

Safe at Home

Safe at Home is a statewide address confidentiality program that provides victims of actual or threatened domestic abuse, child abuse, sexual abuse, stalking, and trafficking, or those who simply fear for their physical safety with a legal substitute address to be used for both public and private purposes. Enrollment in Safe at Home allows participants to use and receive mail at an assigned address in lieu of their actual address. Safe at Home then forwards mail from the assigned address to participants' actual addresses free of charge. For more information please visit <https://www.doj.state.wi.us/ocvs/safe-home>.

1. To document a Safe at Home address, select “Yes” to the question ‘Is this address a Safe at Home address?’ in the Address section of the Address tab of Person Management, when adding a newly created Access Participant, when adding a newly created YJ participant, when documenting a removal address when ending a placement, when adding a Relative/Non-Relative, when documenting Additional Participants on a Genogram, when adding a participant on a Home Inquiry, on the Address tab of the Maintain Case page, and the Maintain Physical Address from Create Provider Work.
2. Each page will default this question to “No”. If the address is not a Safe at Home address, an address can be entered by selecting the appropriate ‘Type:’ and typing an address into ‘Address Search:’. Select the search result that will prefill the address fields. See the Person Management user guide for more information on entering an Address.
 - a. Address Instructions can be entered to assist in finding the location of the residence for face-to-face contact or enter anything pertaining to the current address.

The screenshot shows the 'Address Management' form. The 'Name' section includes a 'Name' field with a placeholder 'Last Name, First Name' and an 'ID' field with the value '10656724'. The 'Address' section contains a question 'Is this address a Safe at Home address?' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this are fields for 'Type:', 'Entry Date:' (02/17/2021), and 'End Date:' (00/00/0000). There is an 'Address Search:' field with the placeholder 'Enter address for suggestion by Google'. Below that are fields for 'C/O:', 'Street:', 'Apt:', 'County of Residence:', 'WI City:', 'City:', 'State:' (WI), 'ZIP:', and 'Country:' (United States). At the bottom is an 'Address Instructions:' text area.

3. When ‘Yes’ is selected to answer the question ‘Is this address a Safe at Home address?’, the Safe at Home address (a designated PO Box) will be pre-filled and become disabled.
4. If there is an existing Primary Residence address ‘Type’ without an ‘End Date’ Confirmation message will display asking to use the current Primary Residence to pre-fill the Actual Physical Address.

- a. Clicking ‘Yes’ will pre-fill the ‘Actual Physical Address – Do Not Release’ fields.
- b. Clicking ‘No’ will leave all fields in the ‘Actual Physical Address – Do Not Release’ section blank and editable.

Confirmation

Would you like to use the Safe at Home participant's current Primary Residence to prefill the Actual Physical Address below?

- 5. The ‘Household ID’ field is required. This is the Safe at Home Program’s participant number that was provided to the enrollee. The address will be the enrollee’s Primary Address and will indicate this participant’s information is to be protected. All system generated mailings and communications will be distributed to the enrollee with this address and Household ID.
- 6. The ‘Actual Physical Address – Do Not Release’ address ‘Type’ field will only be displayed when a participant is enrolled in Safe at Home. If the participant already has an address documented, the previous Primary Address will be optionally pre-filled into this field. All fields are enabled for entry.

Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home Entry Date: End Date:

C/O:

Street: Household ID: [Details](#)

County of Residence:

WI City:

City: State: ZIP: Country:

Actual Physical Address - Do Not Release Physical Location Unknown

Address Search:

C/O:

Street: Apt:

County of Residence:

- 7. Checking ‘Physical Location Unknown’ will clear out all ‘Actual Physical Address – Do Not Release’ fields and disable them. If the check mark is removed the address will need to be re-entered.
 - a. An Attention Message will also display to remind the worker of the confidentiality of the actual physical address.
 - i. Click ‘Yes’ to clear out the address fields.
 - ii. Click ‘No’ to return to the Address section.

Confirmation

Checking the Physical Location Unknown checkbox will clear the Actual Physical Address information on the page. Do you wish to continue?

Actual Physical Address - Do Not Release Physical Location Unknown

Address Search:

C/O:

Street: Apt:

County of Residence:

WI City:


City: State: ZIP: Country:

Address Instructions:

9. To enter an address in the ‘Actual Physical Address – Do Not Release’ portion of the page, use the ‘Address Search:’ field to initiate the address entry. If the address is found in the search field, click on the address to prefill the remaining fields.

Address Search: x

C/O:

Street: 

County of Residence:

WI City:

powered by Google

10. ‘C/O’, ‘Address (no label)’, and ‘Apt.’ fields will remain editable.
- a. If the address entered does not display a result a Confirmation message will display.
 - i. Select ‘Yes’ to return to the ‘Address Search:’ field and search again.
 - ii. Selected ‘No’ to enter the address fields manually.

Confirmation

No results were found from the Address Search. Do you want to refine your search? Select Yes to refine your search or No enter a new address manually.

11. ‘Address Search:’ is required for all new addresses entered to ensure data quality. A Confirmation will be displayed whenever an Address Search is not completed.

Confirmation

The Address Search field is required. Please perform a search and select an address.

12. After all fields are entered, click 'Save'.

- a. A Confirmation will display if there is a current "Primary Address" address 'Type' without an 'End Date'.
- b. Click 'Yes' to update the previous "Primary Address" with an 'End Date' of one day prior to the new addresses 'Start Date'.
- c. A Confirmation will display to consider updating the Case address to Safe at Home.
- d. 'Street', 'County of Residence', 'City', and 'Zip Code' fields are required to save the address.
- e. Click 'Close' to return to the Address tab of Person Management.

Confirmation

The previous address of the same Type will automatically be updated with an End Date of one day prior to the Entry Date entered for the new address. Please select 'Yes' to update the previous record with an End Date. Select 'No' to return to the Address Management page.

Confirmation

One or more participants on this case are enrolled in Safe at Home. To ensure continued protection of the participant's physical address, please consider whether it is appropriate to update the Case Address to the Safe at Home address.

13. Visual indicators will display in the Address Management section when returning to the Address tab of Person Management.

- a. If the participant has a documented Safe at Home address the Primary Residence will have a visual indicator of "Safe at Home" highlighted in orange.
- b. If the participant has a documented 'Actual Physical Address – Do Not Release', the visual indicator will display "Actual Physical Address – Do Not Release" highlighted in orange.
 - i. An Attention Message will also display to remind the worker of the confidentiality of the actual physical address.

Safe at Home
Primary Residence 02/17/2021 - Present [Edit](#) [Delete](#) Last Updated By: Worker, Ann on 02/18/2021

PO Box 7188 Household ID. P344
Madison, WI 537077188 United States
Phone (608)498-3381
Dane County
Address Instructions: Go to the back door

Actual Physical Address - Do Not Release
788 Broadway Dr
Sun Prairie, WI 535901016 United States
Dane County

Attention: The address information for this participant is protected under the Safe at Home Program. Please take the necessary steps to ensure the privacy of this address information.

- c. If 'Location Unknown' is checked, the visual indicator will display "Physical Location Unknown" highlighted in orange.
- d. Select 'Close' to return to the Desktop.

Note: Removing a Safe at Home address will remove all visual indicators displayed for the Participant.

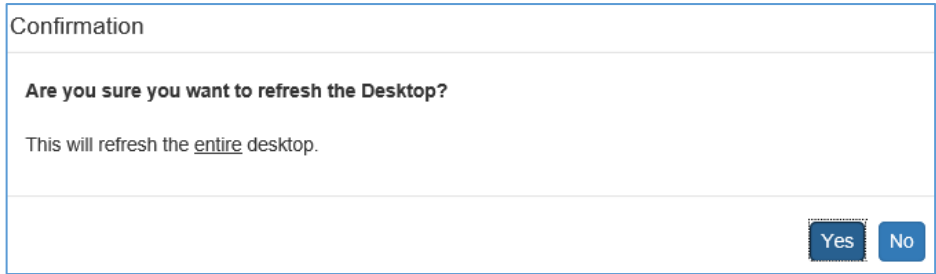
Safe at Home
Primary Residence 02/18/2021 - Present [Edit](#) [Delete](#) Last Updated By: Worker, Ann on 02/18/2021

PO Box 7188 Household ID. P344
Madison, WI 537077188 United States
Phone (608)498-3381
Dane County

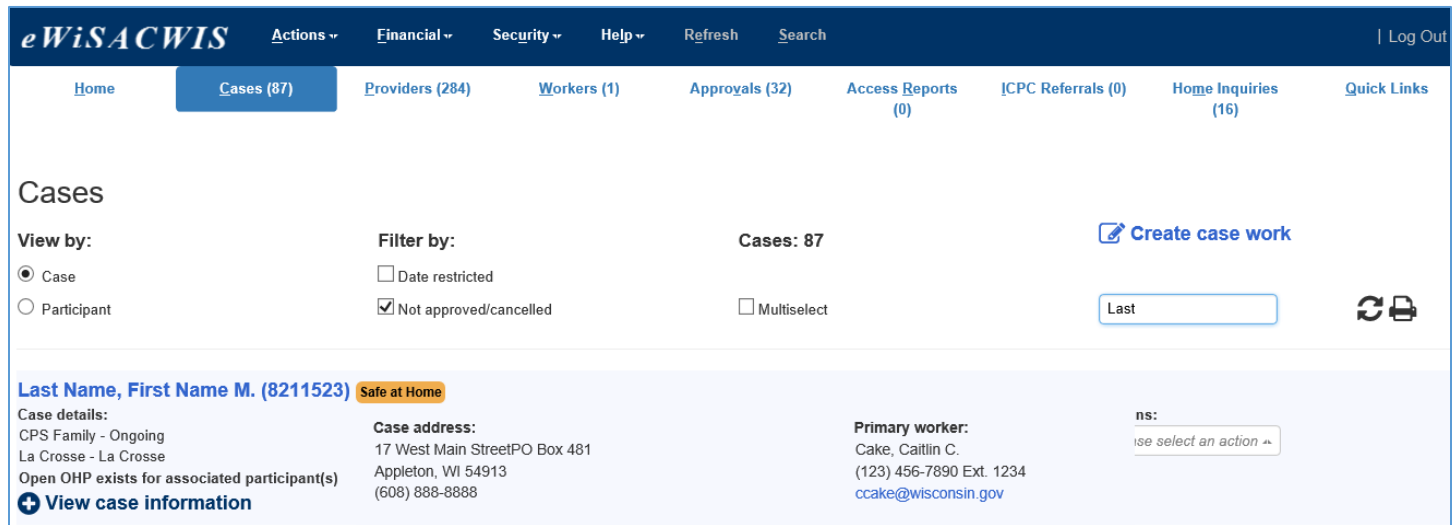
Physical Location Unknown

Attention: The address information for this participant is protected under the Safe at Home Program. Please take the necessary steps to ensure the privacy of this address information.

14. At the top of the page, select 'Refresh' (shortcut Alt + e) to refresh the Desktop.
 - a. A Confirmation will display to refresh the entire desktop.
 - i. Select 'Yes' to refresh.
 - ii. Select 'No' to return to the Desktop.



15. When the Desktop is refreshed the Case Name will display the visual indicator "Safe at Home" highlighted in orange when any participant or the Case address is a Safe at Home address.



16. Participant view will display the visual indicator on each Participant's button that has a documented Safe at Home address.



Safe at Home Case Address

1. To update a Case Address to Safe at Home, click on the Case Name hyperlink and select the Address tab.
 - a. Select 'Yes' to 'Is this address Safe at Home?'
 - b. A Confirmation message will display asking if the associated Case address should be removed.
 - c. Selecting 'Yes' will pre-fill the 'Primary Residence – Safe at Home' fields.
 - d. Selecting 'No' will return to the Case Address for manual entry.
2. Update the 'Effective Date' and enter the 'Household ID'. This is the Safe at Home Program's participant number that was provided to the enrollee. The address will be the enrollee's Primary Address and will indicate this participant's information is to be protected. All system generated mailings and communications will be distributed to the enrollee with this address and Household ID.
3. Enter 'Address Instructions' if applicable and click 'Save'

Confirmation

This action will remove the associated address. Are you sure you want to continue?

Participants **Address** Collaterals Closing/Merge History

Case Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home Effective Date: 01/21/2020

C/O:

Street: PO Box 7188

Household ID: Details

WI City: Country: United States County: Dane

City: Madison State: WI ZIP: 53707-7188

Address Instructions:

4. A Confirmation message will be displayed to allow for the new Case address to be copied over to Participants.
5. Select 'Yes' to select Participants to copy the newly created Case Address.
 - a. Update Address from Case will display Participants who are eligible for the address copy over. Out-of-Home care and existing Safe at Home participants will be disabled.
 - b. Check all that apply and select 'Save'.
 - c. Click 'Close' to return to Case Address.
6. Select 'No' to return to the Case Address. The newly created address will only be saved on the Case Name.

Confirmation

The Case Address has been modified. Update appropriate Member(s) from Participant list?

| Update Address from Case | | | |
|--|-------------------------------------|------------|--|
| Case Address | | | |
| PO Box 7188, Apt. P675, Madison, WI 53707-7188 | | | |
| Update Participants Residing At Case Address | | | |
| | Name | DOB | Current Home Primary Address |
| <input type="checkbox"/> | Last Name, First Name M (10092125) | 01/01/2010 | PO Box 7188, Apt. P344, Madison, WI 53707-7188 |
| <input checked="" type="checkbox"/> | Last Name, Grand Parent A (6816376) | 11/24/1959 | PO Box 7188, Apt. P675, Madison, WI 53707-7188 |
| <input checked="" type="checkbox"/> | Last Name, Mom E (6815177) | 10/17/1981 | PO Box 7188, Apt. P675, Madison, WI 53707-7188 |

7. Click 'Close' to return to the Desktop.
8. At the top of the page, select 'Refresh' (shortcut Alt + e) to refresh the Desktop.
 - a. A Confirmation will display to refresh the entire desktop.
 - b. Select 'Yes' to refresh.
 - c. Select 'No' to return to the Desktop.
 - d. When the Desktop is refreshed the Case Name will display the visual indicator "Safe at Home" highlighted in orange when any participant or the Case address is a Safe at Home address.

Confirmation

Are you sure you want to refresh the Desktop?

This will refresh the entire desktop.

Note: If the current address is Safe at Home and 'No' is selected for 'Is this address Safe at Home?' when updating the Case Address, the visual indicators for the Case will be removed.

9. The Participants selected in the address copy will display the Safe at Home indicator in Participants view and the Case Address as the Safe at Home address.

Note: If a Case is unrolled from Safe at Home, the current Safe at Home participants can not be updated through the address copy function. Each Participant's address will need to be updated through their Person Management page.

Cases

View by:

Case

Participant

In Home
 Out of Home
 Inactive
 Other
 Potential Duplicate

Filter by:

Date restricted

Not approved/cancelled

Last Name, First Name M. (8211523) Safe at Home

Case details:
 CPS Family - Ongoing
 La Crosse - La Crosse
 Open OHP exists for associated participant(s)

View participants

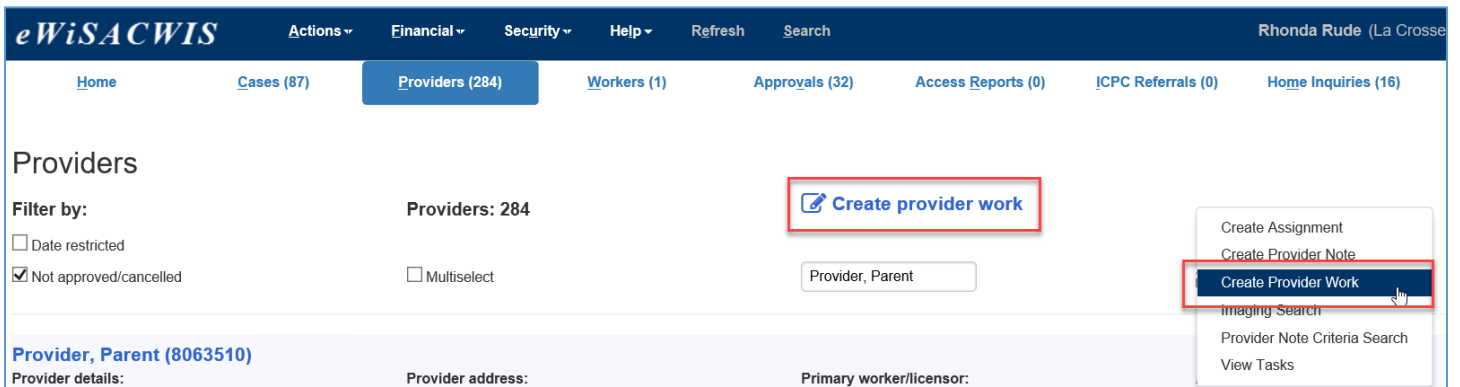
Last Name, First Name M. 01/01/2010 Safe at Home
 Biological Child (None) - Active

Last Name, Grand Parent A. 11/24/1959 Safe at Home
 Biological Parent (None) - Active

Case address:
 PO Box 7188, Apt. #P675
 Madison, WI 53707-7188
 (507) 226-6304

Safe at Home Provider Address

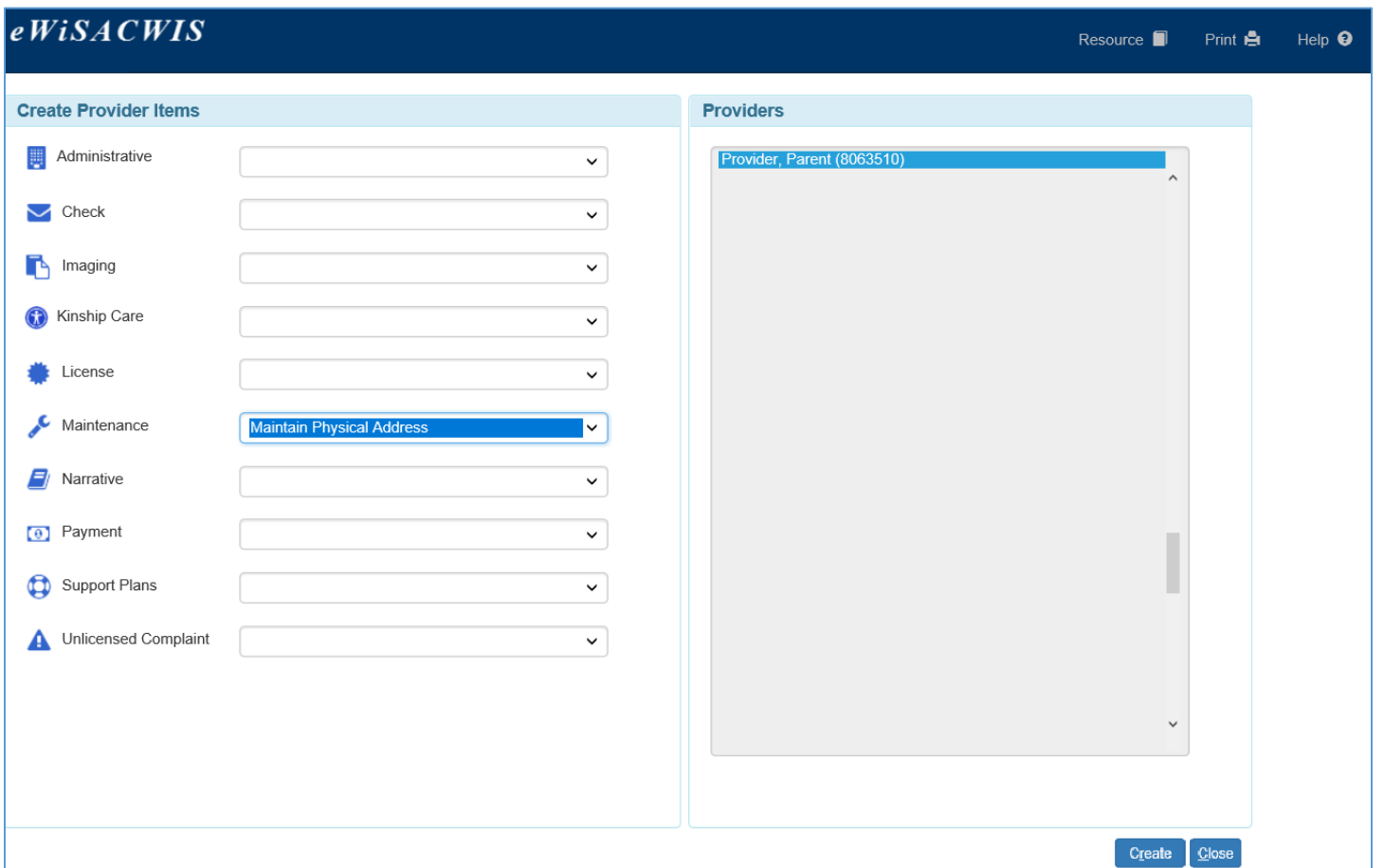
1. To update a Provider Address to Safe at Home, click on ‘Create Provider Work’ from the Desktop or the Actions dropdown besides the Provider.



The screenshot shows the eWiSACWIS interface. At the top, there's a navigation bar with the logo and various menu items like 'Actions', 'Financial', 'Security', 'Help', 'Refresh', and 'Search'. Below that, a breadcrumb trail shows 'Home', 'Cases (87)', 'Providers (284)', 'Workers (1)', 'Approvals (32)', 'Access Reports (0)', 'IPC Referrals (0)', and 'Home Inquiries (16)'. The main content area is titled 'Providers' and shows a filter section with 'Providers: 284'. A 'Create provider work' button is highlighted with a red box. A dropdown menu is open, showing 'Create Provider Work' as the selected option, also highlighted with a red box. Other options in the dropdown include 'Create Assignment', 'Create Provider Note', 'Imaging Search', 'Provider Note Criteria Search', and 'View Tasks'.

2. In the Maintenance dropdown in the Create Provider Items section, select “Maintain Physical Address” and click ‘Create’.

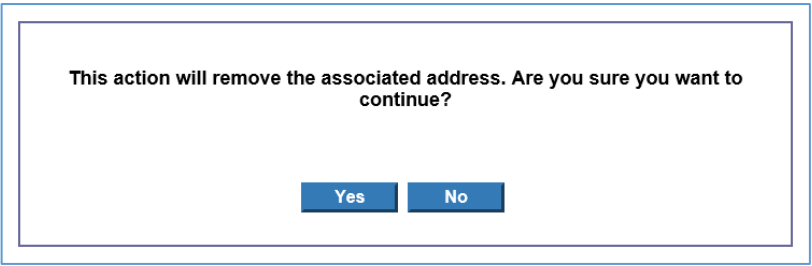
Note: Additional security may be needed to access this option. This option is only available for Home Providers.



The screenshot shows the 'Create Provider Items' page in eWiSACWIS. On the left, there's a list of categories with dropdown menus: Administrative, Check, Imaging, Kinship Care, License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The 'Maintenance' dropdown is selected, showing 'Maintain Physical Address'. On the right, there's a 'Providers' section with a list of providers, including 'Provider, Parent (8063510)'. At the bottom right, there are 'Create' and 'Close' buttons.

3. The Maintain Physical Address page will display.
 - a. Select ‘Yes’ to ‘Is this address Safe at Home?’.
 - b. A Confirmation message will display asking if the associated address should be removed.
 - c. Selecting ‘Yes’ will pre-fill the ‘Primary Residence – Safe at Home’ fields and automatically pre-fill the ‘Actual Physical Address – Do Not Release’ with the current address. the ‘Actual Physical Address – Do Not Release’ only displays when ‘Yes’ is selected for to ‘Is this address Safe at Home?’.

- d. Selecting 'No' will return to the Maintain Physical Address page for manual entry.
4. Update the 'Effective Date' and enter the 'Household ID'. This is the Safe at Home Program's participant number that was provided to the enrollee. The address will be the enrollee's Primary Address and will indicate this participant's information is to be protected. All system generated mailings and communications will be distributed to the enrollee with this address and 'Household ID'.
5. 'School District' is pre-filled from the previous address. Verify that it is correct for the actual physical address.
6. Verify or enter the 'Actual Physical Address – Do Not Release' and click 'Save'.
 - a. 'Street', 'County of Residence', 'City', and 'Zip' are required.



Maintain Physical Address - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Provider
 Name: Parent Provider Type: Foster Home

Previous Physical Address
 C/O:
 Street: Previous Address Apt:
 City: West Salem State: WI ZIP: 54669 County of Residence: La Crosse Country:
 Home: Ext: Work: Ext: Fax: Effective Date: 03/09/2016
 School District:

Current Physical Address
 Is this address a Safe at Home address? Yes No
 Primary Residence - Safe at Home
 C/O:
 Street: PO Box 7188 Household ID: Details
 WI City: City: Madison
 State: WI ZIP: 53707-7188 County of Residence: Dane Country: United States
 Home: Ext: Work: Ext: Fax:
 School District: West Salem Sch Dist - 6370
 E-Mail: Effective Date: 06/26/2018

Actual Physical Address - Do Not Release

C/O:
 Street: Apt:
 County of Residence:
 WI City:
 City: State: ZIP: Country:

7. If the previous address is a Safe at Home address, selecting 'No' will remove the 'Actual Physical Address – Do Not Release' fields and display an attention message to confirm the removal of the Safe at Home address.
 - a. Click 'Yes' to update the Current Physical Address fields.
 - b. Select 'No' to return to the existing Maintain Physical Address page.
 - c. Either select 'Save' or 'Close'.

Attention - By selecting "No", you will remove the provider as a flagged Safe at Home participant. Are you sure you want to proceed with this change?

Note: Removing a Safe at Home address will remove all visual indicators displayed for the Home Provider.

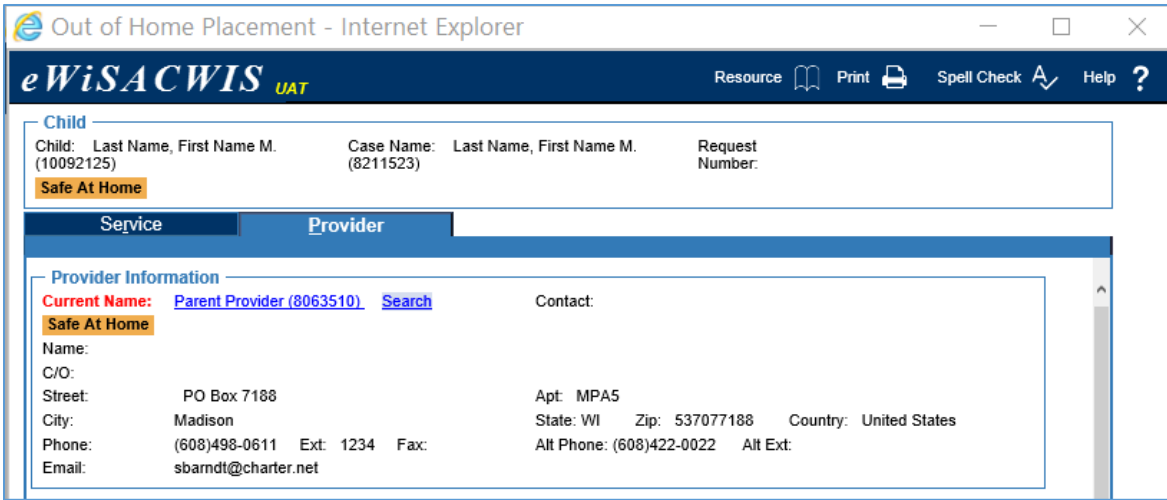
Safe at Home Visual Indicators

1. Visual indicators will be displayed on Independent Living, Out-of-Home Placement, Desktop, Address Management, and Case/Person/Provider Search to act as a remind that the Case, Provider, or Person information is protected by their Safe at Home enrollment.
 - a. Searching a Case, Provider, or Person ID will display an indicator in Returned section.

Note: A Case will display the visual indicator anytime any Participant has a Safe at Home address even if the Case itself is not enrolled.

The screenshot shows the eWiSACWIS search interface. At the top, there are tabs for 'Case', 'Person', and 'Provider Organization'. Below these is a search criteria section with fields for Last Name, First Name, Person ID, SSN, and Street. A 'Providers Returned' popup is visible, showing details for 'Provider Parent (8063510)' with a 'Safe At Home' indicator. Below the popup, a list of 'Persons Returned' is shown, including 'Last Name, First Name M. (10092125)' and 'Last Name, First Name M. (8211523)', both with 'Safe At Home' indicators.

The screenshot shows the 'Basic Information' page for a youth in the eWiSACWIS system. The page title is 'Independent Living - Internet Explorer'. The youth's name is 'Last Name, First Name M. (10092125)' with a 'Safe at Home' indicator. Other details include DOB: 01/01/2010, Age: 19, and TRA IL Coordinator. At the bottom, there are buttons for 'Contacts', 'Assessment / Plan', and 'Referral'.



Safe at Home Address Locations

1. Safe at Home will be available on the following pages when creating a new participant or updating an existing persons Person Management address.
2. New Participants can be created with a Safe at Home address by selecting 'Yes' to 'Is this address Safe at Home?'.
 - a. 'Household Id' is required.
 - b. 'Actual Physical Address – Do Not Release' fields will be displayed and available for manual entry. 'Street', 'County of Residence', 'City', and 'Zip' fields are required.
 - c. Click 'Continue' to apply the Safe at Home address to the new Participant.

Home Inquiry

The screenshot shows the 'Access Participant -- Webpage Dialog' form. The 'Address' section includes the following fields and options:

- Is this address a Safe at Home address? Yes No
- Primary Residence - Safe at Home
- C/O: [Text Field]
- Street: [Text Field] PO Box 7188 [Text Field]
- Household ID: [Text Field] [Details](#)
- WI City: [Dropdown Menu] City: Madison State: WI ZIP: 53707-7188
- County of Residence: Dane Country: United States
- Actual Physical Address - Do Not Release
- C/O: [Text Field]
- Street: [Text Field] [Text Field] Apt: [Text Field]
- County of Residence: [Dropdown Menu]
- WI City: [Dropdown Menu]
- City: [Text Field] State: WI ZIP: [Text Field] Country: United States
- Address Instructions: [Text Area]

Access Participant

Access Report - Internet Explorer

Access Participant Print Help

Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home

C/O: _____

Street: _____ PO Box 7188 _____ Household ID: _____ [Details](#)

WI City: _____ City: **Madison** State: **WI** ZIP: **53707-7188**

County of Residence: **Dane** Country: **United States**

Actual Physical Address - Do Not Release Physical Location Unknown

Address Search:

C/O: _____

Continue Close

Relative/Non-Relative Participant

Relative/Non-Relative Participant Print Help

Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home

C/O: _____

Street: _____ PO Box 7188 _____ Household ID: _____ [Details](#)

WI City: _____ City: **Madison** State: **WI** ZIP: **53707-7188**

County of Residence: **Dane** Country: **United States**

Actual Physical Address - Do Not Release Physical Location Unknown

C/O: _____

Street: _____ Apt: _____

County of _____

Continue Close

Additional Participants - Genogram

Genogram - Internet Explorer

Participant Print Help

Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home

C/O: _____

Street: _____ PO Box 7188 _____ Household ID: _____ [Details](#)

WI City: _____ City: **Madison** State: **WI** ZIP: **53707-7188**

County of Residence: **Dane** Country: **United States**

Actual Physical Address - Do Not Release Physical Location Unknown

C/O: _____

Street: _____ Apt: _____

Continue Close

YJ Referral Participant

YJ Referral Participant Print Help

Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home

C/O:

Street: PO Box 7188 Household ID: [Details](#)

WI City: City: Madison State: WI ZIP: 53707-7188

County of Residence: Dane Country: United States

Actual Physical Address - Do Not Release Physical Location Unknown

C/O:

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

Removal Address

1. If the Case address is a Safe at Home address when a placement is created the Removal from Home Address section will pre-fill with the Safe at Home address that can be edited. The Street number will pre-fill with "N/A" so the page can be saved with the existing pre-filled Safe at Home address.

Out-of-Home Placement

eWiSACWIS Resource Print Spell Check Help

Removal from Home Address

This address is pre-filling from the existing case address. Please review and update if needed, to ensure this is the accurate address at the time of removal.

Homeless

Street: N/A PO Box 7188 Apt: P789

WI City:

City: Madison State: WI Zip: 53707-7188 County: La Crosse

Removal from Home Reasons

Check All That Apply

| | |
|--|--|
| <input type="checkbox"/> Physical Abuse | <input type="checkbox"/> Inadequate Housing |
| <input type="checkbox"/> Sexual Abuse | <input type="checkbox"/> Child's Behavior Problem |
| <input type="checkbox"/> Neglect | <input type="checkbox"/> Child's Disability |
| <input type="checkbox"/> Caretaker's Alcohol Abuse | <input type="checkbox"/> Incarceration of Caretaker(s) |
| <input type="checkbox"/> Caretaker's Drug Abuse | <input type="checkbox"/> Death of Caretaker(s) |
| <input type="checkbox"/> Child's Alcohol Abuse | <input type="checkbox"/> Caretaker's Inability to Cope |
| <input type="checkbox"/> Child's Drug Abuse | <input type="checkbox"/> Abandonment |
| <input type="checkbox"/> Unknown-AAFC Conversion | <input type="checkbox"/> Relinquishment |

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

Resources:

[Person Management](#)

[Genogram](#)

[Access - CPS Report](#)

[Relative Non-Relative](#)

[Creating a Placement](#)

[Youth Justice Referral](#)