

# Kinship Care Placements

## KINSHIP WAITLISTED

If a county has a family who is kinship waitlisted, the county should document the situation by creating a Service for the waitlisted child. The Service Category should be “Kinship – Voluntary” and the Service Type should be “Kinship Care – Voluntary Waitlist.” Please note that if the kinship child is not part of an existing case in the system or the kinship relative does not have an existing provider record in the system, these will need to be created prior to documenting the Service. The case can be created by documenting an Access Report Type of “Services Report” with the Service Report Type of “Kinship.”

**Note:** The State of Wisconsin uses eWiSACWIS to track waitlisted families in counties. These statistics determine the Kinship funds a county may receive.

## COURT ORDERED KINSHIP CARE PLACEMENTS

Court ordered kinship care placements do not include placements made per a guardianship order under WI Stat s 48.977 if the case does not remain open with the county agency for services (other than payment and annual kinship reassessment) and the county agency is not named as the legally responsible agency in the court order.

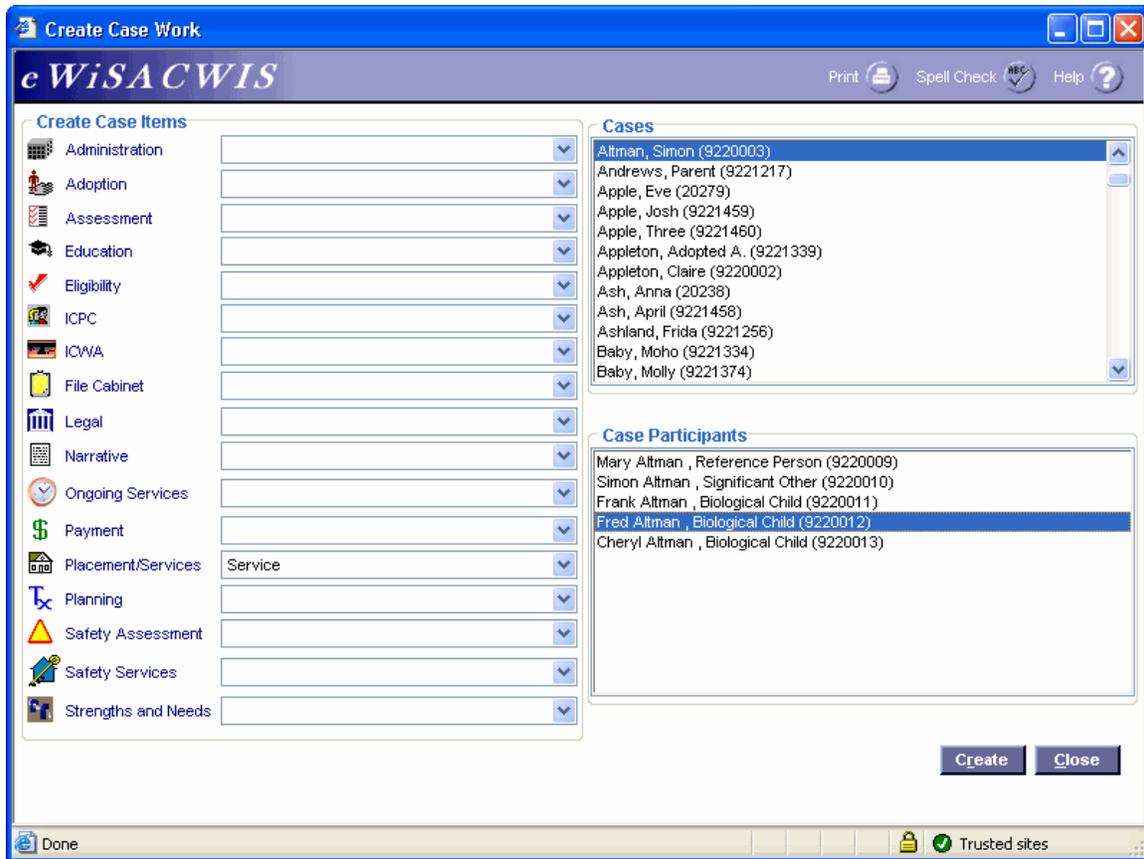
## DOCUMENTING KINSHIP PLACEMENTS

Successful documentation of an Out of Home Placement or a Service 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.

# Kinship Care Placements



## Create Case Work Page (Voluntary)

### Step 1 of 3

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

# Kinship Care Placements

**Service - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

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

**Service** Provider

**Service Information**

County: Milwaukee Service Category: Kinship - Voluntary  
Service Begin: 04/04/2011 Service Type: Kinship Care-Voluntary  
Service End: 00/00/0000 Service Detail: Kinship Care - Voluntary

Child Specific Rate: \$0.00 per  
Current Basic Rate:  
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child?  Yes  No  
Is this service expected to be long term?  Yes  No  
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: Go Save Close

Done Internet | Protected Mode: Off 100%

## Service Page > Service Tab (Voluntary)

### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- Enter the appropriate date in the Service Begin field.
- In the Service Category field choose Kinship - Voluntary.
- In the Service Type field choose Kinship Care-Voluntary.
- In the Service Detail field choose Kinship Care - Voluntary.
- Select appropriate values for the KIDS Referral information. 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.

# Kinship Care Placements

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Service - Windows 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 two tabs: "Service" and "Provider". The "Provider" tab is currently selected. Below the tabs, there are three main sections:

- Child Information:** Displays "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:".
- Provider Information:** Shows "Name: Frankie Provider" with a "Search" link, "ID: 20170", and "Contact:". Below this, it lists address details: "C/O:", "Street: 1234 4th Street", "City: Menomonee Falls", "State: WI", "Zip: 53051", "Country: United States", "Phone:", "Ext:", "Fax:", "Alt Phone:", and "Alt Ext:". There is also an "Email:" field.
- Payment Information:** Includes "Parent Agency: Frankie Provider", "Target Pop:" with a dropdown menu set to "Voluntary Placement (NYA - 64)" and a "Details" link, an "Override Parent Agency rule" checkbox, and a "Total Clothing Allowance Disbursed:" field.

At the bottom of the form area, there is a "Kinship Care" section with a dropdown menu for "Relationship of Child to Kinship Provider:" set to "Grandchild/Great Grandchild". Below this is a "Split Payment" button and an "Options:" dropdown menu with a "Go" button. At the very bottom of the form area are "Save" and "Close" buttons.

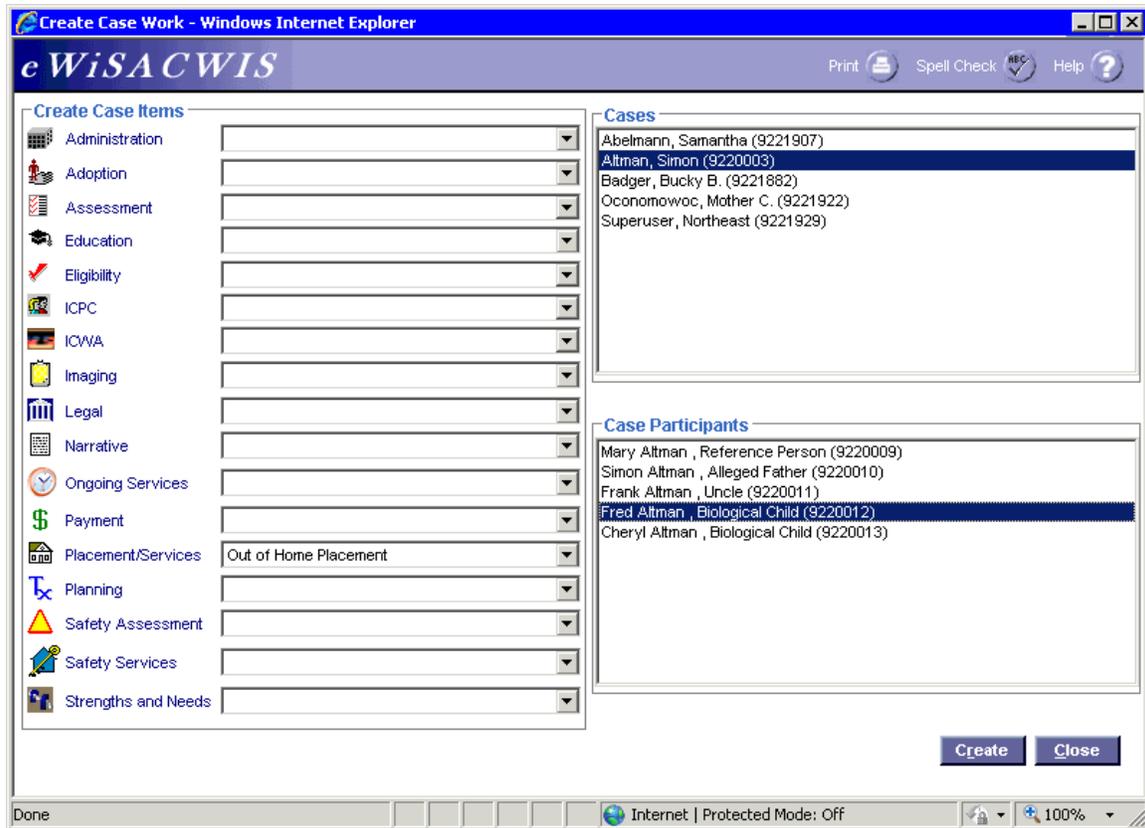
The browser status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and a zoom level of "100%".

## Service Page > Provider Tab (Voluntary)

### Step 3 of 3

- 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.
- In the Target Pop field choose the value of "Voluntary Placement."
- 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 Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- To approve the Service 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 Service page.

# Kinship Care Placements



## Create Case Work Page (Court Ordered)

### Step 1 of 4

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

# Kinship Care Placements

Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

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

Service Provider

**Placement Information**

County: Milwaukee

Removed From Home: 09/01/2009

Placement Begin: 09/01/2009

Placement End: 00/00/0000

VPA Effective: 00/00/0000

**Removal Reasons**

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.

**Service Category:** Kinship - Court Ordered

**Service Type:** Kinship Care-Court Ordered

**Placement Setting:** Kinship Care - Court-Ordered

Child Specific Rate: \$0.00 per

Current Basic Rate:

Supplemental Amount:

Exceptional Amount:

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered

**Primary Caretaker:** Mary Altman

Options: [Dropdown] [Go]

[Save] [Close]

Done Trusted sites

## Out of Home Placement Page > Service Tab (Court Ordered)

### Step 2 of 4

- 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 Kinship – Court Ordered.
- Select the appropriate Service Type.
- In the Placement Setting field choose Kinship Care – Court Ordered.
- If the child is American Indian, complete the ICWA tab. See the ICWA How Do I for information surrounding documenting ICWA placement preferences for a child.

# Kinship Care Placements

**Out of Home Placement**

**eWiSACWIS**

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

**Service** **Provider**

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.

Administrative Costs: \$0.00  
Costs > Spending Limit: \$0.00  
Current Monthly Payment:

**Child Removal From Home Information**

**Manner:** Court Ordered  
**Caretaker Structure:** Married Couple  
**Primary Caretaker:** Mary Altman  
**Secondary Caretaker:** Simon Altman

**KIDS Referral**

**KIDS Referral**

Referral applies to: Both parents

Is this referral in the best interest of the child?  Yes  No  
Is this placement expected to be long term?  Yes  No  
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:

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

### Step 3 of 4

- Answer the Child Removal From Home Information if this placement is a removal from home.
- Select 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.

# Kinship Care Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Provider' tab is selected. At the top, the 'Child' information is displayed: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: [blank]. Below this, there are two tabs: 'Service' and 'Provider'. The 'Provider Information' section includes fields for Name (Joan Johnson), ID (20178), Contact, Actual Name of Default/Historical Provider (if applicable), C/O, Street (123 Pendleton Dr.), City (Madison), State (WI), Zip (53704), Country, Phone (Ext, Fax), Alt Phone, and Alt Ext. The 'Payment Information' section includes Parent Agency (Joan Johnson), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), an 'Override Parent Agency rule' checkbox, and Total Clothing Allowance Disbursed. The 'School District Information' section includes Provider's School District Code (Madison Metropolitan - 3269). The 'Kinship Care' section includes Relationship of Child to Kinship Provider (Grandchild/Great Grandchild). At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser's address bar shows 'Done' and 'Trusted sites'.

## Out of Home Placement Page > Provider Tab (Court Ordered)

### Step 4 of 4

- 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.
- 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.
- In the Relationship of Child to Kinship Provider field choose the appropriate value.
- Return to the Service tab.
- 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.