



# Ongoing How Do I Guide

## Family Assessment

### Family Assessment and Case Plan

How Do I...?	Selections	Tips & Guidelines
Initiate family assessment and case plan	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Ongoing Services &gt; Family Assessment and Case Plan</li> <li>Click the appropriate case.</li> <li>Click the Create button.</li> <li>On the Family Assessment and Case Plan page, enter the applicable data/values on the available tabs.</li> <li>Click Save and click Close.</li> </ul>	<p><i>If an approved Initial Assessment exists, you can select it to pre-fill into the Family Assessment and Case Plan.</i></p> <p><i>When you create a Family Assessment and Case Plan, the system will automatically create a Safety Assessment, Analysis and Plan that is linked to the Family Assessment and Case Plan.</i></p>
Add a goal for a child, parent or family as a whole for family assessment and case plan	<ul style="list-style-type: none"> <li>On the Child Functioning, Parent/Caregiver Protective Capacities or Family Functioning tab, click the Insert button in the Goals group box.</li> <li>On the Case Plan Goal page, enter the goal and service/activities associated with the goal.</li> <li>Click Save and Close</li> </ul>	<p><i>To add more than one service/activity for each goal, click the Insert button on the Services/Activities group box.</i></p>
Update narratives on family assessment and case plan	<ul style="list-style-type: none"> <li>On the Cases outliner, click the appropriate case icon.</li> <li>Click the Ongoing Services icon and click the pending Family Assessment and Case Plan link.</li> <li>On Child Functioning, Parent/Caregiver Protective Capacities or Family Functioning tab, enter the applicable changes.</li> <li>Click Save and click Close.</li> </ul>	<p><i>Once a Family Assessment and Case Plan has been fully approved, a new Case Progress Evaluation needs to be created to update narratives or to add new goals.</i></p>
Update/complete family assessment and case plan	<ul style="list-style-type: none"> <li>On the Cases outliner, click the appropriate case icon.</li> <li>Click the Ongoing Services icon and click the pending Family Assessment and Case Plan link.</li> <li>On the Family Assessment and Case Plan page, enter the applicable data/values.</li> <li>On any tab on the page, select Approval from the Options list.</li> <li>Select Approve on Approval History page. Click Continue.</li> <li>Click Save and Close on the Family Assessment and Case Plan page.</li> </ul>	<p><i>The Family Assessment and Case Plan cannot be approved until the Safety Assessment, Analysis and Plan is completed.</i></p> <p><i>The worker or supervisor may override the system-calculated family service level shown on the Roles and Responsibilities tab of the Family Assessment and Case Plan page.</i></p> <p><i>The Family Assessment, Case Plan and Safety Assessment, Analysis and the Case Plan Summary templates are accessed via the Options list of any tab on the page.</i></p>
Terminate a family assessment and case plan	<ul style="list-style-type: none"> <li>On the Cases outliner, click the appropriate case icon.</li> <li>Click the Ongoing Services icon and select the ongoing Family Assessment and Case Plan.</li> <li>On any tab on the page, select Terminate Plan from the Options list and click Go.</li> <li>On the Terminate Plan page, enter the reason data/values and select Approval from the Options list and click Go.</li> </ul>	<p><i>A Family Assessment and Case Plan cannot be terminated if a pending Case Progress Evaluation exists.</i></p>



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Safety Assessment, Analysis and Plan			
How Do I...?	Selections	Tips & Guidelines	
<b>Safety Assessment</b>	Establish Safety Assessment, Analysis and Plan	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Safety Assessment &gt; Safety Assessment, Analysis and Plan.</li> <li>Click the appropriate case.</li> <li>Click the Create button.</li> <li>On the Safety Assessment, Analysis and Planning Selection page, choose copy or create.</li> </ul>	
	Update Safety Threat narrative and Safety Services	<ul style="list-style-type: none"> <li>Identify the Children and the Adults/Caregivers</li> <li>On the Safety Assessment tab, complete the Safety Threat questions.</li> <li>On the Description of Safety Threats document in narrative form a description for each "Yes" response.</li> <li>Answer the questions on the Plan Analysis tab and add services via the Safety Plan Services page when applicable.</li> </ul>	<i>If all analysis questions are "Yes" then add safety services by selecting the Add/Edit Services link on the Description of Safety Threat Tab.</i>
	Update/complete Safety Assessment, Analysis and Plan	<ul style="list-style-type: none"> <li>On the Cases outliner, click appropriate Case icon.</li> <li>Click Planning icon&gt; Safety Assessment, Analysis and Plan link.</li> <li>On the Safety Assessment, Analysis and Plan page, enter the applicable data/values.</li> <li>On the Safety Assessment tab, select Approval from Options list. Click Save and click Close.</li> </ul>	<i>The Safety Analysis and Plan and Safety Assessment templates may be accessed from any tab by selecting the appropriate value from the Options list.</i>
Out of Home Safety Plan			
How Do I...?	Selections	Tips & Guidelines	
<b>Plans</b>	Establish out of home safety plan	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Planning &gt; Out of Home Safety Plan.</li> <li>Click the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>On the Out of Home Safety and Planning page, enter the applicable data/values.</li> </ul>	
	Add new placement information	<ul style="list-style-type: none"> <li>On the Cases expando, click appropriate Case icon.</li> <li>Click Planning icon &gt; pending out of home safety plan link.</li> <li>On the OHSP Placement Safety tab, click the Search link.</li> <li>On the Provider Search page, enter the applicable data/values and click the Search button.</li> <li>Click the provider and click Continue.</li> </ul>	<i>If changing existing placement information, clicking the Remove link will remove the existing placement information and a Search link will display.</i>
	Update/complete out of home safety plan	<ul style="list-style-type: none"> <li>On the Cases expando, click appropriate Case icon.</li> <li>Click Planning &gt; pending out of home safety plan link.</li> <li>On the Out of Home Safety Plan page, enter the applicable data/values.</li> <li>Select Approval from Options list, click Go.</li> <li>Select Approve and click Continue.</li> <li>Click Save and click Close.</li> </ul>	<i>The Out of Home Safety Plan template may be accessed via the OHSP Placement Safety tab by clicking the Text button.</i>
	Terminate out of home safety plan	<ul style="list-style-type: none"> <li>On the Cases expando, click appropriate Case icon.</li> <li>Click Planning icon&gt; ongoing out of home safety plan link.</li> <li>On the Out of Home Safety Plan page/ Jurisdiction tab, select Terminate from Options list. Click Go.</li> <li>On the Terminate Plan page, enter the applicable data/values.</li> <li>Select Approval from Options list, Click Go.</li> <li>Select Approve and Click Continue.</li> <li>Click Save and click Close.</li> </ul>	



# Ongoing How Do I Guide

Plans (continued)

## Permanency Plan

How Do I...?	Selections	Tips & Guidelines
Establish permanency plan	<ul style="list-style-type: none"> <li>▪ Click Create &gt; Case Work &gt; Planning &gt; Permanency Plan.</li> <li>▪ Click the appropriate case and case participant.</li> <li>▪ Click the Create button.</li> <li>▪ On the Permanency Plan Select page, click the Copy link to copy an existing permanency plan or click the Create button to create a new permanency plan.</li> <li>▪ On the Permanency Plan page, enter the applicable data/values.</li> </ul>	<p><i>A permanency plan is completed within 60 days of an out of home placement. Subsequent permanency plans are due every 6 months. A Permanency Plan Due tickler will appear on the Ticklers outliner before the due date.</i></p>
Document TPR recommendation/adoption referral	<ul style="list-style-type: none"> <li>▪ On the TPR / Adoption Status tab, enter the applicable data/values.</li> </ul>	
Determination not to TPR	<ul style="list-style-type: none"> <li>▪ The ASFA Exceptions tab prefills information from the most recently approved Permanency Plan – ASFA Exceptions page.</li> </ul>	<p><i>The Permanency Plan – ASFA Exceptions page is created via Create &gt; Case Work &gt; Planning &gt; Permanency Plan – ASFA Exceptions.</i></p>
Add new placement information	<ul style="list-style-type: none"> <li>▪ On the Placement tab, enter the applicable data/values.</li> <li>▪ Click the Search link.</li> <li>▪ On the Search page, enter the applicable data/values.</li> <li>▪ Click the Search button.</li> <li>▪ Select the provider and click Continue.</li> </ul>	
Update/complete permanency plan	<ul style="list-style-type: none"> <li>▪ On the Cases outliner, click the appropriate case icon.</li> <li>▪ Click the Planning icon and select the pending permanency plan.</li> <li>▪ On the Permanency Plan page, enter the applicable data/values.</li> <li>▪ On the Basic tab, select Approval from the Options list. Click Go.</li> <li>▪ Select Approve and Click Continue.</li> <li>▪ Click Save and click Close.</li> </ul>	<p><i>The Permanency Plan template may be accessed selecting Permanency Plan from the Options list and clicking Go.</i></p> <p><i>The Permanency Plan template contains many fields which pre-fill information from various windows in the system. A template mapping document is available on the Knowledge Web for detailed template information.</i></p>
Terminate permanency plan	<ul style="list-style-type: none"> <li>▪ On the Cases outliner, click the appropriate case icon.</li> <li>▪ Click the Planning icon and select the ongoing permanency plan.</li> <li>▪ On the Basic tab, select Terminate from the Options list. Click Go.</li> <li>▪ On the Terminate Plan page, enter the applicable data/values.</li> <li>▪ Select Approval from the Options list. Click Go.</li> <li>▪ Select Approve and Click Continue.</li> <li>▪ Click Save and click Close.</li> </ul>	



# Ongoing How Do I Guide

Plans (continued)

## Permanency Plan Review Or Hearing Results

How Do I...?	Selections	Tips & Guidelines
<p>Create the Permanency Plan Review Or Hearing Results page</p>	<ul style="list-style-type: none"> <li>▪ Click Create &gt; Case Work &gt; Planning &gt; Permanency Plan Review/Hearing Result.</li> <li>▪ Click the appropriate case and case participant.</li> <li>▪ Click the Create button.</li> <li>▪ On the Permanency Plan Review Or Hearing Results Select page, click the Copy link to copy an existing permanency plan review/hearing or click the Create button to create a new permanency plan review/hearing.</li> <li>▪ On the Permanency Plan Review Or Hearing Results page, enter the applicable data/values.</li> </ul>	<p><i>A permanency plan review should be completed within 6 months of the Initial Removal from home. Subsequent reviews should be held every 6 months thereafter.</i></p> <p><i>A permanency plan hearing should be completed within 12 months of the Initial Removal from home. Subsequent hearings should be held every 12 months thereafter.</i></p> <p><i>Permanency Plan Review/Permanency Plan Hearing ticklers will appear on the Ticklers outliner before the due date.</i></p>
<p>Document a Permanency Plan Review</p>	<ul style="list-style-type: none"> <li>▪ On the Permanency Plan Review Or Hearing Results page, choose the 'Perm Plan Review (6 months)' value in the Type field.</li> <li>▪ Complete the following tabs: Basic, Placement, Permanency Plan Information, Panel Determinations and Recommendations</li> <li>▪ The Review of the Permanency Plan template may be accessed selecting Permanency Plan from the Options list and clicking Go.</li> </ul>	<p><i>The fields on the Panel Determinations and Recommendations tab are required if the Type of review is 'Perm Plan Review (6 months)'.</i></p> <p><i>The Review of the Permanency Plan template contains many fields which pre-fill information from various fields on the Plan Review Or Hearing Results page. A template mapping document is available on the Knowledge Web for detailed template information.</i></p>
<p>Document a Permanency Plan Hearing</p>	<ul style="list-style-type: none"> <li>▪ On the Permanency Plan Review or Hearing Results page, choose the 'Perm Plan Hearing (12 months)' value in the Type field.</li> <li>▪ Complete the following tabs: Basic</li> </ul>	
<p>Update/complete Permanency Plan Review Or Hearing</p>	<ul style="list-style-type: none"> <li>▪ On the Cases outliner, click the appropriate case icon.</li> <li>▪ Click the Planning icon and select the pending permanency plan review/hearing.</li> <li>▪ On the Permanency Plan Review or Hearing Results page, enter the applicable data/values.</li> <li>▪ On the Basic tab, select Approval from the Options list. Click Go.</li> <li>▪ Select Approve and Click Continue.</li> <li>▪ Click Save and click Close.</li> </ul>	
<p>Create and edit Administrative Letters and Notices</p>	<ul style="list-style-type: none"> <li>▪ Click Create &gt; Case Work &gt; Planning &gt; Admin Review Letters or Notices</li> <li>▪ Click the appropriate case and case participant.</li> <li>▪ Click the Create button.</li> <li>▪ Open the text template from the drop down list on the page and enter the applicable data/values.</li> </ul>	<p><i>No approval is needed for Administrative Letters and Notices.</i></p> <p><i>Only the most recent edit on the Administrative Letters and Notices get saved in the database.</i></p> <p><i>Multiple Administrative Letters and Notices can be created for the same participant.</i></p>



# Ongoing How Do I Guide

Plans (continued)

## Family Interaction Plan

How Do I...?	Selections	Tips & Guidelines
Complete family interaction plan	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Planning &gt; Family Interaction Plan.</li> <li>Click the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>Complete the information on the Family Interaction Plan page.</li> <li>The Family Interaction Plan template can be launched by selecting the text template from the Options list and clicking the Go button.</li> <li>Click Close and Return to eWiSACWIS.</li> <li>Click Save and click Close.</li> </ul>	
Terminate family interaction plan	<ul style="list-style-type: none"> <li>On the Cases outliner, click the appropriate case icon.</li> <li>Click the Planning icon and select the ongoing family interaction plan.</li> <li>On the Basic tab, select Terminate from the Options list. Click Go.</li> <li>On the Terminate Plan page, enter the applicable data/values.</li> <li>Select Approval from the Options list. Click Go.</li> <li>Select Approve and Click Continue.</li> <li>Click Save and click Close.</li> </ul>	

## Independent Living Transition Plan

Complete independent living transition plan	<ul style="list-style-type: none"> <li>Click Maintain &gt; Independent Living.</li> <li>Search out a youth.</li> <li>Complete information on the three tabs: Basic, Assessment / Plan, and Services. Note the Services tab is populated by clicking 'Insert'.</li> <li>The Independent Living Transition Plan template prefills from the Independent Living page. The template can be launched by selecting the text template from the Options list and clicking the Go button.</li> <li>Click Close and Return to eWiSACWIS.</li> <li>Click Save and click Close.</li> </ul>	<p><i>Workers are notified via an Independent Living tickler when a youth becomes eligible for Independent Living services (out of home for a cumulative 6 months qualifying placements after the age of 15).</i></p> <p><i>No approval is needed for Independent Living page.</i></p>
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# Ongoing How Do I Guide

## Case Progress Evaluation

### Case Progress Evaluation

How Do I...?	Selections	Tips & Guidelines
Initiate case progress evaluation	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Ongoing Services &gt; Case Progress Evaluation</li> <li>Click the appropriate case.</li> <li>Click the Create button.</li> <li>On the Case Progress Evaluation page, enter the applicable data/values.</li> </ul>	<p><i>The safety threats, narratives and goals from the Family Assessment and Case Plan will pre-fill into the initial Case Progress Evaluation. Subsequent Case Progress Evaluations will pre-fill with the most recently approved Case Progress Evaluation.</i></p> <p><i>When you create a Case Progress Evaluation, the system will automatically create a Safety Assessment, Analysis and Plan that is linked to the Family Assessment and Case Plan.</i></p> <p><i>A Case Progress Evaluation Due tickler will appear on the Ticklers expando before the due date. The tickler will be deleted and reset once the supervisor approves the evaluation.</i></p>
Record progress toward achieving specific goals	<ul style="list-style-type: none"> <li>On the Case Progress Evaluation page/respective tab, click the Progress link for the specific goal for the appropriate participant</li> <li>On the Case Plan Goal Progress page, enter the applicable data/values.</li> </ul>	
Update/complete case progress evaluation	<ul style="list-style-type: none"> <li>On the Cases outliner, click the appropriate case icon.</li> <li>Click the Ongoing Services icon and select the pending Case Progress Evaluation link.</li> <li>On the Case Progress Evaluation page, enter applicable data/values.</li> <li>On any tab on the page, select Approval from the Options list and click Go.</li> </ul>	<p><i>The worker or supervisor may override the system-calculated family service level shown on the Family Service Level tab of the Case Progress Evaluation page.</i></p> <p><i>The Case Progress Evaluation, Safety Assessment and Case Closure and the Case Progress Evaluation templates may be accessed from any tab's Options list and clicking Go.</i></p>
Terminate a case progress evaluation	<ul style="list-style-type: none"> <li>On the Cases outliner, click the appropriate case icon.</li> <li>Click the Ongoing Services icon and select the ongoing Case Progress Evaluation.</li> <li>On any tab on the page, select Terminate Plan from the Options list and click Go.</li> <li>On the Terminate Plan page, enter the reason data/values and select Approval from the Options list and click Go.</li> </ul>	<p><i>A Case Progress Evaluation cannot be terminated if a pending Case Progress Evaluation exists.</i></p>



# Ongoing How Do I Guide

## Adoption Referral/TPR

### Adoption Referral

How Do I...?	Selections	Tips & Guidelines
Initiate adoption referral	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Adoption &gt; Adoption Referral.</li> <li>Click the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>On the Adoption Referral page, enter applicable data/values.</li> </ul>	<p><i>The Ongoing worker completes the General, Birth Parents, Background, and Placements tabs on the Adoption Referral page. The Adoption worker is responsible for completing the Child Summary and Matches tabs of the Adoption Referral page.</i></p> <p><i>The Adoption Referral page may be started on the CPS Family Case prior to TPR. When the child is deactivated for reason of TPR, the Adoption Referral is copied to the child's pre-adoptive case via a batch process.</i></p>
Add a sibling to sibling information at the time of referral	<ul style="list-style-type: none"> <li>On the General tab, click the Insert button</li> <li>On the Search page, enter the applicable data/values and click the Search button.               <ul style="list-style-type: none"> <li>For a match: Click the radio button for the applicable person and click Continue.</li> <li>For no match: Click the Create button to access the Person Management page. Enter all applicable data/values. Click the Save button and then the Close button on the Person Management page. On the Search page, click Continue.</li> </ul> </li> <li>Enter the Applicable data/values.</li> </ul>	<p><i>When the Adoption Referral is first created, potential sibling information will pre-fill based on participants documented on the Maintain Case page.</i></p>
Delete a sibling from sibling information at the time of referral	<ul style="list-style-type: none"> <li>On the General tab, click the Delete link associated with the sibling to be removed from the Adoption Referral.</li> <li>A message displays verifying you want to delete the selected information. Click 'Yes' to delete.</li> <li>Click the Save button.</li> </ul>	<p><i>All identified siblings can be deleted at one time by unchecking the Child Has Siblings checkbox.</i></p>
Update child's placement history/ information	<ul style="list-style-type: none"> <li>On the Placement tab, enter the applicable data/values.</li> <li>If appropriate, click the Address expando to view child's current placement address.</li> </ul>	

### TPR

How Do I...?	Selections	Tips & Guidelines
Document TPR	<ul style="list-style-type: none"> <li>On the Cases outliner, click on the case name link.</li> <li>On the Maintain Case page, select the Deactivate link for the appropriate participant to be deactivated (child to be TPR'd).</li> <li>On the Participant Status page, select TPR as the reason, enter the effective date, and additional applicable data/values. Click the Save button and click Close.</li> <li>In the Deactivate Participant message box, click Yes.</li> <li>On the Maintain Case page for the child who has been TPR'd, enter the applicable data/values.</li> <li>Click Save and click Close.</li> </ul>	<p><i>The effective date must be the TPR date.</i></p> <p><i>If there is an AFCARS tickler for the child, the system will prevent deactivating the child for TPR until the AFCARS errors are corrected and the tickler is deleted.</i></p> <p><i>eWiSACWIS automatically creates a new case for the child who has been TPR'd and immediately displays the Maintain Case page for the new case.</i></p> <p><i>Note: For the child's new case, you'll select Pre Adoptive Child for the Case Type value.</i></p>



# Ongoing How Do I Guide

Service			
How Do I...?	Selections	Tips & Guidelines	
<b>ICWA</b>	Create an ICWA Record in a case that I am assigned to	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; ICWA &gt; ICWA Record</li> <li>Click the appropriate case.</li> <li>Click the desired participant.</li> <li>Click the Create button.</li> </ul>	<p>You can also create an ICWA Record by clicking the Create/View ICWA Record hyperlink on the first tab of the Assessment and selecting the desired participant from the pop-up.</p> <p>A participant can only have one ICWA Record. If an ICWA Record has been created it will show up on the desktop under the ICWA icon in the Cases expando for every case that the participant has an active status.</p> <p>The ICWA Record (all user-entered fields on the Screening tab and Family History tab) can be copied to a newly created ICWA Record for another case participant who does not already have an ICWA Record by clicking the Copy ICWA Record hyperlink in the header.</p>
	Create an ICWA Record in a case that I do not have an assignment	<ul style="list-style-type: none"> <li>Click Utilities&gt; ICWA Record</li> <li>Select Search in the header of the blank ICWA Record</li> <li>Search for the desired participant</li> <li>Drill down in the outliner and click the radio button for the appropriate case.</li> <li>Click the Continue button.</li> </ul>	
	Create the Screening for Child's Status as Indian document	<ul style="list-style-type: none"> <li>Navigate to the Screening tab of the ICWA Record</li> <li>Use the dropdowns and text boxes to complete the screening question</li> <li>Click Save</li> <li>Launch the document from the Options dropdown</li> </ul>	<p>The user-entered information on this tab can be copied to another case participant's ICWA Record (creating an ICWA Record in the process if one does not already exist) by clicking the Copy button on the bottom of the page.</p>
	Create the Child's Biological and Family History document	<ul style="list-style-type: none"> <li>Navigate to the Family History tab of the ICWA Record.</li> <li>Enter any known information that is not already pre-filled to the family history chart.</li> <li>On Child Functioning, Parent/Caregiver Protective Capacities or Family Functioning tab, enter the applicable changes.</li> <li>Click Save.</li> <li>Launch the document from the Options dropdown</li> </ul>	<p>The user-entered information on this tab can be copied to another case participant's ICWA Record (creating an ICWA Record in the process if one does not already exist) by clicking the Copy button on the bottom of the page.</p>
	Create the Request for Confirmation of Child's Indian Status document	<ul style="list-style-type: none"> <li>Navigate to the Documents tab of the ICWA Record and click the insert button.</li> <li>On the Document Selection pop-up, select the radio button next to the document and click Continue.</li> <li>Complete the fields on the pop-up.</li> <li>Click Save.</li> <li>Launch the document from the Options dropdown</li> </ul>	<p>The user-entered information on this pop-up can be copied to another case participant's ICWA Record (creating an ICWA Record in the process if one does not already exist) by clicking the Copy button on the bottom of the page.</p>



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## ICWA (continued)

Create the Notice of Involuntary Child Custody Proceeding Involving an Indian Child

- Navigate to the Documents tab of the ICWA Record and click the insert button.
- On the Document Selection pop-up, select the radio button next to the document and click Continue.
- Complete the fields on the pop-up.
- Click Save.
- Launch the document from the Options dropdown

*You can select either a recipient from the list of case participants (Recipient dropdown) or a Tribe to notify from the list of tribes (Tribe Notified dropdown). Making a selection in one dropdown will disable the other. Create a separate document for each recipient.*

*The Notice of Involuntary Child Custody Proceeding Involving an Indian Child document requires approval. Complete the approval process from the Options dropdown after launching the document and saving the pop-up.*

*The user-entered information on this tab can be copied to another case participant's ICWA Record (creating an ICWA Record in the process if one does not already exist) by clicking the Copy button on the bottom of the page.*

Create a Voluntary Placement Agreement – Indian Child

- Navigate to the Documents tab of the ICWA Record and click the insert button.
- On the Document Selection pop-up, select the radio button next to the document and click Continue.
- Complete the fields on the pop-up.
- Click Save.
- Launch the document from the Options dropdown



**eWiSACWIS Help Desk (855) 264-6323**

**DCFHelpdesk@wisconsin.gov**

**eWiSACWIS Knowledge Web**

**[http://dcf.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dcf.wisconsin.gov/wisacwis/knowledge_web/index.htm)**

**eWiSACWIS Quick Reference Guides**

**[http://dcf.wisconsin.gov/WiSACWIS/knowledge\\_web/training/quick-ref-guides/quick-reference-guides.htm](http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/quick-ref-guides/quick-reference-guides.htm)**



# Ongoing How Do I Guide

## In Home Service

### Service

How Do I...?	Selections	Tips & Guidelines
Document a new service	<ul style="list-style-type: none"> <li>Click Create &gt; Case Work &gt; Placement &gt; Service.</li> <li>Click the appropriate case and case participant.</li> <li>Click the Create button.</li> <li>On the Service page/Service tab, enter the applicable data/values.</li> <li>On the Provider tab, click the Search link</li> <li>On the Search Provider Service page, enter the applicable data/values and click the Search button.</li> <li>Select the provider and click Continue.</li> <li>On the Provider tab, enter applicable data/values.</li> <li>On the Service tab select Approval from the Options list. Click Go.</li> <li>Select Approve and Click Continue.</li> <li>Click Save and click Close.</li> </ul>	<p><i>Be careful to <b>enter</b> the amount in the <b>Child Specific Rate</b> field only <b>after</b> entering all other applicable data/ values on the Service tab.</i></p> <p><i>If you enter the child specific rate before entering other amounts that may apply, the system will delete the child specific rate amount (and consequently no payment will be sent to the provider).</i></p> <p><i>eWiSACWIS allows multiple Services to be documented.</i></p> <p><i>The Service page remains editable until it is approved by supervisor.</i></p>
End a service	<ul style="list-style-type: none"> <li>On the Service tab, select Placement Ending from the Options list. Click Go.</li> <li>On the Service Ending page, enter the applicable data/values and Select Approval from the Options list. Click Go.</li> <li>Select Approve and Click Continue.</li> <li>Click Save and click Close.</li> </ul>	



**eWiSACWIS Help Desk (855) 264-6323**

**DCFHelpdesk@wisconsin.gov**

**eWiSACWIS Knowledge Web**

**[http://dcf.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dcf.wisconsin.gov/wisacwis/knowledge_web/index.htm)**

**eWiSACWIS Quick Reference Guides**

**[http://dcf.wisconsin.gov/WiSACWIS/knowledge\\_web/training/quick-ref-guides/quick-reference-guides.htm](http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/quick-ref-guides/quick-reference-guides.htm)**