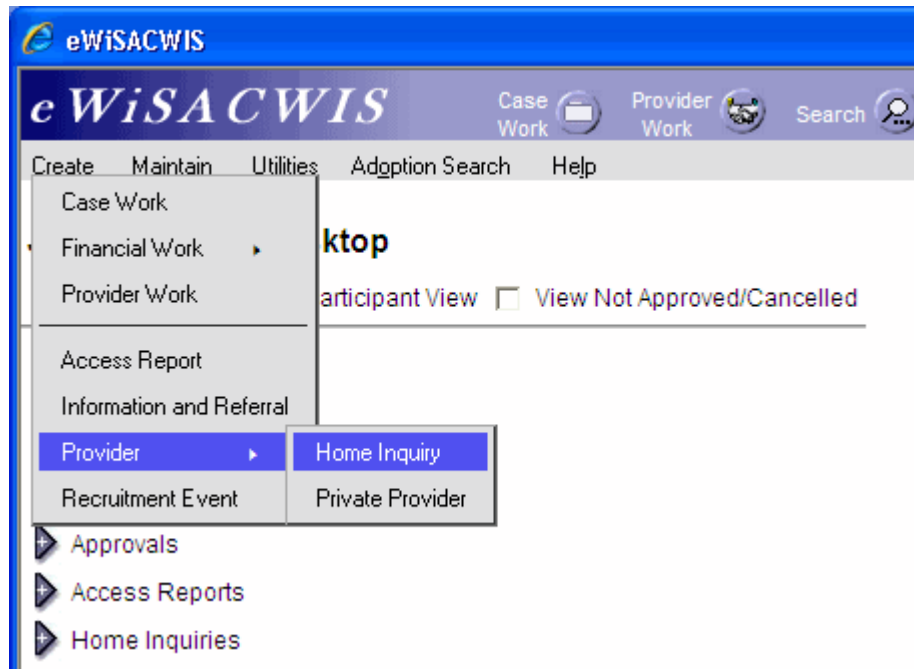


# Establishing a Home Inquiry

1. From the desktop, go up to Create > Provider > Home Inquiry.



- The Access Inquiry Search page will open. Search out the individuals who are subjects of the Home Inquiry. If the search does not retrieve any results in the Persons Returned group box, click the Create button and create the person record(s). Once completed, click Continue to open up the Home Inquiry page – Member tab.

Access Inquiry Search -- Webpage Dialog

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**Search Criteria**

Last Name:  First Name:  Person ID:   
 SSN:  DOB:  Gender:   
 Street:   City:  ZIP Code:

Incl. AKA Search Precision:  Sort By:  **Search** **Clear Fields**

**Persons Returned**

**Add Participant(s)** **Create**

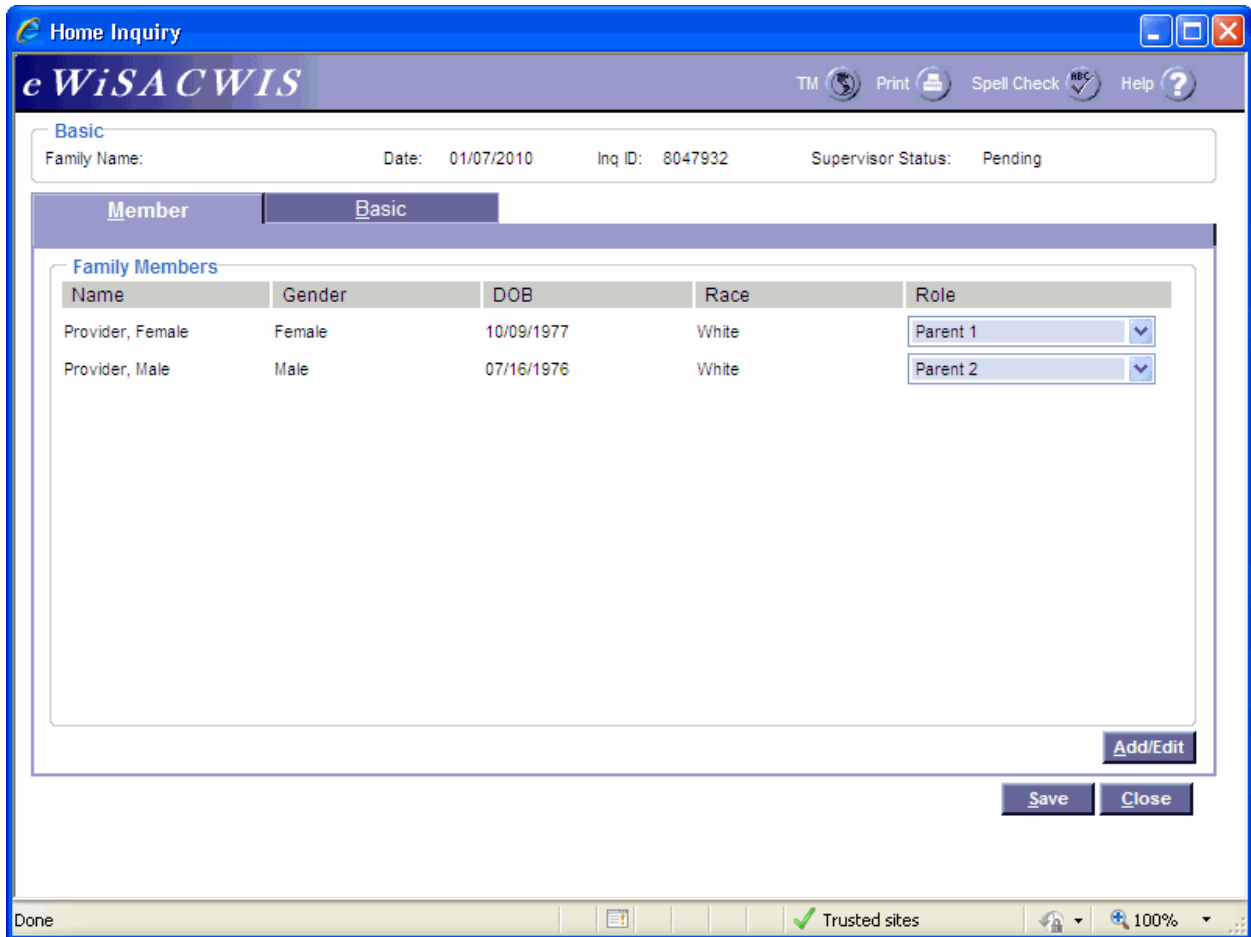
**Participants**

Access Participant Name	Status		
Provider, Female	Searched Not Found	<a href="#">Edit</a>	<a href="#">Delete</a>
Provider, Male	Searched Not Found	<a href="#">Edit</a>	<a href="#">Delete</a>

**Continue** **Close**

3. The Family Name in the Basic group box will be blank until the Roles have been defined. The Date, Inquiry ID number and Supervisor Status will pre-fill.
4. The Family Members group box will pre-fill with the individuals that were searched out at the beginning of the Inquiry. To the right of each individual is a field called Role. Each member must have an associated role. Select the appropriate value from the drop-down list. Once all roles have been defined, click the Basic tab.

**NOTE:** One family member must have the role of Parent 1. This is generally the female head of household.



5. The Home Information group box will pre-fill with Parent 1's demographics and Parent 2's demographics, if applicable.
6. The Marital Status has drop-down values; select the value that best describes Parent 1 and Parent 2.
7. The Language drop-down will default to English, but can be changed.
8. In the Inquiry Information group box, the Parent Agency is the licensing agency this individual may be associated with. If Parent 1 and Parent 2 were licensed by a private agency, use the Search hyperlink to search out the agency and have the agency pre-fill under the Parent Agency name. If the county will be licensing the home, leave this field blank and do not use the Search hyperlink.
9. The Inquiry Type has drop-down values; select the appropriate value for the inquiry.

**Home Inquiry**

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**Basic**

Family Name: Provider, Female      Date: 01/07/2010      Inq ID: 8047932      Supervisor Status: Pending

**Member**      **Basic**

**Home Information**

Parent 1: Provider, Female      Parent 2: Provider, Male  
 C/O:  
 Street: 123 Street      Apt:  
 City: Madison      State: WI      Zip: 53701      County of Residence: Dane      Country: United States  
 Home:      Ext:      Work:      Ext:  
 Marital Status: Married Couple      Language: English

**Inquiry Information**

Parent Agency: [Search](#)  
 Inquiry Type: Foster Care  
 Referral Source(s): Church [Select](#)  
 Description:

**Worker/Committee**

Name: Jenny Weber  
 Accept/Screen In     Not Accept/Screen Out     Pending  
 Reason:

**Supervisor/Committee**

Name: Jenny Weber  
 Accept/Screen In     Not Accept/Screen Out     Pending  
 Reason:

Options:      **Save**      **Close**

Done      Trusted sites      100%

10. The Referral Source(s) can be documented by clicking the Select hyperlink. On the Referral Source page, select all referral choices that apply. Clicking the Continue button will automatically pre-fill the selections made on this page back to the Referral Source(s) field on the Home Inquiry page.

**Referral Source -- Webpage Dialog**

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**Referral Sources**

Select Referral Source

Select All That Apply

<input type="checkbox"/>	Adoption Informational Meeting	<input type="checkbox"/>	Knows Foster Parent	<input type="checkbox"/>	Radio Advertisement
<input type="checkbox"/>	Bus Tail/Poster	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Radio Talk Show
<input type="checkbox"/>	Business/Company	<input type="checkbox"/>	Newspaper Advertisement	<input type="checkbox"/>	Regional Office
<input checked="" type="checkbox"/>	Church	<input type="checkbox"/>	Newspaper Press Release/Feature Story	<input type="checkbox"/>	School Contacts/Groups
<input type="checkbox"/>	County Fair	<input type="checkbox"/>	Orientation	<input type="checkbox"/>	School/Educational
<input type="checkbox"/>	Employer Contact/Groups	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	Self
<input type="checkbox"/>	Event Based	<input type="checkbox"/>	Other Counseling Agency	<input type="checkbox"/>	Statewide Marketing Effort
<input type="checkbox"/>	Foster Home Study Request	<input type="checkbox"/>	Other County	<input type="checkbox"/>	Television
<input type="checkbox"/>	Friend	<input type="checkbox"/>	Other/Documented in Text	<input type="checkbox"/>	Television Advertisement
<input type="checkbox"/>	Hospital/Medical	<input type="checkbox"/>	Previous Adoptive Parent	<input type="checkbox"/>	Television Talk Show
<input type="checkbox"/>	Job Fair	<input type="checkbox"/>	Previous Foster Parent	<input type="checkbox"/>	Volunteers
<input type="checkbox"/>	Knows Adoptive Parent	<input type="checkbox"/>	Radio		

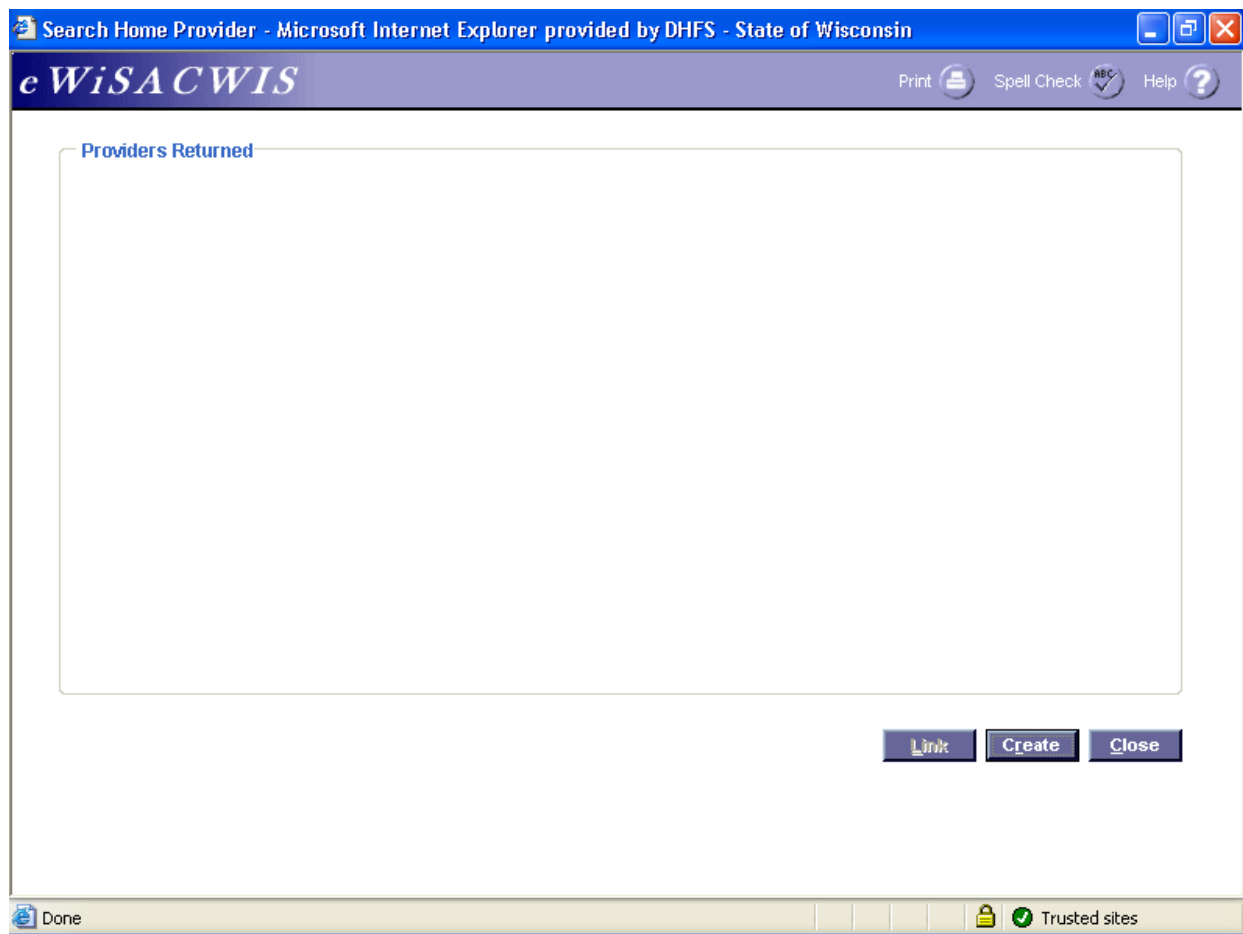
**Continue** **Close**

The screenshot shows a web browser window titled "Home Inquiry" with the "eWISACWIS" logo. The page contains a form with the following sections:

- Basic Information:** Family Name: Provider, Female; Date: 01/07/2010; Inq ID: 8047932; Supervisor Status: Pending.
- Member/Basic Tabs:** Two tabs are visible, with "Basic" selected.
- Home Information:**
  - Parent 1: Provider, Female; Parent 2: Provider, Male
  - C/O: 123 Street; City: Madison; State: WI; Zip: 53701; Apt: ; County of Residence: Dane; Country: United States
  - Home: ; Ext: ; Work: ; Ext: ; Language: English
  - Marital Status: Married Couple (dropdown)
- Inquiry Information:**
  - Parent Agency: (with Search link)
  - Inquiry Type: Foster Care (dropdown)
  - Referral Source(s): Church (with Select link)
  - Description: (text field)
- Worker/Committee:**
  - Name: Jenny Weber
  - Radio buttons: Accept/Screen In, Not Accept/Screen Out, Pending
  - Reason: (dropdown)
- Supervisor/Committee:**
  - Name: Jenny Weber
  - Radio buttons: Accept/Screen In, Not Accept/Screen Out, Pending
  - Reason: (dropdown)
- Options:** (dropdown menu)
- Buttons:** Save, Close

11. The Description field is an optional narrative text field.
12. The Worker/Committee group box allows a Screen In/Out decision by someone without supervisory approval. A supervisor will need to do a final screening decision. The Reason drop-down becomes enabled with values only if the Inquiry was not accepted/screened out.
13. The Supervisor/Committee group box will allow a final screening decision. The reason drop-down becomes enabled with values only if the Inquiry was not accepted/screened out.
14. The Options drop-down field contains various text letters and checklists.
15. Click Save and Close. The Search Home Provider page will appear.

16. Select the appropriate radio button for the providers returned and click the Link button. If there are no providers returned, click the Create button.



- The Home Provider page will open. Update any applicable data on each of the tabs and click the Save button. You have now created the provider record.

Home Provider - Windows Internet Explorer provided by DHFS - State of Wisc...

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**Basic**  
 Name: Female Provider (8033137) Open Date: 02/12/2010 Type: Foster Home Status: Open  
 Lcns. Type: Not Licensed Lcns. Agency: Unknown  Restricted Provider

**Home** | Members | Characteristics | Services | Training | License Activity | Closing History

**Home Information**  
**Parent 1:** Provider, Female Parent 2: Provider, Male  
 C/O:  
 Street: 123 Street Apt:  
 City: Madison State: WI Zip: 53701 County of Residence: Milwaukee Country: United States  
 Home: Ext: Work: Ext: Fax:  
 E-mail:

**Additional Information**  
**Marital Status:** Married Couple Primary Language: English Designated County: State  
 N/A  SSN  FEIN Parent Agency: Female Provider (8033137)

**Emergency Contact Information**  
 Name: Phone: Ext: Name: Phone: Ext:

**County Provider ID**

Options:

Done Trusted sites

- If Screened In, the provider record will appear under the Providers expand on your desktop. If Screened Out, the Inquiry will be attached to a closed provider record. You will not receive an assignment to the closed provider record.

19. If you choose to leave your Home Inquiry pending, you will be able to open it via the Home Inquiries expanding on your desktop.

