



eWiSACWIS Check Status

Basic Walkthrough



Wisconsin Department of Children and Families

Agenda

- ✓ Check Status Definitions
- ✓ County Interfaces
- ✓ Batch Cycles
- ✓ Checks and Title IV-E
- ✓ Metrics
- ✓ Themes identified as issues
- ✓ Next steps for counties
- ✓ Resources/DCF Service Desk
- ✓ Questions



Pending

- Pending Check status is when the payment has been processed through the initial financial batch run and is scheduled for mailing.
- As a general rule, a check will stay in pending status for 24 to 48 hours
- If a check never moves beyond the Pending status there are two potential reasons:
 - Missing FEIN number or SSN
 - Missing voucher numbers



Pending Release

- Checks are put in this status when the user uses the Release Function within eWiSACWIS. This functionality gives the county greater control over their payment/check output.
- A check will not move through the different check stages until the county has manually indicated that it should.
- When the county has indicated the check can move through the process, the check moves to the “Released” status before moving into the In Process status



In Process

- In Process is an interim status between Pending and Outstanding
- The financial batching system moves the check from a Pending status to an In Process status. **The check status will remain as In Process until a check number and check date are applied to that check.**
- Once a check number and date are recorded for that check, the status will move from In Process to Outstanding.
- If a check needs to be cancelled or otherwise maintained, the check needs to be moved into the Outstanding status and handled appropriately from there



Outstanding

- Outstanding is the status a check will remain in after check dates and numbers have been uploaded unless some other manual action is taken on the check. A check that is in an Outstanding status has check numbers and dates recorded. The check number and check date correspond with the actual check number and the date of the actual check processing.
- Once a check has reached an Outstanding status, it will be added to the title IV-E claiming process



County Interfaces

- Counties can set up a bidirectional interface between its county financial system and eWiSACWIS
- If a county does not have an interface, check information must be entered manually
- Bidirectional interface reduces manual errors and complies with federal eWiSACWIS guidelines



Batch Cycles-Pre-Payment

- Pre-Payment-Report within eWiSACWIS that runs the last three business days of the month
- Pre-Payment report gives counties a chance to look at their payments as what will they be
- This is the easiest time to fix any potential issues as eWiSACWIS has not created the actual payments yet
- Run three days in a row so if you make a correction on the first day, the change should be reflected on the next day's report



Monthly Financial 1

- Monthly Financial 1 runs on the first business day of the month and generates Pending and Pending Release checks from the prior month
- Determines how much needs to be paid out to the provider and the actual pending payment is created
- Determines what payments can be grouped together onto one check



Monthly Financial 2

- Monthly Financial 2 runs and converts Pending and Released checks to an In Process status
- eWiSACWIS sends file to shared network; county interface sends file back to shared network for eWiSACWIS upload
- If the check has a check number and date, it will move to Outstanding
- If no check number and no dates, it stays In Process



Other Notes

- Weekly Financial batch runs play “catch-up” with late placements that were not entered for the prior month
- Daily process that converts In Process checks to Outstanding check status
- Weekly Financials pick up prior months corrections/changes



May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Monthly Financial 1	2	3 Monthly Financial 2 EFTDT=05/09/24	4
5	6	7	8	9 Monthly Financial 3	10 Weekly Financial 1-1	11
12	13 Weekly Financial 2 EFTDT=05/17/24	14	15	16	17 Weekly Financial 1-2	18
19	20 Weekly Financial 2 EFTDT=05/24/24	21	22	23	24 Weekly Financial 1-3L	25
26	27 HOLIDAY NO PROCESSING	28 Weekly Financial 2 EFTDT=06/03/24	29 Pre-Payment	30 Pre-Payment	31 Pre-Payment No Weekly Financials	

Why is this important?

- Title IV-E is the federal reimbursement program for child welfare and foster care services, and the accurate and timely entry of financial data into the eWiSACWIS system makes IV-E claiming a smoother process and reduces errors
- Wisconsin's title IV-E claiming structure relies on financial data entered into eWiSACWIS.
- Changes in claiming data accounted for through prior quarter adjustments



Statewide Metrics: 4/1/22-3/31/24

In Process Checks:

- 4,221
- \$14,458,026
- 52 counties

Pending Release Checks:

- 111
- \$1,233,899
- 9 counties



Statewide Metrics: 1/1/14-3/31/22

In Process Checks:

- 3,129
- \$11,551,688
- 44 counties

Pending Release Checks:

- 17
- \$3,927,564
- 5 counties



Common themes leading to checks not moving through the statuses properly

1. Manual entry

- a. Several counties are still processing checks through eWiSACWIS via manual entry. The most common reason stated was that they had switched vendors and the interface had not been developed or set up yet.
 - i. If your county is currently entering in checks via manual entry, it is advised to start the process of putting an interface into place as soon as possible.



Common themes leading to checks not moving through the statuses properly

2. Placements made in error

- a. When a placement is made in error and corrected in eWiSACWIS, the system generates a new payment line. This payment line must then be maintained.
- b. Counties need to look at each individual check to determine the appropriate action for maintaining the check
 - i. The Pre-payment stage encompasses the last three business days of the month. This stage should be utilized to review payments and ensure their accuracy prior to the financial batches running. If any payment amounts are incorrect, modifications can be made to the placement, rate setting, etc. to allow the payment to process correctly when the financial batches run.



Common themes leading to checks not moving through the statuses properly

3. Staff Turnover/training

- a. Some counties reported that the time period that their number of In Process checks increased correlated with staff turnover and indicated a lack of training or understanding of the process
- b. Many counties reported a lack of training in general regarding their individual county's financial interface and county financial processes



Expectations

- **At this time, we are asking that your county look at/complete the following:**
 - Checks and Payments Maintenance page in eWiSACWIS
 - Identify any checks with Pending, Pending Release, and In Process statuses
 - Research why they are not already in Outstanding status, and move them to Outstanding
 - If the eWiSACWIS check is in an In Process status and does not have a physical check associated with it, you will need to add in a date and placeholder check number in order for the check to properly move to Outstanding
 - Once in Outstanding status, take appropriate action to maintain the check or cancel checks identified as errors. The primary focus should be on checks dated 5/1/2022—current.
 - Have your financial system interface with eWiSACWIS



Resources: Knowledge Web

- **Financial videos:**
<https://dcf.wisconsin.gov/knowledgeweb/training/videos>
 - There is a section dedicated to financial processes:
- **Checks and Payments Maintenance:**
<https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/quick-reference-guides/financial/checks-and-payments-maintenance.pdf>
- **Pending Checks:** <https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/financial/pending-checks.pdf>
- **Pending Release Checks:** <https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/financial/pending-release-checks.pdf>
- **In Process Checks:** <https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/financial/in-process-checks.pdf>
- **Administrative Reports:**
<https://dcf.wisconsin.gov/files/cwportal/ewisacwis/allreports.pdf>

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eWISACWIS Access
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Help Desk

eWISACWIS Financial

This page contains information related to the financial aspects of eWISACWIS, including the financial manual and definitions, a financial batch processing calendar, Title IV-E information, provider rates, trust accounts, VPN software, and the Replication (REPL) and Financial Interfaces.






▼ General Information
^ Checks & Payments
<ul style="list-style-type: none">• Payments_{cf}• Extraordinary Payments_{cf}• Viewing COVID-Related Extraordinary Payments_{cf}• Creating One Time Payments for COVID-Youth Aging Out_{cf}• Checks and Payments Maintenance_{cf}• Pending Checks_{cf}• Pending Release Checks_{cf}• In Process Checks_{cf}• Outstanding Checks_{cf}• Manual Checks_{cf}
▼ Overpayments
▼ Trust Accounts



Resources: eWiSACWIS Resource Button

Checks and Payments Maintenance - Internet Explorer

eWiSACWIS Resource  Print  Spell Check  Help ?

Search Criteria

County: Site/Office: Select By:

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

Placement Type: Srvc Cat: Srvc Type:



Payment Type: Payment Status:

View Records From: To: Sort By:

Search Results

Options:

Resource Links -- Webpage Dialog

eWiSACWIS Print  Spell Check  Help ?

Resource Links

- [Checks and Payments Maintenance User Guide](#)
- [Common Financial Processes User Guide](#)
- [Key Financial Terms and Definitions \(Financial ManuIntro\)](#)
- [Working with Pending Release Checks User Guide](#)



Searched the Knowledge Web and still have questions, now what?

Email:

DCFSserviceDesk@wisconsin.gov

All questions related to checks in eWiSACWIS must be directed through the help desk.

Phone: (855) 264-6323-Option 3
for eWiSACWIS



Questions?

