

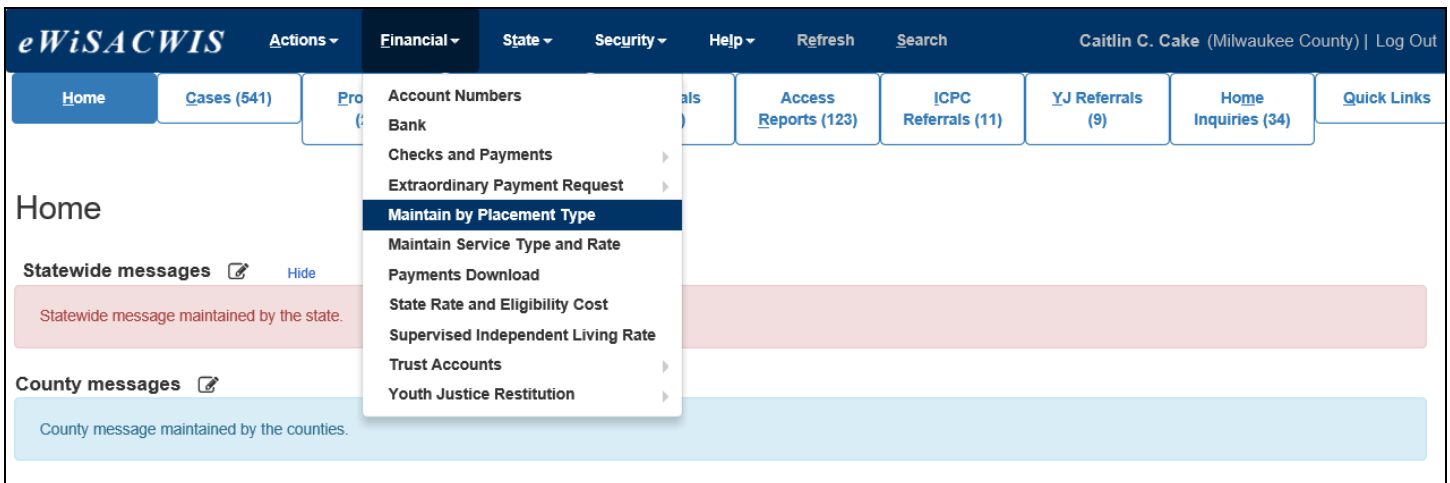
# Maintaining Service Types (by Placement Type)

## Purpose

Through the process outlined below, you will learn how to maintain a group of Service Types by their associated Placement Type. This allows you to quickly update several core elements for a number of like Service Types for your county. For example, you may wish to update your Reporting Category for all of your county's Foster Care Service Types. By maintaining Service Types by Placement Type, you can easily go in and make a single update that will be copied to all Service Types associated with that Placement Type. Setting up core setups for each Placement Type also ensures that any new Service Types that are created will inherit the core characteristics of their like Service Type partners.

## Maintaining a Service Type by Placement Type

1. Select Financial > Maintain by Placement Type



2. From the Maintain by Placement Type page, select the Placement Type that you wish to work with. For our example here, we will be working with the Foster Home Placement Type.

Maintain by Placement Type - Internet Explorer

**eWiSACWIS** Print Help

Search

County: State Placement Type:

- AODA Treatment Agency
- Detention
- Foster Home
- Group Home
- Institutions
- Kinship Care
- Other
- RCC
- Shelter
- Supervised Ind. Living
- Treatment Foster Home

Service Information by Placement Type

Insert

Save Close

3. Notice that each Placement Type has a “core setup.” This core setup was created as a conversion effort with this change being introduced. The conversion took the most common setup across all Service Types for a given Placement Type, but should be viewed for accuracy.

Maintain by Placement Type - Internet Explorer

**eWiSACWIS** Print Help

Search

County: Milwaukee Placement Type: Foster Home

Service Information by Placement Type

Created on: 06/14/2013 By: Conversion, Release 4.8 Copy

Recurring Payments

Fixed Monthly Amount  Yes  No Reporting Category: Milwaukee County Foster Care

Pay in Advance  Yes  No SPC Code:

Require Release  Yes  No

Insert

Save Close

4. There are two ways to create a new core setup for a given Placement Type. The first option is to select the Insert button.

Maintain by Placement Type - Internet Explorer

**eWiSACWIS** Print Help

**Search**

County: Milwaukee Placement Type: Foster Home

**Service Information by Placement Type**

Created on: 06/14/2013 By: Conversion, Release 4.8 [Copy](#)

**Recurring Payments**

Fixed Monthly Amount  Yes  No Reporting Category: Milwaukee County Foster Care

Pay in Advance  Yes  No SPC Code:

Require Release  Yes  No

**Insert**

Save Close

5. In the Service Information by Placement group box, update the Recurring Payment group box by selecting either the Yes or No radio button for each item, the Reporting Category, and identify the SPC Code.

Maintain by Placement Type - Internet Explorer

**eWiSACWIS** Print Help

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**Search**

County: Milwaukee Placement Type: Foster Home

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**Service Information by Placement Type**

Created on: \_\_\_\_\_ By: \_\_\_\_\_ [Delete](#)

**Recurring Payments**

Fixed Monthly Amount  Yes  No      Reporting Category: \_\_\_\_\_

Pay in Advance  Yes  No      SPC Code: \_\_\_\_\_

Require Release  Yes  No

Created on: 06/14/2013 By: Conversion, Release 4.8

**Recurring Payments**

Fixed Monthly Amount  Yes  No      Reporting Category: Milwaukee County Foster Care

Pay in Advance  Yes  No      SPC Code: \_\_\_\_\_

Require Release  Yes  No

[Insert](#)

[Save](#) [Close](#)

6. Click Save. You will receive the following message:

**Confirmation**

You are about to update all related paid Service Types (excluding those identified as 1 x payments, or allowing a child specific rate). Please note, Wrap/FPI/YES Service Types will also be updated. If these Wraparound types should carry different characteristics from the general Service Type then please update those manually. Do you wish to continue with this update?

[Yes](#) [No](#)

Pay close attention to the fact that the update you are about to commit will not affect one-time payments or Service Types that use a child specific rate. Also note, that Wrap/FPI/YES versions of Service Types will be

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updated, so if your county handles these types of payments separate from the regular version of the Service Type then you will need to individually update those, setting them back to their desired setup.

7. The second option to create a new core setup for a given Placement Type is to select the [Copy](#) hyperlink next to the core setup you wish to build off.

Maintain by Placement Type - Internet Explorer

**eWiSACWIS** Print Help

**Search**

County: Milwaukee Placement Type: Foster Home

**Service Information by Placement Type**

Created on: 06/14/2013 By: Conversion, Release 4.8 [Copy](#)

**Recurring Payments**

Fixed Monthly Amount	<input type="radio"/> Yes <input checked="" type="radio"/> No	Reporting Category:	Milwaukee County Foster Care
Pay in Advance	<input type="radio"/> Yes <input checked="" type="radio"/> No	SPC Code:	
Require Release	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Insert

Save Close

8. Clicking the Copy button will insert a duplicate row. Each data element is a direct copy of the setup that it was copied from, and each element is enabled for editing. Make the necessary changes and Save the page.

Maintain by Placement Type - Internet Explorer

**eWiSACWIS** Print Help

**Search**

County: **Milwaukee** Placement Type: **Foster Home**

**Service Information by Placement Type**

Created on: By: [Delete](#)

**Recurring Payments**

Fixed Monthly Amount  Yes  No Reporting Category: **Milwaukee County Foster Care**

Pay in Advance  Yes  No SPC Code:

Require Release  Yes  No

Created on: 06/14/2013 By: Conversion, Release 4.8

**Recurring Payments**

Fixed Monthly Amount  Yes  No Reporting Category: **Milwaukee County Foster Care**

Pay in Advance  Yes  No SPC Code:

Require Release  Yes  No

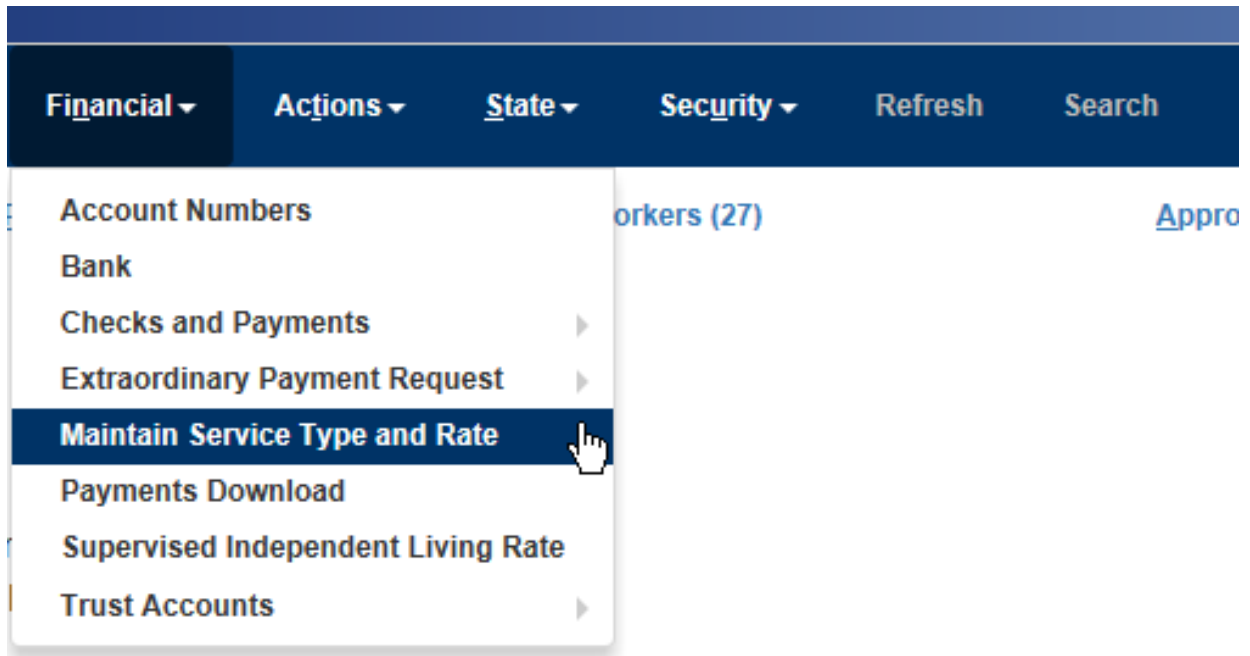
[Insert](#)

[Save](#) [Close](#)

## Viewing the Updates to Placement Type

Once updates have been made to Service Types via the Maintain by Placement Type page, you can view all components of the Service Type via the Maintain Service Type and Rate page.

To access the Maintain Service Type and Rate page, select Financial > Maintain Service Type and Rate.



Updates to Service Types via the Maintain by Placement Type page are identified in the red areas below.

Maintain Service Type and Rate - Internet Explorer

**eWiSACWIS** Print Help

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**Search Criteria**

View Inactive

County: Milwaukee

Service Category: Foster Care ID: (25509) Category Type: Placement

Service Type: Foster Home (Level 1) ID: (83498)

Statewide Reporting Group: Foster Home (Level 1)

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**Name**

Long: Foster Home (Level 1) Medium: Foster Home (Level 1) Short: FostHome(Lvl 1)

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**Service Information**

Service Type Status: Active	Reporting Category: Milwaukee County Foster Care
SW Reporting Group: Foster Home (Level 1)	SPC Code:
Service Category: Foster Care	Service Enabled By: Foster Care - DCF 56
Service Group: Out-of-Home Care Services	License Type Required: Level 1
Subgroup: Regular	Approval Level (1 X Payment):
Class: FH - Level 1	<input type="checkbox"/> Enable Placement (1 X Payment)
Age Range: None	<input type="checkbox"/> Clothing Allowance (1 X Payment)
IV-E Eligibility: Title IV-E(Regular)	<input type="checkbox"/> Extraordinary Payment (1 x Payment)
	<input type="checkbox"/> Prefill into Templates

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**Payment Information**

Payments Allowed Date Last Paid: 02/01/2021

Rate Type: By Service

Fixed Monthly Amount	<input type="radio"/> Yes <input checked="" type="radio"/> No	Updated on:	By:
Pay In Advance	<input type="radio"/> Yes <input checked="" type="radio"/> No	Updated on:	By:
Require Release	<input type="radio"/> Yes <input checked="" type="radio"/> No	Updated on:	By:

Non-System-Disbursed Payment  Override Management/Staffing Agency Rule

Override Parent Agency Rule  Exception to Admin Payment Only Rule

Rate Edit Updated on: 02/25/2011 By: Conversion, Release 4.1 Rate

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**Spending Limit**

Type: Child Based Period: Monthly Amount: \$2,000.00

Approval Level for Override: Site Manager

Save Close