

## Wraparound Placements

This information is for counties that contract with an agency that provides wraparound services for one fixed cost. The services can include Out of Home Placements. Placements made by these agencies must be documented in eWiSACWIS. In order to pay the agencies their fixed rate and to indicate the amount of the actual cost of care, an Out of Home Placement (to identify the placement provider and indicate the actual cost of the placement) and a Service (to pay the Wraparound/FPI/YES agency the fixed fee) must be documented in eWiSACWIS.

**Note:** If the child is placed in a foster home, you must complete the Foster Care Rate page within 30 days of the start of the placement. In addition, an Administrative amount can be entered into the Administrative Fee field of the Foster Care Rate page.

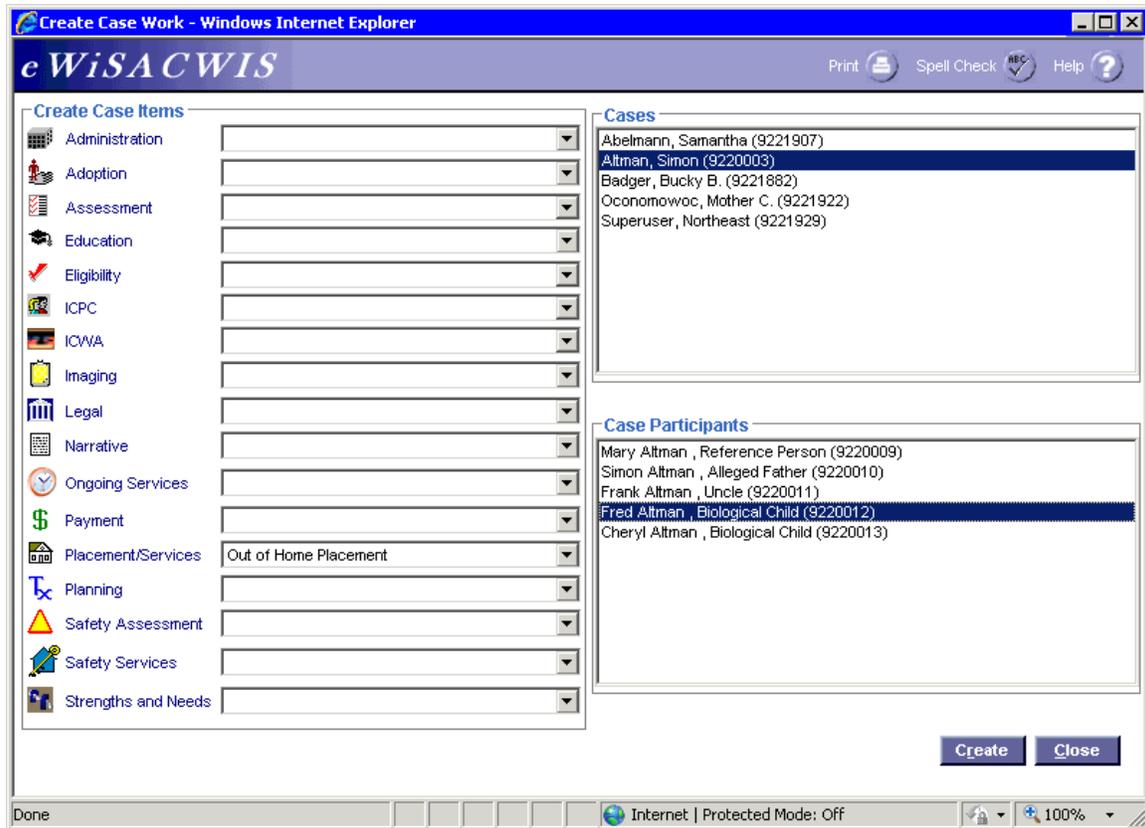
Remember that the costs documented through the Out of Home Placement are “non-system disbursed.” We are documenting the actual placement for purposes of capturing the claimable costs.

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.

# Wraparound 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.

# Wraparound Placements

The screenshot shows the 'Out of Home Placement' window in the eWiSACWIS system. The 'Child' tab is active, displaying case information for Altman, Fred (9220012). The 'Service' tab is selected, showing placement details. The 'Placement Information' section includes fields for County (La Crosse), Service Category (YES - Foster Care), Service Type (YES - Foster Home (12-14 years old)), Placement Setting, Placement Begin (02/04/2011), Placement End (00/00/0000), and VPA Effective (00/00/0000). A 'Removal Reasons' section contains several checkboxes for reasons such as 'This is an Adoptive Placement' and 'Child is an American Indian child as defined by statute'. The bottom of the window has 'Options', 'Save', and 'Close' buttons.

## 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 the appropriate service category for the placement. The service category will begin with Wrap (or FPI or YES depending on what your county calls the program) and then will identify the type of placement (i.e. Wrap Foster Home or YES - Group Care).
- In the Service Type field choose the appropriate value (i.e. Wrap FH Contracted 15+ or YES - Group Home).
- In the Placement Setting field choose the appropriate value.  
**Note:** If the Service Category is YES – Foster Care or YES – Family Group Home, the Placement Setting field will be enabled after you have searched out a provider (See step 4 on page 5).
- 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.

# Wraparound 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 fields for 'Child: Altman, Fred (9220012)', 'Case Name: Altman, Simon (9220003)', and 'Request Number:'. Below these are tabs for 'Service' and 'Provider'. The 'Service' tab contains several checkboxes: '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.'. There are also fields for 'Spending Limit: \$0.00' and 'Current Monthly Payment:'. The 'Child Removal From Home Information' section includes dropdowns for 'Manner: Court Ordered', 'Primary Caretaker: Mary Altman', 'Caretaker Structure: Married Couple', and 'Secondary Caretaker: Simon Altman'. The 'KIDS Referral' section has a dropdown for 'Referral applies to: Both parents' and three questions with radio button options for 'Yes' and 'No': 'Is this referral in the best interest of the child?', 'Is this placement expected to be long term?', 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?'. At the bottom, there are 'Options:' dropdown, 'Go', 'Save', and 'Close' buttons. 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

- Enter the Child Removal From Home Information if this placement is a removal from home.
- Select appropriate answers 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.

# Wraparound Placements

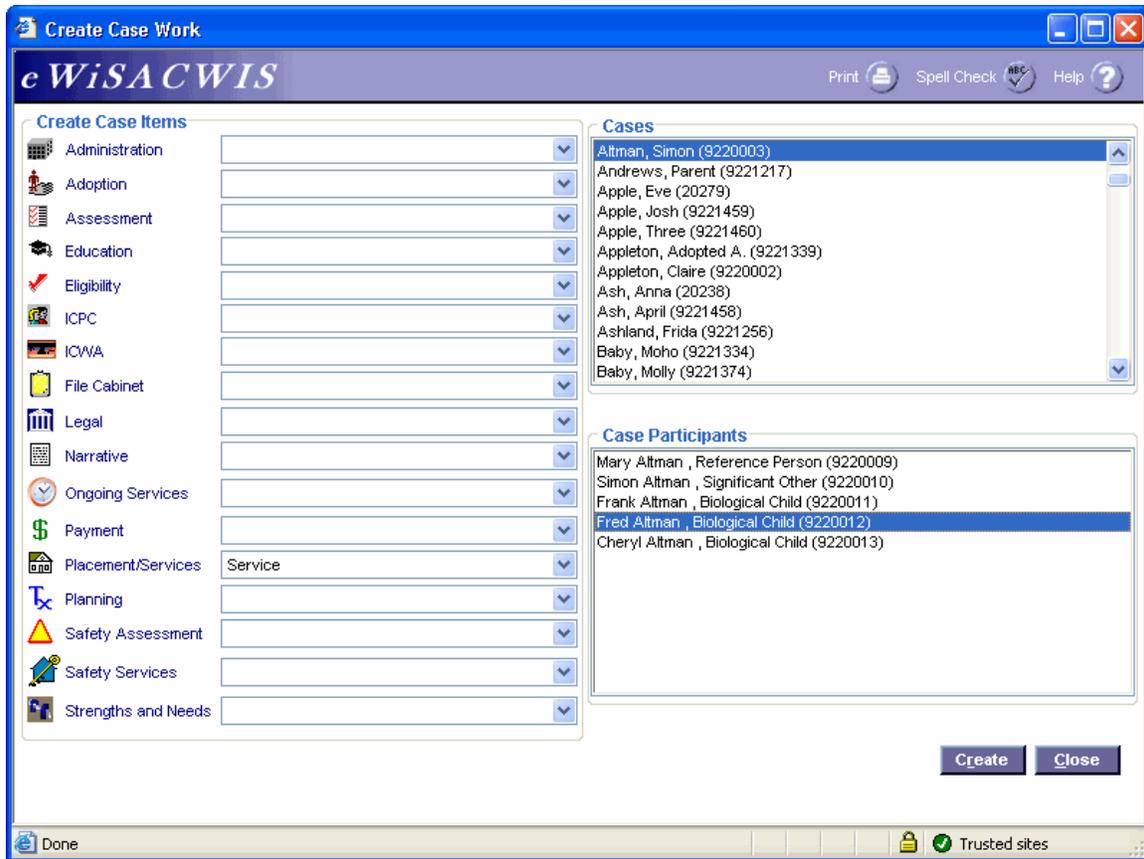
The screenshot shows a web browser window titled "Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are tabs for "Child" and "Provider", with "Provider" selected. The "Child" information shows: Child: Altman, Fred (9220012), Case Name: Altman, Simon (9220003), and Request Number: (blank). The "Provider Information" section includes: Name: AAA Agency (with a "Search" link), ID: 20170, Contact: (blank), Actual Name of Default/Historical Provider (if applicable): (blank), C/O: (blank), Street: 123 Camp Randall Avenue, Apt: (blank), City: Madison, State: WI, Zip: 53701, Country: (blank), Phone: (608)123-1234, Ext: (blank), Fax: (blank), Alt Phone: (blank), Alt Ext: (blank), Email: (blank). The "Payment Information" section includes: Parent Agency: AAA Agency, Target Pop: CHIPS - Abuse and Neglect (NYA - 61) (with a "Details" link), an "Override Parent Agency rule" checkbox (unchecked), and Total Clothing Allowance Disbursed: \$0.00. The "School District Information" section includes: Provider's School District Code: Madison Metropolitan - 3269. The "Kinship Care" section includes: Relationship of Child to Kinship Provider: (blank). At the bottom, there is a "Split Payment" button, an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser status bar 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 (the provider is the facility in which the child is placed and not the agency providing the wraparound services, i.e. Lutheran Social Services).
- 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. If applicable, update the Placement Setting.
- To approve the placement and 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.

# Wraparound 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.

# Wraparound Placements

The screenshot shows a web browser window titled "Service - Windows 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".

**Child Information:**  
Child: Altman, Fred (50000001)    Case Name: Altman, Simon (50000000)    Request Number:

**Service Information:**

|                         |            |                          |                |
|-------------------------|------------|--------------------------|----------------|
| County:                 | La Crosse  | Service Category:        | YES - In Home  |
| Service Begin:          | 04/04/2011 | Service Type:            | YES - In Home  |
| Service End:            | 00/00/0000 | Service Detail:          | Direct Service |
| Child Specific Rate:    | \$0.00 per | Current Basic Rate:      |                |
| Costs > Spending Limit: | \$0.00     | Current Monthly Payment: |                |

**KIDS Referral:**

Referral applies to: Both parents

Is this referral in the best interest of the child?     Yes     No

Is this service expected to be long term?     Yes     No

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

Options: [Dropdown]           

## Service Page > Service Tab (Service)

### Step 2 of 3

- On the Service tab of the Service page, complete all needed fields.
- In the Service Begin field enter the first day of the child's enrollment in the program. (Wraparound Milwaukee, WRAP, FPI or YES).
- In the Service Category field select the value (FPI, WRAP or YES) – In Home.
- In the Service Type field select the value (FPI, WRAP or YES) – In Home.
- In the Service Detail field choose the most applicable value.

# Wraparound Placements

The screenshot shows a web browser window titled "Service - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application is "eWiSACWIS". At the top, there are fields for "Child: Altman, Fred (9220012)", "Case Name: Altman, Simon (9220003)", and "Request Number:". Below this are two tabs: "Service" and "Provider". The "Provider" tab is active, showing "Provider Information".

**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:**

[Split Payment](#)

**Kinship Care**

**Relationship of Child to Kinship Provider:**

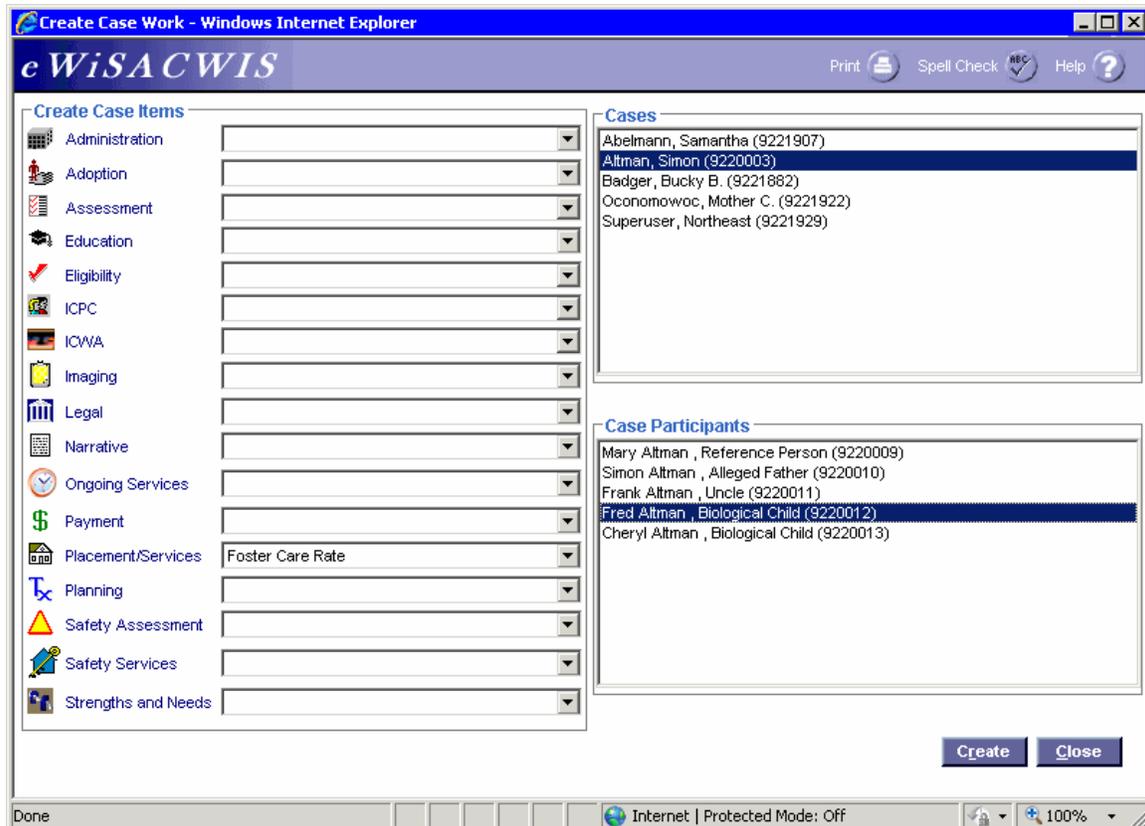
Options: [dropdown] [Go](#) [Save](#) [Close](#)

## Service Page > Provider Tab (Service)

### Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider. The provider is the agency providing the wraparound services, i.e. LSS.
- 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.

# Wraparound Placements



## Create Case Work Page

### Step 1 of 2

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

# Wraparound Placements

**Participant Information**

Child: Altman, Fred (9220012) Rate Effective Date: 02/04/2011  
Case: Altman, Simon (9220003) Rate End Date: 00/00/0000  
Provider: Provider, Frankie (20170)

**Supplemental Rate**

CANS Effective Date: 02/04/2011  
CANS End Date: 08/04/2011  
Child's Level of Need: 3  
Provider Level of Care: 3  
Supplemental Points: 19 \$104.50  
LON/LOC Value:

**Uniform Foster Care Rate**

Current Basic Costs: \$455.00  
Supplemental Costs: \$104.50  
Exceptional Costs: \$50.00  
Administrative Costs: \$75.00  
Cost > Spending Limit: \$0.00  
Total Monthly Costs: \$684.50

**Administrative**

Administrative: \$75.00

**Exceptional Rate**

Transportation to School of Origin: \$0.00  
 Exceptional Costs: \$50.00  
Payment Justification:  
justify monthly exceptional costs here...

Options: [Dropdown] [Go] [Save] [Close]

## Foster Care Rate Page

### Step 2 of 2

**Note:** In order to pay a foster home a rate above the basic rate, the worker must complete the Foster Care Rate page and send it to your agency's Rate Setter for approval.

- Enter the Rate Effective Date. The rate cannot be prior to the Effective Date of the CANS. Once a date is entered, the page will refresh to bring in the Supplemental Rate information from the CANS, as well as the Current Basic Costs.
- Enter any applicable costs in the Exceptional Rate group box. If either checkbox is selected in the Exceptional Rate group box, justify the exceptional costs by completing the Payment Justification.
- Once all amounts have been entered, click the Save button to update the amounts in the Uniform Foster Care Rate group box.
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options > Approval and click Go. On the Approval History page, select the Approve radio button and click Continue.
- Click Save and then click Close on the Foster Care Rate page.