

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 discharge 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. Removal address for a placement will pre-fill the Safe at Home address if a child is a participant and the case address is not.
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.

Address Management

Name

Name: Last Name, First Name ID: 10656724

Address

Is this address a Safe at Home address? Yes No

Type: Entry Date: 02/17/2021 End Date: 00/00/0000

Address Search:

C/O:

Street: Apt:

County of Residence:

WI City:

City: State: WI ZIP: Country: United States

Address Instructions:

[Map this address](#)

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

Confirmation

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

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.

- a. 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.

Address

Is this address a Safe at Home address? Yes No

Primary Residence - Safe at Home Entry Date: 02/17/2021 End Date: 00/00/0000

C/O:

Street: PO Box 7188 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. If the current address is a Safe at Home address, click 'Insert' to add a new "Primary Residence" and keep the defaulted value of 'No' for 'Is this address a Safe at Home address?'.

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

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:


8. 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.

Confirmation

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

Address Search: ✕

C/O: 📍 5670 King James Court Fitchburg, WI, USA

Street: 📍 567 State Street Madison, WI, USA 

County of Residence: 📍 5678 Ashbourne Lane Fitchburg, WI, USA

WI City: 📍 567 Kelvington Drive Sun Prairie, WI, USA

powered by Google

9. '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.

10. '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.

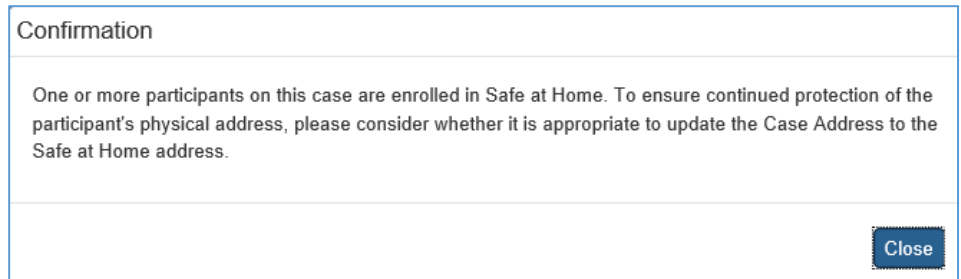
11. After all fields are entered, click 'Save'.

- a. A Confirmation will display if there is a current "Primary Address" address 'Type' without an 'End Date'.

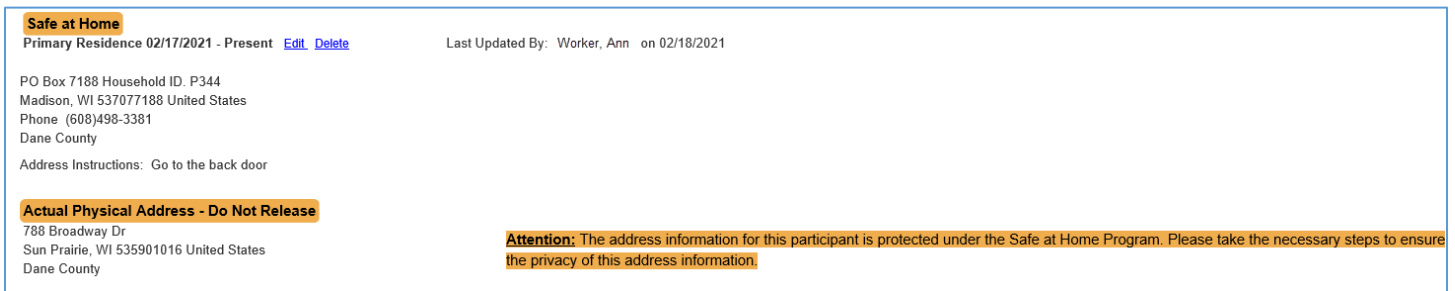
Confirmation

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.

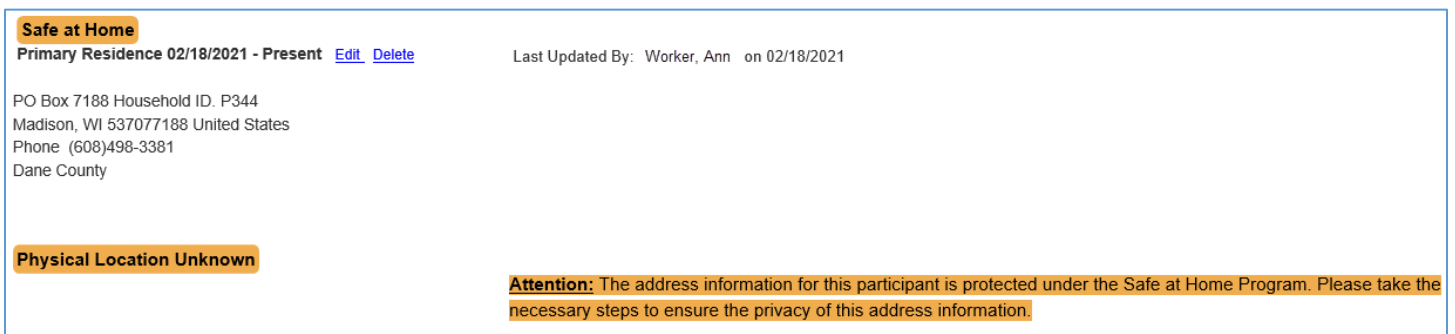
- b. Click 'Yes' to update the previous "Primary Address" with an 'End Date' of one day prior to the new addresses 'Start Date'.
- c. A Confirmation will display to consider updating the Case address to Safe at Home.
- d. 'Street', 'County of Residence', 'City', and 'Zip Code' fields are required to save the address.
 - a. Click 'Close' to return to the Address tab of Person Management.



12. 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.

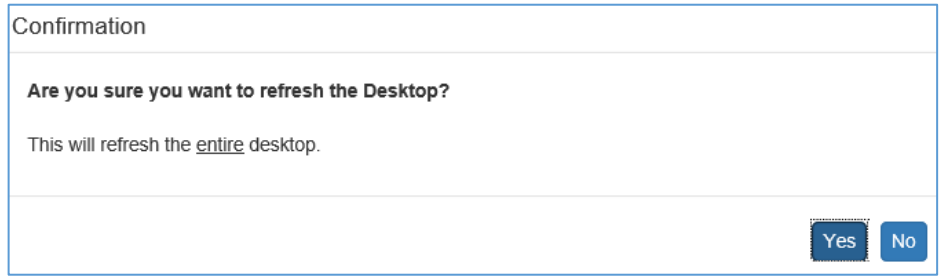


- c. If 'Location Unknown' is checked, the visual indicator will display "Physical Location Unknown" highlighted in orange.
 - i. An Attention Message will also display to remind the worker of the confidentiality of the actual physical address.

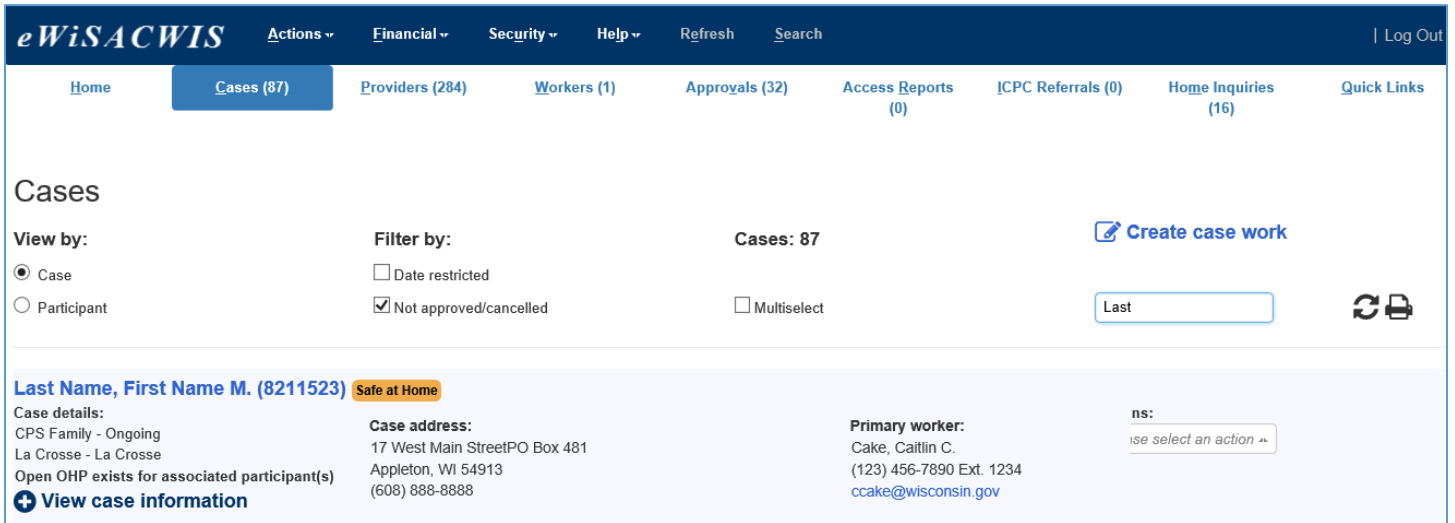


- d. Select 'Close' to return to the Desktop

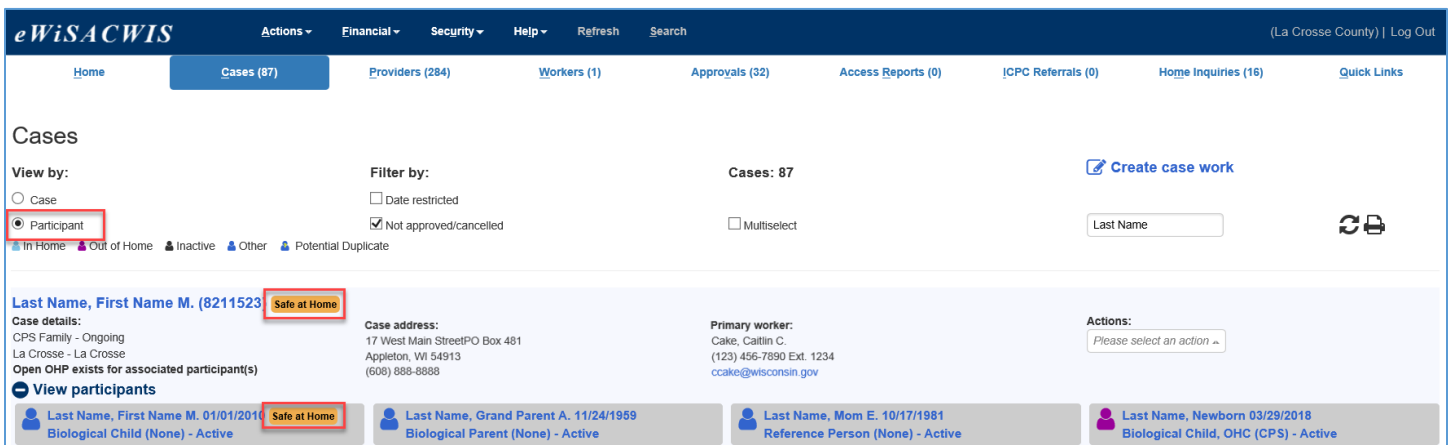
13. At the top of the page, select 'Refresh' (shortcut Alt + e) to refresh the Desktop.
 - a. A Confirmation will display to refresh the entire desktop.
 - i. Select 'Yes' to refresh.
 - ii. Select 'No' to return to the Desktop.



14. 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.



15. 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.

Confirmation

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

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'

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.

Confirmation

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

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.

Update Address from Case Resource Print

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](#)

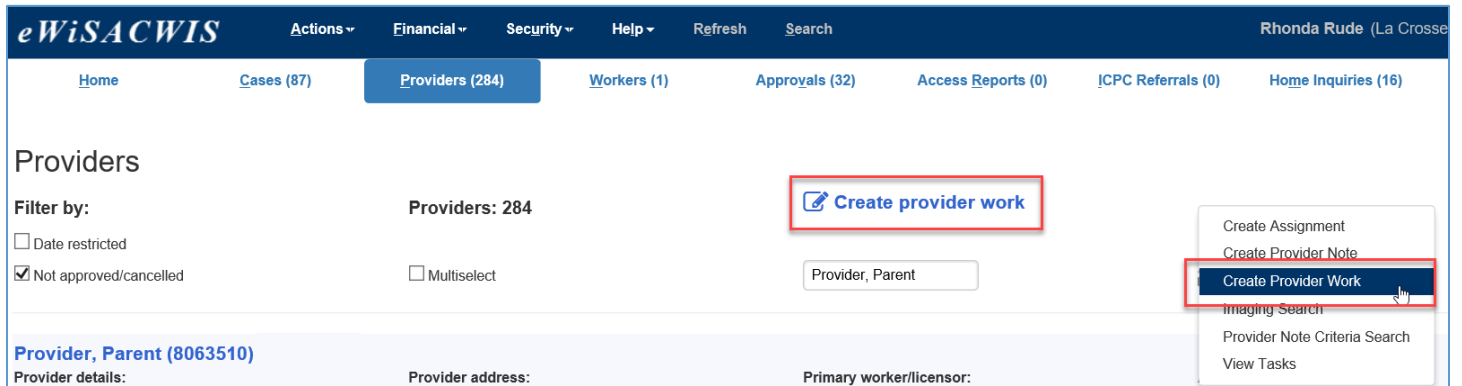
Last Name, First Name M. 01/01/2010 Safe at Home
 Biological Child (None) - Active

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

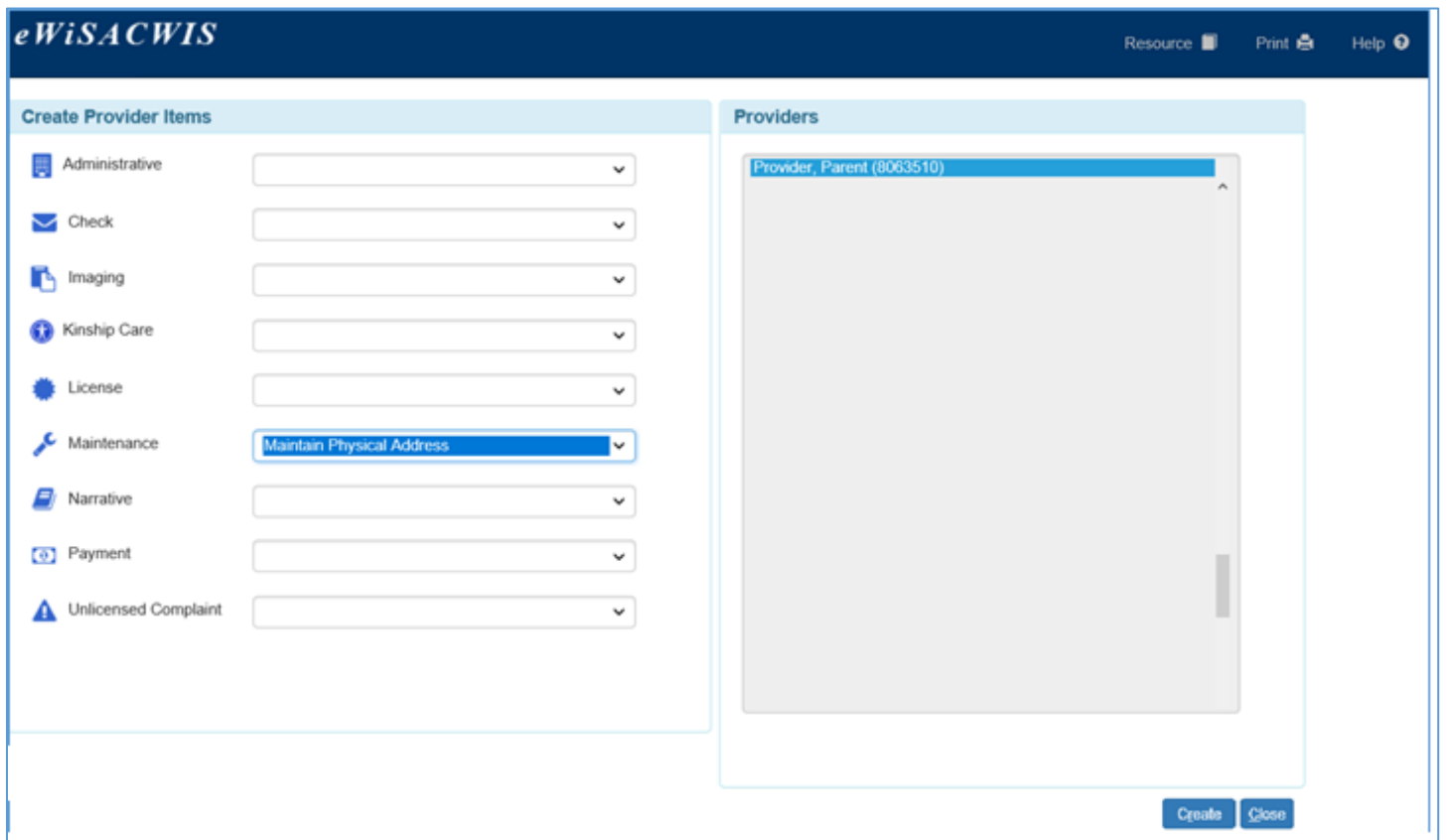
1. To update a Provider Address to Safe at Home, click on 'Create Provider Work' from the Desktop or the Actions dropdown besides the Provider.



The screenshot shows the eWiSACWIS interface. At the top, there are navigation tabs: Home, Cases (87), Producers (284), Workers (1), Approvals (32), Access Reports (0), ICPC Referrals (0), and Home Inquiries (16). The 'Producers (284)' tab is active. Below the tabs, there is a 'Producers' section with a 'Filter by:' area containing checkboxes for 'Date restricted' and 'Not approved/cancelled', and a 'Multiselect' checkbox. A 'Create provider work' button is highlighted with a red box. To its right, a dropdown menu is open, showing options: 'Create Assignment', 'Create Provider Note', 'Create Provider Work' (highlighted with a red box), 'Imaging Search', 'Provider Note Criteria Search', and 'View Tasks'. Below the filter area, there is a search box containing 'Provider, Parent' and a 'Provider details:' section with fields for 'Provider address:' and 'Primary worker/licensor:'.

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 is a list of categories with dropdown menus: Administrative, Check, Imaging, Kinship Care, License, Maintenance, Narrative, Payment, and Unlicensed Complaint. The 'Maintenance' dropdown is selected, showing 'Maintain Physical Address'. On the right, there is a 'Providers' section with a list of providers. The first provider, 'Provider, Parent (8063510)', is selected and highlighted in blue. 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.

Confirmation

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

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.

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'

Confirmation

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'. The 'Person' tab is selected. Below the tabs is a 'Search Criteria' section with input fields for Last Name, First Name, Person ID, SSN, and Street. A 'Providers Returned' popup is displayed over the search results, showing a provider named 'Provider Parent (8063510)' with a 'Safe At Home' indicator. Below the popup, the 'Persons Returned' section lists two individuals, both with 'Safe At Home' indicators. The first individual is 'Last Name, First Name M. (10092125)' with address 'PO Box 7188, Apt.#P344, Madison' and date of birth '01/01/2010'. The second individual is 'Last Name, First Name M. (8211523)' with address 'CPS Family - Ongoing' and date of birth '06/19/2019'.

The screenshot shows the 'Basic Information' page for a youth in the eWiSACWIS system. The page title is 'Independent Living - Internet Explorer'. The eWiSACWIS logo is at the top. The 'Basic Information' section displays the following details: Youth: 'Last Name, First Name M. (10092125)' with a 'Safe at Home' indicator; DOB: '01/01/2010'; Age: '19'; and TRA IL Coordinator: a dropdown menu. At the bottom of the page, there are three buttons: 'Contacts', 'Assessment / Plan', and 'Referral'.

eWiSACWIS | Print | Help

Child

Child: Andrews, Fannie (9224036) | Case Name: American, Annie M. (9221587) | Request Number:

Service | Provider

Provider Information

Current Name: Parent Provider (9222965) | Search | **Safe at Home** | Contact:

Name:

C/O:

Street: PO Box 7188 | Apt: 1234

City: Madison | State: WI | Zip: 537077188 | Country: United States

Phone: Ext: Fax: | Alt Phone: Alt Ext:

Email:

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

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

C/O:

Street: Apt:

County of Residence:

WI City:

City: State: WI ZIP: Country: United States

Address Instructions:

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: Enter address for suggestion by Google

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 Residence:

Continue Close

Additional Participants - Genogram

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

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

Address Search:

Street: Apt:

WI City:

City: State: Zip: County:

Removal from Home Reasons

Check All That Apply

<input type="checkbox"/> Abandonment	<input type="checkbox"/> Child's Behavior Problem	<input type="checkbox"/> Inadequate Access to Mental Health Services	<input type="checkbox"/> Psychological or Emotional Abuse
<input type="checkbox"/> Caretaker's Alcohol Use	<input type="checkbox"/> Child's Diagnosed Condition	<input type="checkbox"/> Inadequate Housing	<input type="checkbox"/> Runaway
<input type="checkbox"/> Caretaker's Death	<input type="checkbox"/> Child's Drug Use	<input type="checkbox"/> Medical Neglect	<input type="checkbox"/> Sex Trafficking
<input type="checkbox"/> Caretaker's Drug Use	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Neglect	<input type="checkbox"/> Sexual Abuse
<input type="checkbox"/> Caretaker's Failure to Return	<input type="checkbox"/> Educational Neglect	<input type="checkbox"/> Parental Immigration Detainment or Deportation	<input type="checkbox"/> Tribal Title IV-E Agreement
<input type="checkbox"/> Caretaker's Incarceration	<input type="checkbox"/> Family Conflict Related to Child's Sexual Orientation, Gender Identity, or Gender Expression	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Voluntary Relinquishment for Adoption
<input type="checkbox"/> Caretaker's Significant Impairment - Cognitive	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Prenatal Alcohol Exposure	<input type="checkbox"/> Whereabouts Unknown
<input type="checkbox"/> Caretaker's Significant Impairment - Physical/Emotional	<input type="checkbox"/> Inadequate Access to Medical Services	<input type="checkbox"/> Prenatal Drug Exposure	
<input type="checkbox"/> Child Requested Placement		<input type="checkbox"/> Public Agency Title IV-E Agreement	
<input type="checkbox"/> Child's Alcohol Use			

Resources:

[Person Management](#)

[Genogram](#)

[Relative Non-Relative](#)

[Creating a Placement](#)

[Access - CPS Report](#)

[Youth Justice Referral](#)