Maintaining Home Provider

Introduction

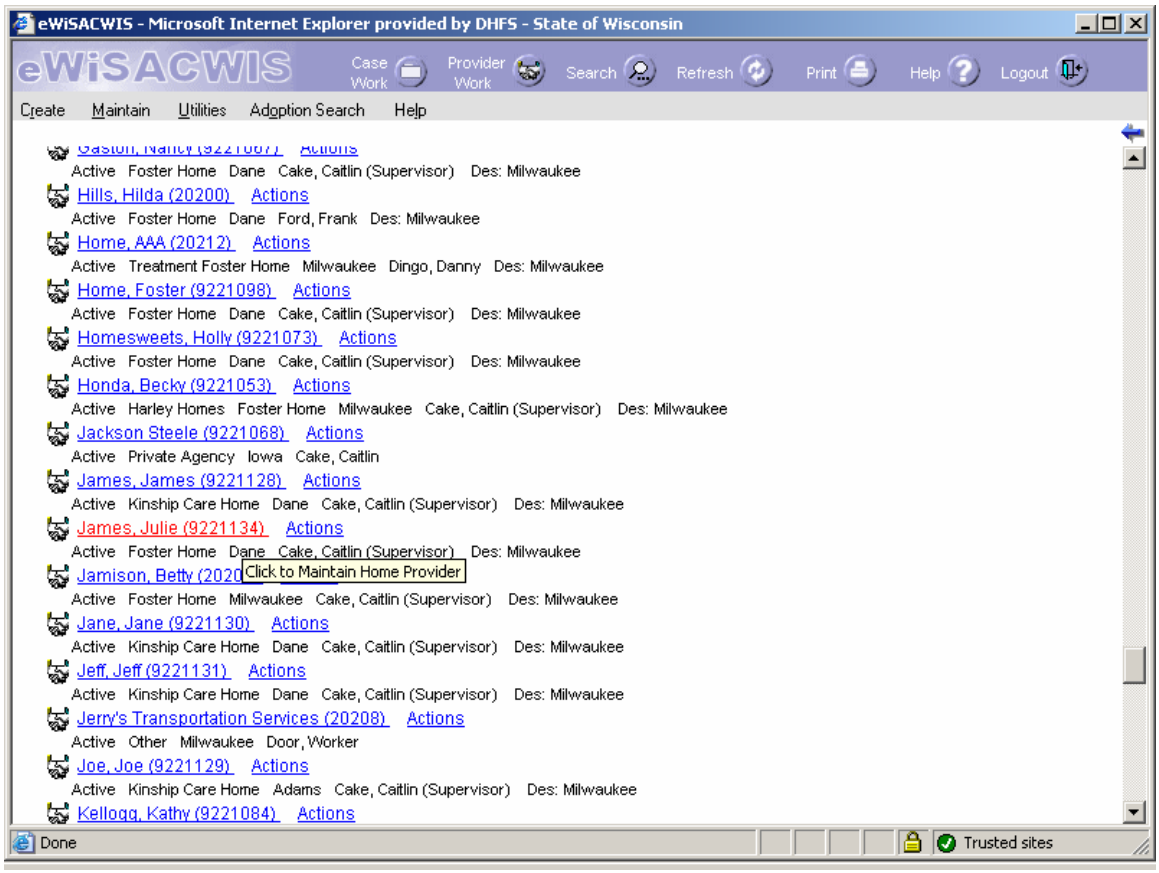
The Home Provider record relates to foster homes, treatment foster homes, adoptive homes and relative (Kinship) homes. This Home Provider record provides the basis for a Home Provider record that will help staff see at a glance the most current information that the agency has about the home.

The responsibility for the management of each Home Provider that is not a Treatment Foster Home is allocated to a specific county - referred to as the Home Provider's 'Designated County'. Initially, the county of the worker/supervisor creating the provider record (i.e. screening-in the Home Inquiry), is captured as the Designated County. Thereafter, the Designated County can be changed via the Create Physical Address page. The Designated County is not recorded on any of the Home Provider page tabs. It can be viewed from the provider record on the Desktop and on the physical address page. The Designated County may differ from the Home Provider's physical location.

Workers of the Home Provider's designated county manage all aspects of the Home Provider record, including licensing, addition of service types, address changes, and change of designated county. Workers from the designated county are able to select and add service category and types for other counties to Home Provider records. Although workers from other counties may have open assignments to a Home Provider record, their access to the record and ability to create work for the Home Provider is limited. The county of the worker accessing the provider record will always be screened to establish whether or not it matches the designated county.

Treatment Foster Homes are not subject to the designated county rules. These providers are created and managed by Maximus and those county workers who have been granted security rights to create and maintain treatment foster home providers, regardless of the worker's county or the Provider's designated county. Security is granted when the Create/Maintain Treatment Foster Home checkbox is checked on the worker's user group. Workers without Treatment Foster Home security have limited access to Treatment Foster Home Providers and Treatment Foster Home licenses.

1. The Home Provider page can be accessed through the Providers expando on the Desktop by selecting the Provider Name hyperlink or through the Create Provider Work page by anyone who is assigned to the provider. On the Create Provider Work page, the user must select the 'Maintain Provider' value from the Maintenance drop down box in the Create Provider Items group box.



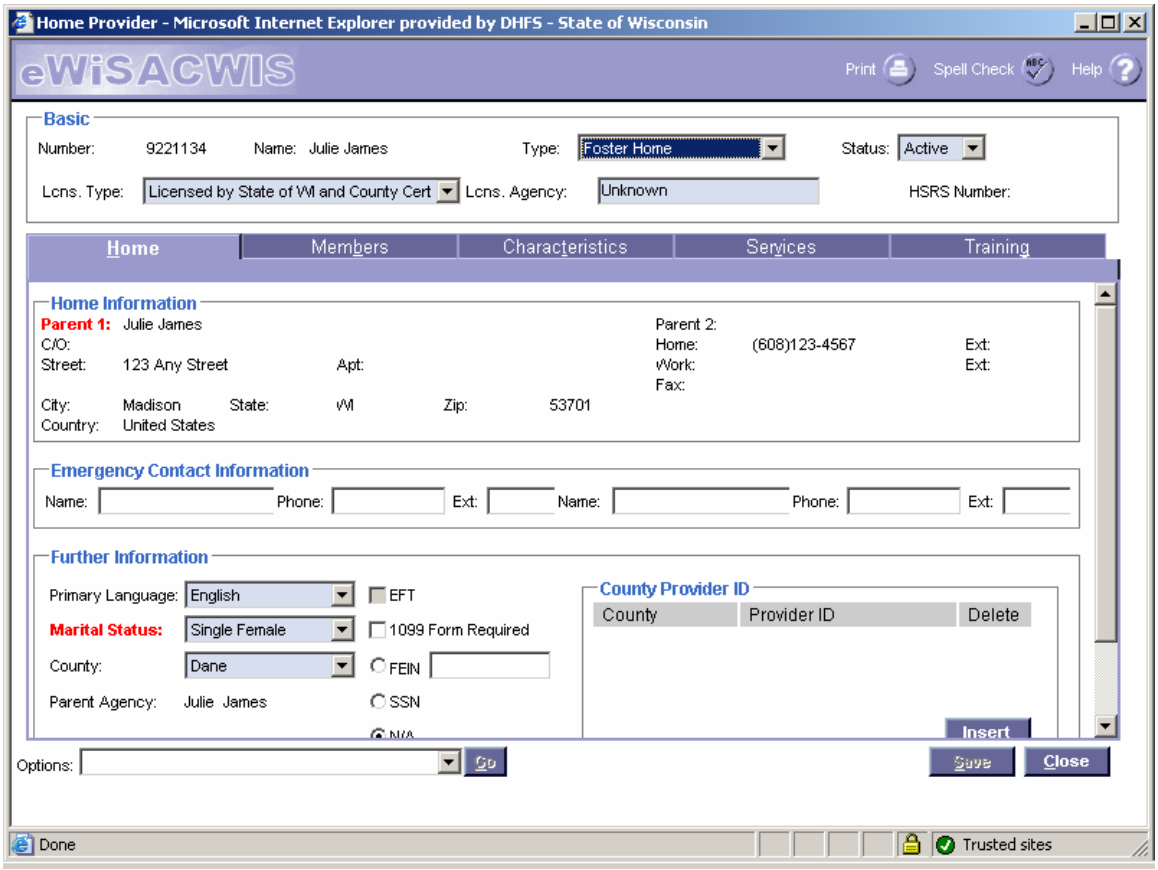
2. The Basic group box on the Home Provider page will pre-fill with the provider number and the provider's name. The Type, Status, and License Type are user selected drop down values. The License Agency box is user entered.

3. The first tab is the Home tab. The Home Information group box will pre-fill with demographics of the provider(s) from the Home Inquiry page.

4. The Emergency Contact Information group box is user entered.

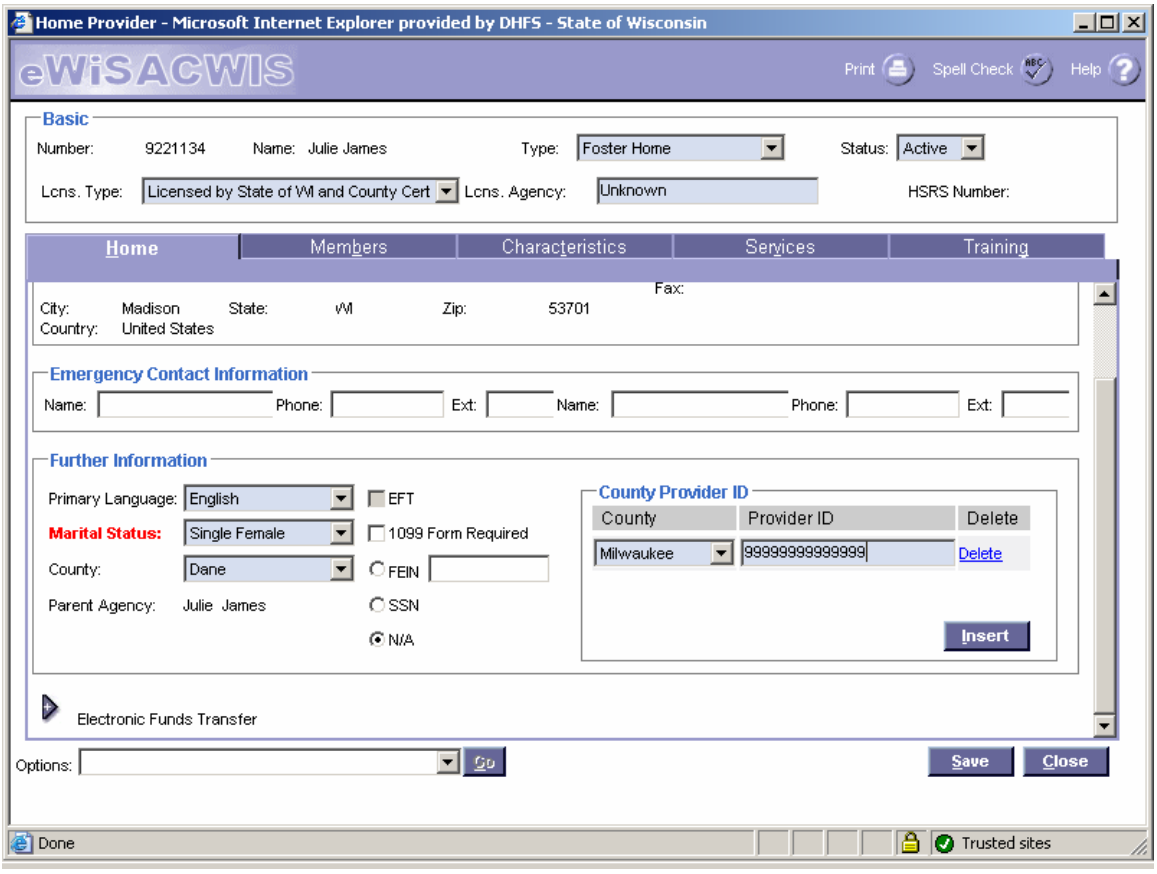
5. In the Further Information group box, Primary Language, Marital Status, and County are user selected drop down values. The Parent Agency field is pre-filled from the Parent Agency History page which will be explained later in this guide.

6. EFT is currently not available for county use. 1099, FEIN, SSN, N/A are user entered check boxes and radio buttons.

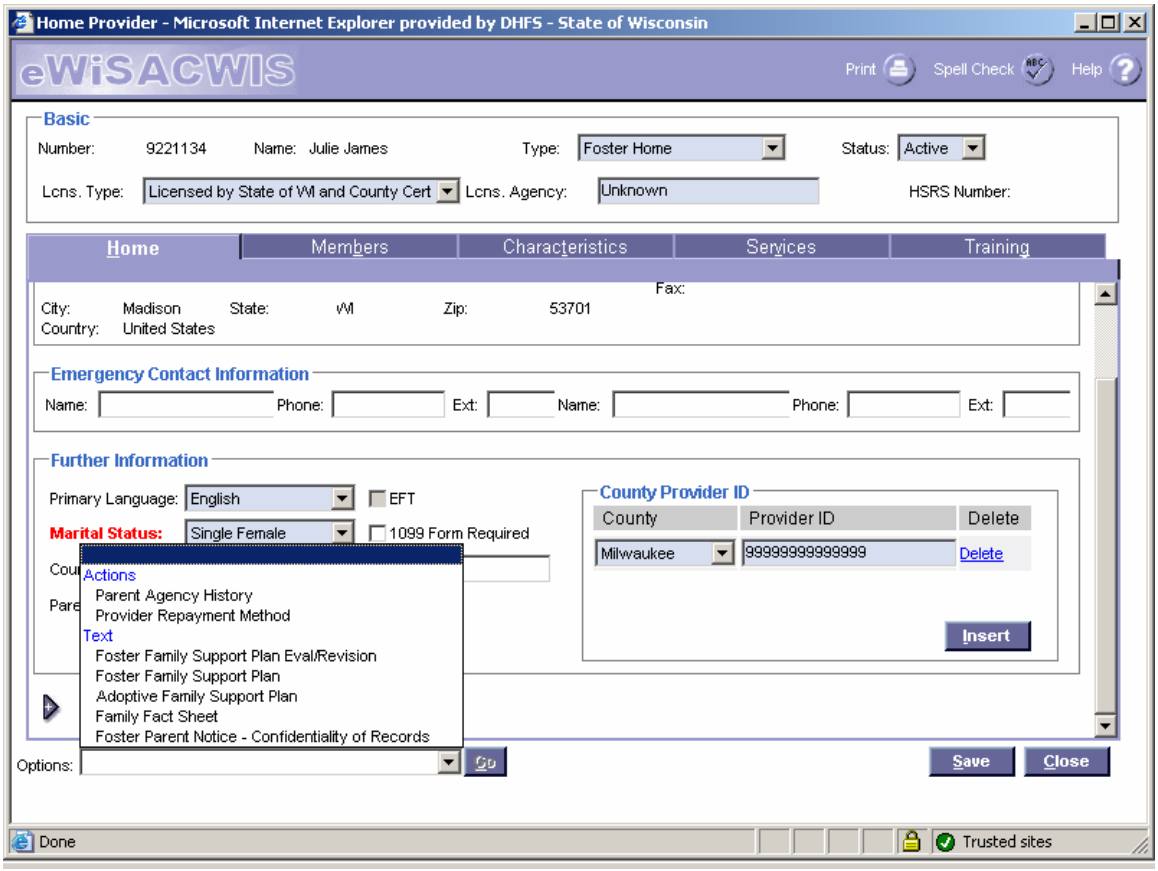


7. The County Provider ID group box allows the county to enter their internal provider id number by selecting Insert. The Delete hyperlink will allow the county provider name and id to be deleted.

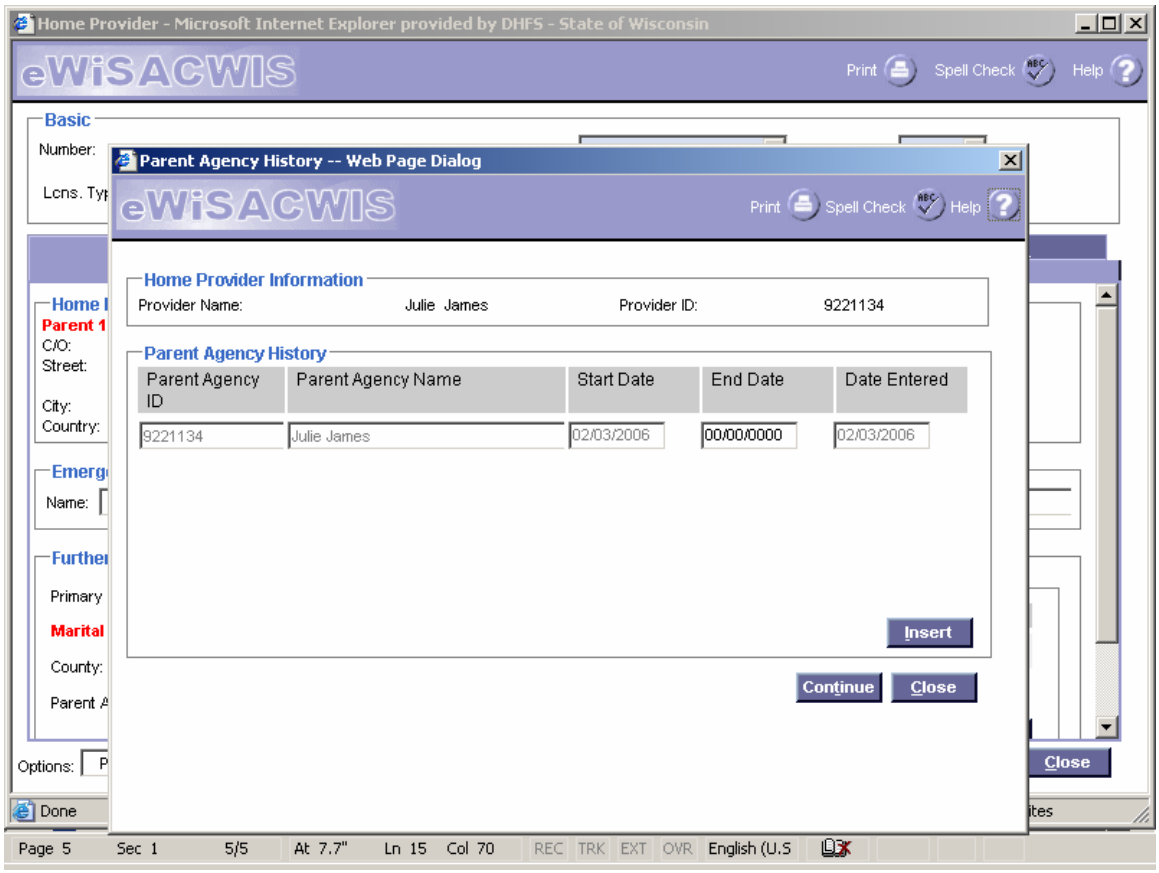
8. The Electronic Funds Transfer expando is not available for county use at this time.



9. Options allow the user to maintain the Parent Agency and Provider Repayment Method. Under Text is Foster Family Support Plan Eval/Revision, Foster Family Support Plan, Adoptive Family Support Plan, Family Fact Sheet, and Foster Parent Notice – Confidentiality.



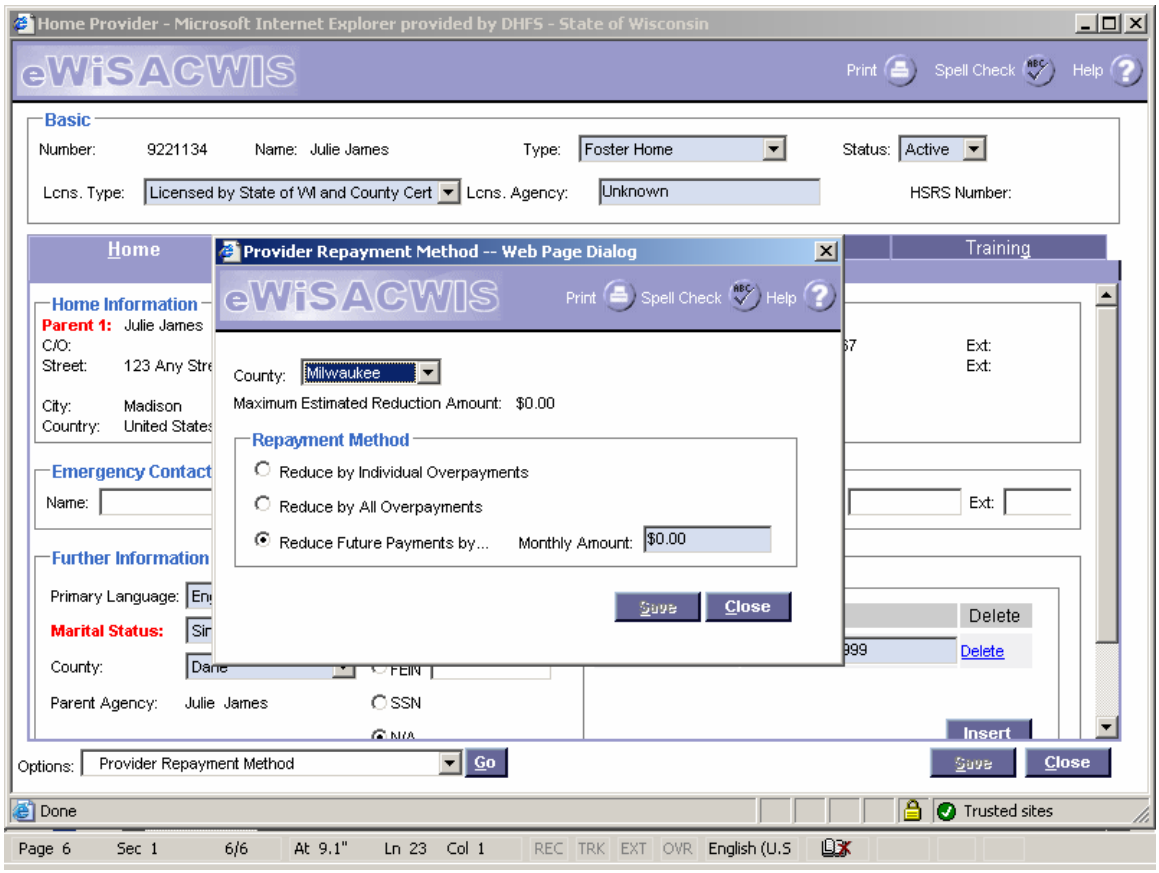
10. Select Parent Agency History under Options and select Go. The Parent Agency History page will appear using the provider name as the Parent Agency. By selecting Insert and searching out the Parent Agency, the Parent History pop-up page will allow a worker to add or maintain the Parent Agency History. Select Continue and Close to return to Home Tab of the Home Provider page. NOTE: Changing a provider's Parent Agency will close all open placements with the provider as of the user entered effective date of the Parent Agency change on the page. The Parent Agency is directly related to provider payments so the automatic closure of the placements is mandatory. It will be necessary to re-create any open placement with the provider so that the payments continue and the child's placement history is accurate.



11. On the Home Tab of the Home Provider Tab, select Provider Repayment Method from the Options drop down menu and select Go. The Provider Repayment Method is used to specify the method used to recoup any overpayments made to this provider. The Provider Repayment Method pop-up page appears. The county field is the county that is collecting an overpayment. Select from one of the three options for recovering the overpayment:

    - Reduce by Individual Overpayments – This option indicates that the repayment method for this provider/county is being handled at the individual overpayment level.
    - Reduce by All Overpayments – designates that the total of all overpayments made to this provider in this county should be removed from the provider's next check from this county.
    - Reduce Future Payments by…designates that the amount entered in the Monthly Amount field should be removed from the provider's next check from this county.

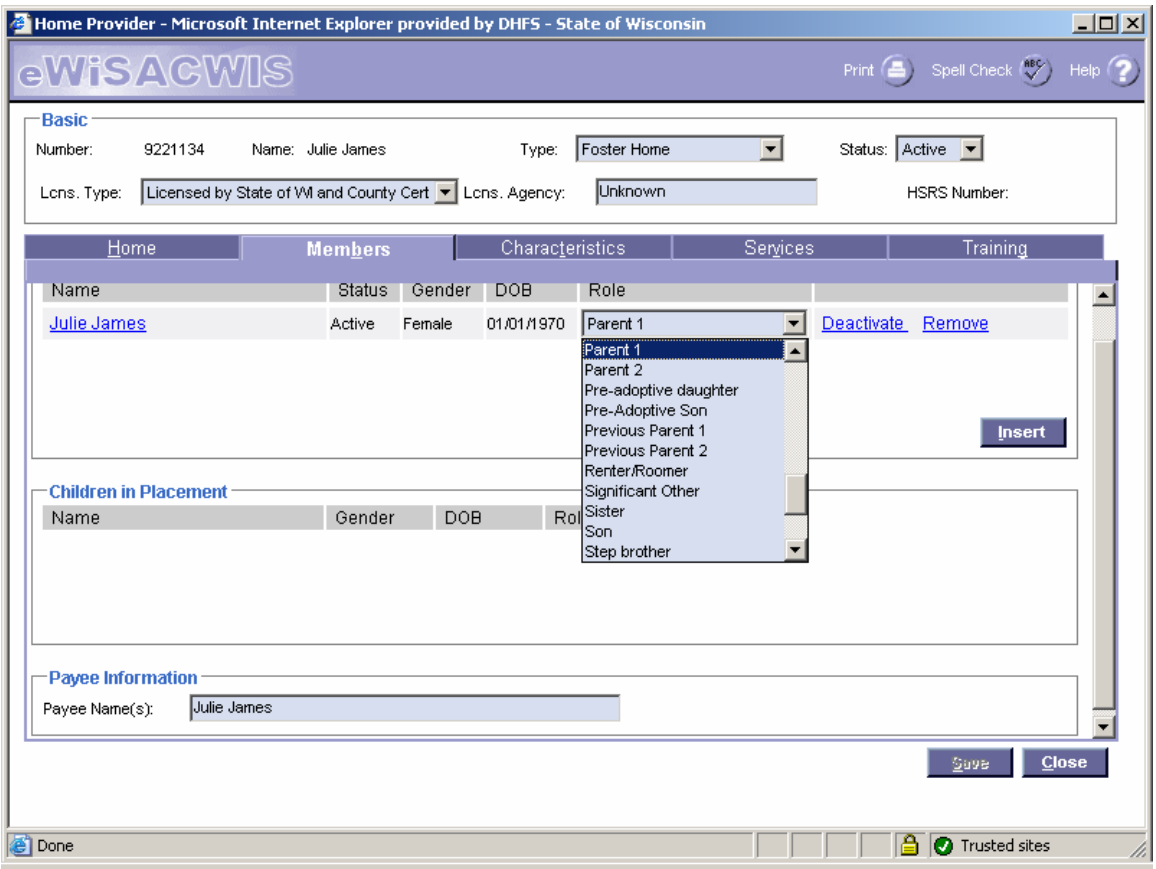
    Select Save and Close to return to the Home Tab of the Home Provider page.



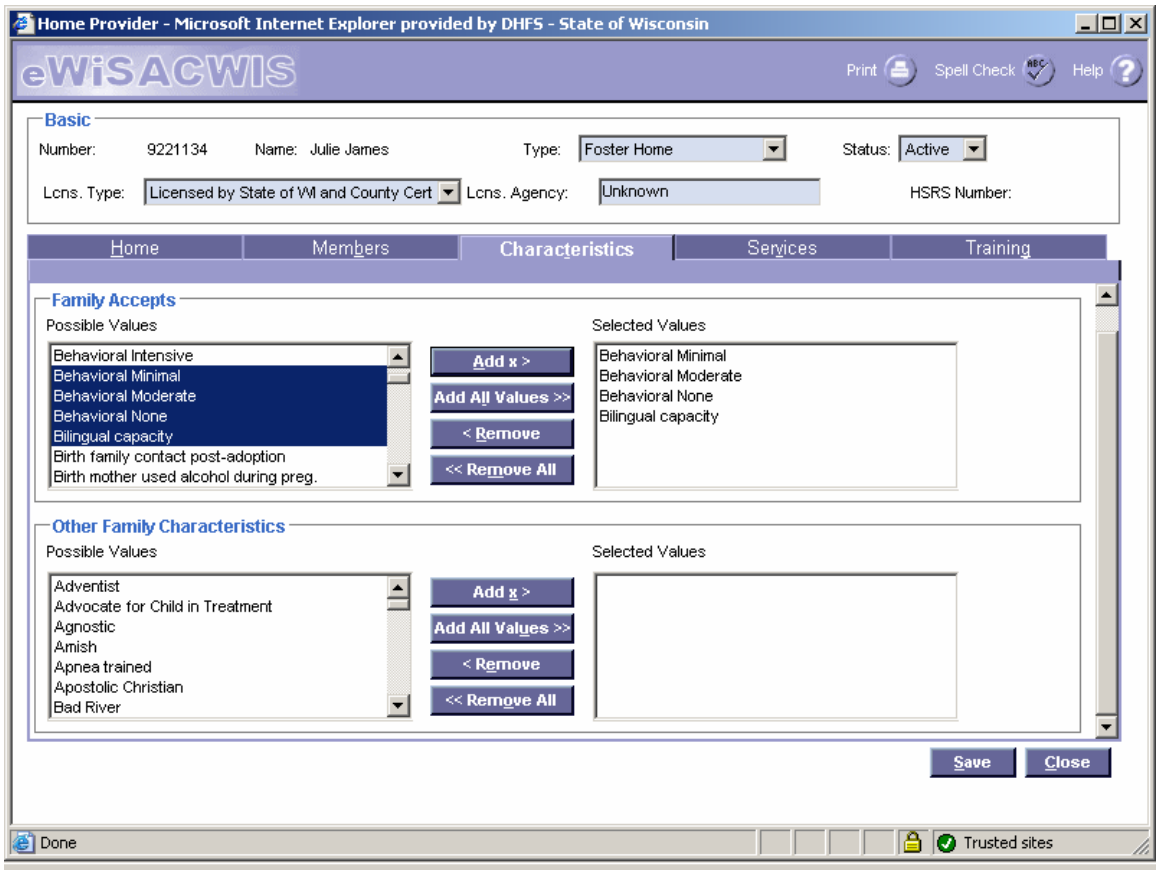
12. The Members Tab displays information regarding members living in the home. This information pre-fills from Home Inquiry page. The Name is a hyperlink which if clicked on, will take the user to the member's Person Management page. Select a role from the user selected drop down values. The provider(s) must be identified as Parent 1 and/or Parent 2. The Designated County can Deactivate, Remove or Insert Members to the record by selecting the respective hyperlinks – see the Quick Reference Guides on Person Management and Case Maintenance for further details.

13. The Children in Placement group box displays information about children who are currently documented in an out-of-home placement with this provider.

14. The Payee Information group box will pre-fill with the provider name (Parent 1). This is editable and will display on the provider's check.



15. The Characteristics Tab of the Home Provider page will allow the user to record information that assists the user when making placement decisions for a child. In the Family Accepts group box, the user can select one or multiple Possible Values by using the CTRL key on the keyboard and selecting the Add button. This will move the selected values to the Selected Values Box. The same process is used to remove Selected Values and using the Remove button. Follow the same procedure for the Other Family Characteristics group box.



16. Licensed services can be viewed from the Home Provider Services tab for both Designated and non-Designated counties. However, the statuses and capacities for these services cannot be updated by the worker on this tab. These updates are conducted on the Home Provider License. Only the Designated county worker will be able to update licensed service information. Consequently, if a worker from a non-Designated county wants licensed services added/maintained, they must contact the appropriate worker from the provider's designated county. The worker from the provider's designated county would then make the needed service changes on the license, as appropriate.

17. The Services Tab maintains current information about the specific services offered by a Home Provider.

    - The Provider Capacity group box is user entered. The Total Bed Capacity documents the number of children the provider is licensed to accept.
    - The Clients By Gender will document the preferences of the number of children by sex the provider will accept. The total of female and male children can not exceed the Total Bed Capacity which equals the Total box in the Clients By Gender group box. The Placement and Reservation boxes are system entered.
    - The Clients by Age group box documents children under the age of 2 who are members of the family, Placements, and Reservations. The Preferred Age is a user entered field. This is used to document the age of children the provider is willing to accept.
    - The Service Details group box is system entered. It documents Capacity, Placements, Reservations, and Vacancies based on the gender of the child.

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print | Spell Check | Help

Basic

Number: 9221134 Name: Julie James Type: Foster Home Status: Active

Lcns. Type: Licensed by State of WI and County Cert Lcns. Agency: Unknown HSRS Number:

Home | Members | Characteristics | Services | Training

Provider Capacity

Total Bed Capacity: 2

Clients By Gender

	Male	Female	Total
Preferences:	0	2	2
Placements:	0	0	0
Reservations:	0	0	0

Clients By Age

	Under 2
Members:	0
Placements:	0
Reservations:	0

Preferred Age: From: 0 To: 18

Service Details

	Male	Female	Total
Capacity:	2	2	2
Placements:	0	0	0
Reservations:	0	0	0
Vacancies:	2	2	2

Service Specifics

All Counties | Milwaukee | Edit Unlicensed Services

Unlicensed Services

Category	Type	Status

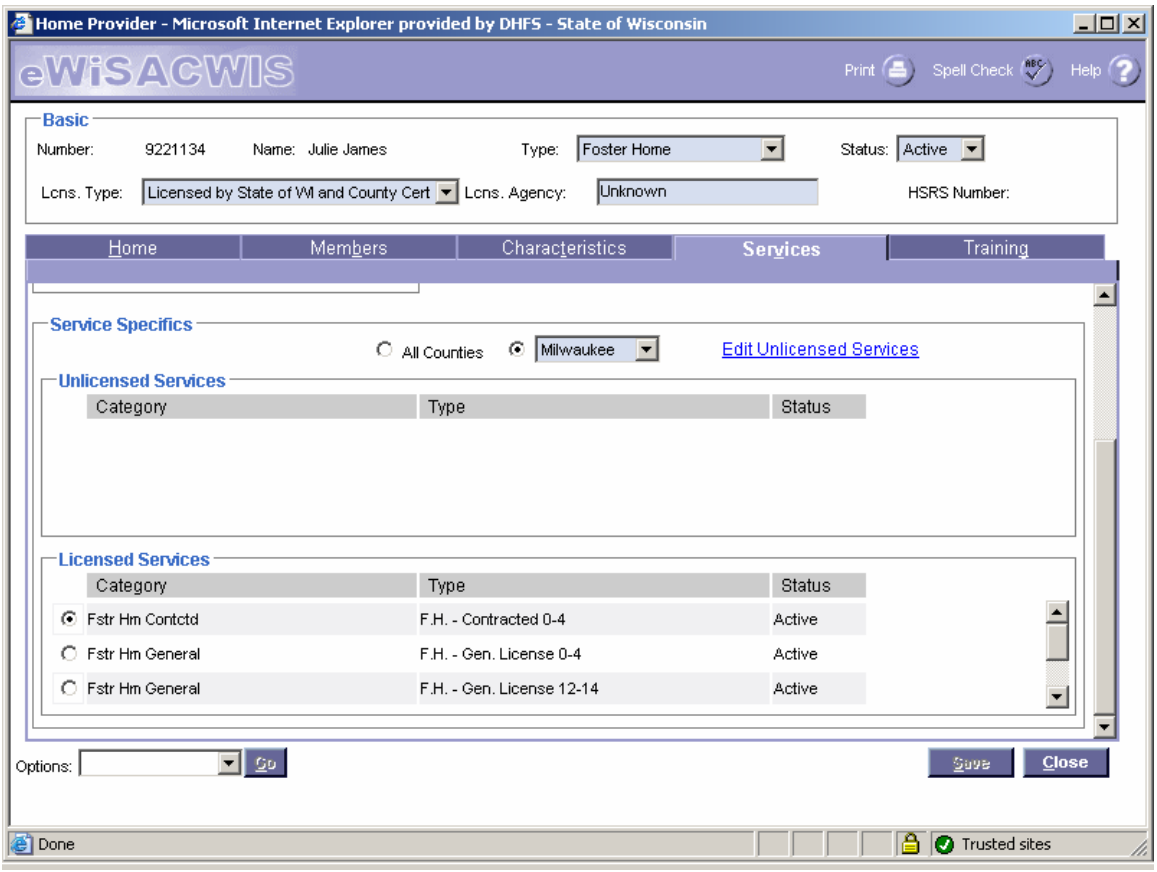
Options: Go Save Close

Done Trusted sites

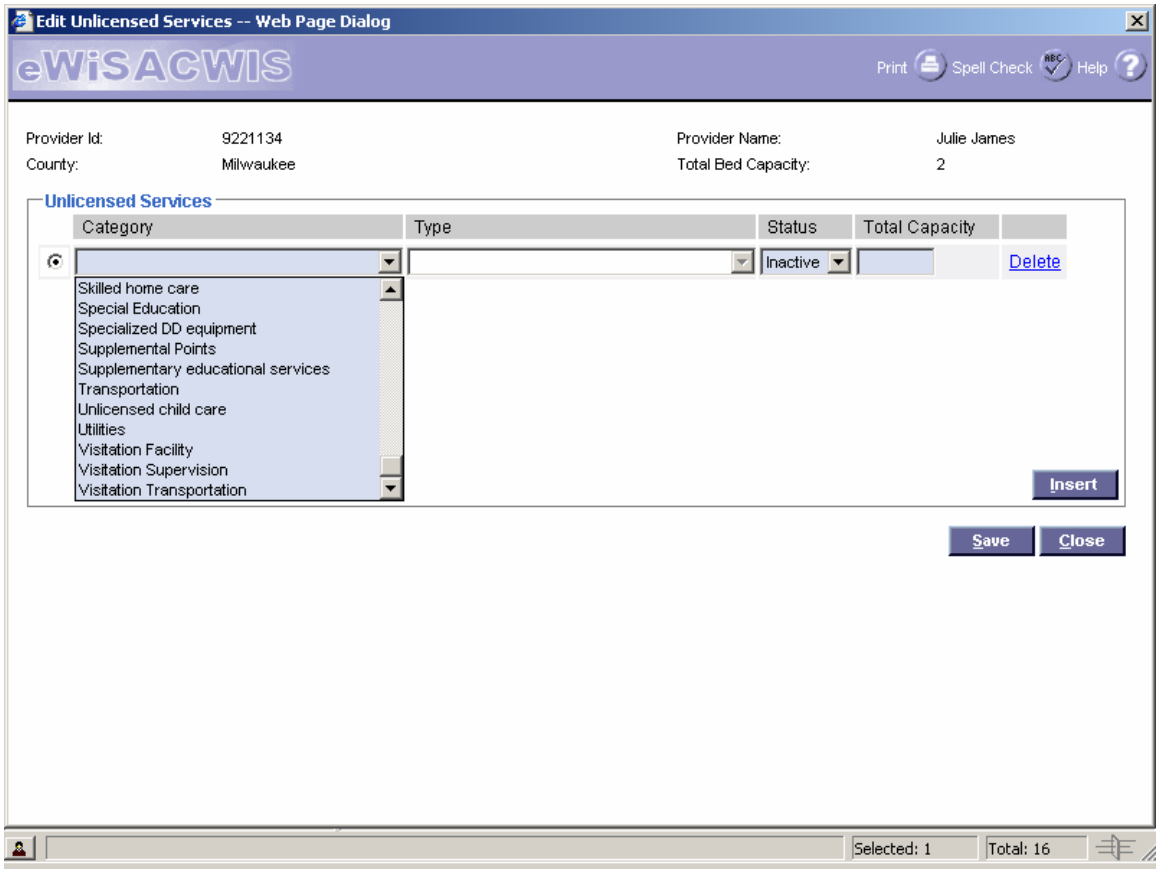
18. The Service Specifics group box shows active services for the Home Provider in two formats:

- By selecting the county specific radio button, the worker will only see unlicensed and licensed services for the selected county. The County column is not visible in the Service Specifics group box. In this view, the Edit Unlicensed Services hyperlink is available and located to the right of the county specific radio button. When selecting this link, the Edit Unlicensed Services page opens and allows the worker to add/update unlicensed services.

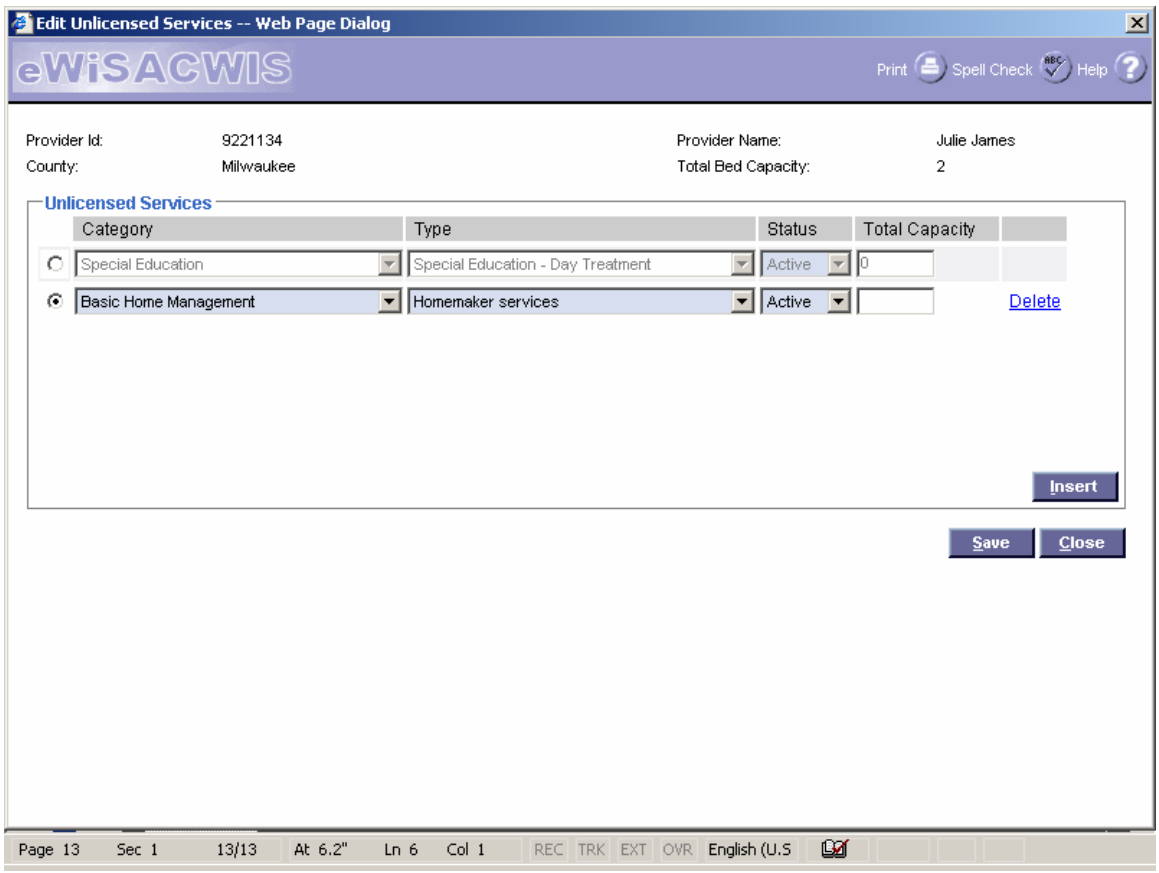
- When selecting the All Counties radio button, services associated with the provider from every county are displayed in the Service Specifics group box. The County column heading is visible for unlicensed and licensed services.



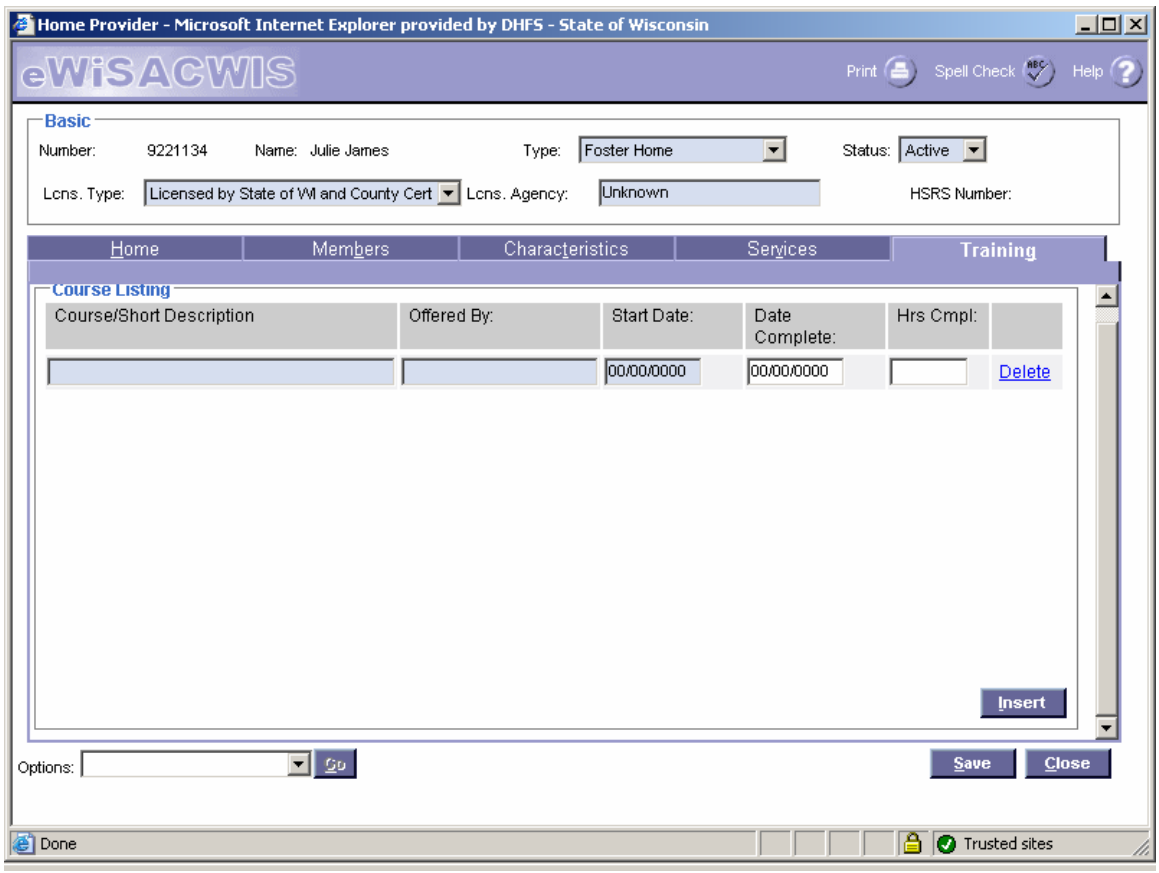
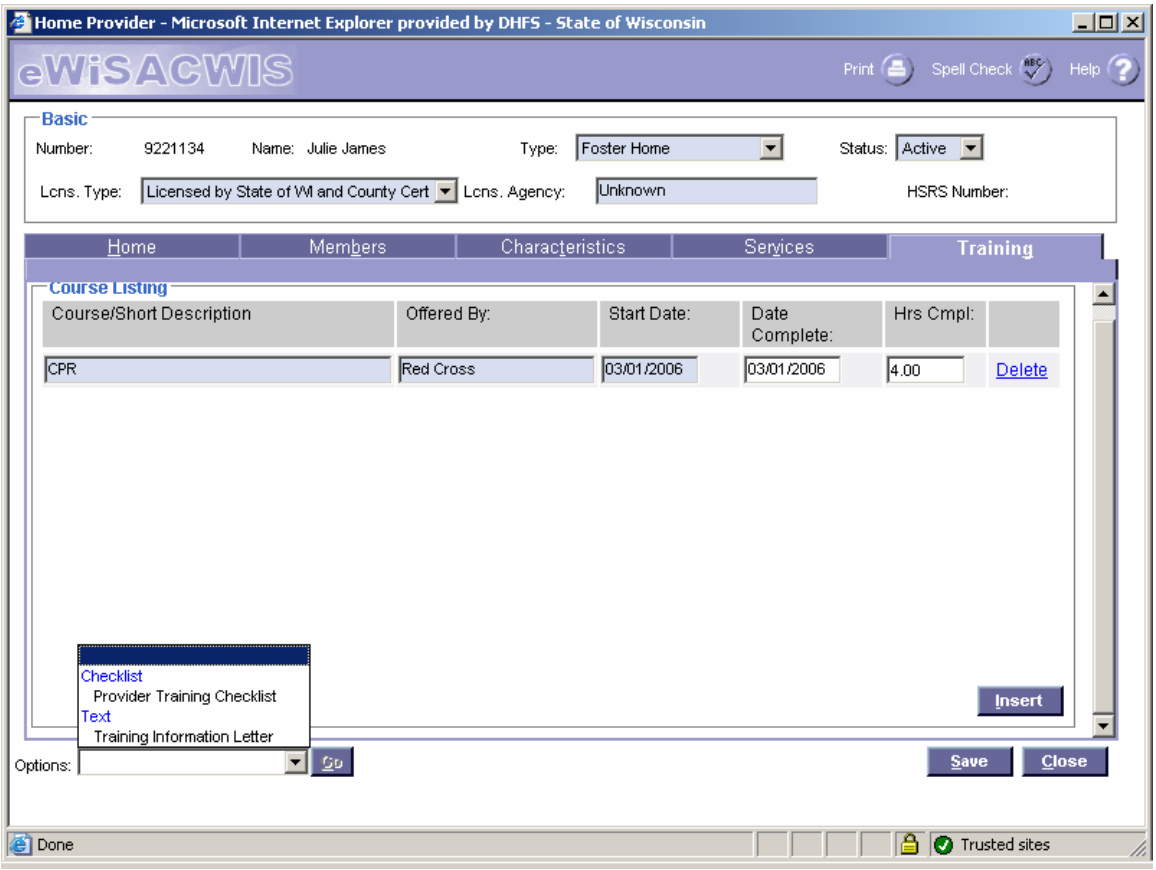
19. Select the Edit Unlicensed Services hyperlink. The Provider ID, County, Provider Name and Total Bed Capacity will pre-fill. The Unlicensed Services group box contains the Category, Type and Status. Select the appropriate values from the drop down menus. Remember to change the Status to Active. The Delete hyperlink will allow the row to be deleted from the record.



20. Select Save and Close to return to the Services tab.



21. Information about training classes and training history is documented using the Training Tab. Designated County and Treatment Foster Home workers are able to add and maintain training classes on the provider's record. Non-Designated County and non-Treatment Foster Home workers will not be able to create or update any training record entries. The Date Complete field will determine the order in which the training courses are displayed on the Home Provider Training Tab. This will aid the worker in assessing the training needs and training history of the provider. The worker can send the provider a letter regarding specific training information using the Training Letter template that is accessed from this page.



22. The Insert button will allow the user to enter a Course Description, Offered By, Start Date(can be future date), Date Complete and Hours Completed. There is also a Delete hyperlink to remove the selected row. A Checklist and Training Information Letter can be accessed by Options. Select Save and Close.