Wisconsin Department of Children and Families



Child Welfare Insights User Guide

October 2026

Questions can be sent to the Wisconsin Department of Children and Families Child Welfare Research and Analytics Unit.

Table of Contents

Child Welfare Insights User Guide 1
What is Child Welfare Insights? 3
Getting Access to Reports and Dashboards 3
Navigating to CWI 3
CWI Main Page 4
What is a Functional Summary? 6
On Demand Reports 7
When to Use an On-Demand Vs. Batched Reports 7
Child Welfare Dashboards 7
Contact Information 9

What is Child Welfare Insights?

Child Welfare Insights (CWI) is the data reporting platform for the Division of Safety and Permanence (DSP) within the Wisconsin Department of Children and Families (DCF). This platform replaces eWReports but maintains much of same functionality. Reports include data on child welfare professionals' data entry, child and family demographics, child and family outcomes, placement data, safety data, youth justice data, other administrative and financial data, and more. Access to reports varies by individual and by agency.

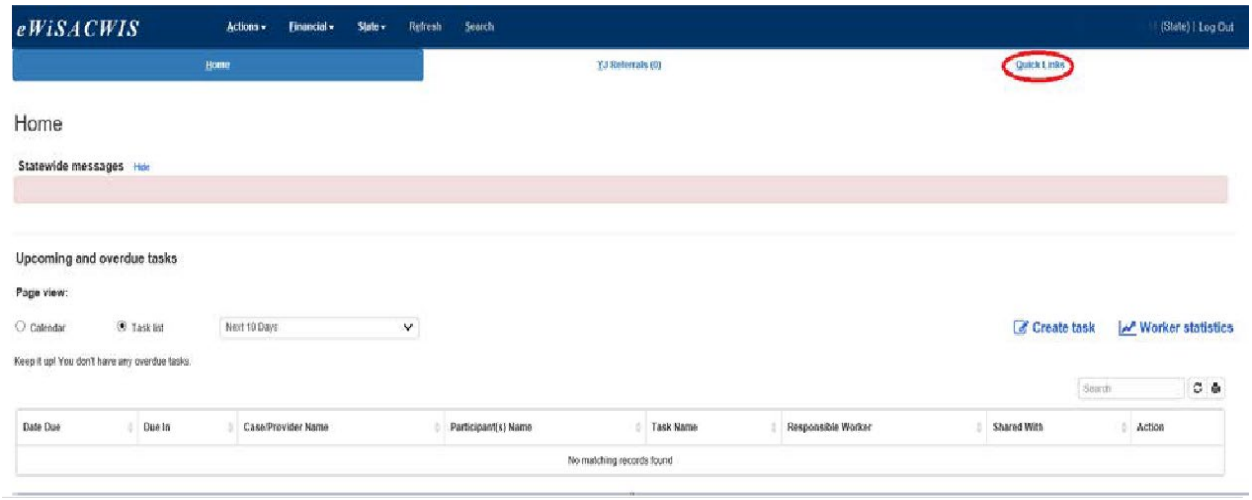
The intent of this guide is to help users understand and use CWI. The following section outlines directions for accessing CWI from the eWiSACWIS home page. The subsequent sections of this guide outline the features of CWI and provide instructions for use.

Getting Access to Reports and Dashboards

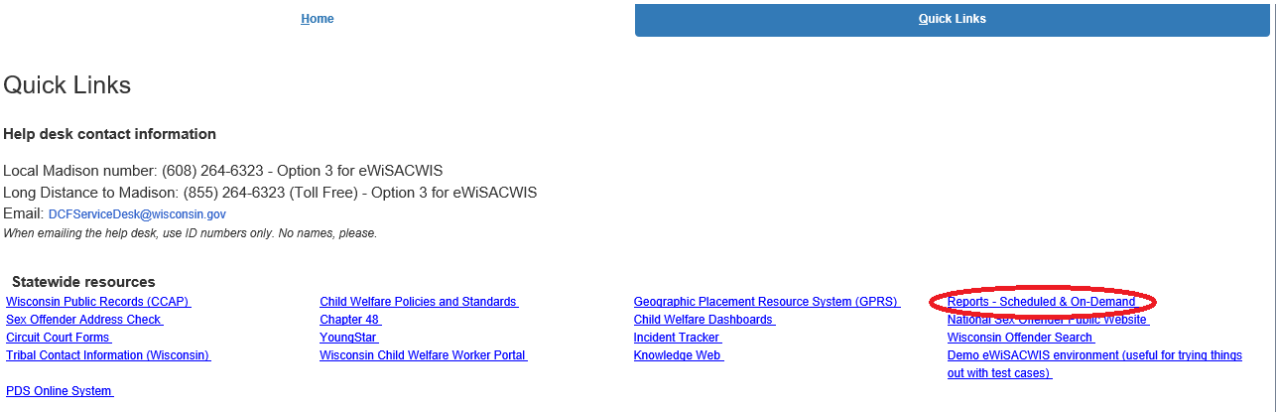
Workers do not automatically have access to the reports and dashboards within CWI. For security reasons, access to each specific report or dashboard must be requested. Your agency's 'security delegate' can assign access to specific reports upon request. State staff should request access from the Child Welfare Research and Analytics Team.

Navigating to CWI

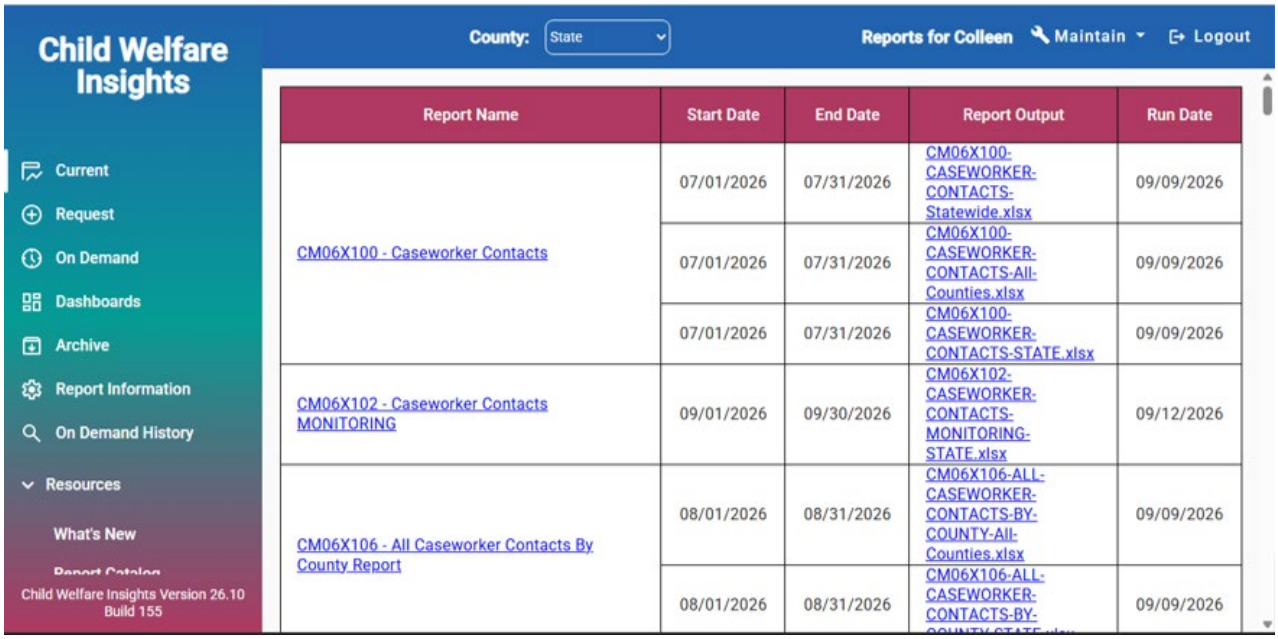
After opening the eWiSACWIS homepage, you will see a page similar to the screen below. Once signed in to eWiSACWIS, select the 'Quick Links' hyperlink, located at the top right of the screen.



After entering '**Quick Links**', select '**Reports – Scheduled & On-Demand**'. This will launch the CWI Page.



CWI Main Page



The CWI page will open as seen above with a column of information to the left and a list of reports each user has access to on the main page. The main page has five columns:

- **Report Name:** The name and ID of the report.
- **Start Date, End Date:** The reporting timeframe of the file.
- **Report Output:** The report file that will have the summarized and detailed data.
- **Run Date:** The date the reporting timeframe (start and end date) the report output was run.

The list on the left includes the following information:

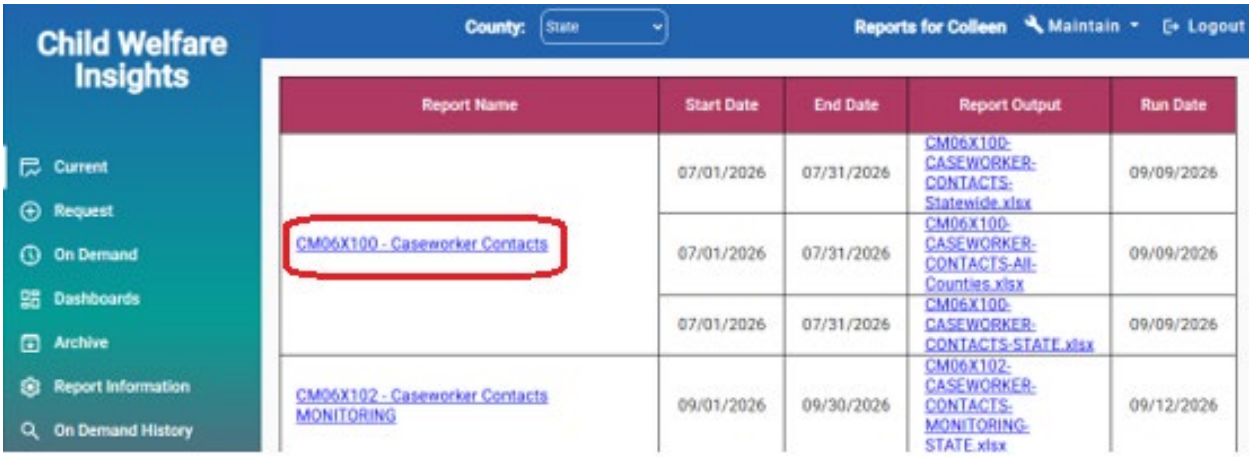
- **Current:** Many reports in CWI are run automatically in 'batches' on specific days each week or month. If you have access to a report, you will find copies of this report on the 'Current' and 'Archive' report tabs. The **current tab** provides the most up-to-date 'batched' reports, whereas the **archive** tab reports provide report runs from earlier time periods.
- **Request:** This is where you can request reports, if available on demand, for a reporting timeframe of your choosing. Reports may be requested up to 12 months in length; they cannot be run for longer than a year. If you do not see a report that you know you have access to on this list, it means it is not available to be run on demand.
- **On Demand:** A library of files you have run on demand. These remain available for six weeks and then will no longer be available in your library of on demand requests. If you would like to keep a version of the file you have run, save it in a secure folder.
- **Dashboards:** Here is where you can find the dashboards you have access to. Please note you'll need to request access to dashboards, similar to reports. While some dashboards have publicly available versions, the dashboards within CWI provide greater detail at a county level.
- **Archive:** A library of batched report files from prior reporting timeframes. These are files that were previously in Current and were subsequently moved to Archive when a new reporting timeframe is available.
- **Report Information:** Clicking the blue link of the report name will provide more report information, including schedule information, the last time it was updated, and a functional summary, if available.
- **Resources:**
    - **What's New:** Here is where you can find announcements regarding new or recent enhancements made for reports or dashboards.
    - **Report Catalog:** A full list of all available reports in CWI, with a brief description.
    - **Report and Dashboard Guide:** A guide of reports and dashboards that are commonly used. Please note this is not a comprehensive guide of all reports available.
    - **User Guide:** An introductory guide of CWI, including how to access and request reports or dashboards.
    - **Knowledge Web:** A library of information for all things related to eWisacwis, including training and resources, financial, policy, and technical details.
    - **Child Welfare Portal:** A library of resources for child welfare professionals, including a worker toolbox, case practice information, licensing details, and more.

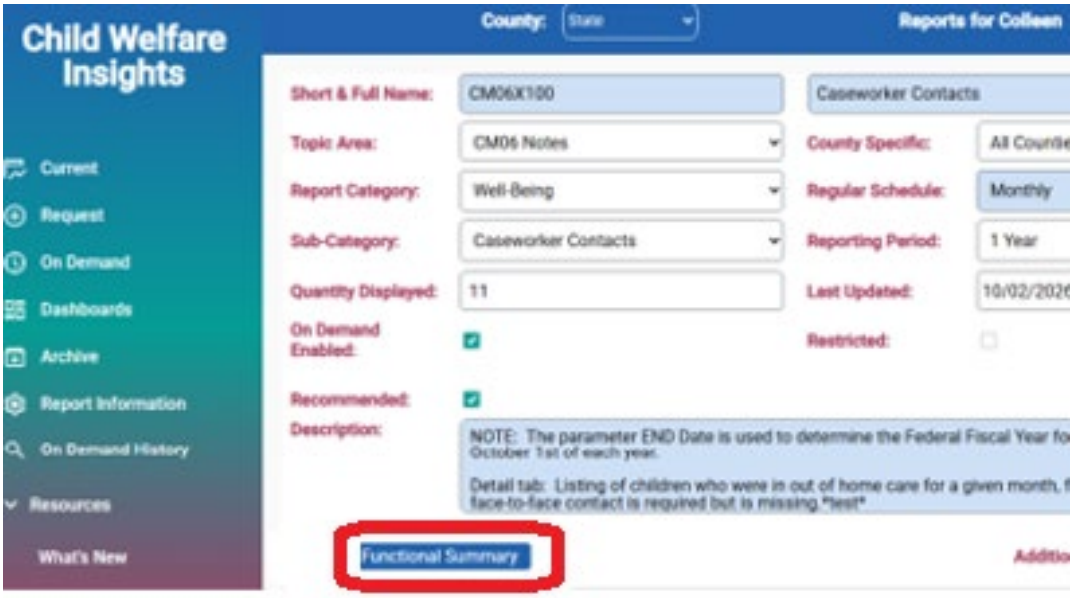
What is a Functional Summary?

Many eWiSACWIS reports contain documentation of what is included in the report. This documentation is known as the 'functional summary'. Specifically detailed here includes:

- **Population**: This is the collection of datapoints referenced in the report (e.g. this report looks at all Access Reports screened in during this time period).
- **Worksheets / Tabs**: If the dataset is an excel spreadsheet with multiple tabs (i.e. 'worksheets'), the purpose of each tab is described.
- **Variables**: Every variable is listed with a brief description of the variable.
- **Logic**: Any logic that was used for certain calculations would be outlined here.

To retrieve the Functional Summary, click the desired report in the 'Report Name' column, which will open in a pop-up window. If the pop-up window has a '**View File**' button, as shown below, you may select it to download the functional summary of the dataset. If the View File button is not available, then there is no functional summary for this report.





On Demand Reports

You may want to run a report 'on demand' in cases where you're interested in data from a different time period than what is provided in the current or archived reports, or to obtain more up-to-date data (for example if the 'current' version of the report was run ten days ago).

Alternatively, you may want to access reports that are only available on demand.

The On Demand tab shows previously requested reports, as well as the status of your requests. Requests will have one of the following status designations:

- **Completed**. Requested report successfully uploaded.
- **Hold**. You have placed your request for this report on hold.
- **Running**. Requested report is currently running and should be available soon.
- **Submitted**. Request received, but report has not yet run.

When to Use an On-Demand Vs. Batched Reports

When you are deciding between whether to use an on-demand, current batched report, or archived batched report, you are ultimately asking yourself a question about what time period and what data population you want to review. This is because the only difference of these reports is 1) the time period included in the reporting period and 2) the date the report was run. These dates affect what population appears in the dataset.

To clarify this point, please note how most detailed datasets in CWI begin as follows:

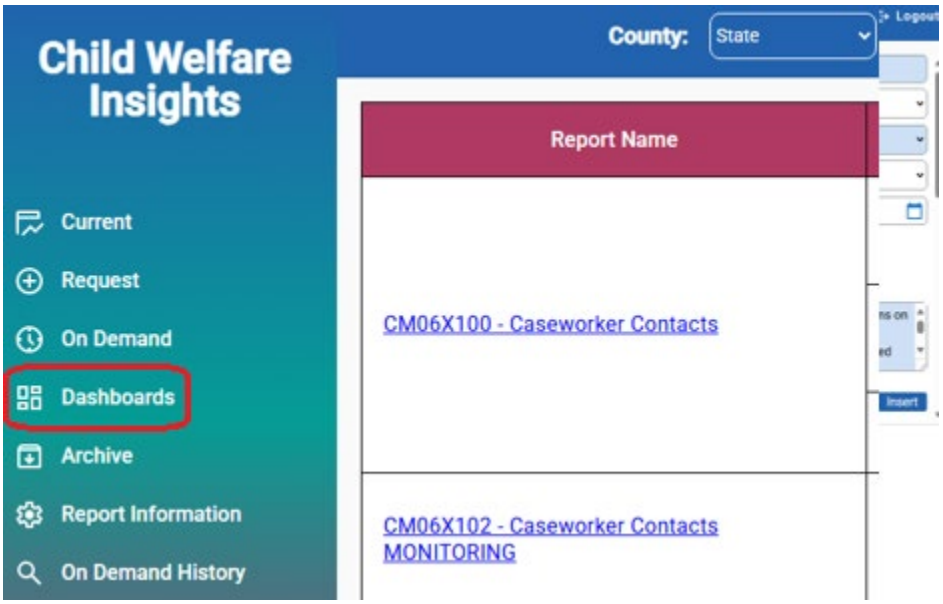
REPORT_RUN_DATE	QUERY_START_DATE	QUERY_END_DATE
8/1/2026	7/1/2026	7/31/2026
8/1/2026	7/1/2026	7/31/2026
8/1/2026	7/1/2026	7/31/2026
8/1/2026	7/1/2026	7/31/2026

As seen above, the report starts with the following three dates to provide necessary context for the data:

- The '**Report Run Date**': This is the date the report was created, or 'run'. As seen in the image above, this date is 8/1/2026. The data reflects what was in eWiSACWIS as of this date.
- The '**Query Start Date**' (or 'Run Start'): This is the date of the beginning of the dataset you are reviewing.
- The '**Query End Date**' (or 'Run End'): This is the date of the end of the dataset you are reviewing.

Child Welfare Dashboards

The Child Welfare Dashboards may be accessed from the 'Dashboards' link along the left side of CWI. This link will provide you with access to the secure (i.e. non-public) child welfare dashboards.



The following is a list of existing dashboards. These will appear for users once they have been granted access.

Child Welfare Implementation Support Metrics Dashboard: Information on four system areas including IA cases remaining in home, OHC placements with relatives, YJ data, and processing checks timely.

OHC Placement Referral Dashboard: Information referrals made for RCC, Group Home, and CPA placements.

Juvenile Secure Detention Registry: Information on for youth placed in juvenile detention facilities.

Youth Justice Referral Dashboard: Information on youth with youth justice referrals.

Worker Dashboard: Information on open cases, by type (Caseload, Initial Assessment, or OHC), and also by worker grouping (individual worker, team, county, or statewide).

Subsidized Guardianship Reimbursement Dashboard: Information on quarterly reimbursements for active subsidized guardianship agreements.

Anti-Human Trafficking Reimbursement Dashboard: Information on the identification of OHC placements potentially eligible for reimbursements due to the child's experience of human trafficking.

Out-of-Home Care Dashboard: Information on current out-of-home care (OHC) placements, a map of the physical placements of children in OHC, children removed to OHC in the reporting period, and children who discharged from OHC in the reporting period.

Older Youth Dashboard: Information on youth ages 15-21 who discharged from OHC due to reaching the maximum age on their court order, or by adoption, guardianship, or reunification.

Caseworker Contacts Dashboard: Information on Monthly Out-of-Home Care Caseworker Contact Requirements for the Federal Fiscal Year.

CPS Reports Dashboard: Information on received and completed Child Protective Services Access Reports and screening decisions.

Initial Assessment Dashboard: Information on completed Initial Assessments (IAs), including information on alleged victims, alleged maltreaters, IA performance, completed IA trends and current IA overview.

Contact Information

Thank you for your engagement with these data products. Should you have questions, please do not hesitate to contact the Child Welfare Research and Analytics Unit.