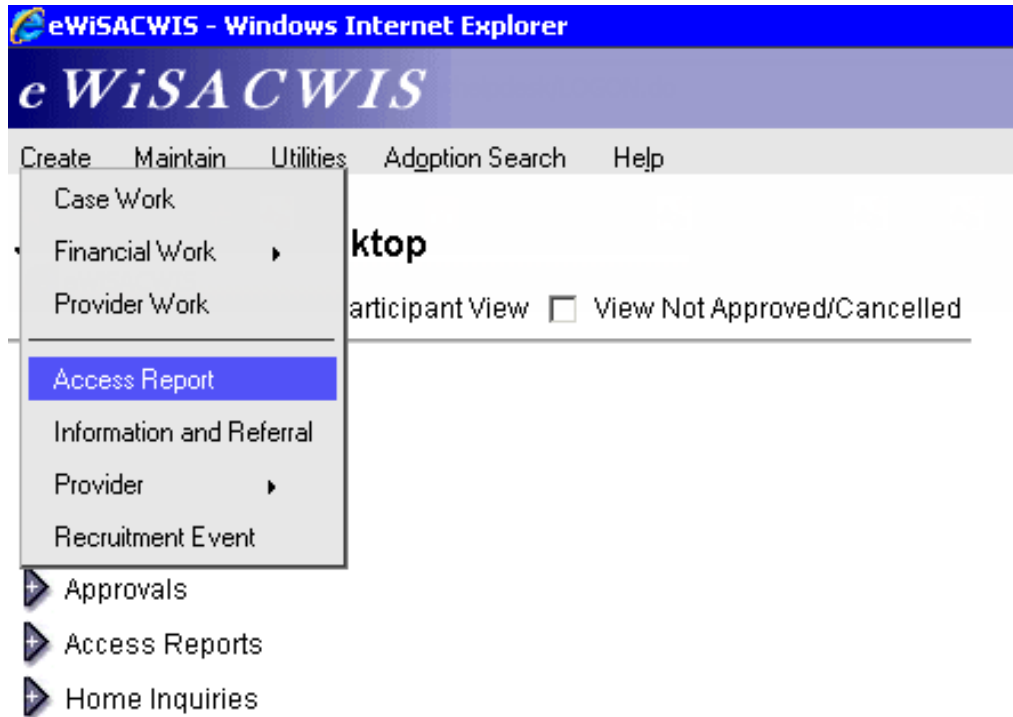


# Documenting a Step-Parent Adoption

1. From your desktop, select Create > Access Report.



2. Select 'Services Report' in the Access Report Type drop-down. Also, enter the 'Date and Time Report was Received' in the Access Information group box.

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

http://dhfs-unit-test/ewisacwis/SM02\_AccessReport.do?action=CREATE&fromWhere=desktop

**eWiSACWIS** TM Print Spell Check Help

**Access Information**

Report Name: Worker: Corn, Conn C., Jr. Access Report Type: Undetermined

Date and Time Report was Received: 10/21/2010 01:34 AM PM R/T:

CPS Report  
Services Report  
Undetermined

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 first section. Only the first text field (Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child.) is required, however the additional text fields can be completed.

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: [http://dhfs-unit-test/ewisacwis/SM02\\_AccessReport.do?action=CREATE&fromWhere=desktop](http://dhfs-unit-test/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop). The page header features 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: Corn, Conn C., Jr.
- Access Report Type: Services Report (dropdown menu)
- Date and Time Report was Received: 10/21/2010 01:34 AM (radio buttons for AM and PM are present)
- R/T: (empty)
- ID: 9237425

Below the "Access Information" section is a tabbed interface with five tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The "Narrative" tab is selected and active.

The "Narrative" section contains three text input areas:

- Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child. This field contains the text "Step-parent adoption".
- Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed. This field is currently empty.
- Describe the child(ren)'s current location, school / daycare including dismissal time, functioning, including special needs, if any, and highlighting current vulnerability. This field is currently empty.

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

The browser's status bar at the bottom shows "Done", "Internet", and a zoom level of "100%".

4. On the Services tab, select 'Adoption' as the Service Report Type. In the Specific Services Requested group box, select the 'Step-Parent Adoption' checkbox.

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: [http://dhfs-unit-test/ewisacwis/SM02\\_AccessReport.do?action=CREATE&fromWhere=desktop](http://dhfs-unit-test/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop). The page 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: Corn, Conn C., Jr.
- Access Report Type: Services Report (dropdown menu)
- Date and Time Report was Received: 10/21/2010 01:34 AM (radio buttons for AM and PM)
- R/T: (empty)
- ID: 9237425

Below this information are five tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The "Services" tab is currently selected.

Under the Services tab, the "Service Report Type" is set to "Adoption" (dropdown menu). Below this is a section titled "Specific Services Requested" with a list of checkboxes:

- Concurrent Permanent Planning
- Final Adoption
- Legal Consultation
- Other
- Permanent Plan Consultation
- Placement Resource Consultation
- Step-Parent Adoption

Below the 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.

5. Add the Participants by clicking the Add/Edit button. The biological parent should be identified with the Relationship of 'Reference Person' and the Role of 'Report Name.'

Access Report - Microsoft Internet Explorer provided by DHF5 - State of Wisconsin  
 http://dhfs-unit-test/ewisacwis/SM02\_AccessReport.do?action=CREATE&fromWhere=desktop

**eWisACWIS** TM Print Spell Check Help

**Access Information**  
 Report Name: Carrot, Carol Worker: Corn, Conn C., Jr. Access Report Type: Services Report  
 Date and Time Report was Received: 10/21/2010 01:34 AM R/T: ID: 9237425

Narrative Services **Participants** Prior Involvement Decision

**Access Participants**

Names	Gender	DOB	Age	Race	Relationship	Roles
Carrot, Carol	Female	02/12/1976	34	White	Reference Person	HM-PR-RN <a href="#">Roles</a>
Carrot, Colton	Male	01/11/1977	33	White	Present Spouse	HM-PR <a href="#">Roles</a>
Carrot, Casey	Female	02/04/2006	4	White	Biological Child	HM-IC <a href="#">Roles</a>

[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:  **Go** **Save** **Close**

Done Internet 100%

6. On the Decision tab, select the 'Screen In' radio button and select the Reason of 'Accepted for Services.' Click the Create/Link Case hyperlink to create or link the case.

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: [http://dhfs-unit-test/ewisacwis/SM02\\_AccessReport.do?action=CREATE&fromWhere=desktop](http://dhfs-unit-test/ewisacwis/SM02_AccessReport.do?action=CREATE&fromWhere=desktop). The application header includes the logo "eWiSACWIS" 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: Carrot, Carol
- Worker: Corn, Conn C., Jr.
- Access Report Type: Services Report
- Date and Time Report was Received: 10/21/2010 01:34 AM
- R/T: ID: 9237425

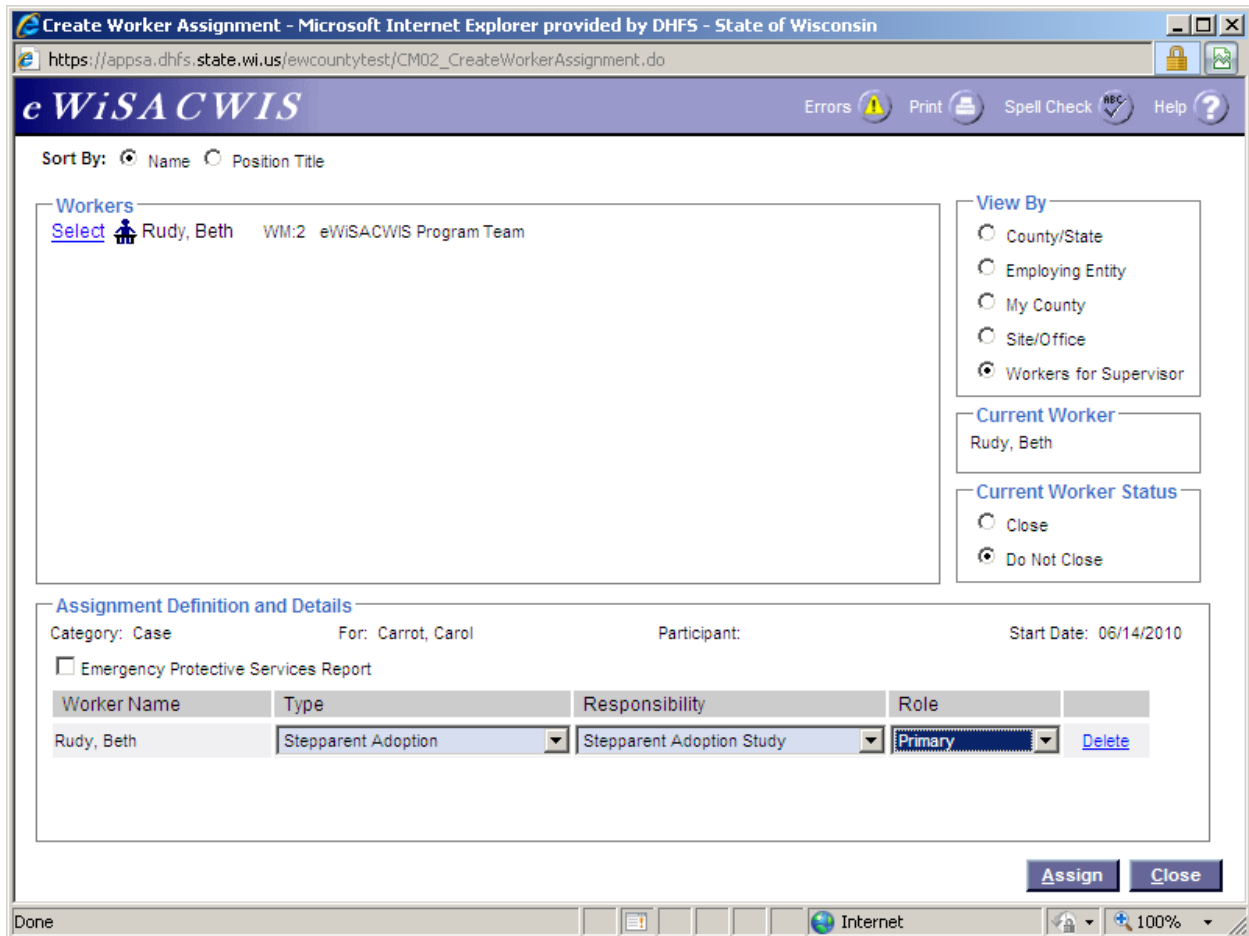
Below this information are several tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The "Decision" tab is currently selected.

The "Decision" tab contains two sections:

- Worker Recommendation:**
  - Name: Corn, Conn C., Jr.
  - Radio buttons:  Screen In,  Screen Out,  Pending
  - Date/Time Decision Made: [empty]
  - Response Time: [dropdown]
  - Reason: [dropdown]
  - Explain: [text area]
- Supervisor Decision:**
  - Name: Corn, Conn C., Jr.
  - Radio buttons:  Screen In,  Screen Out,  Pending
  - Date/Time Decision Made: 10/21/2010 01:41 PM
  - Response Time: [dropdown]
  - Reason: Accepted for Services
  - Explain: [text area]
  - [Create/Link Case](#)

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

- When assigning a worker, the assignment Type of Stepparent Adoption should be selected with a Responsibility of Stepparent Adoption Study and a Role of Primary.



- After creating a case for the family, a home study should be completed and a recommendation should be made. This information is usually sent to the courts. The case should remain open until the Record of Adoption is received or until the worker is notified that the adoption did not take place. This should be documented in a Child Welfare case note and the case can then be closed.