

## Creating Case Correction Notes

1. Once a case note has been finalized, the only way to update information is by adding a correction note. Correction Notes can only be entered on cases where you are listed as the Worker Creating Note or Worker Making Contact. To create the correction note, select the case note that needs a correction from your desktop or via Search by expanding the case, expand the Narrative icon, and click the hyperlink to open the note.

The screenshot shows the eWiSACWIS web application running in a Windows Internet Explorer browser. The page title is "Richard J. Worker's Desktop". At the top, there are navigation links: "Create", "Maintain", "Utilities", "Adoption Search", and "Help". On the right side, there are icons for "Case Work" and "Provider Work". Below the navigation, there are three checkboxes: "Date Restricted" (checked), "Participant View" (unchecked), and "View Not Approved/Cancelled" (unchecked). The main content area is titled "Cases (3)" and lists two case folders. The first folder is "Abelmann, Samantha ( 9221907 )" with an "Actions" link. Under this folder, there are several icons representing different case components: "CPS Family - Ongoing 09/28/2007 Slaney, Karen S. Forest - Crandon", "Agreements and Notices", "Assessment", "Assets and Income", "Assignment", "Eligibility", "ICWA", "Legal", "Narrative", and "Ongoing Services - Face-to-Face (Details)". The "Ongoing Services - Face-to-Face" entry has a date of "10/13/2010" and a worker name of "Worker, Richard J.". A button labeled "Click to Maintain Case Note" is highlighted with a black box. The second folder is "Badger, Bucky B. ( 9221882 )" with an "Actions" link. Below this folder, there is a line of text: "CPS Family - Ongoing 05/03/2007 Worker, Richard J. Outagamie - Appleton 111 Another Street , Madison, WI 53701".

2. Click the 'Insert Correction Note' button and a new Correction narrative box will be editable in the Narrative group box. Enter text in the Correction narrative field and click Save.

**Note:** Correction Notes are not editable after save.

Case Notes

eWISACWIS

Print Spell Check Help

Case: Abelmann, Samantha (9221907) Worker Creating Note: Worker, Richard J. Worker Making Contact: Worker, Richard J.

Case Note ID: 9222774 Date Entered: 10/13/2010 02:39 PM  Note Finalized  Contact By Designee

**Note Information**

Date: 10/13/2010 Category: Ongoing Services  View Inactive Participants

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

End Time: 00:00 AM PM Type Detail:

Duration: 0000.0 Face-to-Face Location: Out of Home Care Details

Billable Face-to-Face Result: Occurred

Abelmann, Samantha (Reference Person)  
Abelmann, Sara (Bio Child)

**Narrative**

Correction

Correction note entered here...

Options:

Done Trusted sites 100%