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Web Kinship Care Tracking System

# Web KCTS

Version 4.1.3



02/07/2011

**State of Wisconsin  
Department of Children & Families**

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# Overview

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## Introduction

Welcome to the Web Kinship Care Tracking System (KCTS), the system that provides the essential elements to help you with the task of administration and tracking of events related to Kinship Care. KCTS web technology provides an automated solution to many of the tasks associated with reporting information required by the federal government. Web KCTS will serve as the reporting system for Kinship Care.

Tribe users can use Web KCTS to:

- ◆ Improve the accuracy of their Tribal Kinship Care information.
- ◆ View, edit, and report on their Tribal Kinship Care data.

State users can use Web KCTS to:

- ◆ Improve the accuracy of statewide Kinship Care information.
- ◆ Reduce the need to edit Kinship Care information supplied by the counties.
- ◆ Lessen the time and cost necessary to produce the federal reporting requirements.
- ◆ View, edit, and report on statewide Kinship Care data.

It is assumed that in order to use Web KCTS, you are comfortable with Microsoft Windows and the World Wide Web. If you are uncertain about your Windows and web skills, you may want to take courses in basic Windows and web navigation. For state users, The Learning Center (TLC) at the Department of Children and families offers such courses.

In the next few pages, we will explore some of the basic Web KCTS functions. After learning the basics, you'll be ready to use Web KCTS.

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## Web KCTS Basics

This section provides an overview of the Web KCTS working environment and looks at some of the techniques used by the program. You'll find that both the appearance and functionality of Web KCTS is easy to use and models the current reporting system for Kinship Care.

### Mouse Actions

Throughout this manual the word click is used to refer to basic mouse actions. Clicking involves pressing and then releasing the left mouse button while holding the mouse stationary.



### List Boxes

In many cases, it's quicker and easier to select an item from a list than to remember the value or name you want to type. A list of choices helps to ensure that the item entered is correct. The Web KCTS program uses lists. A list box allows you to select a value from the list.

### Buttons

Buttons are used to activate many Web KCTS functions. To activate a function, simply place the mouse pointer on the button and click the mouse.



### Esc

If you make a mistake while entering data, before you hit the Update button, hit Esc once to undo the changes for the current field. Hit Esc again to undo the changes for the whole screen. If you are on a field with a list box, the Esc button will not work.



### Searching for Data

When you want to find a specific record or a range of record values, you can use the Search section of the Search/Results screen. To start a search, type in the appropriate search term (see page 9) and then click the search/refresh button.



## Selecting a Record

To move to a record in the database, use the Search/Results screen to bring up a list of records in the Results section. Then click on the underlined record identifier for the record that you want to view or edit.

DHFS Kinship Care Results from 'Search/Refresh'

Caregiver Case #	Cnty/Tribe	Caregiver Name	Caregiver SSN	CARES #	Cnty/Tribe C
Child Seq	Child Name	Child SSN	CARES PIN	Gender	
Payment Episode Start Date	Payment End Date				
[REDACTED]	Adams	Smith, John Q	[REDACTED]	[REDACTED]	[REDACTED]
<a href="#">A</a>	Smith, James Q	000000000	[REDACTED]	[REDACTED]	M
	1998-02	1998-10			
	2000-02				
<a href="#">B</a>	Smith, Jessica M	[REDACTED]	[REDACTED]	[REDACTED]	F
	1998-02				

## Adding a Record

To add a new entry in the database, you may do so by clicking the Add Caregiver button at the top of the search/results screen or clicking the Add button located at the bottom of the caregiver or child screen. After clicking the Add button, the screen clears (except for defaults) and it's now ready for entry of a new record.

Add Child for This Caregiver

## Deleting a Record

To delete a record, click the Delete button found at the bottom of screen. This will delete the entire record. Please note if you only want to close a case, you need to fill

Delete This Caregiver

in the payment end date. You do not want to delete the entire case.

## Printing a Screen

To print the information displayed on the screen, click the Print button in the browser toolbar.



## Exiting a Screen

To exit a screen click the X (exit) button found in the upper right hand corner of the window.





# Using Web KCTS

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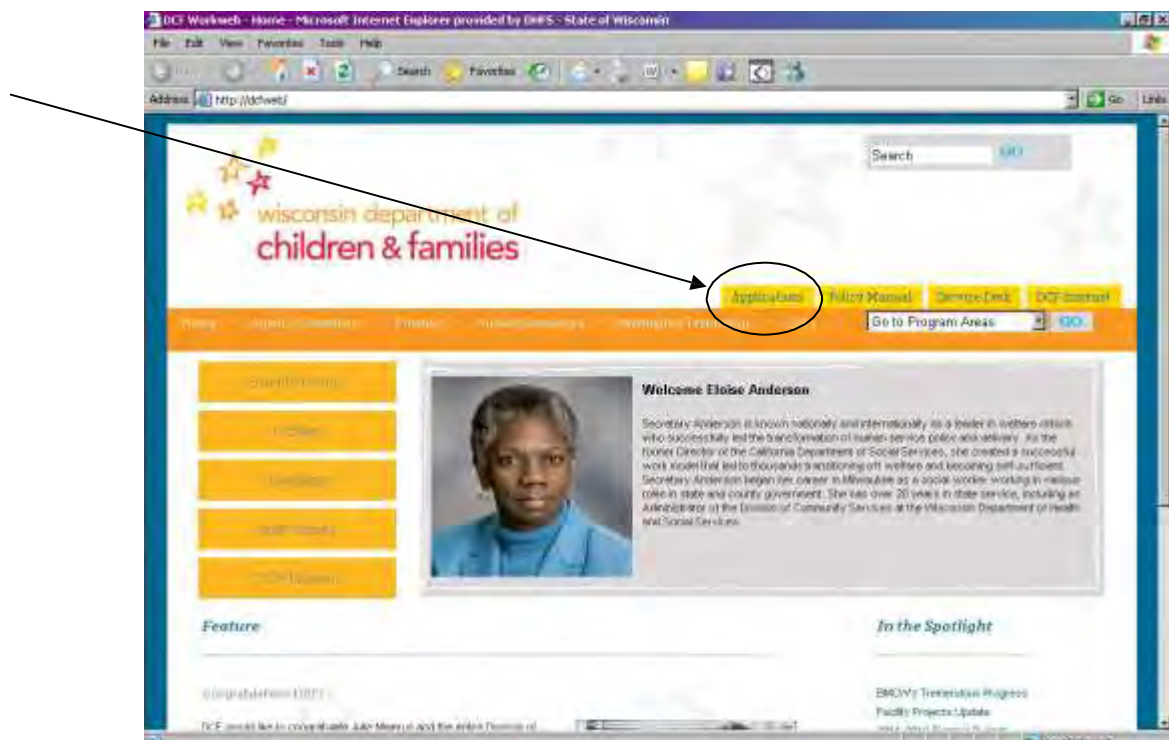
## Getting Started

To run Web KCTS you will need a web browser. Web KCTS has been tested satisfactorily with Internet Explorer 4.0, 5.0, and 6.0, and Netscape 6.0. If you have a different version of a web browser and Web KCTS is not working with your browser contact your IT support staff. If you are still having difficulties connecting to Web KCTS contact the State Central Office.

To start Web KCTS, start your web browser, and go to the public DCF web site:  
<https://dcf.wisconsin.gov/>

Then click on the Application link which is found at the bottom of the web page:

### DCF web

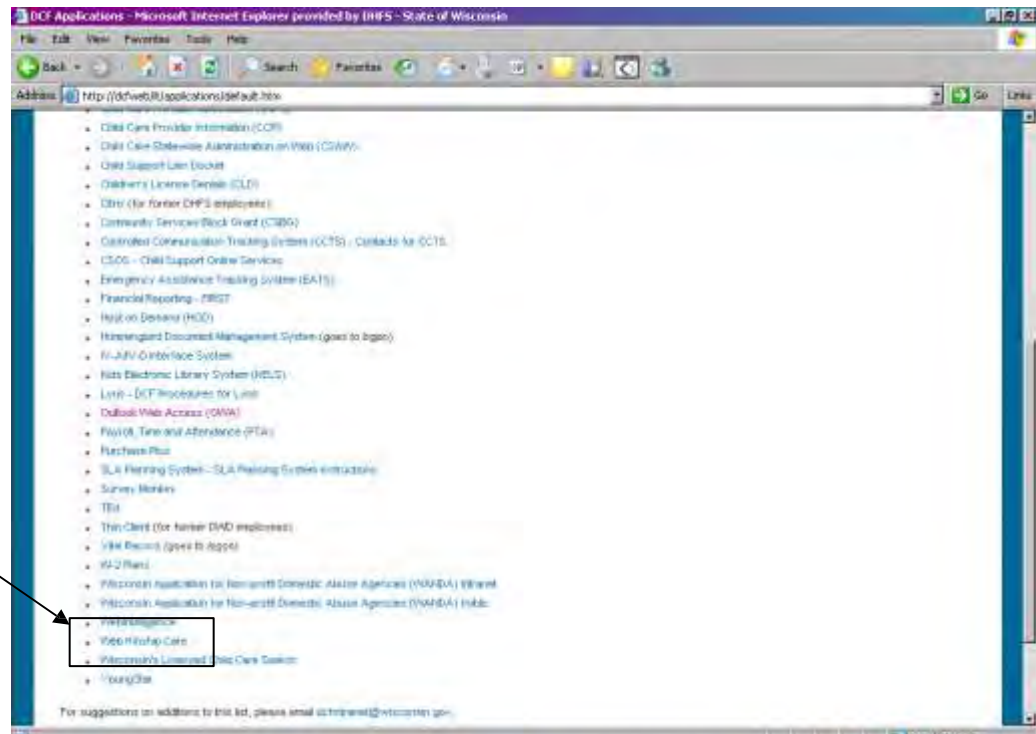


The web page will be redirected to

<https://dcfwebdemo/it/catalog#!/applications/Child%20Welfare> Then click on

the line that says Web Kinship Care:

## DCF web



Click yes or OK to any messages or warnings about security.

You will be prompted to enter your Username and Password in order to login to the web security system. If you do not have a username and password, contact the State Central Office.

# Log In



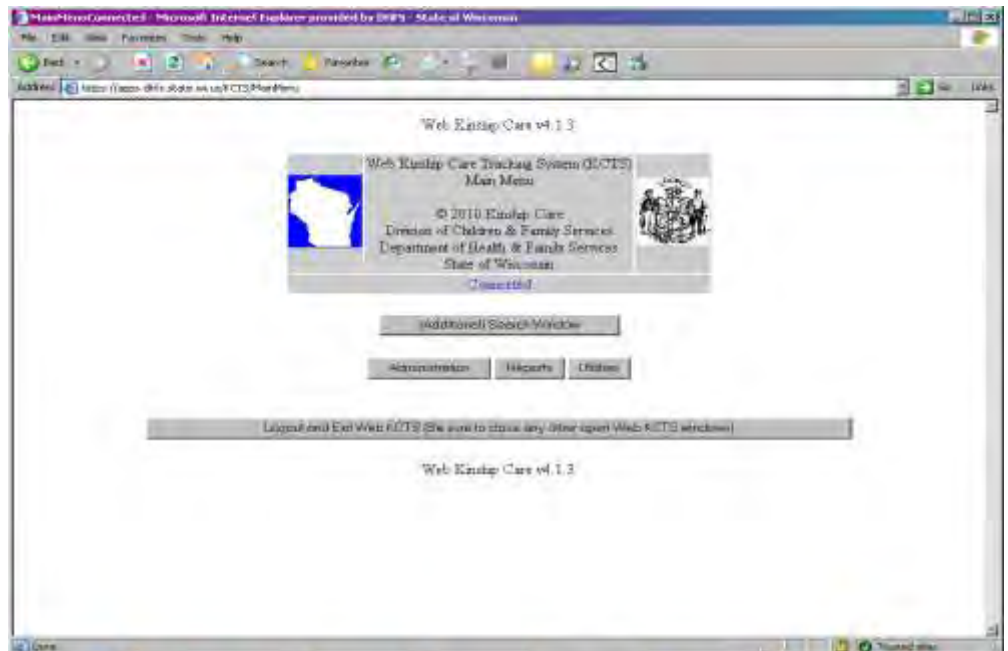
After you successfully login, the Web KCTS Main Menu will appear:

## Web KCTS Main Menu

Select the **Connect to Web KCTS** button to connect to the Web Kinship Care database and bring up the MainMenu Connected screen.



## Main Menu



Let's see the functionality of the Main menu buttons

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## Main Menu Buttons

You use these buttons to activate the main Web KCTS screens.

### Additional Search Window

(Additional) Search Window

Select the **Additional Search Window** button if you want to bring up the Search/Results screen. This is the main screen where you can select a record already in the system and enter new records.

### Administration

Administration

Use the **Administration** button to do functions to edit or add to administrative look-up tables. Administrative look-up tables control those items that appear in list boxes. Also Administration has functions to initially run all records through the validation edits. (Only DCF administrative users will be able to do these administrative functions.)

### Reports

Reports

Use the **Reports** button to display various reports.

### Utilities

Utilities

Use the **Utilities** button to run the monthly Signoff utility. You must signoff by the tenth of each month after you have completed your data entry for the previous month.

### Logout and Exit Web KCTS

Logout and Exit Web KCTS (Be sure to close any other open Web KCTS windows)

When you are done using Web KCTS, be sure to close any other open Web KCTS windows. Then, on the Main Menu, use the **Logout and Exit KCTS** button to logout from and exit KCTS. You will receive a screen advising you to “Please Close Your Browser”. If you forget to use this button when you are done, and you close all of your web KCTS windows, you will time out after 30 minutes anyway.

Now let’s look at how these features help you with your Kinship Care.

# Search/Results

The **County/Tribe** list box is to limit the search by one county/tribe. (County/Tribe users are limited to records for their own county/tribe, and will not see this option.)

The **Add Caregiver** button is to add a new caregiver

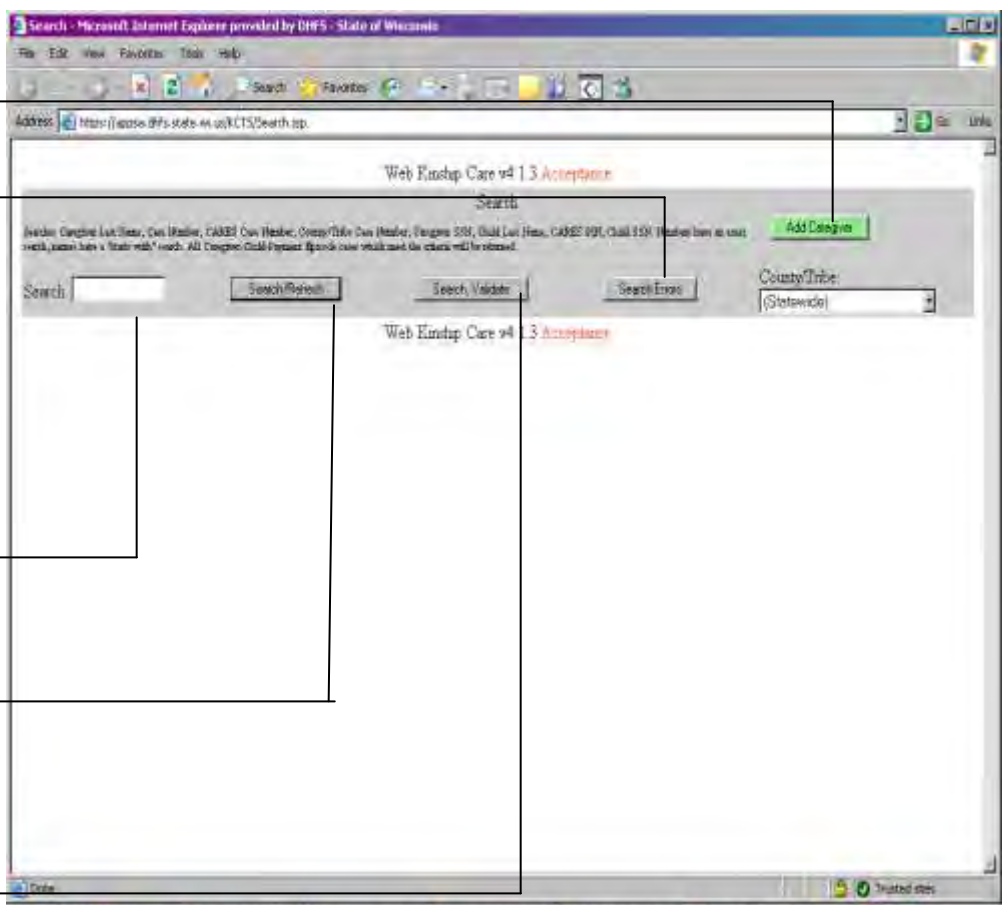
The **Search Errors** button will return only records found from search which have validation errors.

The **Search** box is to type the text. (I.e. Smith or 08400281)

The **Search /Refresh** button is to begin the search for the text typed.

The **Search Validate** button will run all records found through validation edits. (See Validation Edits Section listed below.) This search will also bring up all the cases for your county.

## Search



The **Connect to Web KCTS** button on the MainMenu activates a screen for searching and accessing caregivers or children already in the system. The top Search section of Search/Results is also the starting point for adding a caregiver to the system.

The search box can search Caregiver Last Name, Case Number, the CARES Case Number, County/Tribe Case Number, Caregiver SSN, Child Last Name, the CARES PIN, and Child SSN. Numbers have an exact search; names have a "starts with" search. All Caregiver-Child-Payment Episode case records that meet the criteria will be returned.

## Validation Edits

The record validation edits are processes done to the Caregiver, Child, and Payment Episode records, where the data is checked for missing or invalid values. One or more errors will cause the Valid Indicator for the record to be set to invalid, and the data for that record, or any of its dependent records, will not be reflected in any reports or extracts. There are also warnings that will show up on the screen, which do not count as errors and will not cause the Valid Indicator to be set to invalid. (For a list of validation errors, see the Validation Edits/Errors section on page 23.)

The **Valid** yes or no indicates whether record has passed validation edits. Yes indicates case being passed and No indicates the case has errors.

The **Caregive Case #** can be clicked to view/edit that particular caregiver.

The **Child Seq** (sequence) can be clicked to view/edit that particular child.

The **Payment Episode Start Date** can be clicked to view/edit that particular payment episode.

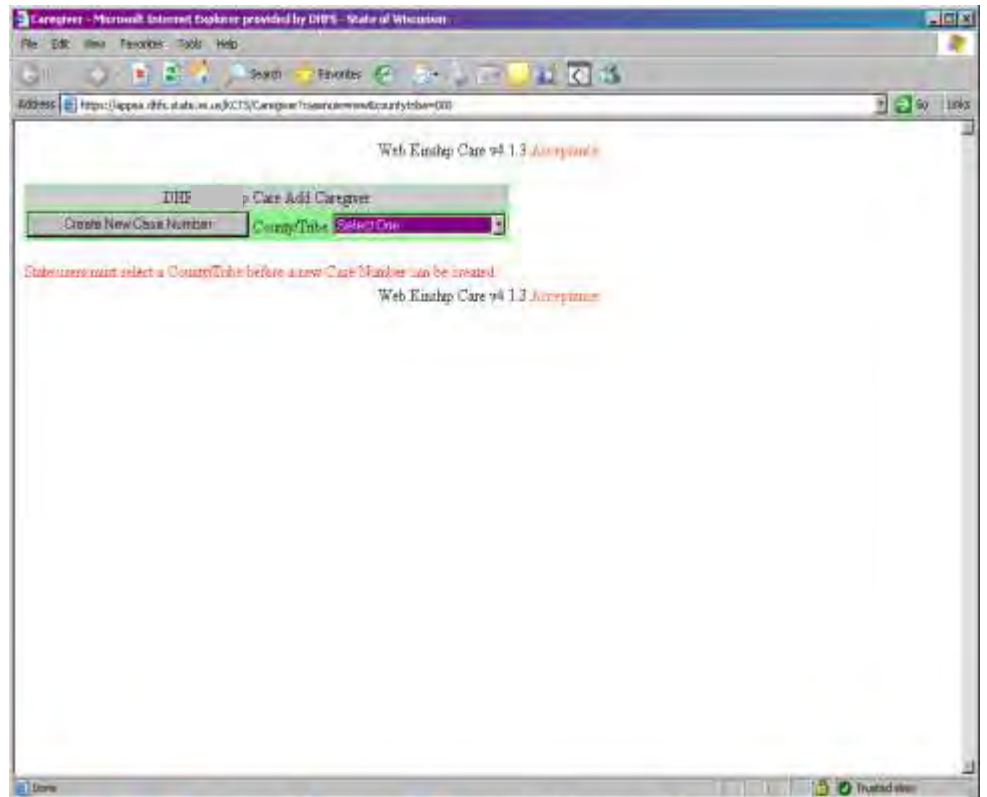
**Results**

Caregiver Case #	City/Tribe	Caregiver Name	Caregiver SSN	CARES #	Child Seq	Child Name	Child SSN	CARES PIN	Gender	Birth Date	Address	City	Valid	Payment Episode Start Date	Payment End Date
		Manonette Rasmussen				Kathy							Yes		
						Kylee			F				Yes		
													Yes		
						Caroline			F				Yes		
													Yes		
													No		
													No		

After one of the three Search buttons has been clicked, the results will be returned in the Results section of the Search/Results screen. Caregiver fields are in green; Child fields are in blue; and Payment Episodes are in yellow.



## Add Caregiver



Click Add Caregiver button at the top of the Search/Results screen in order to add a new caregiver. State users will get an interim screen that will allow them to choose which County/Tribe they want the new Caregiver to be added.

The new Caregiver Case # will be the current highest Caregiver Case # for the County/Tribe plus 1.



# Caregiver

## Caregiver Page

The screenshot shows a web browser window titled "Caregiver - Microsoft Internet Explorer provided by DIFS - State of Wisconsin". The address bar shows a URL starting with "https://apps.difs.state.wi.us/KCTS/Caregiver?caseid=08400202". The page content includes a header with "Case # [redacted]" and "County/Tribal [Dane/Monroe Reservation]". Below this is a large form with various fields: "CARES Case #", "County/Tribal Case #", "Caregiver Name Last", "First [Kathy]", "MI", "Address", "Address (Line 2)", "City [Neosho]", "State [WISCONSIN]", "Zip Code [54150]", "Birth Date YYYY-MM-DD [redacted]", "Gender [F]", "Hispanic/Latino? [No]", "Race 1 [North or South American Indian]", "Race 2 [Select One]", "Race 3 [Select One]", "# Residents at Caregiver Home [5]", "SSN [redacted]", "Household Type [Single Female]", "Marital Status [Single, Never Married]", "Educational Level [High School Diploma/GED/NEEP]", and "Employment Status [Employed]". At the bottom of the form are buttons for "Add Child for This Caregiver" and "Delete This Caregiver". A separate "Update This Caregiver" button is located at the top right of the form area. Three callout boxes with arrows point to these buttons: "Click **Update This Caregiver** to save your changes." (pointing to the top button), "Click **Delete This Caregiver** to delete the currently displayed caregiver." (pointing to the bottom right button), and "Click **Add Child for This Caregiver** to add a new child to the currently displayed caregiver." (pointing to the bottom left button).

Clicking on Caregiver Case # on the Results section of the Search/Results screen opens a screen for editing the Caregiver information already in the system.

## Update

In order for your edits to be saved, you must click Update This Caregiver. After you make any changes, hit the Refresh button in the toolbar of your web browser, in order to view those changes in the Search/Results screen.

## Fields

Here is a list of the fields on the Caregiver screen:

**Case #.** This is the Caregiver Case # assigned by Web KCTS. This field is read-only; you will not be able to change this field.

**County/Tribe.** This is the County/Tribe Code and the name of the County/Tribe. This field is read-only; you will not be able to change this field.

**Update Date.** This is the last time this record was updated. This field is read-only; you will not be able to change this field.

**CARES Case #.**

**County/Tribe Case #.** This is the case # assigned by your county, if appropriate.

**Last Name.**

**First Name.**

**Middle Initial.**

**Address.**

**Address Line 2.**

**City.**

**State.**

**Zip Code.**

**Birth Date.**

**Gender.**

**Hispanic/Latino?**

**Race 1.**

**Race 2.**

**Race 3.**

**Number of Residents in Caregiver Home.** This is the number of children in the caregiver's home receiving kinship care plus the caregiver.

**SSN.**

**Household Type.**

**Marital Status.**

**Educational Level. Employment Status.**

## Validation Error Messages

Click **Update This Caregiver** to save the changes.

The screenshot shows a web browser window titled "Caregiver - Windows Internet Explorer" with the URL "https://state.wis.us". The page displays a form for updating a caregiver. At the top, there is a header bar with "Case # 01480118" and "County/Tribe 018 Dodge". Below this, a red error message block lists several validation errors: (Error 1A) Caregiver Last Name must be filled in to update, (Error 1B) Caregiver First Name must be filled in to update, (Error 20A) Caregiver Birth Date must be filled in to update, (Error 7C) Caregiver City must be filled in to update, (Error 8A) Caregiver Gender must be filled in to update, (Error 9A) Caregiver Hispanic/Latino must be filled in to update, (Error 23A) Caregiver Race 1 must be filled in to update, and (Error 11A) Caregiver SSN must be filled in. (Fill in with all zeroes if not known). Do not make up a number. Below the error messages, a green box contains the form fields: CARES Case #, County/Tribe Case #, Caregiver Name-Last, First, MI, Address (Line 1), City, State (WISCONSIN), Zip Code, Birth Date YYYY-MM-DD, Gender (Select One), and Hispanic/Latino? (Select One). A button labeled "Update This Caregiver" is located at the top right of the form area.

Validation error messages are the explanation that goes with each validation error. Any validation error messages will appear in red (see page 23 for a list of validation errors). Warnings will appear in magenta.

Any cases that have errors will restrict the user from updating the form, and those cases will not be counted in your county's total caseload.

Please make every effort to correct all of the errors in all of your cases.

# Caregiver

Click **Add Child for This Caregiver** button to add a new child for that particular caregiver.

Click **Delete This Caregiver** button will delete that particular caregiver from the record.

If a new child has been added to that particular caregiver then new child sequence letter will be the next highest child sequence letter for that case. (For example if the last child sequence letter is 'D' then the new child's sequence will be the letter 'E')

# Child

# Child

Click **Update This Child** to save your changes.

Click **Add Payment Episode for This Child** to add a new payment episode to the currently displayed child.

Click **Delete This Child** to delete the currently displayed child.

The screenshot shows a web-based form for editing child information. At the top, there is a header with 'Child' and 'Update This Child' buttons. Below this, a 'Case #' field is followed by a 'Child Seq' dropdown and a 'Revised Update Date' field. The main form area is divided into two columns. The left column contains fields for 'Child Name List' (First: Kayla), 'SSN', 'Gender' (F), 'Race 1' (North or South American Indian), 'Race 2' (Select One), 'Race 3' (Select One), 'Care Type' (Select One), 'Court-Ordered Placement' (Select One), 'If child teen parent, teen parent's child resides with family in that kinship placement?' (Select One), 'U.S. Citizen?' (Yes), 'Mo. Amount of Unearned Income', 'Last Grade Completed' (Ninth Grade/Freshman), 'Mother's Current Status' (Never Married), 'Mother TFR' (No), and 'Current Relationship of Parents to each Other' (Never Married). The right column contains fields for 'There is an Ineligible Sibling of an Eligible Child' (NO), 'Middle Initial', 'Birth Date YYYY-MM-DD', 'Hispanic or Latino?' (No), 'Relationship to Relative Caregiver' (First Cousin), 'Child Teen Parent?' (No), 'If child teen parent, kinship payment also being made for child of the teen parent?' (Select One), 'Child Receives Disability Benefits?' (No), 'Currently Enrolled in School?' (No), 'School District' (3034), 'Father's Current Status' (Never Married), and 'Father TFR' (No). At the bottom of the form, there are three buttons: 'Add Payment Episode for This Child', 'Delete This Child', and 'Update This Child'. The 'Update This Child' button is highlighted in the top right corner of the form area.

Clicking on a Child Sequence on the Results section of the Search/Results screen opens a screen for editing the child information already in the system.

When you click on Add payment Episode for this Child button, then the new Payment Episode Start Date will default to the current date. The user will have the opportunity to change the date before approving the record. After the record has been approved, you will no longer be able to change the payment start date. If you need to make a change to the payment start date, please contact the State Central Office. Please be sure to put in a court-order start date if the child is on a court-ordered placement. If the court-order ends and the child are still receiving kinship care, you must enter in the court-order end date.

## Update

In order for your edits to be saved, you must click Update This Child. After you make any changes, hit the Refresh button in the toolbar of your web browser, in order to view those changes in the Search/Results screen.

## Fields

Here is a list of the fields for the Child screen:

**Case #.** This is the Caregiver Case # assigned by the Web KCTS. This field is read-only; you will not be able to change this field.

**Child Sequence.** This is the Child Sequence assigned by Web KCTS. This field is read-only; you will not be able to change this field.

**Update Date.** This is the last time this record was updated. This field is read-only; you will not be able to change this field.

**CARES PIN.**

**This is an Ineligible Sibling of an Eligible Child.**

**Last Name.**

**First Name.**

**Middle Initial.**

**SSN.**

**Birth Date.**

**Gender.**

**Hispanic/Latino?**

**Race 1.**

**Race 2.**

**Race 3.**

**Care Type.**

**Relationship to Relative Caregiver.**

**Court Ordered Placement?**

**Child Teen Parent?**

**Teen parent's child resides with him/her in this Kinship placement?**

**Kinship payment also is being made for child of the teen parent?**

**U.S. Citizen?**

**Child Receives Disability Benefits?**

**Monthly Amount of Unearned Income.**

**Currently Enrolled in School?**

**Last Grade Completed.**

**School District.**

**Mother's Current Status.**

**Father's Current Status.**

**Mother TPR?**

**Father TPR?**

**Current Relationship of Parents to Each Other.**

## Validation Error Messages

Right below the case # you can see the error message being displayed.

The screenshot shows a web browser window with a form titled "Child". The form has several fields: "Child Seq", "Record Update Date", "CARES PIN", "Child Name Last", "First", "Middle Initial", "SSN", "Birth Date YYYY-MM-DD", "Gender", "Race 1", "Race 2", "Race 3", "Case Type", "Hispanic or Latino?", and "Relationship to Relative Caregiver". Below the form, there are several red error messages:

- (Error 16A) Child Last Name must be filled in to update.
- (Error 16B) Child First Name must be filled in to update.
- (Error 19A) Child SSN must be filled in to update. (Fill in with all zeroes if not known). Do not make up a number.
- (Error 20A) Child Birth Date must be filled in.
- (Error 21A) Child Gender must be filled in to update.
- (Error 22A) Child Hispanic/Latino must be filled in.
- (Error 32E) Relation to relative caregiver must be filled in (Fill in as Unknown if not known).

Validation error messages are the explanation that goes with each validation error.

Any validation error messages will appear in red.

Warnings will appear in magenta.

Any cases that have errors will restrict the user from updating the form, and cases will not be counted in your county's total caseload.

Please make every effort to correct all of the errors in all of your cases.

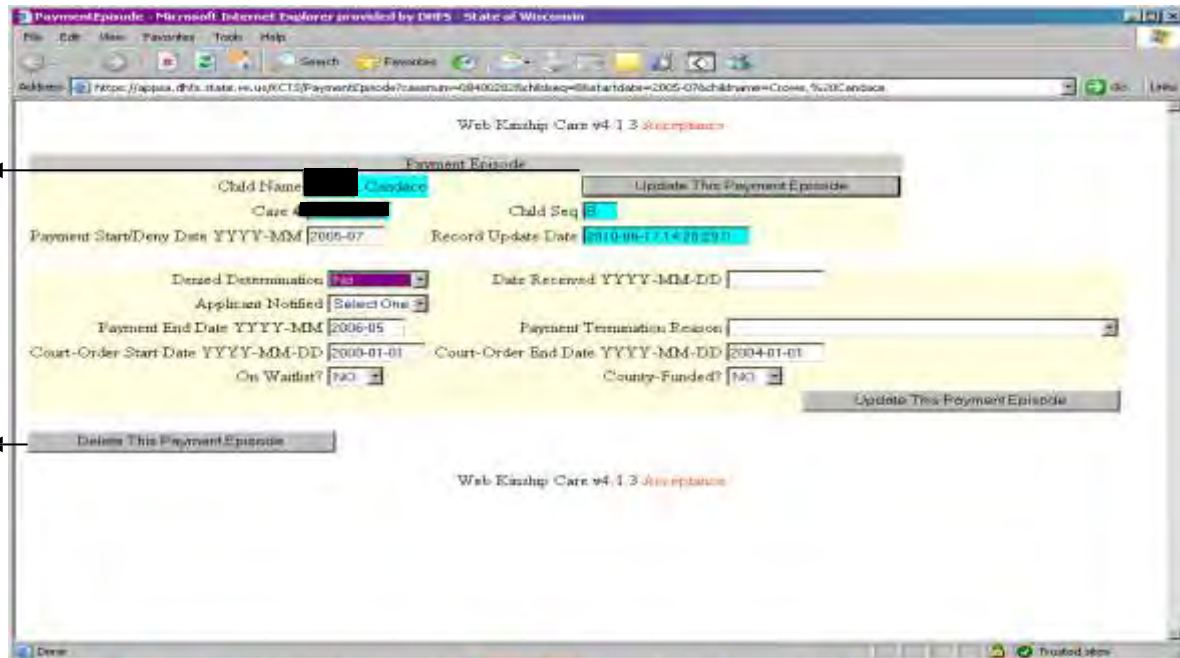


# Payment Episode

## Payment Episode

Click **Update This Payment Episode** to save the changes.

Click **Delete This Payment Episode** to delete that payment episode.



Clicking on a Payment Episode Start Date for a case on the Results section of the Search/Results screen opens a screen for editing the payment episode information already in the system.

## Update

In order for your edits to be saved, you must click Update This Payment Episode. After you make any changes, hit the Refresh button in the toolbar of your web browser, in order to view those changes in the Search/Results screen.

## Fields

Here is a list of the fields on the Payment Episode screen:

**Child Name.** This is the Child Name from the Child record. This field is read-only; you will not be able to change this field.

**Case #.** This is the Caregiver Case # assigned by Web KCTS. This field is read-only; you will not be able to change this field.

**Child Sequence.** This is the Child Sequence assigned by Web KCTS. This field is read-only; you will not be able to change this field.

**Payment Start/Deny Date.** This is the Payment Start Date. This field is read-only; you will not be able to change this field, except for a just-added record. If you need to make a change to this field, please contact the State Central Office.



**Update Date.** This is the last time this record was updated. This field is read-only; you will not be able to change this field.

**Denied Determination.**

**Date Received.**

**Applicant Notified.**

**Payment End Date.** This closes the Payment Episode.

**Payment Termination Reason.**

**Court-Order Start Date.**

**Court-Order End Date.**

**On Waitlist?** If a child is on a waitlist, open a payment episode and fill in yes in the waitlist field. If the child moves from the waitlist to receiving a payment, close out the payment episode and open a new payment episode with no in the waitlist field.

**County-Funded?** If a child is funded with county dollars, open a payment episode and fill in yes in the county funded field. If the child moves from being funded with county dollars to fund with Temporary Assistance to Needy Families (TANF) funds through the state, close out the county funded payment episode and open a new payment with no in the county funded field.

## VOLUNTARY CASE WARNING

If a court order has a start date and end date and if that particular payment episode has no payment termination reason then that case is a voluntary case (non court Order).

An example of such warning message is shown below

### Warning Errors

Right below the Payment start/Deny Date, the warning messages will be displayed in Megenta

Web Kinship Care v4.1.3 Acceptance

Payment Episode

Child Name [REDACTED] [REDACTED] Update This Payment Episode

Case # [REDACTED] Child Seq [REDACTED]

Payment Start/Deny Date YYYY-MM [2006-07] Record Update Date [2010-08-11 14:28:29]

**WARNING: YOU HAVE NOT CHOSEN A PAYMENT TERMINATION REASON AND THIS CASE IS NOW A VOLUNTARY CASE (NON COURT ORDER). If this case is closed please choose a Payment Termination Reason:**

Denied Determination [REDACTED] Date Received YYYY-MM-DD [REDACTED]

Applicant Notified [Select One]

Payment End Date YYYY-MM [2006-05] Payment Termination Reason [REDACTED]

Court-Order Start Date YYYY-MM-DD [2000-01-01] Court-Order End Date YYYY-MM-DD [2004-01-01]

On Waiver? [NO] County-Funded? [NO]

Update This Payment Episode

Delete This Payment Episode

Web Kinship Care v4.1.3 Acceptance

## Validation Error Messages

Validation error messages are the explanation that goes with each validation error. Any validation error messages will appear in red. Warning message will appear in Megenta.

Any cases that have errors will restrict the user from updating the form, and the case will not be counted in your county's total caseload. Please make every effort to correct all of the errors in all of your cases.

## Validation Error Messages on payment Episode

Right below the Payment start/Deny Date, the error messages will be displayed in red color.

The screenshot shows a web browser window displaying the 'Payment Episode' form in the 'Web Kinship Care v4.1.5' application. The form contains several fields and buttons. Below the 'Payment Start/Deny Date' field, three red error messages are displayed:

- (Error 52B) Payment End Date cannot be earlier than Payment Start Date.
- (Error 54A) If an End Date is present, Denied Determination must be Yes or No.
- (Error 57C) Court Ordered End Date cannot be earlier than Court Ordered Start Date.

The form fields include:

- Child Name: [Redacted]
- Case: [Redacted] Child Seq: 8
- Payment Start/Deny Date YYYY-MM: 2005-07 Record Update Date: 2010-08-12 14:20:29.0
- Denied Determination: [Select One] Date Received YYYY-MM-DD: [ ]
- Applicant Notified: [Select One]
- Payment End Date YYYY-MM: 2008-05 Payment Termination Reason: [ ]
- Court Order Start Date YYYY-MM-DD: 2009-01-01 Court Order End Date YYYY-MM-DD: 1999-01-01
- On Waitlist?: [YES] County Funded?: [NO]
-

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## Migration to WiSACWIS

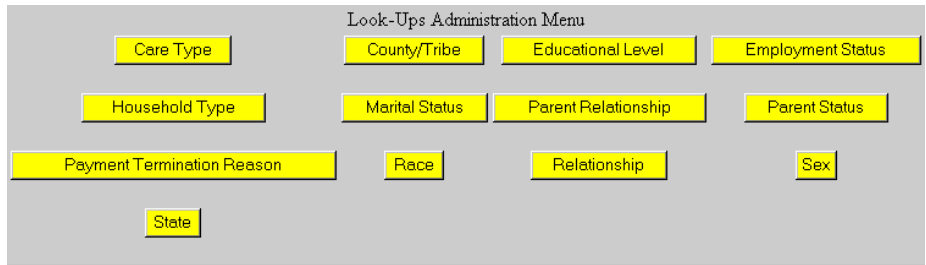
Those counties that have been migrated to WiSACWIS will be marked as “obsolete” in Web KCTS. Their Web KCTS data will still be there, however, users from those migrated counties will find that they can no longer make any changes to the Web KCTS data. Certain administrative users at the state Central Office will still be able to change the data. County users whose counties have been migrated should not attempt to update the Web KCTS data any more, but should instead keep the WiSACWIS data up to date.

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# Administration

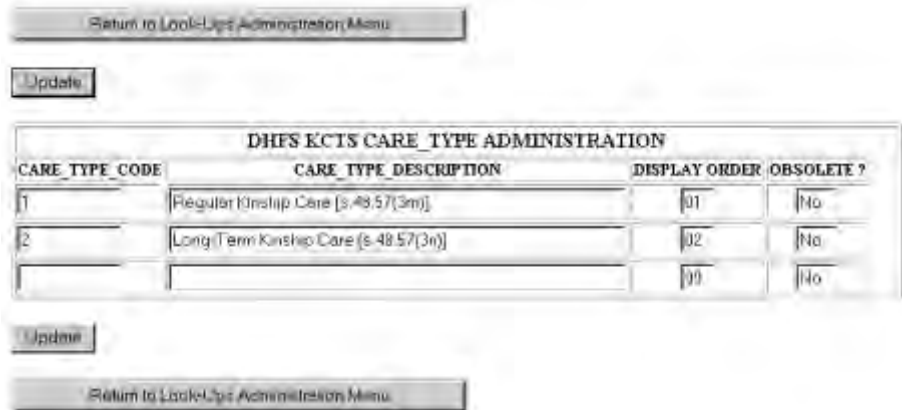
Administration is a collection of functions that can be performed by users having administrative rights. To go to the Administration screen, click the **Administration** button on the MainMenu screen. (Only DHFS administrative users can use this function.)

## Look-Ups Administration Menu



Select a Look-Up to administer by placing the mouse pointer on its button and clicking the mouse.

## Administering Care Type Look-Up (Example)



You can enter the Care Type information and click the **Update** button after you have completed your data entry.

You cannot change the value or code. You can only change the description, the display order, and the obsolete indicator.

You cannot delete any items. You can set the obsolete indicator to Yes instead.

The blank row at the bottom is to allow you to add a new code or value, with its description and display order.

Hit the Return to Look-Ups Administration Menu button when done.

## Confirm Delete

Confirm Delete (This will really delete the record, not just mark it as obsolete!)

**Confirm Delete Payment Episode** Casenum:  Childseq:  Startdate (YYYY-MM):

Confirm Delete will physically delete a record, not just mark it as obsolete. Only Confirm Delete for a Payment Episode is offered at this time. This can be used to avoid duplicate key problems on non-administrative user-deleted Payment Episodes.

## Initial Validation

Initial Validation

<input type="button" value="Validate Caregiver Records"/>	Begin County: <input type="text" value="001"/>	End County: <input type="text" value="020"/>
<input type="button" value="Validate Child Records"/>	Begin County: <input type="text" value="001"/>	End County: <input type="text" value="020"/>
<input type="button" value="Validate Payment Episode Records"/>	Begin County: <input type="text" value="001"/>	End County: <input type="text" value="020"/>

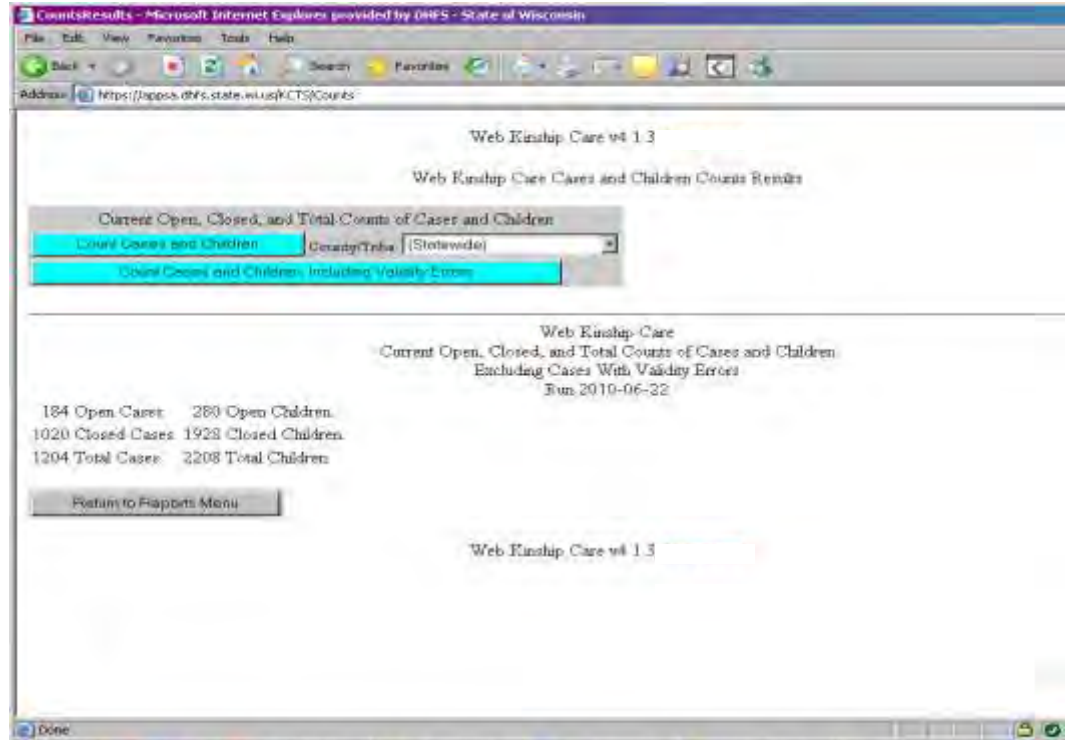
Initial Validation is a one-time function done to initially set the Valid Indicator in each Caregiver, Child, and Payment Episode record.

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# Reports

There are several possible reports for you to use to gather counts of the kinship care data entered into the system for your county. Please note that if ANY of your cases have errors, they will not be counted in any of the reports (unless the “Including Validation Errors” option is selected). This will affect your total case count numbers. Please make every effort to correct all the errors that exist in all of your cases.

## Reports



### Current Open, Closed, and Total Counts of Cases and Children (Example)

You can use the browser Print button to print out this report.

Hit the Return to Reports Menu button when done.

If there are additional reports that you would like to obtain, please contact the State Central Office.

# Utilities

You must signoff by the 10<sup>th</sup> of each month in order to avoid any penalties. This informs the State Central Office that all your data has been entered and corrected for the month.

## Signoff

DHFS Kinship Care Signoff

County/Tribe: Dane

Return to Utilities Menu

Update

COUNTY/TRIBE	CUTOFF DATE	USER ID	ACTUAL DATE YYYY-MM-DD	TOTAL DENIED CHILDREN COUNT
013   Dane	2001-11-10	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2001-12-10	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2002-01-10	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2002-02-10	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2002-03-10	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2002-04-10	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2002-05-10	<input type="text"/>	<input type="text"/>	<input type="text"/>

You can enter the User ID and Actual Date fields, also the Total Denied Children Count, and then click the **Update** button after you have completed your data entry. The Total Denied Children Count includes both children who were entered and children who were not entered into the Web KCTS system.

You cannot change any other fields. You cannot delete any items.

Hit the Return to Utilities Menu button when done.





# Validation Edits / Errors

## Caregiver

Warning — Please try to obtain the Caregiver Birth Date.

Warning — Please try to obtain the Caregiver SSN.

Error 1A—Caregiver Last Name must be filled in to update.

Error 1B—Caregiver First Name must be filled in to update.

Error 2—If CARES Case # is filled in, it must be 10 digits.

Error 6 – Caregiver Birthdate must be filled in to update (if not known fill in as 1111-11-11).

Error 6A—Caregiver Birth Date is not a valid date. Must use the format YYYY-MM-DD eg. 2000-01-01.

Error 6B—Caregiver Birth Date indicates Caregiver who is under age 18. Must be a value of 18 years or older.

Error 6C – Caregiver BirthDate cannot be later than current date

Error 7A—If Caregiver Zip Code is filled in, it must be 5 digits.

Error 7C—Caregiver City must be filled in to update.

Error 7D—Caregiver State must be filled in to update.

Error 8A—Caregiver Gender must be filled in to update.

Error 9A—Caregiver Hispanic/Latino must be filled in.

Error 9C—Caregiver Race 1 must be filled in.

Error 9D—Cannot have Caregiver Race 2 or 3 unless first there is a Race 1.

Error 9E—Cannot have Caregiver Race 3 unless first there is a Race 2.

Error 9F—Caregiver Race 2, if filled in, cannot be the same as Race 1.

Error 9G—Caregiver Race 3, if filled in, cannot be the same as Race 1.

Error 9H—Caregiver Race 3, if filled in, cannot be the same as Race 2.

Error 10—If Number of Current Residents in Caregiver Home is filled in, it must be a valid number.

Error 11A—Caregiver SSN must be filled in (Fill in with all zeroes if not known). Do not make up a number.

Error 11B—Caregiver SSN must be 9 digits. (Fill in with all zeroes if SSN is not known.) Do not make up a number.

Error 11C—Caregiver SSN is invalid. First 3 digits cannot be 000 or greater than 799. Middle 2 digits cannot be 00. Last 4 digits cannot be 0000. (Nine zeroes are acceptable if SSN is not known.)

Error 11D—Caregiver SSN is invalid. Cannot be the same digit repeated 9 times. (Nine zeroes are acceptable if SSN is not known.)

Error 13A—Caregiver Marital Status must be filled in to update.

Error 14A—Caregiver Educational Level must be filled in to update. (Fill in as unknown if not known).

Error 15A—Caregiver Employment Status must be filled in.

Error 16—Caregiver must have at least one Child.

Error 17A – Caregiver household type must be filled in to update. (Fill in as unable to determine if not known).

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## Child

Warning—Proposed 'Court-Ordered Placement' of 'No' or Null is not allowed as long as there is a Court-Order Start Date (in a Payment Episode). Setting value to 'Yes'.

Warning—Proposed Monthly Unearned Income Amount is not numeric. Restoring old value.

Warning—Please try to obtain the Child SSN.

Error 16A—Child Last Name must be filled in to update.

Error 16B—Child First Name must be filled in to update.

Error 17—If CARES PIN is filled in, it must be 10 digits.

Error 19A—Child SSN must be filled in. (Fill in with all zeroes if not known.) Do not make up a number.

Error 19B—Child SSN must be 9 digits. (Fill in with all zeroes if SSN is not known.) Do not make up a number.

Error 19C—Child SSN is invalid. First 3 digits cannot be 000 greater than 799. Middle 2 digits cannot be 00. Last 4 digits cannot be 0000. (Nine zeroes is acceptable if SSN is not known.)

Error 19D—Child SSN is invalid. Cannot be the same digit repeated 9 times. (Nine zeroes is acceptable if SSN is not known.)

Error 20A—Child Birth Date must be filled in to update.

Error 20B—Child Birth Date is not a valid date. Must use the format YYYY-MM-DD.

Error 20C—Child Birth Date indicates open Child who is over age 19. Must be a value of 19 years old or younger.

Error 20D—Child Birth Date cannot be later than current date.

Error 20E—Child Birth Date indicates closed Child who was over age 19 before close date (Payment End Date). Must either adjust Child Birth Date or Payment End Date.

Error 21A—Child Gender must be filled in to update.

Error 22A—Child Hispanic/Latino must be filled in to update.

Error 23A—Child Race 1 must be filled in to update.

Error 23B—Cannot have Child Race 2 or 3 unless first there is a Race 1. Resolve the error to update.

Error 23C—Cannot have Child Race 3 unless first there is a Race 2. Resolve the error to update.

Error 23D—Child Race 2, if filled in, cannot be the same as Race 1. Resolve the error to update.

Error 23E—Child Race 3, if filled in, cannot be the same as Race 1. Resolve the error to update.

Error 23F—Child Race 3, if filled in, cannot be the same as Race 2. Resolve the error to update.

Error 26—If Child is a Court-Ordered Placement, you must enter the Start Date of the Court Order (on the Payment Episode).

Error 28—Child U.S.Citizen must be filled in to update.

Error 30—If Monthly Unearned Income Amount is filled in, it must be a valid number.

Error 32A—Child Last Grade Completed must be filled in to update.

Error 32 D – Relationship to relative caregiver must be filled in to update. (Fill in as unknown if not known).

Error 33E – Mother’s current status must be filled in to update. (Fill in as unknown if not known).

Error 33F – Current relationship of parents to each other must be filled in to update. (Fill in as unknown if not known).

Error 33G – Father’s current status must be filled in to update. (Fill in as unknown if not known).

Error 39—Child must have at least one Payment Episode.

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## Payment Episode

Warning—Proposed Payment Start Date already exists for this Child. Restoring old value.

Warning—Waitlist Payment Episodes are allowed but are not valid and do not count in reports other than Waitlist Reports.

Warning—County Funded Payment Episodes are allowed but are not valid and do not count in reports other than County Funded Reports.

Warning – You have not chosen a Payment termination reason and this case is now a voluntary case ( Non Court Order). If this case is closed please choose a payment termination reason

Error 51A—Payment Start Date is not a valid date. Must use the format YYYY-MM.

Error 51B—There can only be one open Payment Episode. Another Payment Episode exists in which there is no End Date. One of these Payment Episodes will need to be closed.

Error 51C—There can be no overlapping Payment Episode. Another Payment Episode exists, such that its Start and End Dates overlap with the current Start Date.

Error 51D—Payment Start Date cannot be later than Current Date. Use the Waitlist field to indicate Waitlist.

Error 51E—Payment Start Date is earlier than reasonable.

Error 51G – Cannot have payment end date, if payment start date is not filled in.

Error 51F—An open Payment Episode can have no other Payment Episode, closed or open, with a later Start Date. Another Payment Episode exists with this later Start Date. The earlier Payment Episode will need to be closed.

Error 52A—Payment End Date, is not a valid date. Must use the format YYYY-MM.

Error 52B—Payment End Date cannot be earlier than Payment Start Date.

Error 52C—Payment End Date cannot be later than Current Date. Use the Waitlist field to indicate Waitlist.

Error 52D—There can be no overlapping Payment Episode. Another Payment Episode with End Date exists, such that these dates overlap with the current Start Date or End Date.

Error 54A—If an End Date is present, Denied Determination must be Yes or No.

Error 54B —If Denied Determination is Yes, there must be an End Date.

Error 54C—If Denied Determination is Yes, there must be a Payment Termination Reason.

Error 54D—If Denied Determination is Yes, then Payment End Date should not be more than 4 months after Payment Start Date. Must either adjust Denied Determination or Payment End Date.

Error 53A— Received Date is not a valid date. Must use the format YYYY-MM-DD.

Error 53B – Received Date cannot be later than current date

Error 55A—Court-Order Start Date is not a valid date. Must use the format YYYY-MM-DD.

Error 55B—Court-Order Start Date cannot be later than Current Date.

Error 57A—Court-Order End Date is not a valid date. Must use the format YYYY-MM-DD.

Error 57B—Court-Order End Date cannot be later than Current Date.

Error 57D—Cannot have Court-Order End Date, if Court-Order Start Date is not filled in.

Error 57C—Court-Order End Date cannot be earlier than Court-Order Start Date.

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## Inter- and Intra-Case SSN

Error 101—Open Child SSN occurs elsewhere in an open case as a Caregiver SSN.

[Then either:]

The other case is in your county. Please do a Search on the SSN to find both cases, and correct.

[Or:]

The other case is in another county. Please contact the State Central Office\* to resolve this issue.

Error 102—Open Child SSN occurs elsewhere in an open child as a Child SSN.

[Then either:]

The other case is in your county. Please do a Search on the SSN to find both cases, and correct.

[Or:]

The other case is in another county. Please contact the State Central Office\* to resolve this issue.

Error 111—Open case Caregiver SSN occurs elsewhere in an open child as a Child SSN.

[Then either:]

The other case is in your county. Please do a Search on the SSN to find both cases, and correct.

[Or:]

The other case is in another county. Please contact the State Central Office\* to resolve this issue.

Error 112—Caregiver SSN occurs elsewhere in your county in another case as a Caregiver SSN. Please do a Search on the SSN to find both cases, and correct.

Error 121—Open case Caregiver SSN occurs elsewhere in an open case in another county with one or more of the same children, as a Caregiver SSN. Please contact the State Central Office\* to resolve this issue.

Error 131—Caregiver SSN occurs elsewhere in the same case as a Child SSN. Please do a Search on the SSN to find the case involved and correct.

Error 132—Child SSN occurs elsewhere in the same case as a Caregiver SSN. Please do a Search on the SSN to find the case involved and correct.

Error 133—Child SSN occurs elsewhere in the same case as another Child SSN. Please do a Search on the SSN to find the case involved and correct.

Error 141—There can be no overlapping Payment Episode. Another Payment Episode in another case for the same Child (identified by SSN) exists, such that its Start and End Dates overlap with the current Start Date and End Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. The Payment Episodes Start and End Dates will need to be adjusted.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN. The Payment Episodes Start and End Dates will need to be adjusted.

Error 142—There can be only one open Payment Episode. Another Payment Episode in another case for the same Child (identified by SSN) exists in which there is no End Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. One of these Payment Episodes will need to be closed.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN, and one of these Payment Episodes will need to be closed.

Error 143—An open Payment Episode can have no other Payment Episode, closed or open, with a later Start Date. Another Payment Episode, in another case for the same Child (identified by SSN), exists with this later Start Date.  
[Then either:]

The case is in your county. Do a search on the SSN to see the cases. The earlier of these Payment Episodes will need to be closed.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN, and the earlier of these Payment Episodes will need to be closed.

Error 144—There can be no overlapping Payment Episode. Another Payment Episode in another case for the same Child (identified by SSN) exists, such that its Start and End Dates overlap with the current Start Date.

[Then either:]

The case is in your county. Do a search on the SSN to see the cases. The Payment Episodes Start and End Dates will need to be adjusted.

[Or:]

The case is in another county. Please contact the State Central Office. They will need to do a search on the SSN. The Payment Episodes Start and End Dates will need to be adjusted.

## E-wisacwis Checks:

There are some checks to be done before adding a **Payment Episode** for a child. These checks help to make sure that a child's previous payment episode is closed.

Log into eWiSACWIS for such checks and every case worker will normally have a read only access to ewisacwis, in case if you do not have one, please call the help desk to get your read only access.


## Login Page

ICS Login - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

File Edit View Favorites Tools Help

Back + Search Favorites

Address <https://apps.dhfs.state.wi.us/ICSLogin/?https://apps.dhfs.state.wi.us/ewisacwis/> Go Links

 WISCONSIN DEPARTMENT OF HEALTH SERVICES

Search DHS GO

About DHS Topics A - Z Programs & Services Partners & Providers Reference Center

### Please log In

Please Enter Your Username and Password	Help Desk Contact Information
Username: <input type="text"/>	<b>Local Madison Number :</b> 608-261-4400
Password: <input type="password"/>	<b>Long Distance to Madison :</b> 1-866-335-2180 (Toll Free)
<input type="button" value="Login"/> <input type="button" value="Reset"/>	<b>TTY/Textnet :</b> 1-888-645-4160
<a href="#">Forgot your password or account locked?</a>	<a href="#">Send an e-mail to the help desk.</a>

[I need to change my account info \(Name, address, password etc\)](#)  
[I do not have an account and would like to register for one.](#)

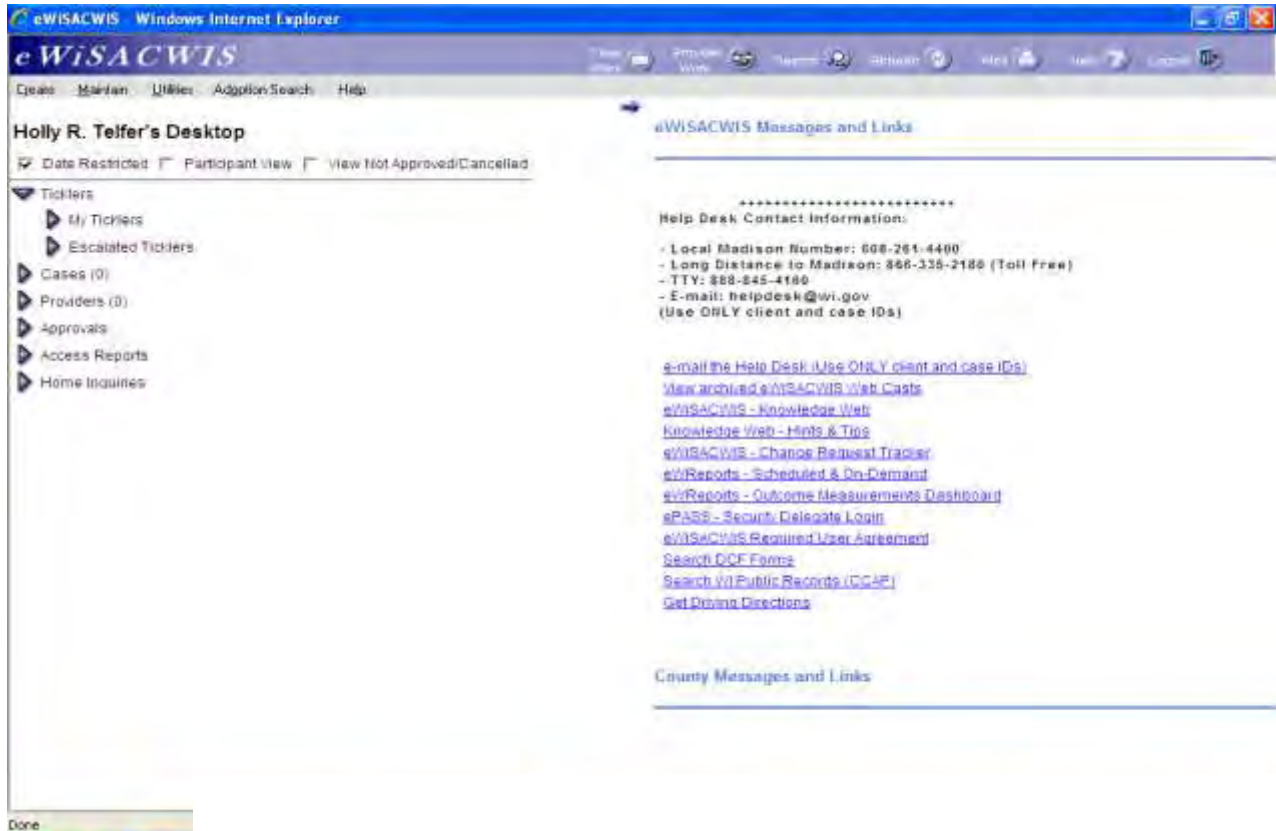
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The Official Internet Site of the Wisconsin Department of Health Services

<https://ec.wisconsin.gov/WAMS/ProfileManagement/Controller?SFAction=001> Trusted Sites



## Ewisacwis Web Page



Click Search button, located on top left hand corner.

## Ewisacwis Search Screen

Search - Windows Internet Explorer

eWISACWIS

Home Search Help Feedback

Case Person Provider Organization Worker

Search Criteria

Last Name:  First Name:  Case ID:

Sex:  ZIP Code:  Search Archives:

Date Restricted  Participant View Search Precision:  Sort By:

View Not Approved/Canceled

Cases Returned

Done

One can search with case details or with child details.

It is always a best practice to search for a child in e wisacwis county side to make sure that the Childs previous payment episode is closed.

# CONTACT INFORMATION

DCF Help Desk (for technical assistance)

608-261-4400  
helpdesk@wi.gov