Secure Detention Placements

Placements of children in secure detention need to be documented in eWiSACWIS if the facility is being used as or becomes a primary physical placement of the child. This type of placement must be as an "out-of-home placement" on the Out of Home Placement page. For example, a child is taken into temporary physical custody and placed in the facility, or the facility is used as a sanction or a hold, but the child does not return home from a sanction or hold as originally anticipated, the use of the facility constitutes an out-of-home placement.

However, when secure detention is being used as a temporary corrective action service, such as sanction or a 72 hour hold, then the data entry may only be entered as a "service" on the Service page. Although the Service documentation is not required, counties are encouraged to enter the use of the facility in eWiSACWIS in order to most accurately document all of the case management tasks for that particular child.

Please note, if the use of a secure detention facility is initially invoked as a sanction or hold and the child (or juvenile) does not return home, and instead remains in the facility for continuing placement or pending placement in another setting, then the use of the facility must be documented as an Out of Home Placement. This may mean ending the original Service for reason of "Made in error" and documenting the placement on the Out of Home Placement page.

Counties will have the choice of paid and non-paid secure detention services. The paid services will be set up as "Non IV-E" as they are not IV-E claimable costs.

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.

Secure Detention Placements
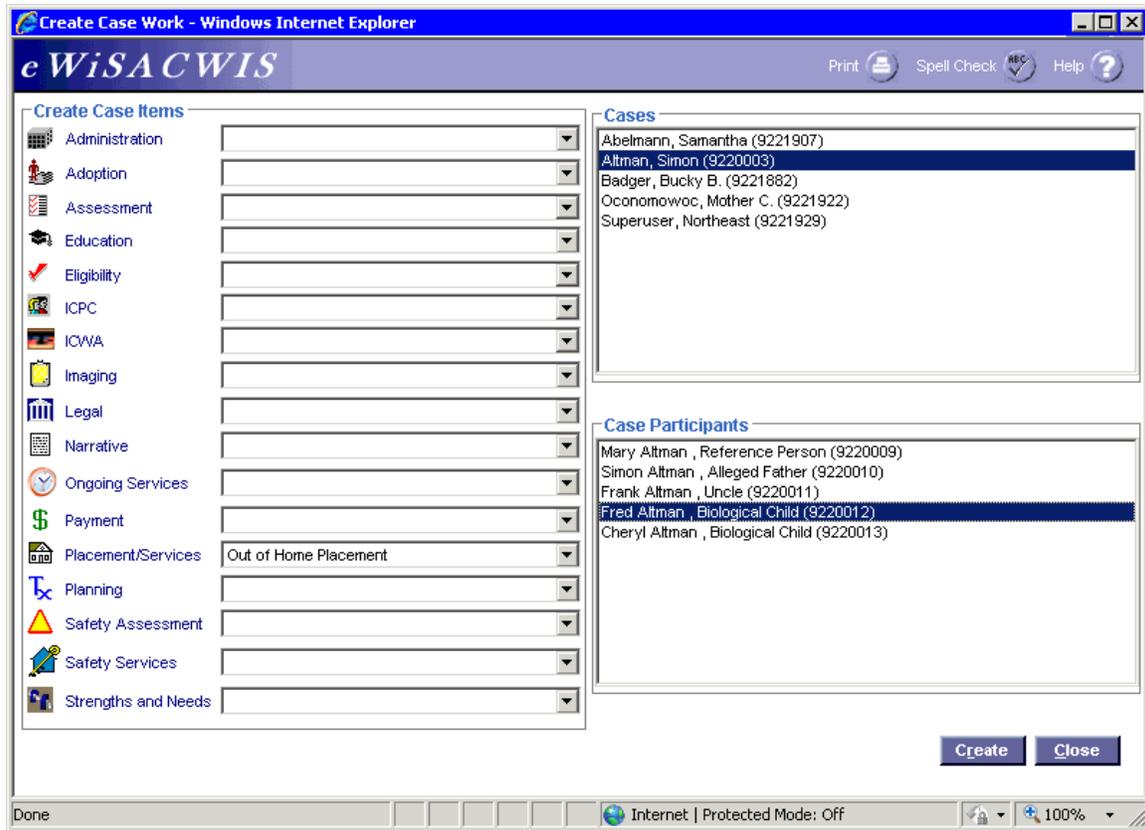
Create Case Work Page (Out of Home Placement)
Step 1 of 4
- From the Create Case Work page select Placement/Services > Out of Home Placement > Case > Case Participant and click Create.

Secure Detention Placements

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

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 Secure Detention - OHP.
- In the Service Type field choose the appropriate value of Secure Detention – Non Paid or Secure Detention - Paid.
- In the Placement Setting field choose the appropriate value.
- 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.

Secure Detention Placements

Out of Home Placement Page > Service Tab (Out of Home Placement) (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.
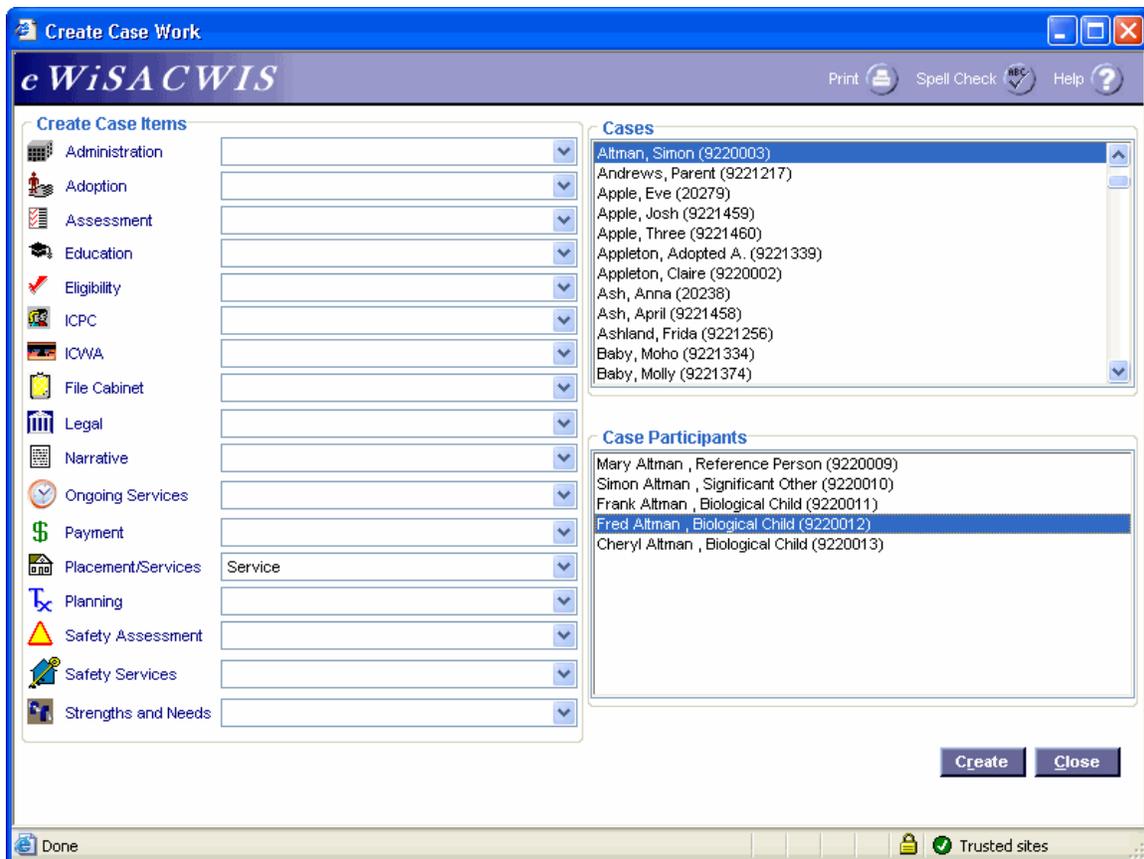
Secure Detention Placements

Out of Home Placement Page > Provider Tab (Out of Home Placement)

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.

Secure Detention 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.

Secure Detention Placements

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 the service began in the Service Begin field.
- In the Service Category field choose Secure Detention - In Home.
- In the Service Type field choose the appropriate secure detention service of Secure Detention – Non Paid or Secure Detention – Paid.
- In the Service Detail field choose Detention.

Secure Detention Placements

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.