

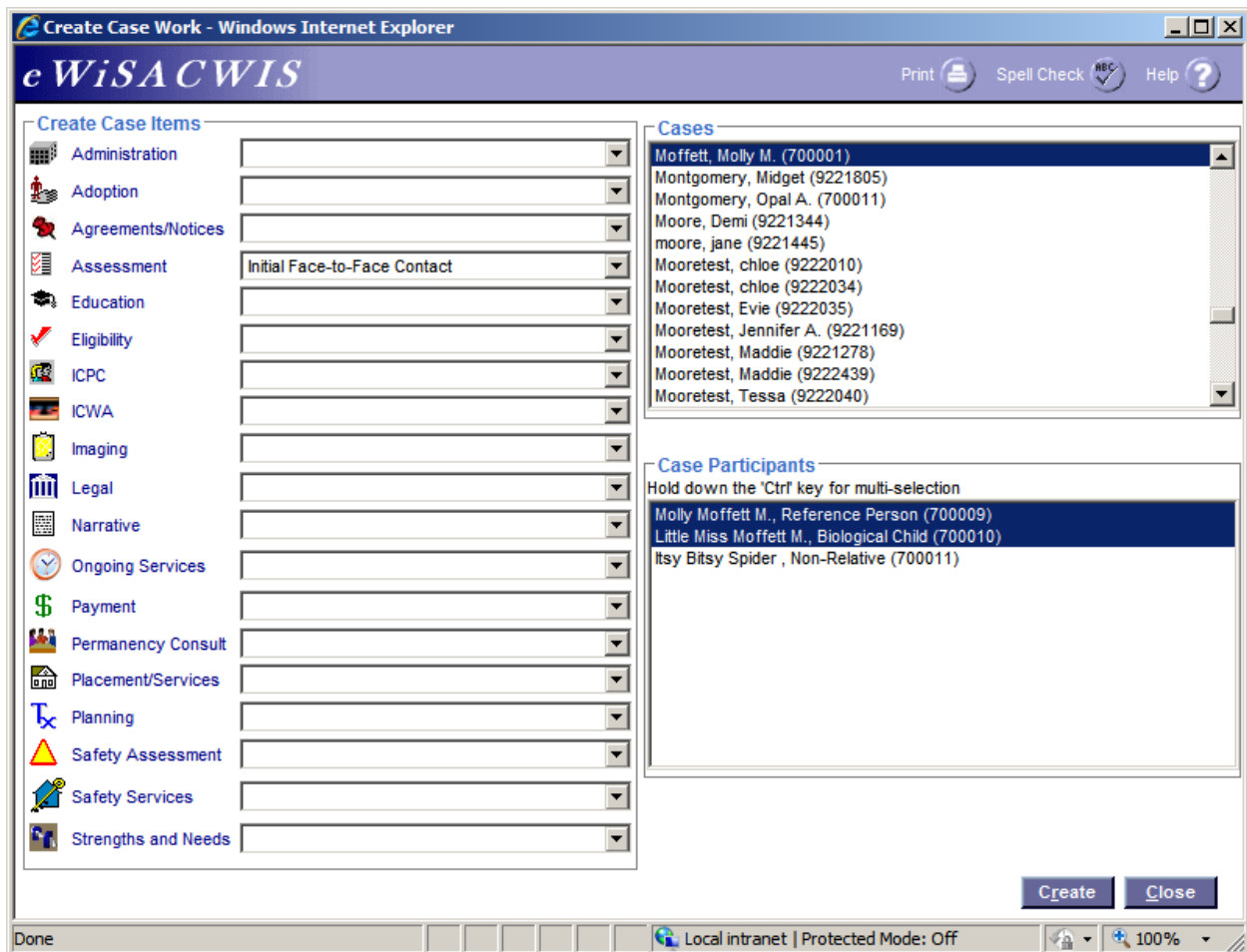
Initial Face-to-Face Contacts

Note: In order to create an initial face-to-face contact, an assignment to the case is not needed.

Assessment Face-to-Face Contacts

Note: In order to create an Assessment Face-to-Face Contact, there must be a pending Assessment for the case. There are three ways to create an Assessment Face-to-Face Contact: via the Create Case Work page, via the Actions hyperlink next to the case, and via the Assessment page.

1. To create an Assessment Initial Face-to-Face Contact via the Create Case Work page, select Create > Case Work > Assessment > Initial Face-to-Face Contact. Select the case and the participant(s) and click 'Create.' This will open the Case Notes page.



2. On the Case Notes page, enter the date the contact occurred in the Date field. The Category and Type will pre-fill. Enter the Face-to-Face Location, Face-to-Face Result, and the Narrative. Use the Search hyperlink to search out the Worker Making Contact if that is different than the Worker Creating Note. In the Participants group box, you can change the selected participants by clicking on the desired names. Use the 'Ctrl' key to select more than one participant. Click the Add Contacts hyperlink to add them to the Assessment Contact Information group box, shown on the next page.

The screenshot shows a web browser window titled "Case Notes - Windows Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

Case Information:
Case: Moffett, Molly M (700001) Worker Creating Note: Fun, Fawn Worker Making Contact: Fun, Fawn [Search](#)
Case Note ID: Date Entered: 02/05/2010 12:15 PM Note Finalized Contact By Designee

Note Information

Date: 02/05/2010 Category: Initial Assess Contact View Inactive Participants
Begin Time: 02:00 AM/PM Type: Initial Face-to-Face Participants:
End Time: 00:00 AM/PM Type Detail: Moffett, Little Miss M. (Bio Child)
Duration: 0000.0 Face-to-Face Location: Home Visit Moffett, Molly M. (Refernce Person)
 Billable Face-to-Face Result: Occurred Spider, Itsy Bitsy (Non-Relative)

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

Narrative

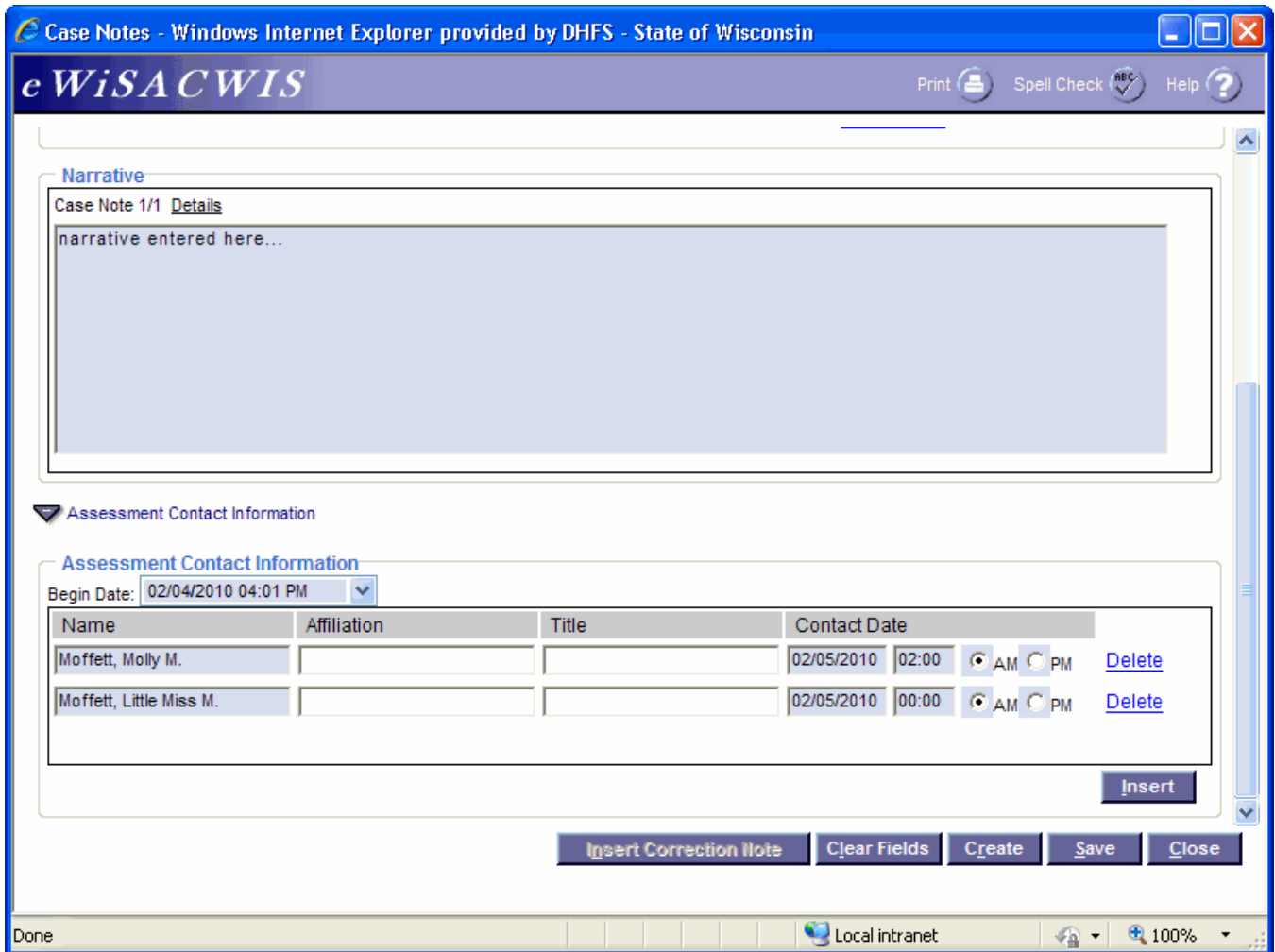
Case Note 1/1 [Details](#)

narrative entered here...]

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

Browser status bar: Done Local intranet 100%

- The participants selected in the Participants group box at the top of the page pre-fill in the Assessment Contact Information group box. To add participants not listed in the Participants box above, click the Insert button. The Begin Date is the date and time the Assessment this note is being linked to was created.



- Click the Save button to save the page, then click the Close button.

5. To create an Assessment Initial Face-to-Face Contact via the Assessment page, access the pending Assessment from your desktop. This will open the Assessment page.

eWiSACWIS - Windows Internet Explorer provided by DHFS

eWiSACWIS Case Work Provider Work Search Refresh Print Help Logout

Create Maintain Utilities Adoption Search Help

Fawn Fun's Desktop

Date Restricted Participant View View Not Approved/Cancelled

▶ Ticklers

▼ Cases (5)

- ▶ [Brown, Bryan \(9221842 \)](#) [Actions](#)
CPS Family - Ongoing 04/04/2006 Cake, Caitlin M., Sr. Milwaukee-Region 2 123 Mystreet , Wabeno, WI 54566 FSL: Low
- ▶ [Moffett, Molly M. \(700001 \)](#) [Actions](#)
CPS Family - Initial Assessment 09/19/2000 Kellogs, Jim (Supervisor) Milwaukee-Admin 222 22nd St , Milwaukee, WI 53204
- ▶ Access Reports
- ▶ Assessment
- ▶ [Assessment Pending 02/04/2010](#)
- ▶ Assets and Income
- ▶ Assignment
- ▶ Eligibility
- ▶ Placements
- ▶ Related People
- ▶ [Sampras, Sally \(20258 \)](#) [Actions](#)
CPS Family - Initial Assessment 07/31/2000 Cake, Caitlin M., Sr. Milwaukee-Admin 111 Even Street , Milwaukee, WI 53295 FSL: Low
- ▶ [Steele-40, Chloe \(9221140 \)](#) [Actions](#)
CPS Family - Initial Assessment 08/10/2004 Iron, Worker Milwaukee-Admin 1515 North Ave , Apt.#1212 , Saint Cloud, WI 53079 FSL: Low
- ▶ [Vitamin, Boy \(9221930 \)](#) [Actions](#)
Pre-Adoptive Child 06/13/2006 Fun, Fawn Milwaukee-Site 5 225 Indian School Road , Menomonie, WI 54751

▶ Providers (1)

- On the Assessment page, click on the Results tab. In the Initial Face-to-Face Contact Information group box, click on the Create Initial Face-to-Face Contact Note hyperlink. This will open the Case Note page.

Assessment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Assessment Name: Moffett, Molly M. Assessment ID: 8212886 Status: Open **Report** Response Time: Within 24 - 48 Hours Date: 02/04/2010

Participants Basic Allegations Contacts **Results**

Assessment Results
Result: **Pending**

Disposition

Family RA Future A/N
Abuse Score:
Neglect Score:
Risk Level:

Safety Assessment
Safety Decision:

Strengths and Needs
Needs Level:

Initial Assessment - Primary Rating

Maltreatment:	Circumstances:	Child Functioning:	Parenting - Discipline:
Adult Functioning:	Parenting - General:	Family's Functioning:	Total:
<input type="radio"/> Minimal to Low (0 to 6.9)	<input type="radio"/> Moderate (7 to 13.9)	<input type="radio"/> Significant (14 to 20.9)	<input type="radio"/> High (21 to 28.0)

Family Service Level

Family Service Level: Override Family Service Level Override Level:

Describe reason for override:

Initial Face-to-Face Contact Information

Initial Face-to-Face Must Occur By: 02/06/2010 04:01 PM [CPS Report 8413092](#) [Create Initial Face-to-Face Contact Note](#)

Initial Face-to-Face Documented:

Options:

Done Trusted sites

- On the Case Notes page, enter the date the contact occurred in the Date field. The Category and Type will pre-fill. Enter the Face-to-Face Location, Face-to-Face Result, and the Narrative. Use the Search hyperlink to search out the Worker Making Contact if that is different than the Worker Creating Note. In the Participants group box, you can change the selected participants by clicking on the desired names. Use the 'Ctrl' key to select more than one participant. Click the Add Contacts hyperlink to add them to the Assessment Contact Information group box, shown on the next page.

Case: Moffett, Molly M (8234707) Worker Creating Note: Weber, Jenny Worker Making Contact: Weber, Jenny [Search](#)

Case Note ID: Date Entered: 02/08/2010 03:33 PM Note Finalized Contact By Designee

Note Information

Date: Category: View Inactive Participants

Begin Time: AM PM Type: Participants:

End Time: AM PM Type Detail: (Selected)

Duration: Face-to-Face Location: (Selected)

Billable Face-to-Face Result: (Selected)

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

Narrative

Case Note 1/1 [Details](#)

enter case note here...

8. The participants selected in the Participants group box at the top of the page pre-fill in the Assessment Contact Information group box. To add participants not listed in the Participants box above, click the Insert button. The Begin Date is the date and time the Assessment this note is being linked to was created.

The screenshot shows a web browser window titled "Case Notes -- Web Page Dialog" with the "eWiSACWIS" logo. The interface includes a "Narrative" section with a text area for "Case Note 1/1" and a "Details" link. Below this is the "Assessment Contact Information" section, which features a "Begin Date" dropdown menu set to "02/04/2010 04:01 PM". A table lists contact information for "Moffett, Little Miss M." with columns for Name, Affiliation, Title, and Contact Date (02/06/2010 10:00 AM). The table includes an "Insert" button and a "Delete" link. At the bottom of the page, there are buttons for "Insert Correction Note", "Clear Fields", "Create", "Save", and "Close".

Name	Affiliation	Title	Contact Date
Moffett, Little Miss M.			02/06/2010 10:00 AM

9. Click the Save button to save the page, then click the Close button.

10. To create an Assessment Initial Face-to-Face Contact via the Actions hyperlink, click on the Actions hyperlink next to the case on your desktop (or from Search, where a case assignment is not needed) which has the pending Assessment. This will open the Actions page.

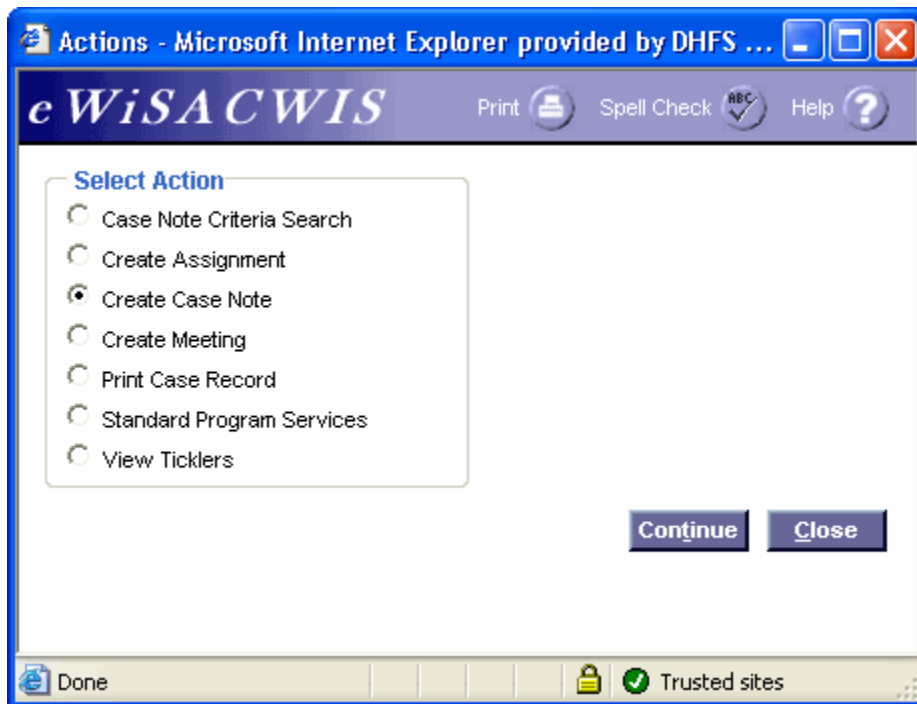
The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer provider". Below this is a purple header with the "eWiSACWIS" logo and navigation links for "Case Work", "Provider Work", and "Search". A grey navigation bar contains links for "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

The main content area is titled "Fawn Fun's Desktop" and includes filter options: Date Restricted, Participant View, and View Not Approved/Cancelled. There are sections for "Ticklers" and "Cases (8)".

The "Cases (8)" section lists the following cases:

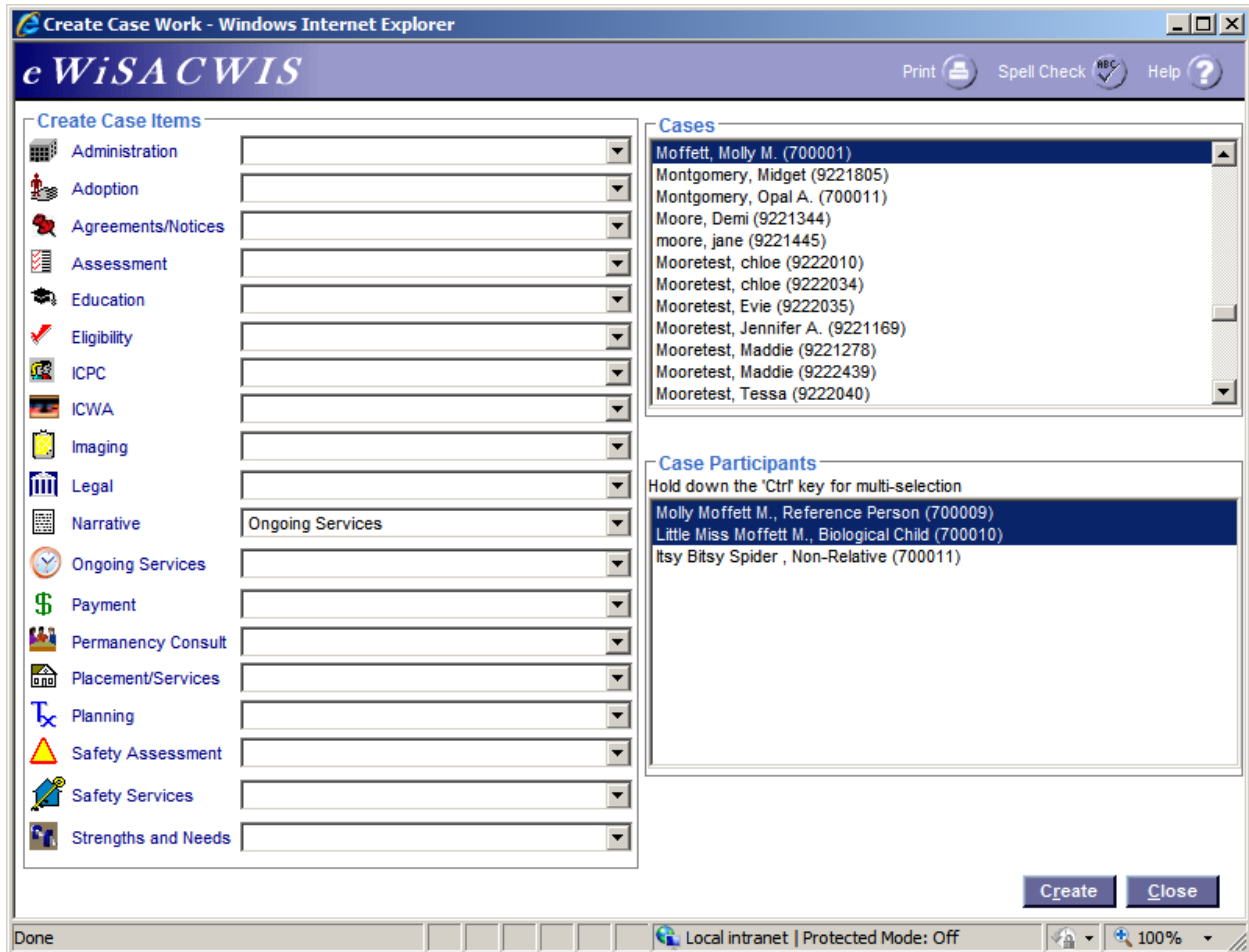
- Allen, Sarah (9220000)** [Actions](#)
CPS Family - Initial Assessment 12/10/2001 Fox, Frank Milwaukee-Admin 11 Southern Way , Madison, WI 53702 FSL: Low
- Apple, Eve (20279)** [Actions](#)
CPS Family - Initial Assessment 08/02/2000 Darg, Dawn Milwaukee-Site 2 , , WI
- Apple, Josh (9221459)** [Actions](#)
Pre-Adoptive Child 04/06/2006 Cake, Caitlin Milwaukee-Site 2 1085 Emerson Drive , Oconomowoc, WI 53066
- Moffett, Molly M. (700001)** [Actions](#)
CPS Family - Initial Assessment 09/19/2000 Door, Diane (Supervisor) Milwaukee-Admin 222 22nd St , Milwaukee, WI 53204
- Montana, Jane (20282)** [Actions](#) Click to Create Case Related Work
CPS Family - Initial Assessment 08/02/2000 Banana, Brendt Milwaukee-Admin 130 Cake Street , Apt.#666. , Madison, WI 53701
- Sampras, Sally (20258)** [Actions](#)
CPS Family - Initial Assessment 07/31/2000 Banana, Brendt Milwaukee-Admin 111 Even Street , Milwaukee, WI 53295
- Steele-40, Chloe (9221140)** [Actions](#)
CPS Family - Initial Assessment 08/10/2004 Iron, Worker Milwaukee-Admin 1515 North Ave , Apt.#1212. , Saint Cloud, WI 53079
- Young, John (9221234)** [Actions](#)
Child Welfare 10/20/2004 Fox, Frank Milwaukee-Admin 12 Top Street , Milwaukee, WI

11. On the Actions page, select the Create Case Note radio button and click Continue.



Ongoing Face-to-Face Contacts

1. To create an Ongoing Initial Face-to-Face Contact, select Create > Case Work > Narrative > Ongoing Services. Select the case and participant(s), and click 'Create.' This will open the Case Notes page.



- The Case Notes page opens. Enter the date the contact occurred in the Date field, select Initial Face-to-Face Contact for the Type, enter the Face-to-Face Location, and Face-to-Face Result. Finally, enter the Narrative.

Case: Moffett, Molly M (8234707) Worker Creating Note: Weber, Jenny Worker Making Contact: Weber, Jenny [Search](#)

Case Note ID: Date Entered: 06/11/2010 03:43 PM Note Finalized Contact By Designee

Note Information

Date: 06/01/2010 Category: Ongoing Services View Inactive Participants

Begin Time: 03:30 AM PM Type: Initial Face-to-Face Participants:

End Time: 00:00 AM PM Type Detail: Moffett, Little Miss M. (Bio Child)

Duration: 0000.0 Face-to-Face Location: School / Work Moffett, Molly M. (Reference Person)

Billable Face-to-Face Result: Occurred Spider, Itsy Bitsy (Non-Relative)

Hold down the 'Ctrl' key for multi-selection

Narrative

Case Note 1/1 [Details](#)

enter case note here...

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

- Click the Save button to save the page, then click the Close button.