

Monthly Case Worker Contacts

Note: In order to create a case note, an assignment to the case is not needed. Additionally, a case note can be created on a closed case.

Introduction:


This is a guide on how to enter a case note to meet the Federal mandate on monthly case worker contacts with children and juveniles in out of home care. The following five data criteria must be met in order for a case note documenting a face-to-face contact to be included in the count of those submitted for federal reporting purposes:

1. To count as a successful case worker contact for a particular month, the Date on the case note must be during that calendar month.
2. To count as a successful case worker contact for a particular child, that child **MUST** be selected as a participant on the case note.
3. You may choose any Category except Fiscal and the Type must be 'Face-to-Face' (or 'Initial Face-to-Face' which is only available in the Initial Assessment and Ongoing categories).
4. The case note **MUST** have a value selected for the Face-to-Face Location drop-down. Select 'Out of Home Care' when visiting the child where he or she is currently placed.
5. To count as a successful caseworker contact, the Face-to-Face Result drop-down must have 'Occurred' as the selected value.

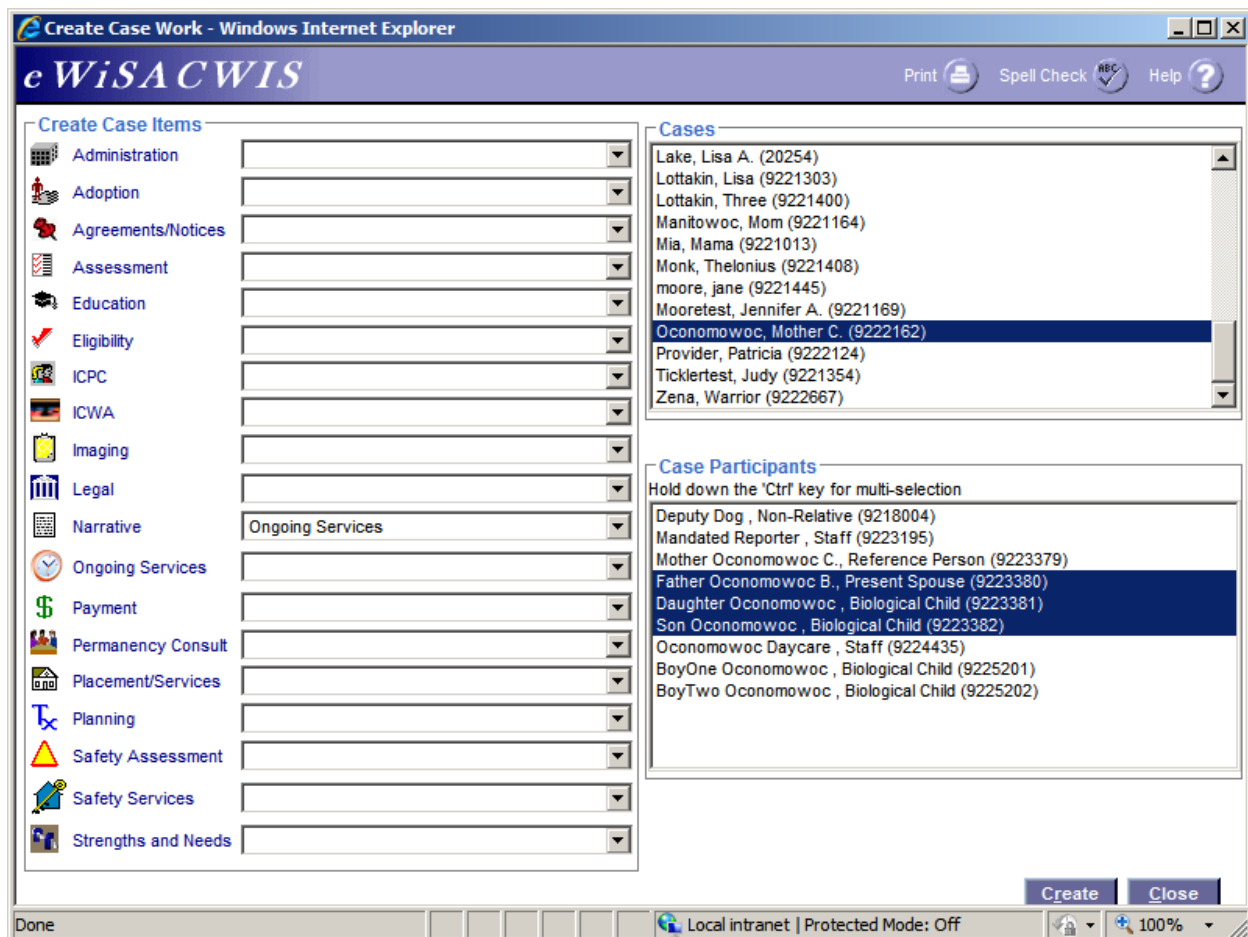
Documenting Monthly Case Worker Contacts:

Creating Case Notes on Assigned Cases

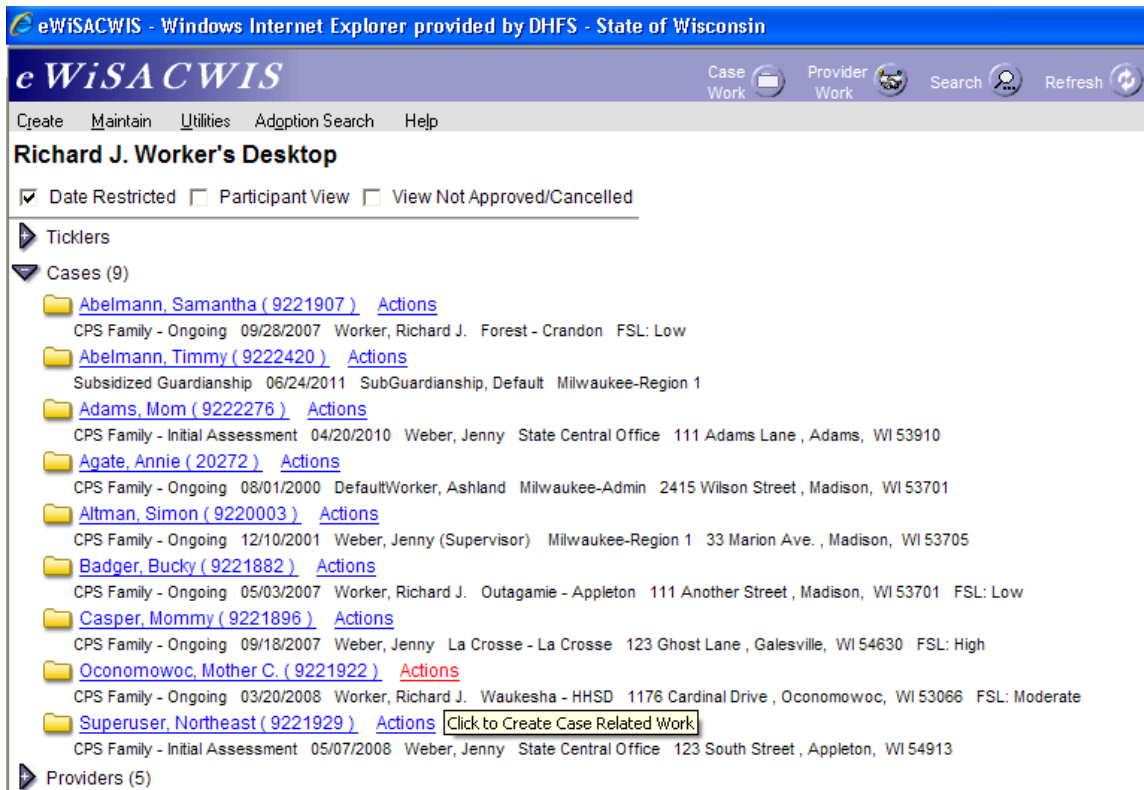
1. Create a case note using one of three methods:

- a) From your desktop, click the Case Work hot button . This will open the Create Case Work page.

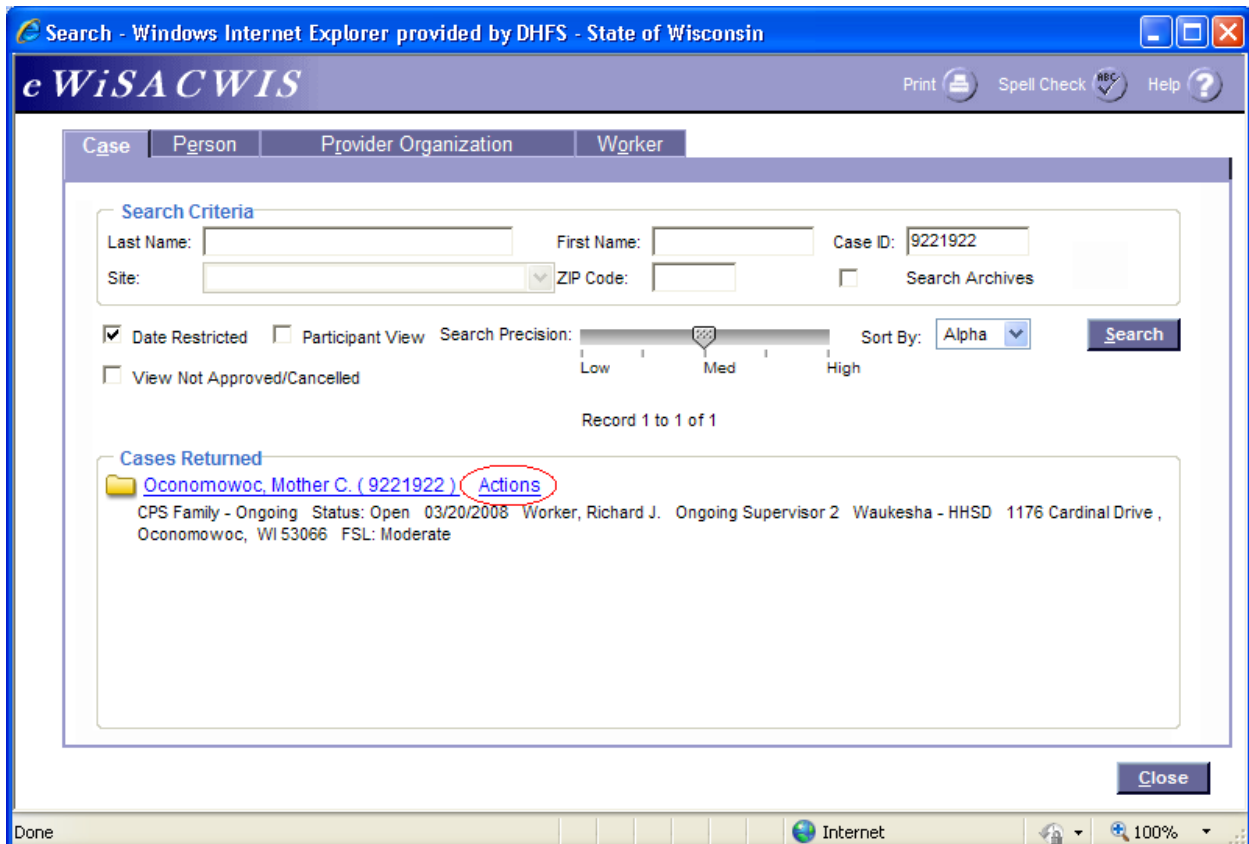
Select the Category from the Narrative drop-down and select the Case. The selection of case participants is optional, use the 'ctrl' key to select more than one participant. Click Create. This will open the Case Notes page.



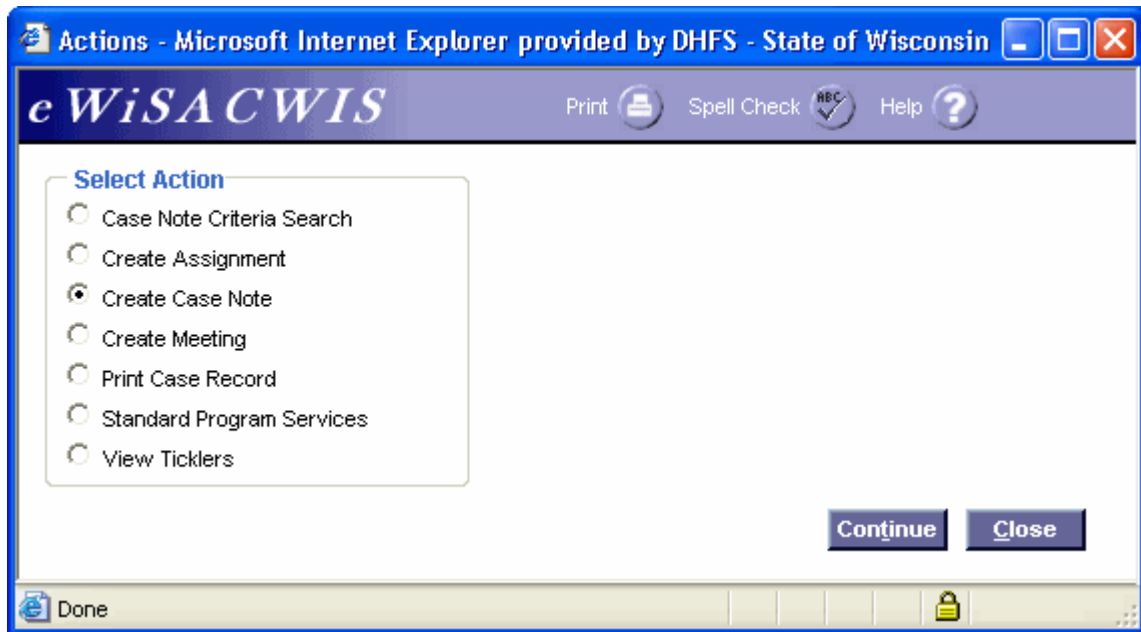
- b) From your desktop, click the Actions hyperlink next to your case. This will open the Actions page.



- c) From Search, click the Actions hyperlink next to a case name.



Select the Create Case Note radio button and click Continue:



- This will open the Case Notes page. Select the appropriate values as noted in the screen shot below. In the application, put your mouse on the Details flairs next to Face-to-Face Location and in the Narrative section for Caseworker Contact policy guidance.

Case Notes - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case: Oconomowoc, Mother C (9221922) Worker Creating Note: Worker, Richard J. Worker Making Contact: Worker, Richard J. [Search](#)

Case Note ID: Entered: 02/13/2010 11:55 AM Note Finalized

Note Information

Date: 02/02/2010 Category: Ongoing Services View Inactive Participants

Begin Time: 10:00 AM Type: Face-to-Face

End Time: 11:30 AM Type Detail:

Duration: 1.5 Face-to-Face Location: Details Out of Home Care

Billable Face-to-Face Result: Occurred

Participants: Oconomowoc, Daughter A., II (Bio Child)
 Oconomowoc, Father B., Sr. (Present Spou
 Oconomowoc, Mother C. (Reference Perso
 Oconomowoc, Newborn O., III (Bio Child)
 Oconomowoc, PawTaw S. (Bio Child)
 Oconomowoc, Son Z., Jr. (Bio Child)

Hold down the 'Ctrl' key for multi-selection

Narrative

Case Note 1/1 Details

* Choose any Category, except Fiscal
 * Type must be "Face-to-Face" (or "Initial Face-to-Face" which is only available for the Initial Assessment or Ongoing categories)
 * Face-to-Face Location should be "Out of Home Care" when visiting the child at the out of home placement.
 * Face-to-Face Result must be "Occurred" for the note to count as a face-to-face contact with a child placed in out of home care.

[Insert Correction Note](#) [Clear Fields](#) [Create](#) [Save](#) [Close](#)

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