Maintaining Independent Living Contractors In eWiSACWIS

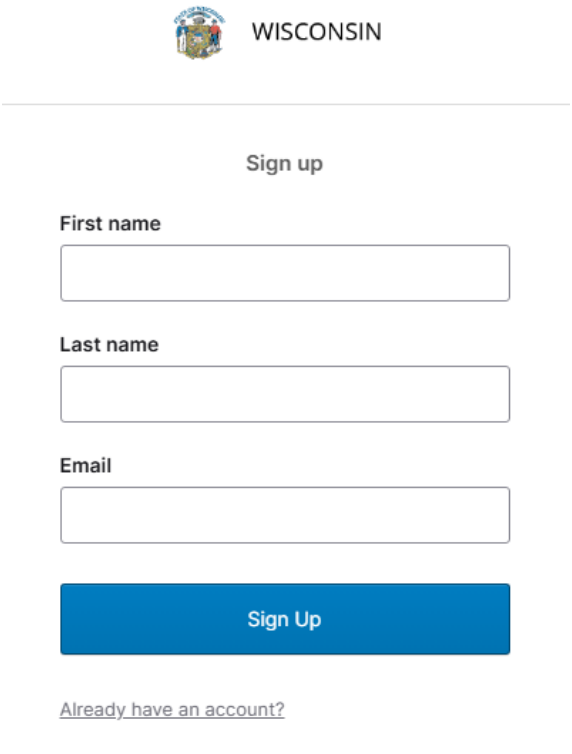
Setting Up New Workers:

1. *(IL Worker)* Register for MyWisconsin ID account by visiting https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx and clicking on "Sign Up".

   Registration consists of two parts – Sign Up and verification. First, to create a Login you will be prompted to Enter your First Name, Last Name, and an Email address that will be used as your username, and click the Sign Up button. Then You will be prompted to verify your email address and set up a password on your account. Click the Set up button in the Email section to verify your email. It is very important that you use your agency email address during the account registration. Locate the activation email within your email and manually enter the code provided. If using a computer, in your browser use the activation link. After verifying your email address, click the **Set up** button in the Password section. Enter a new password for your account.

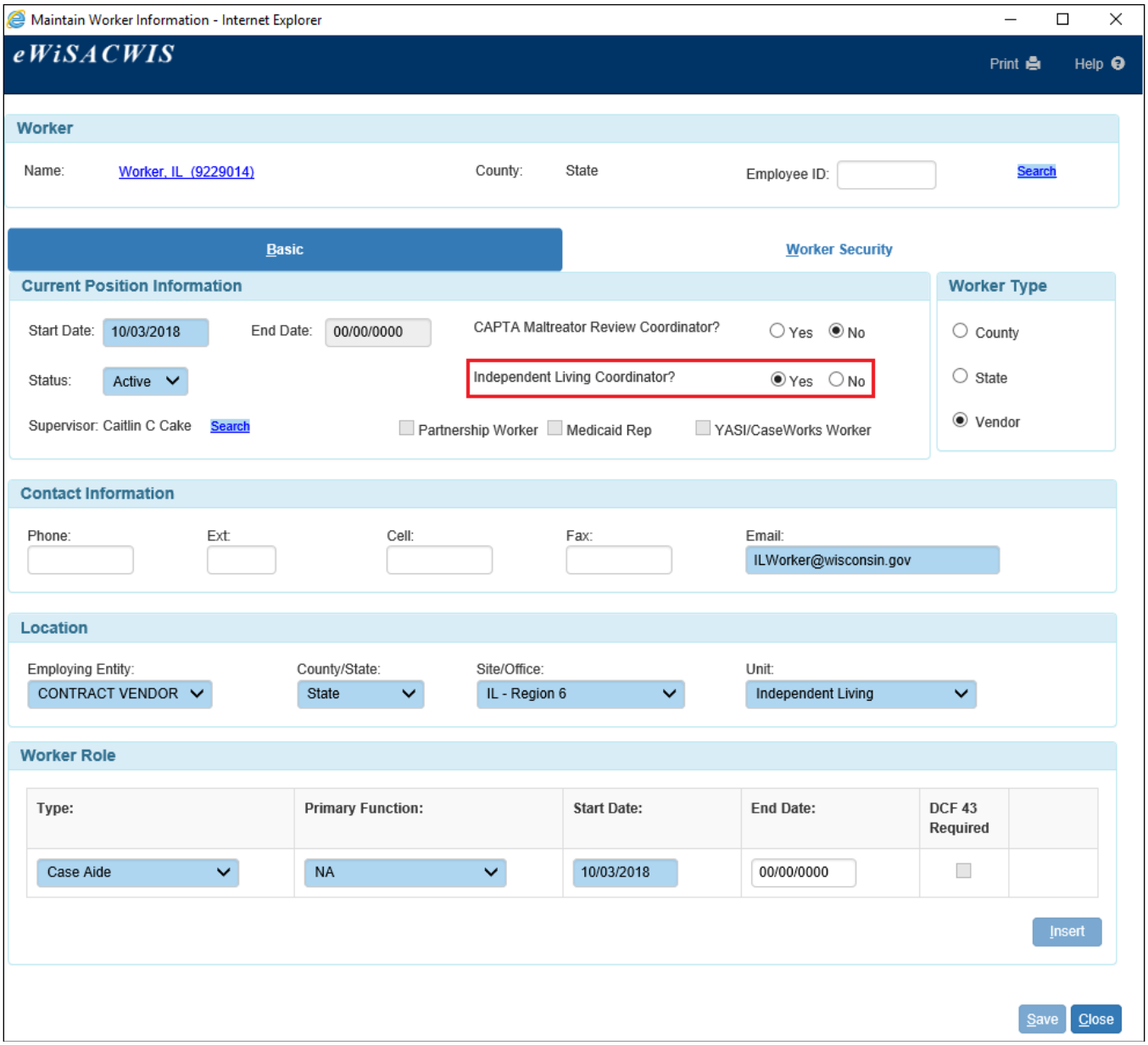
   After setting up a password for your account, you will be prompted to select at least one Multi-Factor Authentication (MFA) method. Click the **Set up** button under your preferred method. Additional information on MFA can be found in the MFA document. After setting up at least one MFA method for your account, you will be directed to the last screen to set up additional MFA methods if desired. Click **Continue** to complete your registration.

   Please refer step-by-step guide to register for a new MyWisconsin ID account: DET MyWisconsin ID Self Registration.
   To create a MyWisconsin ID account, go to > apps.wisconsin.gov



2. *(IL Worker)* You must print and sign an eWiSACWIS user agreement and provide that agreement to your supervisor (IL Regional Supervisor or State IL Coordinator). This agreement is available on our website at: https://dcf.wisconsin.gov/forms (and download DCF-F-CFS2275-E - eWiSACWIS User Agreement).

3. *(IL Regional Supervisor or State IL Coordinator)* New worker is created in eWiSACWIS. The Maintain Worker Record User Guide is available for more information on how to maintain workers. The final worker record should look similar to:



- Start Date = date authorized to access the system
- Status = Active
- CAPTA Maltreator Review Coordinator = No
- Independent Living Coordinator = Yes
- Supervisor = Regional IL Supervisor (or State IL Coordinator for Regional IL Coordinators)
- Worker Type = Vendor

- Employing Entity = Contract Vendor
- County/State = State
- Site/Office = *choose correct IL region*
- Unit = Independent Living
- Worker Role Type = Case Aide
- Primary Function = NA
- Start Date = same date as authorized to access the system

Note: Save the new worker record and select "Yes" when warned that saving the request will submit a request to the security delegate.

4. *(IL Regional Supervisor)* Once you have set the new worker up in the system, send an e-mail to the DCF IL Coordinator (mailto:DCFILCoordinator@wisconsin.gov)Attach a copy of the user agreement signed by the new worker to the email.

5. *(State IL Coordinator)* Verify that the agency agreement allows for the additional regional worker to be added and make any necessary changes. Save the user agreement for the new worker to the agreement file for the IL region. If the new worker is approved, forward your approval to the eWiSACWIS Program Team IL Lead.

6. (*eWiSACWIS Program Team IL Lead)* Upon receipt of approval of the new worker from the State IL Coordinator, grant security access to the new worker. Granting security access will send an automated e-mail to the new worker letting them know that their account is now active and available for use.

Removing Workers:

1. *(IL Supervisor)* An end date is entered for the worker in eWiSACWIS. See the Maintain Worker Record User Guide for more information on how to remove workers. Make sure to save your request and select "Yes" when warned that saving the request will submit a request to the security delegate. Note: State IL Coordinator works directly with the State eWiSACWIS team to inactivate Regional IL worker.

2. *(eWiSACWIS Program Team IL Lead)* Review the pending security request and approve the request.

Updating Worker Information (name/phone/email changes):

1. *(IL Supervisor)* Access the Maintain Worker screen in eWiSACWIS and make any needed updates. The Maintain Worker Record User Guide is available for more information on how to maintain workers. Make sure to save the page once all changes have been made. No further actions are necessary.