
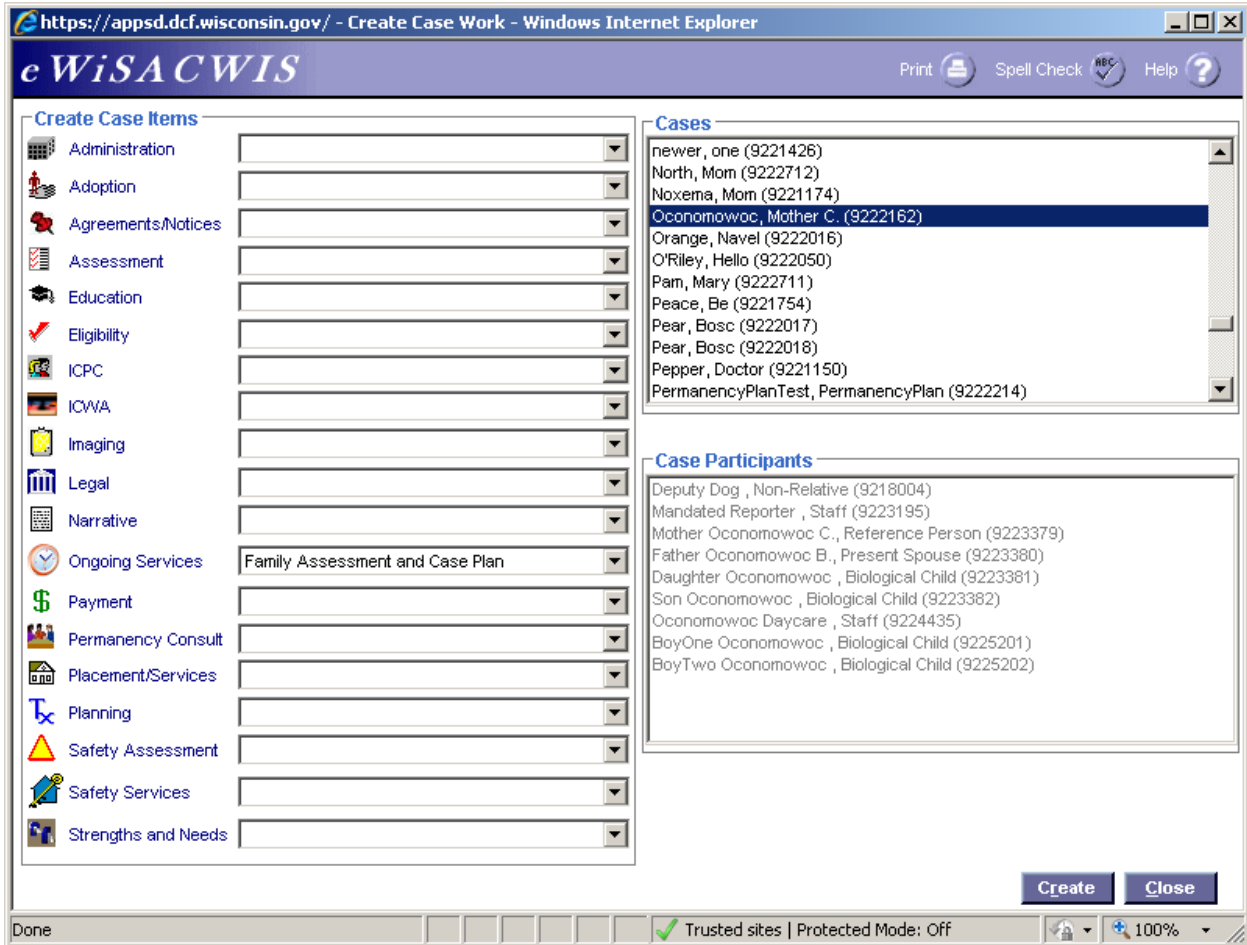
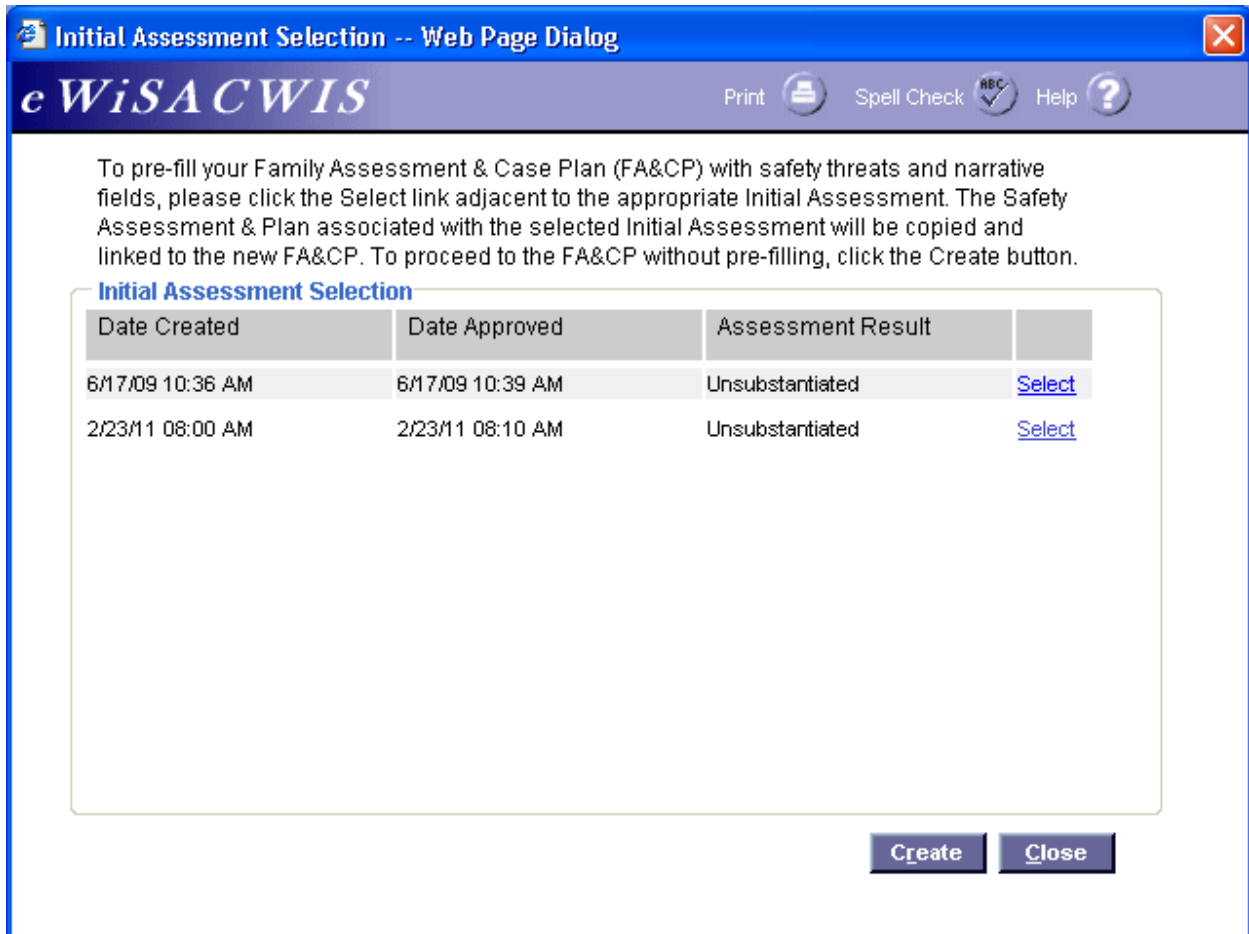


Family Assessment and Case Plan

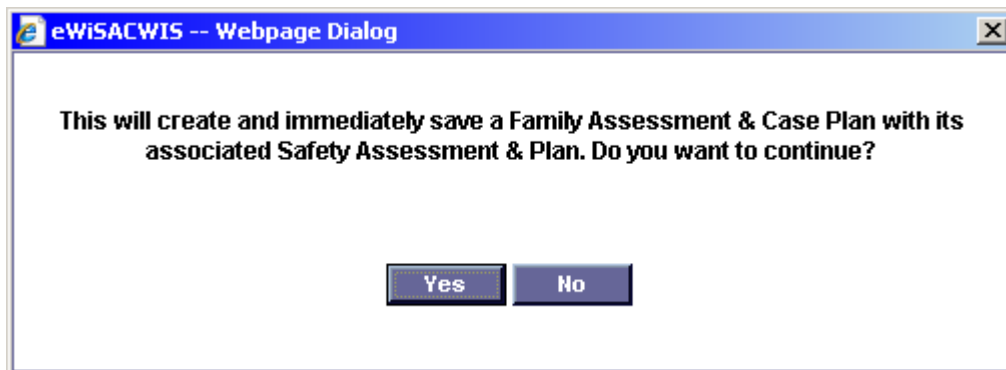
1. From the desktop, go up to Create> Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Family Assessment and Case Plan from the Ongoing Services drop-down. Select the appropriate Case. Click Create. This will open the Initial Assessment Selection page.



- The Initial Assessment Selection pop-up page explains how to pre-fill the Family Assessment and Case Plan (FA&CP) with safety threats and narratives. Either click the Select hyperlink next to the associated Initial Assessment or click the Create button.



- Another pop-up message will appear stating a pending Safety Assessment and Plan will be created in addition to a FA&CP. Select Yes. This will open the Family Assessment & Case Plan page.



5. The first group box is the Family Assessment/Case Plan group box. This gives the Case Name, Case Number, Worker Name and the Approval Date. The Effective Date is user entered and will allow a prior date.

The FA&CP Completed checkbox must be checked prior to final approval. This check box will verify the FA&CP and the Safety Assessment, Analysis and Plan have been completed and requires one approval on the FA&CP for both items.

On the Child Functioning tab, the Safety Threats group box pre-fill's from the Initial Assessment. These fields are editable and can be updated while completing this FA&CP.

The Children group box can be updated and children added or deleted from the group box by using the Add/Edit button.

The Child Functioning group box pre-fills with information from the selected Initial Assessment. The information in this group box is based on the radio button selected next to the corresponding child in the Children group box. This information is editable at any time during the FA&CP.

The screenshot displays the eWiSACWIS web application interface. The browser address bar shows the URL: https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP. The page title is "eWiSACWIS". The main content area is titled "Family Assessment/Case Plan" 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:
- FA&CP Completed:

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

The "Child Functioning" tab is active and contains the following sections:

- Safety Threats:** A text box containing "The child is profoundly fearful of the home situation or people within the home." with a "Details" link. To the right are radio buttons for "Yes" (selected) and "No".
- Children:** A list of children with radio buttons. "Oconomowoc, Son" is selected. "Oconomowoc, Daughter" is unselected. An "Add/Edit" button is located below the list.
- Child Functioning:** A text box with the prompt "Describe the child's general functioning and effects of any maltreatment." and a large text area for input.
- Active Goals:** A large empty text box for entering goals.

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

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

6. The Active Goals group box allows goals to be entered for each identified area. Use the Insert button to add Goals.

https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP - Windows In...

WisACWIS TM Print Spell Check Help

Family Assessment/Case Plan

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

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

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.

Active Goals

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%

7. The Case Plan Goal page opens. The Goal group box identifies the participant and requires you to specifically identify the Goal along with the Begin and Target End Dates.

Case Plan Goal -- Webpage Dialog

eWiSACWIS

Print Spell Check Help

Goal

Participant: Oconomowoc, Daughter

Goal: enter specific goal here

Begin Date: 10/01/2011 Target End Date: 01/31/2012

Enter a date.
mmddyyyy or mm/dd/yyyy

Services/Activities

Service/Activity:	Counseling	Delete	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

Save Close

8. The Services/Activities group box identifies the type of Service or Activity that will be used in order to help the participant achieve the specific goal. Select the Service/Activity from the drop-down list. There is a Delete hyperlink next to the Service/Activity in case it was entered in error.
9. Once the Service/Activity has been identified, enter the Provider/Responsible Person to provide the service and specifically explain the Service/Activity.

The Insert button will allow additional Service Activities to be added in order to help the participant achieve the specific goal identified.

*Also note the Row 1 of 1. Additional identified activities will show Row 1 of 2 or 2 of 2, etc. with the scroll bar.

10. Select Save and Close to enter additional goals for this child.

- Back on the Child Functioning tab, the Active Goals group box displays all goals that are active. The Edit and Delete hyperlinks are available along with the Copy Detail hyperlink which will allow a specific goal to be copied over from one participant to another.

https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP - Windows In...

eWiSACWIS TM Print Spell Check Help

Family Assessment/Case Plan

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

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

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

Children

Oconomowoc, Son
 Oconomowoc, Daughter

Child Functioning

Describe the child's general functioning and effects of any maltreatment.
 enter text here
 information will prefill from initial assessment

Active Goals

Goal: enter specific goal here	Target End Date: 01/31/2012	Status: New	Edit Delete Copy Detail
Service/Activity	Provider/Responsible Person		
Counseling	enter provider or responsible person's name here		

Options:

Done Trusted sites | Protected Mode: Off 100%

12. The Parent/Caregiver Protective Capacities tab will function in the same manner as the Child Functioning tab. All the identified Safety Threats from the Initial Assessment-Primary or Initial Assessment-Narrative will pre-fill on this tab. This information is editable. Use the scroll bar to see additional information on this tab.

https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP - Windows In...

eWiSACWIS TM Print Spell Check Help

Family Assessment/Case Plan

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

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

Safety Threats

One or both parents'/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
One or both parents'/caregivers are violent. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
One or both parents'/caregivers intend(ed) to seriously hurt the child. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
The child has exceptional needs which the parents'/caregivers cannot or will not meet. Details	<input checked="" type="radio"/> Yes	<input type="radio"/> No
No adult in the home will perform parental duties and responsibilities. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
One or both parents'/caregivers fear they will maltreat the child and/or request placement. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
One or both parents'/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
One or both parents'/caregivers have extremely negative perceptions of the child. Details	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Family does not have or use resources necessary to assure the child's basic needs. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Living arrangements seriously endanger the child's physical health. Details	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Parent/Caregivers Oconomowoc, Father B., Jr.

Parent/Caregiver Protective Capacities Describe Parent Caregiver/Protective Capacities: [Details](#)

Options:

Done Trusted sites | Protected Mode: Off 100%

13. The bottom of this tab will identify the Parent/Caregivers. Select the radio button next to the desired parent/caregiver to read the corresponding Parent/Caregiver Protective Capacities. The Add/Edit button will allow participants to be added or deleted from the FA&CP.

The Parent/Caregiver Protective Capacities group box narrative will pre-fill from the Initial Assessment-Primary or Initial Assessment-Narrative. This group box is editable.

If you mouse over the Details link in the Parent/Caregiver Protective Capacities group box a more detailed explanation of Parent/Caregiver Capacities will appear.

Use the Insert button to add goals in the Active Goals group box (See Child Functioning for a complete description as to the functionality of the Active Goals group box).

https://apps.dcf.wisconsin.gov/ - Family Assessment & Case Plan - Windows Internet Explorer

WisACWIS TM Print Spell Check Help

Family Assessment/Case Plan

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

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

Living arrangements seriously endanger the child's physical health. [Details](#) Yes No

Parent/Caregivers

Oconomowoc, Mother C.
 Oconomowoc, Father B., Jr.

Add/Edit

Parent/Caregiver Protective Capacities

Describe Parent Caregiver/Protective Capacities: [Details](#)
enter information here

Parent/Caregiver Protective Capacities

Describe how adult functioning (general functioning, daily life management, mental health functioning and substance use) impacts parenting practices (disciplinary approaches, nurturing, limit setting, protectiveness, provision of basic care, etc.). When a child is unsafe, determine how diminished parent/caregiver protective capacities impact impending danger threats (foreseeable danger) to safety.

Active Goals

Insert

Options: **Go** **Save** **Close**

Done Trusted sites | Protected Mode: Off 100%

14. The Family Functioning tab works in the same manner as the previous two tabs. Add/Edit the Family Functioning Narrative group box and add associated Active Goals by using the Insert Button.

The screenshot shows a web browser window with the URL https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP. The page title is "eWiSACWIS". The main content area is titled "Family Assessment/Case Plan" and contains the following information:

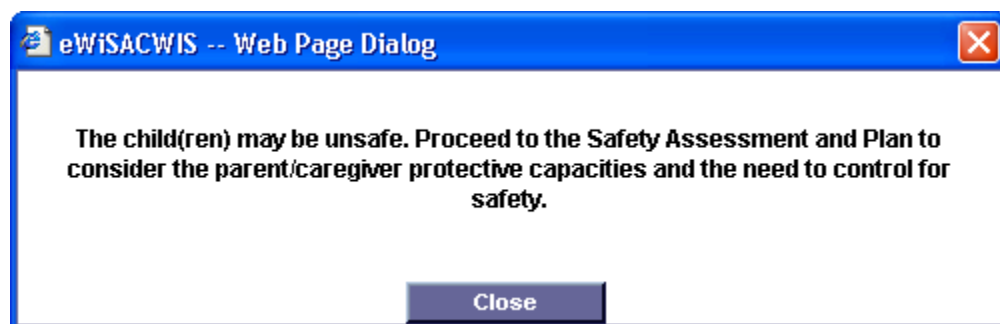
- Case Name: Oconomowoc, Mother
- Case Number: 9222162
- Effective Date: 10/01/2011
- Status: Pending
- Worker Name: Cake, Caitlin M.
- Approval Date:
- FA&CP Completed:

Below this information are four tabs: "Child Functioning", "Parent/Caregiver Protective Capacities", "Family Functioning" (which is selected), and "Tasks & Responsibilities".

The "Family Functioning" tab contains a text area with the instruction: "Describe the family's general functioning, strengths and current weaknesses. Consider the family's cultural context." The text area currently contains the placeholder text "enter text here". Below the text area is an "Active Goals" section, which is currently empty. An "Insert" button is located at the bottom right of the text area.

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

15. Based on the answers to the Safety Threats Identified, the following pop-up message may appear when the Tasks & Responsibilities tab is accessed. Click Close.



16. The Safety Decision group box will pre-fill based on the Safety Threats that were identified in the FA&CP.

The Additional Tasks and Responsibilities group box is user entered text.

The Family Service Level will pre-fill to what the level was determined at Initial Assessment. You can update the Family Service Level by selecting a drop-down value from the Current Family Service Level. There is also a Narrative text field to justify the changing of the Family Service Level.

https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP - Windows In...

eWISACWIS TM Print Spell Check ABC Help ?

Family Assessment/Case Plan

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

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

Safety Decision

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

Additional 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:

Family Service Level

Previously established Family Service Level: **Low** Current Family Service Level: Moderate

Provide Justification for Family Service Level:

Options: Go Save Close

Done Trusted sites | Protected Mode: Off 100%

17. In order to Approve/complete the FA&CP, the associated system generated Safety Assessment, Analysis and Plan must be completed (including checking the 'Completed' checkbox). From the Options drop-down, select Safety Assessment, Analysis and Plan.

https://apps.dcf.wisconsin.gov/?action=EDIT&fromWhere=ONGOING&FACP_CPE_ID_CASE=9222162&FACP_CP - Windows In...
eWISACWIS TM Print Spell Check Help

Family Assessment/Case Plan

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

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

Safety Decision

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

Additional 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:

enter text here

Family Service Level

Previously established Family Service Level: Low Current Family Service Level: Moderate

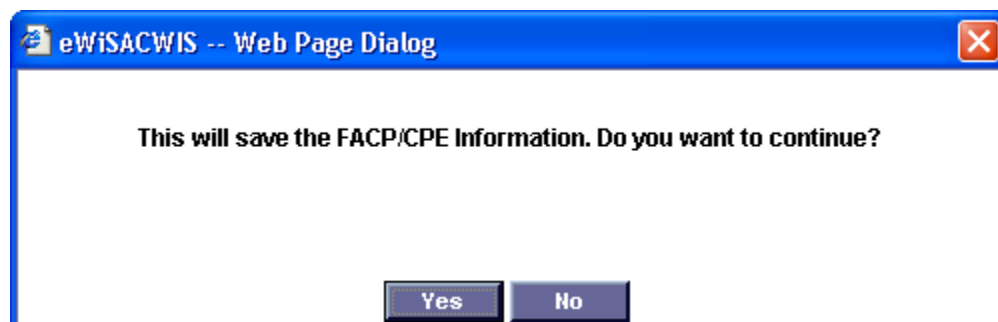
Provide Justification for Family Service Level:

Actions
Approval
Safety Assessment, Analysis and Plan
Text
Case Plan Summary
Family Assessment, Case Plan & Safety Assessment

Options: Save Close

Done Trusted sites | Protected Mode: Off 100%

18. Click Yes to the following pop-up message. This will open the Safety Assessment, Analysis and Plan page.



19. Complete the Safety Assessment, Analysis and Plan (see Quick Reference Guide on Safety Assessment, Analysis and Plan for instructions on how to complete) and click the Completed checkbox in the General group box. Click Save and Close. This will return you to the Pending FA&CP for final processing.

Safety Assessment, Analysis and Plan -- Webpage Dialog

eWiSACWIS TM Print Spell Check REC Help ?

General

Name: Mother Oconomowoc Worker: Caitlin M. Cake Approval Date: Type: Family Assessment and Case Plan Completed

Part. Info | Safety Assessment | Description of Safety Threats | Plan Analysis

Child Information

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

Parent/Caregiver Information

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

Options:

20. Back on the Family Assessment & Case Plan page, under 'Options' on all of the pages, there is additional functionality that needs to be explained.

- The first is Approval. If the Completed check boxes have been checked on the Safety Assessment and Plan and the FA&CP this Approval will approve both pieces of work.
- The next is Safety Assessment, Analysis and Plan. This allows the supervisors to view the Safety Assessment and Plan without going to the outliner.
- The Case Plan Summary is the hard copy of the document that summarizes everything in the Case Plan such as goals and associated Services/Activities.
- The Family Assessment, Case Plan & Safety Assessment is a hard copy of all information entered on the FA&CP, including Safety, Narrative Goals, and Services and Activities.

21. The FA&CP Completed checkbox must be checked prior to final approval. This check box will verify the FA&CP and the Safety Assessment and Plan have been completed and requires one approval on the FA&CP for both items. Make sure all needed templates have been launched prior to final approval and complete the Final Approval process. From the Options drop-down, select Approval and click Go. On the Approval History page, click the Approve radio button and click Continue. Back on the Family Assessment & Case Plan page, select Save and Close to send the FA&CP and Safety Assessment, Analysis and Plan for final approval.