

Steps for Correctly Documenting ICWA

Note: Outside of documented information on the Access Report, in order to document ICWA information, an assignment to the case is needed.

1. When an Access Report comes in on any family, there is a text box at the bottom of the Narrative tab that needs to be completed. Select the appropriate radio button and enter text for the 'Information that the child(ren) may have American Indian heritage, including names of the tribe(s) if known' section. If a participant has been identified on the Participants tab and has a role of Biological Child and is identified as having a Race of American Indian/Alaskan Native or an Ethnicity of Native American (on Person Management), then the radio button will pre-fill to Yes. In all other scenarios, the radio button will pre-fill to Unknown. There is also a hyperlink to the ICWA contacts page which lists the current Wisconsin contacts for each tribe as well as the Bureau of Indian Affairs (BIA) contacts.

The screenshot displays the 'Access Report' form in a Microsoft Internet Explorer browser window. The browser title is 'Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The address bar shows the URL: https://appsa.dhfs.state.wi.us/ewcountytest/SM02_AccessReport.do?action=EDIT&ACCESS_ID_ACCESS_REPORT=9002005&accessIdAsgn=922. The application header features the 'eWiSACWIS' logo and navigation icons for TM, Print, Spell Check, and Help.

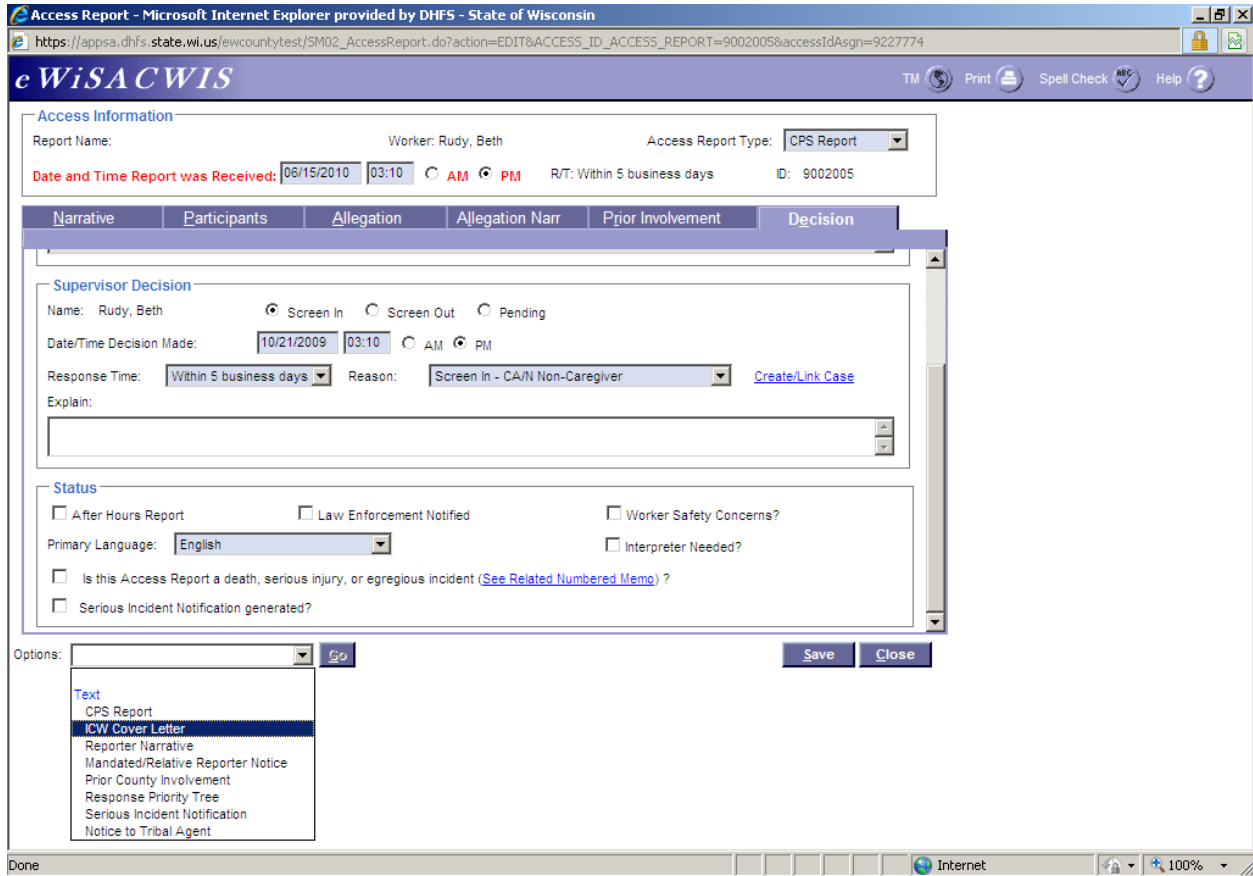
The main form area is titled 'Access Information' and includes the following fields:

- Report Name: (empty)
- Worker: Rudy, Beth
- Access Report Type: CPS Report (dropdown menu)
- Date and Time Report was Received: 06/15/2010 03:10 AM (radio buttons for AM and PM, with PM selected)
- R/T: Within 5 business days
- ID: 9002005

Below the 'Access Information' section are several tabs: Narrative, Participants, Allegation, Allegation Narr, Prior Involvement, and Decision. The 'Narrative' tab is currently selected and contains a large text area for entering information. The text area contains the following text: 'Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known. Yes No Unknown. This child is not a member but is eligible for membership in the Ho-Chunk Tribe'. Below the text area is a section titled 'ICWA Contacts' with a sub-section 'Directions to House' and an empty text area.

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

- The ICW Cover Letter is sent to the identified tribe upon screening out an Access Report for a child who has a tribal affiliation. This letter is launched from the Access Report under Options.



June 15, 2010

Child Welfare Supervisor
22 Airport Road
Black River Falls, WI
55454

Attention: Indian Child Welfare Supervisor

Dear Supervisor,

As a follow-up to our phone call, I am enclosing a child maltreatment referral that was received by State County Department of Human Services on June 15, 2010. We have screened out the referral because it does not appear to rise to the level of abuse or neglect or threatened maltreatment as defined by statute. Because this child may have an affiliation with your tribe or band, we felt it important to advise you of the report and our decision to screen it out.

Please feel free to call me at (608)267-2633 if you have any further questions regarding this case.

Sincerely,

Beth Rudy
State County Department of Human Services

Enclosure

- The Notice to Tribal Agent is sent to the identified tribe upon screening in an Access Report for a child who has a tribal affiliation. This notice is also located under the Options drop-down on the Access Report page.

Access Report - Microsoft Internet Explorer provided by DHFS - State of Wisconsin
https://apps.dhfs.state.wi.us/ewcountytest/SM02_AccessReport.do?action=EDIT&ACCESS_ID_ACCESS_REPORT=9002005&accessIdAsgn=9227774

eWiSACWIS TM Print Spell Check Help

Access Information
Report Name: Worker: Rudy, Beth Access Report Type: CPS Report
Date and Time Report was Received: 06/15/2010 03:10 AM PM R/T: Within 5 business days ID: 9002005

Supervisor Decision
Name: Rudy, Beth Screen In Screen Out Pending
Date/Time Decision Made: 10/21/2009 03:10 AM PM
Response Time: Within 5 business days Reason: Screen In - CA/N Non-Caregiver [Create/Link Case](#)
Explain:

Status
 After Hours Report Law Enforcement Notified Worker Safety Concerns?
Primary Language: English Interpreter Needed?
 Is this Access Report a death, serious injury, or egregious incident ([See Related Numbered Memo](#))?
 Serious Incident Notification generated?

Options: [Text](#) [CPS Report](#) [ICW Cover Letter](#) [Reporter Narrative](#) [Mandated/Relative Reporter Notice](#) [Prior County Involvement](#) [Response Priority Tree](#) [Serious Incident Notification](#) [Notice to Tribal Agent](#) [Go](#) [Save](#) [Close](#)

Done Internet 100%

REPORT TO TRIBAL AGENT

Indian Child's Tribe or Band: [REDACTED]

In accordance with Wisconsin Statute 48.981 3(3)(bm), the following serves as "Notice of Report to Indian Tribal Agent".

"... the county department shall provide notice, which shall consist only of the name and address of the child and the fact that a report has been received about the child, ..."

Name of child(ren):	DOB (mm/dd/yyyy):
Casey Carrot	02/02/2006
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Address: 222 Main Street Madison, WI 53708

Type of Alleged Maltreatment: [REDACTED]

Date Received (mm/dd/yyyy): 06/15/2010

Assigned Worker: [REDACTED]	Phone #: [REDACTED]
Submitted by: [REDACTED]	Date (mm/dd/yyyy): [REDACTED]

cc: DSS File

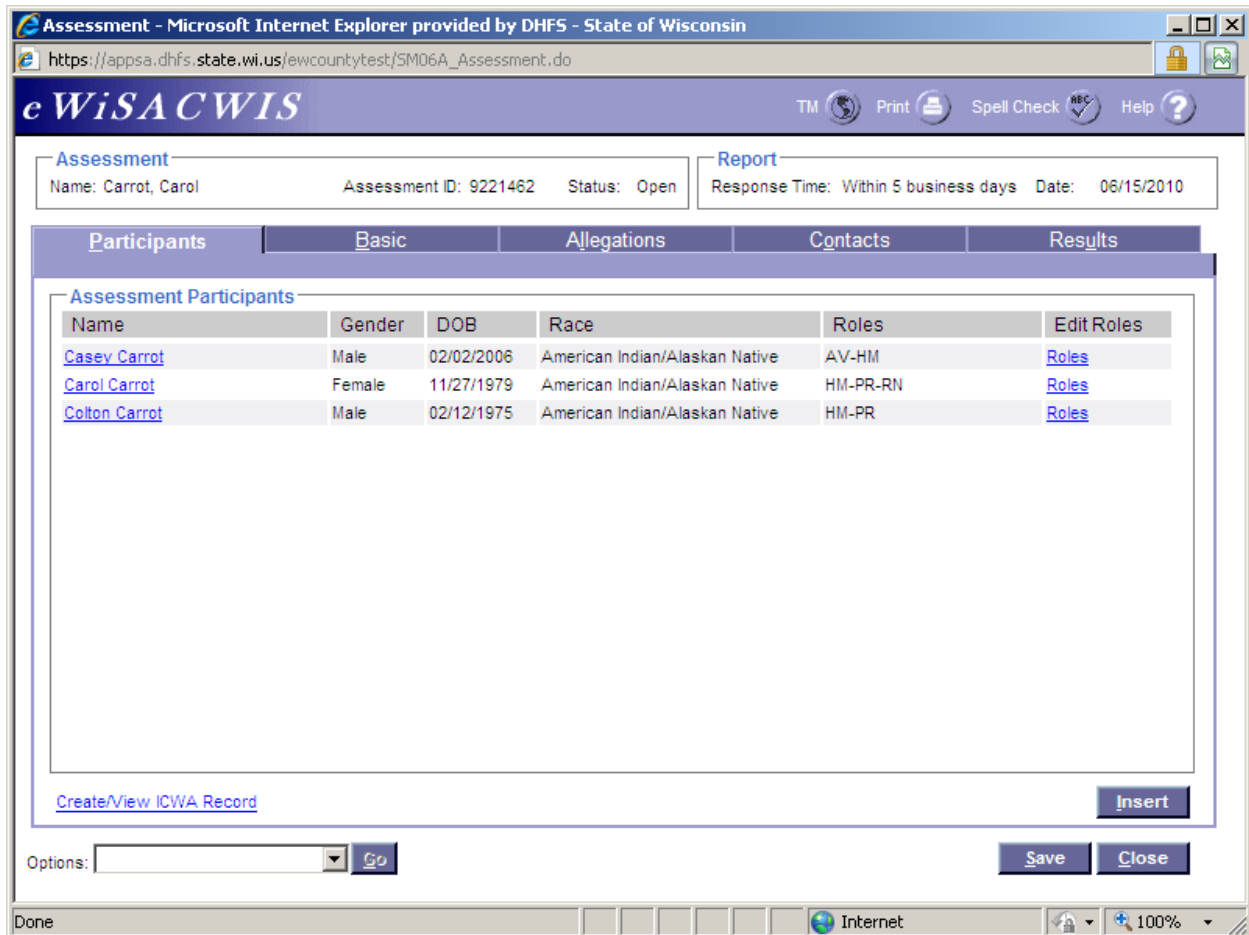
- If the child is determined to be an Indian, the child's Race should be documented as American Indian/Alaskan Native on the Basic tab of the child's Person Management page.

Clicking on the child's name on the Participants tab of the Maintain Case page will take you to the child's Person Management page. Select American Indian/Alaskan Native under the child's Race. Select Native American for the child's Ethnicity. Document the child's primary tribe under Indian Tribe. This is a required field. If the child is a member or eligible for membership of a Canadian tribe, pick the Non U.S. value. If the child's tribe is unknown, select Unknown, with the expectation that the child's tribe will be identified and the unknown value will be changed. If the child is a member or eligible for membership of an out of state tribe, select Other Native American. Status is also a required field. If "Member" or "Eligible for membership, not a member" is selected as a Status, then the child meets the requirements of the Indian Child Welfare Act. Clan is not a required field, but will fill to templates if completed on the page. Tribal Membership number is also not required, but should be entered if that information is available. If the child is eligible for membership with another tribe, enter that tribe in the Indian Tribe 2 field. If you have the Tribal Reference #, enter it in the associated text field. Click Save.

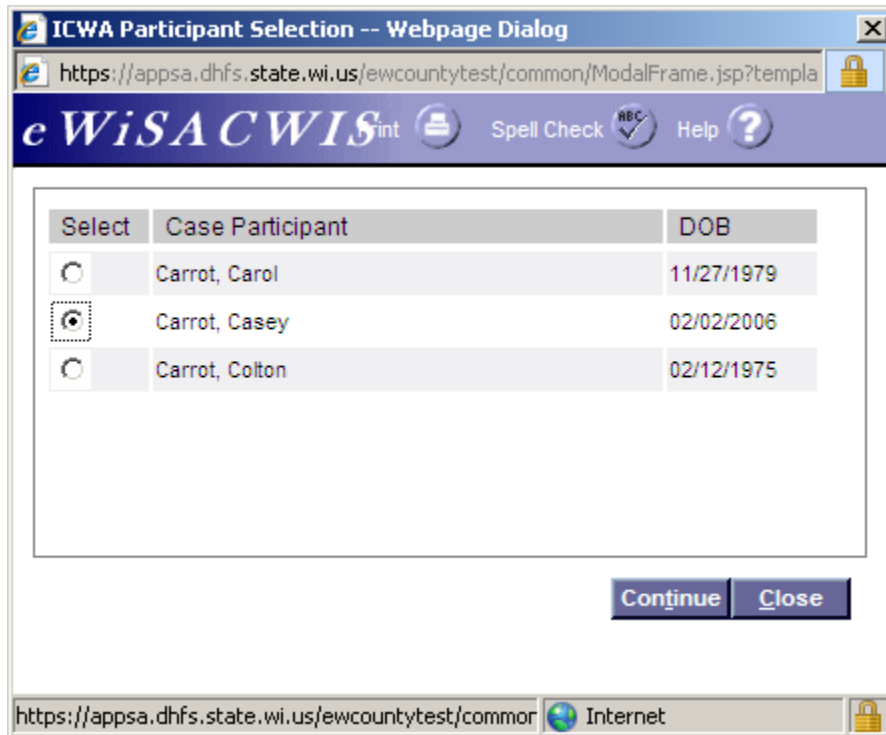
The screenshot displays the 'Person Management' page for a child named Casey Carrot. The interface includes a navigation bar with tabs for 'Basic', 'Parent Info', 'Additional', 'Address', 'Education', 'Characteristics', and 'Medical/Mental Health'. The 'Basic' tab is selected, showing fields for Name (ID: 9226497, First Name: Casey, Last Name: Carrot), Gender (Male), Birth Date (02/02/2006), US Citizen Status (U.S. Citizen), and County Person ID. The 'Race/Ethnicity/Tribal Identification' section is expanded, showing 'Race' as 'American Indian/Alaskan Native', 'Ethnicity' as 'Native American', and 'Indian Tribe' as 'Ho Chunk'. A dropdown menu for 'Tribal Member' is open, with 'Eligible for membership, not a member' selected. Other fields include 'Status' (Eligible for membership, not a member), 'Clan' (Bear), and 'Clan 2'. The 'Adoption Information' section shows 'Child was previously Adopted' as 'Not Determined' and 'Age Adopted' as 'Pre-Adoptive'. The page includes a 'Go' button and 'Save' and 'Close' buttons at the bottom.

5. An ICWA Record should be created for all Indian children. This record should also be created for non Indian children in order to complete the Screening for Child's Status as Indian. The ICWA Record houses most templates related to ICWA. The ICWA Record can be created or accessed one of three ways: from the Assessment page, from the Create Case Work page, and from the Utilities menu.

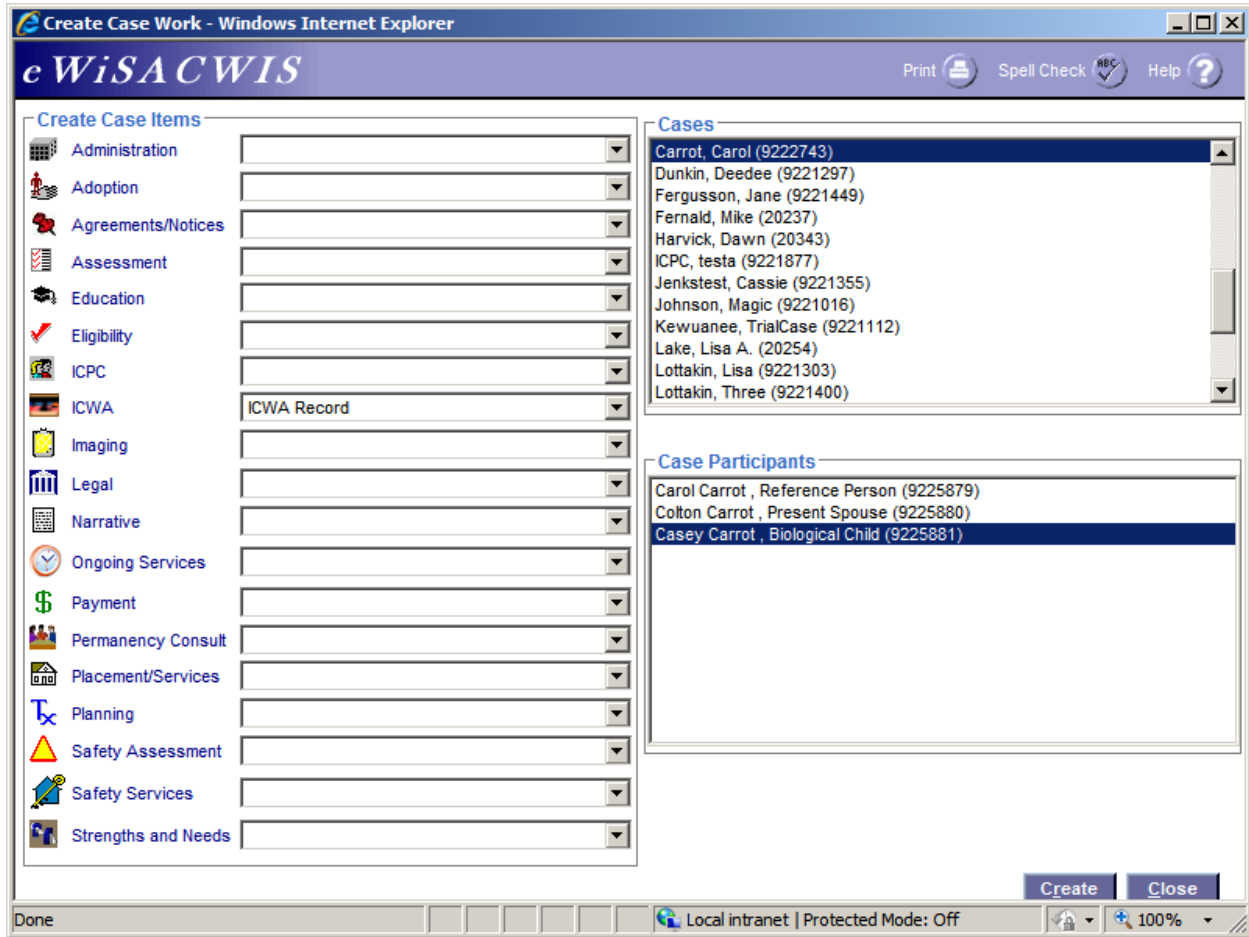
6. While completing an Initial Assessment for a family, the ICWA record can be created and edited by clicking the Create/View ICWA Record hyperlink on the Participants tab.



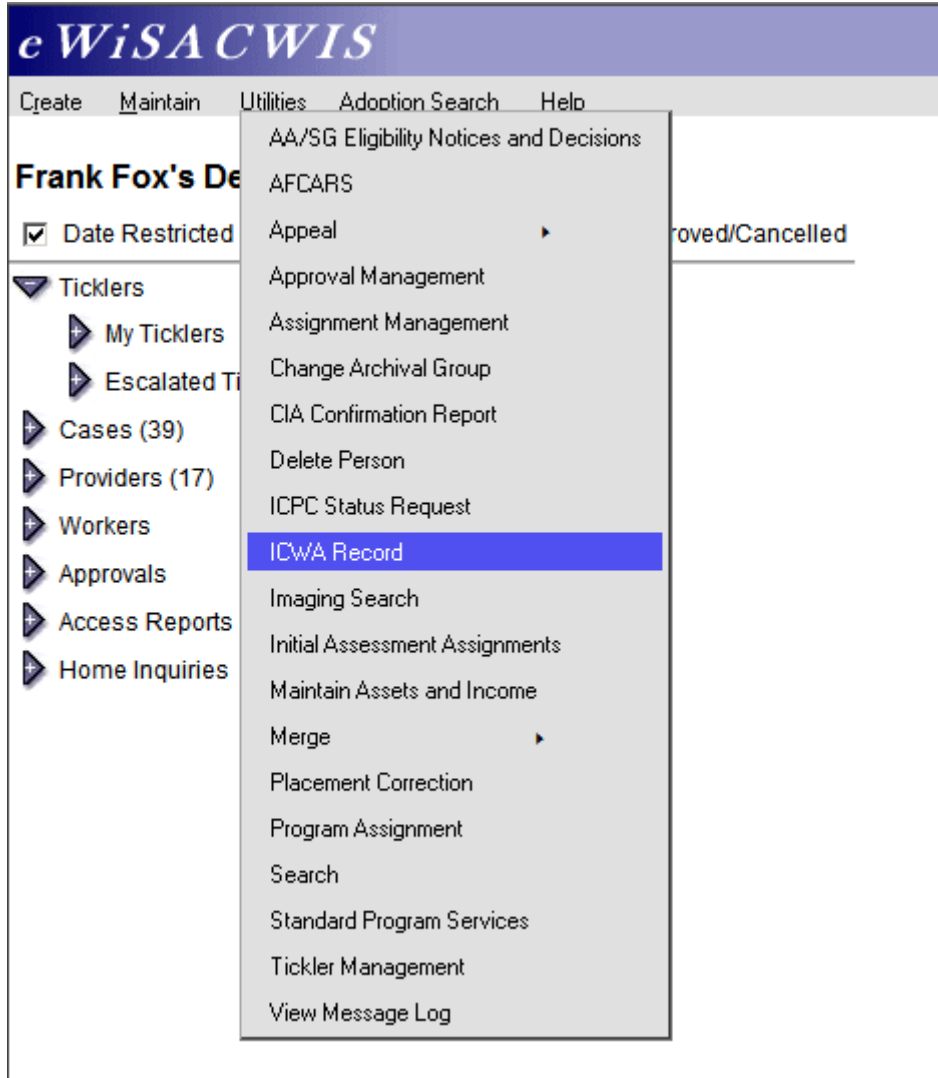
7. This will open the ICWA Participant Selection page. Select a case participant. This will either create or bring you to the existing ICWA Record for that specific participant.



8. An ICWA Record can be created/edited by Create > Case Work > ICWA Record. A case and case participant must be selected to create or view.



9. An ICWA record can be created or viewed by Utilities > ICWA Record.



- This will bring you to an empty ICWA Record containing a Search hyperlink. Click on the hyperlink and search the participant you would like to create the record for. Expand the person and select the case you would like the record to be associated with. The ICWA Record will follow the child, but in order to use the copy over feature for other case participants, case selection is important. This will create or access the ICWA Record for that participant.

ICWA Record - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

https://apps.dhfs.state.wi.us/ewcountytest/CM26_ICWA.do?action=OPEN&fromWhere=UTILITIES

eWiSACWIS TM Print Spell Check Help

Case Information

Case Name: Case Type: [Wisconsin ICWA contacts](#)
Case Participant: Updated By: [Search](#) [National ICWA contacts](#)

Summary Screening Family History [Click to Open Person Search](#)

Race/Ethnicity/Tribal Identification

Race: Primary Address:
Ethnicity:
Gender: Child's Mother:
DOB: Child's Father:
Birth Place:
Indian Tribe: Indian Tribe 2:
Clan: Clan 2:
Status: Status 2:
Tribal Membership #: Tribal Membership # 2:

Current Placement

Provider: Manner:
Placement Setting: Removal Date:

ICWA Placement Provider Options

Updated by:

Placement Preference	Describe the action taken to comply with statutory placement preferences
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Save Close

Done Internet 100%

11. The ICWA Record consists of four tabs. The header of the record has the Case Name, Case Participant (which is a hyperlink to the participant's Person Management page), the Case Type, an Updated By field (that will identify the person who last saved the page), and hyperlinks to the Wisconsin ICWA contacts and the National ICWA contacts. Once the page is saved, a Copy ICWA Record hyperlink will also appear. This will allow you to copy the Screening and Family History tabs to another participant.
12. The first tab is a view-only tab that displays the participant's Race/Ethnicity/Tribal Identification (which pre-fills from Person Management), Current Placement Information (which pre-fills from the child's open Out of Home Placement), and ICWA Placement Provider Options (which also pre-fill from the Out of Home Placement page). For further information on documenting placement preferences, please see the "Creating an Out of Home Placement" Quick Reference Guide.

http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/quick-ref-guides/quick-reference-guides.htm

The screenshot shows a web browser window titled "ICWA Record" displaying the "eWiSACWIS" application. The page is divided into several sections:

- Case Information:**
 - Case Name: Carrot, Carol (9222296)
 - Case Type: CPS Family - Initial Assessment
 - Case Participant: [Carrot, Casev\(9228497\)](#)
 - Updated By: Rudy, Beth 10/01/2010
 - Links: [Copy ICWA Record](#), [Wisconsin ICWA contacts](#), [National ICWA contacts](#)
- Navigation Tabs:** Summary, Screening, Family History, Documents
- Race/Ethnicity/Tribal Identification:**
 - Race: American Indian/Alaskan Native
 - Ethnicity: Native American
 - Gender: Male
 - DOB: 02/02/2006
 - Birth Place:
 - Indian Tribe: Ho Chunk
 - Clan: Bear
 - Status: Eligible for membership, not a member
 - Tribal Membership #:
 - Primary Address:
 - Child's Mother: [Carrot, Carol](#)
 - Child's Father: [Carrot, Colton](#)
 - Indian Tribe 2: Bad River Band
 - Clan 2:
 - Status 2: Member
 - Tribal Membership # 2:
- Current Placement:**
 - Provider: [Mommy Waushara](#)
 - Manner: Court Ordered
 - Placement Setting: Fstr Fam Hm (Non-Rel)
 - Removal Date: 06/15/2010
- ICWA Placement Provider Options:**
 - Updated by: Rudy, Beth 06/16/2010
- Table:**

Placement Preference	Describe the action taken to comply with statutory placement preferences

Buttons for "Save" and "Close" are located at the bottom right of the form area. The browser's status bar at the bottom shows "Done" and "Trusted sites".

13. The second tab is the Screening tab. A Screening for Child's Status as Indian must be completed for every child during the initial assessment process to determine whether or not ICWA applies. If 'Yes' is answered for either of the first two questions, the rest of the questions will be required.

The screenshot shows the 'ICWA Record' application window. The title bar includes 'e WiSACWIS' and standard window controls. The main content area is divided into tabs: 'Summary', 'Screening', 'Family History', and 'Documents'. The 'Screening' tab is active, displaying the 'Screening for Child's Status as Indian' section.

Case Information:
 Case Name: Carrot, Carol (9222296) Case Type: CPS Family - Initial Assessment [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)
 Case Participant: [Carrot, Casey\(9226497\)](#) Updated By: Rudy, Beth 10/01/2010 [National ICWA contacts](#)

Screening for Child's Status as Indian

Source(s) of Information: Casey's mother, Carol

Is there any information to support that the child or a family member has American Indian or Alaska Native heritage?

If "Yes", is the name(s) of the Indian band or Indian tribe or Alaska Native Village known?

If "Yes", list tribe(s), band(s), village(s): Ho-Chunk

Has a member of the family ever received services from the Bureau of Indian Affairs? If "Yes", complete items below.

Name	Relationship to Child	Location where services received/approx. dates
Carol Carrot	Biological Parent <input type="button" value="v"/>	BIA health center <input type="button" value="v"/>

Has any member of the family ever attended an Indian School? If "Yes," complete items below.

Name	Relationship to Child	Name of school(s) and	Location of school(s)
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Options:

Done Trusted sites 100%

Launch the template by selecting Screening for Child's Status as Indian from the Options drop-down and clicking Go.

SCREENING FOR CHILD'S STATUS AS INDIAN		
Personal Information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].		
Date (mm/dd/yyyy) 06/15/2010	Name – Child Carrot, Casey	Birthdate (mm/dd/yyyy) 02/02/2006
Source(s) of Information Casey's mother, Carol		Name – Caseworker Beth Rudy
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Is there any information to support that a family member has American Indian or Alaska Native heritage?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If "Yes", is the name(s) of the Indian band or Indian tribe or Alaska Native Village known? If "Yes", list tribe(s) / band(s) / village(s).	
Ho-Chunk		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	Is the child adopted?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If "Yes", was either of child's biological parents American Indian or an Alaska Native?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If "Yes", is the name(s) of the Indian band or Indian tribe or Alaska Native Village known? If "Yes", list tribe(s) / band(s) / village(s).	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown	Was either of the child's biological parents adopted as a child?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If "Yes", was either parent of either biological parent (child's biological grandparent) Indian or Alaska Native?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If "Yes", was the parent told what tribe(s) or village(s) their birth parent was affiliated with? If "Yes", list tribe(s) / band(s) / village(s).	
Instruction		
It is important to identify if a child is an Indian child because certain procedures must be followed regarding the case. The following questions will assist you in determining whether a child may be subject to the Indian Child Welfare Act (ICWA).		
1. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	Has any member of the family ever received services from the Bureau of Indian Affairs? If "Yes", complete items below.	

14. The third tab of the ICWA Record is the Family History tab. The Child's Biological Family History should be completed and sent to the tribe along with the Screening for Child's Status as Indian, especially for children who have a possibility of having American Indian heritage. The information for the Child, Mother, and Father boxes pre-fill from Person Management (Mother and Father are identified on the Parent Info tab of the child's Person Management page). To make changes to the Mother and/or Father boxes, access the associated hyperlinks on the Summary tab. The information for the grandparents and great grandparents is user entered, unless it is captured on their children's Person Management page(s).

ICWA Record

eWiSACWIS TM Print Spell Check Help

Case Information

Case Name: Carrot, Carol (9222296) Case Type: CPS Family - Initial Assessment [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)
Case Participant: [Carrot, Casey\(9226497\)](#) Updated By: Rudy, Beth 10/01/2010 [National ICWA contacts](#)

Summary Screening **Family History** Documents

List Information Resources and their relationship to child
Note: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.

Child

Name: Carrot, Casey
Birth Date: 02/02/2006
Place of Birth:
Native American? Yes No Unknown
Tribe(s)/Clan(s): Ho Chunk, Bad River Band / Bear

Mother

Name: Carrot, Carol
Maiden Name: Kennedy
Other Names:
Birth Date: 11/27/1979
Place of Birth: Black River Falls

Father

Name: Carrot, Colton
Other Names:
Birth Date: 02/12/1975
Place of Birth: Black River Falls
Date of Death:

Options: [Dropdown] Go [Copy] [Save] [Close]

Done Trusted sites 100%

ICWA Record - Windows Internet Explorer provided by DHFS - State of Wisconsin

WisACWIS TM Print Spell Check Help

Case Information
 Case Name: Carrot, Carol (9222296) Case Type: CPS Family - Ongoing [Copy ICWA Record](#) [Wisconsin ICWA contacts](#)
 Case Participant: [Carrot, Casey\(9226497\)](#) Updated By: Rudy, Beth 10/01/2010 [National ICWA contacts](#)

Summary Screening **Family History** Documents

List Information Resources and their relationship to child
 Note: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.

Maternal Grandmother	Maternal Grandfather	Paternal Grandmother	Paternal Grandfather
Name: Grandma Kennedy	Name: Grandpa Kennedy	Name: Grandma Carrot	Name: Grandpa Carrot
Birth Date: 01/01/1942	Birth Date: 03/03/1940	Birth Date: 04/04/1936	Birth Date: 00/00/0000
Place of Birth: Black River	Place of Birth: Black River	Place of Birth: Whittenburg	Place of Birth: Whittenburg
Date of Death: 00/00/0000	Date of Death: 00/00/0000	Date of Death: 00/00/0000	Date of Death: 00/00/0000
Place of Death:	Place of Death:	Place of Death:	Place of Death:
Native American? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Native American? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Native American? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	Native American? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
Tribe(s)/Clan(s): Ho-Chunk	Tribe(s)/Clan(s): Menomonie	Tribe(s)/Clan(s): Ho-Chunk	Tribe(s)/Clan(s): Ho-Chunk

Options: [Go] [Copy] [Save] [Close]

Done Internet 100%

Launch the template by selecting Child's Biological Family from the Options drop-down and click Go.

CHILD'S BIOLOGICAL FAMILY HISTORY

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Name - Caseworker Beth Rudy	Name - Agency [REDACTED]	Date Completed [REDACTED]
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List Information Source(s) and Their Relationship to Child

NOTE: Document all names an individual is known by for each family member. Always document maiden names of female family members, if known.

CHILD			
Name: Carrot, Casey			
Birthdate: 02/02/2006			
Place of Birth: [REDACTED]			
Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Tribes(s) / Clan(s): Ho Chunk / Bear			
MOTHER		FATHER	
Name: Carrot, Carol		Name(s): Carrot, Colton	
Maiden Name: Kennedy			
Other Names: [REDACTED]			
Birthdate: 11/27/1979		Birthdate: 02/12/1975	
Place of Birth: Black River Falls		Place of Birth: Black River Falls	
Date of Death: [REDACTED]		Date of Death: [REDACTED]	
Place of Death: [REDACTED]		Place of Death: [REDACTED]	
Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Tribes(s) / Clan(s): Ho Chunk / Bear		Tribes(s) / Clan(s): Ho Chunk / Wolf	
		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Name on Birth Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, was paternity legally established or has Father / Tribe acknowledged paternity?	
MATERNAL GRANDMOTHER		MATERNAL GRANDFATHER	
Name: Grandma Kennedy		Name: Grandpa Kennedy	
Birthdate: 01/01/1942		Birthdate: 03/03/1940	
Place of Birth: Black River Falls		Place of Birth: Black River Falls	
Date of Death: [REDACTED]		Date of Death: [REDACTED]	
Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Tribes(s) / Clan(s): Ho-Chunk		Tribes(s) / Clan(s): Menomonie	
		PATERNAL GRANDMOTHER	
		Name: Grandma Carrot	
		Birthdate: 04/04/1936	
		Place of Birth: Whittenburg	
		Date of Death: [REDACTED]	
		Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
		Tribes(s) / Clan(s): Ho-Chunk	
		PATERNAL GRANDFATHER	
		Name: Grandpa Carrot	
		Birthdate: [REDACTED]	
		Place of Birth: Whittenburg	
		Date of Death: [REDACTED]	
		Native American? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
		Tribes(s) / Clan(s): Ho-Chunk	

DCF-F-CF52323 (R. 05.00.10)

CONTINUE ON PAGE 2

MATERNAL GREAT GRANDMOTHER	MATERNAL GREAT GRANDMOTHER	PATERNAL GREAT GRANDMOTHER	PATERNAL GREAT GRANDMOTHER
Name: [REDACTED]	Name: [REDACTED]	Name: [REDACTED]	Name: [REDACTED]
Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown
Tribes(s) / Clan(s): [REDACTED]	Tribes(s) / Clan(s): [REDACTED]	Tribes(s) / Clan(s): [REDACTED]	Tribes(s) / Clan(s): [REDACTED]
MATERNAL GREAT GRANDFATHER	MATERNAL GREAT GRANDFATHER	PATERNAL GREAT GRANDFATHER	PATERNAL GREAT GRANDFATHER
Name: [REDACTED]	Name: [REDACTED]	Name: [REDACTED]	Name: [REDACTED]
Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown	Native American? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown
Tribes(s) / Clan(s): [REDACTED]	Tribes(s) / Clan(s): [REDACTED]	Tribes(s) / Clan(s): [REDACTED]	Tribes(s) / Clan(s): [REDACTED]

15. The fourth and final tab is the Documents tab. This tab houses the Confirmation of Child's Status as Indian, the Notice of Involuntary Custody Proceeding Involving an Indian Child, and the Voluntary Placement Agreement-Indian Child documents. To create any of these documents, click on the Insert button.

The screenshot displays the eWiSACWIS web application interface. At the top, the title bar reads "ICWA Record". Below it, the application header features the "eWiSACWIS" logo and navigation icons for "TM", "Print", "Spell Check", and "Help".

The main content area is titled "Case Information" and contains the following details:

- Case Name: Carrot, Carol (9222296)
- Case Type: CPS Family - Initial Assessment
- Case Participant: [Carrot, Casey\(9226497\)](#)
- Updated By: Rudy, Beth 10/01/2010

There are two links provided: [Copy ICWA Record](#) and [Wisconsin ICWA contacts](#). A second set of links, [National ICWA contacts](#), is located below the updated by information.

Below the case information, there are four tabs: "Summary", "Screening", "Family History", and "Documents". The "Documents" tab is currently selected and active.

The "Documents" tab displays a table with the following columns: "Document Name", "Created", "Created By", "Case", "Sent", and "Sent To". The table is currently empty.

At the bottom right of the "Documents" tab, there are three buttons: "Insert", "Save", and "Close".

The bottom status bar shows "Done" on the left, a "Trusted sites" indicator with a green checkmark in the center, and a zoom level of "100%" on the right.

This will open the Document Select page. Select the document you would like to create and click Continue.



16. The Request for Confirmation of Child's Indian Status must be completed and sent to the tribe or the BIA when American Indian heritage is suspected. You can select multiple participants by hold down the 'Ctrl' key and selecting a participant.

The screenshot shows a web browser window titled "Request for Confirmation of Child Indian Status -- Webpage Dialog". The address bar shows the URL: https://apps.dhfs.state.wi.us/ewcountytest/common/ModalFrame.jsp?templateMapUrl=/CM26_ReqConfirmChildIndian!. The page header features the "eWiSACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. The main content area is titled "General Information" and contains the following fields:

- Case: Carrot, Carol
- Category: ICWA
- Document: Request for Confirmation of Child's Indian Status
- Tribe Notified: Ho Chunk (dropdown menu)
- Date Created: 06/15/2010
- Participants: Carrot, Casey (text area containing a list: Carrot, Carol; Carrot, Colton; Carrot, Kennedy)
- Screening Document Attached:
- Child's Biological Family History Attached:
- Involuntary Custody Initiated:
- Involuntary Custody Attached:
- Sent: 06/17/2010 (text input)

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and three buttons labeled "Copy", "Save", and "Close". The browser's status bar at the bottom shows the URL and "Internet" with a lock icon.

17. Select Request for Confirmation of Child’s Indian Status from the Options drop-down and click Go to launch the template.

REQUEST FOR CONFIRMATION OF CHILD’S INDIAN STATUS

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

TO: Ho Chunk	Date of Request: 06/15/2010	
	eWiSACWIS Case Number: 9222296	

ATTN: Tribal ICWA Agent

Name - Child (Last, First, MI) Carrot, Casey	Gender <input checked="" type="checkbox"/> M <input type="checkbox"/> F	Birthdate 02/02/2006
Birthplace [Redacted]		

Our agency is involved with the family of the above-named child(ren). Please review the attached information regarding the child(ren) and notify us as soon as possible as to whether he or she is a member of the tribe or the biological child of a member of the tribe and eligible for membership. The following documents are attached.

- Screening for Child’s Status as Indian
- Child’s Biological Family History Chart

Yes No An Involuntary Child Custody Proceeding has been initiated.

Your immediate attention and response to this matter is greatly appreciated. Since this child’s (these children’s) legal status is

Click Close and Return to eWiSACWIS to return to the Confirmation of Child’s Indian Status page. Click the Save button.

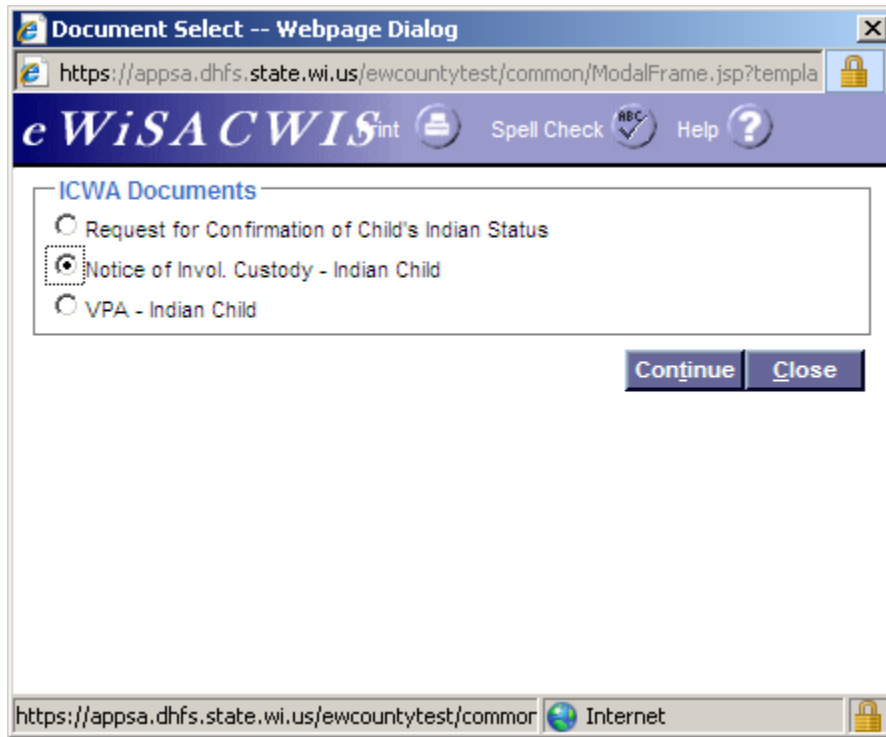
Note: You can copy this document by selecting the Copy button.

18. Any time an Involuntary Custody Hearing is being held for an Indian child, the Notice of Involuntary Child Custody Proceeding Involving an Indian Child page must be filled out, printed, and sent to the tribe or the BIA if the tribe is unknown. Included with this notice is a notification of rights under ICWA.

Note: This notice must be sent to the tribe or BIA via registered mail.

Note: This form is regarded as the official notice to the tribe, parents, or Indian custodian under the Indian Child Welfare Act.

Click Insert on the Documents tab of the ICWA Record page and click Continue. This will bring you to the Document Select page. Select the Notice of Invol. Custody - Indian Child radio button and click Continue.



- This will bring you to the Notice of Involuntary Custody Proceeding Involving an Indian Child page. Complete all known fields and save. When the page is complete, select Notice of Involuntary Custody Proceeding Involving an Indian Child from the Options drop-down and click Go to launch the template.

The screenshot shows a web browser window with the title "Notice of Involuntary Custody Proceeding Involving an Indian Child -- Webpage Dialog". The address bar shows the URL: https://apps.dhfs.state.wi.us/ewcountytest/common/ModalFrame.jsp?templateMapUrl=/CM26_NoticeInvCustProcIndianChild. The page header features the "eWISACWIS" logo and navigation icons for TM, Print, Spell Check, and Help.

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

- Case:** Carol Carrot
- Participant:** Carrot, Casey
- Category:** ICWA
- Document:** Notice of Involuntary Custody Proceeding Involving an Indian Child
- Notice To:**
 - The child's parent(s)
 - The child's tribe
 - The child's custodian(s)
 - Bureau of Indian Affairs
- Recipient Name:** [Dropdown menu]
- Tribe Notified:** Ho Chunk [Dropdown menu]
- The child is currently in the custody of the parent or Indian custodian.
- The child has been temporarily placed in custody.
- Name of Agency:** Foster Home
- Address:** 111 South Street
- Additional family history information is attached.
- Sent:** 06/17/2010
- Date of hearing:** 06/16/2010
- Time of hearing:** 08:00 [AM/PM radio buttons]
- Type of hearing:** Request for TPR [Dropdown menu]
- Circuit Court:** Iron County Circuit Court, Iron County [Dropdown menu]
- Options:** [Dropdown menu] with a "Go" button. The dropdown menu is open, showing:
 - Actions
 - Approval
 - Text
 - Notice of Involuntary Custody Proceeding Involving an Indian Child

At the bottom right of the form area are three buttons: "Copy", "Save", and "Close". The browser's status bar at the bottom shows the same URL and "Internet" as the connection type.

**NOTICE OF INVOLUNTARY CHILD CUSTODY PROCEEDING
INVOLVING AN INDIAN CHILD**

TO: <u>Ho Chunk</u>	Notice To: <input type="checkbox"/> The child's parent(s) <input checked="" type="checkbox"/> The child's tribe <input type="checkbox"/> The child's custodian(s) <input type="checkbox"/> Bureau of Indian Affairs
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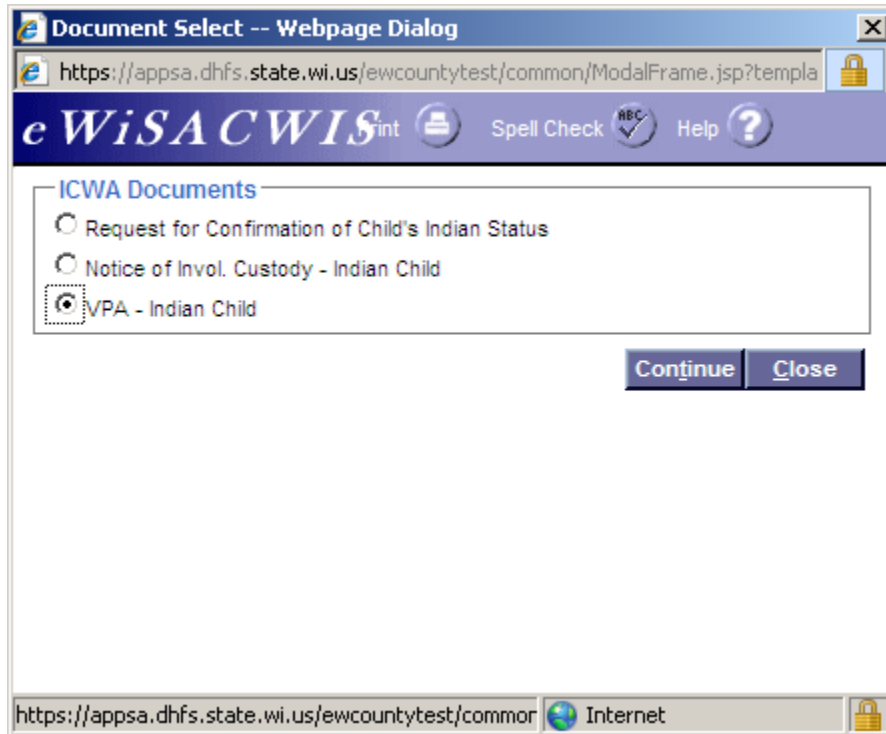
The Indian Child Welfare Act requires that you be notified of the upcoming custody hearing concerning the child named below. Information about the hearing is also contained in this form. Your rights regarding these proceedings are explained in an attachment to this form. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

THIS NOTICE CONCERNS:

CHILD INFORMATION		
Name (Last, First, MI) <u>Carrot, Casey</u>	Birthdate (mm/dd/yyyy) <u>02/02/2006</u>	Birthplace (City, State) █
Name – Tribe or Band or Alaska Native village of which child is reported to be a member or eligible for membership <u>Ho Chunk</u>		
Clan <u>Bear</u>		
MOTHER INFORMATION		
Name – (Current - Last, First, MI) <u>Carrot, Carol</u>	Maiden Name <u>Kennedy, Carol</u>	Birthdate (mm/dd/yyyy) <u>11/27/1979</u>
Other Names Known By █		
Tribal Affiliation(s) <u>Ho Chunk</u>		
Clan <u></u>		

20. Back on the Notice of Involuntary Custody Proceeding Involving an Indian Child page, select Approval from the Options drop-down and click Go. Select the Approved radio button, click Continue and on the of Involuntary Custody-Indian Child page, click Save.

21. If an Indian child is placed via a Voluntary Placement Agreement (VPA), the Indian Child VPA must be completed. Click the Insert button on the Documents tab of the ICWA Record page. This will open the Document Select page. Select the VPA – Indian Child radio button and click Continue.



22. On the Agreements and Notices page, complete the necessary fields, including performing a provider search to insert the correct provider and then click Save. The template can be launched from the Options drop-down.

Agreements and Notices -- Webpage Dialog
 https://apps.dhfs.state.wi.us/ewcountyttest/common/ModalFrame.jsp?templateMapUrl=/SM10A_Agreement

eWiSACWIS TM Print Spell Check Help

Agreement Information

Case Participant:	Carrot, Casey	Date of Agreement:	06/16/2010
Agreement Type:	VPA-Indian Child	Estimated End Date:	00/00/0000
Service Category:	Foster Home - General License	Agreement End Date:	00/00/0000
Service Type:	Assessment Home for Children 0-4 years	Agreement Amount:	\$0.00
Adoption Subsidy Type:		Effective Date of Amend:	00/00/0000
Provider Name:	Waushara, Mommy (9221485) Search	Additional \$ per month:	\$0.00
Subsequent Guardian:		Amended Amount:	

Agreement Concluded

Parent(s)

Parent 1:

Parent 2:

Original Agreement Information

Physical:	<input type="text"/>	Child Specific Rate:	\$0.00
Emotional:	<input type="text"/>	Child Basic Rate:	\$0.00
Behavioral:	<input type="text"/>	Exceptional Amounts:	\$0.00

Options: [Go](#)

- Text
- Voluntary Placement Agreement - Indian Child

[Save](#) [Close](#)

https://apps.dhfs.state.wi.us/ewcountyttest/common/ModalFrame.jsp?templateMapUrl=/SM10A_Agreement Internet

Voluntary Placement Agreement For An Indian Child

(This agreement must be certified by a court of competent jurisdiction.)

Use of form: Completion of this form is voluntary. The form may be used by child welfare agencies voluntarily placing an Indian child in a foster home or group home to comply with the requirements of the Wisconsin Chapter 48, the Children's Code and with the federal Indian Child Welfare Act. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Note: Do not use this form if the child is less than 11 days old.

I hereby request the	██████████ Department of Children and Families / County Department	to place my child
Casey Carrot	(First MI Last, Suffix)	, born on 02/02/2006, in a <input checked="" type="checkbox"/> foster home,
	(mm/dd/yyyy)	
<input type="checkbox"/> treatment foster home, <input type="checkbox"/> group home, pursuant to s.48.63(1), Wis. Stats., <input type="checkbox"/> group home, pursuant to s.48.625(1m), Wis. Stats.		
Placement dates are from	06/16/2010	to ██████████
	(mm/dd/yyyy)	(mm/dd/yyyy)

I understand that by signing this document I grant placement and care responsibility of the child to the department listed above.

I understand that the child's placement in a licensed foster home or treatment foster home may not exceed 180 days from the date of placement. I understand that the child's placement in a group home under s.48.63(1), Wis. Stats., may not exceed 15 days from the date of placement. I understand that the child's placement in a group home under s.48.625(1m), Wis. Stats., may not exceed 180 days from the date of placement.

I understand that I may terminate this agreement at any time and that the child age 12 years of age or older may terminate this agreement relative to his or her placement.

I understand that a permanency plan, pursuant to s.48.63(4) and 48.63(5)(c), Wis. Stats., will be prepared and I will be involved in the development of that plan.

I agree to keep the department informed of any changes in my circumstances, including address, employment and earnings, marital status, health, access to health insurance and plans relative to the child.

I understand that I may be held financially responsible for all, or a portion of, the placement costs that may incur during the child's stay in the foster home, treatment foster home, or group home placement. I agree to cooperate with the department in determining my portion of the placement costs for the child. If determined to be financially responsible I agree to pay the department for the care of the child in the amount of \$ 0.00 per week month beginning on

	(mm/dd/yyyy)	Payments are to be made to: ██████████
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23. Upon return to the Documents tab of the ICWA Record, you will see all newly created documents listed. The Document Name column is a hyperlink that will take you to the document. The Sent checkbox is pre-filled from the associated page. The Notice of Involuntary Custody Proceedings Involving an Indian Child and Request for Confirmation of Child's Indian Status pages have a Sent checkbox that should be checked when the document is sent in the mail.

The screenshot shows the 'ICWA Record' application window. At the top, there is a blue header with the 'eWisACWIS' logo and navigation icons for TM, Print, Spell Check, and Help. Below the header, the 'Case Information' section displays: Case Name: Carrot, Carol (9222296); Case Type: CPS Family - Initial Assessment; Case Participant: Carrot, Casey(9226497); Updated By: Rudy, Beth 10/01/2010. There are also links for 'Copy ICWA Record', 'Wisconsin ICWA contacts', and 'National ICWA contacts'. The main content area is divided into four tabs: Summary, Screening, Family History, and Documents. The 'Documents' tab is active, showing a table with columns: Document Name, Created, Created By, Case, Sent, and Sent To. The table contains three rows of document entries.

Document Name	Created	Created By	Case	Sent	Sent To
Notice of Invol. Custody - Indian Child	06/16/2010	Beth Rudy	9222296		Ho Chunk
Request for Confirmation of Child's Indian Status	06/15/2010	Beth Rudy	9222296	06/17/2010	Ho Chunk
VPA - Indian Child	06/16/2010	Beth Rudy	9222296		N/A

At the bottom of the application window, there are buttons for 'Insert', 'Save', and 'Close'. The Windows taskbar at the very bottom shows 'Done', a 'Trusted sites' icon, and a zoom level of 100%.

24. The ICWA Record can be accessed via the Desktop.

eWiSACWIS - Windows Internet Explorer

eWiSACWIS Case Work Provider Work Search

Create Maintain Utilities Adoption Search Help

Richard J. Worker's Desktop

Date Restricted Participant View View Not Approved/Cancelled

▶ Ticklers

▼ Cases (3)

- Allen, Sarah (9221073) [Actions](#)
CPS Family - Ongoing 10/08/2008 Rudy, Beth Eau Claire - Courthouse 3726 Madison , Apt.#21. , Eau Claire, WI 54701
- Carrot, Carol (9222296) [Actions](#)
CPS Family - Initial Assessment 06/14/2010 Rudy, Beth ERO-Bethany CS 222 Main Street , Appleton, WI 54919
 - Access Reports
 - Assessment
 - Assets and Income
 - Assignment
 - Eligibility
 - ICWA
 - [ICWA Record 10/01/2010 Carrot, Casey](#)
 - [ICWA Record 10/01/2010 Carrot, Colton](#)
 - VPA-Indian Child
 - 06/16/2010 Carrot, Casey
 - [Child's Biological Family History 06/15/2010 Carrot, Casey](#)
 - [Notice of Invol. Custody - Indian Child 06/16/2010 Carrot, Casey](#)
 - [Screening for Child's Status as Indian 10/01/2010 Carrot, Colton](#)
 - [Screening for Child's Status as Indian 06/15/2010 Carrot, Casey](#)
 - Legal
 - Participant Document
 - Placements
 - Related People