

## **Non-Relative (Unlicensed) Placements**

Placements in the home of a non-relative that are either authorized or supervised by your agency (this includes those that resulted from a court order as well as those that were not court ordered) should be documented in eWiSACWIS. In most cases these placements will not generate a payment (contact your supervisor or fiscal manager if a payment is needed). Examples of an unlicensed non-relative placement would be a neighbor or family friend.

It should be noted that an unlicensed non-relative provider can become licensed. In the event that this occurs, the unlicensed placement that would be created initially should be ended the day before the provider's license becomes active. A new placement would be created for the appropriate licensed service type effective the date the license becomes active.

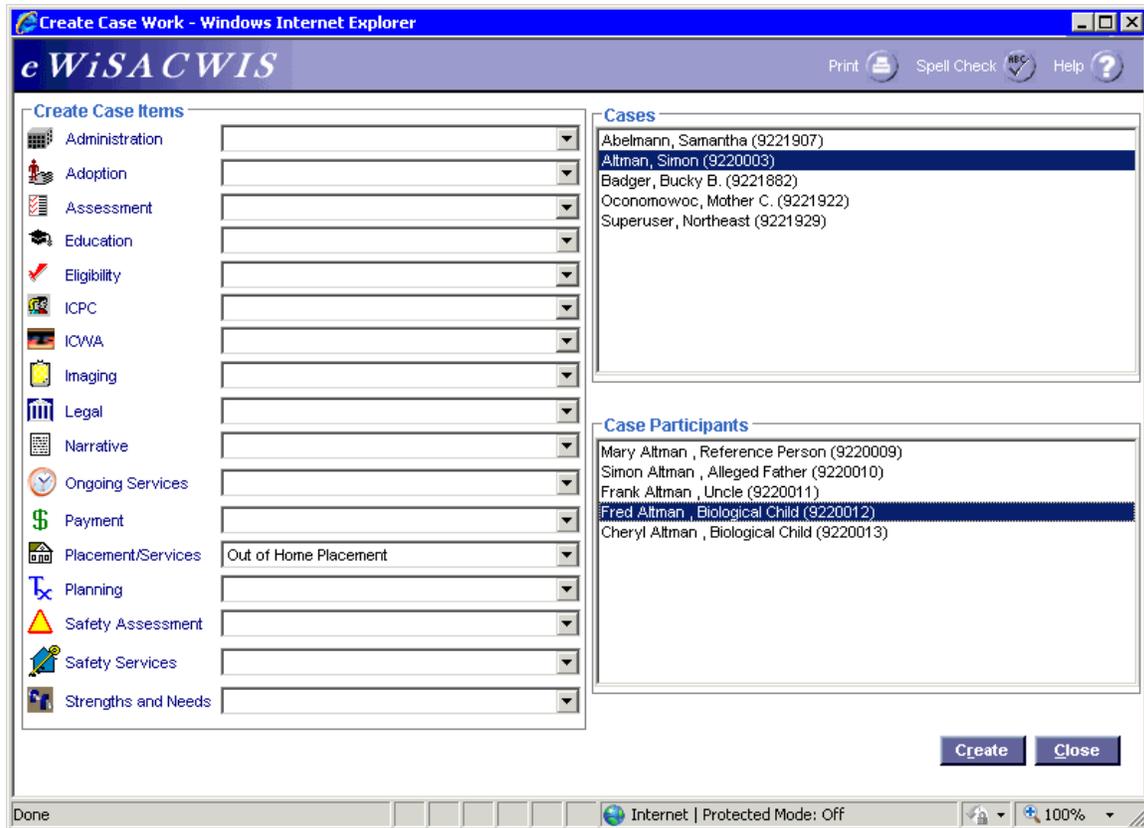
The Out of Home Placement page should be used for only those placements that the child welfare agency seeks a Temporary Physical Custody (TPC) order for. For temporary detentions where a child is left with a non-relative for a few hours until the parents can be located, those situations do not have to be recorded as Out of Home Placements.

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.

## Non-Relative (Unlicensed) Placements



### Create Case Work Page

#### Step 1 of 4

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

## Non-Relative (Unlicensed) Placements

The screenshot shows the 'Out of Home Placement' page in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The browser title bar reads 'Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The page header includes the 'eWiSACWIS' logo and navigation icons for TM, Print, Spell Check, and Help. The main content area is divided into two tabs: 'Service' (selected) and 'Provider'. Below the tabs, the 'Child' information is displayed: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: [empty]. The 'Placement Information' section contains the following fields: County: Milwaukee; Removed From Home: 09/01/2009; Placement Begin: 09/01/2009; Placement End: 00/00/0000; VPA Effective: 00/00/0000. The 'Removal Reasons' section has five checkboxes: 'This is an Adoptive Placement' (unchecked), 'This is a CPS Non-Conforming Placement' (checked), 'This is an Emergency Situation' (unchecked), 'After Hours Placement' (unchecked), and 'Child is an American Indian child as defined by statute.' (checked). The 'Service Category' is 'Non-Relative Care Unlicensed', 'Service Type' is 'Non-Relative Care - Unlicensed', and 'Placement Setting' is 'Non-Relative-Unlicensed'. Financial fields include 'Child Specific Rate' (\$0.00 per [empty]), 'Current Basic Rate', 'Supplemental Amount' (\$0.00), 'Exceptional Amount' (\$0.00), 'Administrative Fee' (\$0.00), 'Costs > Spending Limit' (\$0.00), and 'Current Monthly Payment' (\$0.00). The 'Child Removal From Home Information' section shows 'Manner' as 'Court Ordered' and 'Primary Caretaker' as 'Mary Altman'. At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser status bar at the bottom shows 'Done' and 'Trusted sites'.

### Out of Home Placement Page > Service Tab

#### 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 Non-Relative Care Unlicensed.
- In the Service Type field choose the appropriate value.
- In the Placement Setting field choose Non-Relative-Unlicensed.
- 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.

## Non-Relative (Unlicensed) Placements

The screenshot shows the 'Out of Home Placement' form in the eWiSACWIS system, specifically the 'Service' tab. The form is titled 'Out of Home Placement' and 'eWiSACWIS'. It includes a header with 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. Below this, there are tabs for 'Service' and 'Provider'. The 'Service' tab is active, showing a form with several sections:

- Service Information:** Includes checkboxes for 'This is a CPS Non-Complying Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute.' It also has a 'Costs > Spending Limit' field set to '\$0.00' and a 'Current Monthly Payment' field.
- Child Removal From Home Information:** Includes a 'Manner' dropdown set to 'Court Ordered', 'Primary Caretaker' dropdown set to 'Mary Altman', 'Caretaker Structure' dropdown set to 'Married Couple', and 'Secondary Caretaker' dropdown set to 'Simon Altman'.
- KIDS Referral:** Includes a 'Referral applies to:' dropdown set to 'Both parents', and 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).

At the bottom of the form, there is an 'Options:' dropdown, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

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

#### Step 3 of 4

- Enter 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.

## Non-Relative (Unlicensed) Placements

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

**eWiSACWIS** TM Print Spell Check Help

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

**Service** **Provider**

**Provider Information**  
**Name:** Home Provider [Search](#) ID: 9221520 Contact:  
Actual Name of Default/Historical Provider (if applicable):  
C/O:  
Street: 123 Street Apt:  
City: Milwaukee State: WI Zip: 53201 Country:  
Phone: (414)123-1234 Ext: Fax: Alt Phone: Alt Ext:  
Email:

**Payment Information**  
Parent Agency: Home, Provider  
Target Pop: CHIPS - Abuse and Neglect (NYA - 61) [Details](#)  
 Override Parent Agency rule  
Total Clothing Allowance Disbursed: \$0.00

**School District Information**  
Provider's School District Code:  
Milwaukee - 3619

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

Split Payment

Options:

Done Trusted sites

### Out of Home Placement Page > Provider Tab

#### 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.
- 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.