

To: DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Fredi-Ellen Bove 
Administrator

Re: Documentation Requirements for Foster Care Providers in eWiSACWIS

PURPOSE

This memo supersedes the Documentation Requirements for Foster Care Providers in eWiSACWIS policy included in DSP Memo Series 2010-09. This numbered memo is being reissued to outline changes to the documentation requirements for foster care providers in eWiSACWIS.

BACKGROUND

Federal and state law requires certain information to be maintained regarding foster care licensing in Wisconsin. The updated policy combines federal and state requirements and enhancements made to the eWiSACWIS provider section.

POLICY AND PROCEDURE REQUIREMENTS

The updated policy establishes and outlines modifications and new requirements for data entry of foster homes serving children from the public child welfare system into eWiSACWIS. The updates address documentation requirements in eWiSACWIS related to foster parent training, Wisconsin Sex Offender Registry checks, disaster plans of foster homes, and Provider Characteristics. Additionally, this policy provides guidance to agencies on how to document information regarding licensing activities in eWiSACWIS. Agencies must assure all actions of either agency or contract provider staff comply with this policy. Private Child Placing Agencies are required to provide the required information to Maximus using Foster Home Information for eWiSACWIS, DCF-F-CFS2386, <https://dcf.wisconsin.gov/forms>

eWiSACWIS DOCUMENTATION

This numbered memo supersedes DSP Numbered Memo Series 2010-09 to include the addition of the following documentation requirements in eWiSACWIS:

- All foster parent training shall be documented in the Professional Development System Online at <http://wcpds.wisc.edu/pdsonline/>. All training that is currently documented in eWiSACWIS on

the provider's Home Provider page under the Training tab will be copied to the provider's PDS Online account. The current information in eWiSACWIS will remain, however new training entries will be disabled.

- The Disaster Plan for the foster home must be scanned into eWiSACWIS.
- Characteristics of the provider, which includes values for both Family Accepts and Other Family Characteristics, shall be entered into eWiSACWIS under the provider's Home Provider record.

ACTION SUMMARY

Agencies are required to comply with all documentation requirements outlined in this policy. The policy change reflects additional documentation requirements and documentation changes in eWiSACWIS.

- As of May 1st 2015, the new Wisconsin Sex Offender Address Check website shall be used.
- As of June 1st, 2015:
 - Disaster plans must be scanned into eWiSACWIS;
 - Characteristics of the provider shall be entered into eWiSACWIS; and
 - All foster parent training shall be documented in the Professional Development System Online at <http://wcpds.wisc.edu/pdsonline/>.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Out of Home Care Specialist
Division of Safety and Permanence
Bureau of Permanence and Out of Home Care
608-422-6934

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments

Documentation Requirements for Foster Care Providers in eWiSACWIS
<https://dcf.wisconsin.gov/files/cwportal/fc/pdf/fcproviders-documentation.pdf>

Licensing Home Providers Quick Reference Guide
<https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/quick-reference-guides/license/licensing-home-providers.pdf>

Foster Home Information for eWiSACWIS, DCF-F-CFS2386
<https://dcf.wisconsin.gov/forms>

Provider Imaging Quick Reference Guide
<https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/quick-reference-guides/imaging/imaging-provider.pdf>

Provider Licensing Appeals Quick Reference Guide
<https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/quick-reference-guides/license/provider-licensing-appeals.pdf>