02/2017, Estimated End Date: 06/30/2018, Actual End Date: 00/00/0000, Additional Amount: \$0.00, and Amended Agreement Amount: \$0.00. The 'Decision' section shows Supervisory Review Date: 07/03/2017, Supervisor Name: Jenny Worker, Decision: Approved, and Decision Reason: Approved for Services Signed Amended Agreement Not Received. At the bottom, there are 'Options', 'Go', 'Save', and 'Close' buttons.

- 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.

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 entered for the Amended Request Received. 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 UAT TM Print Spell Check Help ?

Basic
 Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS** [Manuals and Glossary of Terms](#)

0 = no evidence 1 = mild 2 = moderate 3 = severe

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:

100%

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 & Return to eWiSACWIS to return to the Confirmation of Needs CANS tab of the agreement.

**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 Bird, Kid			DOB 10/10/2002
Effective Date 07/02/2017	Age at Time of Assessment 15	Name – Guardian Smith, Granny	

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

PHYSICAL	0	1	2	3
Developmental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Cognitive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Autism Spectrum	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Self-Care Daily Living	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Life Threat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Chronicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Diagnostic Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Emotional Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Impairment in Functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Treatment Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Intensity of Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Organizational Complexity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daily Functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Life Skills	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Click the Amended Agreement 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 UAT TM Print Spell Check Help ?

Basic
 Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

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

Subsidized Guardianship Agreement Information

Date of Agreement: 06/12/2012	Basic Amount: \$220.00
Provider: Smith, Granny (9221665)	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: 07/02/2017	Estimated End Date: 06/30/2018	Actual End Date: 00/00/0000
	Additional Amount: \$0.00	Amended Agreement Amount: \$388.00

Decision

Supervisory Review Date: 07/03/2017 Supervisor Name: Jenny Worker

Decision: Approved Decision Reason: [Dropdown]

Comments: [Text Area]

Options: Child and Adolescent Needs and Strengths (CANS) 5-21 Amendment Confirmation of Needs SG [Go] [Save] [Close]

100%

- In the Decision group box, enter the Supervisory Review Date. The Supervisor Name will prefill with the worker's supervisor.
- Select the appropriate options for the Decision and Decision Reason fields.

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.

The screenshot shows the 'eWiSACWIS UAT' interface. At the top, there are navigation icons for TM, Print, Spell Check, and Help. Below the header, the 'Basic' information is displayed: Case: Bird_Kid (9223480), Person: Bird_Kid (9228217), DOB: 10/10/2002, Age: 15. The main content area has two tabs: 'Amended Agreement Details' and 'Confirmation of Needs CANS'. The 'Documentation' section contains a table with the following data:

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received	01/01/2017	Edit	Delete Imaging Search
Notice of Approval and Amended Agreement Sent	01/08/2018	Text	Delete
Request for Documentation Sent	01/08/2018	Text	Delete

A red arrow points to the 'Text' link in the second row. An 'Insert' button is located at the bottom right of the table.

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.

The screenshot shows the 'eWiSACWIS UAT' interface with the same 'Basic' information as the previous screenshot. The 'Documentation' section now includes an additional row:

Type	Date Sent/Received	Image/Document	
Notice of Approval and Amended Agreement Sent	01/08/2018	Text	Delete
Request for Documentation Sent	01/08/2018	Text	Delete
Finalized Amended Agreement	02/17/2017	Edit	Delete Imaging Search

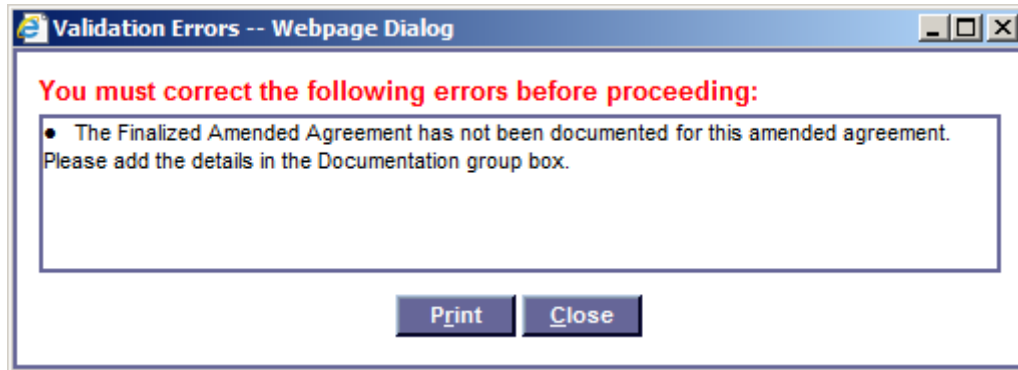
A red arrow points to the 'Edit' link in the third row. An 'Insert' button is located at the bottom right of the table.

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.

SG Amended Agreement - Internet Explorer

eWiSACWIS UAT TM ?

Basic
Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received Request for Documentation Sent Requested Documentation Received			Delete

[Insert](#)

Child Abuse and Neglect Background Check(s)

Location	Requested/Completed	Received	Substantiation(s)	Image	
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[Insert](#)

Subsidized Guardianship Agreement Information

Date of Agreement: 06/12/2012	Basic Amount:	\$220.00
Provider: Smith, Granny (9221665)	Supplemental Amount:	\$168.00
	Exceptional Amount:	\$0.00

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

100%

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 displays the eWiSACWIS UAT interface. At the top, the browser title is "SG Amended Agreement - Internet Explorer". The application header includes the logo "eWiSACWIS UAT" and navigation icons for TM, Print, Spell Check, and Help. Below the header, a "Basic" section shows case details: Case: [Bird_Kid \(9223480\)](#), Person: [Bird_Kid \(9228217\)](#), DOB: 10/10/2002, Age: 15. Two tabs are visible: "Amended Agreement Details" and "Confirmation of Needs CANS".

The "Documentation" section contains a table with the following data:

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	01/01/2017	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

Below the table is an "Insert" button. The "Child Abuse and Neglect Background Check(s)" section is empty, with an "Insert" button. The "Subsidized Guardianship Agreement Information" section shows:

Date of Agreement:	06/12/2012	Basic Amount:	\$220.00
Provider:	Smith, Granny (9221665)	Supplemental Amount:	\$168.00
		Exceptional Amount:	\$0.00

At the bottom, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The status bar at the bottom indicates "Inserting Documentation ..." and a zoom level of 100%.

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 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.

5. 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 UAT

Print Spell Check Help ?

Search Criteria

Search by: Name: Bird, Kid (9223480) Start Date: 01/08/2012 End Date: 01/08/2018

Category: **Amended Agreement**
Assets and Income
Education
Extraordinary Payment Request
ICPC Record
ICWA
Independent Living
Legal Document

Type: **Amended Agreement Request Received**
Background Check
Exhibits
Finalized Amended Agreement
Notice of Approval and Amended Agreement
Notice of Denial Sent
Notice/Order
Request for Documentation Sent

Participants: **Bird, Kid (Reference Person)**

Hold down the 'Ctrl' key for multi-selection

Results

Category	Type	Participant	Date	File Name	
<input type="radio"/> Amended Agreement	Amended Agreement Request Received	Bird, Kid	02/03/2014	SG Amended Agreement Request.jpg	Edit
<input type="radio"/> Amended Agreement	Amended Agreement Request Received	Bird, Kid	01/01/2017	74117077.jpg	Edit

Record 1 to 2 of 2

- 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 UAT

Resource Print Spell Check Help

Case Details

Case: Bird, Kid (9223480) Worker: Worker Bee

Image Details

Date of Document: 00/00/0000

Category: Amended Agreement

Type: Amended Agreement Request Received

File Name: Browse...

Comments:

Participants:

- Bird, Kid (Reference Person)

Last Updated By: Delete

Create Save Close

- 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 UAT Print Spell Check Help

Search Criteria

Search by: Name: Bird, Kid (9223480) Start Date: End Date:

Category: Type: Participants:

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

Results

Category	Type	Participant	Date	File Name	
<input checked="" type="radio"/> Amended Agreement	Amended Agreement Request Received	Bird, Kid	01/12/2017	puppy@!#\$%^&*.jpg	Edit

Record 1 to 1 of 1 Create Continue Close

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

The screenshot shows the eWiSACWIS UAT interface. At the top, the browser title is "SG Amended Agreement - Internet Explorer". The application header includes the logo "eWiSACWIS UAT" and navigation links for "TM", "Print", "Spell Check", and "Help". Below the header, a "Basic" section displays case information: Case: Bird, Kid (9223480), Person: Bird, Kid (9228217), DOB: 10/10/2002, and Age: 15. The main content area has two tabs: "Amended Agreement Details" and "Confirmation of Needs CANS". Under the "Confirmation of Needs CANS" tab, there is a "Documentation" section with a table. The table has four columns: "Type", "Date Sent/Received", "Image/Document", and an empty column. The first row contains "Amended Agreement Request Received" (with a dropdown arrow), "01/12/2017", "Edit", and "Delete Imaging Search". An "Insert" button is located at the bottom right of the table area.

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received	01/12/2017	Edit	Delete Imaging Search

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.

SG Amended Agreement - Internet Explorer

eWiSACWIS UAT

TM Print Spell Check Help ?

Basic

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	01/01/2017	Edit Delete Imaging Search
Request for Documentation Sent		Text Delete

[Insert](#)

Child Abuse and Neglect Background Check(s)

Location	Requested/Completed	Received	Substantiation(s)	Image
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[Insert](#)

Subsidized Guardianship Agreement Information

Date of Agreement: 06/12/2012 Basic Amount: \$220.00
Provider: [Smith, Granny \(9221665\)](#) Supplemental Amount: \$168.00
Exceptional Amount: \$0.00

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

Inserting Documentation ... 100%

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 UAT TM Print Spell Check Help ?

Basic
 Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document
Amended Agreement Request Received	01/12/2017	Edit 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 UAT 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](#)

- 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 Subsidized 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 Subsidized Guardianship Amendment Request, it appears that there has been a substantial change in the needs of your child since the time of subsidized guardianship. However, additional information regarding your child's [dropdown] needs is required in order to process your request further. The form(s) cannot be completed by

- 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.

SG Amended Agreement - Internet Explorer

eWiSACWIS UAT TM ?

Basic

Case: [Bird, Kid \(9223480\)](#) Person: [Bird, Kid \(9228217\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

Documentation

Type	Date Sent/Received	Image/Document	
Amended Agreement Request Received	01/12/2017	Edit	Delete Imaging Search
Request for Documentation Sent	01/08/2018	Text	Delete

[Insert](#)

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 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 of 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@dhsf.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	Reason
02/01/2014	\$495.00	Bird, Humming B.
08/01/2017	\$415.00	Bird, Humming B. 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.

eWiSACWIS TM Print Spell Check Help ?

Basic
Case: Bird_Humming_B. (9223840) Person: Bird_Humming_B. (9228471) DOB: 10/10/2002 Age: 15

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

Override Decision

New Effective Date: 12/01/2017 Override Reason: [Approval Rate Overridden] Amount: \$0.00

Comments:

Override Documentation

Type	Date Sent/Received	Image/Document
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Options: [] Save Close

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 TM Print Spell Check Help ?

Basic
 Case: [Bird, Humming, B. \(9223840\)](#) Person: [Bird, Humming B. \(9228471\)](#) DOB: 10/10/2002 Age: 15

Amended Agreement Details **Confirmation of Needs CANS**

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

Override Documentation

Type	Date Sent/Received	Image/Document
<input type="text" value="Notice of Approval and Amended Agreement Sent"/>	12/27/2017	View

Options:

4. 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@dhsf.state.wi.us	Actions: <input type="text" value="Please select an action"/>
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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](#)

Document	Date	Person	Amount	Status
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 software interface with two tabs: 'Amended Agreement Details' and 'Confirmation of Needs CANS'. The 'Amended Agreement Details' tab is active. Below the tabs is a search bar. The main section is titled 'Override Decision' and contains the following fields:

- New Effective Date: 03/01/2014
- Override Reason: Denial Overturned (selected from a dropdown menu)
- Amount: \$0.00 (disabled field)
- Comments: A text area with the placeholder text 'Comments...'