

HOW TO TPR A CHILD FROM A BIOLOGICAL FAMILY CASE

NOTE: These steps do NOT apply to BMCW and State Adoptions would prefer to be responsible for TPRing any child who will be transferred to the State Adoption program post-TPR.

NOTE: Prior to completing these steps please make sure that the county Out of Home Placement for the child is closed with an end date of the day prior to the TPR being granted by the courts. This will ensure that the payments are accurate for both the County and the State Adoptions unit.

1. On the desktop, click on the case name for the child who is to be TPR'd. This will open the Maintain Case page.

The screenshot displays the eWiSACWIS desktop environment. At the top, there is a navigation bar with links for 'Create', 'Maintain', 'Utilities', 'Adoption Search', and 'Help'. Below this, the user's name 'Conn C. Corn's Desktop' is shown. There are three checkboxes: 'Date Restricted' (checked), 'Participant View' (unchecked), and 'View Not Approved/Cancelled' (unchecked). The main content area is divided into sections: 'Ticklers' with sub-items 'My Ticklers' and 'Escalated Ticklers'; and 'Cases (104)' which lists several cases. The case 'Aladdin, Mama (9222109)' is highlighted, and a mouse cursor is pointing at the 'Click to Maintain Case' link. Other cases listed include 'AA-Carb's, Ivor (9222472)', 'Abby, Amber (9221887)', and 'America, Jesse (9222579)'. Each case entry includes details such as case type, date, supervisor, and address.

eWiSACWIS

Create Maintain Utilities Adoption Search Help

Conn C. Corn's Desktop

Date Restricted Participant View View Not Approved/Cancelled

▼ Ticklers

- ▶ My Ticklers
- ▶ Escalated Ticklers

▼ Cases (104)

- 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, Sarah S. ([Click to Maintain Case](#))
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

2. On the Maintain Case page, select the DeActivate hyperlink for the child who is being TPR'd.

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

Active Participants

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
Aladdin, Mama (9224140)	N	02/04/2000	Female	Reference Person	N/A	N	DeActivate	Remove
Aladdin, Papa (9224141)	N	01/27/1975	Male	Present Spouse	N/A	N	DeActivate	Remove
Allen, Amanda J. (9222030)	Y	08/13/2003	Female	Biological Child	N/A	N	DeActivate	Remove
Fruit, Frances R. (9222385)	Y	02/19/1997	Female	Other Relative	N/A	N	DeActivate	Remove
Joyner, Trevor (9224961)	Y	08/05/2009	Male	Biological Child	N/A	N	DeActivate	Remove
Monster, Girl (9224251)	Y	05/17/2001	Female	Foster Child	None	N	DeActivate	Remove
Mouse, Shirley (9225267)	N	01/01/2004	Female	Cousin	N/A	N	DeActivate	Remove

Number of Household Members: 4 [Insert](#)

[Inactive Participants](#)

Options: [Go](#) [Save](#) [Close](#)

Note: A tooltip "Click to DeActivate Person" is visible over the "DeActivate" link for "Joyner, Trevor".

- On the Participant Status page, select TPR from the Reason drop-down. Enter the Effective Date, **which must be the TPR date**. In the New TPR Case group box, the Case Type, County, and Site/Region will pre-fill from the Maintain Case page. Once you have verified all information is accurate, click Save.

Participant Status

Action Requested: DeActivate
Name: Joyner, Trevor
Worker: Conn C. Corn
Reason: TPR
Date: 07/07/2011
Effective Date: 06/23/2011

New TPR Case

Case Type: Pre-Adoptive Child
County: Green
Site/Region: Green - Monroe

Participant History

Status	Effective Date	Reason	Worker
Active	03/05/2008	null	Green, Supervisor

Save Close

- The following message will appear. Click the Yes button if you want to continue with the TPR process. eWiSACWIS will automatically create a new case for the child who has been TPR'd and immediately displays the Maintain Case page for the new case.

eWiSACWIS -- Web Page Dialog

De-activation of Participant with reason 'TPR' will result in the creation of a new Case and any open placements for the child will be copied over by the batch. Continue?

Yes No

5. The Maintain Case page will appear for the new Pre-Adoptive Child case. Click Close.

Maintain Case -- Webpage Dialog

eWISACWIS Print Spell Check Help

Case: 9222742

Name: Joyner, Trevor Case Type: Pre-Adoptive Child Status: Open 06/23/2011

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: Restricted

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
Joyner, Trevor (9224961)	U	08/05/2009	Male	Reference Person	N/A	N		

Number of Household Members: 0

Inactive Participants

Options:

6. Click Close on the Participant Status page.

Participant Status -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Participant Status

Action Requested: DeActivate
Name: Joyner, Trevor
Worker: Conn C. Corn
Reason: TPR
Date: 07/07/2011
Effective Date: 06/23/2011

New TPR Case

Case Type: Pre-Adoptive Child
County: Green
Site/Region: Green - Monroe

Participant History

Status	Effective Date	Reason	Worker
Active	03/05/2008	null	Green, Supervisor
(TPR)	06/23/2011	TPR	Corn, Conn C

Save **Close**

7. The Maintain Case page for the bio case will display Status of “(TPR)” for the child in the Inactive Participants group box. To access the Participant Status page, click the TPR hyperlink.

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
Fruit, Frances R. (9222385)	Y 02/19/1997 Female	Other Relative	N/A N DeActivate Remove
Monster, Girl (9224251)	Y 05/17/2001 Female	Foster Child	None N DeActivate Remove
Mouse, Shirley (9225267)	N 01/01/2004 Female	Cousin	N/A N DeActivate Remove

Number of Household Members: 3 [Insert](#)

Inactive Participants

Name	Hshld	DOB	Gender	Relationship	Legal	Prg	
Abby, Adopt (9225814)	N	01/17/2007	Male	Other Relative	N/A	N	ReActivate Remove
Joyner, Trevor (9224961)	N	08/05/2009	Male	Biological Child	N/A	N	(TPR)

Options: [Go](#) [Save](#) [Close](#)

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8. The Participant Status page will open and will display the TPR date.

Participant Status

Action Requested: DeActivate
Name: Joyner, Trevor
Worker: Conn C. Corn
Reason: [dropdown]
Date: 07/07/2011
Effective Date: 00/00/0000

Participant History

Status	Effective Date	Reason	Worker
Active	03/05/2008	null	Green, Supervisor
(TPR)	06/23/2011	TPR	Corn, Conn C

Save Close

9. Click Close on the Participant Status page and click Close on the Maintain Case page to return to the desktop.

10. The child's new Pre-Adoptive Child case will appear on the desktop the same day the above steps are completed. Review the case values to make sure they are correct. Make sure Pre-Adoptive Child is selected for the Case Type. Make sure the County field reflects the county in which the TPR occurred. The information specific to the child in the family case will be copied over to the child's case through overnight batch processing.

The screenshot shows the eWiSACWIS system interface. At the top, there is a navigation bar with the following menu items: Create, Maintain, Utilities, Adoption Search, and Help. Below this is the user's name, "Conn C. Corn's Desktop". There are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). The main content area is divided into sections: "Ticklers" (with sub-items "My Ticklers" and "Escalated Ticklers") and "Cases (104)". Under "Cases (104)", there is a list of cases, each with a folder icon, a name in parentheses, and a link to "Actions". The case for "Joyner, Trevor (9222742)" is highlighted with a red box. Below the name, the case details are listed: "Pre-Adoptive Child 06/23/2011 Corn, Conn C., Jr. Green - Monroe 123 Main , Madison, 74215". Other cases listed include "Jenkins, Ron (9221860)", "Jenntest, Tuck (9221251)", "johnson, agatha (9221424)", and "Kellogg, Kathy B. (9222251)".

***If a child in a CPS family case is TPR'd and adopted through a private agency, the child should be deactivated from the family case in eWiSACWIS at the time of TPR. The fact that there was a private TPR should be documented in eWiSACWIS through a case note. Case managers should not TPR the child in eWiSACWIS and create a Pre-Adoptive Child case. If the child was not in an out-of-home placement, then a discharge reason is not necessary. When deactivating the child, do not use the reason of 'Transfer of Guardianship.' The reason of 'Other' should be used for deactivation.**