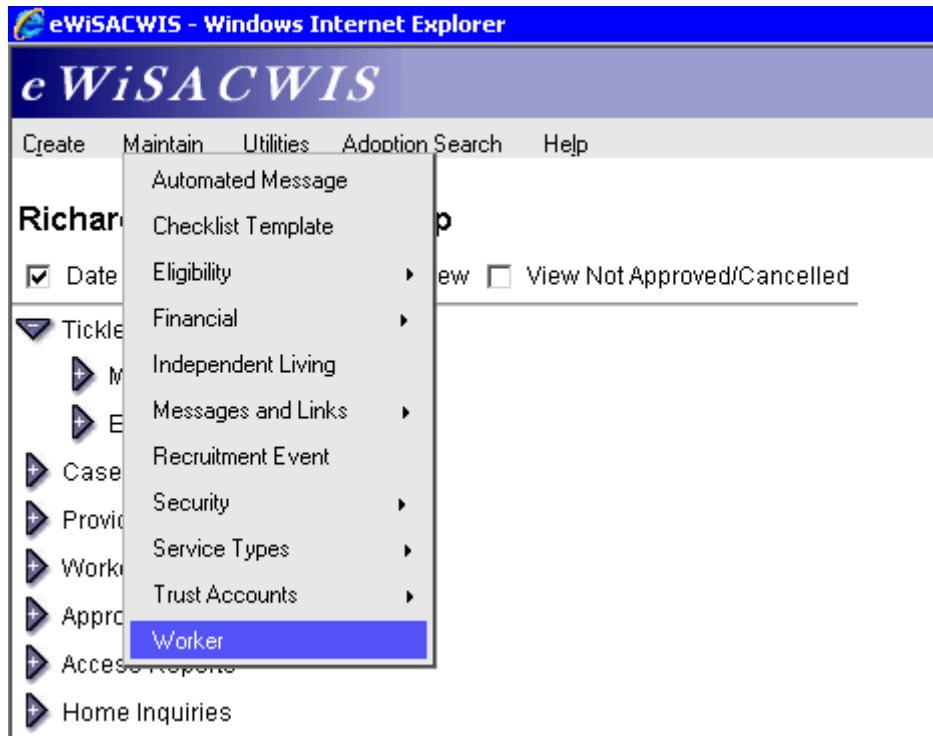


Maintain Worker Record

Maintain Worker is used to update information about an existing worker or add a new worker to eWiSACWIS. The page can be used to update a worker's job class, location, training information for DCF 43 compliance, supervisor, social work licensing information, and person management information. If a worker moves from one county to another, update the existing worker record by following these steps. Do not create duplicate worker records.

1. Click on Maintain > Worker. This will open the Maintain Worker Information page.



2. Click on the [Search](#) hyperlink to search out the existing worker you wish to update information about, or to search for a new worker being added.

The screenshot shows a web browser window titled "Maintain Worker Information - Windows Internet Explorer provided by DHFS - State of Wisconsin". The page header includes the "eWISACWIS" logo and navigation links for "Print", "Spell Check", "RBC", and "Help".

The main content area is titled "Worker" and contains a search form with fields for "Name:", "Worker ID:", and "Employee ID:". A "Search" button is highlighted with a red circle.

Below the search form are three tabs: "Basic", "Individual Training History", and "Individual Training Plan". The "Basic" tab is active and contains several sections:

- Current Position Information:** Includes fields for "Start Date" and "End Date" (both set to "00/00/0000"), "Status" (dropdown), "Job Class" (dropdown), and checkboxes for "Medicaid Rep", "IV-E Worker", and "Adoption IV-E Worker". A "Supervisor Name" field is also present.
- Worker Type:** Radio buttons for "County", "State", and "Vendor".
- Languages:** Three dropdown menus for selecting languages.
- Social Worker Certification:** Radio buttons for "Yes" and "No". The "Yes" option includes a "Status" dropdown and an "Effective Date" field (set to "00/00/0000").
- Report Access:** Checkboxes for "All County Access" and "Authorizer".
- Location:** Fields for "Employing Entity", "County/State", "Site/Office", and "Unit" (all dropdowns). Below these are fields for "Work Phone", "Home Phone", "Work Fax", and "Email".

At the bottom right of the form are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

3. Type the name of the worker being searched, and click the Search button. Select the correct worker if found, or click the Create button if creating a new person that is not already known to eWiSACWIS. See the Person Management QR Guide for assistance creating the new record. Once the proper worker is selected or created, click Continue.

eWiSACWIS Errors Print Spell Check Help

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

Incl. AKA Search Precision: Sort By:

Persons Returned:

4. The Maintain Worker page contains three tabs of information regarding this worker. The worker name is a hyperlink and will open the worker's person management record where his or her name or other basic demographic information can be updated. On the Basic tab you will find:

- **Current Position Information** group box contains Start and End Date, Status, Job Class, Medicaid Rep (this allows a worker to approve and send MA requests to the State), IV-E Worker, Adoption IV-E Worker, and Supervisor Name. To add or change the worker's supervisor, click the [Search](#) hyperlink.
- **Worker Type** group box displays if the worker is County, State, or Vendor
- **Languages** group box is optional, used to document up to three languages that the worker may speak
- **Report Access** group box is read only and displays if the worker has All County Access in eWReports and if they have the ability to grant workers access to reports in eWReports.
- **Social Worker Certification** group box displays the worker's current Social Work Certification status and the effective date.
- **Location** group box is used to document the Employing Entity, County/State, Site/Office, Unit, Work Phone, Home Phone, Work Fax, and Email address.

eWiSACWIS Print Spell Check Help

Worker
 Name: [Worker.New](#) Worker ID: 9077313 Employee ID: [Search](#)

Basic | Individual Training History | Individual Training Plan

Current Position Information
 Start Date: 03/09/2009 End Date: 00/00/0000
 Status: Active Job Class: Ongoing Case Manager
 Medicaid Rep IV-E Worker Adoption IV-E Worker
 Supervisor Name: Jason Wutt [Search](#)

Worker Type
 County State Vendor

Languages
 English

Report Access
 All County Access Authorizer

Social Worker Certification
 Yes Status:
 No Effective Date: 00/00/0000

Location
 Employing Entity: COUNTY County/State: Bayfield Site/Office: Bayfield - Washburn Unit: On-Going Case Management
 Work Phone: (715)555-1212 Home Phone:
 Work Fax: Email: new.worker@wi.gov

Save **Close**

5. When you scroll down on the Basic tab, you will find the following additional worker information:
 - **Worker Role** group box where information about the worker's primary (more than 50%) job function. This is used to determine if this worker is subjected to Wisconsin Administrative Code DCF 43. To insert a new row in the Worker Role group box, click the Insert button.

The screenshot shows the 'eWiSACWIS' interface. At the top, there are navigation links for 'Print', 'Spell Check', and 'Help'. Below the header, the 'Worker' section displays 'Name: Worker.New', 'Worker ID: 9077313', and an empty 'Employee ID' field with a 'Search' button. The 'Basic' tab is selected, showing 'Report Access' (All County Access and Authorizer checkboxes), 'Location' (Employing Entity: COUNTY, County/State: Bayfield, Site/Office: Bayfield - Washburn, Unit: On-Going Case Management, Work Phone: (715)555-1212, Home Phone: empty, Work Fax: empty, Email: new.worker@wi.gov), and the 'Worker Role' section. The Worker Role section has a table with columns: Type, Primary Function, Start Date, End Date, and DCF 43 Required. An 'Insert' button is circled in red at the bottom right of the table area. Below the table are 'Save' and 'Close' buttons.

6. Select the Type and Primary Function (more than 50%) and enter the Start Date. If there was a previous row already existing, you must enter an End Date before the Insert button will be enabled and a new row can be inserted.

This screenshot shows the 'Worker Role' section with a dropdown menu open for the 'Type' field. The dropdown menu lists the following options: Admin Support, Case Aide, Case Worker, Clerical, Executive/ Manager, Finance/Fiscal, and Supervisor. The 'Type' field is currently empty. The 'Primary Function' field is also empty. The 'Start Date' field contains '00/00/0000' and the 'End Date' field contains '00/00/0000'. The 'DCF 43 Required' checkbox is unchecked. The 'Insert' button is visible and appears to be enabled. Below the table are 'Save' and 'Close' buttons. At the bottom of the browser window, there is a 'Trusted sites' indicator and a zoom level of '100%'.

- If the Worker Role is either Case Worker or Supervisor and the Primary Function is CPS, the 'DCF 43 Required' checkbox will automatically be checked, and this worker will appear in the CM1801 – DCF 43 Worker Training Report.

Worker Role

Type:	Primary Function:	Start Date:	End Date:	DCF 43 Required
Supervisor	CPS	03/11/2009	00/00/0000	<input checked="" type="checkbox"/>
Case Worker	CPS	03/09/2009	03/10/2009	<input checked="" type="checkbox"/>

Insert

- The Individual Training History tab on Maintain Worker contains the **Worker Training Information** group box. This is where the worker's Begin Date of Child Welfare employment in WI is documented, as well as the completion dates for Pre-Service Training and Foundation Training. The 'Ongoing Training is current as of:' date field is used to document when any ongoing training the worker has completed was last added to this tab. To enter a new training row, click the Insert button.

eWiSACWIS Print Spell Check Help

Worker
 Name: [Worker.New](#) Worker ID: 9077313 Employee ID: [Search](#)

Basic | **Individual Training History** | Individual Training Plan

Worker Training Information

Begin Date of Child Welfare employment in WI: Ongoing Training is current as of:

Pre-Service Training Completion Date: Foundation Training Completion Date:

Insert

Save **Close**

- Inserting a new row allows you to enter the Course, Source, Date Start, Date Complete, and Hours Completed for each training the worker has completed or is scheduled to attend.

e WiSACWIS Print Spell Check Help

Worker
 Name: [Worker.New](#) Worker ID: 9077313 Employee ID: [Search](#)

Basic | **Individual Training History** | **Individual Training Plan**

Worker Training Information




Begin Date of Child Welfare employment in WI: Ongoing Training is current as of:
 Pre-Service Training Completion Date: Foundation Training Completion Date:

Course:	<input type="text" value="Pre-Service Training Course"/>			Delete
Source:	<input type="text" value="Training Partnership"/>			
Date Start:	<input type="text" value="04/01/2008"/>	Date Complete:	<input type="text" value="04/05/2008"/>	Hrs Complete: <input type="text" value="20.0"/>
Course:	<input type="text"/>			Delete
Source:	<input type="text"/>			
Date Start:	<input type="text" value="00/00/0000"/>	Date Complete:	<input type="text" value="00/00/0000"/>	Hrs Complete: <input type="text" value="0.0"/>

[Insert](#)

[Save](#) [Close](#)

10. The Individual Training Plan tab consists of the **Priority Training Needs** group box. This is used to document what training areas the worker may need to focus on. To start, select the desired year from the Select Training Plan Year drop-down. If the year you are looking for is not found, type the year in the Enter Training Plan Year field and click Save.

eWiSACWIS Print  Spell Check  Help 

Worker
Name: [Worker.New](#) Worker ID: 9077313 Employee ID: [Search](#)

Basic **Individual Training History** **Individual Training Plan**

Priority Training Needs
Select Training Plan Year Enter Training Plan Year

Priority	Training Area	Competencies	Narrative
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- Once the Training Plan Year has been selected or entered, click the Insert button to insert a new training need row. Select the Training Area, select at least one Competency, and enter any Narrative, if desired. You can insert as many rows as necessary. Click Save when finished.

eWiSACWIS Print Spell Check Help

Worker
 Name: [Worker.New](#) Worker ID: 9077313 Employee ID: [Search](#)

Basic | **Individual Training History** | **Individual Training Plan**

Priority Training Needs
 Select Training Plan Year: Enter Training Plan Year:

Priority	Training Area	Competencies	Narrative
1	<div style="border: 1px solid gray; padding: 2px;"> <ul style="list-style-type: none"> Adolescence Adoption Adult Psychopathology Apply & Interpret Policy Assessment Skills Casework Process/Case Planning Child Interviewing Child Protective Services Conflict Resolution Theory Counsel Clients Counsel Providers Crises Intervention Dev. Disabilities (recognize & assess) Developmental Levels (human grth & dev) Effective Parenting Skills Effective Use of Supervision Effective Use of Treatment Interventions Ethnic Sensitive Practice-Cultural Comp. Family Preservation Family Systems Theory </div>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

[Delete](#)

12. Click the Insert button to insert as many training needs as necessary. To see the text description of each competency, click the associated Competency Code Description Expando.

e WiSACWIS Print Spell Check Help

Worker
 Name: [Worker.New](#) Worker ID: 9077313 Employee ID: [Search](#)

Basic | **Individual Training History** | **Individual Training Plan**

Priority Training Needs

Select Training Plan Year Enter Training Plan Year

Priority	Training Area	Competencies	Narrative
1	Child Protective Services	1 3 4	Delete

Child Protective Services Competency Code Descriptions

- 1 Social workers can classify referrals and complaints of sexual abuse using the agency's priority safety assessment.
- 2 Supervisor/Manager/Social Worker understands the roles and responsibilities of law enforcement agencies, hospitals, schools and other community child welfare agencies.
- 3 Social workers can accurately identify physical, emotional and behavioral indicators of maltreatment.
- 4 Social workers can perform a safety/risk assessment.
- 5 Social worker can determine when maltreatment is substantiated.
- 6 Social worker can determine when emergency protection of a child is necessary and take necessary steps to implement a plan to address.
- 7 Social worker knows how social work values and principles apply to child welfare practice.
- 8 Social worker understands the dual roles of the child welfare social worker to protect children from maltreatment and

Insert

Save **Close**