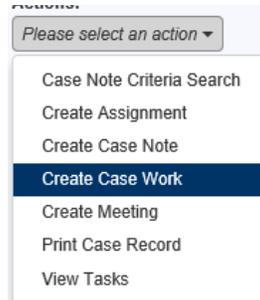


Relative/Non-Relative Search

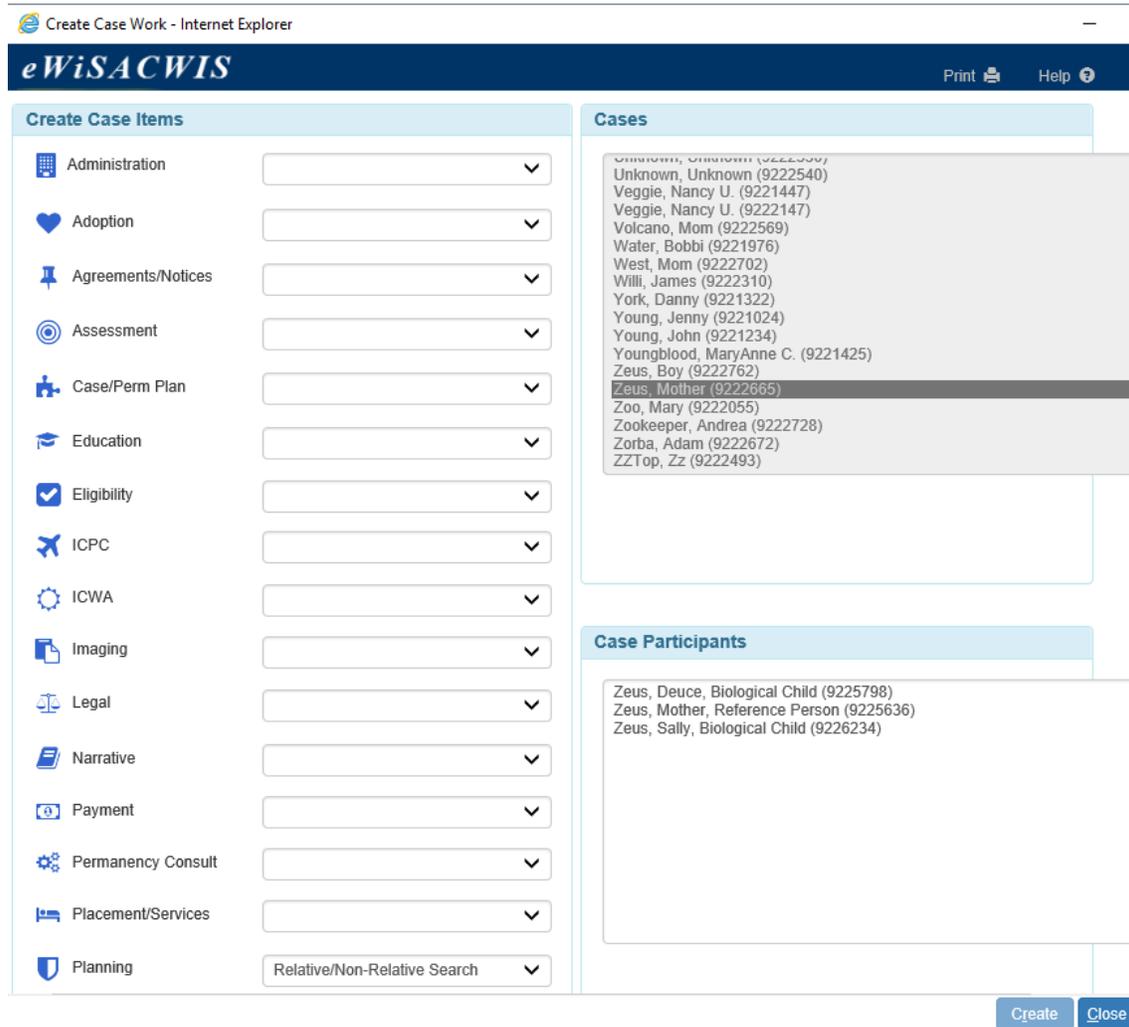
Note: To create a Relative/Non-Relative Search record, an assignment to the case is needed.

Note: Relative/Non-Relative Search records are specific to a case. Therefore, if a child is a participant in multiple cases, the Relative/Non-Relative Search records will not appear in all cases.

1. From the Desktop, go to the Cases tab and click the Create Case Work hyperlink [Create case work](#) or select 'Create Case Work' from the Actions drop-down next to the specific case to open the Create Case Work page.



2. On the Create Case Work page, select 'Relative/Non-Relative Search' from the Planning drop-down. Select the appropriate case and case participant. Click the Create button. This will open the Relative/Non-Relative Search Summary page.

A screenshot of the 'Create Case Work' page in the eWiSACWIS system. The page has a dark blue header with the 'eWiSACWIS' logo and 'Print' and 'Help' icons. Below the header is a 'Create Case Items' section with a list of categories and dropdown menus: Administration, Adoption, Agreements/Notices, Assessment, Case/Perm Plan, Education, Eligibility (checked), ICPC, ICWA, Imaging, Legal, Narrative, Payment, Permanency Consult, Placement/Services, and Planning (set to 'Relative/Non-Relative Search'). To the right is a 'Cases' section with a list of case names and IDs, including 'Zeus, Mother (9222665)' which is highlighted. Below that is a 'Case Participants' section with a list of participants: 'Zeus, Deuce, Biological Child (9225798)', 'Zeus, Mother, Reference Person (9225636)', and 'Zeus, Sally, Biological Child (9226234)'. At the bottom right are 'Create' and 'Close' buttons.

- On the Relative/Non-Relative Search Summary page, the Basic group displays the Child Name as a hyperlink. Clicking the [Child Name](#) hyperlink opens the child's Person Management page. Place your mouse over the [Details](#) flare to determine when a relative search is needed.

Relative/Non-Relative Search Summary Search Resource Print Help

Basic

Child Name: [Badger, Bucky, Sr. \(9639222\)](#) Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member	
Badger, Barbara paternal grandparent 321 N Park Ave Madison, WI 53701		No	Grandmother is not a placement option as she has health concerns.	No	No	Edit Delete
Badger, Benny first maternal cousin 123 Camp Randall Avenue Madison, WI 53701						Edit Delete
Badger, William paternal uncle 987 E Water St Eugene, OR						Edit Delete

Diligent efforts to search for relatives must be initiated or continue at the following points in a case:

- When it is likely that a child will be placed in out-of-home care with someone other than a fit and willing relative.
- When the child is placed in out-of-home care with someone other than a fit and willing relative on either an emergency basis or with planning.
- When it is likely that the child's placement will change to a non-relative placement.
- When paternity is adjudicated or acknowledged.
- When a concurrent permanency goal is established.
- When reunification is no longer the primary goal.
- When a child is determined to be subject to ICWA, active efforts to locate and involve relatives must be made.

Relatives may not be able to act as placement, temporary or permanent, but they may have the ability to be a less formal resource for the child and a connection that will last beyond the child's involvement in the child welfare system. Therefore, relative searches should continue until the caseworker believes that the child's needs have been met or could be met by the relatives who have been located.

[Insert](#)

Options: [Go](#)

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

- Click the Insert button to add a new relative/non-relative. This will open the Relative/Non-Relative Inquiry Search page where at least a Last Name is required to search. If no matching data is found, click the Create button to create the Relative/Non-Relative Participant record by entering the name, address, and contact information. If the participant is enrolled in the Safe at Home program, select the Yes button for 'Is this address a Safe at Home address?' to pre-fill the standard Safe at Home address.

Relative/Non-Relative Inquiry Search Resource Print Help

Search Criteria

Last Name: X First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

Incl. AKA Search Precision: Low Med High Sort By: [Search](#) [Clear Fields](#)

Persons Returned

- Badger, Bucky, Jr. (11154768) 123 N Park Ave, Madison Male 08/10/2021
- Badger, Bucky, Sr. (11154931) 555 Camp Randall Avenue, Madison Male 08/03/1985
- Badger, Bucky, Sr. (9639222) 123 N Park Ave, Madison Male 06/16/2004 Caucasian
- Badger, Bucky (11154947) 123 E Main St, Madison Male

[Create](#)

[Continue](#) [Close](#)

- On the Relative/Non-Relative Search page, document the relative/non-relative relationship to child. If the child is currently in an open Out of Home Placement (i.e. has not been discharged), the Placement Considerations section is required. Select the corresponding radio button to respond Yes or No to the 'Placement Considered' and 'Does the relative want to be considered as a permanent resource if needed' questions. Enter narrative in the 'Description of why placement was not available, appropriate or safe' field.

Note: When the 'Family Permanency Team Member' checkbox in the Relative Search section is checked, the Relative/Non-Relative Search page will display 'Yes' in the Family Permanency Team Member column for the relative/non-relative.

Relative/Non-Relative Search Print Help

Basic Information

Child Name: [Badger, Bucky, Sr. \(9639222\)](#)

Relative Search

First Name: MI: Last Name: Suffix: Birth Date: [Modify](#)

Gender: Family Permanency Team Member Deceased Death Date:

C/O:

Street: Apt:

WI City: Country:

City: State: ZIP:

Phone: Ext: Cell: Alt Phone: Ext:

E-Mail: Secondary E-Mail:

Relationship to Child:

Last Updated On: 09/21/2021 By: Cake, Caitlin

Life Functioning Indicators

Please indicate if there are any Developmental/Intellectual, Medical, Substance Abuse or Mental Health concerns for the Relative/Non-Relative and document information about the concern in the narrative field provided.

Developmental/Intellectual Medical Substance Abuse Mental Health

Placement Considerations

Yes No Placement Considered?

Yes No Does the relative want to be considered as a permanent resource if needed?

[Create Notification of Placement](#) Notification of Placement Sent:

Description of why placement was not available, appropriate, or safe:

- If a Notification of Placement is not being sent, click the Save button to save the information entered on the page. Click the Close button to return to the Relative/Non-Relative Search Summary page.
- If a Notification of Placement is is being sent, click the [Create Notification of Placement](#) hyperlink to create the document. See the associated Notification of Placement User Guide.

8. Each time a Notification of Placement is created in eWiSACWIS and saved where Sent checkbox has been checked, a date hyperlink will appear after 'Notification of Placement Sent date.' Clicking the date hyperlink will open the associated Notification of Placement page.

Note: For notifications created outside of eWiSACWIS or those created in eWiSACWIS prior to the February 2013 release, enter a date in the 'Notification of Placement Sent' field. No document hyperlinks will be available for these dates.

Placement Considerations

Yes No Placement Considered?

Yes No Does the relative want to be considered as a permanent resource if needed?

[Create Notification of Placement](#) Notification of Placement Sent: 09/01/2021 [09/17/2021](#)

Description of why placement was not available, appropriate, or safe:

Grandfather has health conditions.

Note: Non-Relatives will not pre-fill into the Permanency Plan template unless a Notification of Placement has been created for them.

Note: Relatives with the 'Deceased' checkbox checked will not pre-fill to the Permanency Plan template.

Relative/Non-Relative Search Print Help

Basic Information

Child Name: [Aardvark, Abigail A., III \(9226560\)](#)

Relative Search

First Name: MI: Last Name: Suffix: Birth Date: [Modify](#)

Gender: Deceased Death Date:

C/O:

Street: Apt:

- The Relative/Non-Relative Search Summary page displays the saved relative/non-relative. If a Notice of Placement was created via the Notification of Placement page, a date will appear in the Most Recent Notification Sent column.
- To edit a relative/non-relative record or view the Notification of Placement, click the [Edit](#) hyperlink for the associated relative/non-relative. To delete the relative/non-relative, click the [Delete](#) hyperlink for the associated relative/non-relative and confirm the deletion.

Note: The [Delete](#) hyperlink is only available on a relative/non-relative where a Notification of Placement has not been sent.

Relative/Non-Relative Search Summary Search Resource Print Help

Basic

Child Name: [Badger, Bucky, Sr. \(9639222\)](#) Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member	
Badger, Barbara paternal grandparent 321 N Park Ave Madison, WI 53701		No	Grandmother is not a placement option as she has health concerns.	No	No	Edit Delete
Badger, Benny first maternal cousin 123 Camp Randall Avenue Madison, WI 53701		No	Cousin is a minor.	No	Yes	Edit Delete
Badger, William paternal uncle 987 E Water St Eugene, OR	05/01/2019	No	Uncle is not a placement option at this time as he resides out-of-state in Oregon.	No	No	Edit Delete

[Insert](#)

Options: [Go](#)

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

- Once created, the Relative/Non-Relative Search will display under the Planning icon. Click the [Relative/Non-Relative Search](#) hyperlink to open the corresponding Relative/Non-Relative Search page. To see details of the Notification of Placement, click the icon to the left of the [Relative/Non-Relative Search](#) hyperlink specific to that child.

Badger, Bucky, Sr. (8316816)

Case details: Youth Justice
Jefferson - Jefferson
Open OHP exists for associated participant(s)

Case address: 123 E Main Street
Madison, WI 53704
(123) 123-1234

Primary worker: Cake, Caitlin
(111) 123-4444
DCFewuat53@wisconsin.gov

View case information

- Access Reports
- Administration
- Agreements and Notices
- Assets and Income
- Assignments
- Case/Permanency Plan
- Permanency Consultation
- Placements
- Planning
- Safety
- Youth Justice

Planning

- [Images \(4\)](#)
- [ASFA Exceptions](#) 02/29/2016 Badger, Bucky, Sr.
- [CANS Out of Home](#) 09/17/2021 Badger, Bucky, Sr. Approved
- [CANS Out of Home](#) 09/04/2021 Badger, Bucky, Sr. Approved
- [Family Interaction Plan](#) 02/24/2021 Badger, Bucky, Sr. Ongoing
- [Relative/Non-Relative Search](#) Badger, Bucky, Sr.
- [Notification of Placement](#) Badger, Bucky, Sr.