

## **Relative Placements (Non-Kinship Care)**

Placements in the home of relatives 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). Often, a relative placement is the first placement a child experiences after his removal from his family home. This makes it important that this placement is recorded and that the "Date Removed From Home" is accurately recorded on the Out of Home Placement page.

It should be noted that an unlicensed 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.

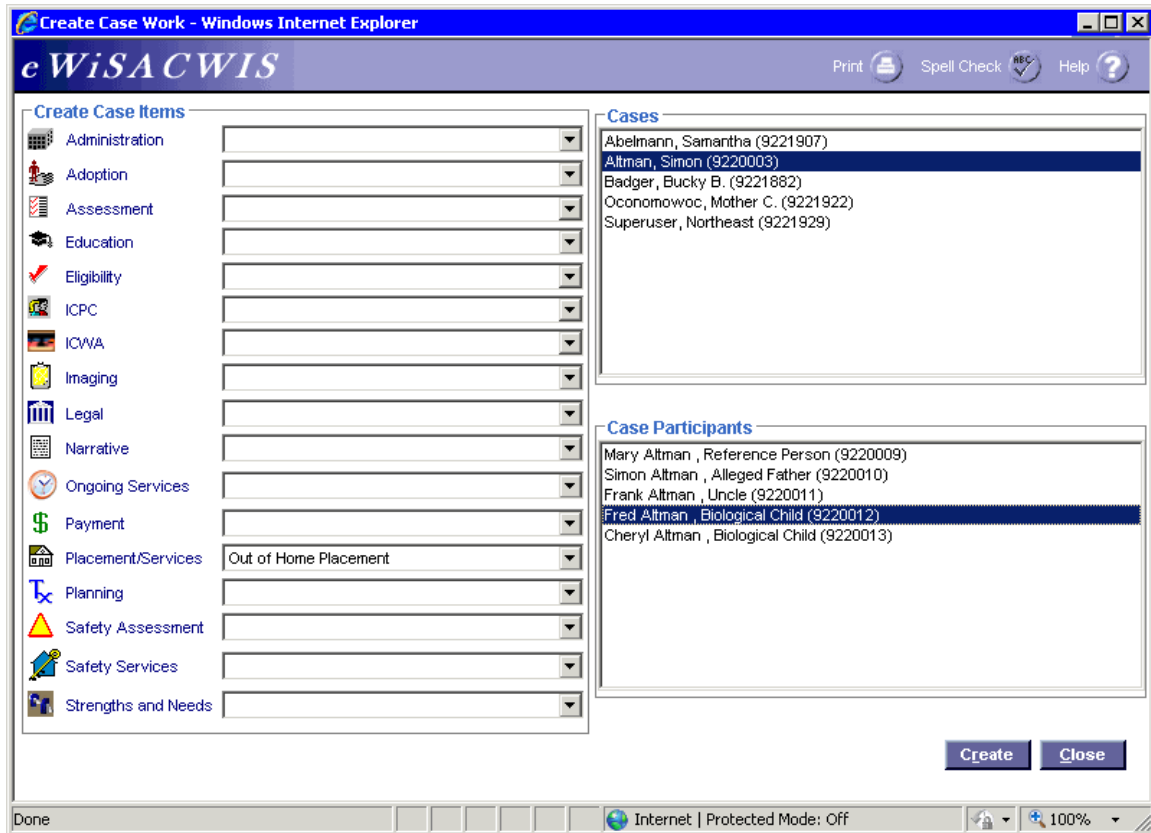
The Out of Home Placement page should be used for only those placements that the child welfare agency seeks a Temporary Physical Custody (TPC) order for. For temporary detentions where a child is left with a relative for a few hours until the parents can be located, those situations do not have to be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

Successful documentation of an Out of Home Placement 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.

## Relative Placements (Non-Kinship Care)



### 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.

## Relative Placements (Non-Kinship Care)

The screenshot shows the 'Out of Home Placement' page in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The page is titled 'eWiSACWIS' and includes navigation icons for TM, Print, Spell Check, and Help. The 'Child' information is displayed at the top: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: [blank]. The 'Service' tab is selected, and the 'Placement Information' section is visible. The 'County' is set to Milwaukee. The 'Service Category' is 'Relative Care - Unlicensed', 'Service Type' is 'Relative Care - Court Ordered', and 'Placement Setting' is 'Relative - Unlicensed'. The 'Placement Begin' date is 09/01/2009, and 'Removed From Home' is also 09/01/2009. The 'Placement End' and 'VPA Effective' dates are both 00/00/0000. The 'Removal Reasons' section includes checkboxes for: This is an Adoptive Placement, This is a CPS Non-Conforming Placement, This is an Emergency Situation, After Hours Placement, and Child is an American Indian child as defined by statute. The 'Child Removal From Home Information' section shows 'Manner' as 'Court Ordered' and 'Primary Caretaker' as 'Mary Altman'. The 'Options' field is empty. The page includes 'Save' and 'Close' buttons at the bottom right.

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

## Relative Placements (Non-Kinship Care)

The screenshot shows the 'Out of Home Placement' form in the eWiSACWIS system. The form is titled 'Out of Home Placement' and 'eWiSACWIS'. It includes fields for 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. The 'Service' tab is selected, and the 'Provider' tab is also visible. The form contains several sections: 'Child Removal From Home Information' with fields for 'Manner' (Court Ordered), 'Primary Caretaker' (Mary Altman), 'Caretaker Structure' (Married Couple), and 'Secondary Caretaker' (Simon Altman); 'KIDS Referral' with a dropdown for 'Referral applies to' (Both parents) and three questions with radio button options for 'Yes' and 'No'. The form also includes a 'Save' button and a 'Close' button. The browser 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.

## Relative Placements (Non-Kinship Care)

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWiSACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. Below the header, the "Child" information is displayed: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: [blank]. The "Provider" tab is selected, showing the "Provider Information" section. This section includes fields for Name (Home Provider), 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, and Email. Below this, the "Payment Information" section shows Parent Agency (Home Provider), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), and Total Clothing Allowance Disbursed (\$0.00). The "School District Information" section shows Provider's School District Code (Milwaukee - 3619). The "Kinship Care" section shows Relationship of Child to Kinship Provider. At the bottom, there are "Options" and "Go" buttons, and "Save" and "Close" buttons.

### 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.