eWReports User Guide

A guide to navigating eWReports and obtaining data entered into eWiSACWIS.

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Wisconsin Department of Children and Families
Division of Safety and Permanence

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What is eWReports?

eWReports is the data reporting system for the Division of Safety and Permanence (DSP) within the Wisconsin Department of Children and Families (DCF). Reports include data on caseworker and Access worker activities, child and youth demographics, youth and family outcomes, placement data, other administrative concerns, financial data and more. Access to reports varies by individual and by agency.

The intent of this guide is to help users understand and use eWReports. The following section outlines directions for accessing eWReports from the eWiSACWIS home page. The subsequent sections of this guide outline the features of eWReports, and provide instructions for use.

Getting Access to Reports

Workers do not automatically have eWReports provided to them. For security reasons, every report must be requested. When you are aware of a report you would like to review, you may request that report from your county's 'security delegate' who will assign access to specific reports upon request. (A description of the Report Catalogue follows should you need assistance in determining what reports are available). State staff should request access from the Child Welfare Research and Analytics Team at DCFCWRA@wisconsin.gov.
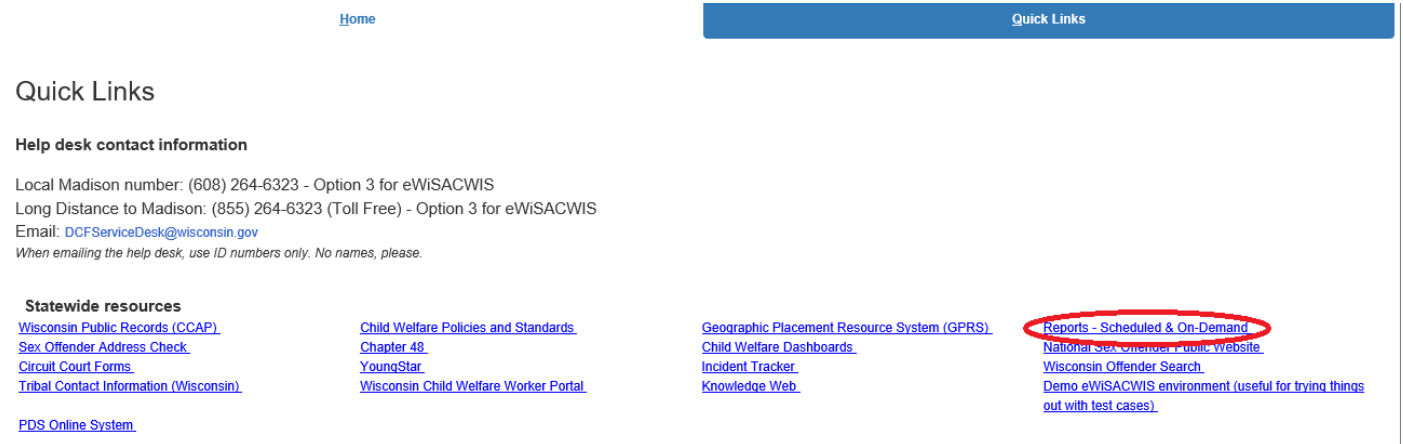
Navigating to eWReports

After opening the eWiSACWIS homepage (https://apps.dcf.wisconsin.gov/ewreports), you will see a page similar to the screen below. Please note that for the time being, eWiSACWIS is only
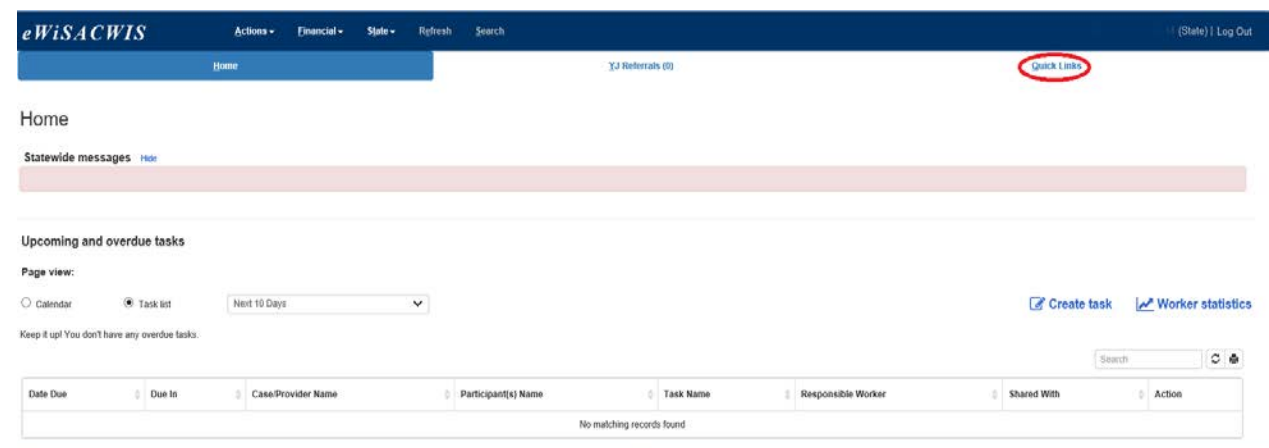
available in Microsoft Edge in IE mode. Once signed in to eWiSACWIS, select the 'Quick Links' hyperlink, located at the top right of the screen, as seen above.

Reports – Scheduled & On-Demand

After entering '**Quick Links'**, select '**Reports – Scheduled & On-Demand'**. This will launch the eWReports Page.

eWReports Front Page

The eWReports page will open as seen below with four different ribbons – Home, Current, Archive, and On-Demand. The 'Home' page provides a list of resources relating to eWReports. This list includes a link to the Child Welfare Dashboards, this user guide, a frequently used child welfare and youth justice guide, the Report Catalogue, and the What's New in eWReports newsletter describing additions and revisions to reports and dashboards.
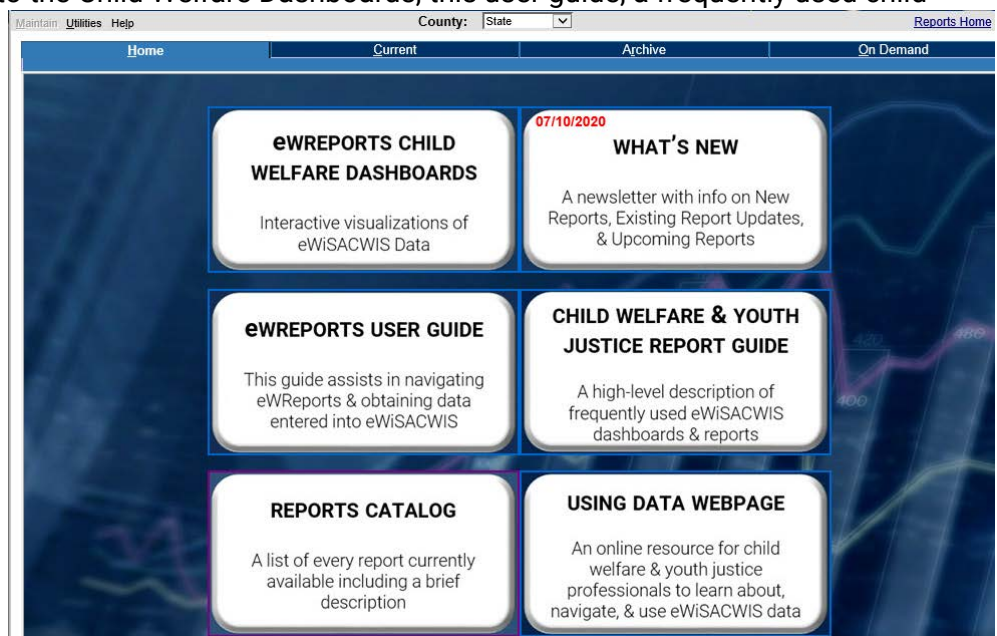
The 'Current'', 'Archive', and 'On Demand' tabs will be described further in the next section, but they all follow the same organizational structure:

- **Report Name:** The Report Name, Report ID, and a hyperlink to the 'functional summary' - the detailed description of the dataset (described below).

- **Start Date and End Date:** The time period covered by each report.

- **Report Output:** The hyperlink to the specific dataset to download. Most reports are Excel spreadsheets.

- **Run Date:** The date the report data was pulled.

Functional Summary *(i.e. the report's user guide or data dictionary):*

Most eWiSACWIS reports contain documentation of what is included in the report. This documentation is known as the 'functional summary'. Specifically detailed here is a description of the report's:
- **Population**: This is the collection of datapoints referenced in the report (e.g. this report looks at all Access Reports screened in during this time period)
- **Worksheets / Tabs**: If the dataset is an excel spreadsheet with multiple tabs (i.e. 'worksheets'), the purpose of each tab is described.
- **Variables**: Every variable is listed with a brief description of the variable.

To retrieve the Functional Summary, click the desired report in the 'Report Name' column, which will open in a pop-up window. If the pop-up window has a '**View File**' button, as shown below, you may select it to download the functional summary of the dataset. If the View File button is

not available, then there is no functional summary for this report.

Current 'Batched' Reports and Archive Reports

Many reports in eWReports are run automatically in 'batches' on specific days each week or month. The reporting time period is usually one month but can be longer or shorter depending on the report. If you have access to a report, you will find copies of this report on the 'Current' and 'Archive' report tabs. The **current tab** provides the most up-to-date 'batched' reports, whereas the **archive** tab reports provide report runs from earlier time periods.

On-Demand Reports

You may want to run a report 'on-demand' in cases where you're interested in data from a different time period than what is provided in the current or archived reports, or to obtain more up-to-date data (for example if the 'current' version of the report was run ten days ago). Alternatively, you may want to access reports that are only available on-demand.

The On-Demand tab shows previously requested reports for several months, as well as the status of your requests. Requests will have one of the following status designations:

- **Completed**. Requested report successfully uploaded.
- **Hold**. You have placed your request for this report on hold.
- **Running**. Requested report is currently running and should be available soon.
- **Submitted**. Request received, but report has not yet run.

Clicking the 'refresh' button will inform you of when the status of your on-demand report request changes.

When to Use an On-Demand Vs. Batched Reports

When you are deciding between whether to use an on-demand, current batched report, or archived batched report, you are ultimately asking yourself a question about what time period and what data population you want to review. This is because the only difference of these reports is 1) the time period included in the reporting period and 2) the date the report was run. These dates affect what population appears in the dataset.

To clarify this point, please note how most detailed datasets in eWReports begin as follows:

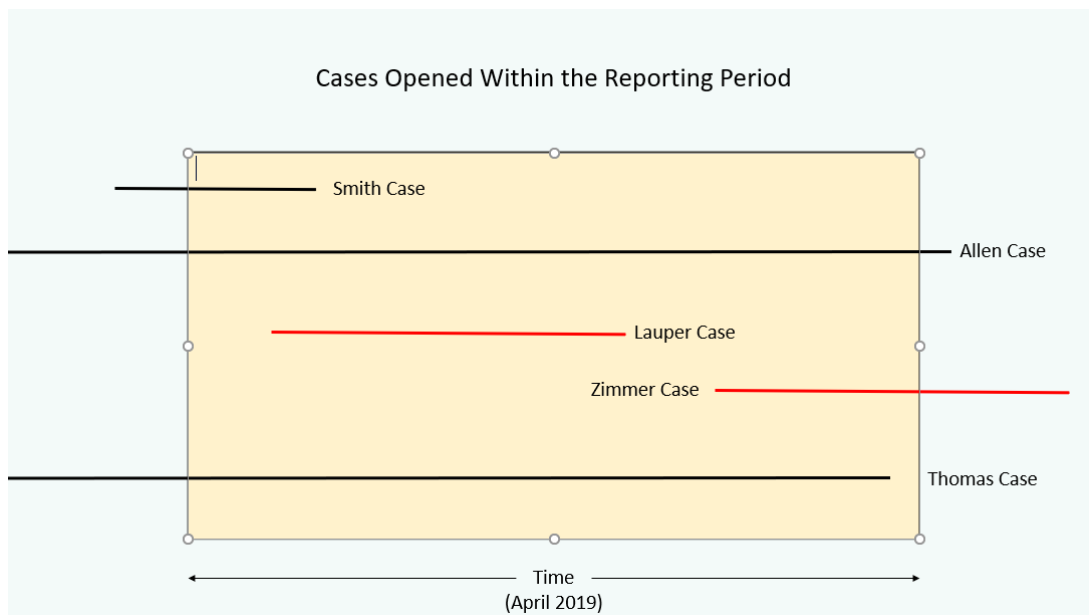|	A	B	C
1	REPORT_RUN_DATE	QUERY_START_DATE	QUERY_END_DATE
2	9/3/2020	1/1/2020	1/31/2020
3	9/3/2020	1/1/2020	1/31/2020
4	9/3/2020	1/1/2020	1/31/2020
5	9/3/2020	1/1/2020	1/31/2020

As seen above, the report starts with the following three dates to provide necessary context for the data:

1) The '**Report Run Date**': This is the date the report was created, or 'run'. As seen in the image above, this date is 9/3/2020. The data is frozen as to what it is as of this date. If you open the report on 9/10/2020, the report will not include any changes that occurred between 9/3/20 and 9/10/2020.
2) The '**Query Start Date**' (or 'Run Start'): This is the date of the beginning of the dataset you are reviewing.
3) The '**Query End Date**' (or 'Run End'): This is the date of the end of the dataset you are reviewing.

The '**Report Start Date**' and the '**Report End Date**' are the bookends of the data you are looking at and it is necessary to understand how these dates trigger what population is included in the dataset. For example, if I open the IA Report for April 2019, I need to understand which cases are included here and which cases are not. Some people may assume that this dataset would include cases *opened in April*, others may assume its *cases that were closed in April*, and others may assume its *cases opened at any point in this reporting period*. These are obviously a different list of cases, so it is important to understand how these dates are pulling in the report's population. The functional summary, described on page 6, will provide this information.

To make this point visually, please consider the image below which represents the month of April 2019, and the lines represent the time that various cases have begun and finished Initial Assessment. For example, the Smith case opened before April 1, 2019 and ended in April 2019. This graphic shows that in the month of April, a total of five cases had an open Initial Assessment at some point, including three that were opened before April (the cases in black) and two that were opened in April (the cases in red).

Cases Opened Within the Reporting Period

Smith Case

Allen Case

Lauper Case

Zimmer Case

Thomas Case

Time
(April 2019)

Utilities

The Utilities drop-down menu provides the option to navigate directly to request an on-demand report, access the child welfare dashboards, access report information, refresh the desktop, and to logout.

The 'Report Information' drop-down option opens the pop-up screen seen below. This page indicates the report name, the schedule of how often the report is run (monthly, weekly, or on-demand), if the report is available on-demand, and if the report is restricted. On the bottom of this screen is a '**Hide reports I do not have access to**' option to allow you to see only those reports that are relevant to you.

Report Information Selection

Access	Report Name	Schedule	On Demand	Restricted
	Ad Hoc Reports - On Demand Only			
☐	ADHOC001 Adoption Eligibility - Turning 18	On Demand Only	☑	☑
☐	ADHOC002 Kinship Care Pending Checks	On Demand Only	☑	☑
☐	ADHOC003 NON Kinship Care Pending Checks	On Demand Only	☑	☑
☐	ADHOC004 Retired - Adoptions Finalization Report - replaced by SM16X103	On Demand Only	☑	☑
☐	ADHOC005 Retired - Adoption Eligibility Report	On Demand Only	☐	☑
☐	ADHOC006 Assessment Center / Placement Report	On Demand Only	☑	☑

Child Welfare Dashboards

The Child Welfare Dashboards may be accessed from either the 'Utilities' button described above, or through the 'Quick Links' hyperlink seen below. This link will provide you with access to the secure (i.e. non-public) child welfare dashboards. The content of most of these dashboards is also available on DCF's public website.

Worker Dashboard: Information on open cases, by type (Caseload, Initial Assessment, or OHC), and also by worker grouping (individual worker, team, county, or statewide).

CPS Reports Dashboard: Information on received and completed Child Protective Services Access Reports and screening decisions.

Initial Assessment Dashboard: Information on completed Initial Assessments (IAs), including information on alleged victims, alleged maltreaters, IA performance, completed IA trends and current IA overview.

Out-of-Home Care Dashboard: Information on current out-of-home care (OHC) placements, a map of the physical placements of children in OHC, children removed to OHC in the reporting period, and children who discharged from OHC in the reporting period.

Caseworker Contacts Dashboard: Information on Monthly Out-of-Home Care Caseworker Contact Requirements for the Federal Fiscal Year.

Older Youth Dashboard: Information on youth ages 15-21 who discharged from OHC due to reaching the maximum age on their court order, or by adoption, guardianship, or reunification.

Contact Information

Thank you for your engagement with these data products. Should you have questions, please do not hesitate to contact the Child Welfare Research and Analytics Unit at DCFCWRA@wisconsin.gov.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact (608) 266-3400 or the Wisconsin Relay Service (WRS) – 711. For civil rights questions, call (608) 422-6889.