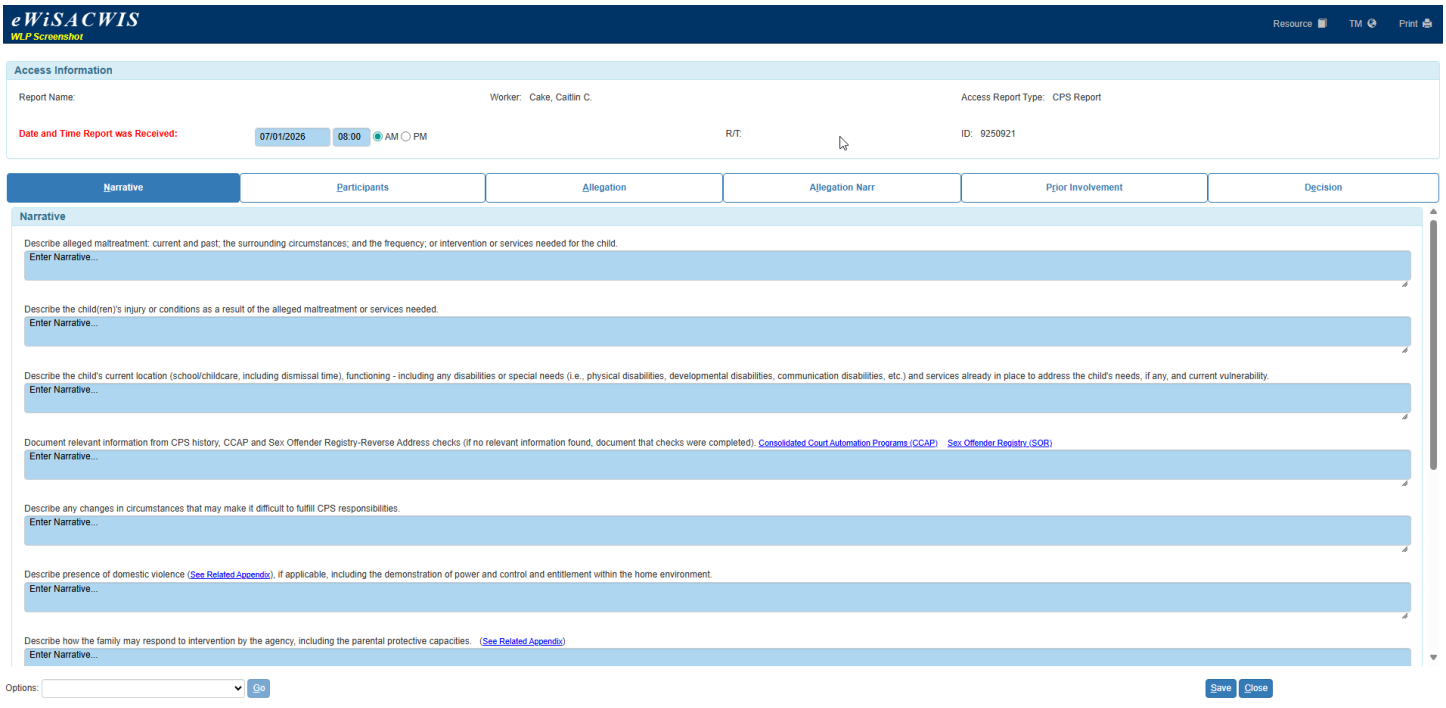
Access Report - CPS Report

Security is needed to be able to view, enter, and screen CPS Reports. The Access Reports page is the first step in documenting allegations and creating the appropriate documents such as CPS Report, Serious Incident Notification, and Notice to Mandated/Relative Reporter.

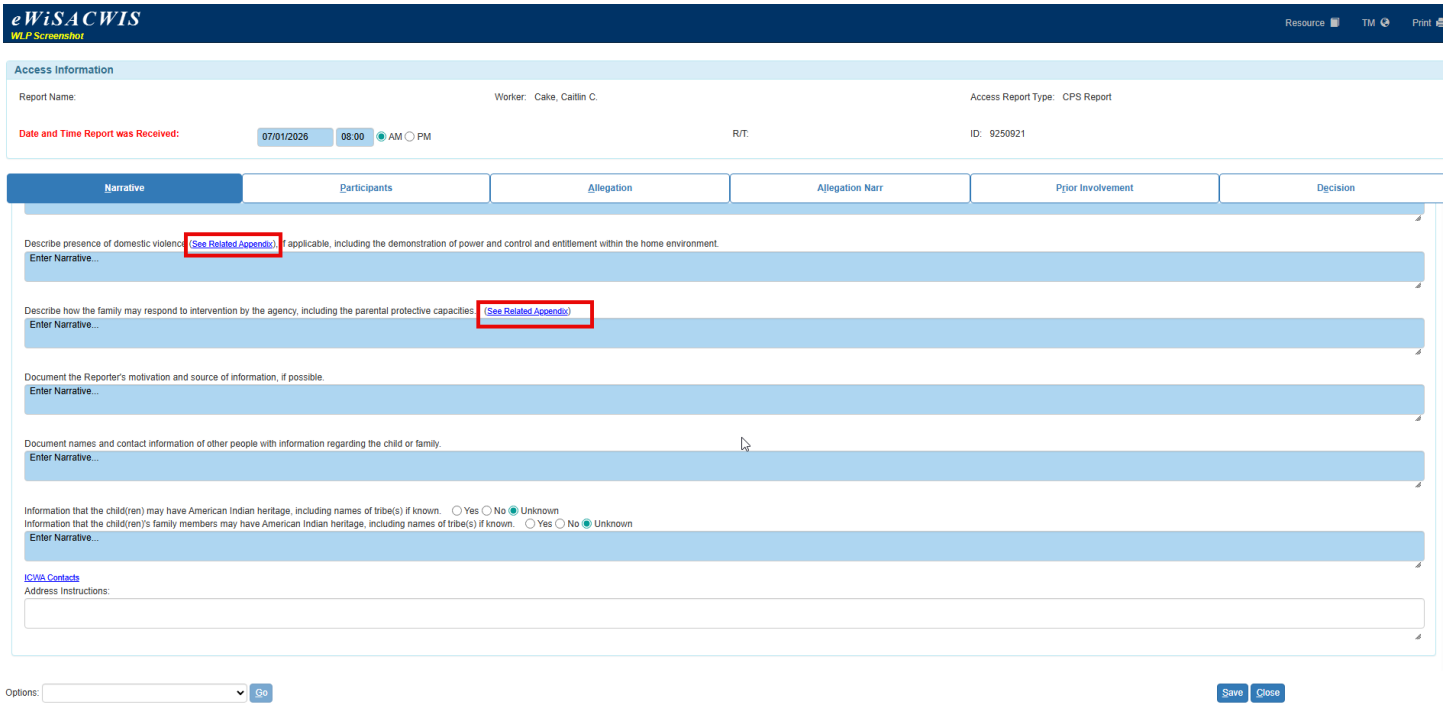
1. Select the Access reports tab > Create CPS report icon. This will open the Access Report page.

2. Enter the date and time the report was received in the Access Information section at the top of the page.

3. On the Narrative tab, enter narrative text for each section.



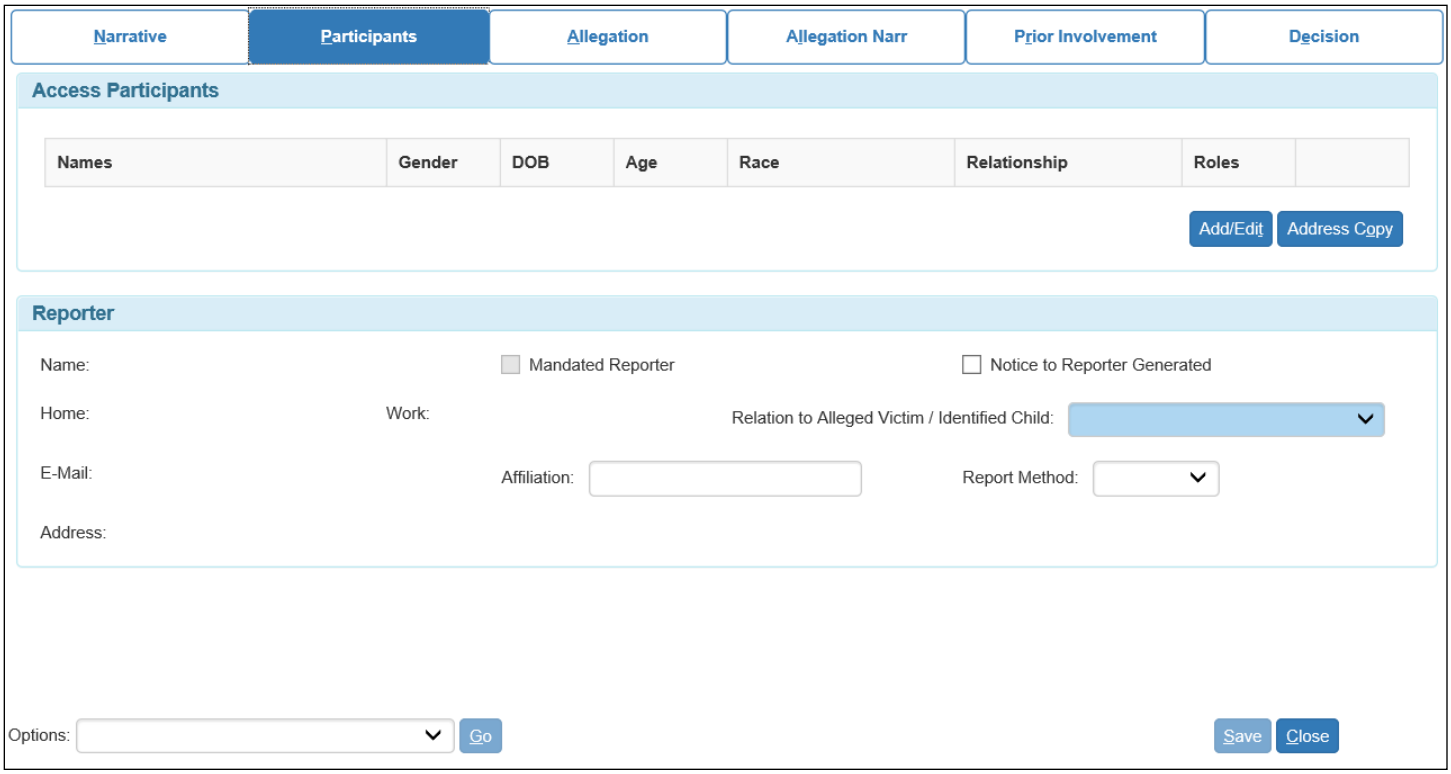
Note: Some of the narrative descriptions contain a See Related Appendix hyperlink. This is a hyperlink to the associated appendix for either the CPS Access and Initial Assessment Standards or the Safety Intervention Standards.



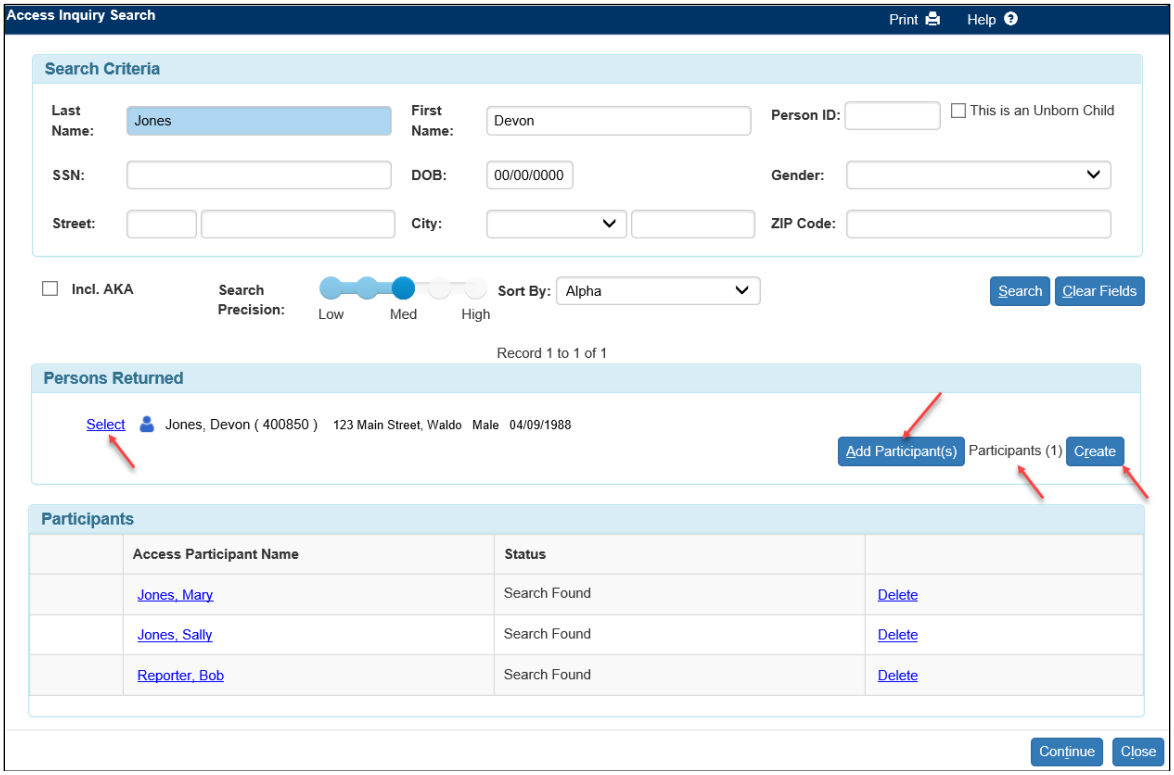
4. The final required fields on the Narrative tab asks if there is any information indicating that the child(ren) or child(ren)'s family members may have American Indian heritage.

Note: If participants have already entered and the child has either a Race of American Indian/Alaska Native or an Ethnicity of Native American documented on Person Management, then the radio button will prefill to Yes. In all other situations, it will prefill to Unknown. There is also an ICWA Contacts hyperlink that will launch a webpage with the known ICWA contacts for each Wisconsin tribe and the BIA.

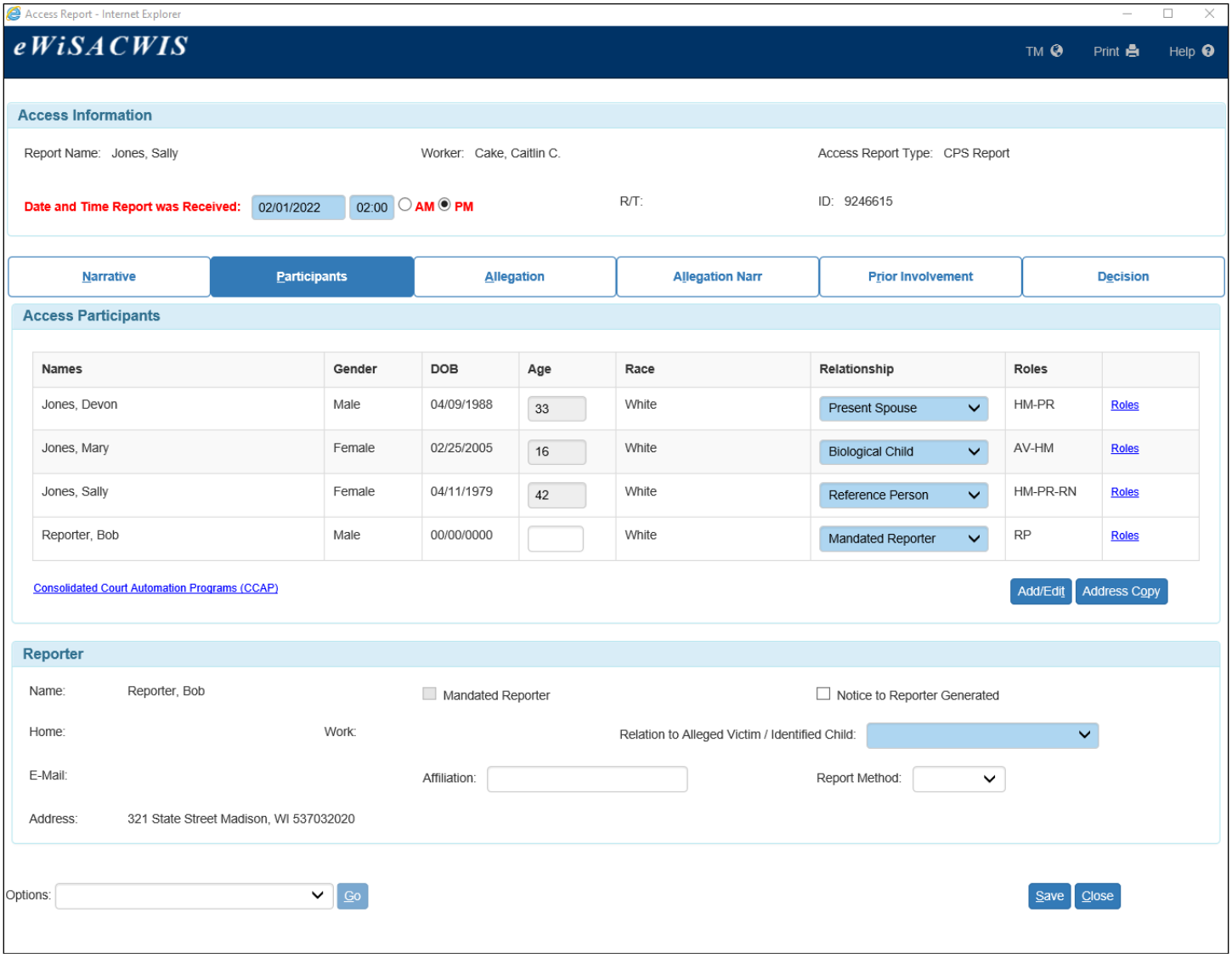
5. The Participants tab is used to record all participants in the report. Click the Add/Edit button to search the participants for this CPS Report.



6. Search the participants. The Last Name is required unless. Person ID is entered, SSN, or an address. Click the Select hyperlink for the participants to add, or click the Create button no Persons Returned.
    - After Select hyperlink is clicked for one or more Persons Returned, Click the Add Participants button to add to the Participants section.
    - Once all participants have been added, click Continue to return to the Access Report. For more information on how to search, please refer to the Search User Guide.

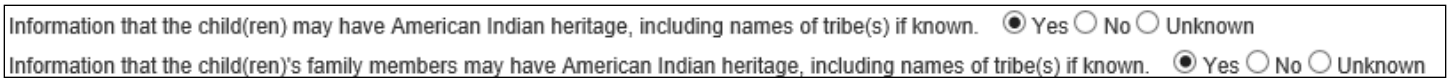


7. Identify the relationship of each access participant. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person.

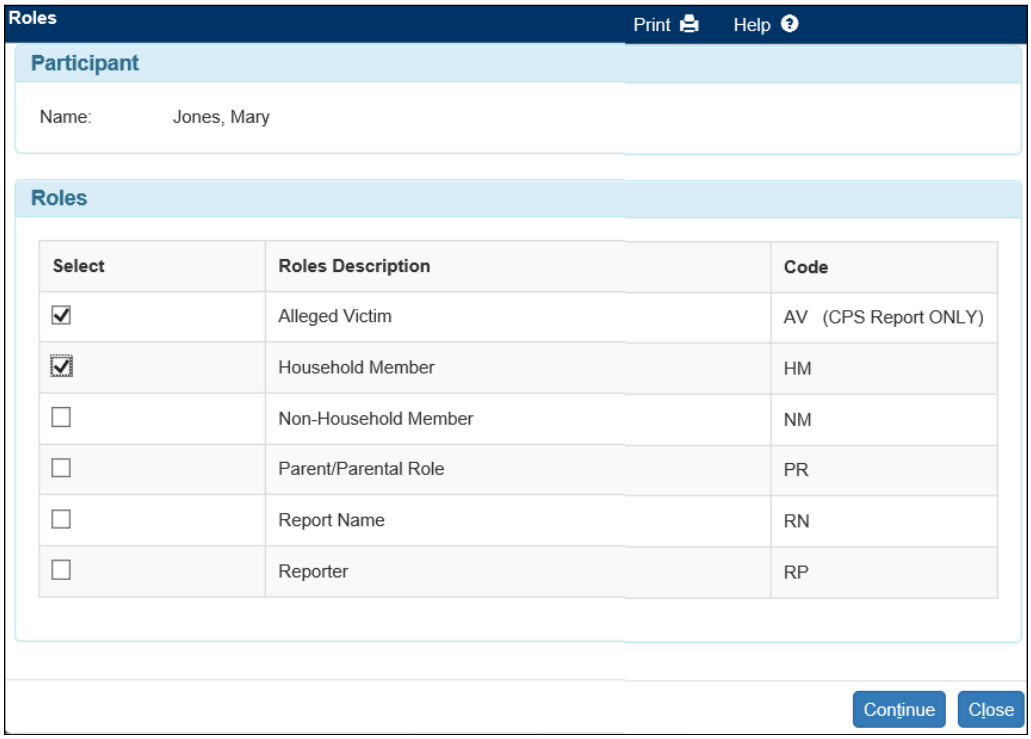


Note: When a Participant is brought into an Access Report and given the Relationship of "Biological Child" or "Adoptive Child" the application will look at their Person Management record to see if their Race is 'American Indian/Alaska Native' or if their Ethnicity is 'Native American'. If either of these checks are true, we prefill the radio button on the Narrative tab of the Access Report that reads "Information that the child(ren) may have American Indian heritage, including name of tribe(s) if known" to 'Yes'.

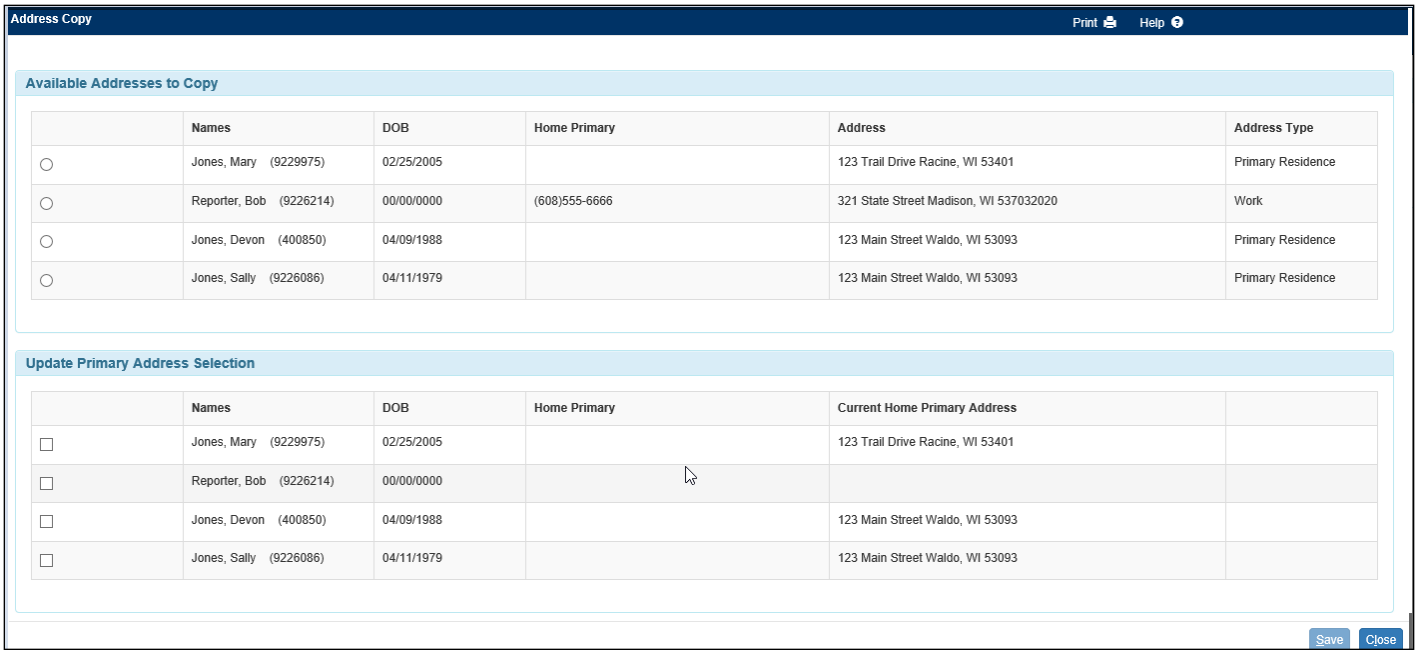
In addition, the application will also check the Biological and/or Adoptive Child's family members to determine if they have American Indian heritage as well. To do so the Child's Mother, Child's Father, Child's Guardian (1), Child's Guardian (2), Indian Custodian (1), Indian Custodian (2), Legal Custodian (1) and Legal Custodian (2) will also be checked for a Race of 'American Indian/Alaska Native' or an Ethnicity of 'Native American' on their Person Management page. If any of these scenarios are true, we prefill the radio button on the Narrative tab of the Access Report that reads "Information that the child(ren)'s family members may have American Indian heritage, including name of tribe(s) if known" to 'Yes'.



8. Click the Roles hyperlink to open the Roles page.
    - For CPS Reports, identify an Alleged Victim, Report Name, and Reporter.
    - No more than 5 roles are allowed for one participant.
    - For the person making the report, do not select additional roles beyond 'Reporter' unless that individual is intended to be part of the case. In almost all instances, mandated reporters should never have a role other than just 'Reporter.'
    - The Report Name is usually the Reference Person.
    - If the reporter is also identified as a worker in eWiSACWIS, Non-Household Member will be disabled as a role description. This is to limit the unnecessary restriction of cases.
    - Click Continue to return to the Access Report page.

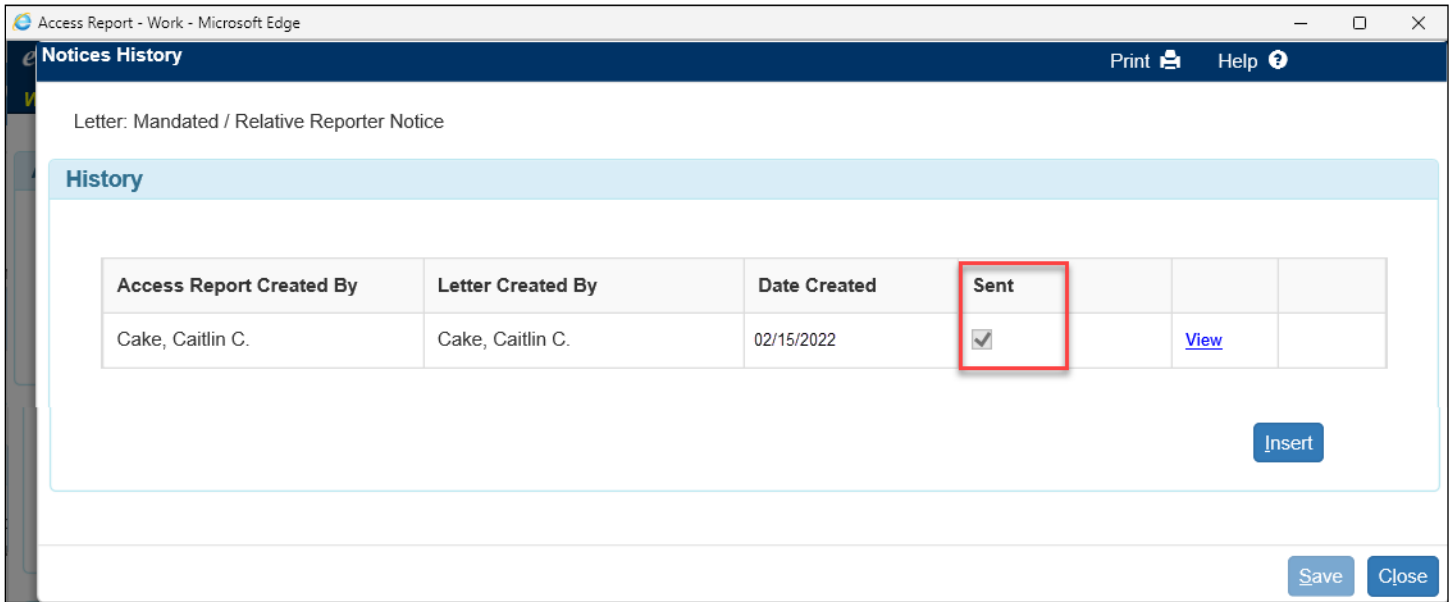


9. The Address Copy button allows the address from one participant to be copied over to other participants. Select the person's address to copy in the top section labeled Available Addresses to Copy. For all participants that should have the same address as the person identified above, check the box next to the participant in the Update Primary Address Selection section. Click Save to apply the change(s). Then click Close to return to the Access Report page.

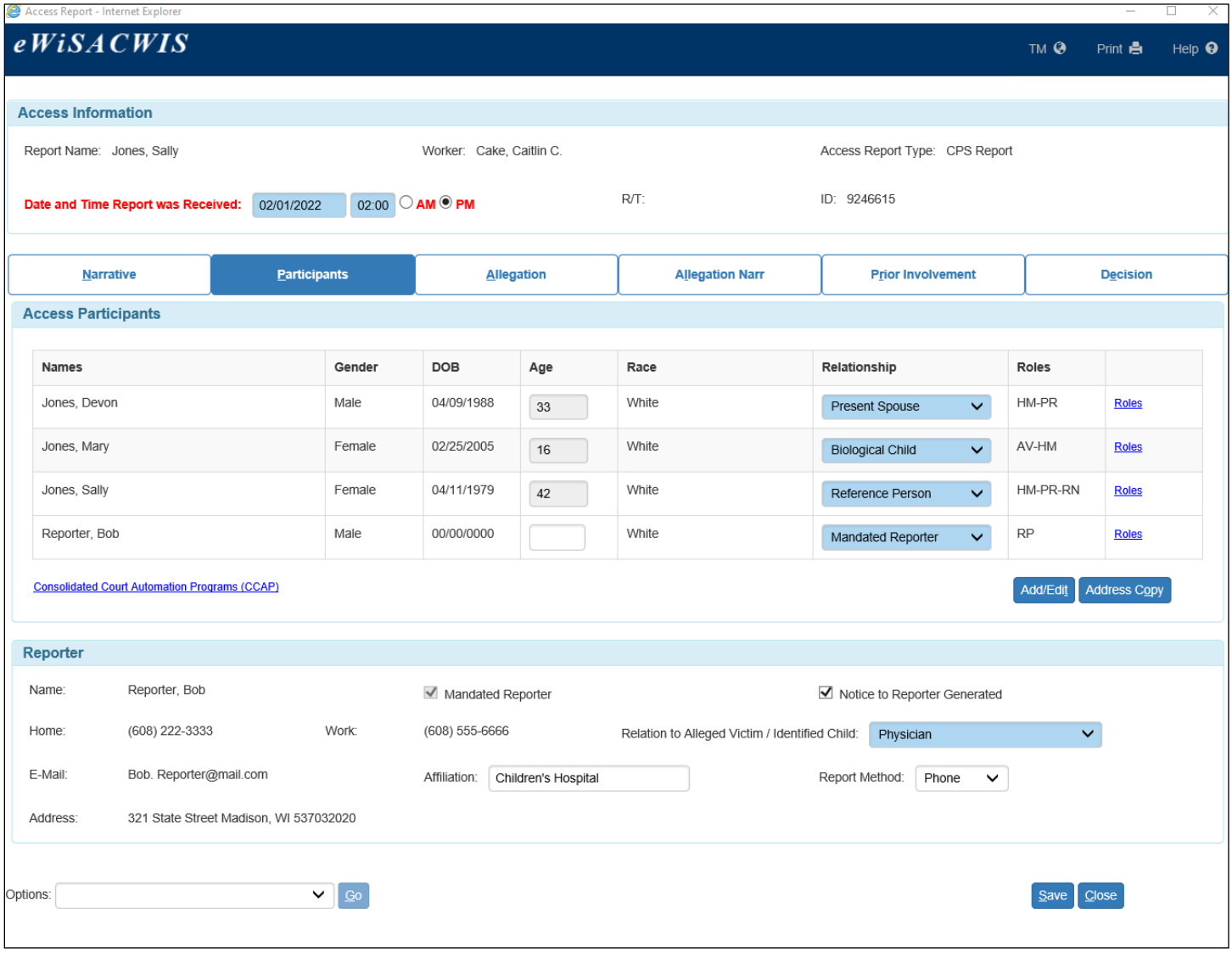


10. After completing the relationships and roles for all access participants and updating addresses as needed, complete the Reporter section. The Reporter's Name, Home and Work phone numbers, primary E-mail address, and Address will prefill from the Reporter's Person Management page. This information will prefill based upon the participant identified with the Role of Reporter (RP). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down will either check or uncheck the Mandated Reporter check box.

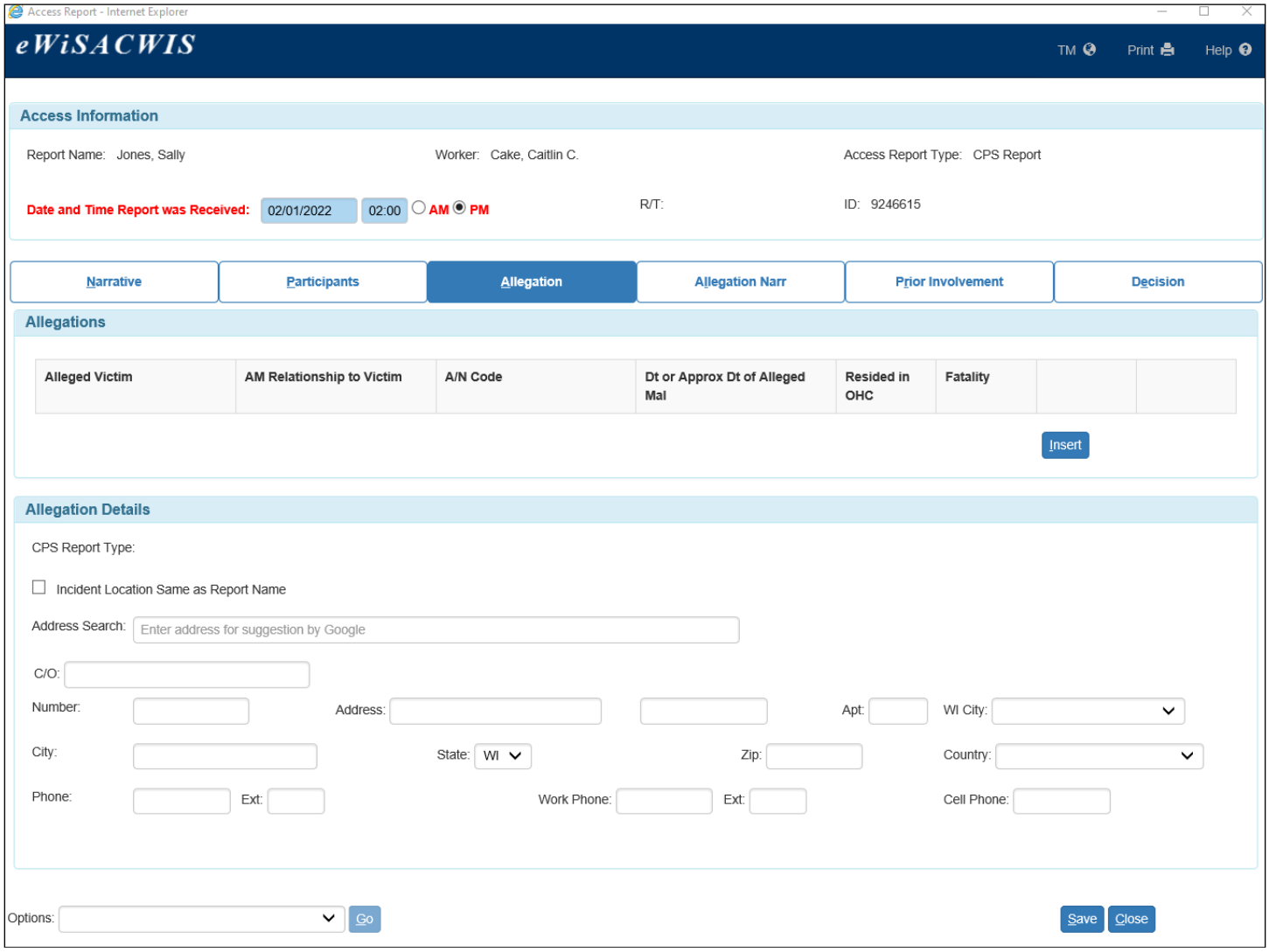
11. The Notice to Reporter Generated check box will automatically check when the Notice to Mandated/Relative Reporter document is Inserted into the Notices History page (launched from the Options drop down of the Access Report page) and has at least one Sent check box checked. The check box can be checked after the page is approved if needed.



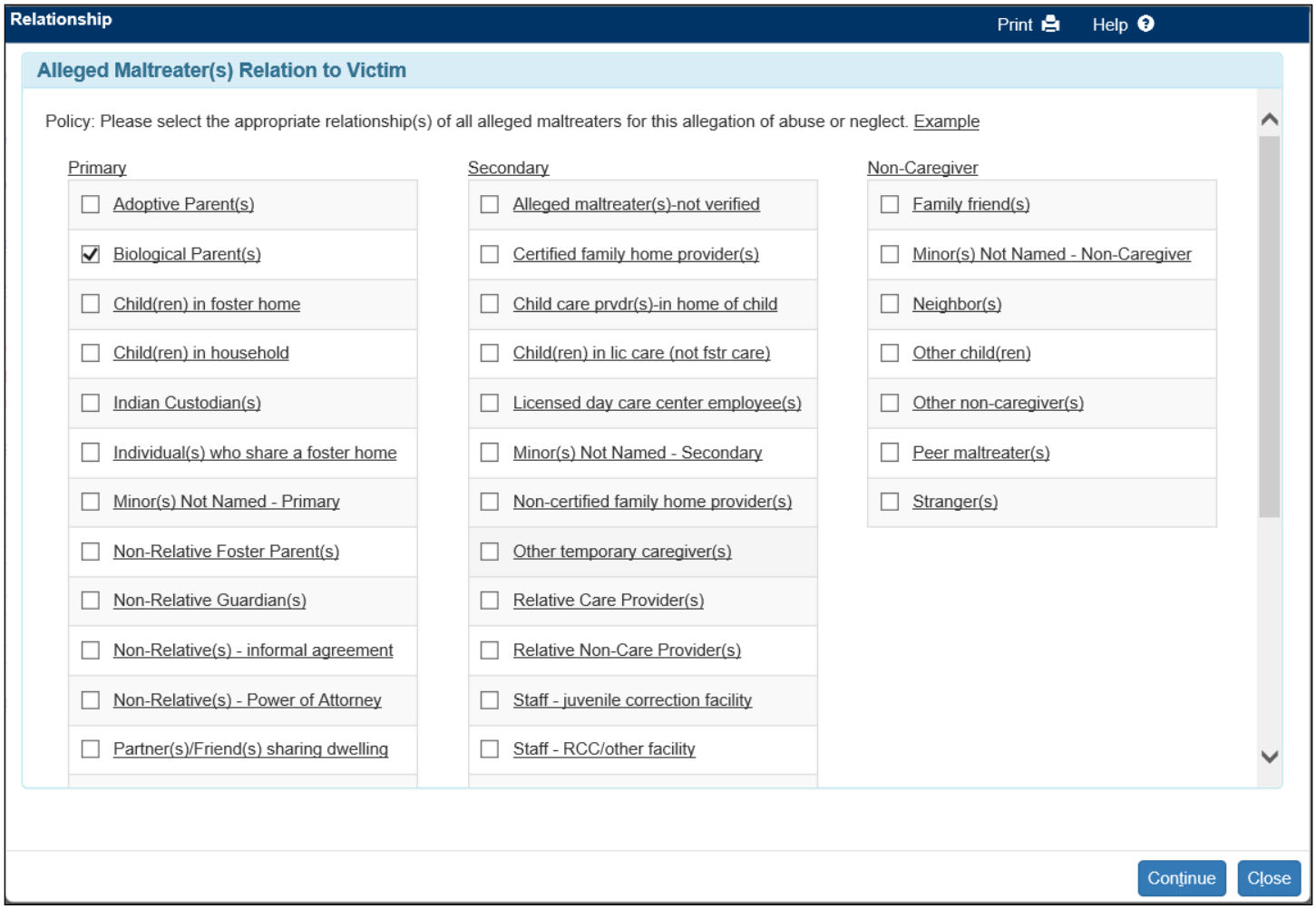
12. Prior to making a Screening Decision by a worker or supervisor on the Decision tab, on the Participant tab there must be participant with a role of ‘Reporter’ and there must be a value for 'Relation to Alleged Victim / Identified Child' for the participant with the Reporter role.



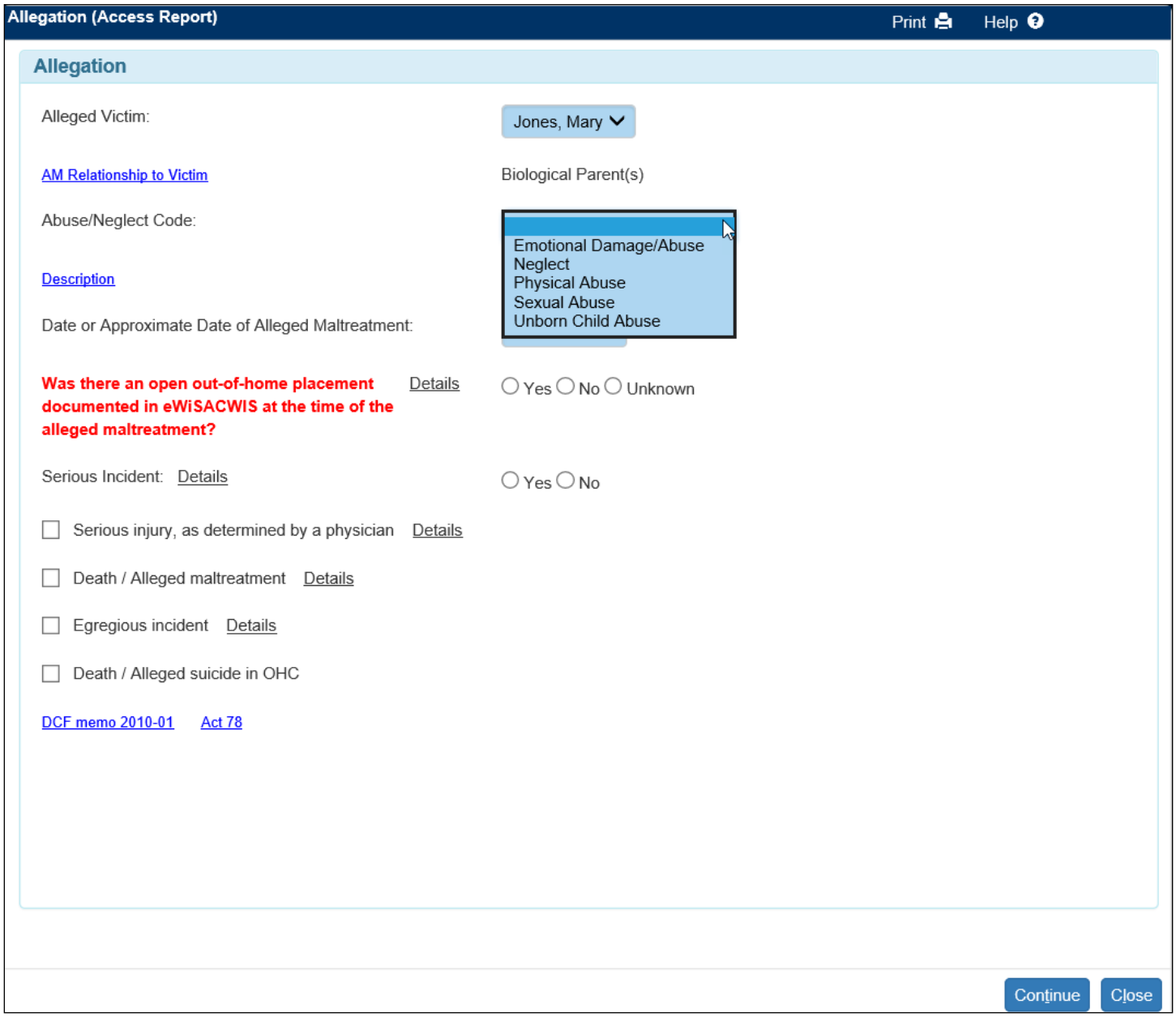
13. On the Allegation tab, click Insert to insert a new allegation. This will open the Allegation (Access Report) page.



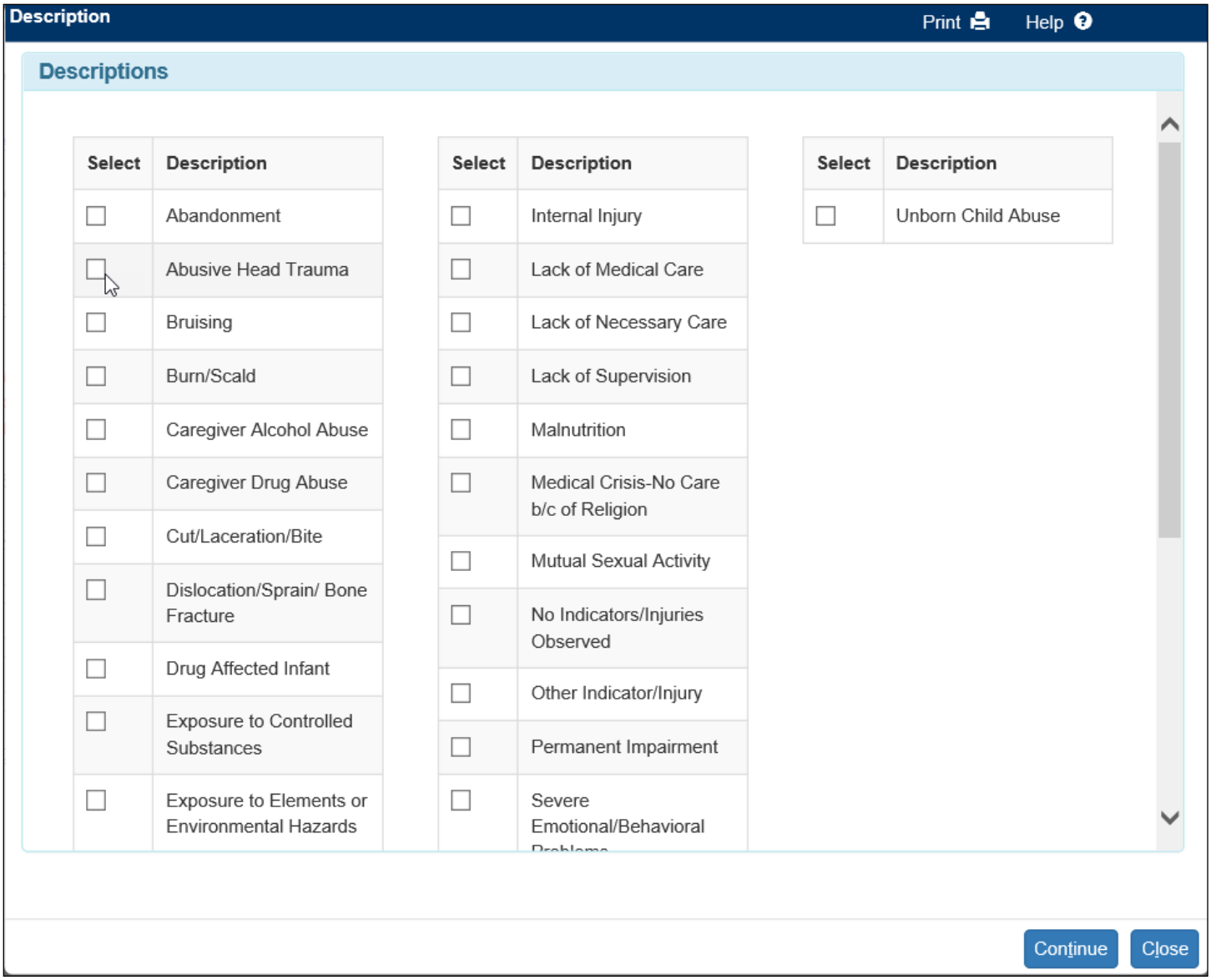
14. On the Allegation (Access Report) page, select an Alleged Victim from the drop-down. Select the AM Relationship to Victim hyperlink to identify the alleged maltreater(s) relationship to the alleged victim. This will open the Relationship page.
15. Select the appropriate relationship(s) of all alleged maltreaters. If several people are alleged to have maltreated the child in this allegation, identify the multiple relationships.
    - For example, if a child was physically abused and the allegations are that it could be the biological parent(s) or a licensed day care center employee, select both relationships. If it was one or both biological parents alleged to have maltreated the child, only select 'Biological Parent(s)' and nothing else.
    - Click Continue to return to the Allegation (Access Report) page.


Relationship
Print
Help
Alleged Maltreater(s) Relation to Victim
Policy: Please select the appropriate relationship(s) of all alleged maltreaters for this allegation of abuse or neglect. Example
Primary
Adoptive Parent(s)
Biological Parent(s)
Child(ren) in foster home
Child(ren) in household
Indian Custodian(s)
Individual(s) who share a foster home
Minor(s) Not Named - Primary
Non-Relative Foster Parent(s)
Non-Relative Guardian(s)
Non-Relative(s) - informal agreement
Non-Relative(s) - Power of Attorney
Partner(s)/Friend(s) sharing dwelling
Secondary
Alleged maltreater(s)-not verified
Certified family home provider(s)
Child care prvdr(s)-in home of child
Child(ren) in lic care (not fstr care)
Licensed day care center employee(s)
Minor(s) Not Named - Secondary
Non-certified family home provider(s)
Other temporary caregiver(s)
Relative Care Provider(s)
Relative Non-Care Provider(s)
Staff - juvenile correction facility
Staff - RCC/other facility
Non-Caregiver
Family friend(s)
Minor(s) Not Named - Non-Caregiver
Neighbor(s)
Other child(ren)
Other non-caregiver(s)
Peer maltreater(s)
Stranger(s)
Continue
Close

16. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

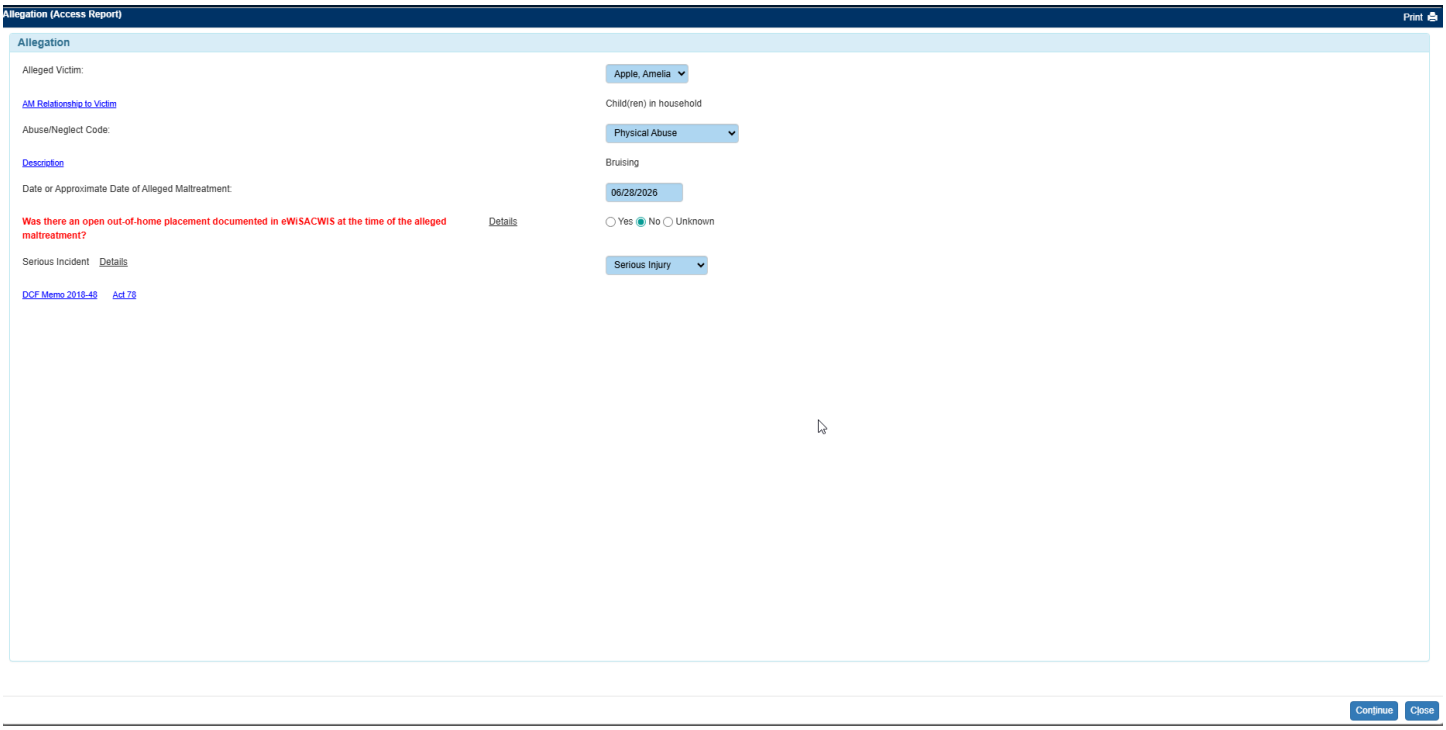


17. Select the Description hyperlink. This will open the Description page. Select up to three values that apply and click Continue.



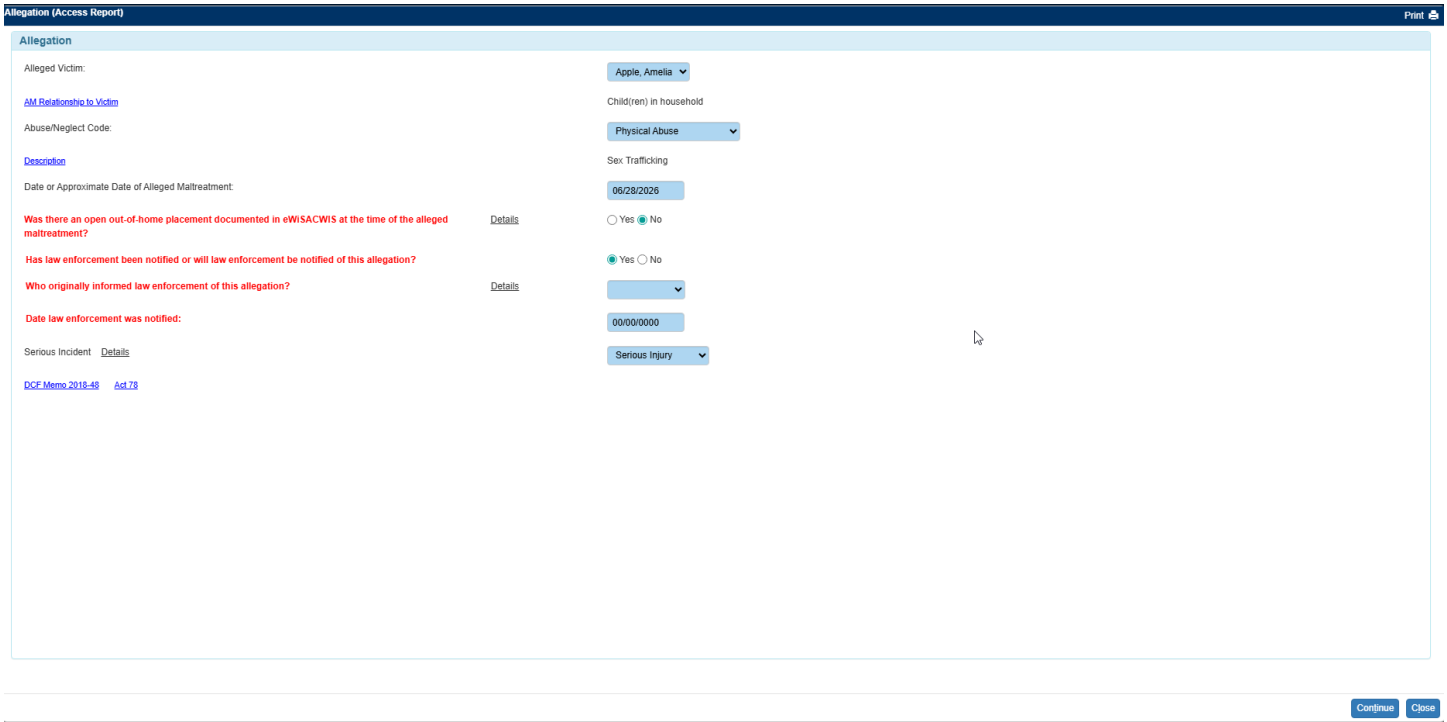
18. Enter the Date or Approximate Date of Alleged Maltreatment. Indicate if the alleged maltreatment occurred while the child's residence was an out of home care placement. Select whether the alleged maltreatment was a Serious Incident. If yes, select the appropriate check boxes related to the Serious Incident. Click on the DCF memo 2018-48 hyperlink to access the memo regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78. To access the 2009 Wisconsin Act 78, select the Act 78 hyperlink. Click Continue to return to the Access Report page.

Note: Please see the User Guide called "Serious Incident (Act 78)" for details on the additional steps required for an allegation that rises to the level of a serious incident.



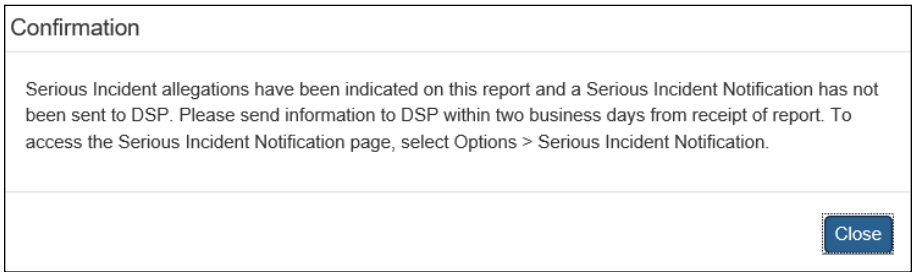
Note: If a death is indicated on the page then the Death Date field will appear. The death date is not required and will automatically update the death date field on person management when the Access Report is linked or a new case is created.

Note: If Sex Trafficking is indicated on the page then AFCARS related questions display. If Yes is selected for 'Has law enforcement been notified or will law enforcement be notified of this allegation?' then fields for who informed law enforcement and date notified display and are required.



If selected 'Serious Injury' for the Serious Incident dropdown, a message will appear upon clicking Continue:

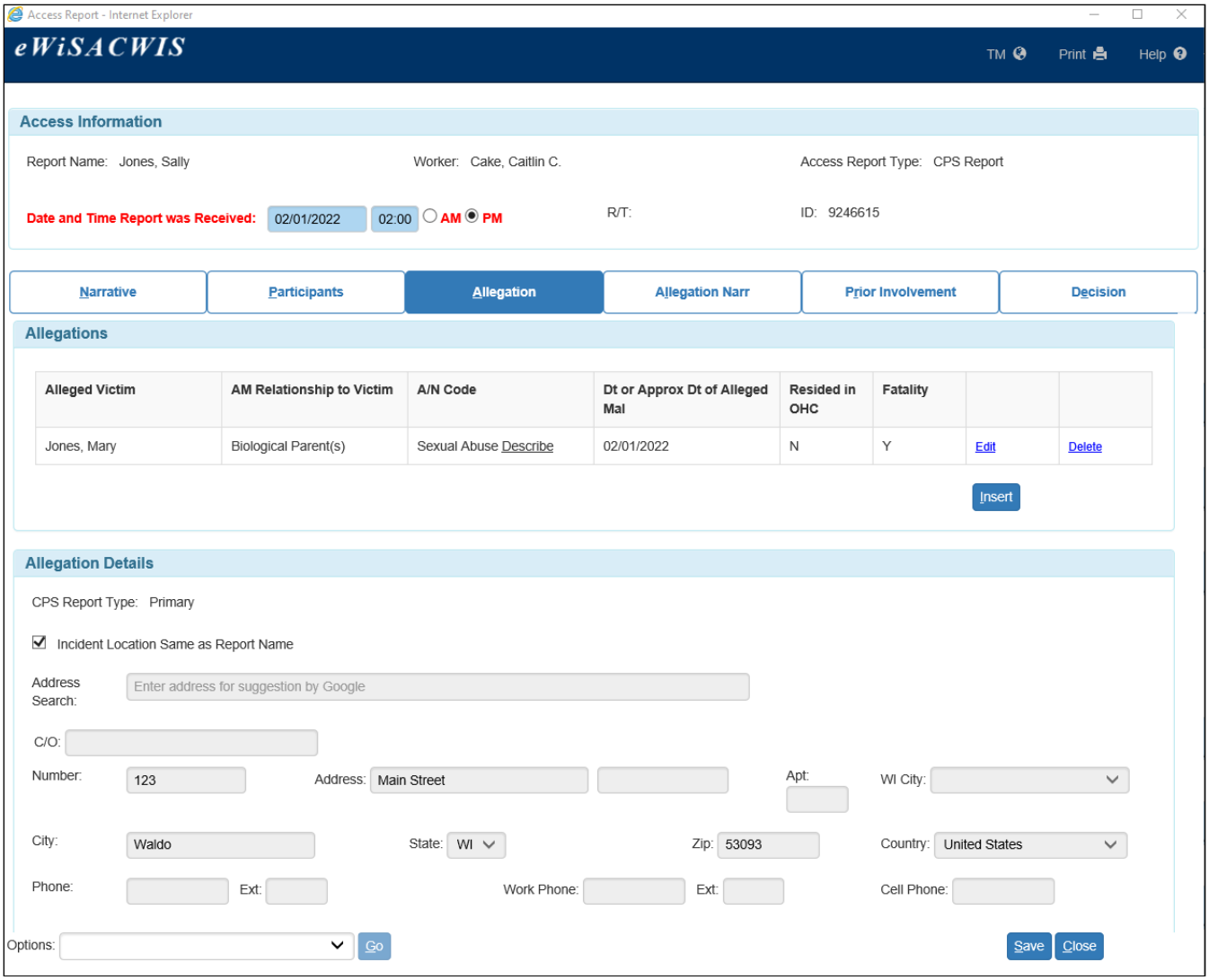
Note: Upon saving the Access Report page at the Screening Decision, a Confirmation message will display to complete the Serious Incident Report under the Options drop-down.



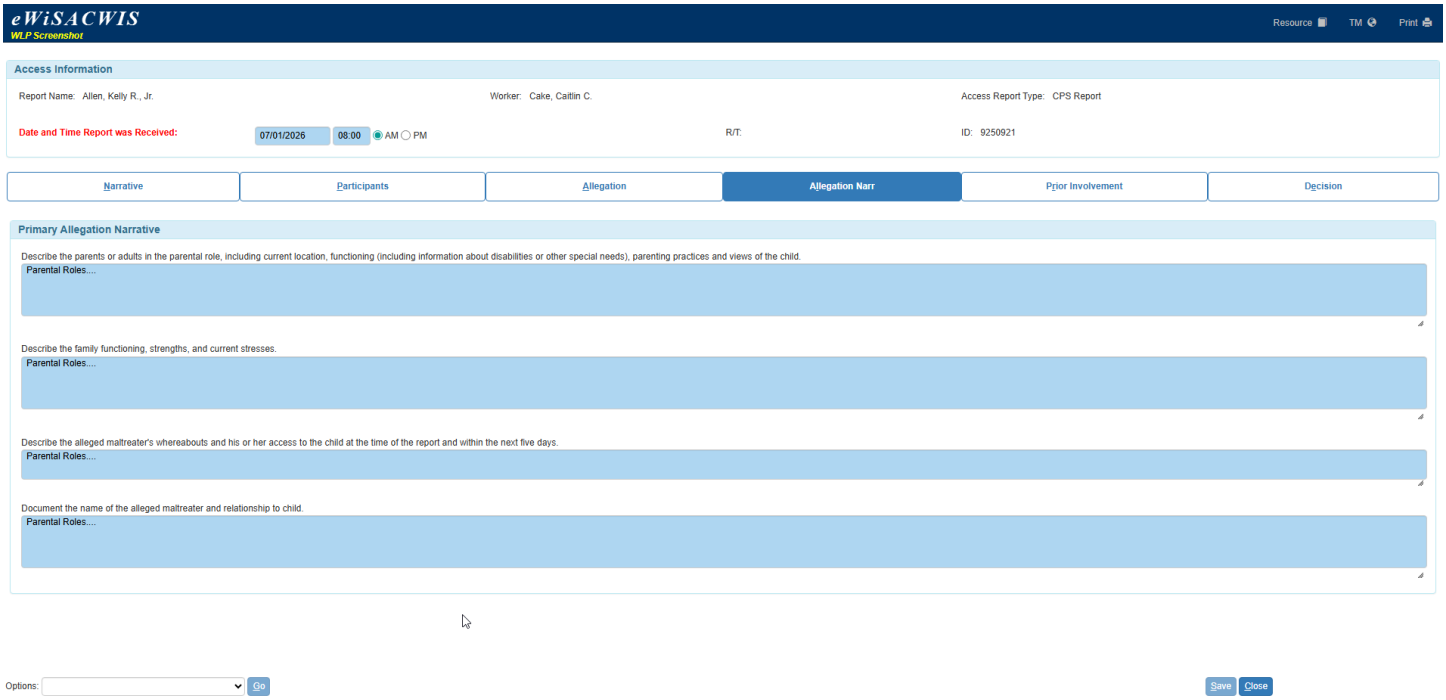
19. Clicking Close will return to the Allegation tab of the Access Report page. If changes are needed, select the Edit or Delete hyperlink. The descriptions selected can be viewed by hovering over the word Describe.

20. Repeat the steps above as appropriate to document all allegations of abuse and neglect for each alleged victim.

21. Complete the Allegation Details section. If the incident occurred at the same address as the report name's address, check the Incident Location Same as Reporter Name check box and it will prefill the address information. If the incident did not occur at the same address as the report name's address, enter the address where the alleged maltreatment occurred (if known).

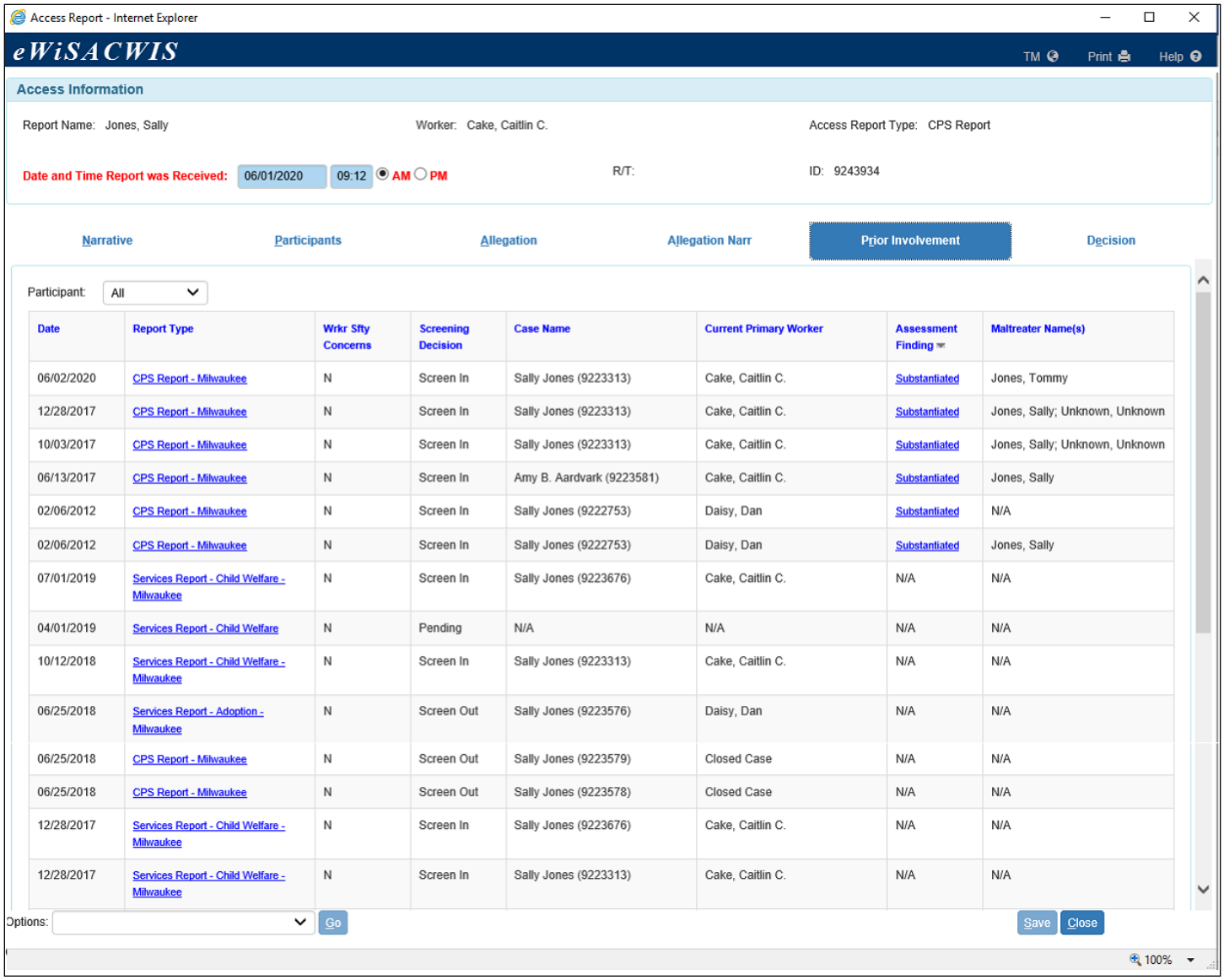


22. The next tab is the Allegation Narr tab. This tab will contain either Primary Allegation Narrative or Secondary or Non-Caregiver Allegation Narrative, depending on the relationship(s) selected on the Allegation tab. Complete the required fields.



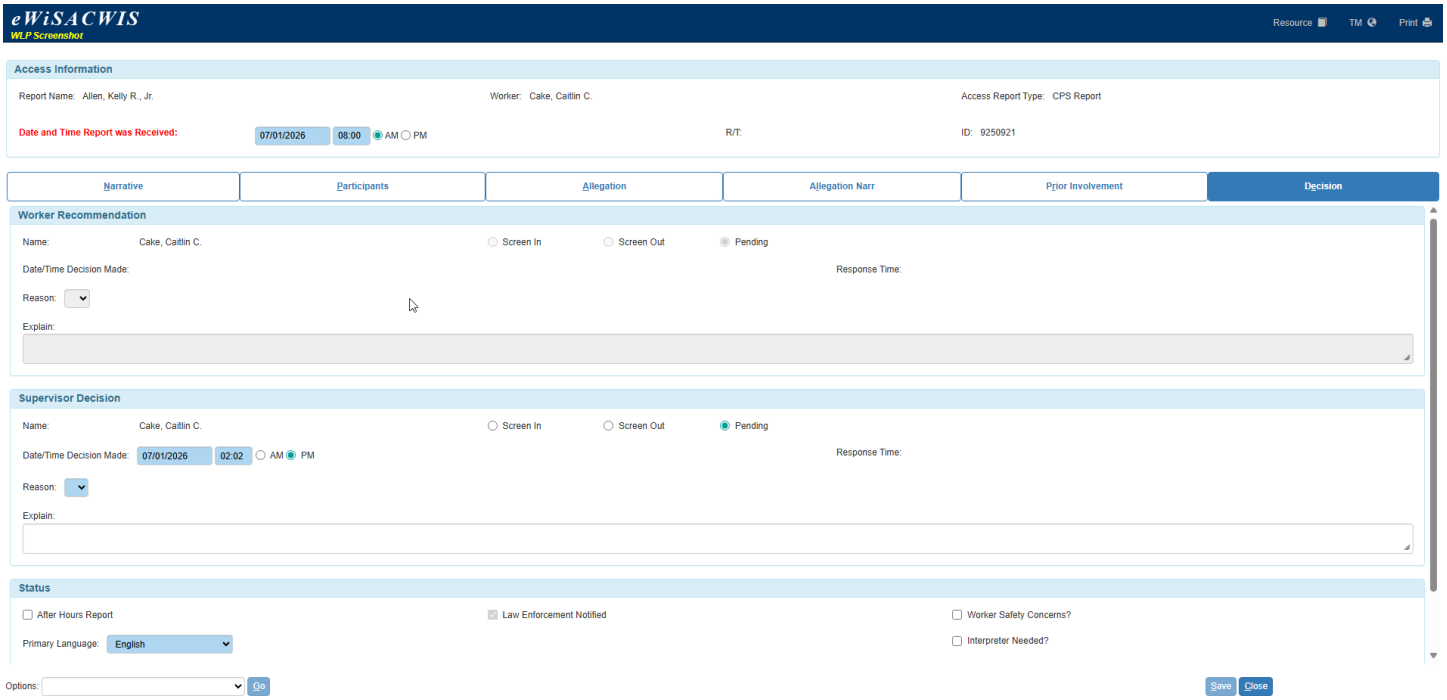
23. The Prior Involvement tab displays existing Access or Services reports and Assessment Findings for all participants without a role of Reporter. The Report Type column displays hyperlinks to view existing Access or Services Report(s). The Assessment finding will be displayed if applicable and hyperlinks to view the corresponding Initial Assessment page . Columns can be sorted by clicking on the blue title of the column. The tab can also display by participant by selecting a participant in the Access Report Participant drop-down. The system will automatically search all participants and return any Access Reports that they have been involved in. The prior involvement row includes Date, a hyperlink to the CPS or Services report that includes the name of the county in which the final screening decision was made, Worker Safety Concerns, Screening Decision, Case Name, Current Primary Worker (if open case), Assessment Finding (click hyperlink to open the Assessment), Maltreater Name(s).

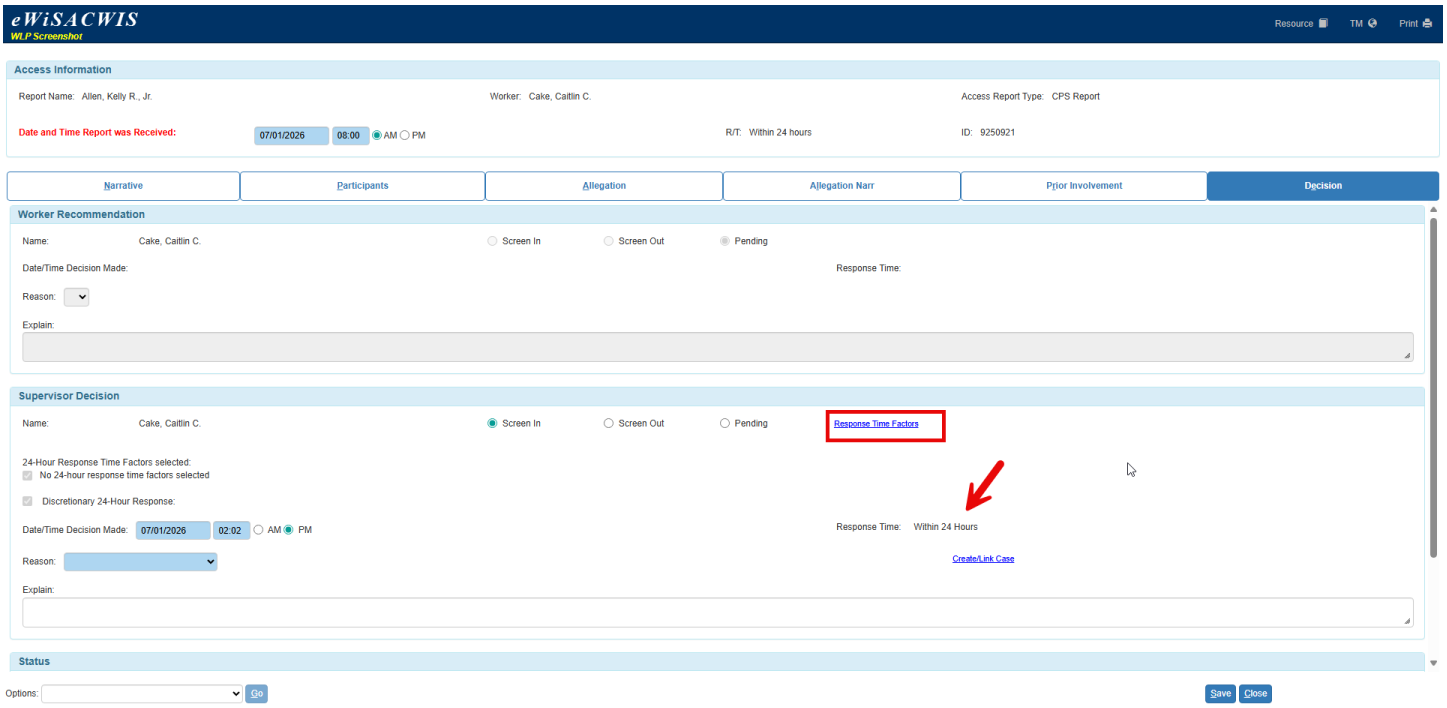
Note: Any Prior Involvement records for participants with only the role of Reporter will not appear. Access Reports that were made in error will also not appear on the list.



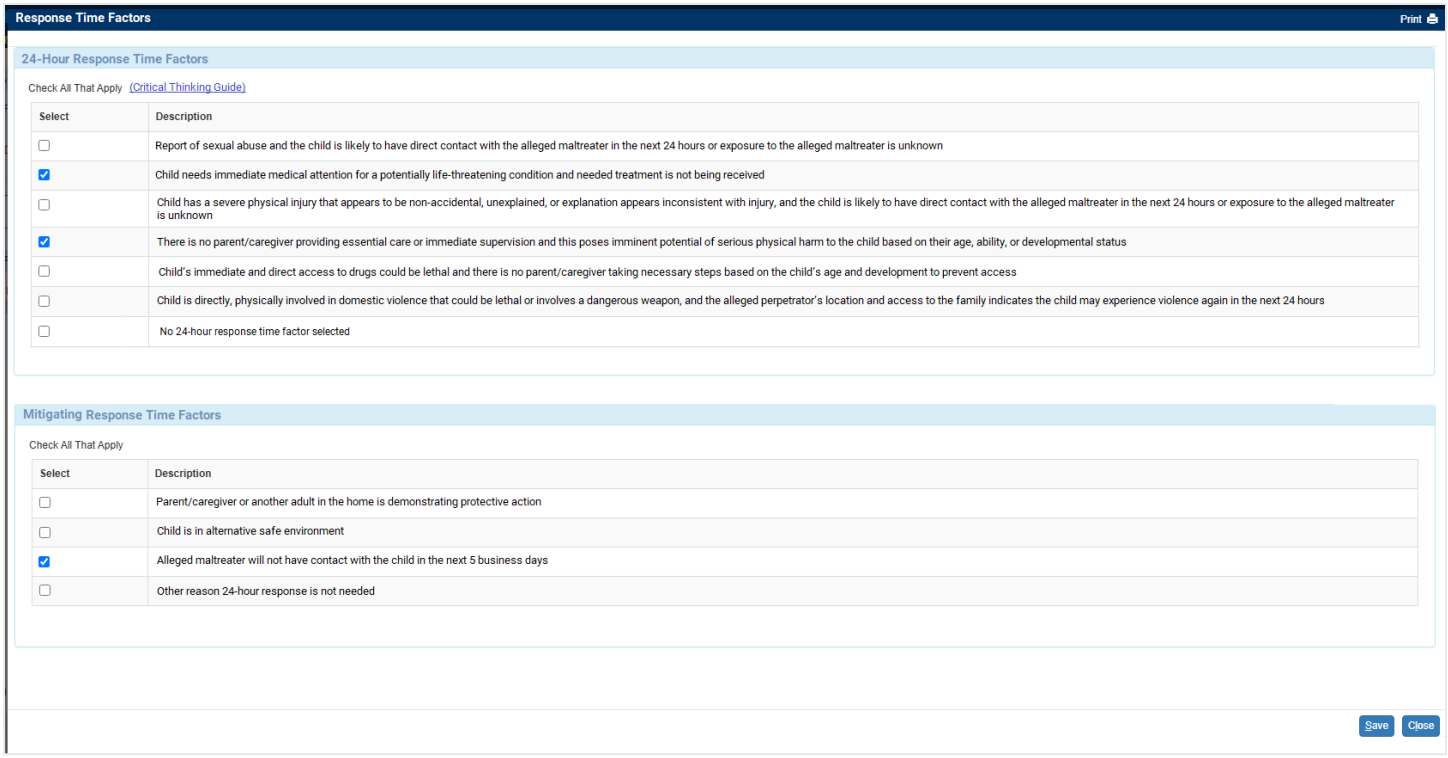
24. From the Options dropdown, open all applicable templates, including the Reporter Narrative, which contains user-entered information about the person reporting the allegations of child maltreatment.

25. On the Decision tab, when user makes a 'Screen In' decision **Response Time Factors** page pops up allowing for workers and supervisors to select from a list of 24-hour response time factors and mitigating factors. System automatically calculates the response time based on the selections made by the user.





26. Response Time Factors page displays a list of six 24-hour response time factors, four mitigating factors and an optional discretionary 24-hour response time field in individual group boxes.



Note: 24-Hour Response Time Factors group box:

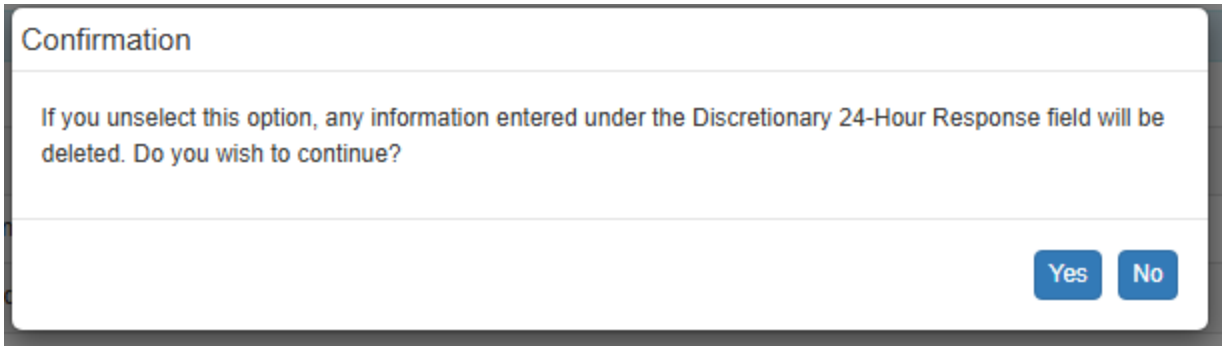
- In the worker's view, on first page load, they see only the 24-Hour Response Time Factors group box with all checkboxes unchecked and enabled.
- In the supervisor view, they can see the worker selections as disabled with a separate column of unchecked and enabled checkboxes in the 24-Hour Response Time Factors group box for supervisor to select from.

Note: Mitigating Response Time Factors group box:

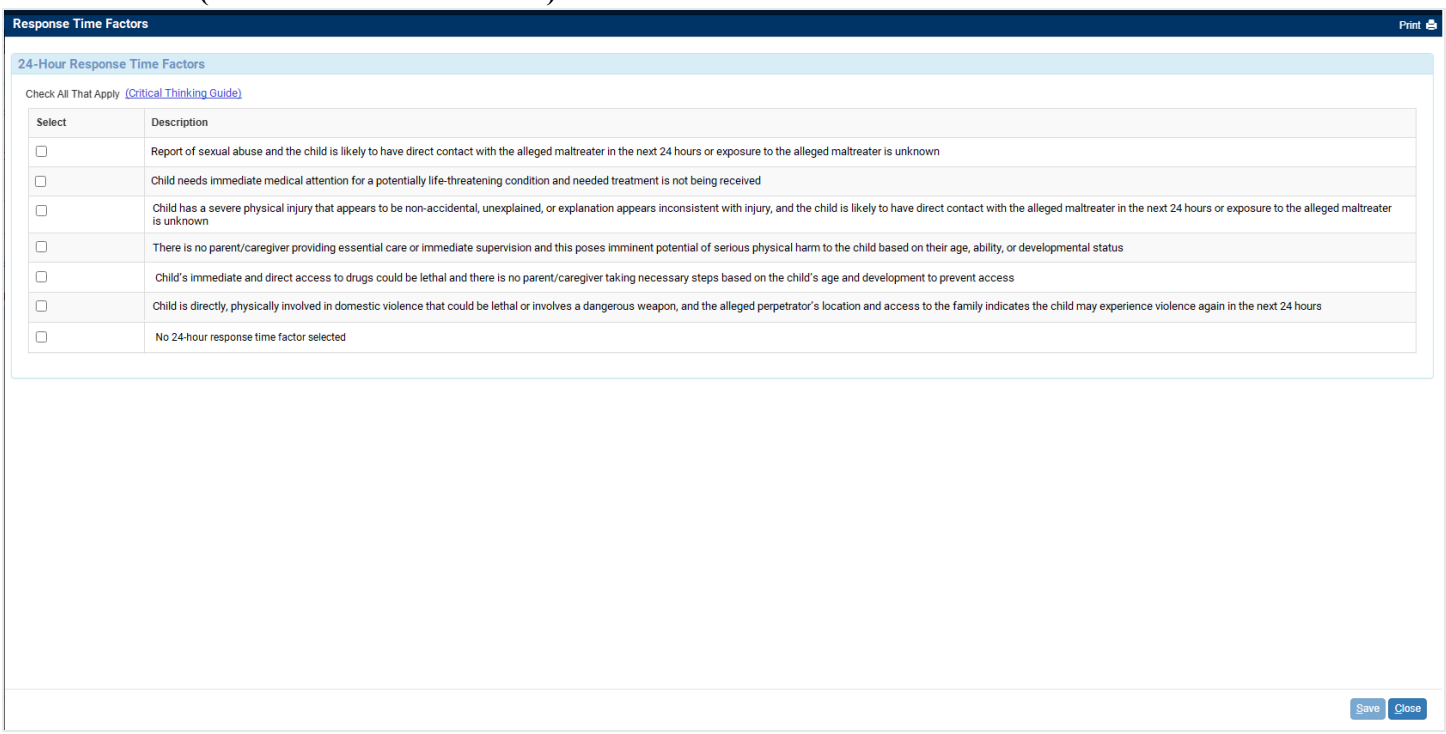
- In the worker's view, when they select at least one 24-hour response time factor, the Mitigating Response Time Factors group box appears.
- In the supervisor view, if a worker previously selects a mitigating factor, the Mitigating Response Time Factors group box appears with all checkboxes disabled for the supervisor until they select a 24-hour response time factor. If the worker did not select any mitigating factors, the group box does not display to the supervisor until supervisor selects a 24-hour factor.

Note: Discretionary 24-Hour Response Time group box: Displayed when user selects 'No 24-Hour response time factors' option. This is an optional field, if a Discretionary 24-Hour response is not needed, save and close the page and the response time will be 5-business days.

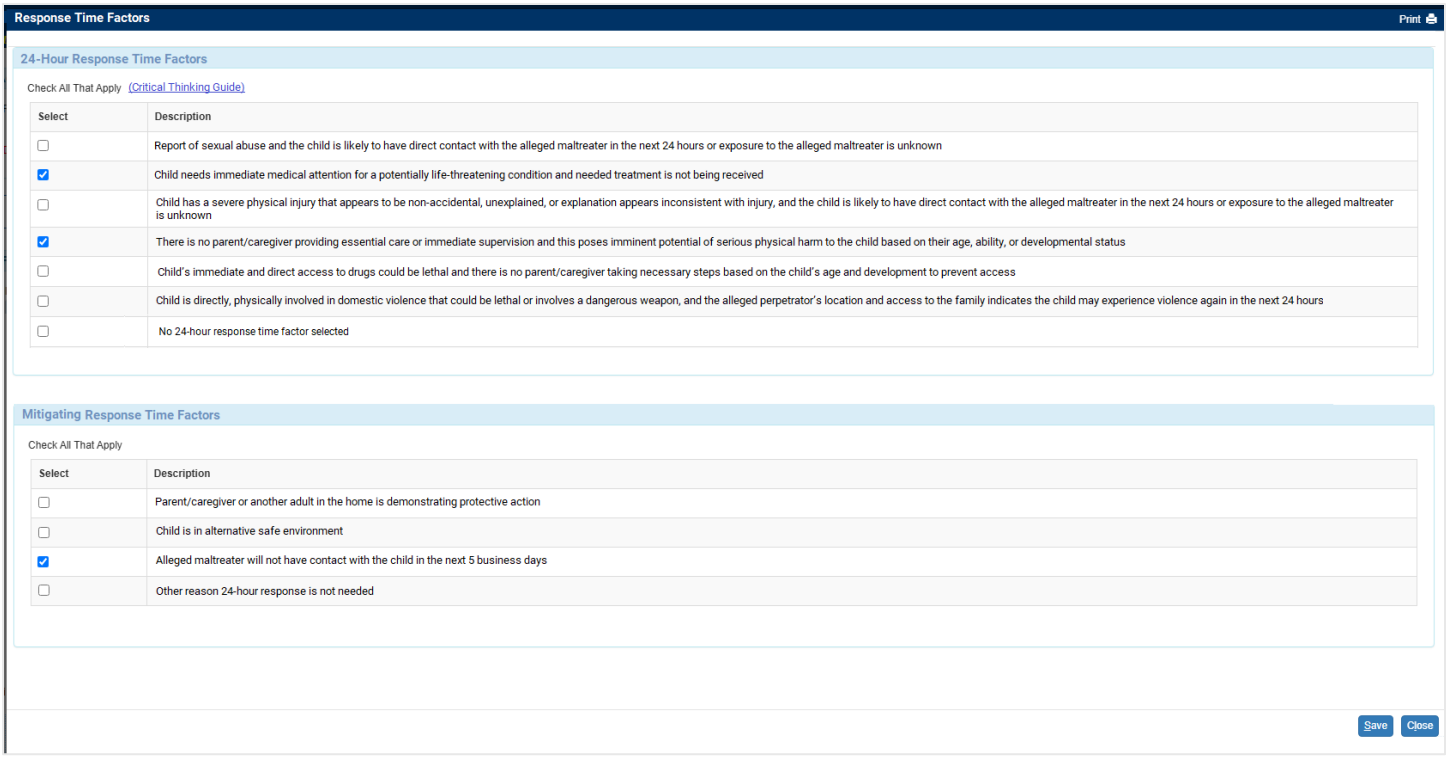
- Selecting this displays a required user entered narrative field in both views.
- You'll also see there is a 'details' flare that provides some information about how a discretionary 24-hour response is intended to be used.
- Unselecting 'No 24-hour response time factors selected' from the 24-Hour Response Time Factors group box prompts user with the following warning message with Yes/No buttons.



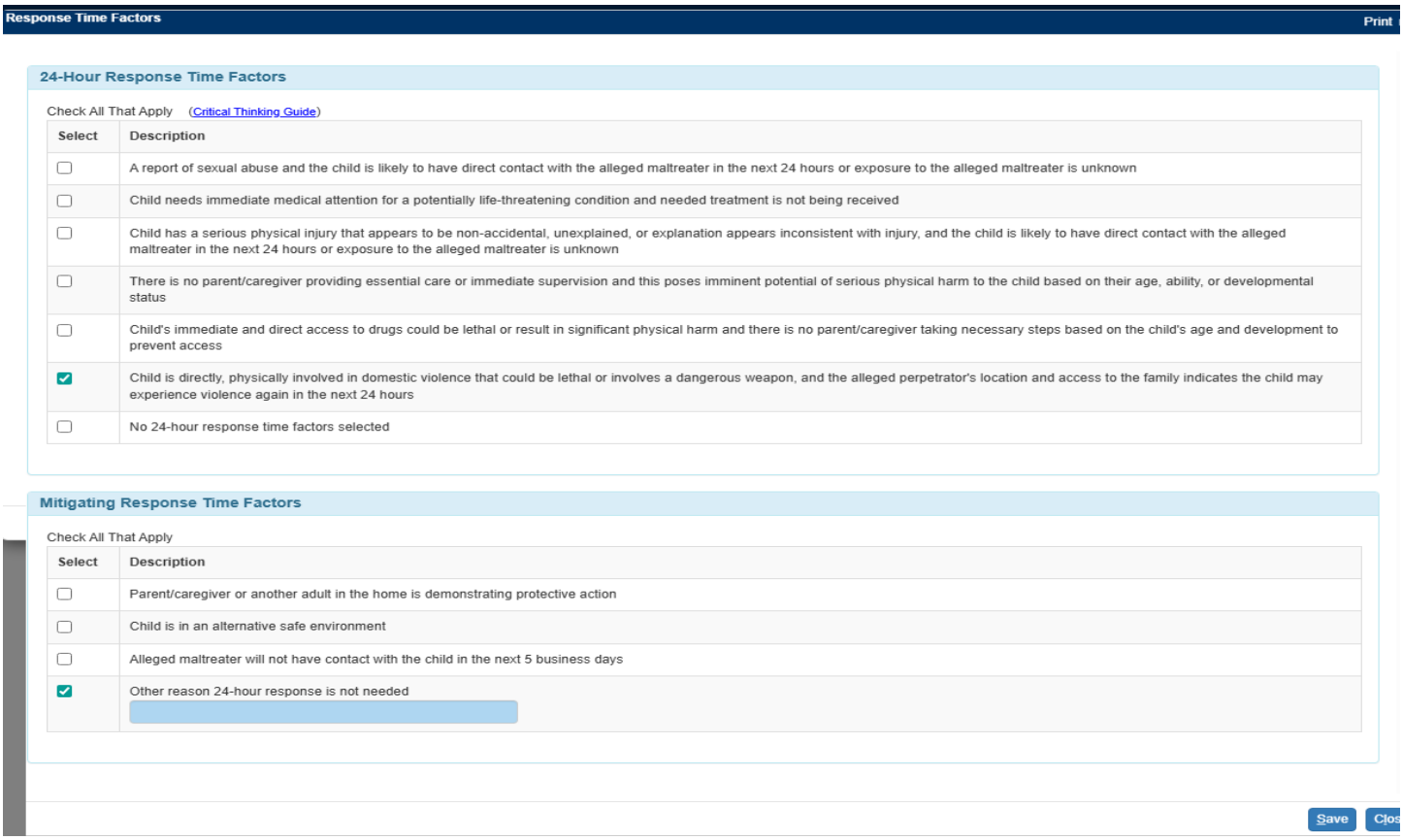
Worker's View (No 24-hour Factor selected)



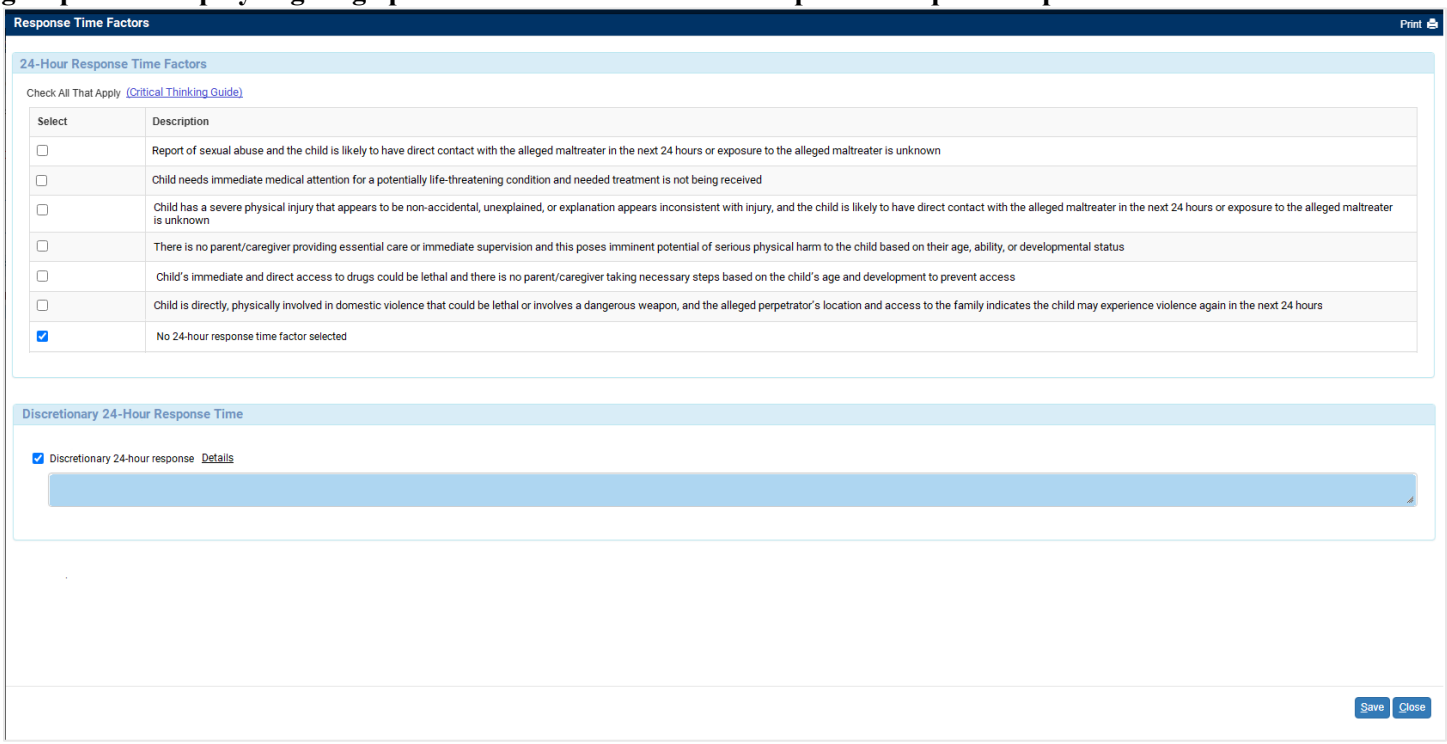
Worker's View when 24-hour Response Time Factors and Mitigating Response Time Factors is selected.



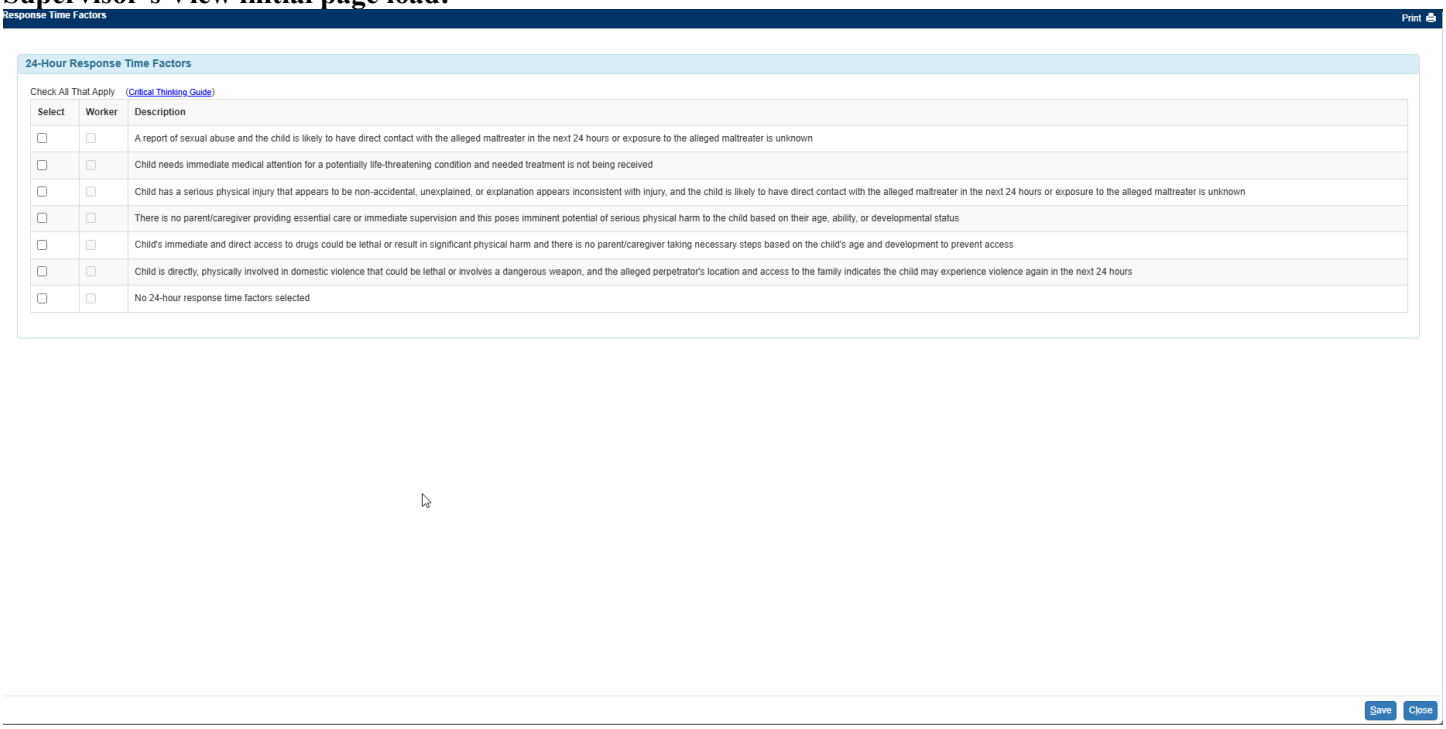
Worker's View when Mitigating Response Time Factors 'Other reason 24-hour response is not needed' is selected



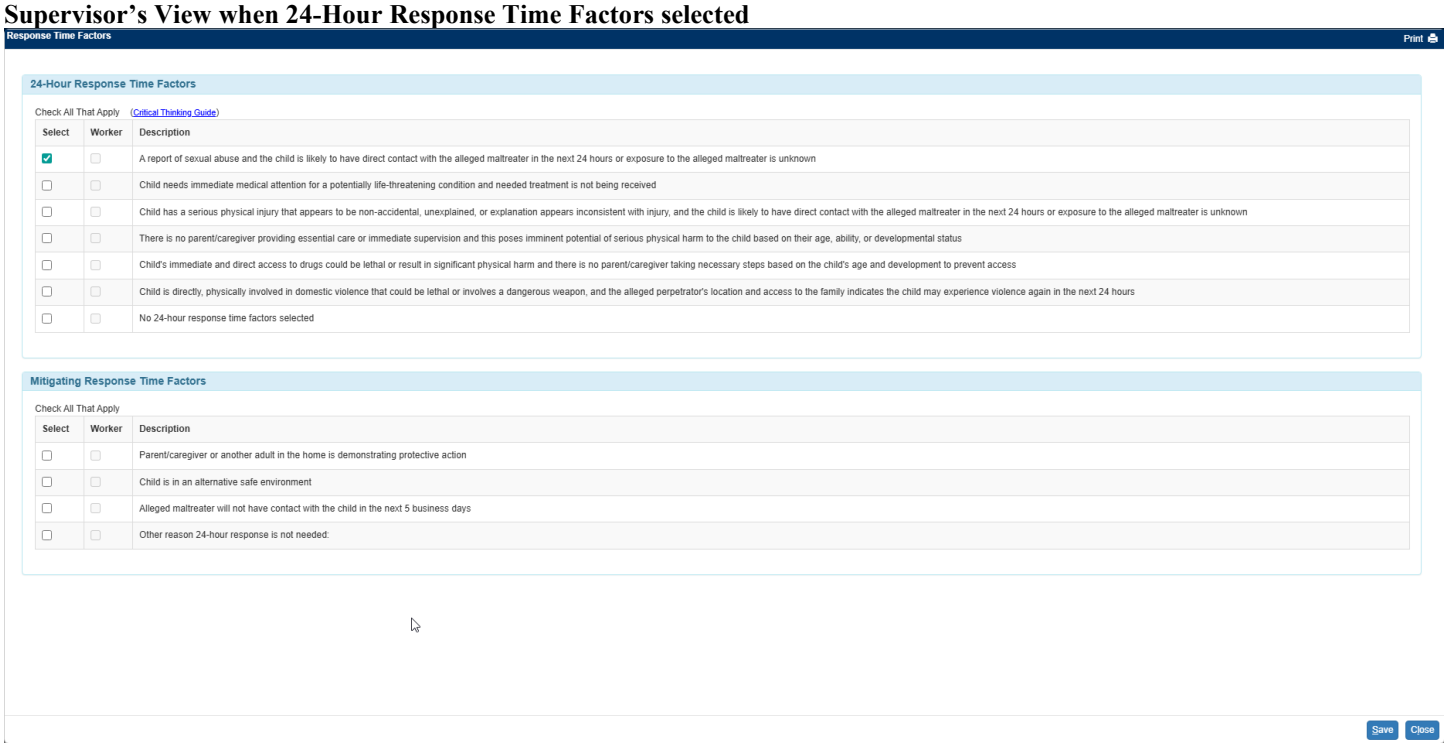
Worker's View when 'No 24-hour response time factor is selected' then 'Discretionary 24-Hour Response Time' group box is displayed giving option to select the checkbox and provide required explanation in the box.



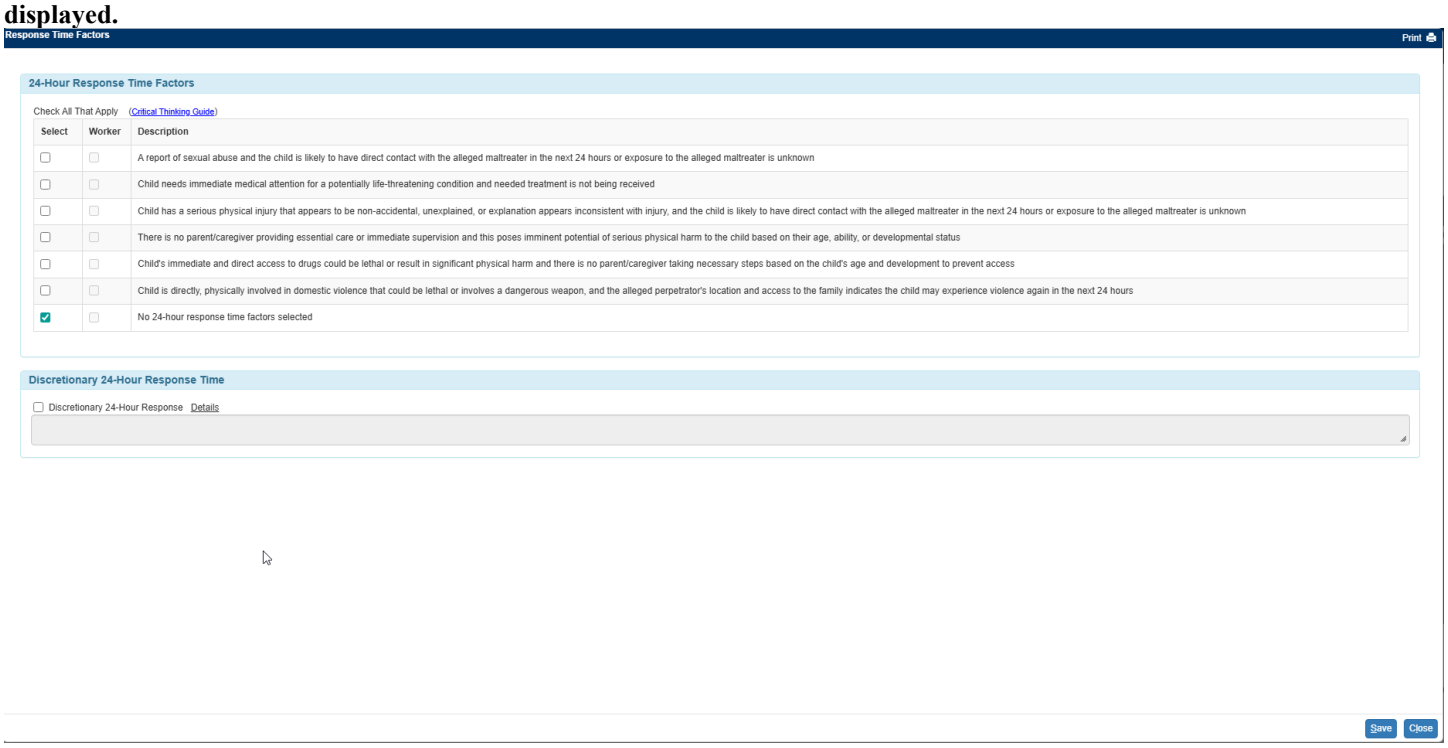
Supervisor's View initial page load:



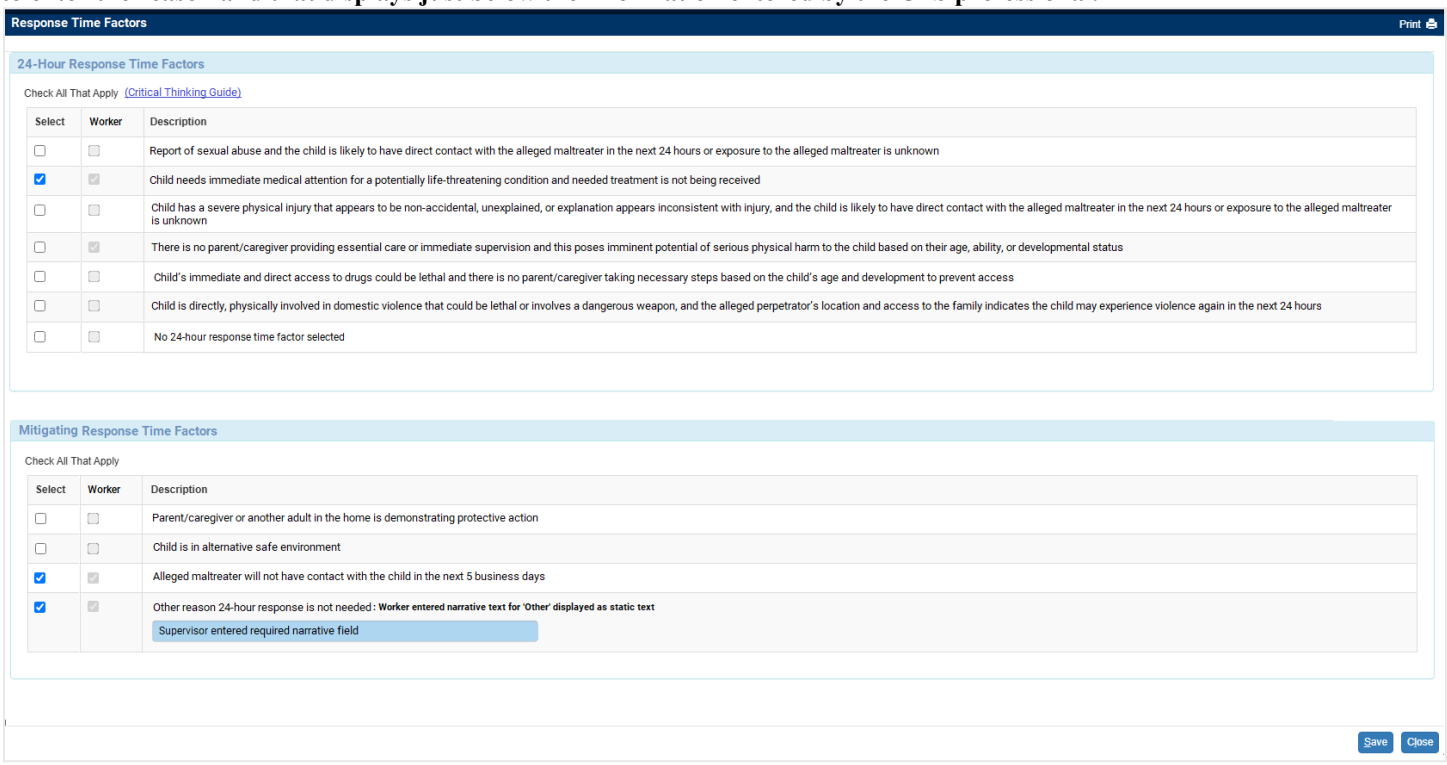
Supervisor's View when 24-Hour Response Time Factors selected



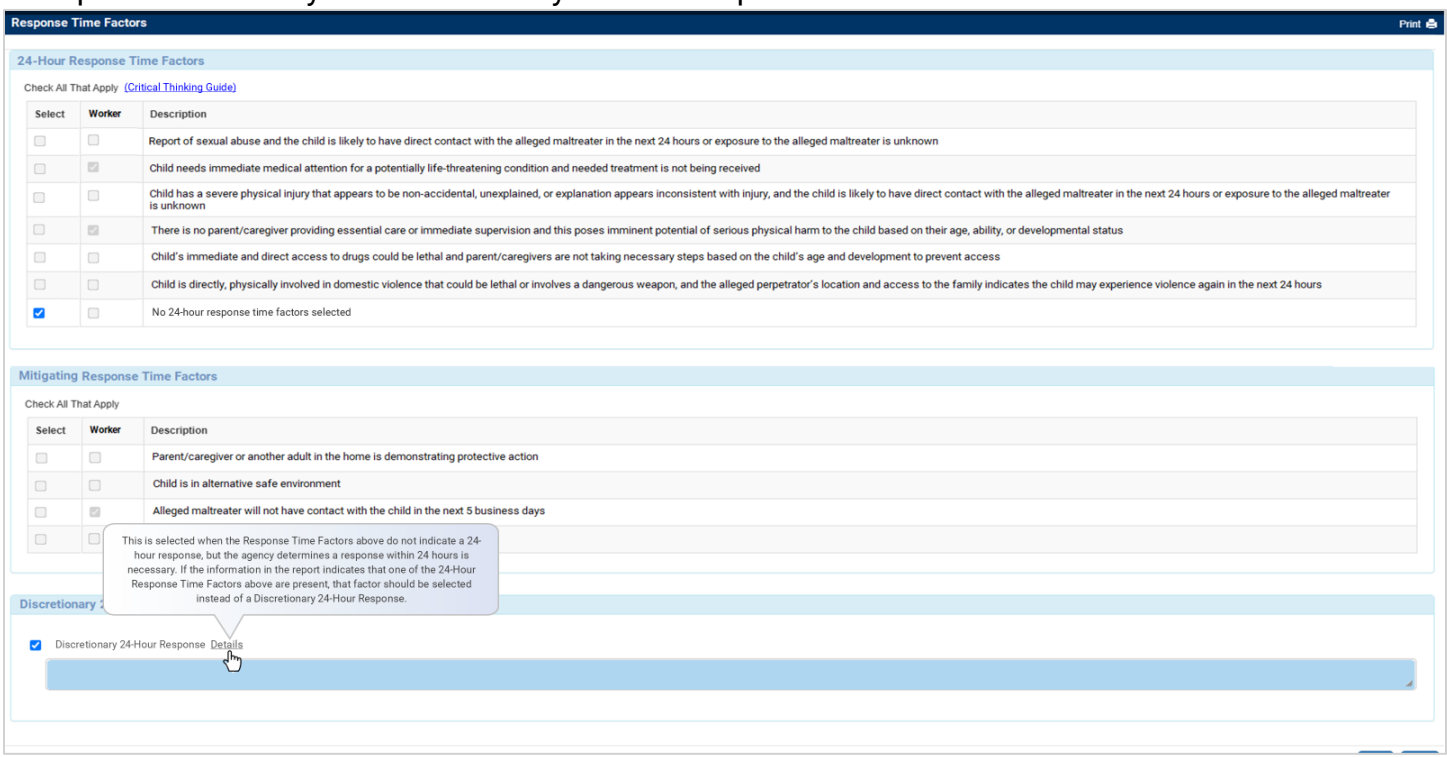
Supervisor's View when 'No 24-Hour Response Time' is selected and Discretionary 24-Hour Response Time groupbox is displayed.



Supervisor's View if the supervisor also selects 'other reason 24 hour response is not needed', they will also be prompted to enter the reason and that displays just below the information entered by the CPS professional.

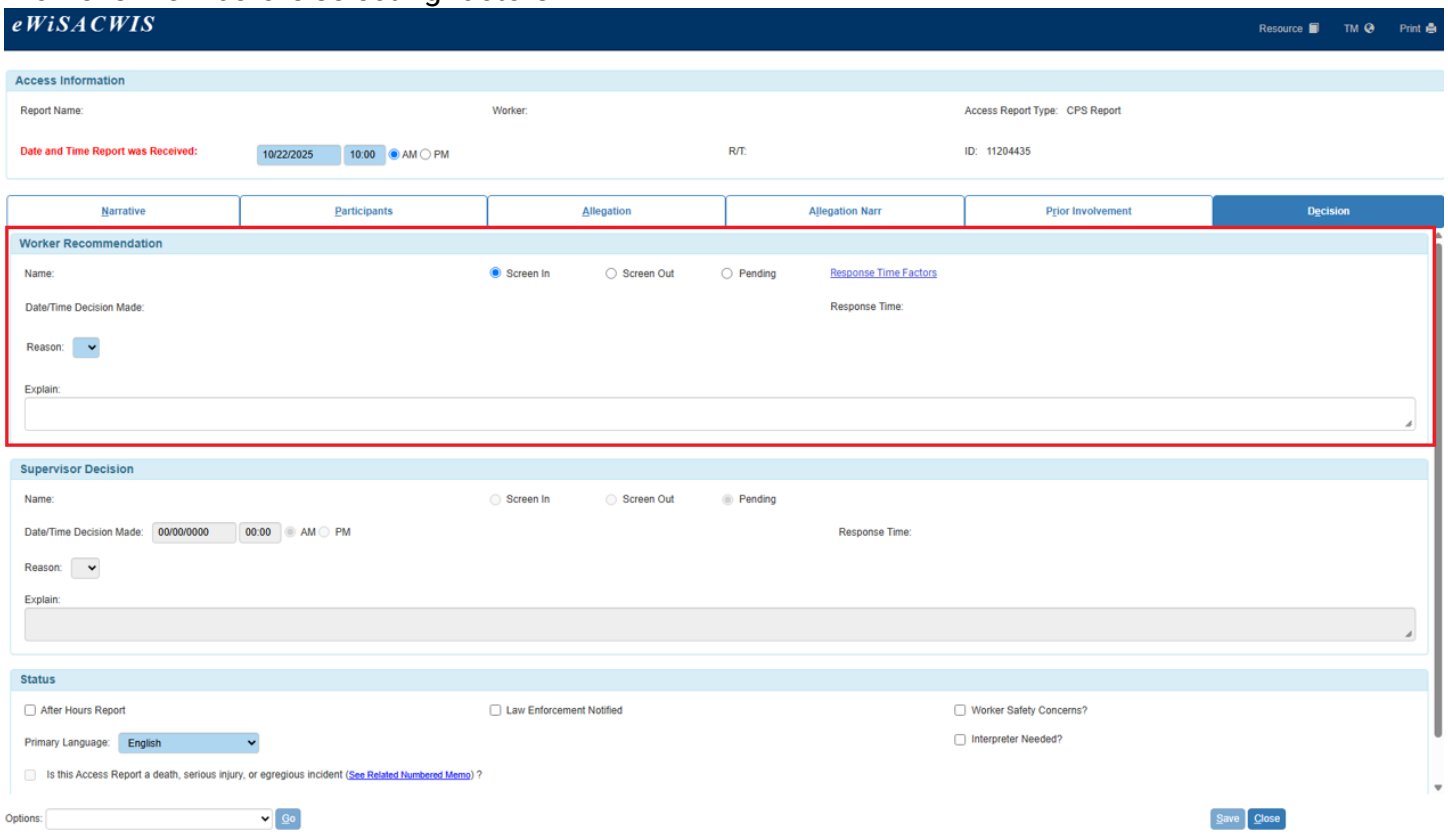


If the supervisor makes different decisions, different fields will display. For example, here we see that the supervisor selected no 24-hour factors present so the mitigating factors section remains grayed out. A discretionary response was selected here which prompts the supervisor to provide an explanation for why the discretionary 24-hour response is needed.

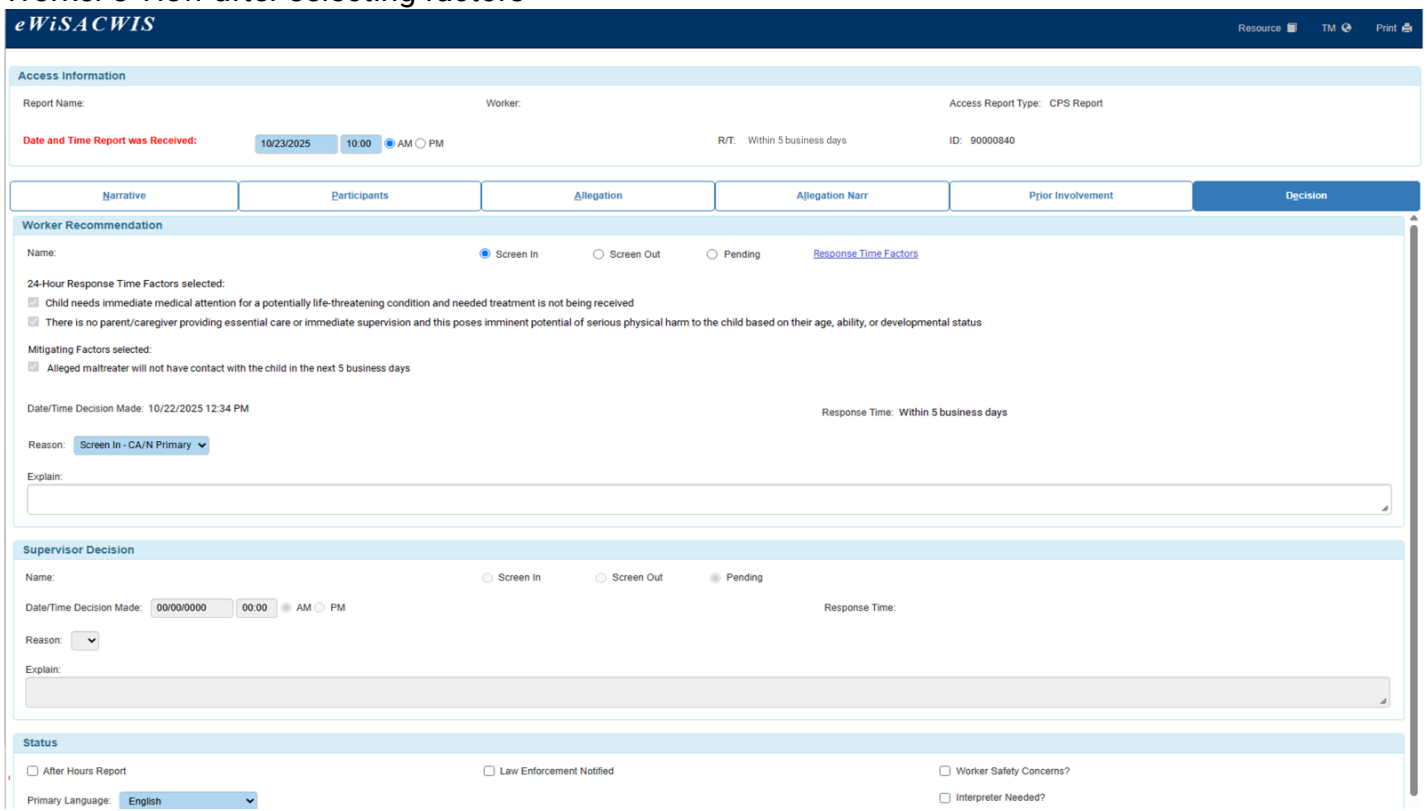


27. Complete Worker/Supervisor Recommendation

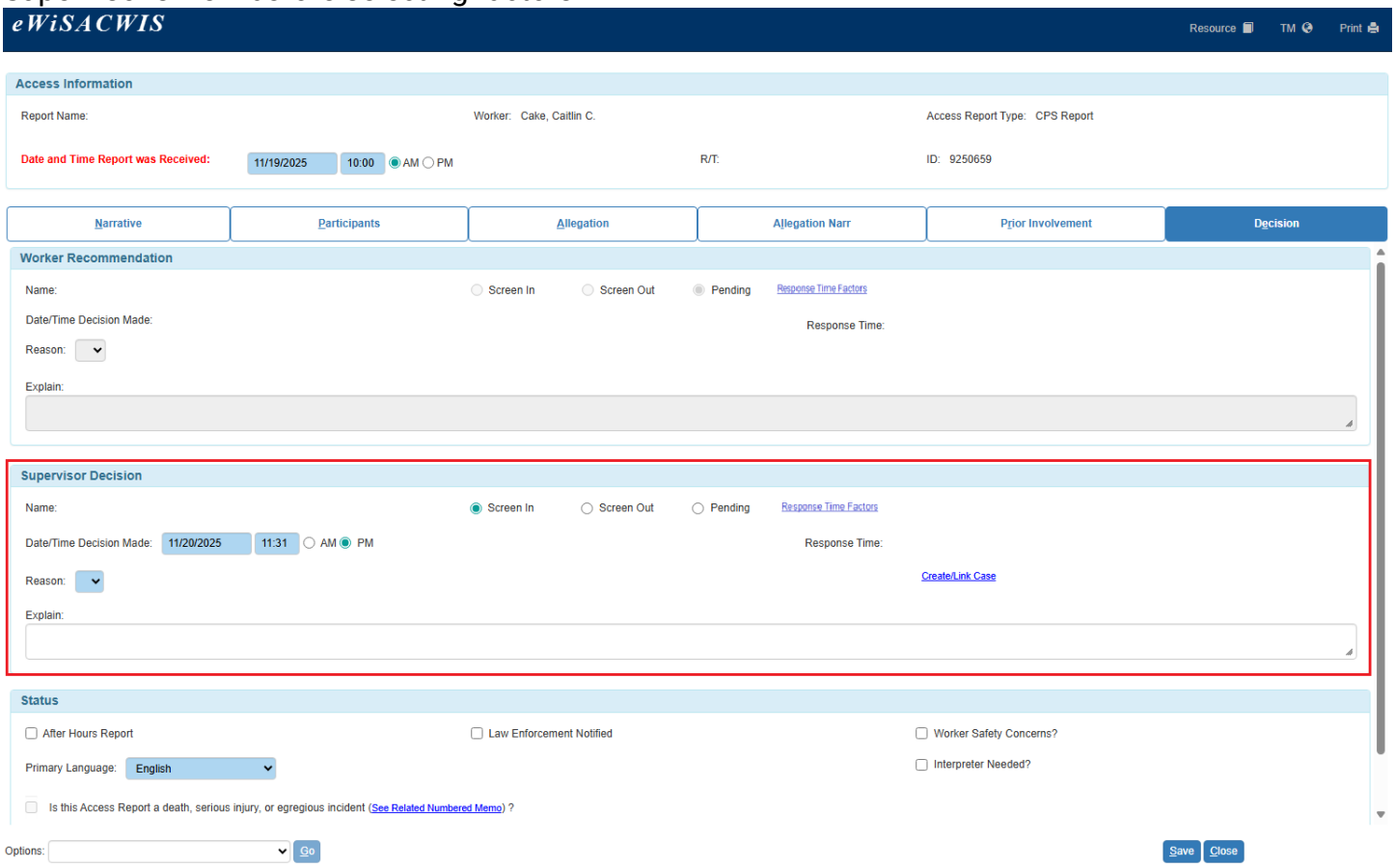
Worker's View before selecting factors



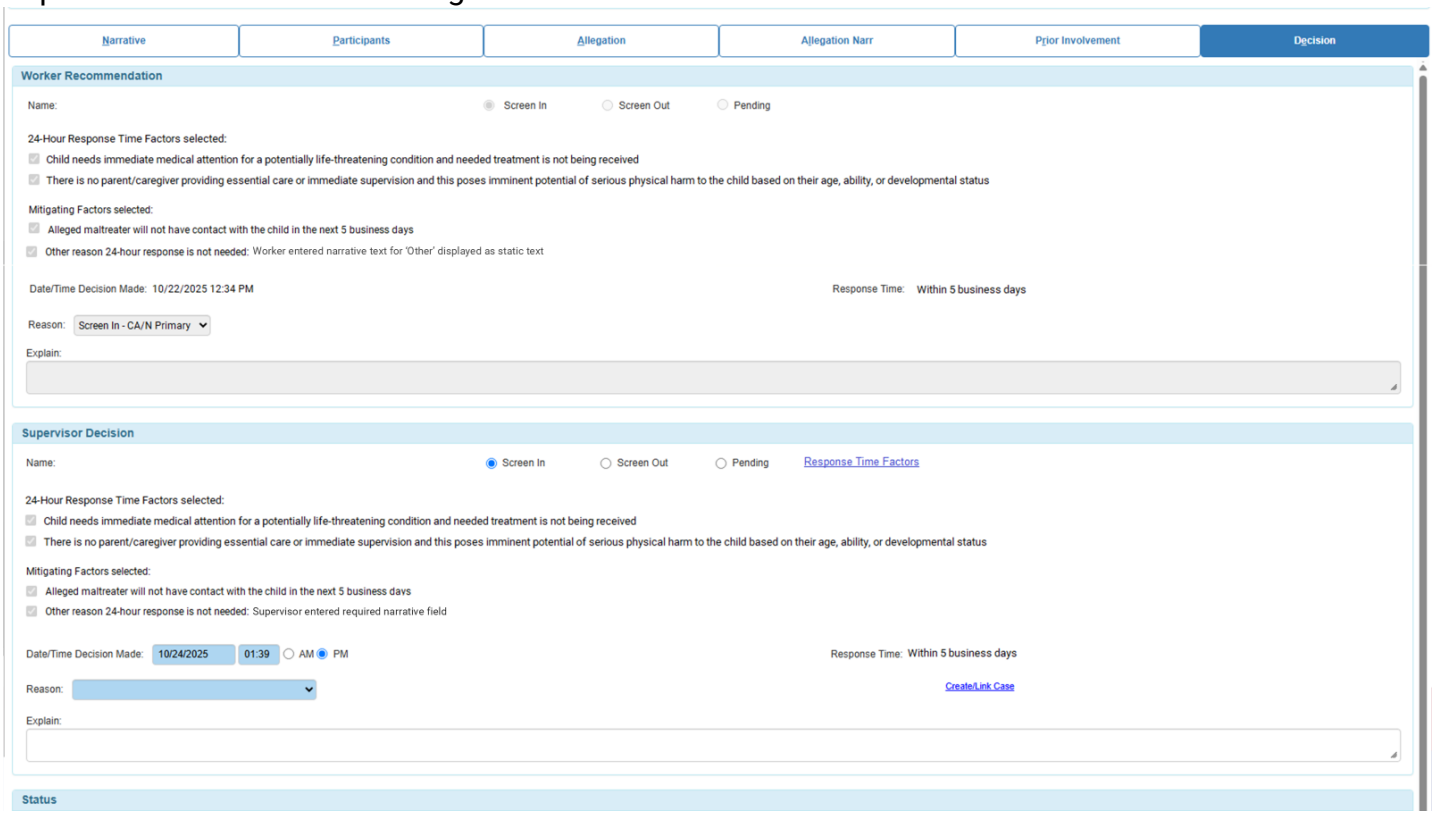
Worker's View after selecting factors



Supervisor's view before selecting factors

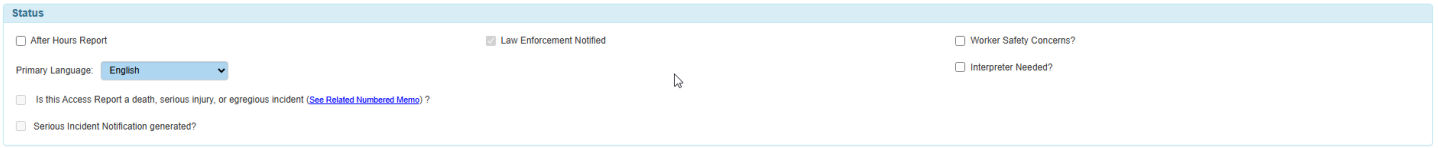


Supervisor's View after selecting factors



Note: If a supervisor creates the Access Report, the Worker Recommendation section disables where only the Supervisor Decision needs completed.

28. Complete the Status section prior to making a screening recommendation or decision. The Status section appears below a Supervisor Decision section.

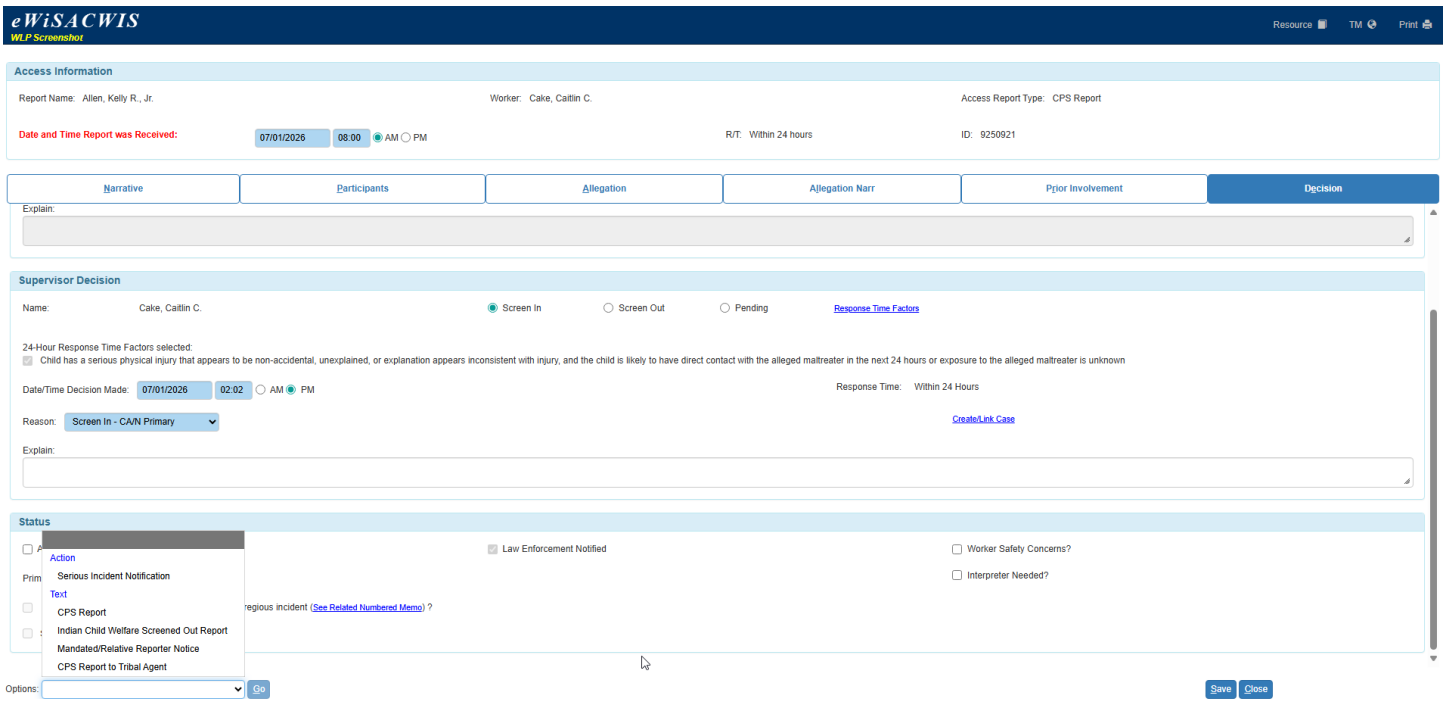


Note: 'After Hours Report' is Unchecked by default, disables once user completes the screening process.

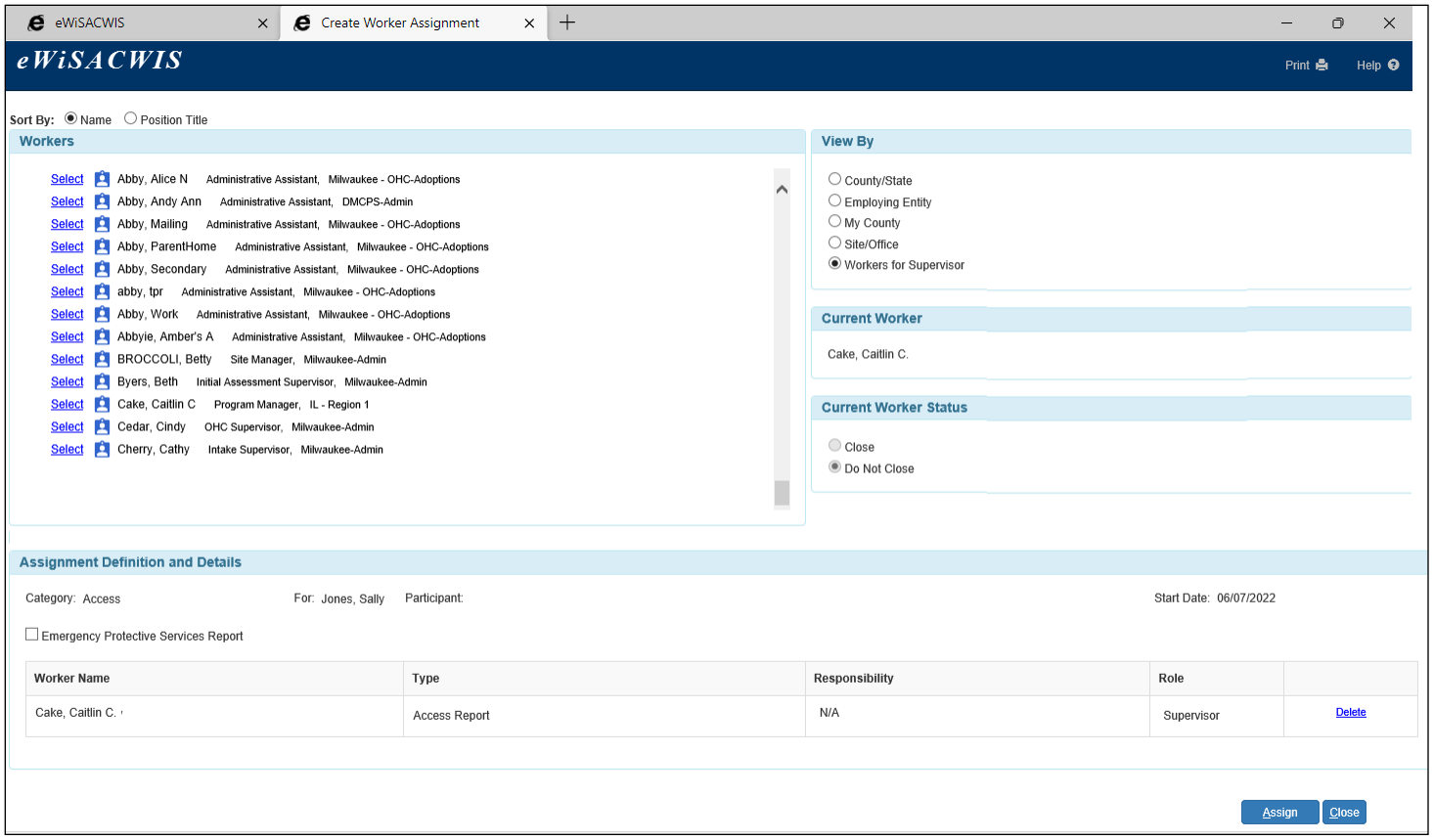
29. Once all applicable and pertinent information has been documented and all necessary templates have been opened, the last step is to make a screening recommendation or decision.

Note: A Supervisor will have the ability to override the Response Time. If the Response Time is different in the Supervisor Decision section than it is in the Worker Recommendation section, the Explain field will be required for a Supervisor.

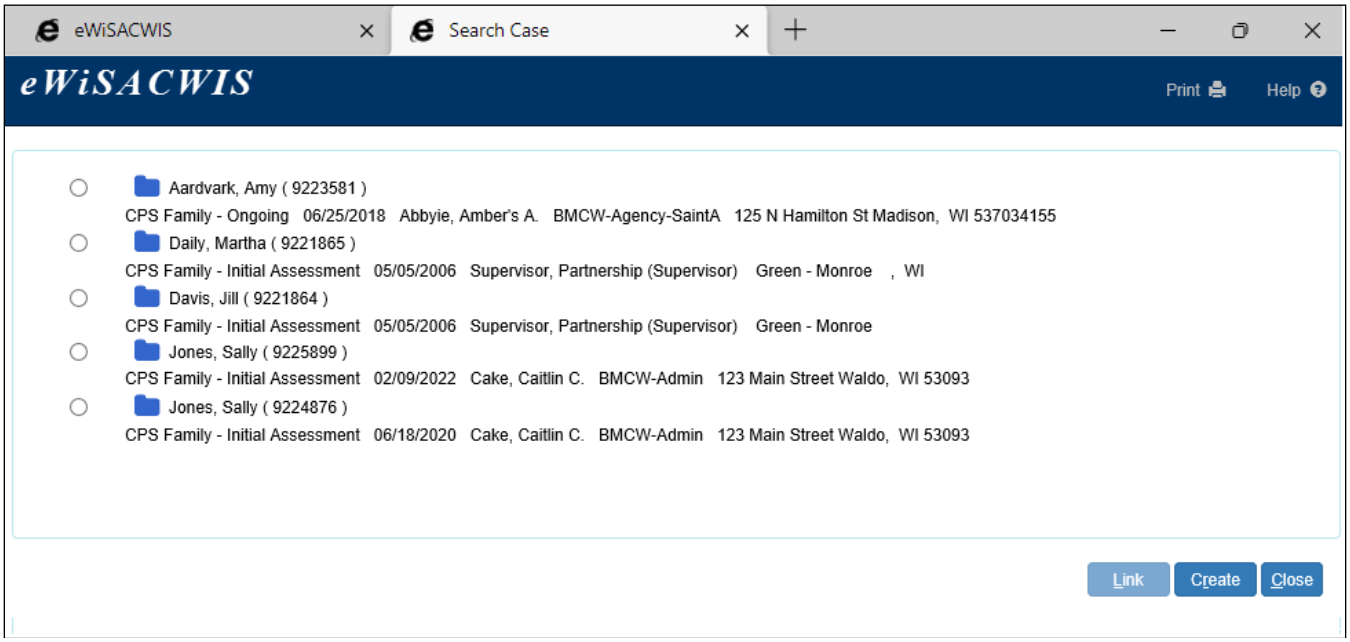
Note: If the "Has law enforcement been notified or will law enforcement be notified of this allegation" field is marked 'Yes' for any allegation on the CPS Report, the Law Enforcement Notified check box will be checked and disabled.



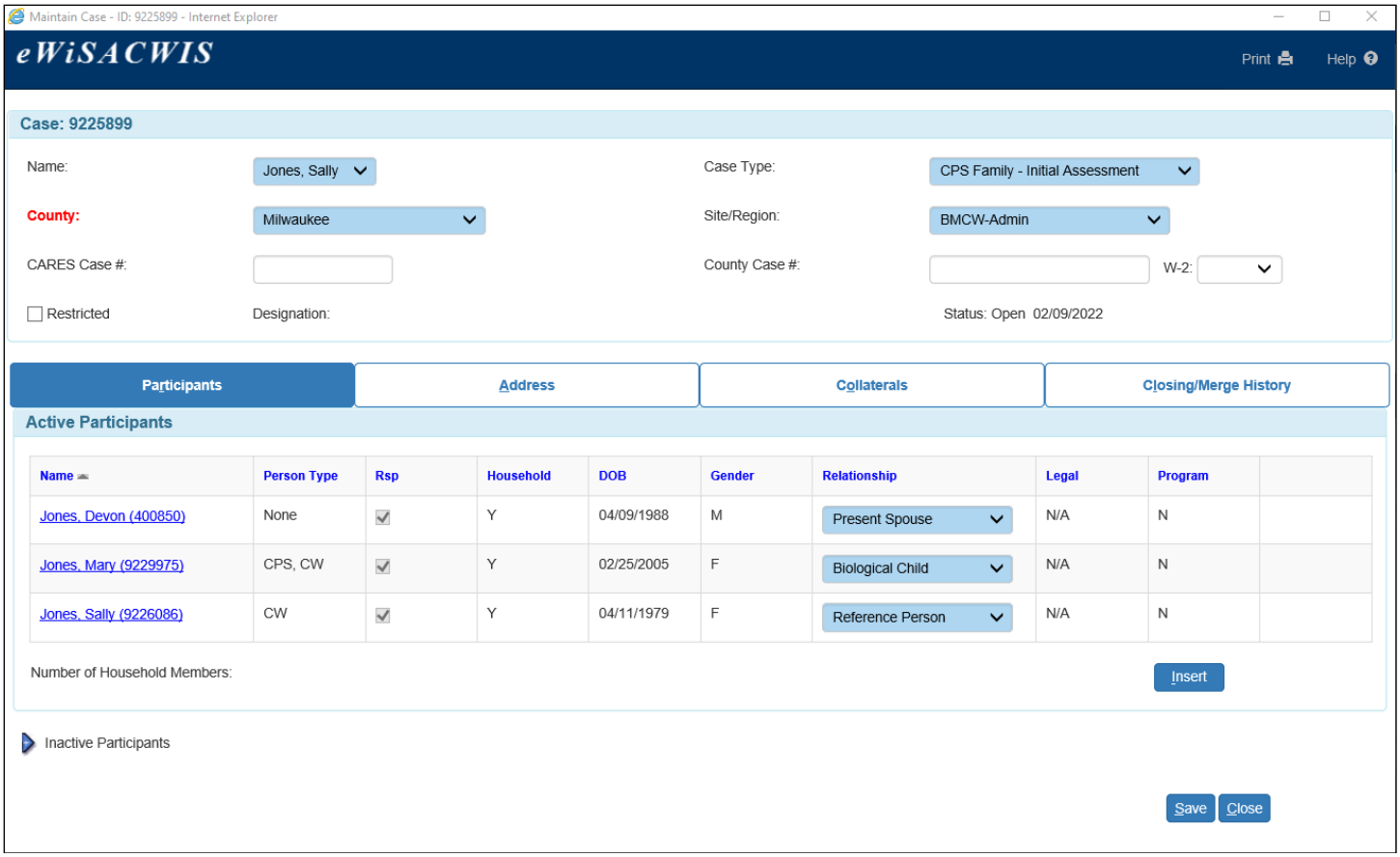
30. When Saved, the Create Worker Assignment page appears. The page defaults to the direct Supervisor. To choose another Supervisor, select the associated Select hyperlink next to that supervisor's name. Click Assign to send the Access Report to the selected supervisor.



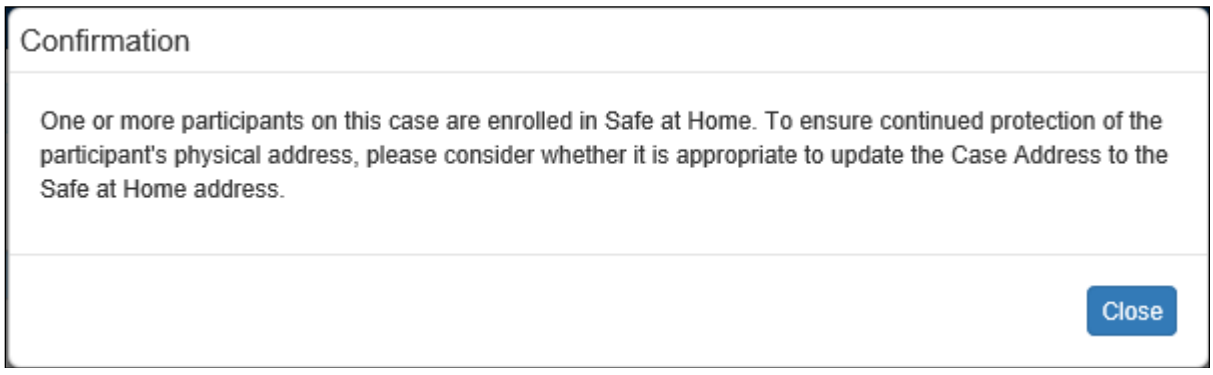
31. When a Supervisor selects the Create/Link Case hyperlink, an auto search all cases that the participants have been involved in occurs and become selectable as an option to link the new report to. If there is an existing case that the new report should be linked to, select the radio button for the case and click the Link button. If no cases are returned or if the returned cases are not correct, select the Create button to create a new case.

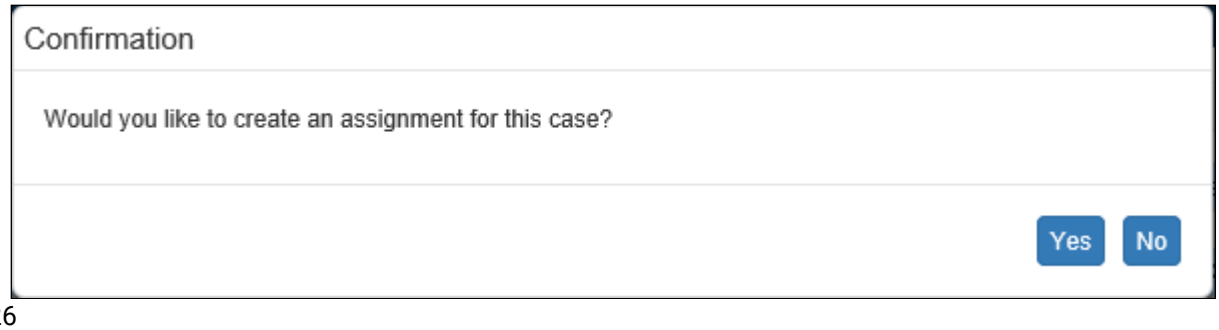


32. Once the report is linked or a new case is created, the Maintain Case page is opened, and any updates or required fields should be completed at this time.

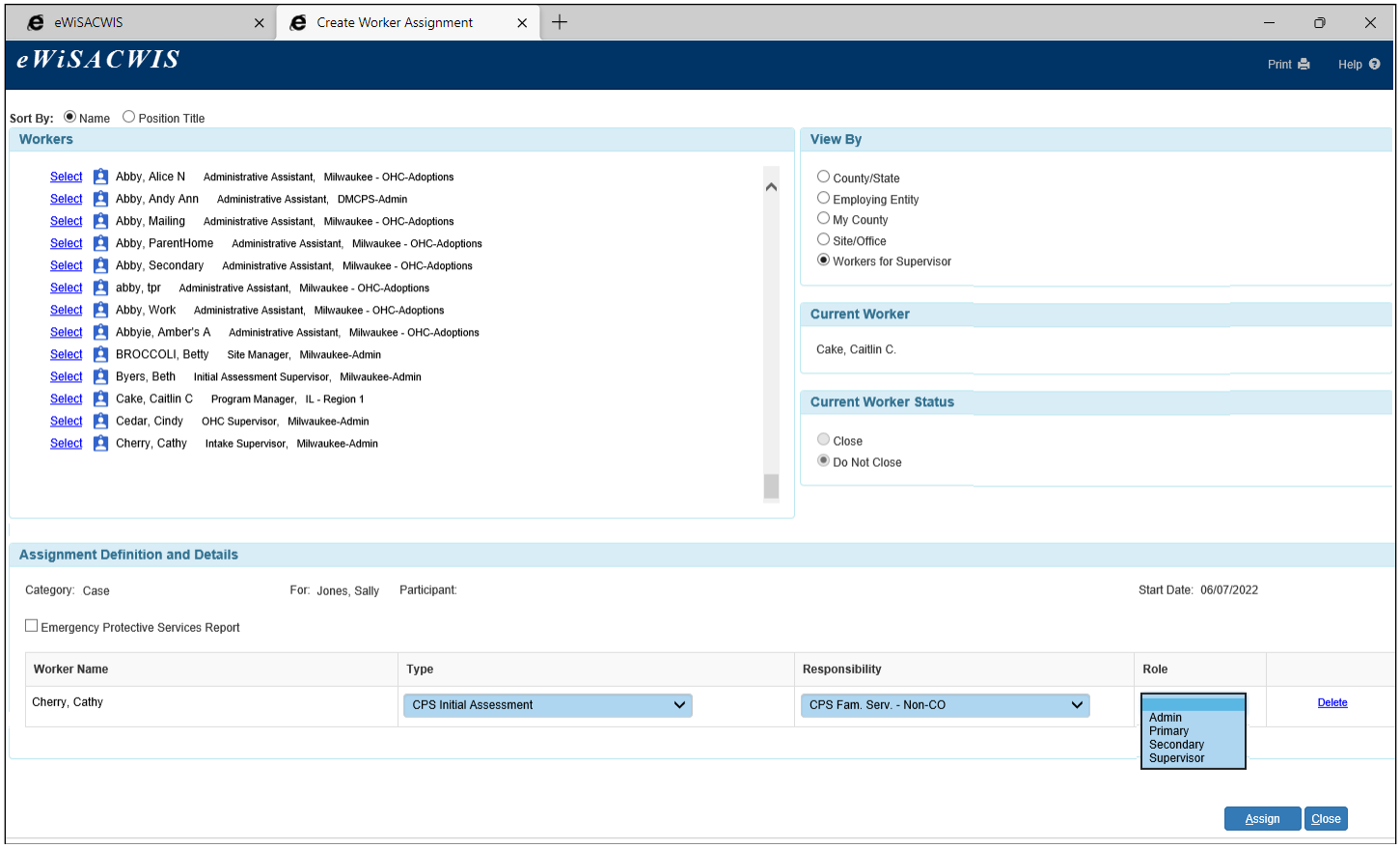


33. When the existing or new case is initially saved and one or more of the participants are enrolled in the Safe at Home program, an informational message will appear. On close of the Safe at Home message, another message appears asking a Supervisor if he or she would like to make an assignment to this case. Select 'Yes' to create an assignment to a worker (or multiple workers). Select 'No' to leave the case only assigned to a Supervisor. Please see the Assignment User Guide for more information.

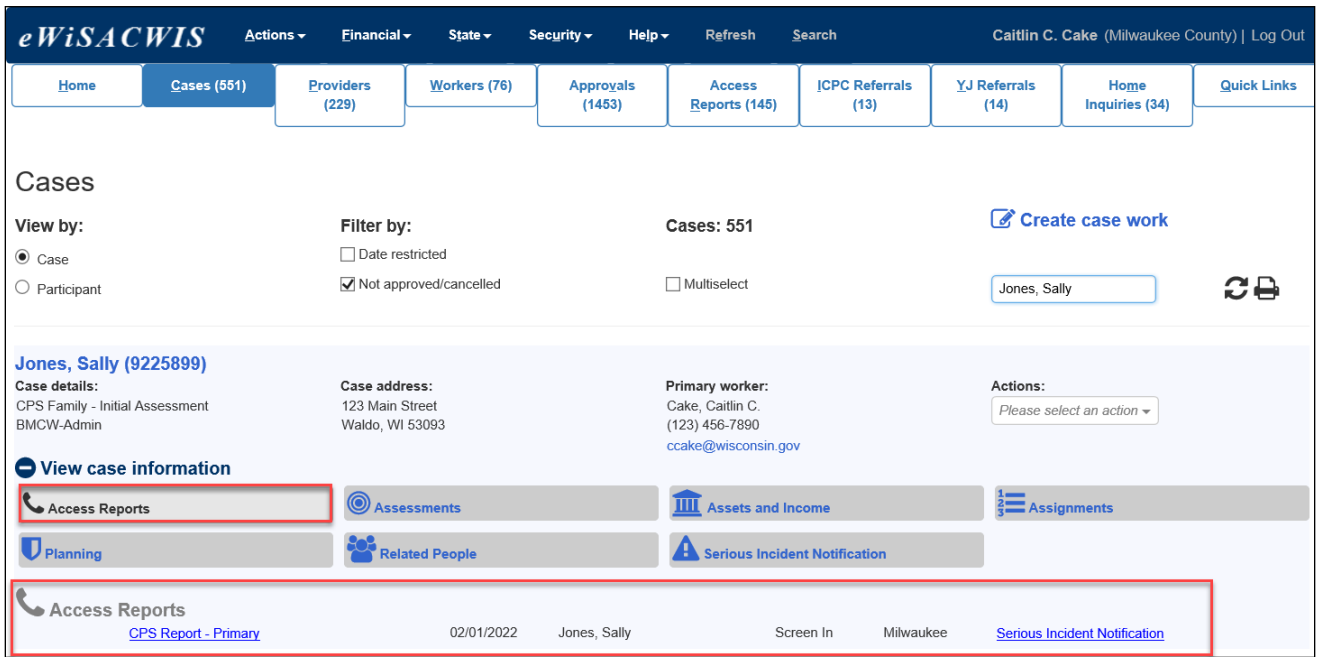


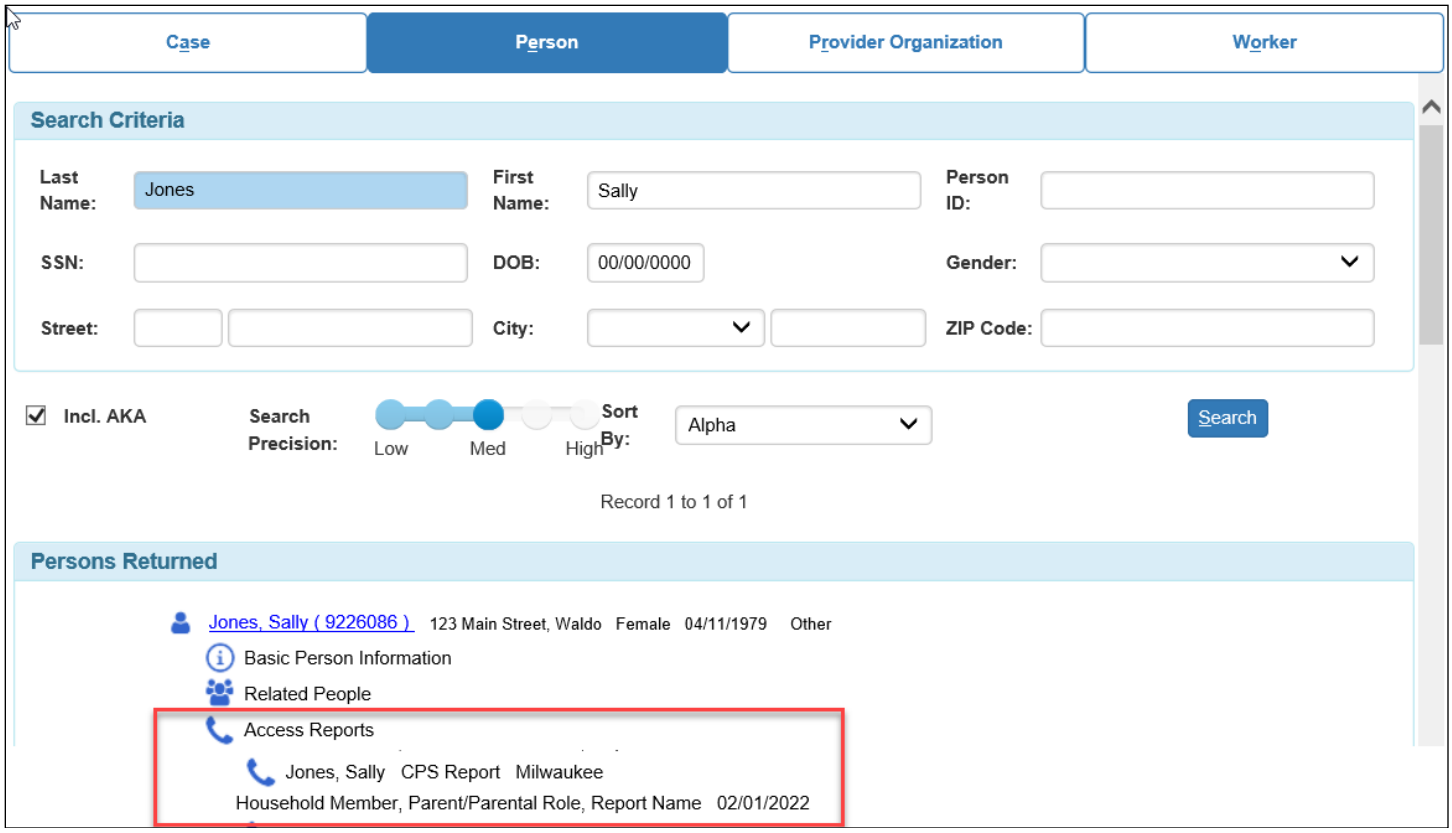


34. When a Supervisor selects Yes on the message above, the Assignment page is launched. Click a Select hyperlink for the worker, then click the Assign button to send the Access Report to another worker.



After the Case has either been linked to an existing Case or a new Case is created, the Access Report can be viewed from the Search menu or the Desktop, from the Cases tab.




Case
Person
Provider Organization
Worker
Search Criteria
Last Name:
Jones
First Name:
Sally
Person ID:
SSN:
DOB:
00/00/0000
Gender:
Street:
City:
ZIP Code:
Incl. AKA
Search Precision:
Low
Med
High
Sort By:
Alpha
Search
Record 1 to 1 of 1
Persons Returned
Jones, Sally (9226086) 123 Main Street, Waldo Female 04/11/1979 Other
Basic Person Information
Related People
Access Reports
Jones, Sally CPS Report Milwaukee
Household Member, Parent/Parental Role, Report Name 02/01/2022