

Print a Record Quick Reference Guide

1. Click on the Actions hyperlink next to the case via either the desktop or search.

The screenshot shows the eWISACWIS web application interface. At the top, there is a blue header bar with the text "eWISACWIS - Windows Internet Explorer". Below this is a navigation bar with the eWISACWIS logo and several icons: "Case Work", "Provider Work", "Search", and "Refresh". A menu bar contains the following items: "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

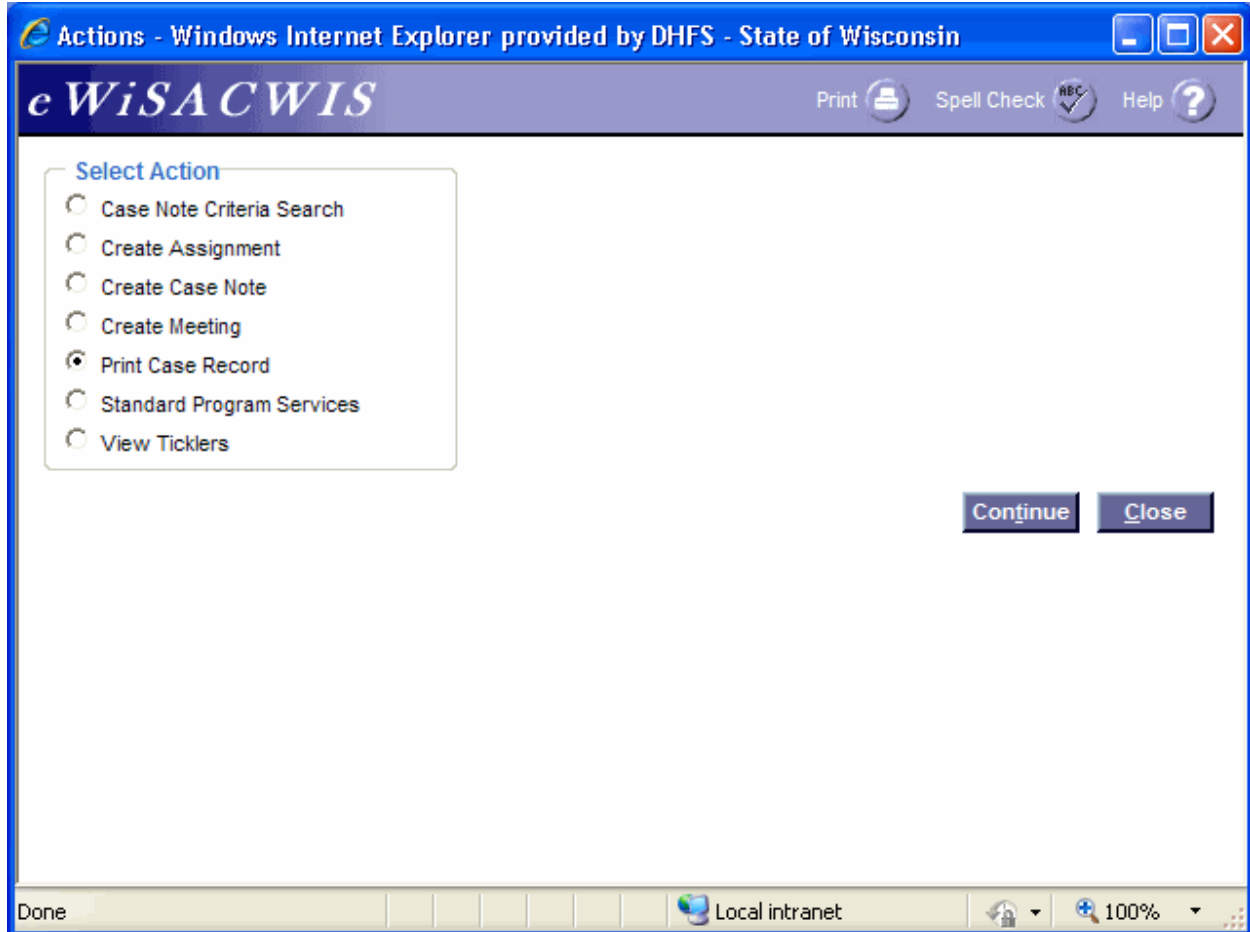
The main content area is titled "Dan Daisy's Desktop". Below the title, there are three checkboxes: "Date Restricted" (checked), "Participant View", and "View Not Approved/Cancelled".

Underneath, there are two expandable sections: "Ticklers" and "Cases (31)". The "Cases (31)" section is expanded, showing a list of cases. Each case entry includes a folder icon, a name with a case number in parentheses, a link to "Restricted Case", and a link to "Actions". The "Actions" link for the case "Allen, Sarah E. (9220000)" is circled in red.

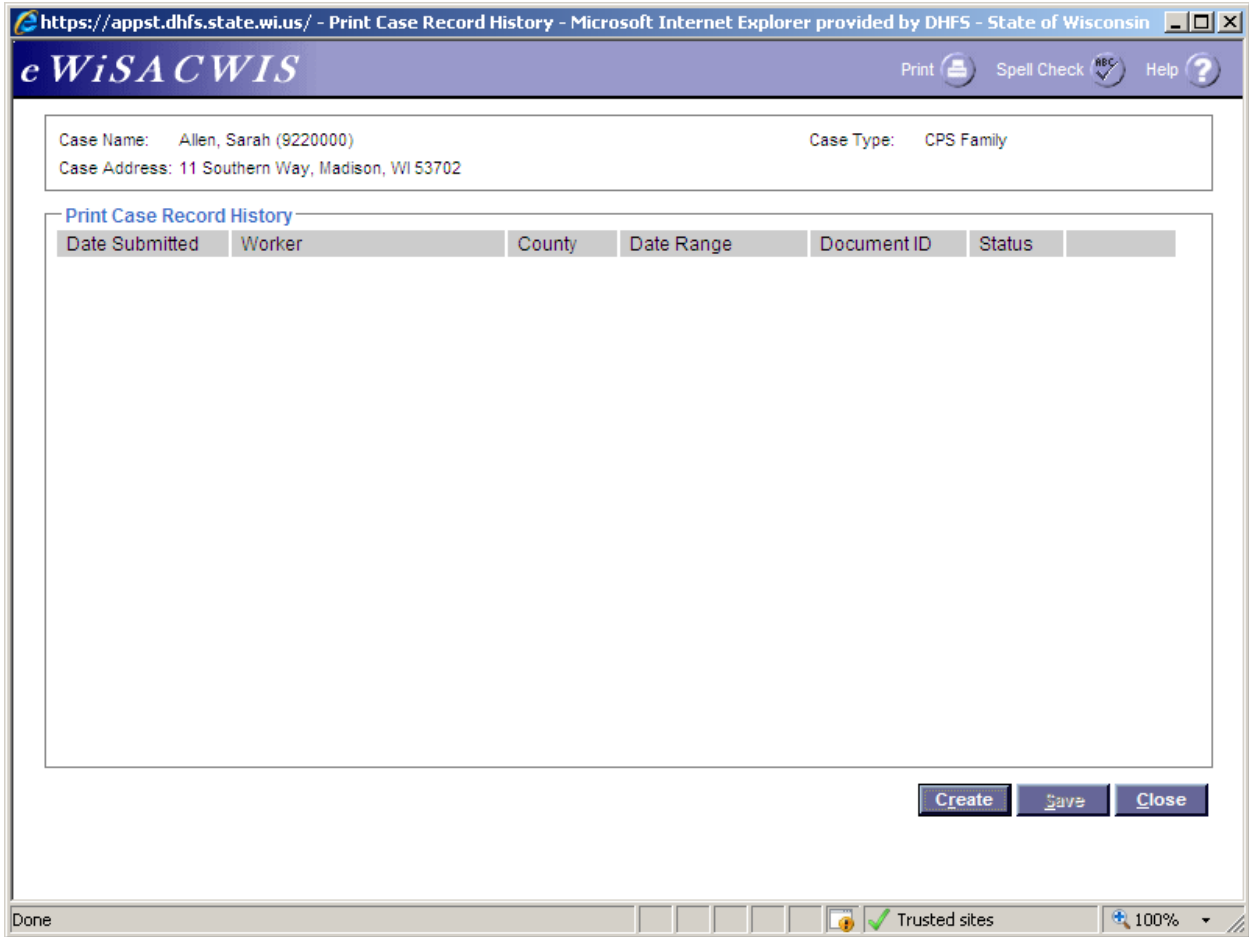
The list of cases is as follows:

- Abby, Alice (9221241) [Restricted Case](#) [Actions](#)
CPS Family - Ongoing 10/25/2004 Larsson, Branch Milwaukee-Admin 111222 Penntwon Rd , Baraboo, WI 53913 FSL: Moderate
- Abby, Johnny (20273) [Restricted Case](#) [Actions](#)
CPS Family - Initial Assessment & JJ 08/01/2000 Daisy, Dan Milwaukee-Region 3 509 W. Wisconsin Avenue , Milwaukee, WI 53203 FSL: Low
- Allen, Sarah E. (9220000) [Actions](#)
CPS Family - Ongoing 12/10/2001 Daisy, Dan Milwaukee-Admin 11 Southern Way , Madison, WI 53702 FSL: Low
- American, Annie M. (9221587) [Click to Create Case Related Work](#)
CPS Family - Ongoing 10/24/2005 Dan, Daisy Barron - Barron 123 Main , Abbotsford, WI 54405 FSL: Moderate
- Bluefine, Mom (9222121) [Actions](#)
CPS Family - Initial Assessment & JJ 03/14/2007 Fox, Frank Milwaukee-Region 1 21 N Butler , Madison, WI 53703
- Brass, Mitch (9222671) [Actions](#)
CPS Family - Initial Assessment 10/28/2009 Cake, Caitlin M. Milwaukee-Region 1 100 Main , Apt.#102. , Madison, WI 53701
- Casper, Mom (9221759) [Actions](#)
CPS Family - Initial Assessment 02/13/2006 Daisy, Dan Green - Monroe 21 N Butler , Apt.#407. , Madison, WI 53703

2. Select the Print Case Record radio button and click Continue.



- This will bring up the Print Case Record History page, which will either be blank for new records or a view of the print record history if records have been previously created. To create a new record, click Create.



4. Enter a Start Date and an End Date to select the date range you wish to print. Also, select which participant(s) you would like to be included in the record. By doing this, you will only bring back the documents created for the case as a whole and the individual participant(s) you select. Click Search to bring back a list of the documents that meet the criteria you entered.

Print Case Record -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Case Name: Allen, Sarah (9220000) Participants: Allen, Clara (9220004) Biological Child
Case Type: CPS Family Allen, KIDS (9221602) Biological Child
Case Address: 11 Southern Way, Madison, WI 53702 Allen, Michael (9220002) Present Spouse
Start Date: 12/09/2002 End Date: 12/11/2008 Allen, One (9221606) Biological Child
Allen, Sarah (9220001) Reference Person
Enter a date. mmddyyyy or mm/dd/yyyy Hold down the 'Ctrl' key for multi-selection Search

Select Documents

Select All Documents Selected: 0 of 0 Please Note: The File Cabinet and Medical Mental Health documents are not available using the Print Case Record.

Save Close

- Once you have entered your search criteria and clicked Search, all related documents will be displayed on the page. At this point, select which documents you would like to be included in the record. The Select All option will select all documents included on the page to be brought into the record. Click Save to submit the record. Click the Close to return to the Print Case Record History page.

Print Case Record -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Case Name: Allen, Sarah (9220000) Participants: Allen, Clara (9220004) Biological Child
 Case Type: CPS Family Allen, KIDS (9221602) Biological Child
 Case Address: 11 Southern Way, Madison, WI 53702 Allen, Michael (9220002) Present Spouse
 Start Date: 12/09/2002 End Date: 12/11/2008 Allen, One (9221606) Biological Child
 Allen, Sarah (9220001) Reference Person

Hold down the 'Ctrl' key for multi-selection Search

Select Documents

Select All Documents Selected: 29 of 29 Please Note: The File Cabinet and Medical Mental Health documents are not available using the Print Case Record.

<input checked="" type="checkbox"/>	Administration			
<input checked="" type="checkbox"/>	Juvenile Justice Face Sheet	12/06/2006	Allen, Simon	Cake, Caitlin
<input checked="" type="checkbox"/>	Quality Service Review Protocol	12/05/2006	Allen, Simon	Cake, Caitlin
<input checked="" type="checkbox"/>	Quality Service Review Protocol	12/05/2006	Allen, KIDS	Cake, Caitlin
<input checked="" type="checkbox"/>	Adoption			
<input checked="" type="checkbox"/>	Individualized Adoptability Report	10/20/2004	Birthday, Four	Cake, Caitlin
<input checked="" type="checkbox"/>	Eligibility			
<input checked="" type="checkbox"/>	Eligibility Status History	09/15/2004	Allen, KIDS	Door, Diane
<input checked="" type="checkbox"/>	Eligibility Status History	09/15/2004	Allen, KIDS	Cake, Caitlin
<input checked="" type="checkbox"/>	Narrative			
<input checked="" type="checkbox"/>	Fiscal - Payment / Overpayment	05/24/2007	Allen, Michael	Cake, Caitlin

Save Close

- Your record will display as Pending until the batch is run overnight. You may edit or delete the record by clicking the Edit or Delete hyperlink, respectively. The Edit hyperlink will bring you back to the search page (Print Case Record page) to change your search criteria or selected documents.

The screenshot shows a web browser window with the address bar displaying <https://appst.dhfs.state.wi.us/> and the page title "Print Case Record History - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The main content area displays case information:

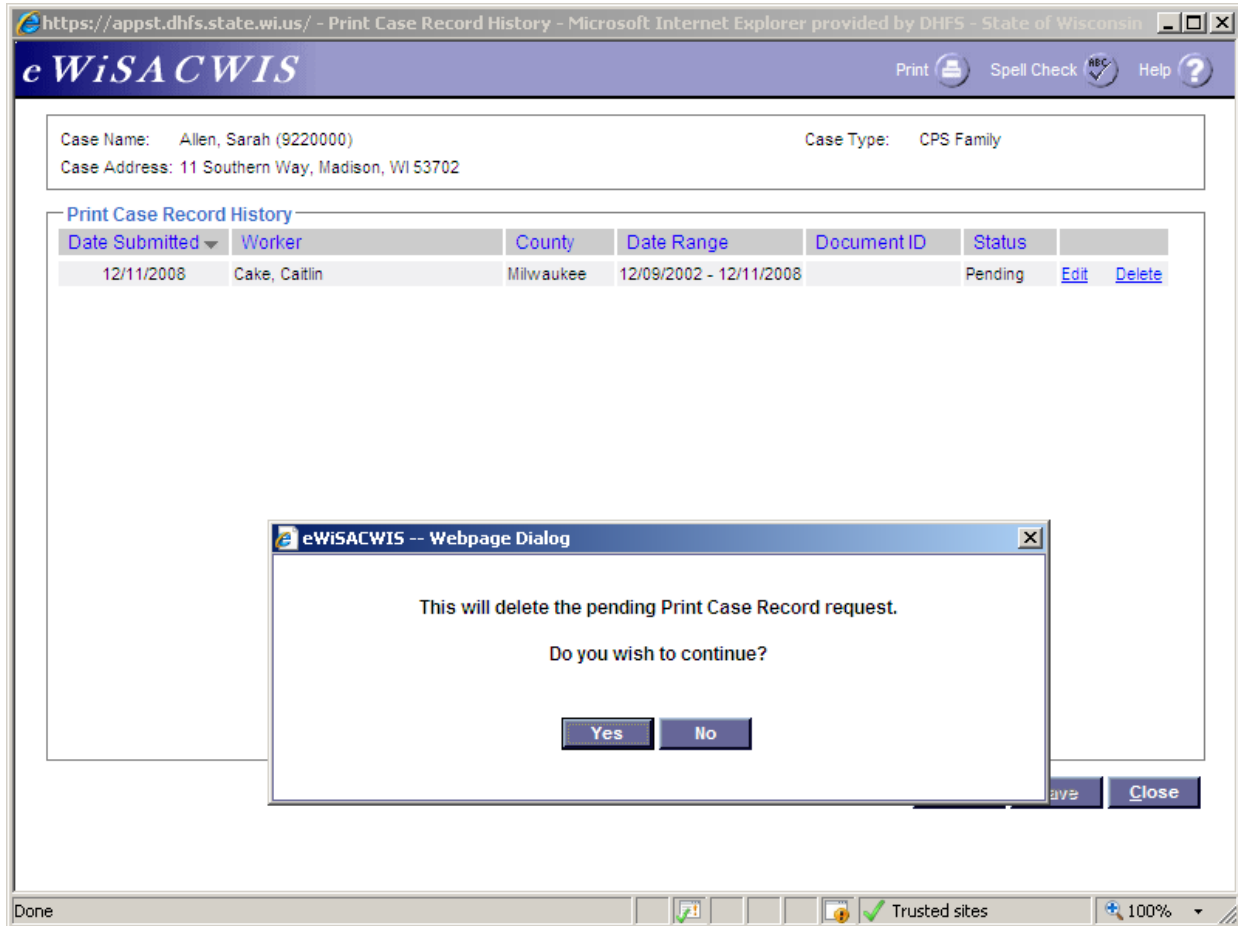
- Case Name: Allen, Sarah (9220000)
- Case Address: 11 Southern Way, Madison, WI 53702
- Case Type: CPS Family

Below this information is a section titled "Print Case Record History" containing a table with the following data:

Date Submitted	Worker	County	Date Range	Document ID	Status	
12/11/2008	Cake, Catlin	Milwaukee	12/09/2002 - 12/11/2008		Pending	Edit Delete

At the bottom right of the content area are three buttons: "Create", "Save", and "Close". The browser's status bar at the bottom shows "Done", a "Trusted sites" indicator, and a zoom level of "100%".

7. The Delete hyperlink will delete the record after you select Yes to the following pop-up message.



- Overnight, a batch will run and will retrieve all documents you selected and combine them to one template. You can access the template by clicking on the Document ID hyperlink on the Print Case Record History page.

Case Name: Allen, Sarah (9220000) Case Type: CPS Family
Case Address: 11 Southern Way, Madison, WI 53702

Print Case Record History

Date Submitted	Worker	County	Date Range	Document ID	Status	
12/11/2008	Cake, Caitlin	Milwaukee	12/09/2002 - 12/11/2008	9224160	Historical	View

[Click to open the document](#)

Create Save Close

- Clicking on the document ID will bring you to the newly created template containing all pieces of work selected as criteria for the print a record. This document can be accessed from Actions at any time, and can be printed as well.

https://appst.dhfs.state.wi.us/ewisacwis/servlet/CM25_PrintCaseRecordDocumentServlet?action=VIE - Microsoft Internet Exp... Final Show

1 2 3 4 5 6 7 8

JUVENILE JUSTICE FACE SHEET

Initial Date (mm/dd/yyyy)		Six Month Review Date (mm/dd/yyyy)		Closing Summary Date (mm/dd/yyyy)	
JUVENILE IDENTIFYING INFORMATION					
Name - Juvenile Simon Allen		Birthdate - Juvenile 04/10/1999		Social Security Number - Juvenile 896-97-6068	
Address - Juvenile (Street, City, State, Zip Code) 1085 Emerson Drive Oconomowoc, WI 53066				Telephone Number - Juvenile (262)567-3214	
Name - Juvenile's Therapist			Diagnosis		
Medications					
Physical Description - Juvenile					
Height - Juvenile		Weight - Juvenile		Hair Color - Juvenile	
Eye Color - Juvenile		Identifying Marks - Juvenile			
Parent Information					
Name - Mother Role: <input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step <input type="checkbox"/> Other			Birthdate - Mother		
Sarah Allen			02/20/1958		
Address - Mother (Street, City, State, Zip Code) 11 Southern Way Madison, WI 53702				Telephone Number - Mother	
Significant Other - Mother					
Name - Father Role: <input type="checkbox"/> Biological <input type="checkbox"/> Adoptive <input type="checkbox"/> Step <input type="checkbox"/> Other			Birthdate - Father		
Address - Father (Street, City, State, Zip Code)				Telephone Number - Father	

Unknown Zone