

## **Respite Care Placements**

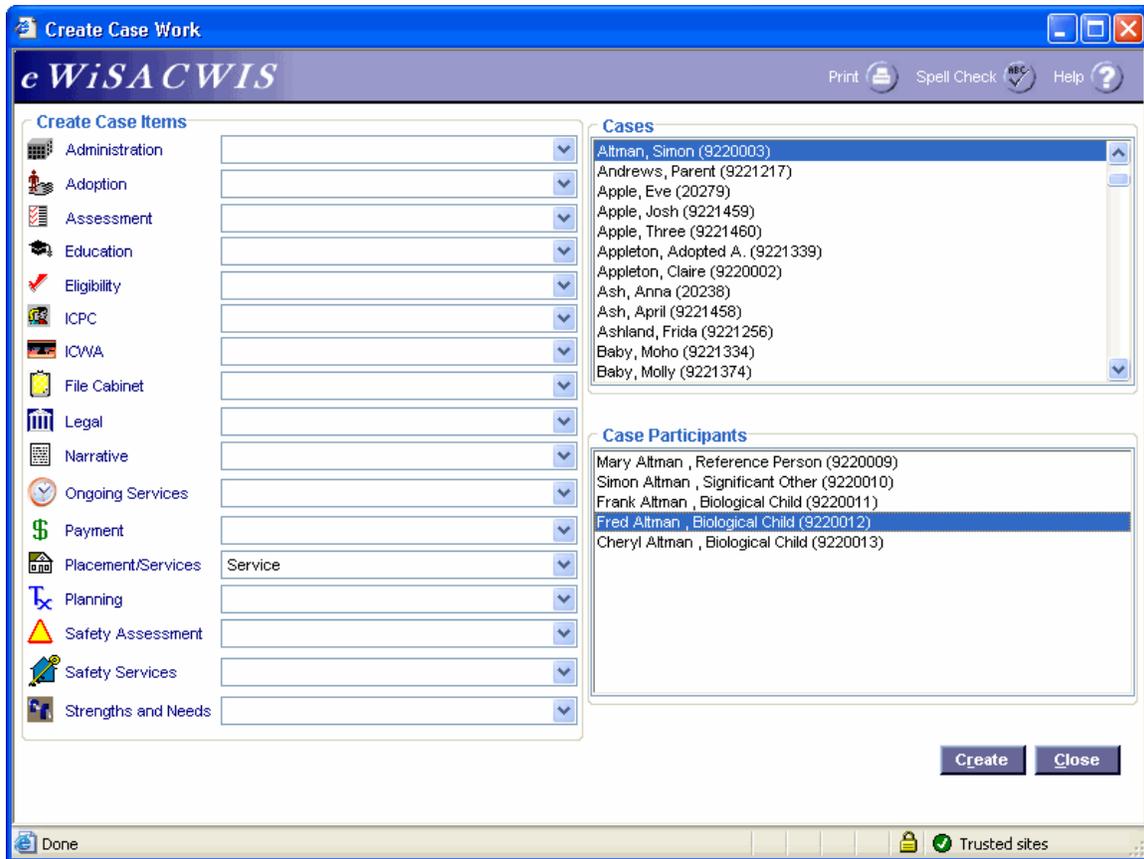
Respite care placements are documented as Services. Respite care can be provided to the child's family or to a placement provider. If respite care is provided to the child's family, the respite care placement is not a removal from home. If respite care is provided to a placement provider, the respite care placement is not a "change" in placement providers. When respite care is documented as a Service, each county has the option of generating or not generating a payment to the respite care provider via eWiSACWIS.

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.

# Respite Care Placements



## Create Case Work Page (Service)

### Step 1 of 3

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

# Respite Care Placements

The screenshot shows a web browser window titled "Service - Windows Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are navigation icons for TM, Print, Spell Check, and Help. Below this, a "Child" section displays: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: [blank].

The main content area has two tabs: "Service" (selected) and "Provider". Under the "Service" tab, there is a "Service Information" section with the following fields:

- County: Milwaukee (dropdown)
- Service Begin: 08/01/2009
- Service End: 00/00/0000
- Service Category: Respite Care (dropdown)
- Service Type: Respite Care - Paid (dropdown)
- Service Detail: Respite (dropdown)
- Child Specific Rate: \$0.00 per [dropdown]
- Current Basic Rate: [blank]
- Costs > Spending Limit: \$0.00
- Current Monthly Payment: [blank]

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

## Service Page > Service Tab (Service)

### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- Enter the first day of the service in the Service Begin field.
- In the Service Category field choose Respite Care.
- In the Service Type field choose the appropriate value of Respite Care - Paid or Respite Care - Non Paid.
- In the Service Detail field choose Respite.

# Respite Care Placements

The screenshot shows the eWiSACWIS web application interface. At the top, the browser title is "Service - 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, there is a "Child" section with fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". The main content area has two tabs: "Service" and "Provider", with "Provider" currently selected. The "Provider Information" section displays details for "Sarah Blue" (ID: 9221182), including contact information, address (100 Oak Street, Abrams, WI 54101), and phone numbers. The "Payment Information" section shows "Parent Agency: Sarah Blue", "Target Pop: CHIPS - Abuse and Neglect (NYA - 61)", and an unchecked "Override Parent Agency rule" checkbox. The "Kinship Care" section has a dropdown for "Relationship of Child to Kinship Provider:". 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".

## Service Page > Provider Tab (Service)

### 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 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.
- 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.