
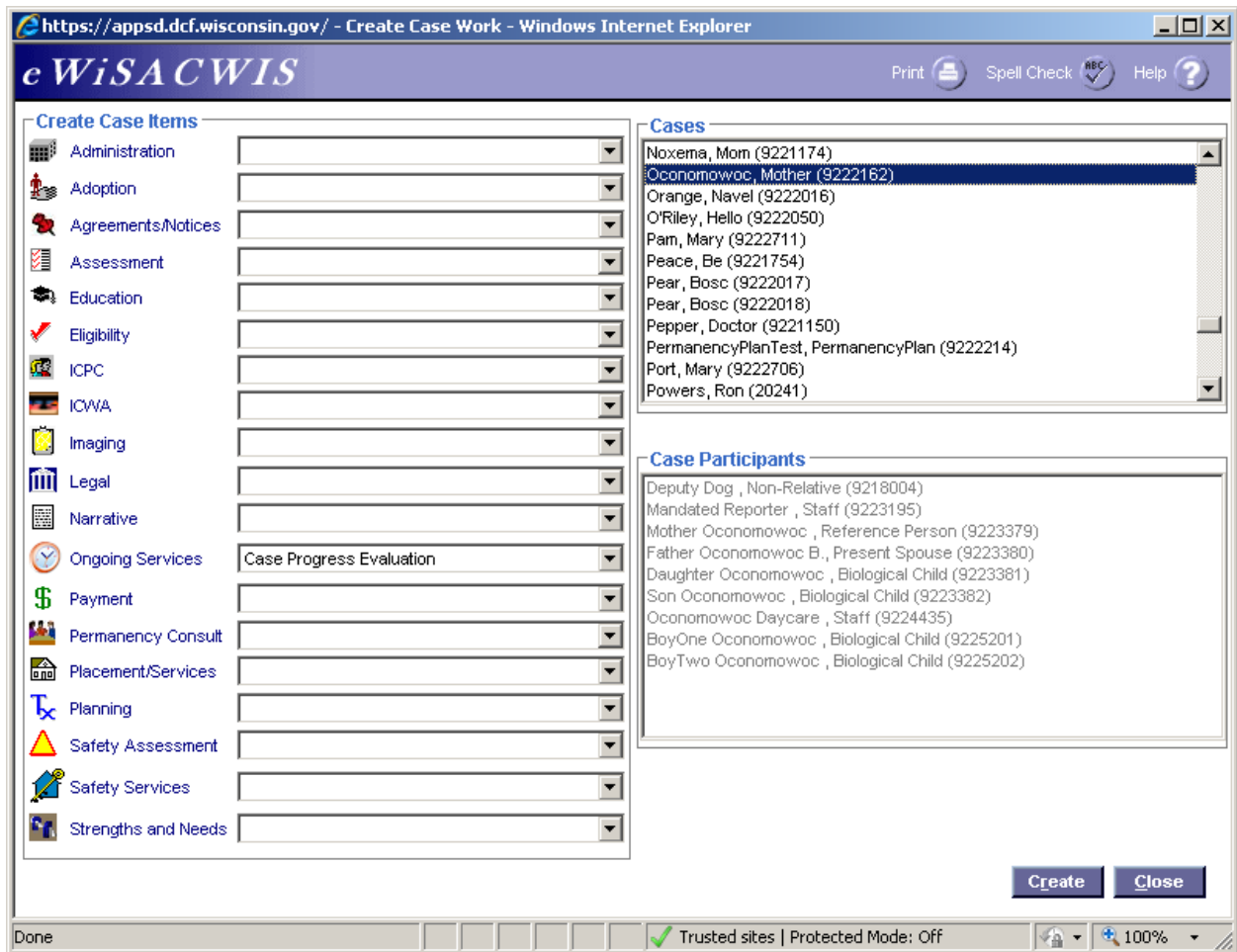


# Case Progress Evaluation

**Note:** You will need an assignment to the case prior to creating a Case Progress Evaluation.

1. From the desktop, select Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Case Progress Evaluation from the Ongoing Services drop-down. Select the appropriate Case. Click Create. This will open the Case Progress Evaluation page.

**Note:** The CPE cannot be created without an approved Family Assessment and Case Plan or a Case Progress Evaluation already in an Ongoing status.



3. On the Case Progress Evaluation page, the first group box is Case Progress Evaluation. The Case Name, Worker Name, and Case Number will pre-fill. The Effective Date is user entered. The CPE Completed box must be checked prior to final approval.
4. The Child Functioning tab will pre-fill from the most current Family Assessment and Case Plan or most recent Case Progress Evaluation. The Safety Threats and Child Functioning areas are editable.
  - Select the radio button next to the corresponding name in the Children group box to view and edit the appropriate Child Functioning information.
5. Any Active Goals will be listed in the Active Goals group box. The Goals for the first Case Progress Evaluation have a hyperlink of Edit, Delete, and Copy Detail. Edit will allow you to update the Goal. Delete will delete the entire Goal from the Case Progress Evaluation. Copy Detail will copy the Goal from one participant to another.

The screenshot shows the 'Case Progress Evaluation' page in a web browser. The browser address bar shows 'https://apps.dcf.wisconsin.gov/ - Case Progress Evaluation - Windows Internet Explorer'. The page header includes the 'e WisACWIS' logo and navigation icons for TM, Print, Spell Check, and Help.

The main content area is titled 'Case Progress Evaluation' and contains the following information:

- Case Name: Oconomowoc, Mother
- Case Number: 9222162
- Effective Date: 10/01/2011
- Status: Pending
- Worker Name: Cake, Caitlin M.
- Approval Date:
- CPE Completed:

Below this information are several tabs: 'Child Functioning' (selected), 'Parent/Caregiver Protective Capacities', 'Family Functioning', 'Tasks & Responsibilities', and 'Summary'.

The 'Child Functioning' tab is active and contains:

- Safety Threats:** A section with the text 'The child is profoundly fearful of the home situation or people within the home.' and a 'Details' link. There are radio buttons for 'Yes' (selected) and 'No'.
- Children:** A list of children with radio buttons:
  - Oconomowoc, Son
  - Oconomowoc, Daughter
 An 'Add/Edit' button is located below this list.
- Child Functioning:** A text area with the prompt 'Describe the child's general functioning and effects of any maltreatment.' The text area contains 'enter text here' and 'information will prefill from initial assessment'.
- Active Goals:** A table with columns for Goal, Target End Date, and Status.
 

Goal:enter specific goal here	Target End Date:	Status:
	01/31/2012	Continue

 Below the table are links for 'Progress', 'Delete', and 'Copy Detail'.
- Service/Activity:** A table with columns for Service/Activity and Provider/Responsible Person.
 

Service/Activity	Provider/Responsible Person
Counseling	enter provider or responsible person's name here

At the bottom of the page, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

The browser status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of 100%.



8. When the Progress hyperlink is selected, the Case Plan Goal Progress page opens. The Goal and Service/Activities group boxes are view only. This information is for the worker to evaluate the progress the participant(s) have made in achieving the goal.

The screenshot shows a web browser window titled "Case Plan Goal Progress -- Webpage Dialog". The page header features the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The main content area is divided into three sections:

- Goal:** This section contains a "Participant" field with the value "Oconomowoc, Daughter". Below it is a "Goal" field with the placeholder text "enter specific goal here". At the bottom of this section are two date pickers: "Begin Date" set to "10/01/2011" and "Target End Date" set to "01/31/2012".
- Services/Activities:** This section displays a table with one row. The "Service/Activity" column contains a dropdown menu with "Counseling" selected. The "Provider/Responsible Person" column contains the placeholder "enter provider or responsible person's name here". The "Specifically Explain Service/Activity" column contains the placeholder "specifically explain service/activity here". An "Insert" button is located at the bottom right of this section.
- Status of Goal:** This section contains two text input fields. The first is labeled "Previous progress and/or barriers in achieving goal:" and contains the text "Not applicable, this is the first time this goal is being evaluated". The second is labeled "Discuss progress and/or barriers in achieving goal:" and is currently empty.

At the bottom of the page, there are "Save" and "Close" buttons.

9. The Status of Goal is a user-entered group box. If this was an Ongoing goal, 'Previous Progress and/or barriers in achieving goal' narrative box would be read only. 'Discuss progress and/or barriers in achieving goal' narrative box is enabled and required to document progress for a new goal.

The Status of Goal is a drop-down value. Select an appropriate value. If the status is Achieved, the Date Achieved would become required.

10. The Evaluation History is an outline of every time the goal has been evaluated for progress. It documents the date and status of the evaluation for the goal.

Select Save and Close to return to the Child Functioning tab.

**Case Plan Goal Progress -- Webpage Dialog**

*eWiSACWIS* Print Spell Check Help

**Services/Activities**

Service/Activity: Counseling Row 1 of 1

Provider/Responsible Person: enter provider or responsible person's name here

Specifically Explain Service/Activity: specifically explain service/activity here

Insert

**Status of Goal**

Previous progress and/or barriers in achieving goal:  
Not applicable, this is the first time this goal is being evaluated

Discuss progress and/or barriers in achieving goal:

Status of Goal: Continue Current Goal Date Achieved: 00/00/0000

**Evaluation History**

Evaluation Date	Status
10/05/2011	New

Save Close

11. Complete the Parent/Caregiver Protective Capacities and Family Functioning tabs using the same technique in completing the tabs as you did on the Child Functioning tab.
12. The next tab is Tasks & Responsibilities. The Safety Decision group box will pre-fill based on the Safety Threats that were identified on the Child Functioning, Parent/Caregiver Protective Capacities, and Family Functioning tabs.
13. If there are Changes in Additional Tasks and Responsibilities, check the checkbox. This will make the narrative area editable for you to enter any additional information. If there is no additional information, leave the box unchecked and the previous information will be saved.

https://apps.dcf.wisconsin.gov/ - Case Progress Evaluation - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Case Progress Evaluation**

Case Name: Oconomowoc, Mother Case Number: 9222162 Effective Date: 10/01/2011 Status: Pending  
 Worker Name: Cake, Caitlin M. Approval Date: CPE Completed:

Child Functioning Parent/Caregiver Protective Capacities Family Functioning **Tasks & Responsibilities** Summary

**Safety Decision**

One or more factors that negatively affect safety are identified:  Yes  No Safety Decision: Safe

**Changes in Additional Tasks and Responsibilities**

Use this checkbox when there are changes in the participant tasks and responsibilities

Describe any additional tasks or responsibilities (e.g. transportation, other case management responsibilities, etc.) that will assist the family in achieving the identified goals:

Options:

Done Trusted sites | Protected Mode: Off 100%

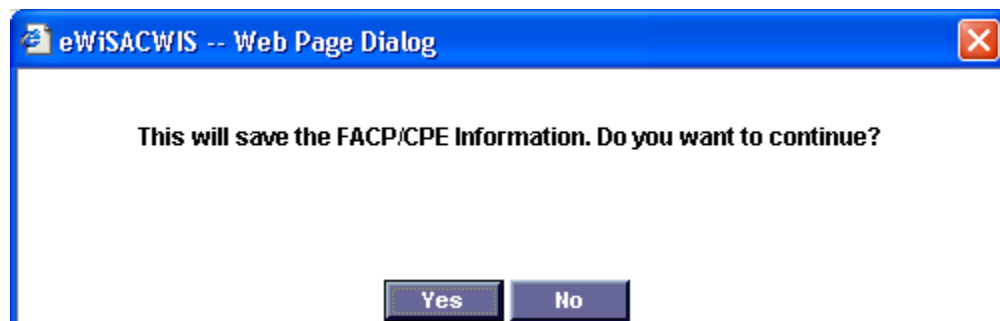
14. The final tab is the Summary tab. The Case Progress Evaluation Summary group box contains a narrative area in which to document the overall case progress.

If it has been determined that the case can be closed, select the Case Closure is Appropriate checkbox and select the appropriate reason below. Note: this will not send the case for case closure process. This still needs to be requested through the Maintain Case page.

Select the appropriate Current Family Service Level.

The screenshot shows a web browser window titled "Case Progress Evaluation - Windows Internet Explorer" with the URL "https://apps.dcf.wisconsin.gov/". The page header includes the "eWISACWIS" logo and navigation icons for Print, Spell Check, and Help. The main content area is titled "Case Progress Evaluation" and displays case details: Case Name: Oconomowoc, Mother; Case Number: 9222162; Effective Date: 10/01/2011; Status: Pending; Worker Name: Cake, Caitlin M.; Approval Date: ; CPE Completed: . Below this are tabs for "Child Functioning", "Parent/Caregiver Protective Capacities", "Family Functioning", "Tasks & Responsibilities", and "Summary". The "Summary" tab is active, showing a "Case Progress Evaluation Summary" section with a text area for describing case progress. Below that is a "Case Closure" section with a checkbox for "Case Closure is Appropriate" and three radio button options: "Threats to child safety have been eliminated or are being successfully managed by family and/or support network", "The family refuses services and no jurisdiction exists for ordering services through the court.", and "Other, explain:". The "Family Service Level" section shows "Previously established Family Service Level: Moderate" and a dropdown for "Current Family Service Level". At the bottom, there is an "Options:" dropdown menu with a "Go" button, and "Save" and "Close" buttons.

15. Select Safety Assessment, Analysis and Plan from the Options drop-down and click Go. You will receive the following pop-up message. Click Yes. This will take you to the Safety Assessment, Analysis and Plan page.



- Complete all four tabs. Launch the appropriate templates from the Options drop-down. See the instructions on how to complete the Safety Assessment, Analysis and Plan from the Quick Reference Guide – Safety Assessment, Analysis and Plan. Click the Completed checkbox in the General group box and click Save and Close.

Safety Assessment, Analysis and Plan -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check ABC Help

**General**

Name: Mother Oconomowoc Worker: Caitlin M. Cake Approval Date: Type: Case Progress Evaluation  Completed

Part. Info Safety Assessment Description of Safety Threats Plan Analysis

**Child Information**

Child Name	DOB
Oconomowoc, Son	09/19/1999
Oconomowoc, Daughter	08/02/2003

Add/Edit

**Parent/Caregiver Information**

Parent/Caregiver Name	DOB
Oconomowoc, Father B., Jr.	06/06/1966
Oconomowoc, Mother	05/05/1975

Add/Edit

Options:  Go

- Text
- Safety Assessment
- Safety Analysis and Plan

Save Close

17. Finally, on the Case Progress Evaluation page, make sure the CPE Complete checkbox is selected. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and the Continue button. Back on the Case Progress Evaluation page, click Save to send the CPE for final approval.

https://apps.dcf.wisconsin.gov/ - Case Progress Evaluation - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Case Progress Evaluation**

Case Name: Oconomowoc, Mother Case Number: 9222162 Effective Date: 10/01/2011 Status: Pending  
 Worker Name: Cake, Caitlin M. Approval Date: CPE Completed:

**Child Functioning** Parent/Caregiver Protective Capacities Family Functioning Tasks & Responsibilities Summary

**Safety Threats**  
 The child is profoundly fearful of the home situation or people within the home. [Details](#)  Yes  No

**Children**  
 Oconomowoc, Son  
 Oconomowoc, Daughter  
 Add/Edit

**Child Functioning**  
 Describe the child's general functioning and effects of any maltreatment.  
 text...

**Active Goals**  
 Goal: enter specific goal here Target End Date: 01/31/2012 Status: **New** Edit Delete Copy Detail

Options: **Go** Save Close

Done Trusted sites | Protected Mode: Off 100%