

## **Foster Home Placements**

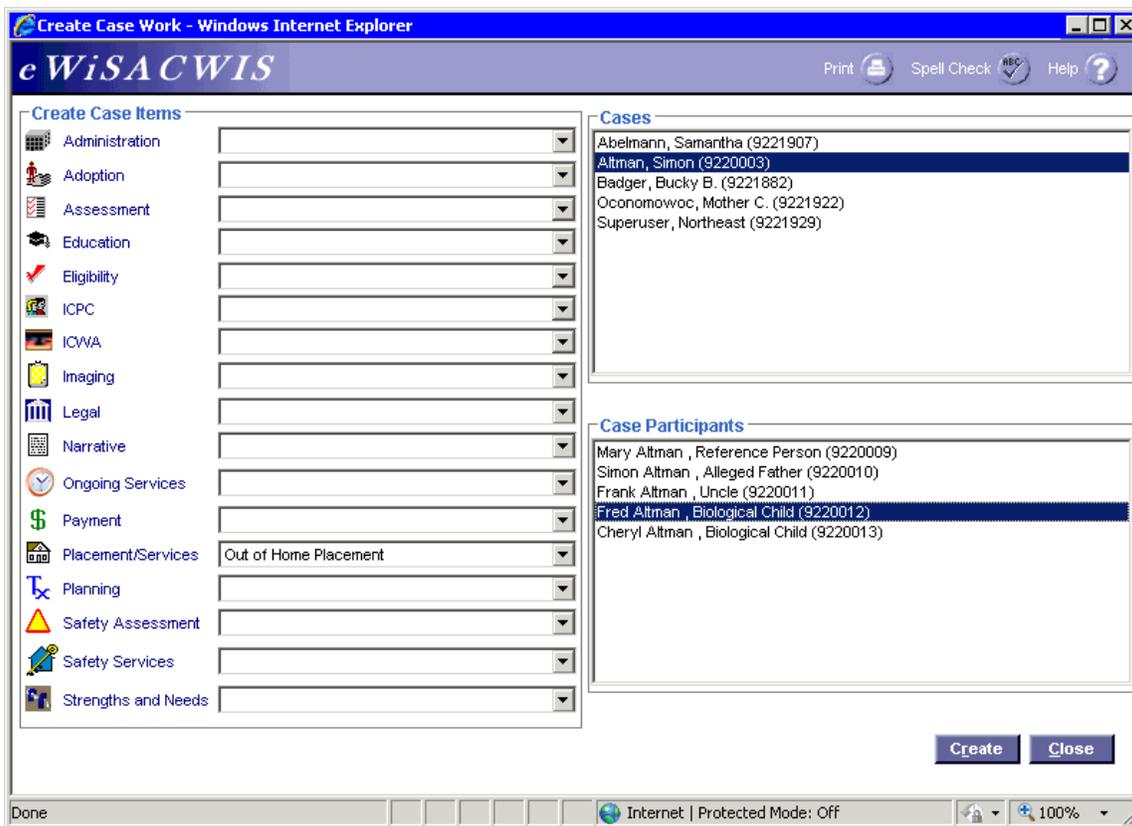
A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate page. The supplemental amount is determined by a completed Child & Adolescent Needs & Strengths (CANS).

Successful documentation of an Out of Home Placement assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks for All Settings" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

# Foster Home Placements



## Create Case Work Page

### Step 1 of 5

- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

# Foster Home Placements

Out of Home Placement - Windows Internet Explorer

eWiSACWIS

Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

Service Provider

Placement Information

County: Milwaukee

Removed From Home: 09/15/2002

Placement Begin: 02/04/2011

Placement End: 00/00/0000

VPA Effective: 00/00/0000

Service Category: Foster Care

Service Type: Foster Home (12-14 years old)

Placement Setting:

Child's Level of Need:

Provider's Level of Care:

Child Specific Costs: \$0.00 per

Current Basic Costs:

Supplemental Costs:

Exceptional Costs:

Administrative Costs:

Costs > Spending Limit:

Current Monthly Payment:

This is an Adoptive Placement

This is a CPS Non-Conforming Placement

This is an Emergency Situation

After Hours Placement

Child is an American Indian child as defined by statute.

Options: [Dropdown] [Go]

Save Close

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Service Tab

### Step 2 of 5

- On the Service tab of the Out of Home Placement page, complete all needed fields.
- Enter the first day of the placement in the Placement Begin field.
- If this placement is a removal from home (start of a placement episode), be sure to enter the correct removal date in the Removed From Home field and the correct Removal Reason(s) on the Removal Reasons pop-up page.
- In the Service Category field choose Foster Care.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age. If the child is in a Level 1 Foster Home, select Foster Home (Level 1).
- The Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 5).
- If the child is American Indian, complete the ICWA tab. See the ICWA Quick Reference Guide for information surrounding documenting ICWA placement preferences for a child.

# Foster Home Placements

The screenshot shows the 'Out of Home Placement - Windows Internet Explorer' window. The browser title bar includes 'eWiSACWIS' and navigation icons for TM, Print, Spell Check, and Help. The page content is organized into several sections:

- Child Information:** Child: Altman, Fred (9220012); Case Name: Altman, Simon (9220003); Request Number: (empty).
- Service/Provider Tabs:** The 'Service' tab is active. It contains several checkboxes:  This is a CPS Non-Conforming Placement;  This is an Emergency Situation;  After Hours Placement;  Child is an American Indian child as defined by statute. To the right, there are labels for 'Administrative Costs:', 'Costs > Spending Limit:', and 'Current Monthly Payment:'.
- Child Removal From Home Information:** This section contains four dropdown menus: 'Manner:', 'Primary Caretaker:', 'Caretaker Structure:', and 'Secondary Caretaker:'.
- KIDS Referral:** A dropdown menu is set to 'Both parents'. Below it are three questions with radio button options: 'Is this referral in the best interest of the child?' (Yes/No), 'Is this placement expected to be long term?' (Yes/No), and 'Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services?' (Yes/No).
- Options:** A dropdown menu and a 'Go' button.
- Buttons:** 'Save' and 'Close' buttons are located at the bottom right.

The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: Off', and a zoom level of '100%'.

## Out of Home Placement Page > Service Tab (continued)

### Step 3 of 5

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral questions. If the answers to the questions will trigger a referral to KIDS, the Referral applies to field will appear and be enabled. eWiSACWIS allows the referral of a single parent with a system indicator that the other parent should not be referred. This will allow for one parent to be referred and the other to be held from the interface. There is an expectation that “good cause” drives the decision to refer one parent and not another.

# Foster Home Placements

Out of Home Placement - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Child**  
Child: Altman, Fred (9220012) Case Name: Altman, Simon (9220003) Request Number:

**Service** **Provider**

**Provider Information**  
**Name:** Frankie Provider [Search](#) ID: 20170 Contact:  
Actual Name of Default/Historical Provider (if applicable):  
C/O:  
Street: 1234 Apt:  
City: Menomonee Falls State: WI Zip: 53051 Country: United States  
Phone: Ext: Fax: Alt Phone: Alt Ext:  
Email:

**Payment Information**  
Parent Agency: Frankie Provider  
Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)  
 Override Parent Agency rule  
Total Clothing Allowance Disbursed:

**School District Information**  
Provider's School District Code:  
Menomonee Falls - 3437

**Kinship Care**  
Relationship of Child to Kinship Provider:

Split Payment

Options:

Done Internet | Protected Mode: Off 100%

## Out of Home Placement Page > Provider Tab

### Step 4 of 5

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox. If the Override Parent Agency rule checkbox is not selected, eWiSACWIS will generate the automatic payment(s) to the Child Placing Agency.
- In the Target Pop field choose the appropriate value.
- The Total Clothing Allowance Disbursed field represents the amount of clothing allowance that has been paid out for this child for the current episode.
- In the Provider's School District Code field choose the appropriate value.
- Return to the Service tab.

# Foster Home Placements

The screenshot shows a web browser window titled "Out of Home Placement - Windows Internet Explorer". The page header includes the eWiSACWIS logo and navigation icons for TM, Print, Spell Check, and Help. The main content area is divided into "Child" and "Provider" tabs, with "Service" selected. The "Child" information shows: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: [blank]. The "Placement Information" section contains the following fields:

County:	Milwaukee	Service Category:	Foster Care
Removed From Home:	09/15/2002	Service Type:	Foster Home (12-14 years old)
Placement Begin:	02/04/2011	Placement Setting:	Fstr Fam Hm (Non-Rel)
Placement End:	00/00/0000	Child's Level of Need:	
VPA Effective:	00/00/0000	Provider's Level of Care:	2
		Child Specific Costs:	\$0.00 per [blank]
		Current Basic Costs:	
		Supplemental Costs:	
		Exceptional Costs:	
		Administrative Costs:	
		Costs > Spending Limit:	
		Current Monthly Payment:	

Below the placement information are several checkboxes:

- This is an Adoptive Placement
- This is a CPS Non-Conforming Placement
- This is an Emergency Situation
- After Hours Placement
- Child is an American Indian child as defined by statute.

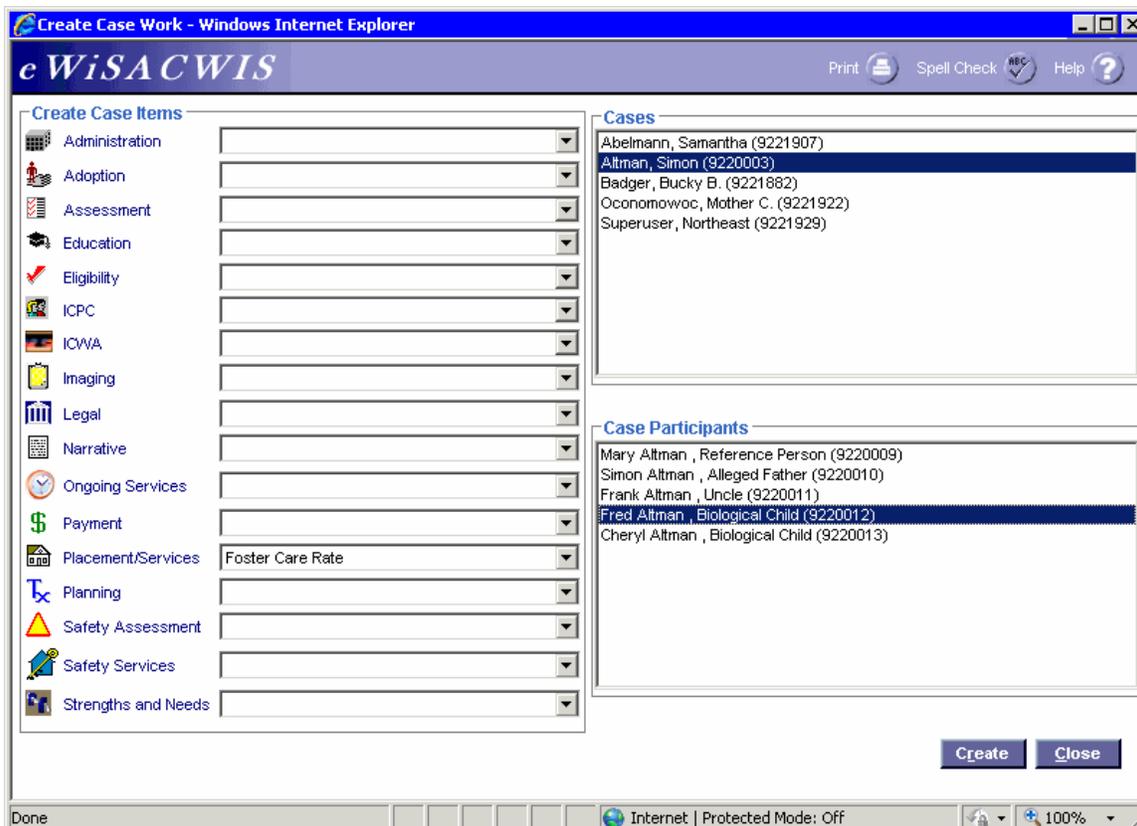
At the bottom, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

## Out of Home Placement Page > Service Tab

### Step 5 of 5

- In the Placement Setting field, choose the appropriate value of Foster Family Home (Non-Relative) or Foster Family Home (Relative).
- To approve the placement and to send it to your supervisor for approval, choose Options > Approval and click Go.
- On the Approval History page, click the Approve radio button and click Continue.
- Click Save and then click Close on the Out of Home Placement page.

# Foster Home Placements



## Create Case Work Page

### Step 1 of 2

- From the Create Case Work page select Placement/Services > Foster Care Rate > Case > Case Participant and click Create.

# Foster Home Placements

**Participant Information**

Child: Altman, Fred (9220012)      Rate Effective Date: 02/04/2011  
Case: Altman, Simon (9220003)      Rate End Date: 00/00/0000  
Provider: Provider, Frankie (20170)

**Supplemental Rate**

CANS Effective Date: 02/04/2011  
CANS End Date: 08/04/2011  
Child's Level of Need: 3  
Provider Level of Care: 3  
Supplemental Points: 19 \$104.50  
LON/LOC Value:

**Uniform Foster Care Rate**

Current Basic Costs: \$455.00  
Supplemental Costs: \$104.50  
Exceptional Costs: \$50.00  
Administrative Costs: \$75.00  
Cost > Spending Limit: \$0.00  
Total Monthly Costs: \$684.50

**Administrative**

Administrative: \$75.00

**Exceptional Rate**

Transportation to School of Origin: \$0.00  
 Exceptional Costs: \$50.00  
Payment Justification:  
justify monthly exceptional costs here...

Monthly Payment Explanation

Options: [Dropdown] [Go] [Save] [Close]

## Foster Care Rate Page

### Step 2 of 2

**Note:** In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.