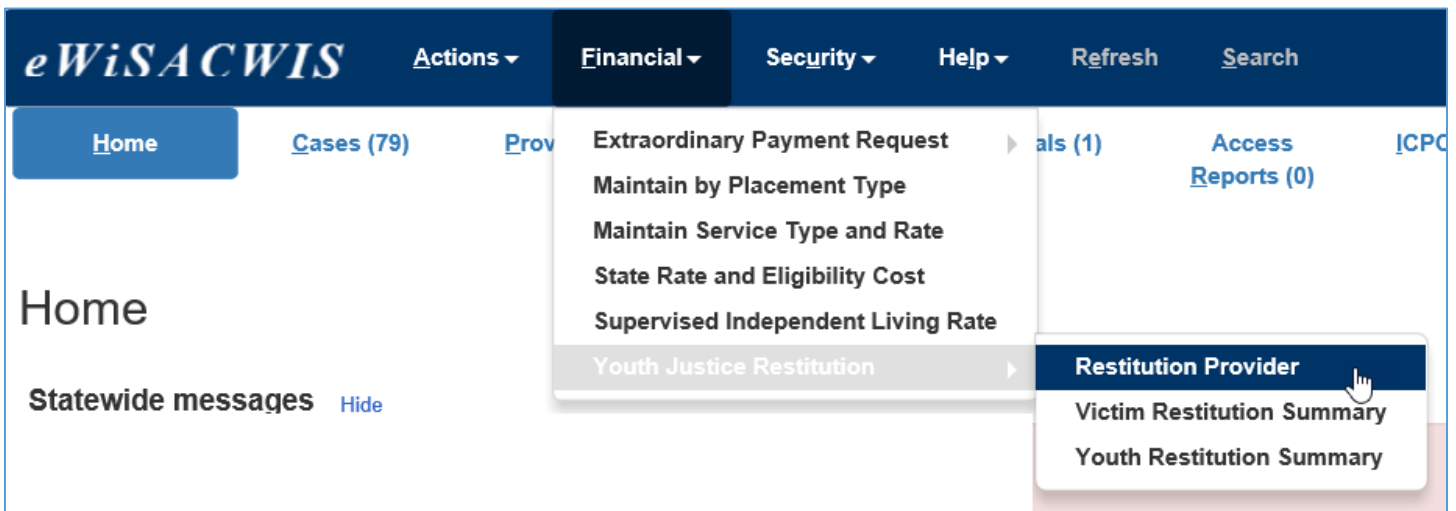


Victim Payments

Victim Payments can be made through the Application using a Payment Request and a Private Provider (designated for Victims). Unique security will be required to be able to create and pay private providers.

1. Before a Victim can be paid from the Application a Restitution Provider must be created.
 - a. Select the Financial menu then select Youth Justice Restitution. Click Restitution Provider.



2. Select the [Provider Search](#) link on the new Private Provider page.

The screenshot shows the 'Private Provider' page in the eWiSACWIS application. The page has a header with 'eWiSACWIS' and navigation links like 'Resource', 'TM', 'Print', and 'Help'. Below the header, there's a 'Basic' section with fields for 'Name', 'Open Date', 'Type' (set to 'Other - Organization'), and 'Status' (set to 'Pending'). There are also fields for 'Lcns. Type' and 'Agency'. A checkbox for 'Restricted Provider' is present. Below this, there are tabs for 'Provider', 'Personnel', 'Characteristics', 'Services', and 'Closing History'. The 'Provider' tab is active, showing 'Provider Information'. In the 'Provider Information' section, the 'Name' field has a 'Provider Search' link highlighted with a red box. Other fields include 'Provider Name', 'C/O', 'Street', 'Apt', 'Potential Address Matches', 'WI City', 'City', 'State', 'ZIP', 'County', 'Phone', 'Ext', 'Fax', and 'Options'. There are 'Save' and 'Close' buttons at the bottom right.

3. Type in the Provider Name (Last Name) and First Name and click search.

Provider Search Print Help

Errors (1)

- No matching data found for the criteria specified.

Search Criteria

Provider Name: Winkler First Name: Henry Provider ID:

Parent Agency ID: Provider Type: Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low Med High

Search

Providers Returned

Continue Close

4. Exact matching including address will be suggested at the end of saving the provider for the designated county. A Restitution provider will need to be entered in for each county they reside in.
 - a. Click 'Close' on the Provider Search page to return to the Private Provider page.
5. The Basic information group box prefills the 'Name', 'Open Date', 'Type', and 'Status'.
 - a. 'Lcsn Type' and 'Lcns Agency' are filled in by the worker.
 - b. 'Restricted Provider' can be used to flag the provider as restricted which will add an additional layer of security for the designated county.
6. The only tab that needs to be filled in for Restitution Providers is the Provider tab.
 - a. 'Name' and 'Provider Name' will be prefilled with the search information that was entered.
 - b. 'County Use' will be prefilled and is used to identify Restitution Providers. Enter the remainder of the fields.
 - c. Radio buttons will be disabled and set to 'Business'.
 - d. 'C/O', 'Street', 'Apt', 'WI City', 'City', 'State', 'ZIP', 'Country', 'Phone, Ext.', 'Fax', 'E-Mail', and 'School District' should be filled out as thoroughly as possible to guarantee accuracy for payment.
 - e. 'County of Residence' is prefilled and disabled to the workers designated county.
7. The Additional Information group box will not be used for Restitution Providers.
 - a. 'Parent Agency' will prefill on save of the page.

Basic

Name: Henry Winkler Open Date: Type: Other - Organization ▼ Status: Pending

Lcns. Type: Not Licensed ▼ Lcns. Agency: NA

☒ Restricted Provider

Provider Personnel Characteristics Services Closing History

Provider Information

Name: Henry Winkler [Provider Search](#) ☒ County Use

Provider Name: Henry Winkler

C/O: ☐ Person ☒ Business

Street: 1234 Address Street Apt: [Potential Address Matches](#)

WI City: City: La Crosse State: WI ▼ ZIP:

County: Phone: Ext: Fax:

E-Mail: County of Residence: La Crosse ▼

School District: La Crosse Sch Dist - 2849 ▼

Additional Information

Parent Agency: ☒ N/A ☐ SSN ☐ FEIN ☐ Not For Profit Agency ☐ Medical Provider ☐ Co-Located

Options: Approval ▼ Go Save Close

8. Approval can be selected from the Options drop down and by clicking 'Go'.
 - a. The Approval History page will allow a worker with the appropriate security to Approve, Reroute, Recall/Return, or Not Approve. For more information on Approvals please see the Approvals user guide.
 - i. Select the Approve radio button and click 'Continue' to activate the Restitution Provider.
9. After the Desktop is refreshed, the Restitution Provider will be listed on the Providers tab of the worker who created it.
10. The Provider can now be used to create a Payment Request from the Victim Restitution Summary.
11. Click 'Close' to return to the Desktop.

[Home](#)[Cases \(79\)](#)[Providers \(3\)](#)[Workers \(12\)](#)[Approvals \(1\)](#)

Providers

Filter by:☐ Date restricted☐ Not approved/cancelled**Providers: 3**☒ Multiselect**Henry Winkler (50000105)****Provider details:**

Other - Organization

License status: Not Licensed

Provider address:

123 Address Street

La Cross, WI (La Crosse County)

[+ View provider information](#)

1. The [Pay](#) hyperlink is located on the Victim Restitution Summary page after a payment in the Payment Information group box has been saved with a Status of "Approved".
 - a. To view the Victim Restitution Summary page, select the Financial menu then select Youth Justice Restitution. Click on Victim Restitution Summary to open the page.
2. **Before clicking the [Pay](#) hyperlink, verify that the Victim Name and the Restitution Provider are the same person.**
3. To make a Payment Request for Restitution Provider, click the [Pay](#) hyperlink on the row of the corresponding payment.

Note: Service Type and Category will need to be activated in each county prior to making payments.

Victim Restitution Summary - Internet Explorer

eWiSACWIS Print Help

Basic Information

Name: [Henry Winkler \(V50000105\)](#) [Search](#) Total Amount Ordered: \$50.00 Total Amount Paid: \$50.00 Total Remaining Balance: \$0.00

Victim Address Information

1234 Address Street
La Crosse, WI

Victim Restitution Summary

| Ordered Amount | First Order Date | DPA Expiration Date | YJ Referral | Youth Name | Paid Amount | Remaining Amount | Case ID | YJ Worker | Status |
|----------------|------------------|---------------------|-------------|-------------------------------|-------------|------------------|----------|---------------------|------------------------------|
| \$50.00 | | | 50000105 | Pancake, Blueberry (50000106) | \$50.00 | \$0.00 | 50000105 | Philip L. Stegemann | Ongoing Edit |

Payment Information

Provider: [Henry Winkler \(50000105\)](#) [Search](#)

| Payment Date | Payment Amount | Youth Name | YJ Referral | Approval Status | Payment ID |
|--------------|----------------|-------------------------------|-------------|-----------------|--|
| 06/26/2020 | \$50.00 | Pancake, Blueberry (50000106) | 50000105 | Approved | Pay Delete |

[Insert](#)

4. Search for the Restitution Provider by clicking the [Search](#) hyperlink if the accurate Provider isn't already displayed.

Errors (1)

No matching data found for the criteria specified.

Search Criteria

Provider Name: First Name: Provider ID:

Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled

Search Precision: ☐ Low ☒ Med ☐ High [Search](#)

Providers Returned

5. Clicking the [Pay](#) hyperlink to create a Payment Request for the Restitution Provider selected and will prefill the information needed to generate the payment. The payment amount will reflect the amount from the Victim Restitution Summary page.

6. From the 'Options' drop down, select "Approve" and click 'Go'.
7. Security is needed to for final Approval of a Payment Request. Once final approval has been completed, the payment can be seen in the Checks and Payments Maintenance page if security is granted.

Approval HistoryPrintHelp

Document Information

Provider: Henry Winkler

Type: Payment Request

Date: 06/16/2023

Approval Decision

☒ Approve
 ☐ Reroute
 ☐ Recall/Return
 ☐ Not Approve
 [Clear](#)

Supervisor Approval

You have completed and are about to approve this piece of work. Do you wish to route this work to the supervisor listed below for future approval?
If no, please select "Other" to select the appropriate party.

Supervisor:

Approval History

| Worker Name | Status | Date | Action |
|-----------------|---------|------------|---------|
| Caitlin C. Cake | Initial | 06/16/2023 | Initial |

Continue

Close

8. Checks and Payments Maintenance can be access through the Financial Menu. To search for Restitution payments, use the below search criteria. See the Financial user guides to utilize this search. Generally Financial staff only will have this security.

eWiSACWIS x Checks and Payments Maintenance x +

eWiSACWIS Print Help

Search Criteria

County: La Crosse Site/Office: Select By: Payments/Overpayments

Check Status: All Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: One Time Payment - VP Svc Type:

Payment Type: Payment Status: All

View Records From: 10/19/2021 To: 00/00/0000 Sort By: Payee

Clear Fields Search

9. To view the Payment ID on the Victim Restitution Summary, Save the page after the payment request has been entered, approved, and closed. If the payment has been cancelled, a [Cancelled](#) hyperlink will display.

Victim Restitution Summary - Internet Explorer

eWiSACWIS Print Help

Basic Information

Name: [Henry Winkler \(V50000105\)](#) Search Total Amount Ordered: \$50.00 Total Amount Paid: \$50.00 Total Remaining Balance: \$0.00

Victim Address Information

1234 Address Street
La Crosse, WI

Victim Restitution Summary

| Ordered Amount | First Order Date | DPA Expiration Date | YJ Referral | Youth Name | Paid Amount | Remaining Amount | Case ID | YJ Worker | Status |
|----------------|------------------|---------------------|-------------|-------------------------------|-------------|------------------|----------|---------------------|------------------------------|
| \$50.00 | | | 50000105 | Pancake, Blueberry (50000106) | \$50.00 | \$0.00 | 50000105 | Philip L. Stegemann | Ongoing Edit |

Payment Information

Provider: Henry Winkler (50000105) Search

| Payment Date | Payment Amount | Youth Name | YJ Referral | Approval Status | Payment ID |
|--------------|----------------|-------------------------------|-------------|-----------------|--|
| 06/26/2020 | \$50.00 | Pancake, Blueberry (50000106) | 50000105 | Approved | 8865578 Pay Delete |

Insert

Provider: Jonny La Crosse (8091723)
[Search](#)

| us | Payment ID | |
|----|---------------------------|--|
| ▼ | 14132907 | |
| ▼ | Cancelled | |
| ▼ | Cancelled | |
| ▼ | 14132788 | |

Insert

10. The [Pay](#) and [Delete](#) hyperlinks will no longer display after a Payment Request is created.

Related User Guides:

Select the Youth Justice Category at:

<https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work>

Finance user guides: <https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/financial>