


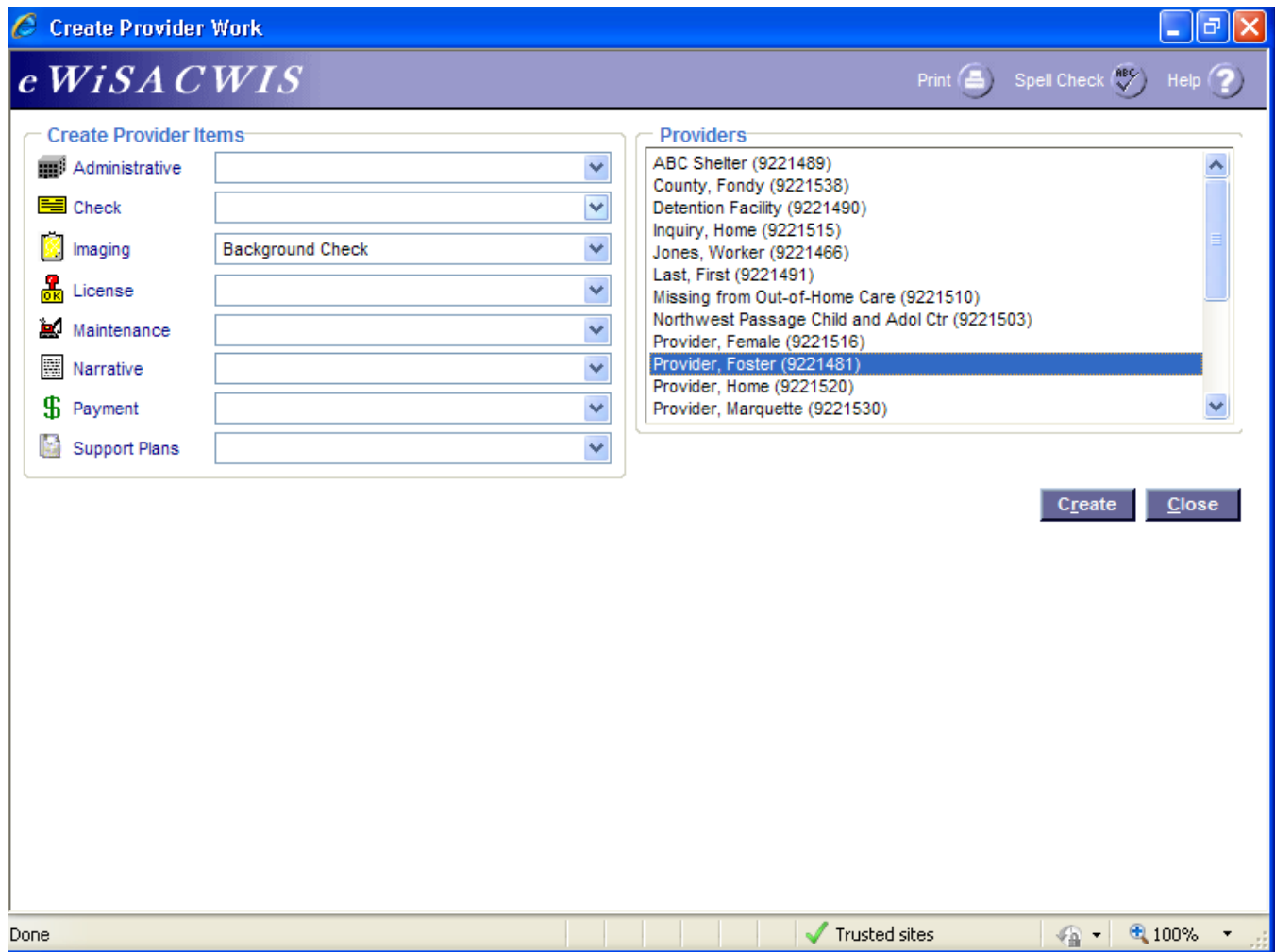
Background Check Imaging

Note: In order to add images, an assignment to the case/provider is not needed. However, additional security is needed for the Imaging Search page.

Note: Please see the Provider Imaging Quick Reference Guide on how to add other imaging documents to providers.

If you have an assignment to the provider:

1. From your desktop, click on the Provider Work icon . This will open the Create Provider Work page.
2. On the Create Provider Work page, select 'Background Check' from the Imaging drop-down, select the Provider, and click Create. This will open the Organization Background Check page.



3. On the Organization Background Check page, enter the Date of the Document and the Effective To date, if applicable. Select a Type.

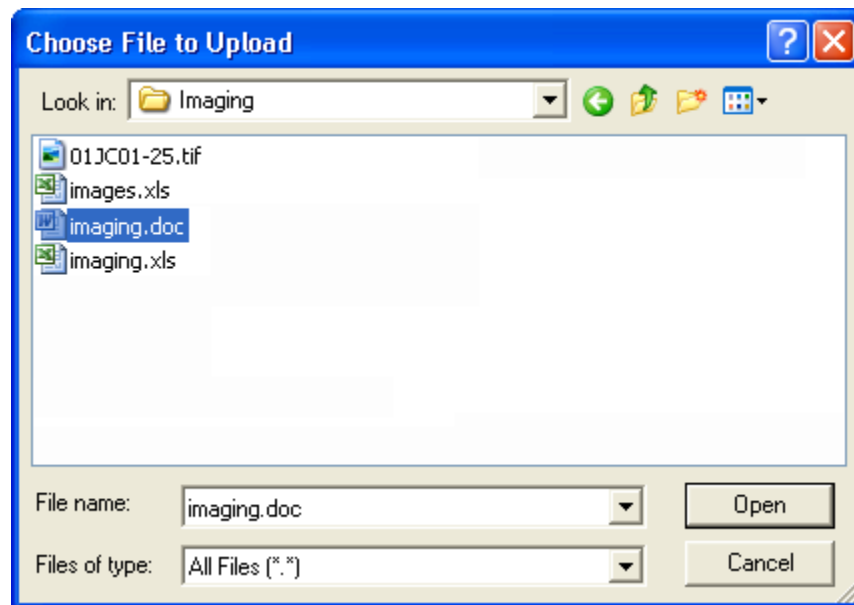
The screenshot shows a web browser window titled "Organization Background Check" with the "eWiSACWIS" logo. The page contains a form with the following fields and controls:

- Provider Details:** Provider: Foster Provider (9221481), Worker: Jenny Weber
- Image Details:**
 - Date of Document: 12/02/2010
 - Effective To: 12/01/2014
 - Category: Background Check
 - Type: DOJ (dropdown menu)
 - File Name: [Empty text box] with a "Browse..." button
 - Name: [Empty dropdown menu]
 - Comments: [Empty text area]
 - Last Updated By: [Empty text box]
 - Delete button
- Eligibility Verification:** [Section header]
- Buttons:** Create, Save, Close

The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom level.

4. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.

5. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

- Prior to saving the Organization Background Check page, you can view the document by selecting the View hyperlink next to the File Name.

The screenshot shows a web browser window titled "Organization Background Check" with the eWiSACWIS logo. The form is divided into two main sections: "Provider Details" and "Image Details".

Provider Details: Shows "Provider: Foster Provider (9221481)" and "Worker: Jenny Weber".



Image Details: Includes fields for "Date of Document" (12/02/2010), "Effective To" (12/01/2014), "Category" (Background Check), "Type" (DOJ), "File Name" (imaging.doc) with a "View" link, a "Browse..." button, "Name" (Provider, Foster T.), and a "Comments" text area. A "Delete" button is located at the bottom right of this section.

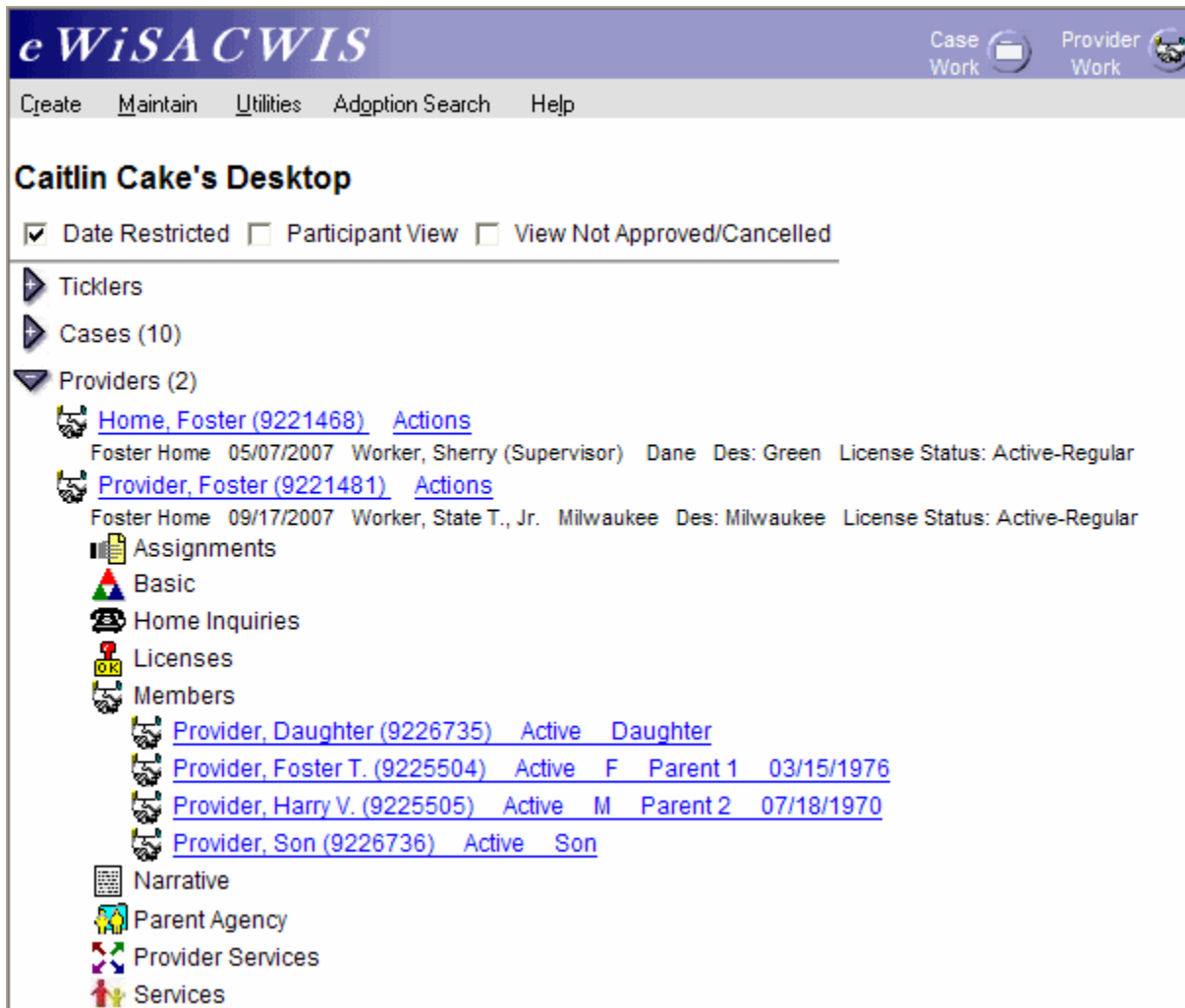
At the bottom of the form, there is a "Last Updated By:" field and a "Delete" button. Below the form is an "Eligibility Verification" section with a play button icon. At the very bottom, there are "Create", "Save", and "Close" buttons.

The browser's address bar shows "Done" and "Trusted sites". The status bar at the bottom indicates "100%" zoom.

- In the Name drop-down, select the provider member for whom the background check is for. Enter any comments in the Comments field.
- When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
- If the background check has been added to the wrong provider record, click Delete to remove the image. If the background check has been added to the wrong provider member, update the Name drop-down with the correct provider member.
- At this point, you can add a new background check for this provider by selecting the Create button.

Adding a background check if you have an assignment to the provider:

1. From your desktop, click on the Providers expando. Click on the icon  next to the provider for which you would like to add the background check. Click on the Members icon  to expand the Members. Click on the hyperlink for the person you would like to add the background check for. This will open the Person Management page.



The screenshot shows the eWiSACWIS desktop interface. At the top, there is a navigation bar with the logo "eWiSACWIS" and buttons for "Case Work" and "Provider Work". Below the navigation bar, there are menu items: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". The main content area is titled "Caitlin Cake's Desktop" and includes several sections:

- Checkboxes for "Date Restricted" (checked), "Participant View", and "View Not Approved/Cancelled".
- A "Ticklers" section.
- A "Cases (10)" section.
- A "Providers (2)" section, which is expanded to show two providers:
 - [Home, Foster \(9221468\)](#) [Actions](#)
Foster Home 05/07/2007 Worker, Sherry (Supervisor) Dane Des: Green License Status: Active-Regular
 - [Provider, Foster \(9221481\)](#) [Actions](#)
Foster Home 09/17/2007 Worker, State T., Jr. Milwaukee Des: Milwaukee License Status: Active-Regular
- A list of menu items: "Assignments", "Basic", "Home Inquiries", "Licenses", "Members", "Narrative", "Parent Agency", "Provider Services", and "Services".

Under the "Members" section, there are four hyperlinks with associated icons and text:

- [Provider, Daughter \(9226735\)](#) Active Daughter
- [Provider, Foster T. \(9225504\)](#) Active F Parent 1 03/15/1976
- [Provider, Harry V. \(9225505\)](#) Active M Parent 2 07/18/1970
- [Provider, Son \(9226736\)](#) Active Son

- On the Person Management page, click the Additional tab. Click on the Background Checks expando. In the Background Checks group box, click the Insert button. This will open the Person Background Check page.

Person Management 'Harry Provider' ID:9225505 -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Basic Parent Info **Additional** Address Education Characteristics Medical/Mental Health

AKA Names

Entry Date	Type	First Name	Last Name	MI	Delete
No records found.					

Insert

Background Checks

Background Checks

Type	Date	Effective To	Updated By
No records found.			

Insert

Child Information

Child is a Teen Parent CARES PIN:

Teen Parent's Child Resides with Him/Her Monthly Amount of any Child Unearned Income:

Teen Parent's Child Receives a Kinship Payment Child Receives a Disability Payment

Relationship

Case ID	First Name	Last Name	MI	Relationship	Entry Date
No records found.					

Options: Go Save Close

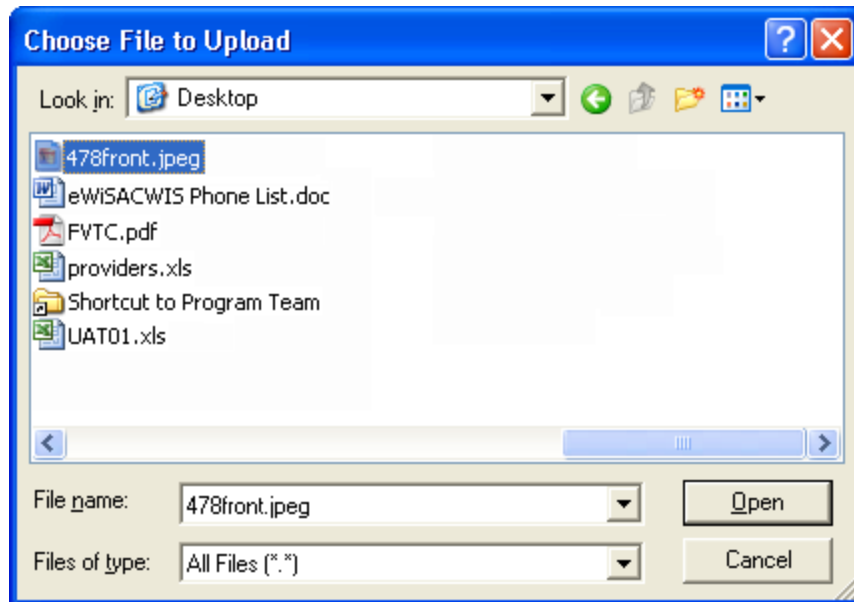
3. On the Person Background Check page, enter the Date of Document and the Effective To date, if applicable.
4. Select the type of background check from the Type drop-down.

The screenshot shows a web application window titled "Person Background Check -- Webpage Dialog" with the "eWiSACWIS" logo. The interface is divided into several sections:

- Participant Details:** Name: Provider, Harry V. (9225505); Worker: Caitlin Cake.
- Image Details:** Date of Document: 10/18/2010; Effective To: 10/17/2014; Category: Background Check; Type: DOJ (selected in a dropdown menu); File Name: (empty field with a "Browse..." button); Comments: (empty text area); Last Updated By: (empty field).
- Buttons:** "Delete" button is located below the "Last Updated By" field. "Create", "Save", and "Close" buttons are located at the bottom right of the dialog.
- Other Elements:** A "Print" icon, "Spell Check" (with a checkmark), and "Help" (with a question mark) are in the top right. An "Eligibility Verification" section is partially visible at the bottom left.

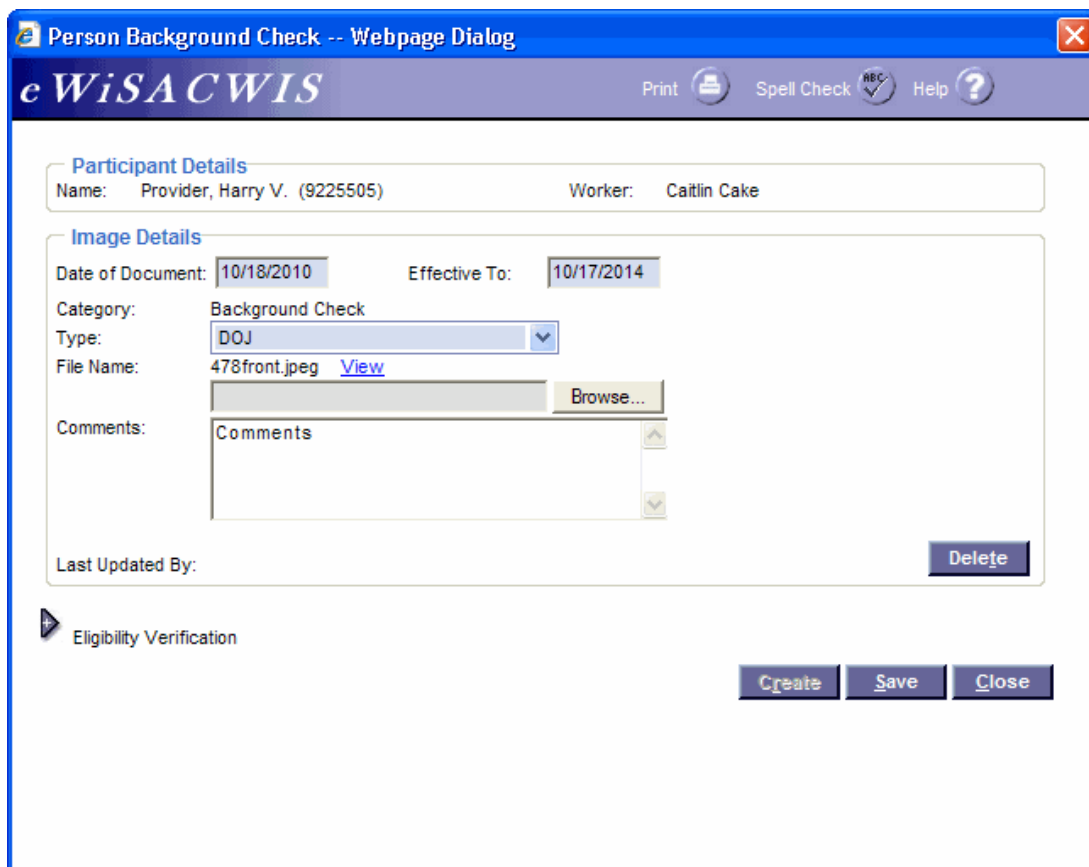
5. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.

6. On the Choose File to Upload page, select the file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

7. By selecting the view hyperlink, you can view the document before you save it.
8. Enter any comments in the Comments field.



9. When all required fields have been completed, click Save. After clicking save, your name will appear in the last updated by field.
10. At this point, you can create a new background check for this provider member by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.
11. Click Close. This will return you to the Person Management page.
12. The Additional tab will display the background check information.

The screenshot shows a web browser window titled "Person Management 'Harry Provider' ID:9225505 -- Webpage Dialog". The application is "eWiSACWIS". The "Additional" tab is selected, showing a "No records found." message and an "Insert" button. Below this is a "Background Checks" section with a table:




Type	Date	Effective To	Updated By
DOJ	10/18/2010	10/17/2014	Richard J Worker

Below the table is an "Insert" button. The "Child Information" section contains several checkboxes and input fields:

- Child is a Teen Parent
- Teen Parent's Child Resides with Him/Her
- Teen Parent's Child Receives a Kinship Payment
- CARES PIN:
- Monthly Amount of any Child Unearned Income:
- Child Receives a Disability Payment

The "Relationship" section has a table with columns: Case ID, First Name, Last Name, MI, Relationship, and Entry Date. It shows "No records found." At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons.

13. Click Close. This will return you to the desktop.

14. On your desktop, click on the home provider's icon  to refresh the provider. Then click on the Background Check icon . You will see the Images icon . Expand this icon to display the background check.



eWiSACWIS Case Work Provider Work

Create Maintain Utilities Adoption Search Help

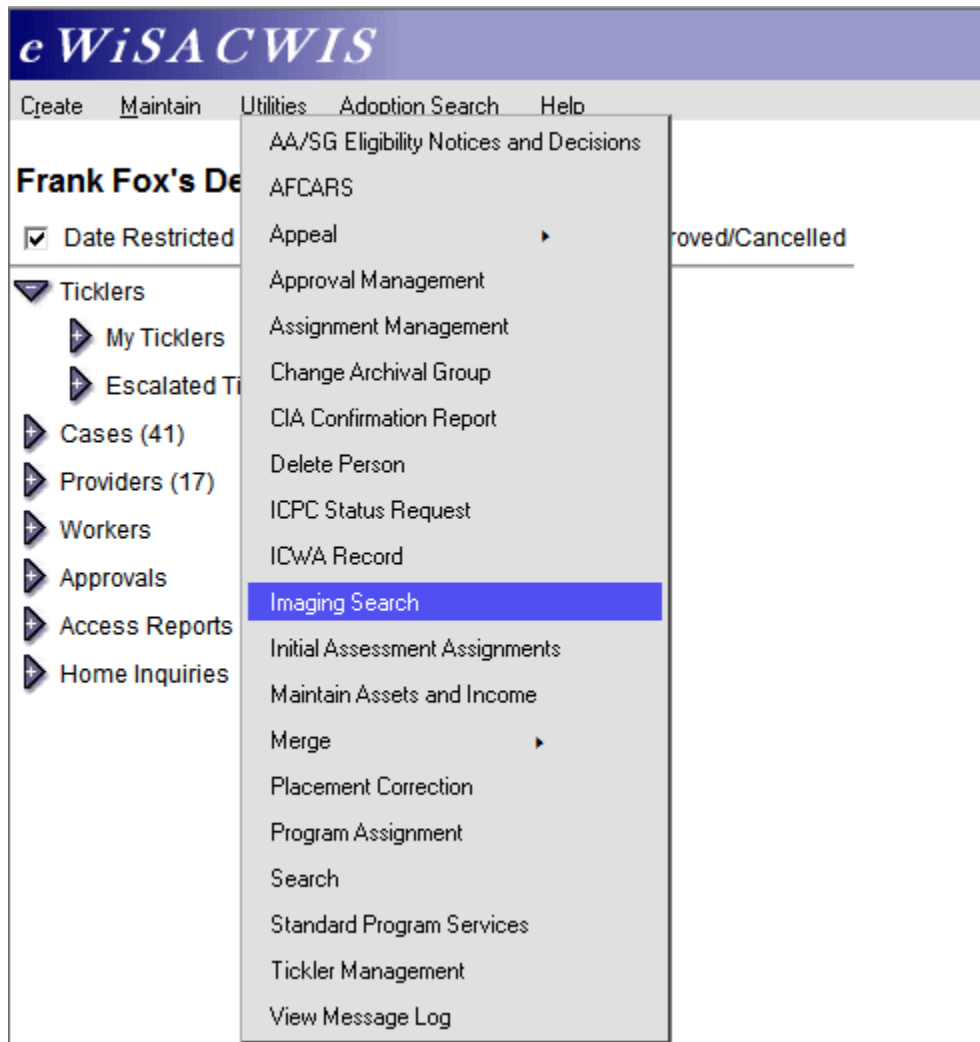
Caitlin Cake's Desktop

Date Restricted Participant View View Not Approved/Cancelled

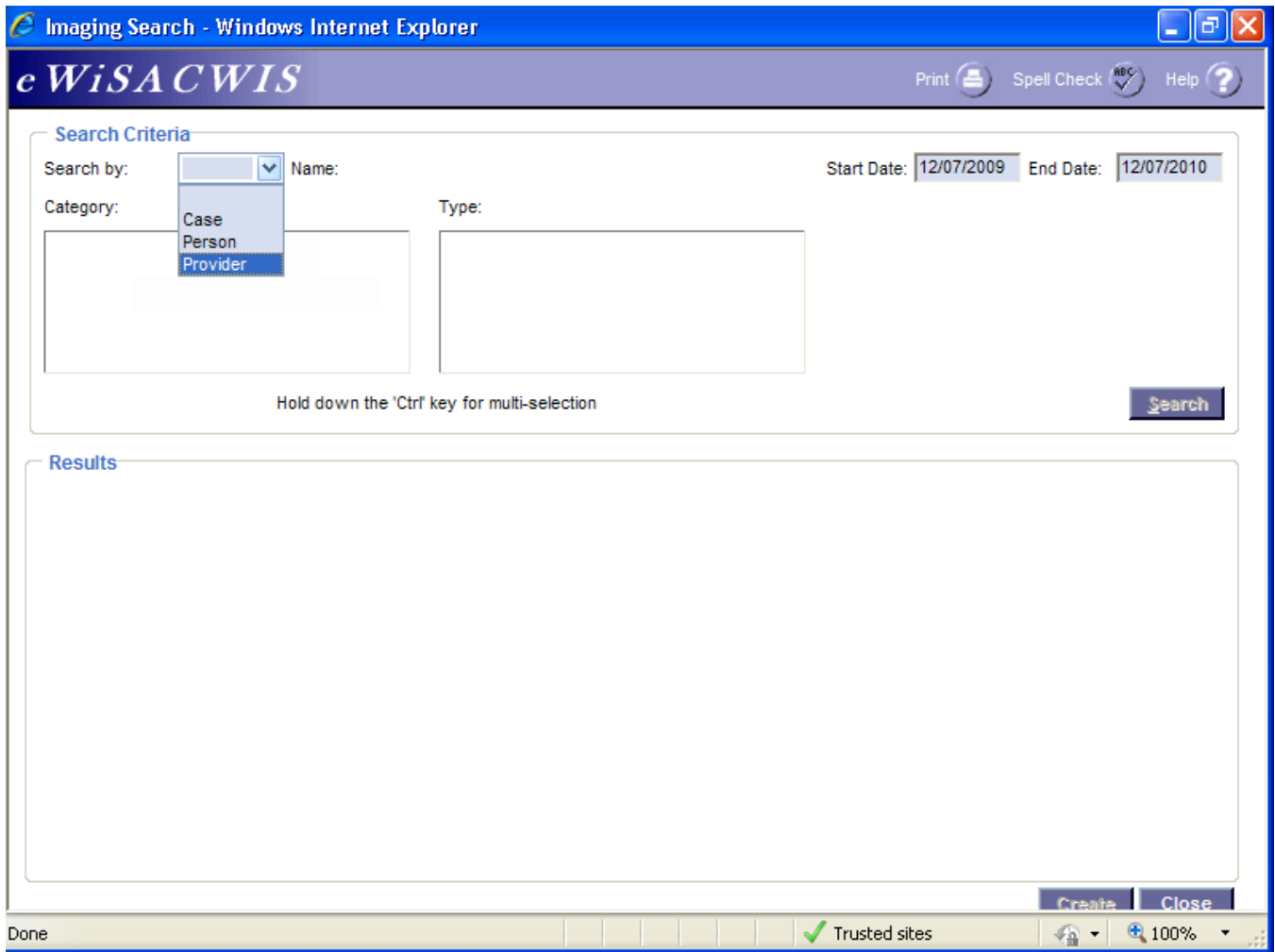
- Ticklers
- Cases (10)
- Providers (2)
 -  [Home, Foster \(9221468\)](#) Actions
Foster Home 05/07/2007 Worker, Sherry (Supervisor) Dane Des: Green License Status: Active-Regular
 -  [Provider, Foster \(9221481\)](#) Actions
Foster Home 09/17/2007 Worker, State T., Jr. Milwaukee Des: Milwaukee License Status: Active-Regular
- Assignments
-  Background Check
 -  Images (1)
 -  [Background Check - DOJ](#) (Details)
10/18/2010 10/17/2014 Provider, Harry V.
- Basic
- Home Inquiries
- Licenses
- Members
 -  [Provider, Daughter \(9226735\)](#) Active Daughter
 -  [Provider, Foster T. \(9225504\)](#) Active F Parent 1 03/15/1976
 -  [Provider, Harry V. \(9225505\)](#) Active M Parent 2 07/18/1970
 -  [Provider, Son \(9226736\)](#) Active Son
- Narrative
- Parent Agency
- Provider Services
- Services

If you do not have an assignment to the provider:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.



3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Search Criteria

Provider Name: First Name: Provider ID:

Parent Agency ID: Provider Type: Search Providers of Parent Agency

Site #: County: ZIP Code:

Date Restricted View Not Approved/Cancelled Search Precision:

Record 1 to 1 of 1

Providers Returned

Provider, Home (9221520)
Open Foster Home 02/17/2010 Weber, Jenny State Des: State License Status: Pending

- This will bring you back to the Imaging Search page. The page will now display all documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the 'Background Check' Category and select the appropriate Type of background check. Click Create.

Search Criteria

Search by: Name: Provider, Home (9221520) [Provider Search](#) Start Date: End Date:

Category: Type:

Hold down the 'Ctrl' key for multi-selection

Results

Category	Type	Participant	Date	File Name	
Background Check	DOJ	Provider, Home	12/02/2010	478front.jpeg	Edit
Background Check	Adam Walsh/ FBI	Provider, Home	11/03/2010	FVTC.pdf	Edit
Background Check	CAN	Provider, Home	11/03/2010	FVTC.pdf	Edit

Record 1 to 3 of 3

Done Trusted sites | Protected Mode: Off

5. On the Organization Background Check page, enter the Date of Document, Effective To date (if applicable), and select the Type if you have not already done so.

The screenshot shows a web application window titled "Organization Background Check -- Webpage Dialog". The window has a blue header with the "eWiSACWIS" logo and navigation icons for Print, Spell Check, and Help. The main content area is divided into two sections: "Provider Details" and "Image Details".

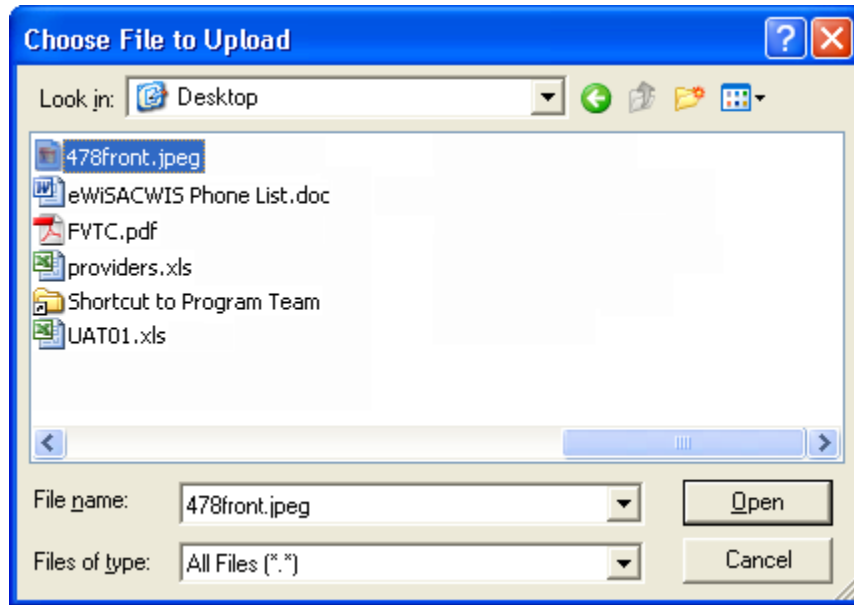
Provider Details:
Provider: Home Provider (9221520) Worker: Jenny Weber

Image Details:
Date of Document: 12/02/2010 Effective To: 12/01/2014
Category: Background Check
Type: DOJ (dropdown menu)
File Name: [text input] Browse...
Name: [dropdown menu]
Comments: [text area]
Last Updated By: [text input] Delete

At the bottom left, there is a section for "Eligibility Verification" with a right-pointing arrow. At the bottom right, there are three buttons: Create, Save, and Close.

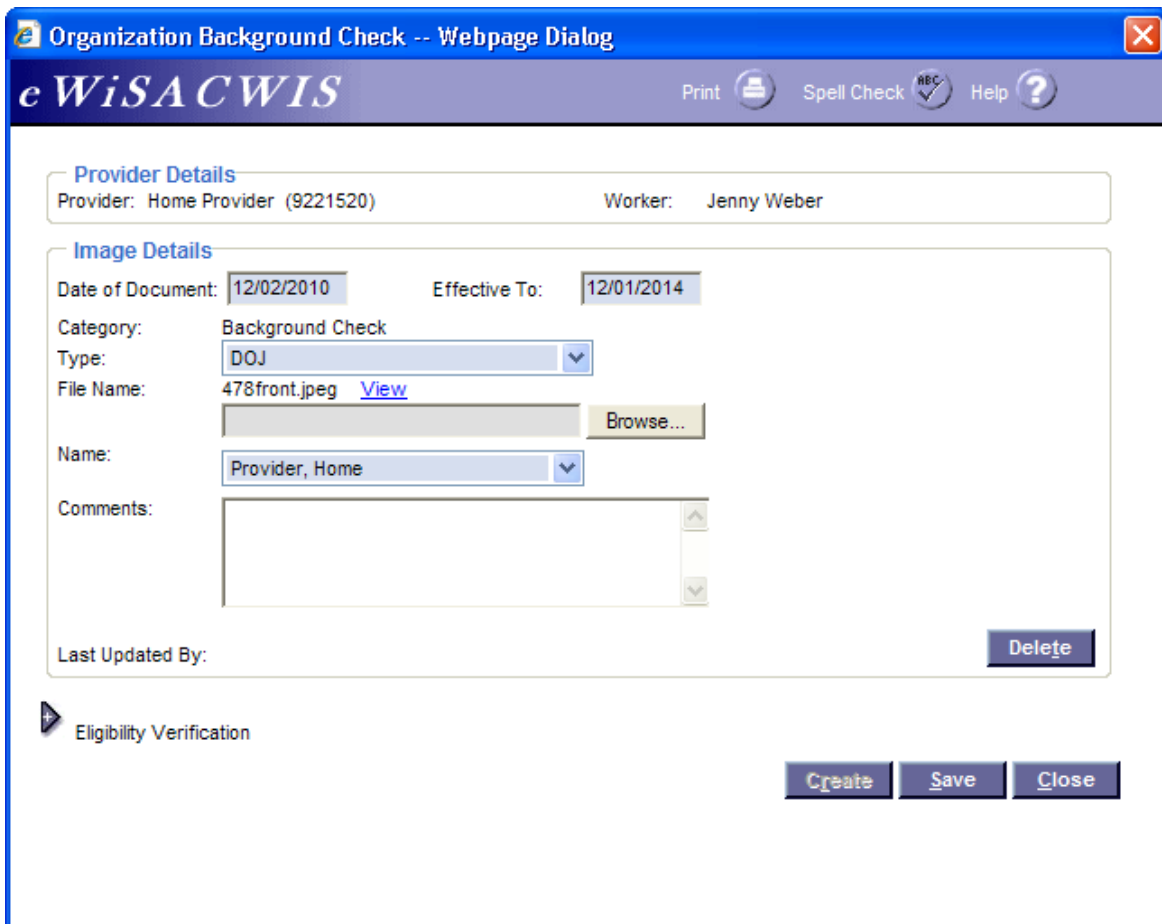
6. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.

7. Select the file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, xls, tiff, tif, and pdf and cannot exceed 10 MB.

8. By selecting the view hyperlink, you can view the document before you save it.



9. Enter any comments in the Comments field.
10. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
11. If the background check has been added for the wrong provider, click Delete to remove the image. If the background check has been added for the wrong member for this provider, update the Name drop-down with the correct provider member.
12. At this point, you can add a new background check for this provider by selecting the Create button. By clicking the Create button, this will open the Organization Background Check page with the same Category selected.

Organization Background Check -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Provider Details
Provider: Home Provider (9221520) Worker: Jenny Weber

Image Details
Date of Document: 00/00/0000 Effective To: 00/00/0000
Category: Background Check
Type:
File Name: Browse...
Name:
Comments:
Last Updated By: Delete

Eligibility Verification

Create Save Close

13. After you have entered all applicable information, click Save. Then click Close.

14. You will return to the Imaging Search page. The page will display all scanned background checks for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page. To add additional background checks documents, repeat the above steps.

Imaging Search - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Search Criteria

Search by: **Provider** Name: Provider, Home (9221520) [Provider Search](#) Start Date: 10/10/2010 End Date: 10/10/2011

Category:

- Background Check
- Licensing
- Licensing Appeal
- Provider

 Type:

- DOJ
- DOR
- DOT
- IBIS
- ICPC - Background Check
- Local Law Enforcement

Hold down the 'Ctrl' key for multi-selection [Search](#)

Results

Category	Type	Participant	Date	File Name	
Background Check	DOJ	Provider, Home	12/02/2010	478front.jpeg	Edit

Record 1 to 3 of 3 [Create](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%