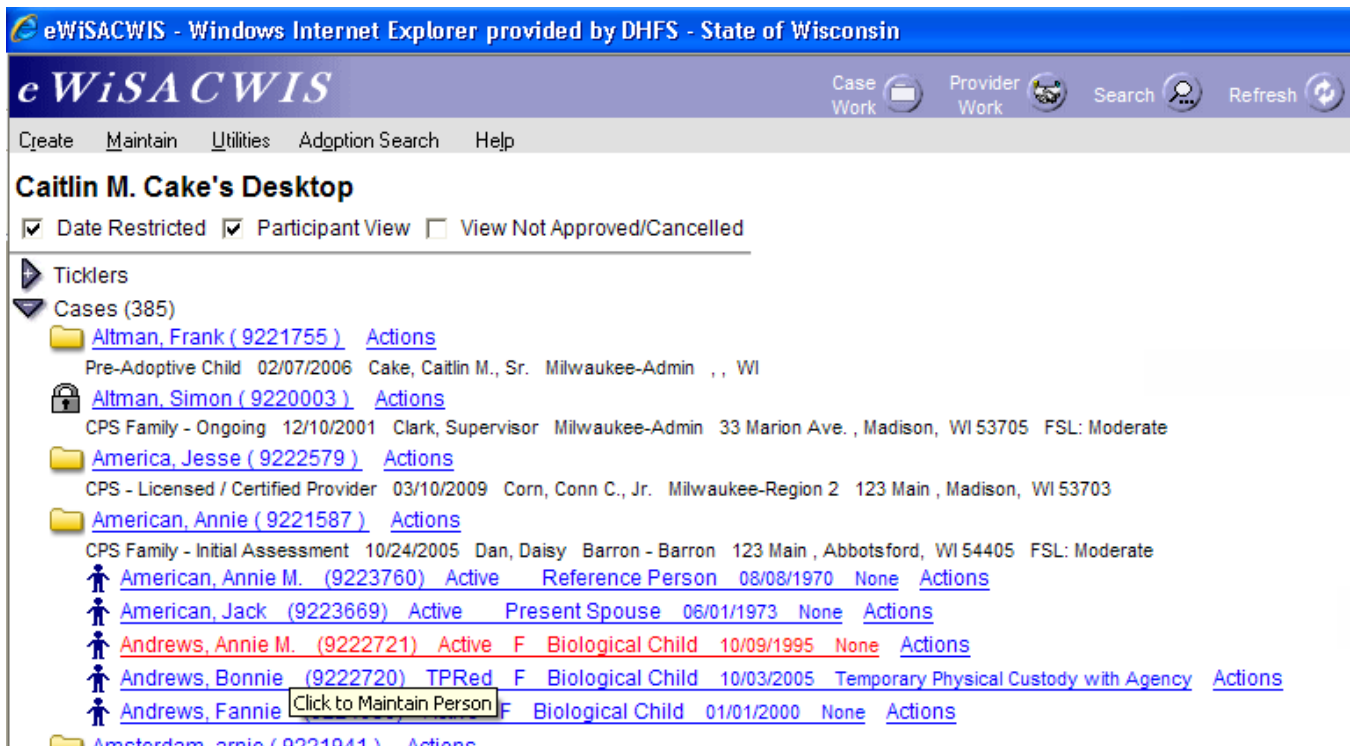


Education Record

1. From the desktop, there are two ways to access the Person Management page:
 - a. The first is to select the Participant View checkbox:



Then expand your case and select the participant to open the Person Management page:



b. The second is to click on the case name to open the Maintain Case page:

eWiSACWIS - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

Caitlin M. Cake's Desktop

Date Restricted Participant View View Not Approved/Cancelled

Ticklers

Cases (385)

- Altman, Frank (9221755)** Actions
Pre-Adoptive Child 02/07/2006 Cake, Caitlin M., Sr. Milwaukee-Admin , WI
- Altman, Simon (9220003)** Actions
CPS Family - Ongoing 12/10/2001 Clark, Supervisor Milwaukee-Admin 33 Marion Ave. , Madison, WI 53705 FSL: Moderate
- America, Jesse (9222579)** Actions
CPS - Licensed / Certified Provider 03/10/2009 Corn, Conn C., Jr. Milwaukee-Region 2 123 Main , Madison, WI 53703
- American, Annie (9221587)** Actions
CPS Family - Initial Assessment 10/24/2005 Dan, Daisy Barron - Barron 123 Main , Abbotsford, WI 54405 FSL: Moderate
- Amsterdam, Caitlin M. Sr (Supervisor)** Actions
CPS Family - Ongoing 06/19/2006 Cake, Caitlin M. Sr (Supervisor) Milwaukee-Region 2 123 house FSL: Low

Then click on the name of the participant in the Participants group box to open the Person Management page:

Maintain Case - ID: 9221587 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Case: 9221587

Name: American, Annie M. Case Type: CPS Family - Ongoing Status: Open 10/24/2005

County: Barron Site/Region: Barron - Barron

CARES Case #: County Case #: Restricted

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Hshld	DOB	Gender	Relationship	Legal	Prg		
American, Annie M. (9223760)	U	08/08/1970	Female	Reference Person	N/A	N	DeActivate	Remove
American, Jack (9223669)	U	06/01/1973	Male	Present Spouse	N/A	N	DeActivate	Remove
Andrews, Annie M. (9222721)	Y	10/09/1995	Female	Biological Child	None	N	DeActivate	Remove
Andrews, Fannie (9221587)		01/01/2000	Female	Biological Child	N/A	N	DeActivate	Remove

Number of Household Members: 2 **Insert**

Inactive Participants

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

2. On the Person Management page, click on the Education tab.

The screenshot shows a web browser window titled "Person Management 'Andrews, Annie M. (9222721)' -- Webpage Dialog". The page header includes the "eWiSACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. The main navigation bar has tabs for "Basic", "Parent Info", "Additional", "Address", "Education" (which is selected), "Characteristics", and "Medical/Mental Health".

The "Education" section is divided into three main areas:

- Basic Education Information:** Contains several checkboxes: "Child is less than age five and does not attend early education or day care.", "The child is in an early intervention program.", "Child is in day treatment.", "Child is of school age but is not attending school. Provide explanation.", "School district has been notified of child's placement (if age two or older).", and "Child was attending school but is currently listed as missing from the out-of-home placement." Below these is a large text area for explanation.
- Enrollment and Graduation:** Includes a checked checkbox "Child is Currently Enrolled in School", a dropdown for "Highest Grade Level Completed" (set to "Seven"), a "Diploma/Certificate" dropdown, "Diploma/Certificate Date" (00/00/0000), "Anticipated High School Graduation Date" (00/00/0000), and "Date High School Graduation Reported" (00/00/0000).
- Individualized Education Plan:** Contains checkboxes for "Child has an individualized education plan", "Copy of IEP in Record", and "Extended School Year". It also shows "Last Updated By: Caitlin M. Cake", "Date of Current IEP" (00/00/0000), "Date Current IEP Expires" (00/00/0000), and "Date Last Updated: 05/10/2010".

At the bottom, there is a "School District Jurisdiction History" section with a table header: "School District of", "Start", "Reason for Change", "Contact Person", and "Phone". Below the header is an "Options:" dropdown and a "Go" button. "Save" and "Close" buttons are located at the bottom right of the form area.

3. In the Basic Education Information group box, check the checkboxes that apply to the child's current school situation. These will pre-fill to the child's permanency plan. Check the checkbox if the Child is Currently Enrolled in School. Select the Child's Highest Grade Level Completed. If the child has received a diploma or certificate, select the appropriate diploma or certificate value and add the date of the diploma or certificate. If the child is in high school, enter the Anticipated High School Graduation Date. If you document the Anticipated High School Graduation Date, enter today's date in the Date High School Graduation Reported field.

- If the child has an Individualized Education Plan (IEP), enter the date of the current plan. The Date of current IEP Expires field will automatically pre-fill for one year in the future. If there is a hard copy of the IEP in the file and/or the child is on an Extended School Year, check the appropriate boxes in the Individualized Education Plan group box.

Individualized Education Plan

Child has an individualized education plan
 Copy of IEP in Record
 Extended School Year
 Last Updated By: Caitlin M. Cake

Date of Current IEP:
 Date Current IEP Expires:
 Date Last Updated: 05/10/2010

- Complete the School District Jurisdiction History group box. The School District of Jurisdiction and Reason for Change have drop-down values, which you can select by clicking on the appropriate values. The Start Date, Contact Person, and Phone Number are user entered fields.

School District Jurisdiction History

School District of Jurisdiction	Start Date	Reason for Change	Contact Person	Phone Number
Madison Metropolitan	09/01/2011			

[Notify](#) [Delete](#)

Reason for Change

- Child Adopted
- Child in DCF Facility
- Child in Other State Facility
- Child in Private Facility
- Child Placed in New School District
- Department of Education Determination
- Educational Responsibility Out-of-State
- Enrolled in Private School
- Enrolled in Public School
- No Transportation
- Parent/Guardian Address Change
- Parent/Guardian Deceased
- Parent/Guardian Whereabouts Unknown
- Parental Rights Terminated
- School Determination

Insert

- On the right side of the School District Jurisdiction History group box are Notify and Delete hyperlinks. The Delete hyperlink will delete the corresponding row. The Insert button will add another row for the School District Jurisdiction History. By clicking on the Notify Hyperlink, the Education Notification page appears. By clicking on the Text hyperlink, eWiSACWIS display a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Education tab.

Education Notification -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Notification Information

Reason: [Text](#)

Original Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

CC Sent To: Recipient Type:

Date Orig Sent:

Options: **Go** **Insert**

Save **Close**

- In the School History group box, the Insert button will allow you to add School History. Click the Insert button to access the Maintain Eligibility History page.

School History

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status
<input type="button" value="Insert"/>							

- On the Maintain Education History page, the School Name is an AJAX enabled field. Begin typing any part of the school name and eWiSACWIS will attempt to find a match. The more letters you type the more narrow the selection becomes. Selecting a school from the available choices will pre-fill the School Address. If you type a School Name that is not found in the eWiSACWIS database then you must also type a School Address.

The School Type, Program Type, School District, Current Grade, Special Education Level, and Completion Status all have drop-down values. Reason for changing to this school is also a drop-down and will only appear if the School Name differs from the School Name on the previous Education History Record. Program, Start/End dates, Contact Person and Phone Number are user entered fields. Check the Primary check box if this school is the child's primary school. When completed, click on the Continue button to return to the Education tab.

9. The School History information will populate into the School History group box. On the right side of the School History group box is a Delete hyperlink. Click on it to delete the corresponding row. If information needs to be updated on the education record, click on the Edit hyperlink to maintain information. If the child has changed schools or to document a new school click on the Insert button to add additional School Information. Use the Copy hyperlink to quickly create a copy of the current record in order to document, for instance, if the child has moved on to the next grade and is still enrolled in the same school.

School History

School Name	School Type	Program Type	Program	Grade	Spec Ed	Start Date	Completion Status	
Madison Elementary	Public School	Regular Education		3rd	<input type="checkbox"/>	09/06/2011		Delete Edit Copy
Madison Elementary	Public School	Regular Education		2nd	<input type="checkbox"/>	09/05/2010	Pass	Delete Edit Copy
Madison Elementary	Public School	Regular Education		1st	<input type="checkbox"/>	09/02/2009	Pass	Delete Edit Copy

Insert