



DOCUMENTATION OF WICWA CASEWORK

ICWA information can be documented in several areas in eWiSACWIS: Access, Assessment, Person Management, ICWA Record, and the Case/Permanency Plan. The following information is a basic guide to assist social workers with the necessary documentation and compliance needed while performing WICWA case practice.

Correctly Documenting ICWA in eWiSACWIS

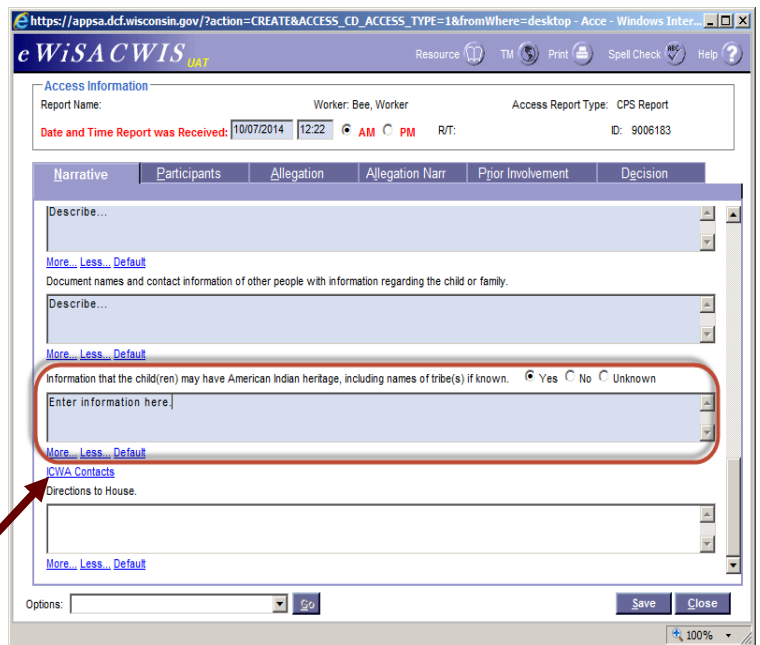
Access Report > Narrative Tab:

SELECT the appropriate radio button and enter text for the "Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known."

INCLUDE: Names of tribe(s) if known and whether this question was asked of reporter.

If any participant identified on the Participants tab has a role of Biological Child or Adoptive Child and is identified as having a Race of American Indian/Alaskan Native or an Ethnicity of Native American (on Person Management), the Yes radio button will pre-fill. In all the other scenarios, the Unknown radio button will pre-fill.

A hyperlink to the ICWA Contacts page which lists the current Wisconsin contacts for each tribe and the Bureau of Indian Affairs (BIA) contacts for all federally recognized tribes.



Access Report

Indian Child Welfare Screened Out Report:

Send this letter to the identified tribe upon screening out an Access Report for a child who has a tribal affiliation. This letter is launched from the Access Report page under Options.

CPS Report to Tribal Agent:

Send this letter to the identified tribe upon screening in an Access Report for a child who has a tribal affiliation. This notice is also located under the Options drop-down on the Access Report page.

In accordance with Wisconsin Statute 48.981(3)(bm).

Person Management

American Indian/Alaskan Native

If a child is reported to be Indian, the child's Race should be documented as 'American Indian/Alaskan Native' and Ethnicity as 'Native American' on the Basic tab of the child's Person Management page. This can be updated at any time after case creation.

Document the child's membership status.

The Status values are: "Eligible for Membership, not a member", "Member", "Not eligible for membership" or "Pending"

Document the child's primary tribe under Indian Tribe and clan under Clan.

Creating an ICWA Record

An ICWA Record should be created for all children in order to complete the Screening for Child's Status as an Indian .

There are three ways to create an ICWA Record:

1.) Assessment Page

While completing an Initial Assessment for a family, the ICWA Record can be created or edited by **clicking the Create/View ICWA Record hyperlink on the Participants tab.**

This will open the ICWA Participant Selection page. **Select a case participant.** This will either create or display the existing ICWA Record for the participant.

2.) Create Case Work Page

An ICWA Record can be created/edited by:

Create > Case Work > ICWA > ICWA Record

A case and case participant must be selected to create or view.

3.) Utilities Menu

An ICWA Record can be created or viewed by: **Utilities > ICWA Record**

An empty ICWA Record contains a Search hyperlink. **Click** the hyperlink and search the participant you would like to create the record for. **Expand** the person and select the case to associate the record. The case selection is important to allow copy over for other case participants.

Four Tabs of the ICWA Record

The ICWA Record has the Case Name, Case Participant (hyperlink to the participant's Person Management page), Case Type, Updated By field (person who last saved the page), and hyperlinks to the Wisconsin ICWA contacts and the National ICWA contacts. Once the page is saved, a Copy ICWA Record hyperlink will appear, allowing users to copy the Screening and Family History tabs to another participant.

Tab 1 - Summary Tab:

This view-only tab displays the participant's Race/Ethnicity/Tribal Identification (pre-fills from the Person Management page), Legal (pre-fills the most recent Legal action and status), Current Placement (pre-fills from the child's open Out of Home Placement), ICWA Placement Provider Options (pre-fills from the Out of Home Placement page) and Active Efforts (pre-fills from the most recently approved Permanency Plan).

Tab 2 - Screening Tab:

A Screening for Child's Status as Indian must be completed for every child during the Initial Assessment process to determine whether or not ICWA applies. **If Yes is answered for either of the first two questions, the rest of the questions are required. Go to Options and select Screening for Child's Status as Indian.**

***The template must be launched for the screening to be recognized as completed in eWiSACWIS. Send the Screening for Child's Status as Indian along with the Child's Biological Family History from tab 3 to the child's tribe.**

Tab 3 - Family History Tab:

Complete the Child's Biological and Family History and send to the tribe along with the Request for Confirmation. The information for the Child, Mother, and Father boxes pre-fill from the Person Management page. To make changes, click the child's name hyperlink in the header section. The grandparents and great grandparents are user entered, unless captured on the child's parents' Person Management pages.

From the Options drop-down, select Child's Biological and Family History and click Go.

Tab 4 - Documents Tab:

This tab houses the

- Notice of Involuntary Custody Proceeding Involving an Indian Child
- Request for Confirmation of Child's Indian Status
- Voluntary Placement Agreement-Indian Child documents.

To create any of these documents, click on the Insert button. The Document Select page will open. Select the document to create and click Continue.

The screenshot displays the ICWA Record system interface. At the top, there is a 'Case Information' section with fields for Case Name (Bird, Mom (9223460)), Case Type (CPS Family - Ongoing), Case Participant (Bird, Humming, B. (9229153)), Updated By (Bee, Worker 10/10/2014), and hyperlinks for Copy ICWA Record, Wisconsin ICWA contacts, and National ICWA contacts. Below this is a navigation bar with tabs for Summary, Screening, Family History, and Documents. The 'Summary' tab is active, showing 'Race/Ethnicity/Tribal Identification' with fields for Race (American Indian/Alaskan Native), Ethnicity (Native American), Gender (Female), DOB (08/16/2000), Birth Place (Ashland, WI), Indian Tribe (Ho-Chunk), Clan (Bear), Status (Member), and Tribal Membership # (1234567899999999). Other fields include Primary Address (122 Cardinal Way, Ashland, WI 54806), Child's Mother (Bird, Mom), and Child's Father (Bird, Dad). Below this is the 'Legal' section with fields for Legal Action (Temporary Physical Custody Hearing), Date of Legal Action Request (10/10/2014), Result of Legal Action (Request Granted), Hearing/Legal Status Date (10/10/2014), and Court Number (14TP12345). The 'Current Placement' section shows Provider (Birthday Cake), Placement Setting (Treatment Foster Home - Non-Relative), Manner (Temporary Physical Custody), and Removal Date (10/06/2014). The 'ICWA Placement Provider Options' section is updated by Bee, Worker 10/10/2014 and contains a table with columns for Placement Preference and Describe the action taken to comply with statutory placement preferences. The table lists various placement options like 'Member of the Indian child's extended family', 'Foster Home licensed, approved or specified by Indian Child's Tribe', etc. At the bottom, there is an 'Active Efforts' section with a description of the court-ordered conditions and services provided. The interface ends with 'Save' and 'Close' buttons.

Notice to Tribe

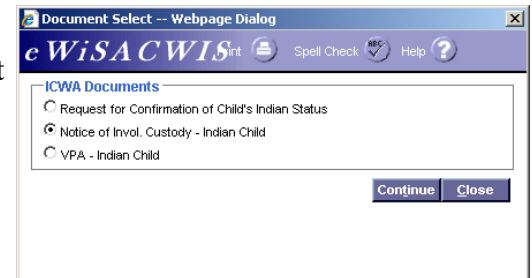
The **Request for Confirmation of Child's Indian Status** (from the Documents tab on the ICWA Record) must be completed and sent to the tribe or the BIA when American Indian Heritage is suspected. Click **insert** and choose Request for Confirmation of Child's status radial dial. **Select the Tribe Notified** from the drop down. To select multiple participants, hold down the 'Ctrl' key and select the participants. **Select the appropriate checkboxes** for any additional documents being sent with the Request. **Enter the sent Date** and Select Request for Confirmation of Child's Indian Status from the **Options drop-down** and **click Go to launch the template**. Print it and send it along with the Screening for Child's Status as Indian and the Child's Biological and Family History to any and all suspected tribes.

Click Close and Return to eWiSACWIS to return to the Request for Confirmation of Child Indian Status page. Click the Save button.

Note: To copy this document select the Copy button.

Complete Notice of Involuntary Custody Form:

Click **Insert** on the Documents tab of the ICWA Record page > Select **Notice of Invol. Custody - Indian Child** radio button on the Document Select page > Click **Continue**.



*To document that this notice was sent by another county agency, select the checkbox 'Notice sent by other government agency within your county:' and enter the Agency name.

***Complete all known fields and SAVE.** Once the page is complete, select Notice of Involuntary Custody Proceeding Involving an Indian Child from the **Options drop-down** and **click Go to launch template**.

*On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, select **Approval** from the **Options drop-down** and **click Go**. Select the **Approve** radio button on the **Approval History** page and click Continue. On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, **click Save**.

* This document may be copied to another case participant.

NOTICE OF INVOLUNTARY CHILD CUSTODY PROCEEDING INVOLVING AN INDIAN CHILD			
TO: Bad River Tribe P.O. Box 55 Odanah, WI 54801		Notice To: <input type="checkbox"/> The child's parent(s) <input checked="" type="checkbox"/> The child's tribe <input type="checkbox"/> The child's custodian(s) <input type="checkbox"/> Bureau of Indian Affairs	
The Indian Child Welfare Act requires that you be notified of the upcoming custody hearing concerning the child named below. Information about the hearing is also contained in this form. Your rights regarding these proceedings are explained in an attachment to this form. Personal information you provide may be used for secondary purposes. (Privacy Law, s. 19.541(5m), Wisconsin Statutes)			
THIS NOTICE CONCERNS:			
CHILD INFORMATION			
Name (Last, First, MI)	Birthdate (mm/dd/yyyy)	Birthplace (city, State)	
Bird, Humming, B	08/16/2000	Ashland, WI	
Name - Tribe or Band or Alaska Native village of which child is reported to be a member or eligible for membership. Bad River Band			
Clan Eagle			
MOTHER INFORMATION			
Name (Current - Last, First, MI)	Maiden Name	Birthdate (mm/dd/yyyy)	
Bird, Mom		10/10/1980	
Other Names Known By []			
Tribal Affiliation(s) []			
Clan []			
FATHER INFORMATION			
Name (Last, First, MI)	Birthdate (mm/dd/yyyy)		
Bird, Dad	01/01/1981		
Other Names Known By Bird, Jesse			
Tribal Affiliation(s) Bad River Band, Ho-Chunk			
Clan Bear			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Additional family history information is attached.			

>THIS NOTICE MUST BE SENT VIA REGISTERED MAIL TO THE TRIBE (OR BIA IF TRIBE IS NOT KNOWN), PARENT, OR INDIAN CUSTODIAN.

>THIS NOTICE IS REGARDED AS THE OFFICIAL NOTICE TO THE TRIBE, PARENTS, OR INDIAN CUSTODIAN UNDER THE WISCONSIN AND FEDERAL INDIAN CHILD WELFARE ACT.

***Notice of Involuntary Custody Proceeding Involving an Indian Child and Request for Confirmation of Child Indian Status** pages have a Sent date field to record when the document is mailed.

Documenting Placement Preferences: 48.028(7)(b) & 938.028(7)

***It is required by statute to document the steps taken to find a placement option for a Native American/Alaskan Native child. The statute presents placement preferences. The ICWA tab outlines, in order, this placement preference hierarchy. A tribe may have its own placement preferences, which must be followed. Note that adoption preferences differ from out-of-home placements preferences.**

The Person Management page must have the child documented as Native American/Alaskan Native.

The ICWA tab on the Out of Home Placement page outlines placement preferences:

- Member of the Indian child's extended family
- Foster Home licensed, approved or specified by Indian Child's Tribe
- Indian Foster Home licensed or approved by non-Indian authority
- Group Home approved or operated by Indian Tribe/Organization
- Institution for children approved or operated by Indian Tribe

The goal is to place the Indian child in the least restrictive placement setting that meets the child's needs.

The Tribal Representative Notified check box needs to be checked & the Date Notified by mail field completed upon notifying the Tribal Representative of a placement need.

The screenshot shows the eWiSACWIS interface for the ICWA tab. It displays a table for 'ICWA Placement Provider Options' with columns for 'Placement Preference', 'Describe the action taken to comply with statutory placement preferences', and an 'Insert' button. The table lists several options: 'Member of the Indian child's extended family', 'Foster Home licensed, approved or specified by Indian Child's Tribe', 'Indian Foster Home licensed or approved by non-Indian authority', 'Group Home approved or operated by Indian Tribe/Organization', 'Institution for children approved or operated by Indian Tribe', and 'Other'. A red arrow points to the 'Tribal Representative Notified' checkbox, which is currently unchecked. The 'Date Notified by Mail' field is set to 00/00/0000. The 'Out of Home Care and Placement Preferences' field shows 48.028(7)(b) and 938.028(7). The 'Adoption Placement Preferences' field shows 48.028(7)(a).

Voluntary Placement Agreement For An Indian Child:

The screenshot shows the 'Voluntary Placement Agreement For An Indian Child' form. It includes a header with the title and a note that the agreement must be certified by a court of competent jurisdiction. The 'Use of form' section explains that completion is voluntary and subject to Wisconsin Chapter 48, the Children's Code and the Federal Indian Child Welfare Act. The form contains several sections for completion: 'I hereby request the [Name] Department of Children and Families / County Department to place my child [Name] born on [Date] in a [Type] foster home, [Type] treatment foster home, [Type] group home, pursuant to s. 48.63(1), Wis. Stats., [Type] group home, pursuant to s. 48.625(1m), Wis. Stats. Placement dates are from [Date] to [Date]. I understand that by signing this document I grant placement and care responsibility of the child to the department listed above. I understand that the child's placement in a licensed foster home or treatment foster home may not exceed 180 days from the date of placement. I understand that the child's placement in a group home under s. 48.63(1), Wis. Stats., may not exceed 15 days from the date of placement. I understand that the child's placement in a group home under s. 48.625(1m), Wis. Stats., may not exceed 180 days from the date of placement. I understand that I may terminate this agreement at any time and that the child age 12 years of age or older may terminate this agreement relative to his or her placement. I understand that a permanency plan, pursuant to s. 48.63(4) and 48.63(5)(c), Wis. Stats., will be prepared and I will be involved in the development of that plan. I agree to keep the department informed of any changes in my circumstances, including address, employment and earnings, marital status, health, access to health insurance and plans relative to the child. I understand that I may be held financially responsible for all, or a portion of, the placement costs that may incur during the child's stay in the foster home, treatment foster home, or group home placement. I agree to cooperate with the department in determining my portion of the placement costs for the child. If determined to be financially responsible I agree to pay the department for the care of the child in the amount of \$438.00 per [Type] week/month beginning on [Date].

Voluntary Placement Agreements (VPA) must be completed.

Click the Insert button on the Documents tab of the ICWA Record page to open the Document Select page. Select the VPA - Indian Child radio button and click Continue.

On the Agreements of Notices page, complete the required fields including performing a provider search to associate the correct provider and then click Save. The template can be launched from the Options drop-down.

Print the template and Click Close and Return to eWiSACWIS to return to the Agreements and Notices page.

ICWA Forms:

- **Indian Child Welfare Screen Out Report WI Statute 48.981**
- **CPS Report to Tribal Agent WI Statute 48.981**
- **Screening for Child's Status as Indian**
- **Child's Biological and Family History**
- **Request for Confirmation of Child's Indian Status**
- **Notice of Involuntary Child Custody Proceeding Involving an Indian Child**
- **Voluntary Placement Agreement - Indian Child**

What resources are available for me to implement the Wisconsin Indian Child Welfare Act?

- 1.) **Section 48.028-WICWA**
- 2.) **DCF Website-Tribal Affairs**
<https://dcf.wisconsin.gov/wicwa>
- 3.) **DCF-Active Efforts Guide**
<https://dcf.wisconsin.gov/files/publications/pdf/464.pdf>
- 5.) **WICWA Desk Aid**
<https://dcf.wisconsin.gov/files/publications/pdf/2536.pdf>

eWiSACWIS Help Desk:

- *Local Madison Number: (608) 264-6323*
- *Long Distance to Madison: (855) 264-6323 (Toll Free)*
- *E-mail: DCFhelpdesk@wisconsin.gov*
(Use ONLY Case & Client IDs)

Tribal and Legislative Affairs Specialist
WI Department of Children and Families-DSP
201 East Washington Ave.
Madison, WI 53708-8916
Phone: (608) 422-6892

eWiSACWIS ICWA Quick Reference Guides:

***Documenting ICWA**

<https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work>

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.