

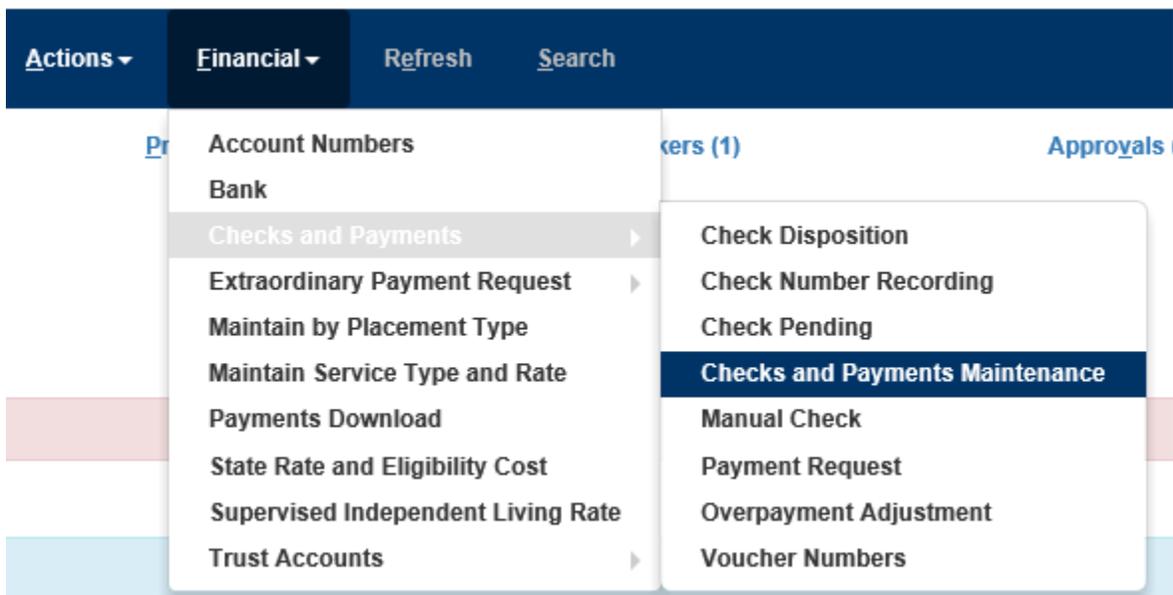
Viewing COVID-Related Extraordinary Payments

Note: In order to view all COVID-related extraordinary payments for your county, an assignment to the case or provider is not needed. However, additional security is needed to access the Checks and Payments Maintenance page.

An Extraordinary Payment is a payment for “Administrative” costs beyond those costs already factored into a provider’s Administrative Rate. A request for extraordinary payments is initiated by the provider. DCF staff have entered all Extraordinary Payment Requests, as well as the Extraordinary Payments for your county.

This User Guide outlines how to view all COVID-related extraordinary payments for your county in eWiSACWIS.

1. From your desktop, select Financial > Checks and Payments > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.



- On the Checks and Payments Maintenance page, select “Payments” in the Select By drop-down, select “Extraordinary Payment – COVID” from the Payment Type drop-down, enter “04/01/2020” in the “View Records From” field, then click the Search button.

Checks and Payments Maintenance - Internet Explorer

eWiSACWIS Resource Print Spell Check Help ?

Search Criteria

County: Ozaukee Site/Office: Select By: **Payments**

Check Status: Payee ID: Person ID: Voucher #:

Placement Type: Srvc Cat: Srvc Type:

Payment Type: Administrative
Costs > Spending Limit
Extraordinary Payment - COVID
Maintenance

View Records From: Payment Status: All Sort By: Payee

Clear Fields Search

Search Results

Options: Go Close

- After your search results appear, select “Export Results” from the Options drop-down and click Go.

Checks and Payments Maintenance - Internet Explorer

eWiSACWIS Resource Print Spell Check Help ?

Search Criteria

County: Ozaukee Site/Office: Select By: Payments

Check Status: Payee ID: Person ID: Voucher #:

Placement Type: Srvc Cat: Srvc Type:

Payment Type: Extraordinary Payment - Payment Status: All Sort By: Payee

View Records From: 04/01/2020 To: 00/00/0000

Record 1 to 2 of 2 Clear Fields Search

Search Results

Select All

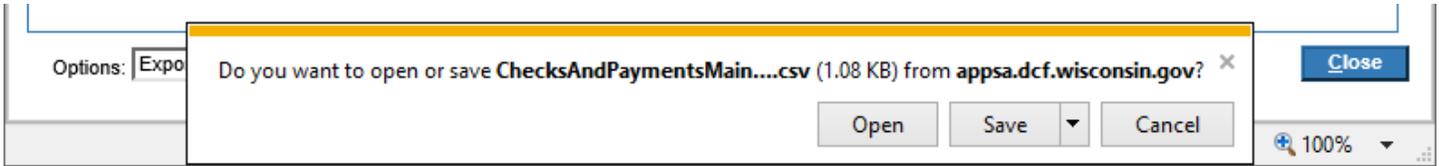
[Payment - RCC: COVID - Capacity Los - Prader-Willi Homes of Oconomowoc LLC \(8058231\)](#) [Copy](#)
Rabbit, Roger R. 04/10/2020 - 04/10/2020 Starlight (8058232) 04/14/2020 \$765.43

[Payment - RCC: COVID - Capacity Los - Prader-Willi Homes of Oconomowoc LLC \(8058231\)](#) [Copy](#)
Rabbit, Roger R. 04/06/2020 - 04/14/2020 Starlight (8058232) 04/14/2020 \$500.00

Options: **Export Results** Go Close

Cancel Selected Payments
Link Selected Payments to Pending Checks

4. Select “Open” to the message on the bottom of the page:



5. This will open a report of all of the COVID-related extraordinary payments for your county:

A screenshot of an Excel spreadsheet titled "ChecksAndPaymentsMaintenance". The spreadsheet displays a report of COVID-related extraordinary payments. The columns are: Case (ID), Child Name, County, Payee Name, County, Payment Type, Service Category, Service Type, Report Category, Payment Status, Payment Start, Payment End, Days Paid, Payment Type, Basic, Suppl, and Excpt. The data is as follows:

Case (ID)	Child Name	County	Payee Name	County	Payment Type	Service Category	Service Type	Report Category	Payment Status	Payment Start	Payment End	Days Paid	Payment Type	Basic	Suppl	Excpt	
Rabbit, Rc	Rabbit, Rc		Prader-Wi	PRA001	PO Box 27	RCC	RCC: Extra	RCC: COVI	12	Outstandi	4/10/2020	4/10/2020	1	Extrord	\$0.00	\$0.00	\$0.00
Rabbit, Rc	Rabbit, Rc		Prader-Wi	PRA001	PO Box 27	RCC	RCC: Extra	RCC: COVI null	Outstandi	4/6/2020	4/14/2020	9	Extrord	\$0.00	\$0.00	\$0.00	