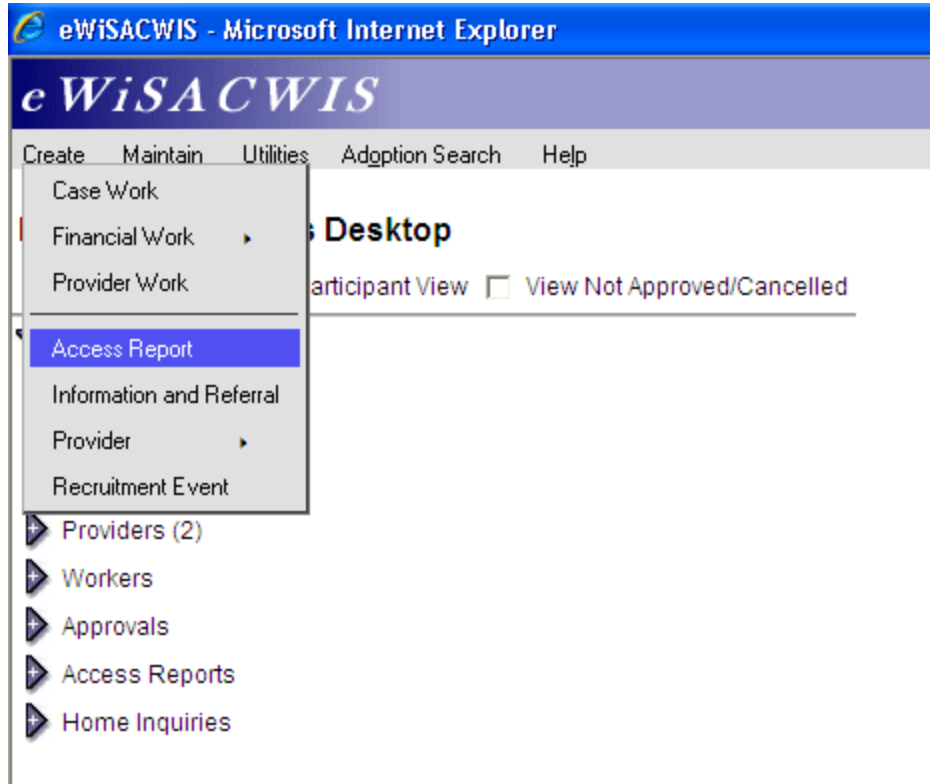


Access Report - Services Report

1. Select Create > Access Report. This will open the Access Report page.



2. Select 'Services Report' from the Access Report Type drop-down and enter the Date and Time Report was Received in the Access Information group box. The Date and Time Report was Received pre-fill into the Services Report template.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/SMD2_AccessReport.do?action=CREATE&fromWhere=desktop

eWiSACWIS TM Print Spell Check Help

Access Information

Report Name: Worker: Cake, Caitlin Access Report Type: **Undetermined** (dropdown menu open showing CPS Report, **Services Report**, Undetermined)

Date and Time Report was Received: 00/00/0000 00:00 AM PM R/T:

Narrative Services Participants Allegation Allegation Narr Prior Involvement Decision

Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child.

Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed.

Describe the child(ren)'s current location, school / daycare including dismissal time, functioning, including special needs, if any, and highlighting current vulnerability.

Save Close

Done Internet 100%

3. On the Narrative tab, enter narrative text for each section. Depending on the service type report selected on the next tab (Services tab), either the first narrative box will be required, or all narrative boxes (except directions to the house) will be required on this tab.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://appst.dhfs.state.wi.us/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop

eWiSACWIS TM Print Spell Check Help

Access Information

Report Name: Worker: Cake, Caitlin Access Report Type: Services Report

Date and Time Report was Received: 10/12/2010 08:00 AM R/T: ID: 8001996

Narrative Services Participants Prior Involvement Decision

Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child.

Narrative

Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed.

Describe the child(ren)'s current location, school / daycare including dismissal time, functioning, including special needs, if any, and highlighting current vulnerability.

Options: [Dropdown] Go Save Close

Done Internet 100%

4. When you get to the “Are there any present danger threats?” question, you will be prompted to select either the Yes or No radio button. This question may be required depending on the type of service selected on the Services page. If there are any present danger threats, select Yes. Upon selecting Yes, the Present Danger Threats page will open listing the present danger threats according to standards. Check all that apply. If at any time you need a definition of the present danger threats, hover over the Details with your cursor and the definition will appear. When finished, click Continue to return to the Narrative tab of the Access Report page.

Note: Based on the fact that there are present danger threats, upon screening in the access report, the response time will automatically list as “Same Day.”

Present Danger Threats

Check All That Apply

Maltreatment

Select	Description
<input type="checkbox"/>	The child is being maltreated at the time of the report or at initial contact Details
<input type="checkbox"/>	Severe to extreme maltreatment of the child is suspected, observed, or confirmed Details
<input type="checkbox"/>	The child has multiple or different kinds of injuries Details
<input type="checkbox"/>	The child has injuries to the face or head Details
<input type="checkbox"/>	The maltreatment demonstrates bizarre cruelty Details
<input type="checkbox"/>	The maltreatment of several victims is suspected, observed, or confirmed Details
<input type="checkbox"/>	The maltreatment appears premeditated Details
<input type="checkbox"/>	Dangerous (life threatening) living arrangements are present Details
<input type="checkbox"/>	The current report represents a serious threat to the child and there is a history of reports Details
<input checked="" type="checkbox"/>	The child is accessible to a maltreater Details

Child

Select	Description
<input type="checkbox"/>	Parent's viewpoint of child is bizarre Details
<input type="checkbox"/>	Child is unable to care for self and unsupervised or alone at the time of the report Details

[Continue](#) [Close](#)

https://appst.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp?templateMapUH=/SM02_PresentDangerThreats Internet

5. After selecting one or more present danger threats, the Narrative tab will display the present danger threats, along with a narrative field to describe the present danger threat. Complete the narrative field to describe the present danger threats.

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL: https://appst.dhfs.state.wi.us/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop. The page header features the "eWiSACWIS" logo and navigation icons for Print, Spell Check, and Help.

The main content area is titled "Access Information" and includes the following fields:

- Report Name: (empty)
- Worker: Cake, Caitlin
- Access Report Type: Services Report (dropdown menu)
- Date and Time Report was Received: 10/12/2010 08:00 AM (radio buttons for AM and PM)
- R/T: (empty)
- ID: 8001996

Below the information fields is a tabbed interface with the following tabs: Narrative (selected), Services, Participants, Pjor Involvement, and Decision.

The "Narrative" tab contains the following elements:

- A text input field for the narrative.
- A question: "Are there any present danger threats? (See Related Appendix) Yes No". A blue hyperlink "Present Danger Threats" is located to the right.
- A checkbox: The child is accessible to a maltreater. A blue hyperlink "Details" is located to the right.
- A large text input field labeled "Narrative".
- A prompt: "Describe presence of domestic violence (See Related Appendix), if applicable, including the demonstration of power and control and entitlement within the home environment." followed by another large text input field.

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

Note: Some of the narrative descriptions contain 'See Related Appendix' hyperlinks, which link to the associated appendix for either the CPS Access and Initial Assessment standards or the Safety Intervention standards.

6. The Services tab is used to identify the general type of services being requested for the family.

The screenshot displays the eWiSACWIS web application interface. The browser title is "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The URL is "https://appst.dhfs.state.wi.us/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop". The application header includes the eWiSACWIS logo and navigation icons for TM, Print, Spell Check, and Help.

The main content area is titled "Access Information" and contains the following fields:

- Report Name: (empty)
- Worker: Cake, Caitlin
- Access Report Type: Services Report (dropdown menu)
- Date and Time Report was Received: 10/12/2010 08:00 AM (radio buttons for AM and PM)
- R/T: (empty)
- ID: 8001996

Below the "Access Information" section are five tabs: Narrative, Services, Participants, Pjior Involvement, and Decision. The "Services" tab is currently selected.

The "Services" tab contains a "Service Report Type" dropdown menu and a "Specific Services" section. The "Specific Services" section has a radio button for "No Specific Services A" and a list of service types:

- Adoption
- Child Welfare
- Court Ordered Study
- Guardianship
- Independent Living
- Juvenile Justice
- Kinship
- Re-Open Closed Case
- Rule Violation

Below the "Specific Services" section is an "Other Information" section with the following fields:

- Referral Packet Received? Date Packet Received: 00/00/0000
- Court Ordered Study Date Report Due in Court: 00/00/0000

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

7. Once a Service Report Type has been selected, the Specific Services Requested group box will display a list of items to select. The following identified specific services for Child Welfare Service Reports are subjected to the CPS Access & Assessment standards and will require additional narrative on the Narrative tab, and a response time on the Decision tab:
- Drug Affected Infant
 - Lack of Care Due to Poverty
 - Medical Crisis – No Care because of Religion
 - Relinquished Infant (see Relinquished Infant Quick Reference Guide for more information)

The screenshot shows the 'eWiSACWIS' web application in Microsoft Internet Explorer. The browser title is 'Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The address bar shows the URL: https://appst.dhfs.state.wi.us/ewisacwis/SMD2_AccessReport.do?action=CREATE&fromWhere=desktop. The application header includes the 'eWiSACWIS' logo and navigation icons for TM, Print, Spell Check, and Help.

The main content area is titled 'Access Information' and contains the following fields:

- Report Name: (empty)
- Worker: Cake, Caitlin
- Access Report Type: Services Report (dropdown menu)
- Date and Time Report was Received: 10/12/2010 08:00 AM (radio buttons for AM/PM)
- R/T: (empty)
- ID: 8001996

Below this is a tabbed interface with the following tabs: Narrative, Services (selected), Participants, Prior Involvement, and Decision.

The 'Services' tab displays a 'Service Report Type' dropdown menu set to 'Child Welfare'. Below this is a section titled 'Specific Services Requested' with a list of services and checkboxes:

- CPS Alert
- Drug Affected Infant
- Educational Services
- Lack of Care Due to Poverty
- Medical Crisis-No Care b/c of Religion
- Medical Services
- Mental Health Services

Below the services list is an 'Other Information' section with the following fields:

- Referral Packet Received? Date Packet Received: 00/00/0000
- Court Ordered Study Date Report Due in Court: 00/00/0000

At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

- The Participants tab is used to record all participants in the case. Click Add/Edit to search the participants in this Services Report.

The screenshot shows a web browser window titled "Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL: https://appst.dhfs.state.wi.us/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop. The page header includes the "eWiSACWIS" logo and navigation icons for Print, Spell Check, and Help.

The main content area is titled "Access Information" and contains the following fields:

- Report Name: (empty)
- Worker: Cake, Caitlin
- Access Report Type: Services Report (dropdown menu)
- Date and Time Report was Received: 10/12/2010 08:00 AM (radio buttons for AM and PM)
- R/T: (empty)
- ID: 8001996

Below this section are five tabs: Narrative, Services, Participants (selected), Prior Involvement, and Decision.

The "Access Participants" section features a table with the following headers: Names, Gender, DOB, Age, Race, Relationship, and Roles. The table is currently empty.

Below the table is a link for "Consolidated Court Automation Programs (CCAP)" and two buttons: "Add/Edit" and "Address Copy".

The "Reporter" section contains the following fields:

- Name: (empty)
- Relation to Alleged Victim / Identified Child: (dropdown menu)
- Home: (empty)
- Work: (empty)
- Affiliation: (empty)
- Report Method: (dropdown menu)
- Address: (empty)
- Mandated Reporter
- Notice to Reporter Generated

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

- This opens the Access Inquiry Search page. Search the participants. Last Name is required unless you enter a person ID or an address. Click the Select hyperlink for the participants you would like to add, or click Create if the person you are looking for is not found. Once all participants have been added, click Continue to return to the Access Report. For more information on how to search, please refer to the Search Quick Reference Guide.

Access Inquiry Search -- Webpage Dialog
 http://159.158.38.76:9080/ewisacwis/common/ModalFrame.jsp?templateMapUrl=/SM_IntakeSearch

eWiSACWIS Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

Incl. AKA Search Precision: Sort By:

Record 1 to 2 of 2

Persons Returned

[Select](#) Example, Mother (9222446) 888 Hyde Street, Madison Female 11/20/1976

Basic Person Information

Related People

[Select](#) Example, Baby Biological Child

[Select](#) Example, Child Biological Child

Participants

Access Participant Name	Status	
Example, Mother	Search Found	Delete
Example, Baby	Search Found	Delete
Example, Child	Search Found	Delete
Example, Father	Search Found	Delete

http://159.158.38.76:9080/ewisacwis/common/ModalFrame.jsp?templateMapUrl=/SM_IntakeSearch Internet

10. Identify the Relationship of each participant in the Services Report. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin
 http://159.158.38.76:9080/ewisacwis/SM02_AccessReport.do?action=EDIT&ACCESS_ID_ACCESS_REPORT=8001997&accessIdAsgn=9224987

eWiSACWIS TM Print Spell Check Help

Access Information
 Report Name: Worker: Cake, Caitlin Access Report Type: Services Report
 Date and Time Report was Received: 10/12/2010 08:00 AM R/T: ID: 8001997

Narrative Services **Participants** Pjor Involvement Decision

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Example, Mother	Female	11/20/1976	33	White	Reference Person	Roles
Example, Baby	Male	07/07/2009	1	White	Biological Child	Roles
Example, Child	Female	03/03/2006	4	White	Biological Child	Roles
Example, Father	Male	02/27/1974	36	White	Present Spouse	Roles
Reporter, Robbie	Male	00/00/0000		White	Mandated Reporter	Roles

[Consolidated Court Automation Programs \(CCAP\)](#) **Add/Edit** **Address Copy**

Reporter
 Name: Relation to Alleged Victim / Identified Child:
 Home: Work: Affiliation: Report Method:
 Address: Mandated Reporter Notice to Reporter Generated

Options: **Save** **Close**

Done Internet 100%

11. Click the Roles hyperlink to open the Roles pop-up page.
 - For Services Reports, you must identify an Identified Child and a Report Name
 - You cannot select more than 5 roles for one participant
 - The Report Name is usually the Reference Person, except in Juvenile Justice and Delinquency reports. In Juvenile Justice and Delinquency reports, the identified child (the juvenile) would be the Report Name, but NOT the Reference Person.
 - Every participant must have at least one role selected.

Click Continue to return to the Access Report page.

Participant

Name: Example, Mother

Roles

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Identified Child	IC (Services Report ONLY)
<input type="checkbox"/>	Non-Household Member	NM
<input checked="" type="checkbox"/>	Parent/Parental Role	PR
<input checked="" type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

[Continue](#) [Close](#)

https://appst.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp?templateMapUrl=... Internet

12. The Address Copy button allows the address from one participant to be copied over to other participants. Select the person's address you want to copy in the top group box labeled Available Addresses to Copy. For all participants that should have the same address as the person identified above, check the box next to the participant in the Update Primary Address Selection group box. Click Save to apply the change(s) in address.

Address Copy -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Available Addresses to Copy

Names	DOB	Phone	Address	Address Type
<input type="radio"/> Reporter, Robbie (9222450)	00/00/0000			Primary Residence
<input checked="" type="radio"/> Example, Mother (9222446)	11/20/1976		888 Hyde Street Madison, WI 53701	Primary Residence
<input type="radio"/> Example, Child (9222447)	03/03/2006			Primary Residence
<input type="radio"/> Example, Father (9222448)	02/27/1974			Primary Residence
<input type="radio"/> Example, Baby (9222449)	07/07/2009			Primary Residence

Update Primary Address Selection

Names	DOB	Phone	Current Primary Address
<input type="checkbox"/> Reporter, Robbie (9222450)	00/00/0000		
<input type="checkbox"/> Example, Mother (9222446)	11/20/1976		888 Hyde Street Madison, WI 53701
<input checked="" type="checkbox"/> Example, Child (9222447)	03/03/2006		
<input checked="" type="checkbox"/> Example, Father (9222448)	02/27/1974		
<input checked="" type="checkbox"/> Example, Baby (9222449)	07/07/2009		

Save Close

https://appst.dhfs.state.wi.us/ewisacwis/common/ModalFrame.jsp?templateMapUrl=/SM02_AddressCopy Internet

13. If applicable, complete the Reporter group box. The Reporter's Name and address will pre-fill from reporter's Person Management page. This information will pre-fill based upon the participant identified with the role RP (Reporter). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down will either check or uncheck the Mandated Reporter checkbox.

http://159.158.38.76:9080/?action=EDIT&ACCESS_ID_ACCESS_REPORT=8001997&accessIdAsgn=9224987 - A - Microsoft Int...

eWiSACWIS TM Print Spell Check Help

Access Information
 Report Name: Example, Mother Worker: Cake, Caitlin Access Report Type: Services Report
 Date and Time Report was Received: 10/12/2010 08:00 AM PM R/T: ID: 8001997

Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Reporter, Robbie	Male	00/00/0000		White	Mandated Reporter	RP Roles
Example, Mother	Female	11/20/1976	33	White	Reference Person	HM-PR-RN Roles
Example, Baby	Male	07/07/2009	1	White	Biological Child	HM-IC Roles
Example, Child	Female	03/03/2006	4	White	Biological Child	HM-IC Roles
Example, Father	Male	02/27/1974	36	White	Present Spouse	HM-PR Roles

Consolidated Court Automation Programs (CCAP) Add/Edit Address Copy

Reporter
 Name: Reporter, Robbie Relation to Alleged Victim / Identified Child:
 Home: Work: Affiliation: Report Method:
 Address: Mandated Reporter Notice to Reporter Generated

Options: Go Save Close

Done Trusted sites 100%

14. The Prior Involvement tab is a view only tab allows you to search through prior access reports to obtain further information on a case. The reports can be filtered by the access report participant by selecting a name in the drop down of the Access Report Participant. The system will then search all participants and return any Access Reports that they have been involved in. Click the blue hyperlinks to view the Access Report or the Initial Assessment. The results can be sorted by clicking on the header (Case Name for example). Prior Involvement records for participants with only the role of Reporter will not appear.

http://159.158.38.76:9080/?action=EDIT&ACCESS_ID_ACCESS_REPORT=8001997&accessIdAsgn=9224987 - A - Microsoft Int...

eWiSACWIS TM Print Spell Check REC Help

Access Information

Report Name: Example, Mother Worker: Cake, Caitlin Access Report Type: Services Report

Date and Time Report was Received: 10/12/2010 08:00 AM PM R/T: ID: 8001997

Narrative Services Participants **Prior Involvement** Decision

Access Report Participant: All

Date	Report Type	Wrkr Safety Concerns	Screening Decision	Case Name	Assessment Finding	Maltreater Name(s)
10/14/2009	Services Report - Child Welfare - Green	N	Screen In	Mother Example (9221653)	N/A	N/A

Options: [] Go Save Close

Done Trusted sites 100%

15. On the Decision tab, below the Supervisor Decision group box, there is a Status group box that should be completed prior to making a screening recommendation or decision. The After Hours Report checkbox pre-fills into the Services Report template.

The screenshot displays the eWiSACWIS web application interface. At the top, the browser address bar shows the URL: http://159.158.38.76:9080/?action=EDIT&ACCESS_ID_ACCESS_REPORT=8001997&accessIdAsgn=9224987. The application header includes the logo "eWiSACWIS" and navigation icons for Print, Spell Check, and Help.

The main content area is divided into several sections:

- Access Information:** Report Name: Example, Mother; Worker: Cake, Caitlin; Access Report Type: Services Report (dropdown); Date and Time Report was Received: 10/12/2010 08:00 AM (with AM/PM radio buttons); R/T: ; ID: 8001997.
- Navigation Tabs:** Narrative, Services, Participants, Pjor Involvement, Decision (selected).
- Supervisor Decision:** Name: Cake, Caitlin; Radio buttons for Screen In, Screen Out, and Pending (Pending is selected); Date/Time Decision Made: 10/13/2010 09:57 AM (with AM/PM radio buttons); Response Time: (dropdown); Reason: (dropdown); Explain: (text area).
- Status:** Checkboxes for After Hours Report (checked), Law Enforcement Notified, Worker Safety Concerns?, Interpreter Needed?, Is this Access Report a death, serious injury, or egregious incident (See Related Numbered Memo) ?, and Serious Incident Notification generated?; Primary Language: English (dropdown).
- Options:** (dropdown) and a Go button.
- Buttons:** Save and Close buttons.

The bottom status bar shows "Done" and "Trusted sites" with a 100% zoom level.

16. Open all applicable templates from the Options drop-down.

The screenshot displays the eWiSACWIS web application interface. At the top, the browser address bar shows the URL: http://159.158.38.76:9080/?action=EDIT&ACCESS_ID_ACCESS_REPORT=8001997&accessIdAsgn=9224987 - A - Microsoft Internet Ex.... The application header includes the logo "eWiSACWIS" and navigation links for "TM", "Print", "Spell Check", and "Help".

The main content area is divided into several sections:

- Access Information:** Contains fields for "Report Name: Example, Mother", "Worker: Cake, Caitlin", "Access Report Type: Services Report", "Date and Time Report was Received: 10/12/2010 08:00 AM", and "ID: 8001997".
- Supervisor Decision:** Includes "Name: Cake, Caitlin", radio buttons for "Screen In", "Screen Out", and "Pending" (selected), "Date/Time Decision Made: 10/13/2010 09:57 AM", "Response Time" and "Reason" dropdowns, and an "Explain:" text area.
- Status:** Features checkboxes for "After Hours Report", "Law Enforcement Notified", "Worker Safety Concerns?", "Is this Access Report a death, serious injury, or egregious incident (See Related Numbered Memo) ?", and "Serious Incident Notification generated?". It also includes a "Primary Language" dropdown set to "English" and a checkbox for "Interpreter Needed?".

An "Options:" dropdown menu is open, showing a list of templates: "Text", "ICW Cover Letter", "Reporter Narrative", "Mandated/Relative Reporter Notice", "Prior County Involvement", "Services Report", and "Services Report Additional Information". "Save" and "Close" buttons are visible at the bottom right of the form area.

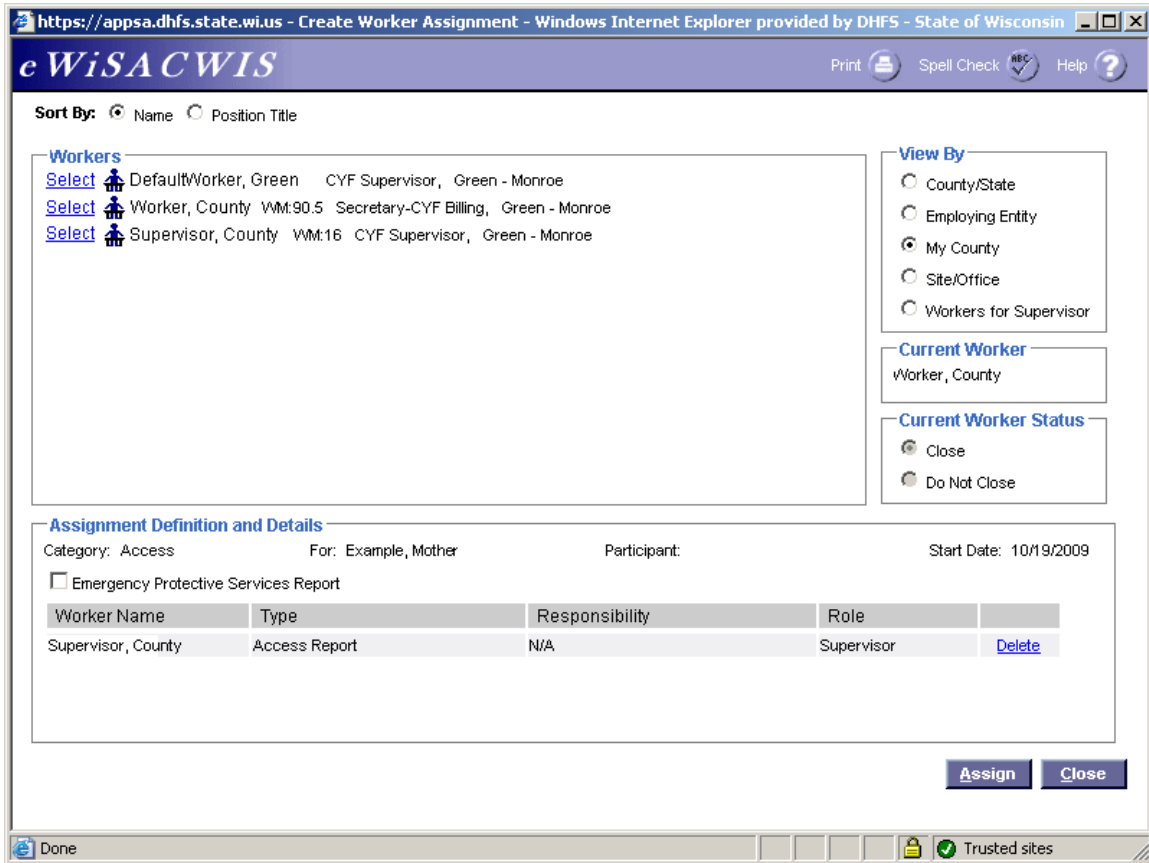
17. Once all applicable and pertinent information has been documented and all necessary templates have been opened, the last step is to make a screening recommendation or decision. If you have Worker screening security, complete the Worker Recommendation group box and click Save to send to your supervisor. If the type of service you selected is one of the types that are subject to the CPS Access and Assessment Standards, the response time will be automatically calculated for you based on the presence of any present danger threats. If you have Supervisor screening security, complete the Supervisor Decision group box and select the Create/Link Case hyperlink to link this Access Report to a new or existing case.

The screenshot displays the eWiSACWIS web application interface. The browser address bar shows the URL: http://159.158.38.76:9080/?action=EDIT&ACCESS_ID_ACCESS_REPORT=8001997&accessIdAsgn=9224987 - A - Microsoft Internet Ex.... The page title is "eWiSACWIS". The interface includes a navigation menu with tabs for "Narrative", "Services", "Participants", "Prior Involvement", and "Decision". The "Decision" tab is active, showing the "Supervisor Decision" section. This section contains the following fields and options:

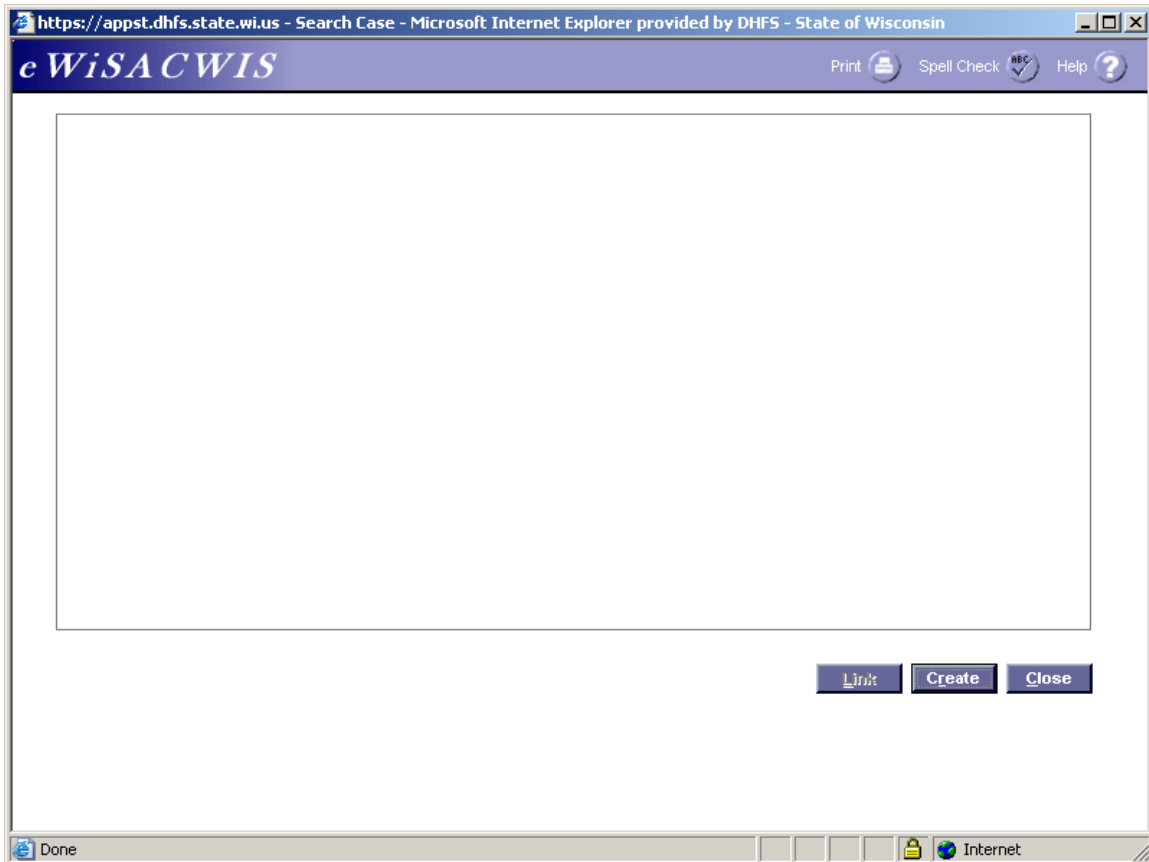
- Access Information:** Report Name: Example, Mother; Worker: Cake, Caitlin; Access Report Type: Services Report (dropdown); Date and Time Report was Received: 10/12/2010 08:00 AM (radio buttons); R/T: Same Day; ID: 8001997.
- Supervisor Decision:** Name: Cake, Caitlin; Screen In (radio button, selected), Screen Out (radio button), Pending (radio button); Date/Time Decision Made: 10/13/2010 09:57 AM (radio buttons); Response Time: Same Day (dropdown); Reason: Accepted for Services (dropdown); [Create/Link Case](#) (hyperlink); Explain: (text area).
- Status:** After Hours Report (checkbox), Law Enforcement Notified (checkbox), Worker Safety Concerns? (checkbox), Primary Language: English (dropdown), Interpreter Needed? (checkbox), Is this Access Report a death, serious injury, or egregious incident (See Related Numbered Memo)? (checkbox), Serious Incident Notification generated? (checkbox).

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom level.

18. When the worker selects Save, the Assignment page defaults assigning it to his or her supervisor. Click Assign to send the Access Report to the selected supervisor.



19. When the supervisor selects the 'Create / Link Case' hyperlink, the system will search all cases that the participants have been involved in and present those as an option to link the new report to. If there is an existing case that the new report should be linked to, select the case and click the Link button. If no cases are returned or if the returned cases are not correct, the supervisor would select the Create button to create a new case.



20. Once the report is linked or a new case is created, the Maintain Case page is opened, and any updates or required fields should be completed at this time.

https://appst.dhfs.state.wi.us - Maintain Case - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Case

Last/Provider: Example Number: 9221653 Status: Open
 First: Mother Initial: Open Date: 10/15/2009

Participants Address Collaterals Closing/Merge History

Basic

Case Type: Child Welfare Restricted Case
 County: Green Site/Region: Green - Monroe
 Number of Household Members: CARES Case Number: Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Re	Legal	Prg
Example, Baby	Y	Active	07/07/2009	Male	Biol	one	N
Example, Child	Y	Active	03/03/2006	Female	Biol	one	N
Example, Father	Y	Active	02/27/1974	Male	Pre	one	N
Example, Mother	Y	Active	11/20/1976	Female	Reference Person	None	N

Insert Save Close

Done Internet

21. Once the case information is updated as needed, click Save. This will bring up an edit message, asking the supervisor if they would like to make an assignment to this case. Select 'Yes' to create an assignment to a worker (or multiple workers), select 'No' to leave the case only assigned to the supervisor. Please see the Assignment Quick Reference Guide for more information.

