

## Creating Provider Correction Notes

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

The screenshot shows the eWiSACWIS web application interface. At the top, there is a blue header with the text "eWiSACWIS - Windows Internet Explorer". Below this is a purple header with the "eWiSACWIS" logo and two buttons: "Case Work" and "Provider Work". A navigation menu includes "Create", "Maintain", "Utilities", "Adoption Search", and "Help".

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

The interface features a tree view on the left with the following items:

- ▶ Ticklers
- ▶ Cases (32)
- ▼ Providers (20)
  - ABC Shelter (9221489) Actions
    - Group Home 01/08/2008 Weber, Jenny Dane
  - Detention Facility (9221490) Actions
    - Other - Organization 01/08/2008 Weber, Jenny Dane
  - Provider, Female (9221516) Actions
    - Foster Home 11/10/2009 Weber, Jenny Grant Des: State License Status: Active-Regular
  - Provider, Foster (9221481) Actions
    - Foster Home 09/17/2007 Worker, State T., Jr. State Des: State License Status: Active-Regular
  - Assignments
  - Basic
  - Home Inquiries
  - Licenses
  - Members
  - Narrative
    - OHCU - Licensing (Details)
      - Supervisor, Test 10/14/2010 Note Pending
  - Parent Agency
  - Provider Services

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.

The screenshot shows a web browser window titled "Provider Note - Windows Internet Explorer" displaying the "eWiSACWIS" application. The interface includes a header with the application name and utility buttons like "Print", "Spell Check", and "Help". Below the header, there are fields for "Provider: Provider, Foster (9221481)", "Worker Creating Note: Weber, Jenny", and "Worker Making Contact: Supervisor, Test". Further down, it shows "Provider Note ID: 9222794", "Date Entered: 10/14/2010 12:49 PM", and a checked "Note Finalized" checkbox.

The main content area is divided into two sections: "Note Information" and "Narrative".

**Note Information:** This section contains several input fields and dropdown menus. "Date" is set to 10/14/2010. "Category" is set to OHCU. "Begin Time" is 08:00 AM, and "End Time" is 00:00 AM. "Type" is set to Licensing. "Duration" is 0000.0. There is a "Billable" checkbox which is currently unchecked.

**Narrative:** This section features a large text area for entering a correction. The text "Correction" is at the top, and "Correction note entered here...." is entered in the text area.

At the bottom of the form, there is an "Options:" dropdown menu with a "Go" button. To the right, there are five buttons: "Insert Correction Note", "Clear Fields", "Create", "Save", and "Close".

The browser's status bar at the bottom shows "Done", a "Trusted sites" indicator, and a zoom level of "100%".