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.
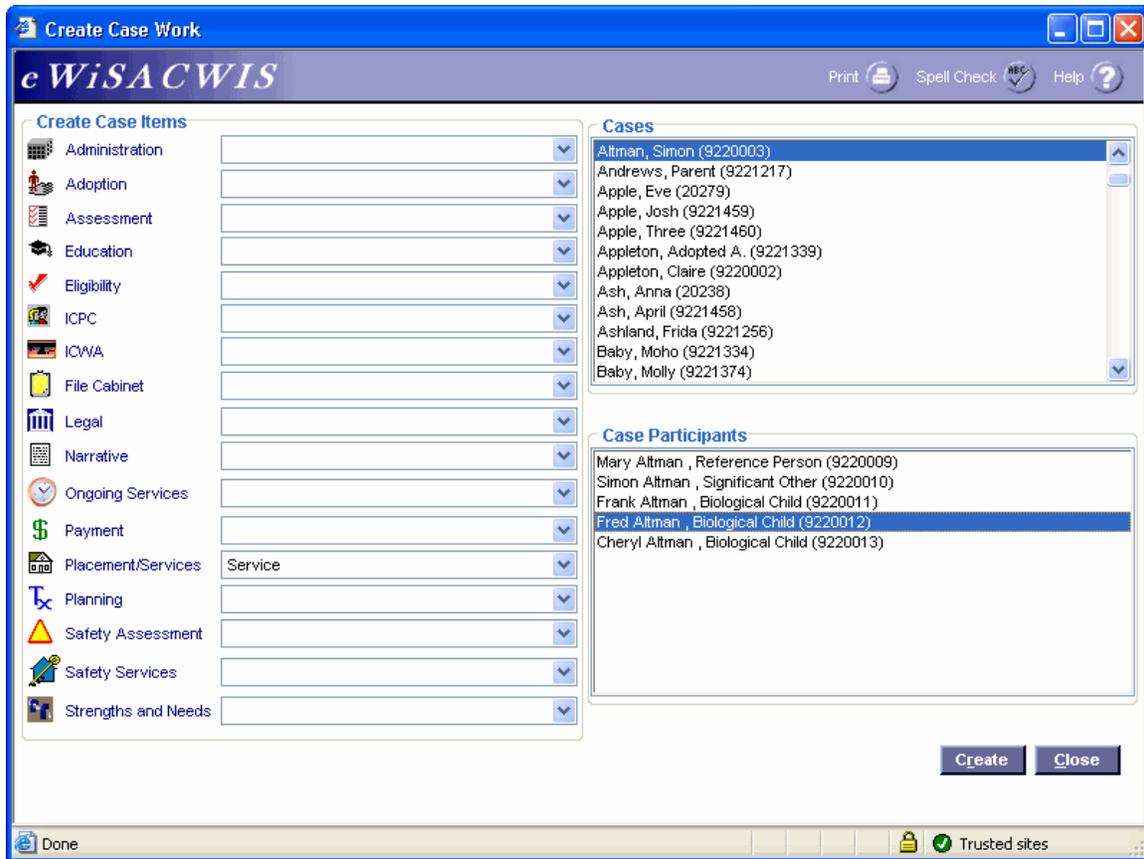
Create Case Work Page (Voluntary)
Step 1 of 3
- From the Create Case Work page select Placement/Services > Service > Case > Case Participant and click Create.

Kinship Care Placements

Service 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

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
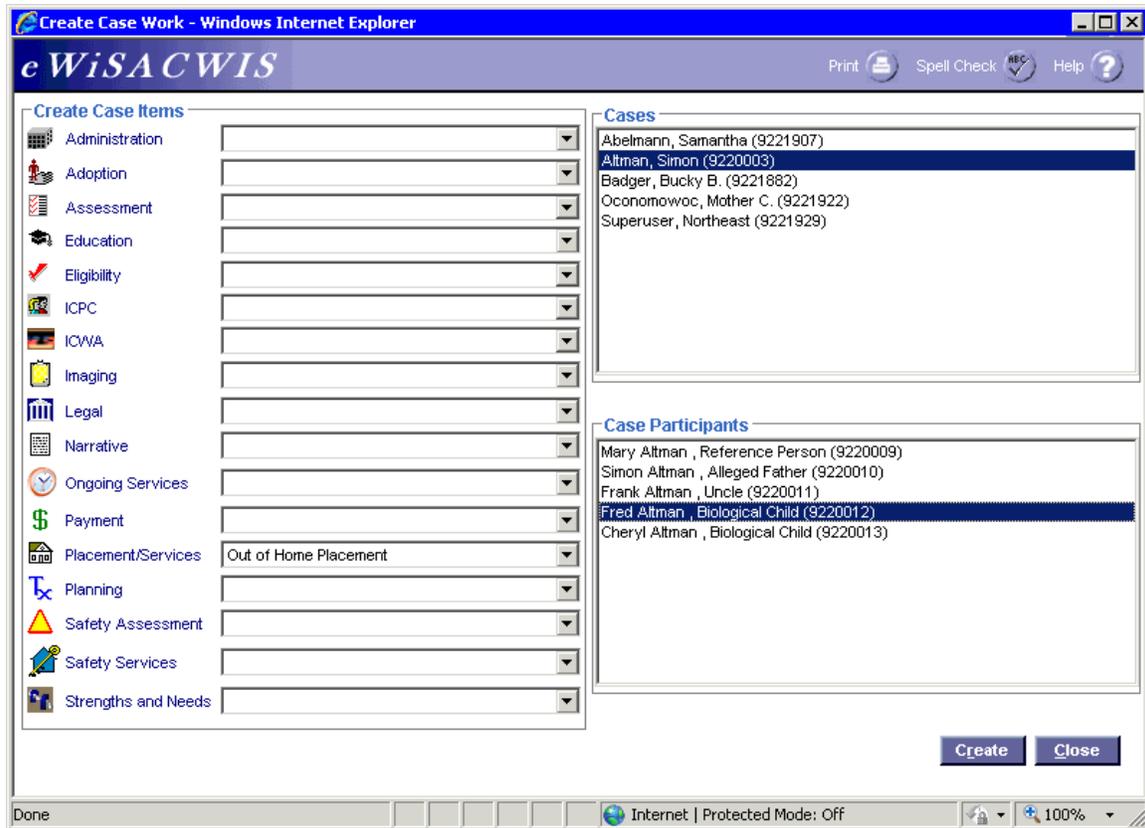
Create Case Work Page (Court Ordered)
Step 1 of 4

- 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 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.

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

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.