
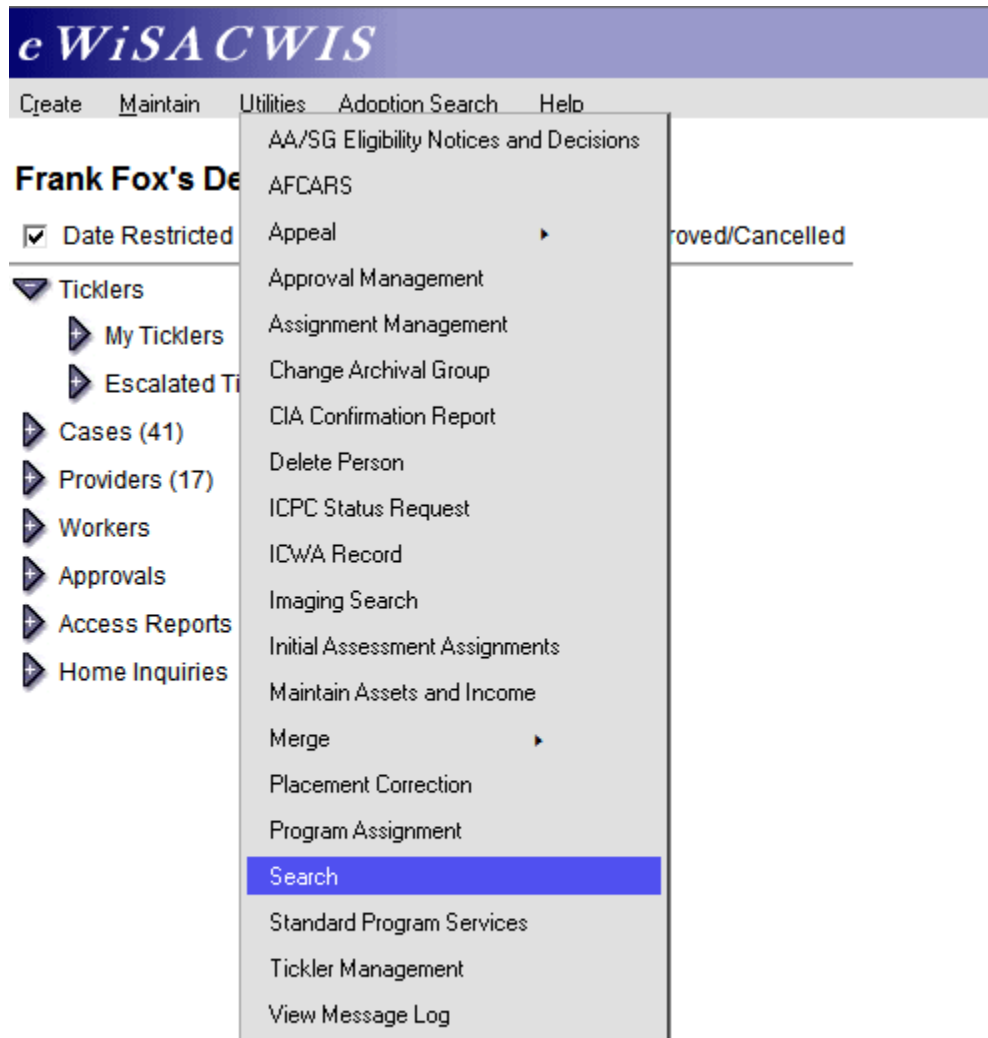
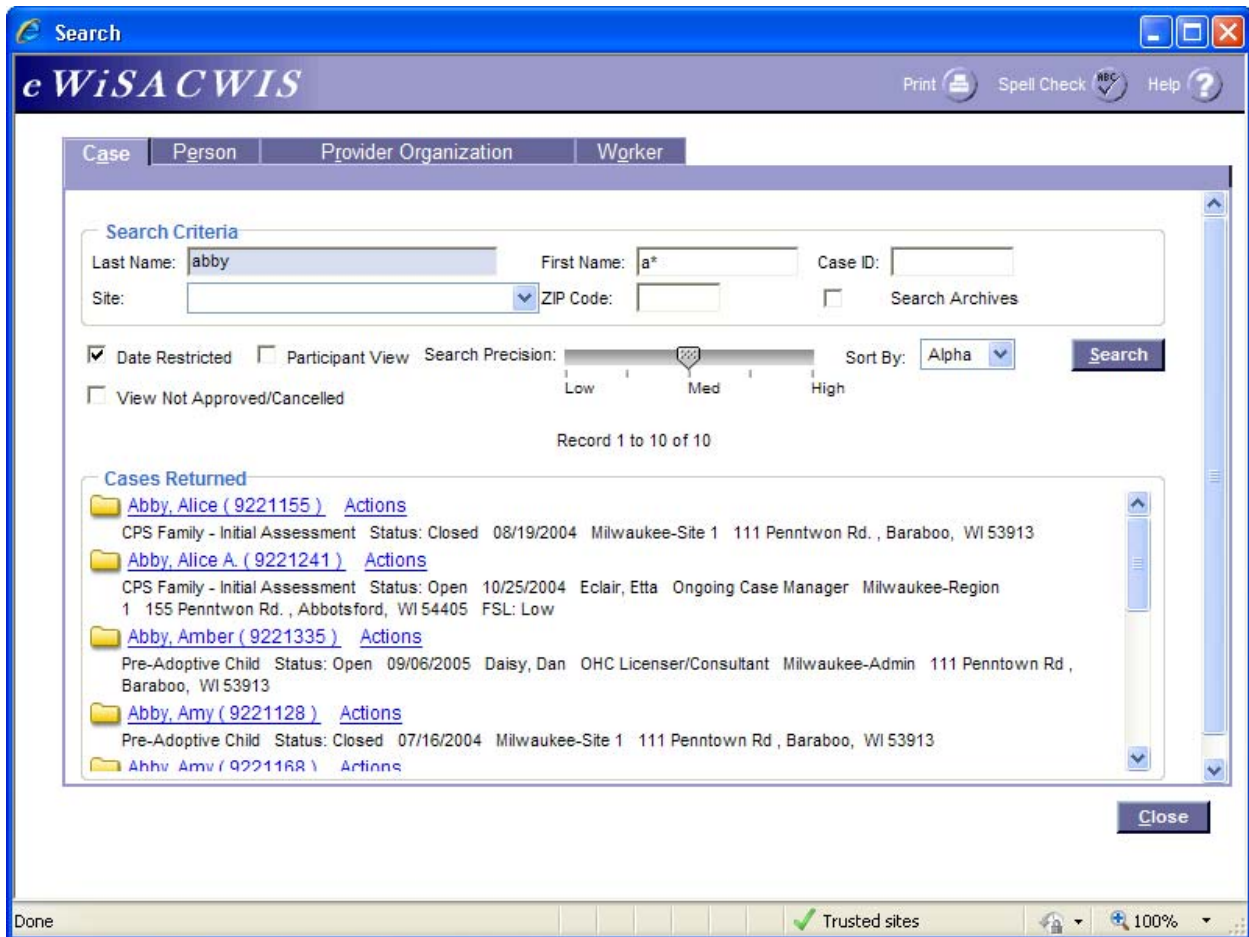



Search

eWiSACWIS allows a worker to search by Case, Person, Provider Organization, or Worker. Each of these four distinct categories can be searched using the corresponding tab on the Search page. Each Case, Person, Provider Organization, and Worker has a unique identifying number and/or name. When searching out a Person, make sure to use the Person tab.

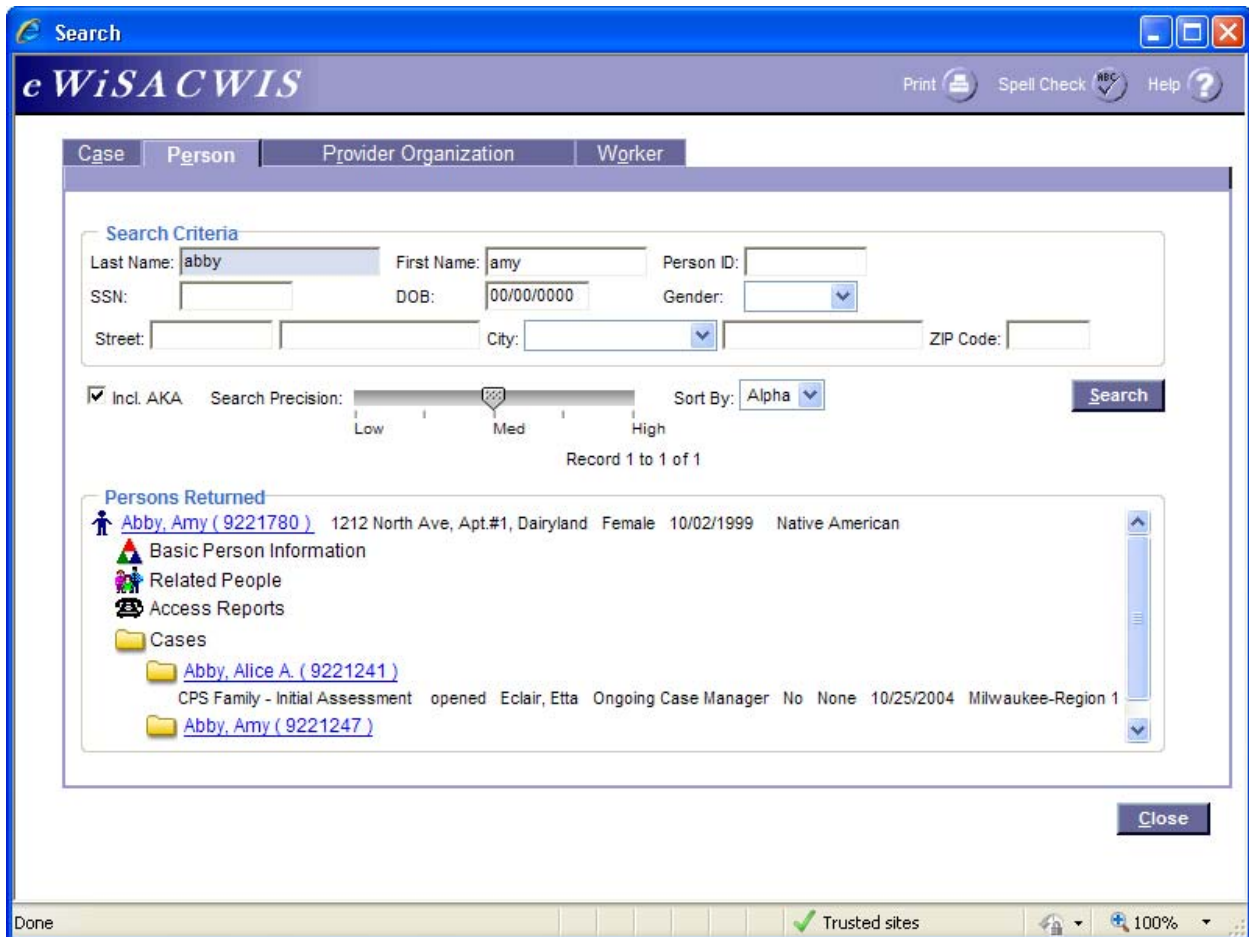
1. To access Search from the desktop, use the Search hot button  at the top of the page, or go to Utilities > Search. This will open the Search page.







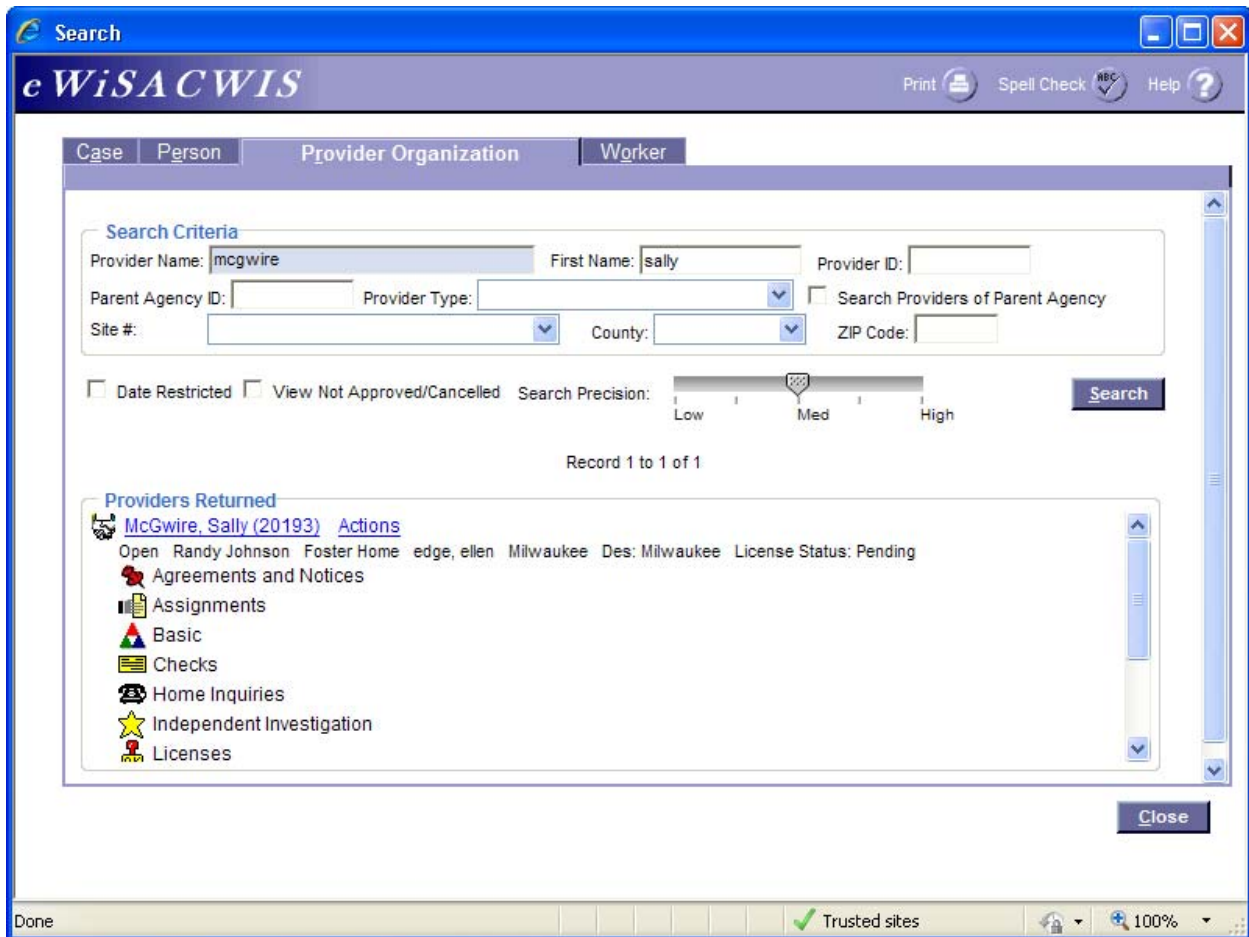
2. The Search page opens to the Case tab. Use this tab to search out a case. The Last Name field is the only field required on this page. The First Name, Case ID, Site, and Zip Code fields are optional. Unselect the Date Restricted checkbox if you want to view the entire history of the case. Selecting the Date Restricted checkbox will restrict the amount of work to be viewed depending on the type of work you want to see. For example, with the Date Restricted checkbox selected, the system will display the past 90 days of case notes (Narrative).
3. Selecting the Participant View checkbox will display work as it is related to the individuals in the case. For example, when the folder icon  is expanded, case participant names will be displayed. Other work (with associated icons) related to that individual will be displayed below the participant's name. By clicking on the icons, you will be able to view specific work related to the individual. With Participant View unselected, icons will display the related case work.
4. Selecting the View Not Approved/Cancelled checkbox will display work that has been either not approved or cancelled. For example, when the file folder is expanded, case information will be displayed even for not approved/cancelled items of work.
5. Clicking on the case name hyperlink will open the Maintain Case page.


6. The Search Precision slider allows you to indicate how precise you want the search return to be. The slider tool has five settings from Low to High. When the slider is set to High, only exact matches based on the criteria entered will display in Cases Returned group box. When the slider is set to Low, the system will provide more potential returns.
7. As shown in the above example, a wildcard search can be done by using an asterisk. You may enter the first portion of a name and then use an asterisk (*) to indicate a wildcard to be used in the search for the remainder of the name. In the example above, the last name of Abby was used with the first initial of A*. This setting tells the system to search out all cases with the last name Abby and the first name beginning with the letter A.
8. Using the Case Search function it is possible to update a person's address even if the person is a case participant on a closed case. Use the Case Search functionality described above to locate the closed case. Click the hyperlink for the case name in order to open the Maintain Case page. Click the hyperlink for the case participant to open the Person Management page. The Address tab of the Person Management page will be editable as long as the participant is not in an Out of Home Placement on another case.

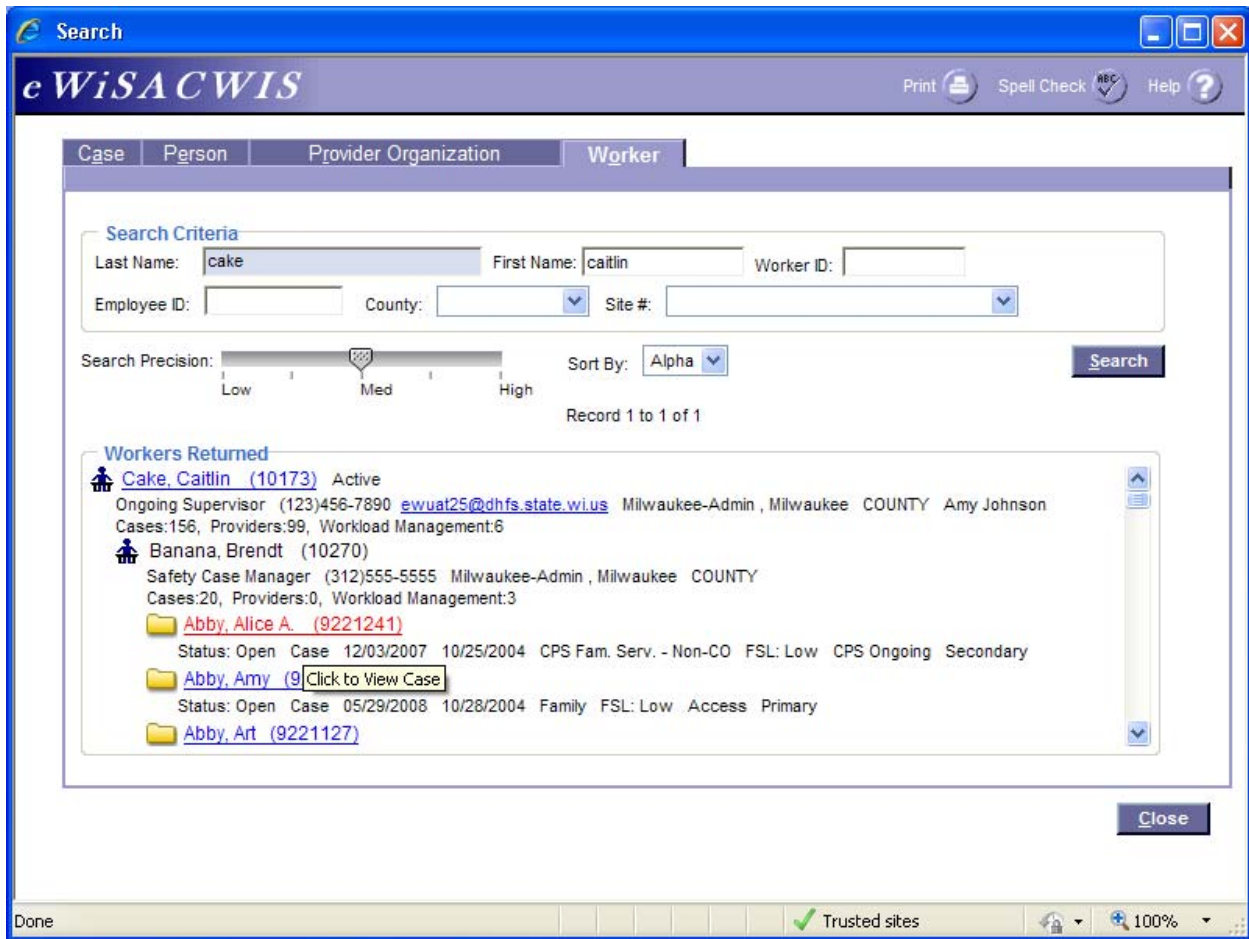


9. The Person tab is where you can search for an individual. By searching out an individual, you will be able to see if a particular individual is included in a case or provider record. By clicking on the  icon next to the returned name and then clicking the  icon, you will be able to see all of the cases associated with this person. In addition, clicking any of the icons will reveal work associated with this person. Clicking on the person's name will bring you to the Person Management page for the searched individual. Workers can also do a unique person search by entering a number in the SSN field. The AKA checkbox will automatically be selected upon clicking the search button, forcing the system to perform both a regular person search and an AKA search of the person management records (Additional tab) at the same time.

Note: if you are viewing person information and drill down to the case and the case is restricted, you must go to the Case tab in order to view the restricted case.



10. The Provider Organization tab is used to conduct a provider search. The Provider Name field is the only field required on this page. The First Name, Provider ID, Parent Agency ID, Provider Type, Site, County and Zip Code are optional. When a provider is searched, click the  icon next to the provider name. This will expand and show all of the work related to this provider. From here you will be able to view the licenses, services, etc.



11. The final tab is the Worker tab. In the above example, the worker Caitlin Cake was searched. Caitlin's name, title, telephone number, e-mail address, and supervisor will display. By clicking the icon next to Caitlin's name, the outliner will display any worker who Caitlin supervises and any cases/providers assigned to Caitlin. Each worker can be further expanded to detail case and provider assignments. Clicking on Caitlin's name will bring the worker to Caitlin's Person Management page.