

Shelter Care Placements

Placements of children in shelter care 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 the shelter is being used as a temporary corrective action service, such as sanctions or a 72 hour hold, then the data entry may only be entered as a service on the Service page. Although documentation of the Service 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 the shelter 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.

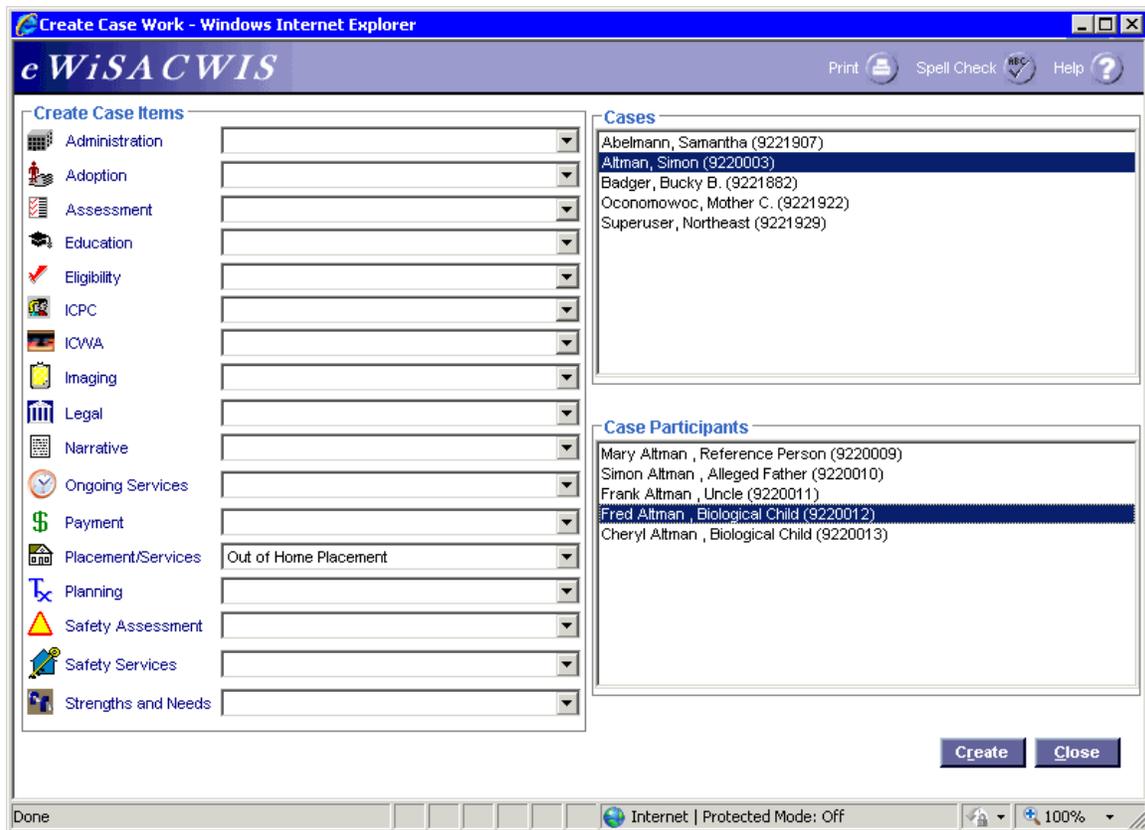
Counties will have the choice of paid and non-paid shelter services. The paid services will be set up as “Title IV-E (Regular)” as they are claimable costs.

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.

Shelter Care 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.

Shelter Care Placements

The screenshot shows the 'Out of Home Placement' page in a Microsoft Internet Explorer browser. The page title is 'Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The browser address bar shows 'eWiSACWIS'. The page has a navigation bar with 'Child' and 'Provider' tabs. The 'Child' tab is active, showing 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. Below this is a 'Service' tab, which is also active. The 'Placement Information' section includes fields for 'County' (Milwaukee), 'Removed From Home' (09/01/2009), 'Placement Begin' (09/01/2009), 'Placement End' (00/00/0000), and 'VPA Effective' (00/00/0000). There are checkboxes for 'Removal Reasons' such as '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 'Service Category' is 'Shelter Care - OHP', 'Service Type' is 'Shelter Care - Non Paid', and 'Placement Setting' is 'Shelter'. Financial fields include 'Child Specific Rate' (\$0.00 per), 'Current Basic Rate', 'Supplemental Amount' (\$0.00), 'Exceptional Amount' (\$0.00), 'Administrative Fee' (\$0.00), 'Costs > Spending Limit' (\$0.00), and 'Current Monthly Payment'. The 'Child Removal From Home Information' section shows 'Manner' as 'Court Ordered' and 'Primary Caretaker' as 'Mary Altman'. There are 'Options', 'Save', and 'Close' buttons at the bottom.

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 Shelter Care - OHP.
- In the Service Type field choose the appropriate value of Shelter Care – Non Paid or Shelter Care – 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.

Shelter Care Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The window title is 'Out of Home Placement' and the application logo is 'eWiSACWIS'. The page is divided into several sections:

- Child Information:** Child: Altman, Fred (9220012); Case Name: Altman, Simon (9220003); Request Number: (blank).
- Service and Provider:** Two tabs are visible, with 'Service' selected.
- Placement Details:** Includes checkboxes for 'This is a CPS Non-Comforming Placement', 'This is an Emergency Situation', 'After Hours Placement', and 'Child is an American Indian child as defined by statute.' It also has fields for 'Spending Limit' (set to \$0.00) and 'Current Monthly Payment'.
- Child Removal From Home Information:** Contains dropdown menus for 'Manner' (set to 'Court Ordered'), 'Caretaker Structure' (set to 'Married Couple'), 'Primary Caretaker' (set to 'Mary Altman'), and 'Secondary Caretaker' (set to 'Simon Altman').
- KIDS Referral:** A section with a dropdown for 'Referral applies to:' (set to 'Both parents') and three questions with radio button options:
 - 'Is this referral in the best interest of the child?' (Yes selected, No unselected)
 - 'Is this placement expected to be long term?' (Yes unselected, No selected)
 - '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 unselected, No selected)

At the bottom, there are 'Options:' dropdown, 'Go' button, 'Save' button, and 'Close' button. The browser status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

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.

Shelter Care Placements

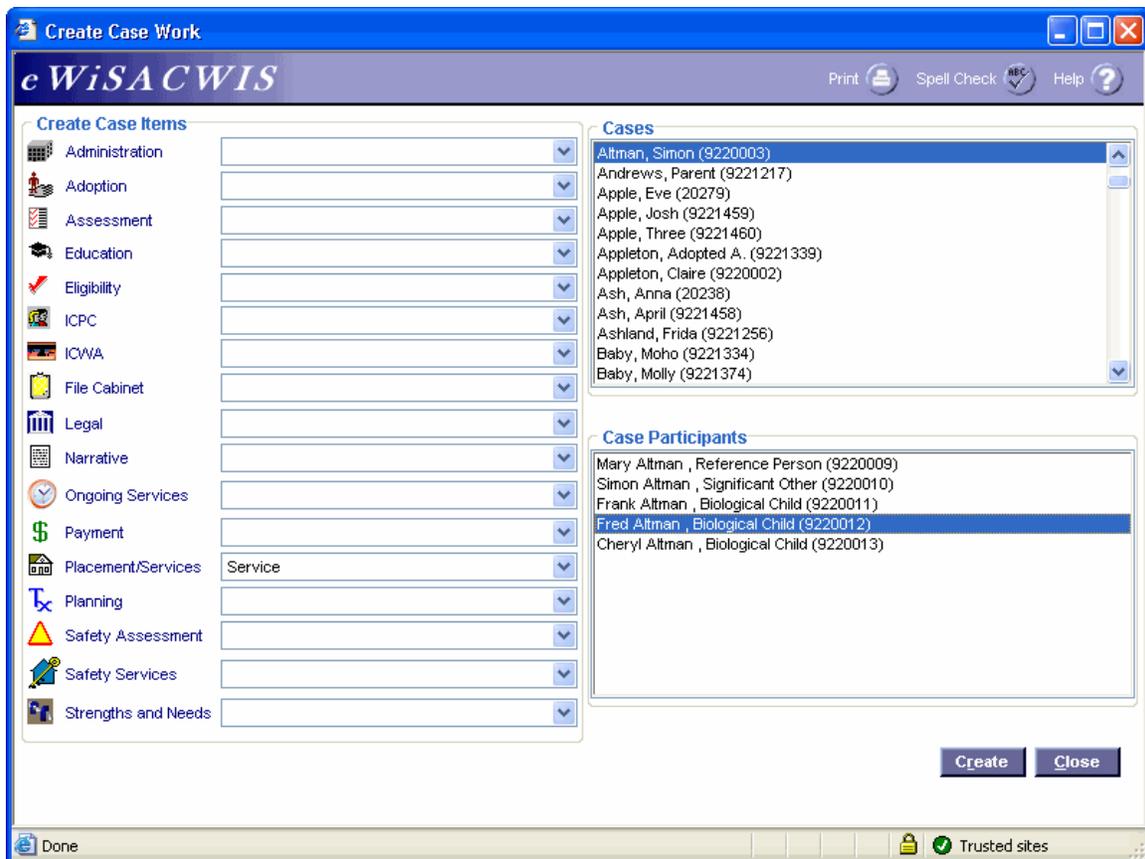
The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Service" and "Provider", with "Provider" selected. Below the tabs, there is a "Child" section with fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". The main content area is divided into several sections: "Provider Information" with fields for Name (AAA Agency), ID (20170), Contact, Street (123 Camp Randall Avenue), City (Madison), State (WI), Zip (53701), Country, Phone, Ext, Fax, Alt Phone, Alt Ext, and Email; "Payment Information" with fields for Parent Agency (AAA Agency), Target Pop (CHIPS - Abuse and Neglect (NYA - 61)), an "Override Parent Agency rule" checkbox, and Total Clothing Allowance Disbursed (\$0.00); "School District Information" with a dropdown for Provider's School District Code (Madison Metropolitan - 3269); and "Kinship Care" with a dropdown for Relationship of Child to Kinship Provider. At the bottom, there is an "Options:" field, 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 > 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.

Shelter 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.

Shelter Care Placements

Service - Windows 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

Service Information

County: Milwaukee Service Category: Shelter Care - In Home
Service Begin: 08/01/2009 Service Type: Shelter Care - Paid
Service End: 00/00/0000 Service Detail: Shelter
Child Specific Rate: \$0.00 per
Current Basic Rate:
Costs > Spending Limit: \$0.00
Current Monthly Payment:

Options: Save Close

Done Local intranet

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 Shelter Care - In Home.
- In the Service Type field choose the appropriate shelter care service.
- In the Service Detail field choose Shelter.

Shelter Care Placements

Service

eWiSACWIS TM Print Spell Check Help

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

Service **Provider**

Provider Information
Name: AAA Agency [Search](#) ID: 20170 Contact:
C/O:
Street: 255 Hoosier Blvd. Apt:
City: Madison State: WI Zip: 53701 Country:
Phone: (608)515-4566 Ext: Fax: Alt Phone: Alt Ext:
Email:

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

Kinship Care
Relationship of Child to Kinship Provider:

Split Payment

Options:

Done 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.