

Updating Addresses for Multiple Participants in a Case

In eWiSACWIS, the Case Address is the Primary Residence address of the Reference Person in the case. The Case Address should match the address in the Person Management record for the participant listed as the Reference Person. Participants in the case who live at the address listed on the Address tab of the Maintain Case page can have their address updated in their Person Management record from the Address tab on the Maintain Case page. For example, if the family moves, this will be the easiest method to update all the participants' records at once.

1. From the desktop, click on the Cases expando to view all cases.
2. Find the case where the address change needs to be recorded. Click on the Case Name hyperlink to open the Maintain Case page.

Abby, Art J. (9223376)			
Case details: Youth Justice BMCW-Agency-CSSW Open OHP exists for associated participant(s)	Case address: 1799 Catnap Court, Apt. ## Wisconsin Rapids, WI 54494 (608) 999-9999	Primary worker: Coke, Caitlin C. (123) 456-7890 Ext. 1234 chris.santoslang@wisconsin.gov	Actions: <input type="button" value="Please select an action"/>
+ View case information			

3. The Maintain Case page will open to the Participants tab. Click on the Address tab. Enter an Effective Date of the new address and enter the new address in the Address Search field. If the correct address displays, select that address. If the correct address doesn't display, tab out of the Address Search field and on the pop up for 'Are you sure you want to exit the Address Search field without selecting an address?' Select Yes to enter a new address manually or select No to refine your search.', select Yes to enter the address manually.

Maintain Case - ID: 9223376 - Internet Explorer

eWiSACWIS Print Help

Case: 9223376

Name: Case Type:

County: Site/Region:

CARES Case #: County Case #: W-2:

Restricted Designation: [Select Program](#) Status: Open 03/29/2018

Participants **Address** Collaterals Closing/Merge History

Case Address

Is this address a Safe at Home address? Yes No

Type: Effective Date:

Address Search:

C/O:

Street: Apt:

WI City: Country: County:

City: State: ZIP:

Address Instructions:
[Map this address](#)

Case Phone

Phone: Ext: Alt Phone: Ext:

Fax:

Options:

The case address can be identified as a Safe at Home address by clicking the Yes radio button for ‘Is this address a Safe at Home address?’ prior to entering data in the Address Search field and saving the page.

- Once an address is selected or manually entered, save the Maintain Case page and select Yes to the pop-up for updating members from the Participant list. This will open the Update Address from Case page.

Note: If the case address documented on the Address tab of the Maintain Case page is designated as a Safe at Home address, then the Address Copy button will be disabled.

5. The Update Address from Case page lists all the participants in the case and their addresses. All household members will have the checkbox automatically checked. For case participants whose Primary Residence address is a Safe at Home address type with no End Date, the checkbox will be disabled.

	Name	DOB	Current Home Primary Address
<input type="checkbox"/>	Abby, Art J (20998)	11/11/1961	1799 Catnap Court, Apt. #, Wisconsin Rapids, WI 54494
<input type="checkbox"/>	Mooretest, Maddie M (9221584)	02/01/2018	1799 Catnap Court, Apt. #, Wisconsin Rapids, WI 54494
<input type="checkbox"/>	Mooretest, Morgan (9223128)	06/05/1980	PO Box 7188, Apt. 8888, Madison, WI 53707-7188

Clicking on the Phone Copy button brings you to the Update Phone from Case page which functions the same way except that checkboxes default to unchecked.

6. For each participant whose address needs to be updated to match the address on the Maintain Case page, verify the checkbox next to the participant's name is checked. For any household member that you do not want to update the address for, verify the checkbox for that participant is not selected. Click on the Save button. Click on the Close button to return to the Maintain Case page.