

UPDATING ADDRESSES FOR MULTIPLE PARTICIPANTS IN A CASE

In eWiSACWIS, the Case Address is the Primary Residence address of the Reference Person in the case. The Case Address should match the address in the Person Management record for the participant listed as the Reference Person. Participants in the case who live at the address listed on the Address tab of the Maintain Case page can have their address updated in their Person Management record from this tab. For example, if the family moves, this will be the easiest method to update all the participants' records at once.

1. From the desktop, click on the Cases expando to view all cases.
2. Find the case where an address change needs to be recorded and click on the Case Name hyperlink to open the Maintain Case page.

The screenshot shows the eWiSACWIS desktop interface. At the top is a purple header with the text "eWiSACWIS". Below the header is a navigation bar with links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Conn C. Corn's Desktop" and includes several filter options: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). Below the filters are two expandable sections: "Ticklers" and "Cases (104)". The "Cases (104)" section is expanded, showing a list of cases. Each case entry includes a folder icon, a case name with a hyperlink, an "Actions" link, and a brief description of the case. The case "Allen" is highlighted, and a mouse cursor is pointing at the "Click to Maintain Case" link. The cases listed are:

- AA-Carb's, Ivor (9222472) Actions
Pre-Adoptive Child 08/19/2008 Door, Diane Milwaukee-Admin 125 Jump St , Madison , WI 53701
- Abby, Amber (9221887) Actions
DCF Guardianship - County Custody 04/16/2008 Rusk, Supervisor Milwaukee-Region 1 123 Street , Milwaukee , WI 53209
- Aladdin, Mama (9222109) Actions
CPS Family - Ongoing 03/07/2007 Corn, Conn C., Jr. Green - Monroe 225 Learjet Way , Eagle River , AP 92356 FSL: Intensive
- Allen (Click to Maintain Case) Actions
CPS Family - Ongoing 05/11/2005 Door, Supervisor Green - Monroe C/O: To the Parents of Amanda Allen 2001 Case Address ,
- America, Jesse (9222579) Actions
CPS - Licensed / Certified Provider 03/10/2009 Corn, Conn C., Jr. Milwaukee-Region 2 123 Main , Madison , WI 53703
- Anderson, Amy (20243) Actions
CPS Family - Ongoing 07/28/2000 Cake, Caitlin M. Milwaukee-Region 1 11 River Road , Madison , WI 53701

3. Click on the Address tab. Enter an Effective Date and fill in the remaining updates on this tab.

Maintain Case - ID: 9222109 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case: 9222109

Name: Aladdin, Mama Case Type: CPS Family - Ongoing Status: Open 03/07/2007

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: Restricted

Participants Address Collaterals Closing/Merge History

Case Address

Type: Primary Residence Effective Date: 03/07/2007

C/O:

Street: 225 Main Street Apt: D

WI City:

City: Eagle River State: AP ZIP: 92356 Country: United States

Phone: (715)222-2222 Ext: Alt Phone: Alt Ext: Fax:

Directions:

[Map this address](#)

Options: Go

Done Local intranet | Protected Mode: Off 100%

4. Click on the Update button. This will open the Update Address page.

- The Update Address page lists all the participants in the case and their addresses. All household members will have the checkbox automatically checked.

Update Address -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Case Address

225 Main Street, Apt. D, Eagle River, AP 92356

Update Participants Residing At Case Address

<input type="checkbox"/>	Participant Name (ID)	Date of Birth	Address
<input type="checkbox"/>	Aladdin, Mama (9224140)	02/04/2000	123 Main Street, Milwaukee, WI 53201
<input type="checkbox"/>	Aladdin, Papa (9224141)	01/27/1975	225 Learjet Way, Eagle River, AP 92356
<input checked="" type="checkbox"/>	Allen, Amanda J (9222030)	08/13/2003	C/O Mike Fernald, 225 Main Street, Apt. D, Eagle River, AP 92356
<input checked="" type="checkbox"/>	Fruit, Frances R (9222385)	02/19/1997	225 Main Street, Apt. D, Eagle River, AP 92356
<input checked="" type="checkbox"/>	Joyner, Trevor (9224961)		123 Main, Apt. 102, Madison, 74215
<input checked="" type="checkbox"/>	Monster, Girl (9224251)	05/17/2001	C/O Mama Aladdin, 225 Main Street, Apt. D, Eagle River, AP 92356

Save Close

- For each participant whose address needs to be updated to match the address on the Maintain Case page, verify the checkbox next to the participant's name is checked. For any household member that you do not want to update the address for, verify the checkbox for that participant is not selected. Click on the Save button. Click on the Close button to return to the Maintain Case page.