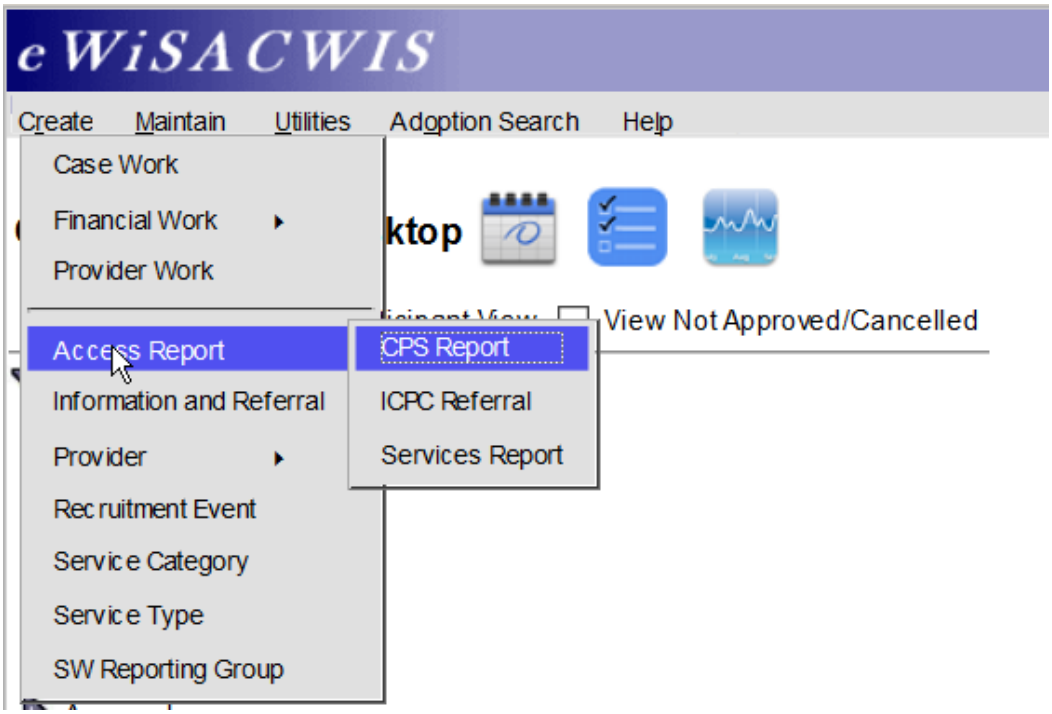
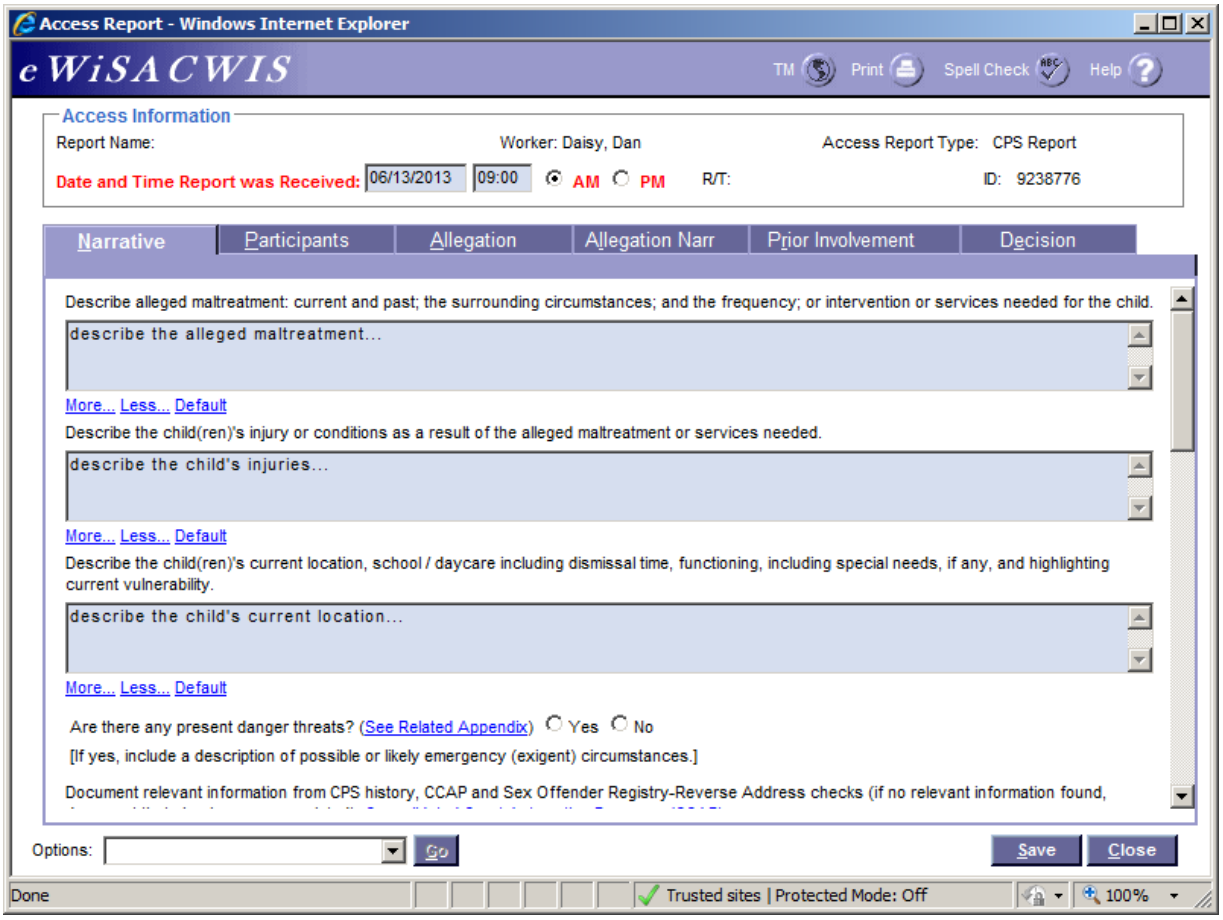
Access Report - CPS Report

1. Select Create > Access Report > CPS Report. This will open the Access Report page.



2. Enter the date and time the report was received in the Access Information group box at the top of the page.

3. On the Narrative tab, enter narrative text for each section. When you get to the "Are there any present danger threats?" question, you will need to select either the 'Yes' or 'No' radio button. If you select 'Yes', the Present Danger Threats page will open, listing the present danger threats according to standards.



On the Present Danger Threats page, check all that apply. If at any time you need a definition of the present danger threats, hover over the word Details with your cursor and the definition will appear. When finished, click Continue to return to the Narrative tab of the Access Report page.

Note: Based on the fact that there are present danger threats, upon screening in the access report, the response time will automatically be set to "Same Day."

Present Danger Threats -- Webpage Dialog

eWiSACWIS

Print Spell Check Help

Present Danger Threats

Check All That Apply

Maltreatment

Select	Description
☐	The child is being maltreated at the time of the report or at initial contact Details
☐	Severe to extreme maltreatment of the child is suspected, observed, or confirmed Details
☐	The child has multiple or different kinds of injuries Details
☐	The child has injuries to the face or head Details
☐	The maltreatment demonstrates bizarre cruelty Details
☐	The maltreatment of several victims is suspected, observed, or confirmed Details
☑	The maltreatment appears premeditated Details
☐	Dangerous (life threatening) living arrang
☐	The current report represents a serious t
☐	The child is accessible to a maltreater D

The maltreatment appears premeditated:

The maltreatment appears to be the result of a deliberate, preconceived plan or intent.

Child

Select	Description
☐	Parent's viewpoint of child is bizarre Details
☐	Child is unable to care for self and unsupervised or alone at the time of the report Details

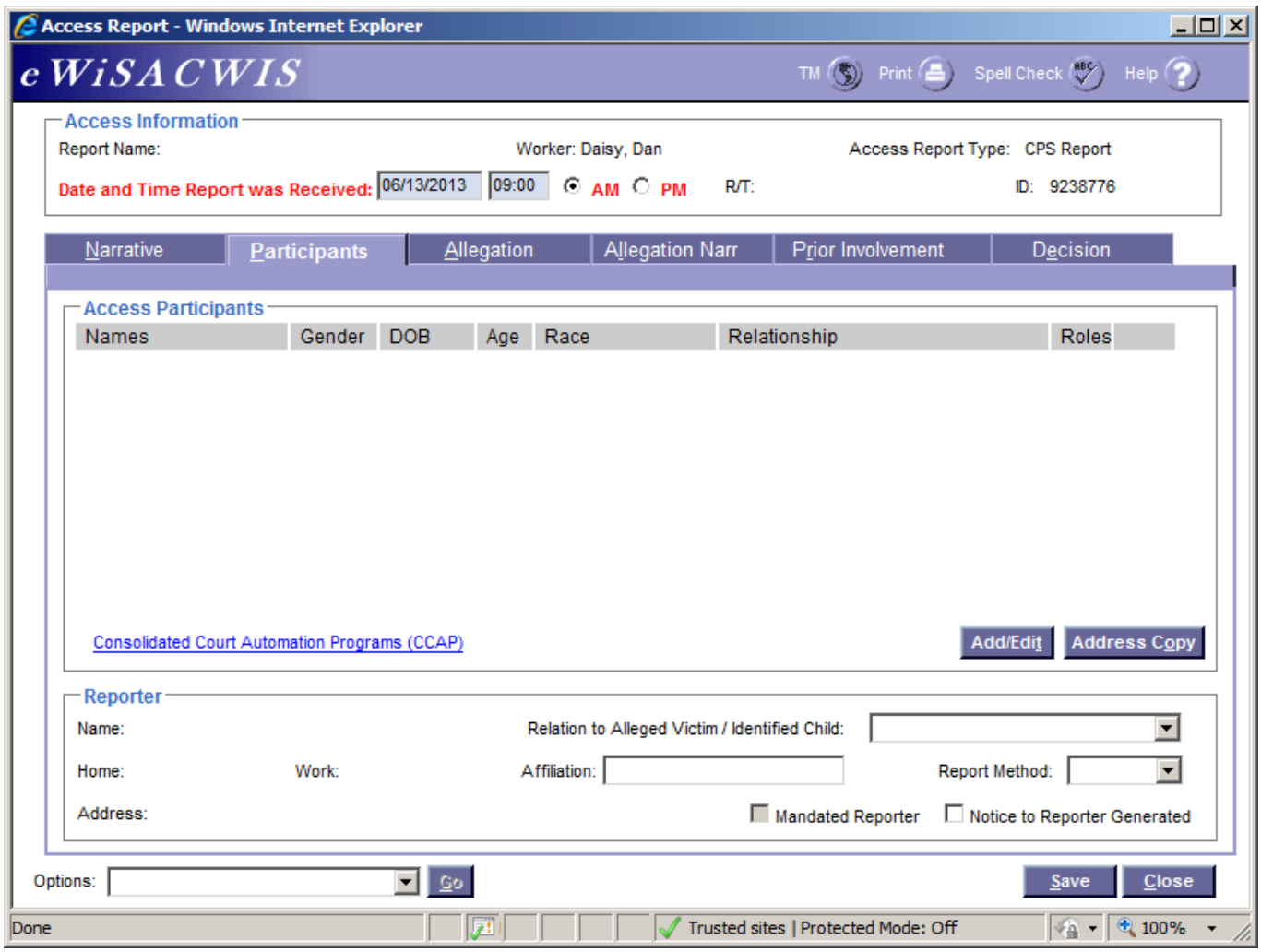
Continue Close

4. Back on the Access Report page, you will see the present danger threats along with a required narrative field. Fill out the narrative field to describe the present danger threats.

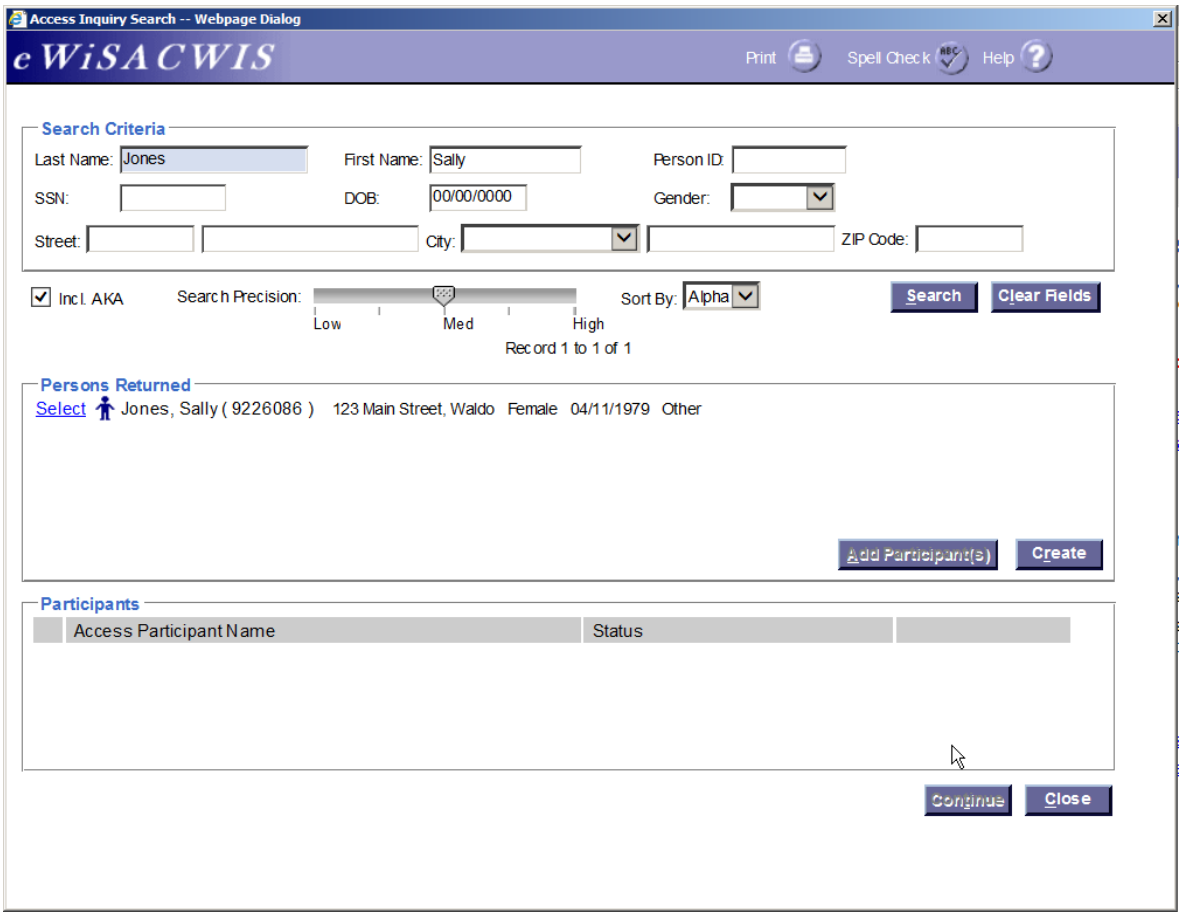
Note: Some of the narrative descriptions contain a See Related Appendix hyperlink. This is a link to the associated appendix for either the CPS Access and Initial Assessment Standards or the Safety Intervention Standards.

5. The final required field on the Narrative tab asks if there is any information indicating that the child(ren) may have American Indian heritage. If you have already entered the participants and the child has either a race of American Indian/Alaska Native or an Ethnicity of Native American documented on Person Management, then the radio button will pre-fill to Yes. In all other situations, it will pre-fill to Unknown. There is also an ICWA Contacts hyperlink that will take you to a webpage with the known ICWA contacts for each Wisconsin tribe and the BIA.

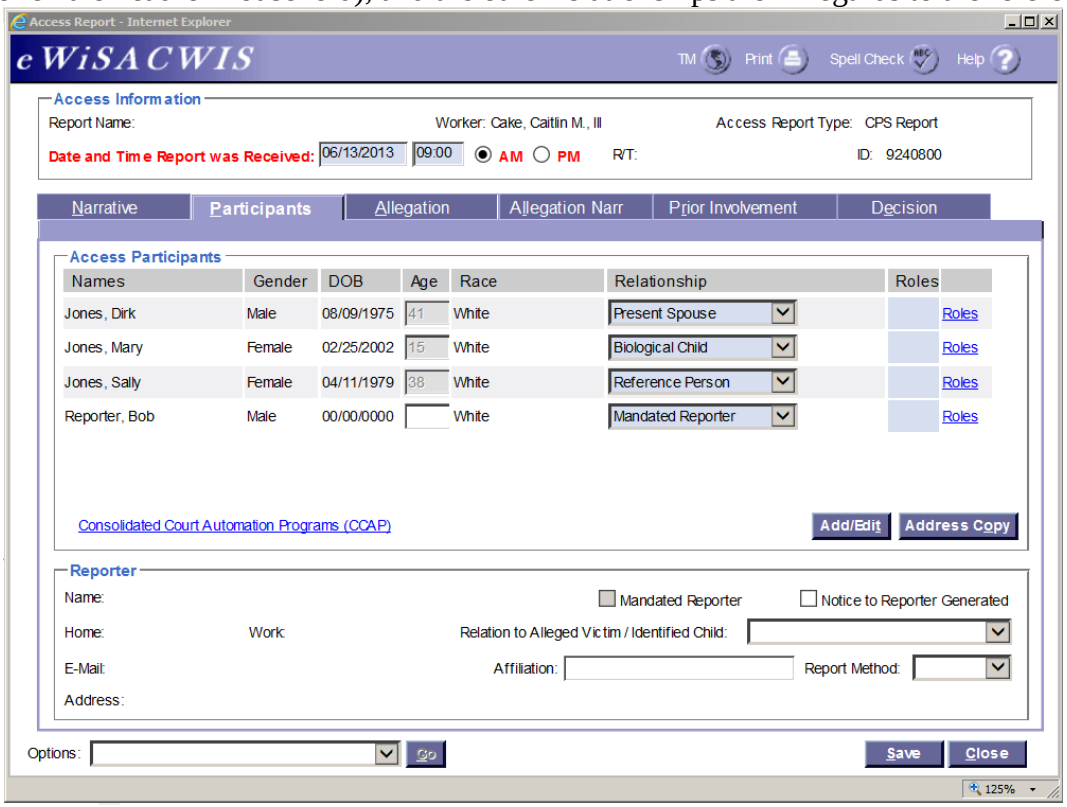
6. The Participants tab is used to record all participants in the report. Click the Add/Edit button to search the participants in this CPS Report.



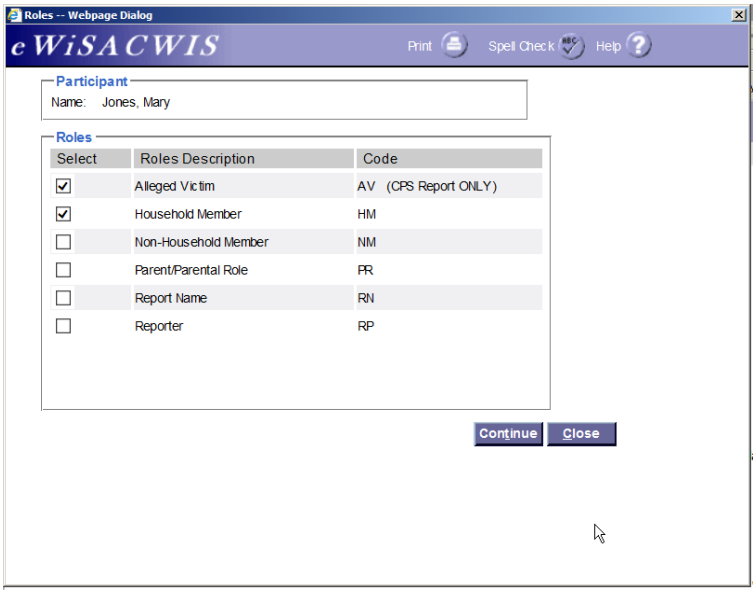
7. Search the participants. The Last Name is required unless you enter a person ID, SSN, or an address. Click the Select hyperlink for the participants you would like to add, or click Create if the person you are looking for is not found. Once all participants have been added, click Continue to return to the Access Report. For more information on how to search, please refer to the Search User Guide.



8. Identify the relationship of each access participant. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person.

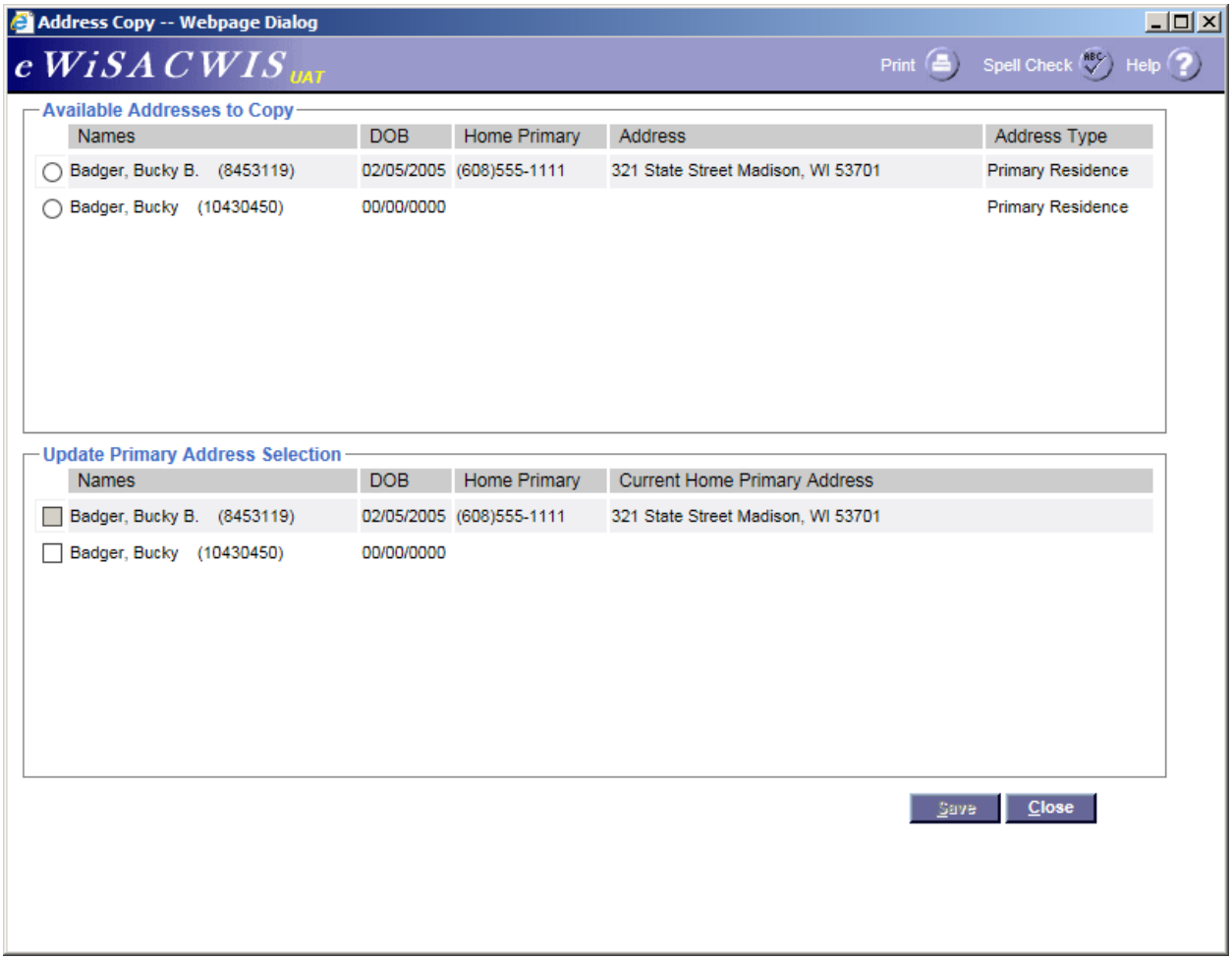


9. Click the Roles hyperlink to open the Roles page.
   - For CPS Reports, you must identify an Alleged Victim, Report Name, and Reporter.
   - You cannot select more than 5 roles for one participant.
   - For the person making the report, do not select additional roles beyond 'Reporter' unless that individual is intended to be part of the case. In almost all instances, mandated reporters should never have a role other than just 'Reporter.'
   - The Report Name is usually the Reference Person.
   - If the reporter is also identified as a worker in eWiSACWIS, then you cannot select non-household member as a role description. This is to limit the unnecessary restriction of cases.

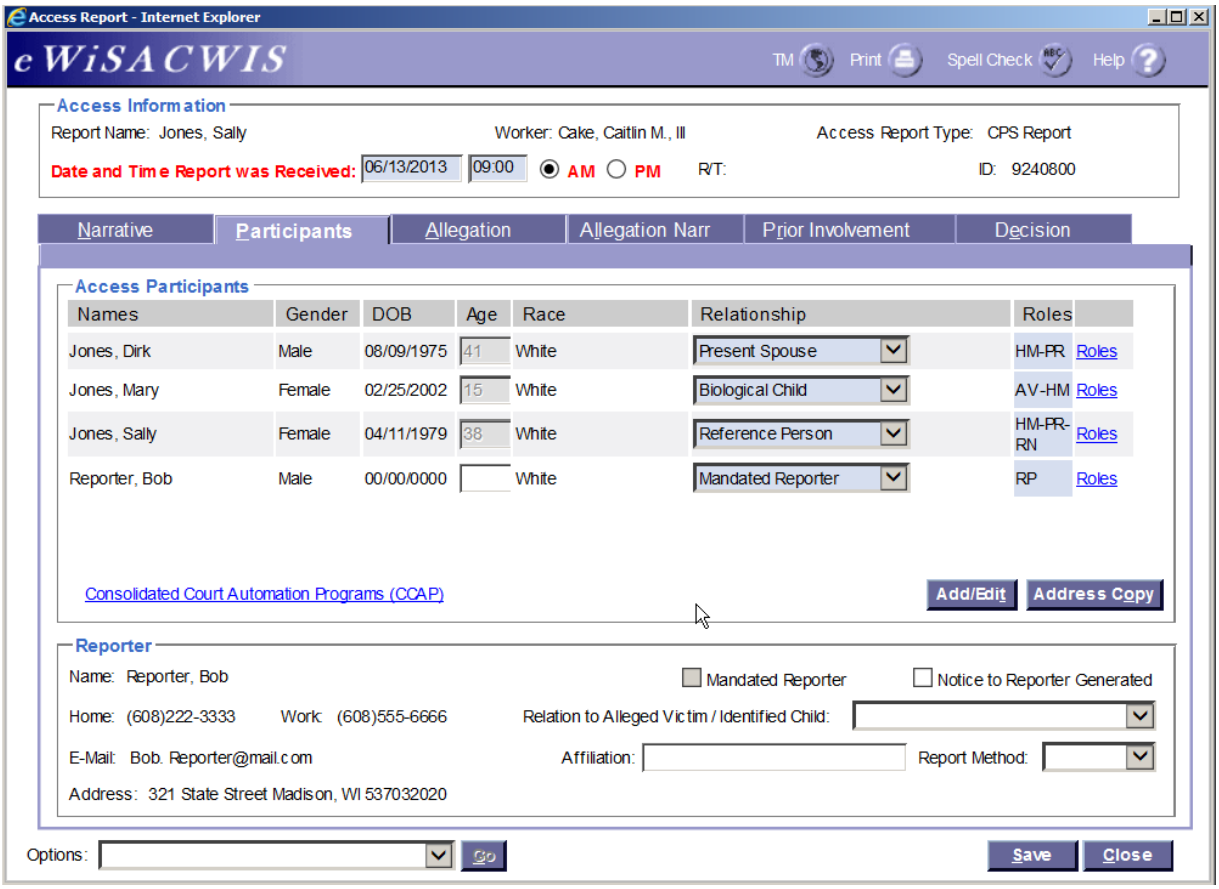


Click Continue to return to the Access Report page.

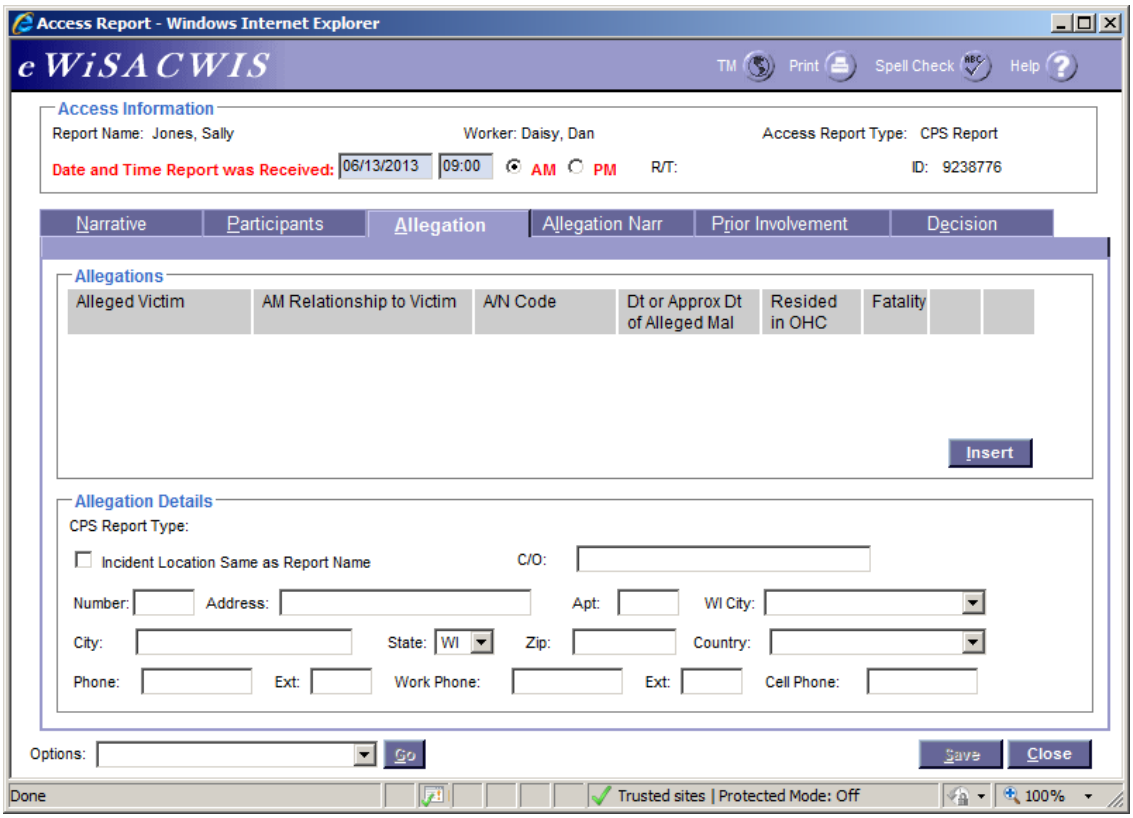
10. The Address Copy button allows the address from one participant to be copied over to other participants. Select the person's address you want to copy in the top group box labeled Available Addresses to Copy. For all participants that should have the same address as the person identified above, check the box next to the participant in the Update Primary Address Selection group box. Click Save to apply the change(s). Then click Close to return to the Access Report page.



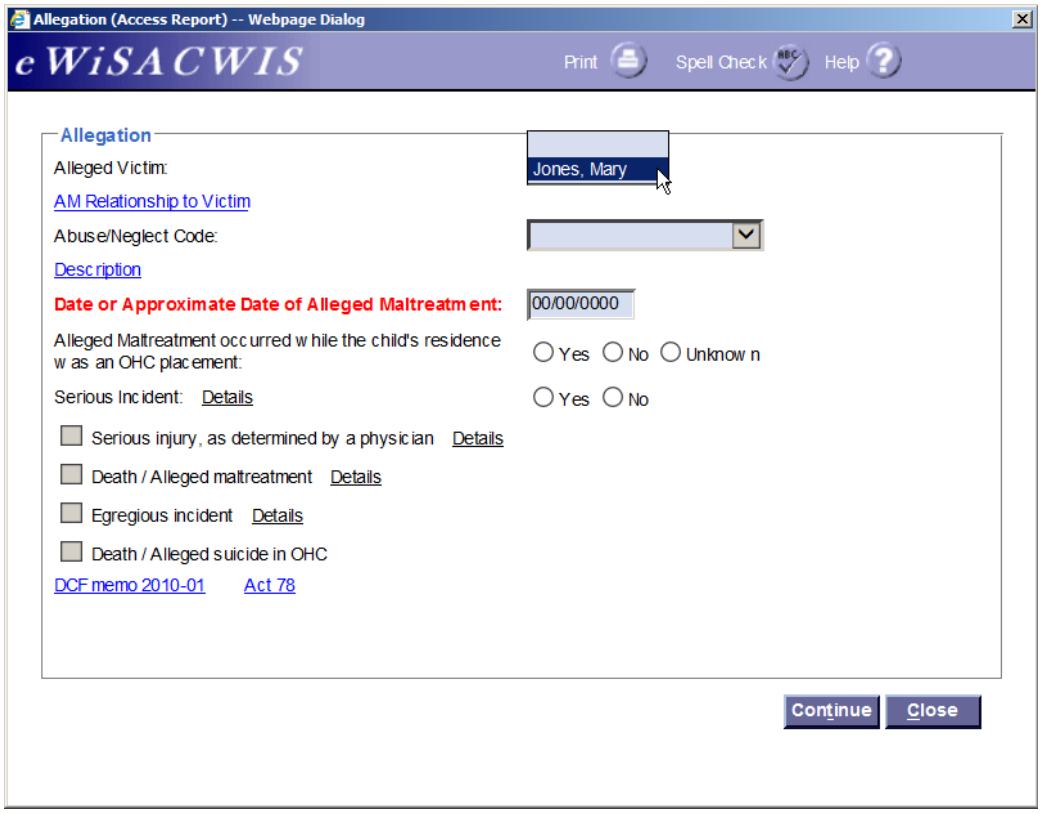
11. After completing the relationships and roles for all access participants and updating addresses as needed, complete the Reporter group box. The Reporter's Name, Home and Work phone numbers, primary E-mail address, and Address will pre-fill from the Reporter's Person Management page. This information will pre-fill based upon the participant identified with the Role of Reporter (RP). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down will either check or uncheck the Mandated Reporter checkbox.



12. On the Allegation tab, click Insert to insert a new allegation. This will open the Allegation (Access Report) page.

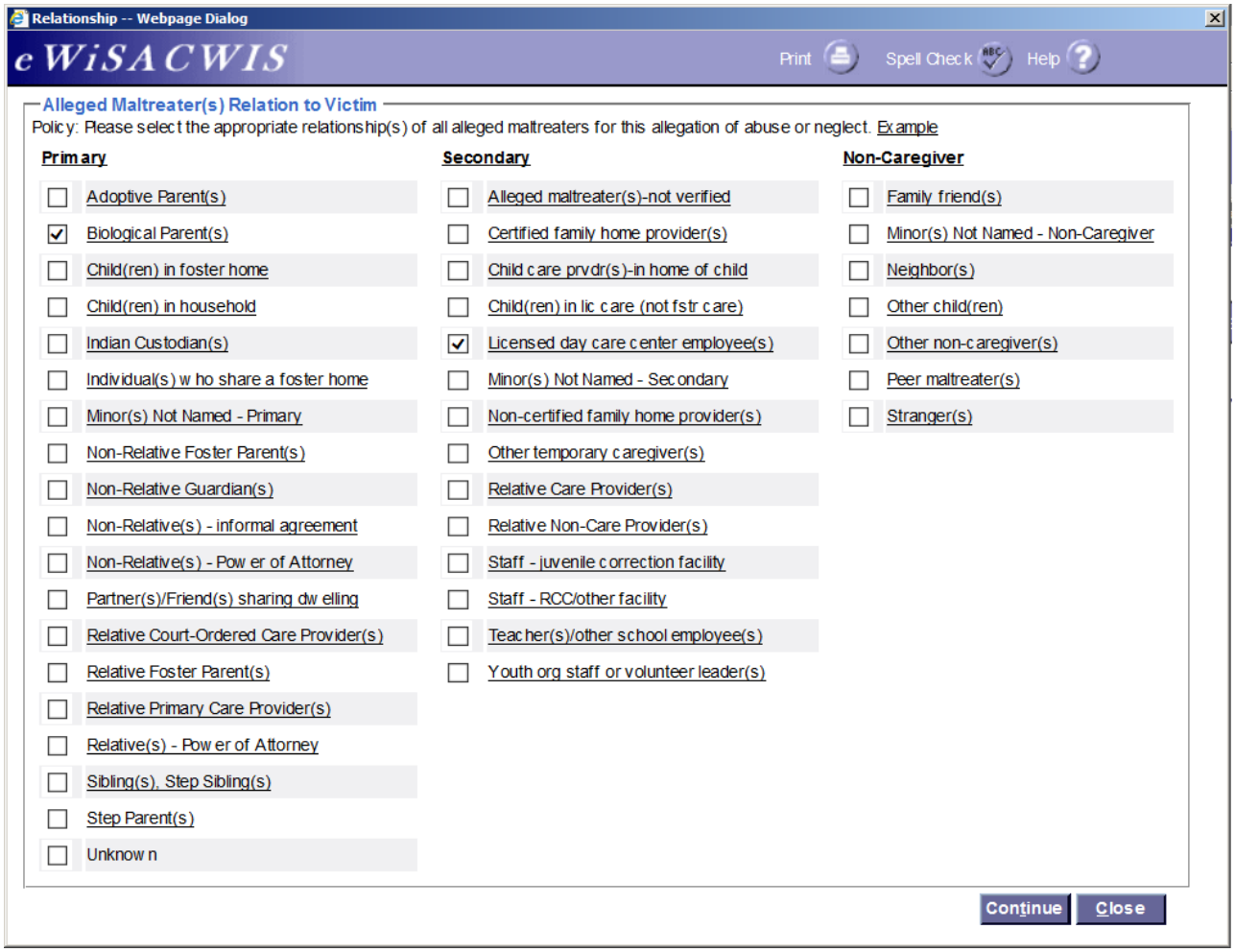


13. On the Allegation (Access Report) page, select an Alleged Victim from the drop-down. Select the AM Relationship to Victim hyperlink to identify the alleged maltreater(s) relationship to the alleged victim. This will open the Relationship page.



14. Select the appropriate relationship(s) of all alleged maltreaters. If several people are alleged to have maltreated the child in this allegation, identify the multiple relationships.
    - For example, if a child was physically abused and the allegations are that it could be the biological parent(s) or a licensed day care center employee, you would select both relationships. If it was one or both biological parents alleged to have maltreated the child, you would only select 'Biological Parent(s)' and nothing else.

Click Continue to return to the Allegation (Access Report) page.



15. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

Allegation (Access Report) -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Allegation

Alleged Victim: Jones, Mary

AM Relationship to Victim: Biological Parent(s)-Licensed day care center employee(s)

Abuse/Neglect Code:

Description

Emotional Damage/Abuse
Neglect
Physical Abuse
Sexual Abuse

Date or Approximate Date of Alleged Maltreatment:

Alleged Maltreatment occurred while the child's residence was an OHC placement: Yes No Unknown

Serious Incident: Details Yes No

Serious injury, as determined by a physician Details

Death / Alleged maltreatment Details

Egregious incident Details

Death / Alleged suicide in OHC

DCF memo 2010-01 Act 78

Continue Close

16. Select the Description hyperlink. This will open the Description page. Select up to three values that apply and click Continue.

Description -- Webpage Dialog

eWiSACWIS Print Spell Check Help

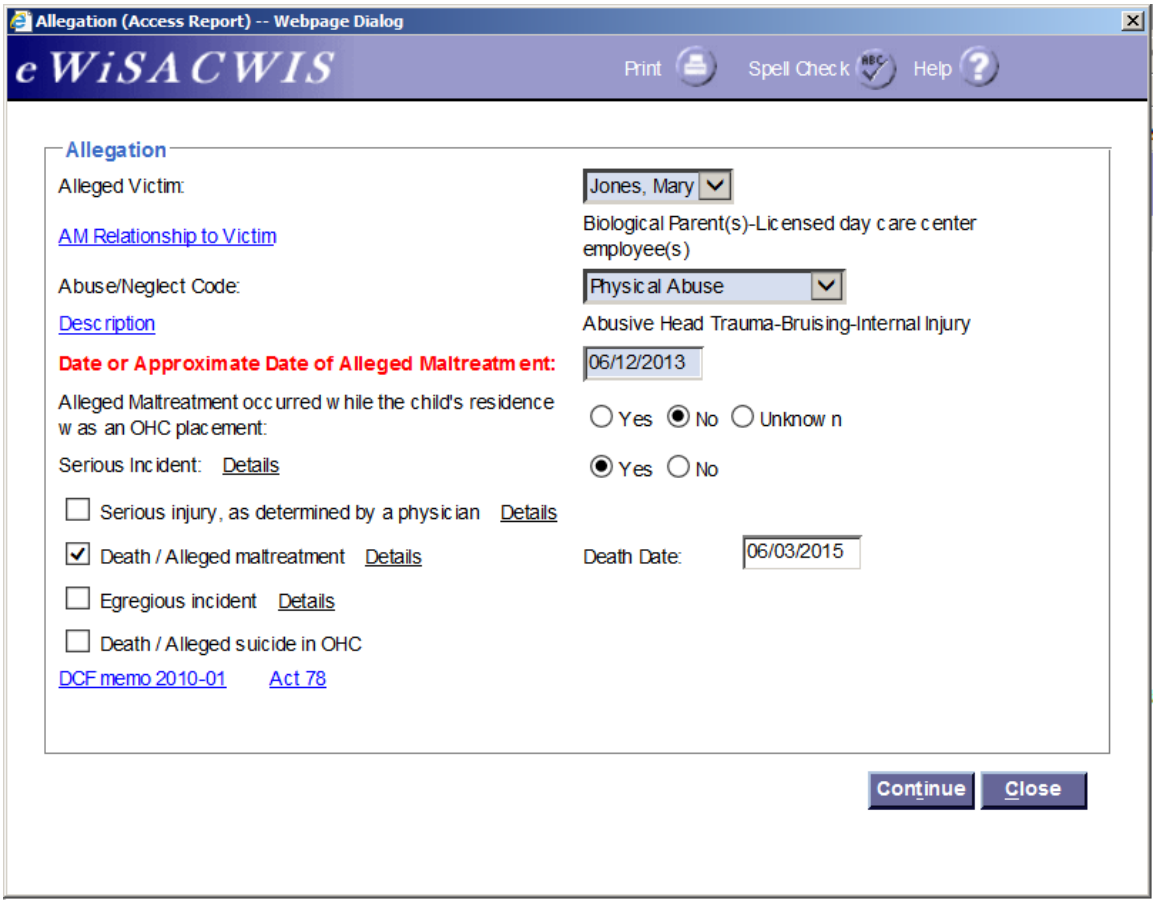
Descriptions

Select	Description	Select	Description	Select	Description
☐	Abandonment	☐	Lack of Supervision	☐	Sexual Exploitation
☐	Abusive Head Trauma	☐	Malnutrition	☐	Sexually Transmitted Disease
☐	Blunt Force Trauma	☐	Manufacturing Meth	☐	Shaken Baby/Shaken Impact
☐	Bruising	☐	Medical Crisis-No Care b/c of Religion	☐	Subdural Hemorrhage/ Hematoma
☐	Burn/Scald	☐	Medical Neglect of a Disabled Infant	☐	Threatened Abuse/Neglect
☐	Cut/Laceration/Bite	☐	Mutual Sexual Activity	☐	Traumatic Brain Injury
☐	Dislocation/Sprain/ Bone Fracture	☐	No Indicators/Injuries Observed	☐	Unable to Locate Children
☐	Drug Affected Infant	☐	Other Indicator/Injury	☐	Untreated Injury/Lack of Medical Care
☐	Exposure to Elements or Environmental Hazards	☐	Other Medical Neglect		
☐	Exposure to genitals/pubic areas	☐	Permanent Impairment		
☐	Failure to Thrive	☐	Pregnancy		
☐	Forced Viewing of Sexual Activity	☐	Prostitution		
☐	Genital Area Bruising, Red/Swollen, Fissures/Tears	☐	Retinal Hemorrhage		
☐	Internal Injury	☐	Serious Lack of Hygiene		
☐	Lack of Care Due to Poverty	☐	Severe Emotional/Behavioral Problems		
☐	Lack of Necessary Care	☐	Sex Trafficking		
		☐	Sexual Contact/Intercourse		

Continue Close

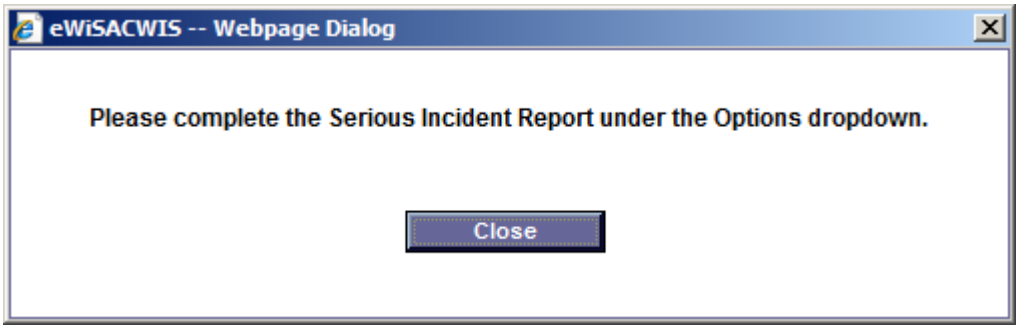
17. Enter the Date or Approximate Date of Alleged Maltreatment. Indicate if the alleged maltreatment occurred while the child's residence was an out of home care placement. Select whether the alleged maltreatment was a Serious Incident. If yes, select the appropriate checkboxes related to the Serious Incident. You can click on the DCF memo 2010-01 hyperlink to access the memo regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78. To access the 2009 Wisconsin Act 78, select the Act 78 hyperlink. Click Continue to return to the Access Report page.

Note: Please see the User Guide called "Serious Incident (Act 78)" for details on the additional steps required for an allegation that rises to the level of a serious incident.

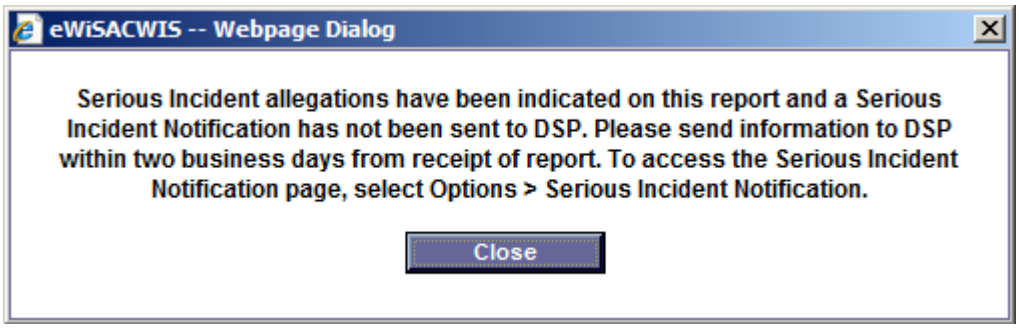


Note: If a death is indicated on the page then the Death Date field will appear. The death date is not required and will automatically update the death date field on person management when the Access Report is linked or a new case is created.

If 'Yes' is selected for the Serious Incident question, a message will appear upon clicking Continue:



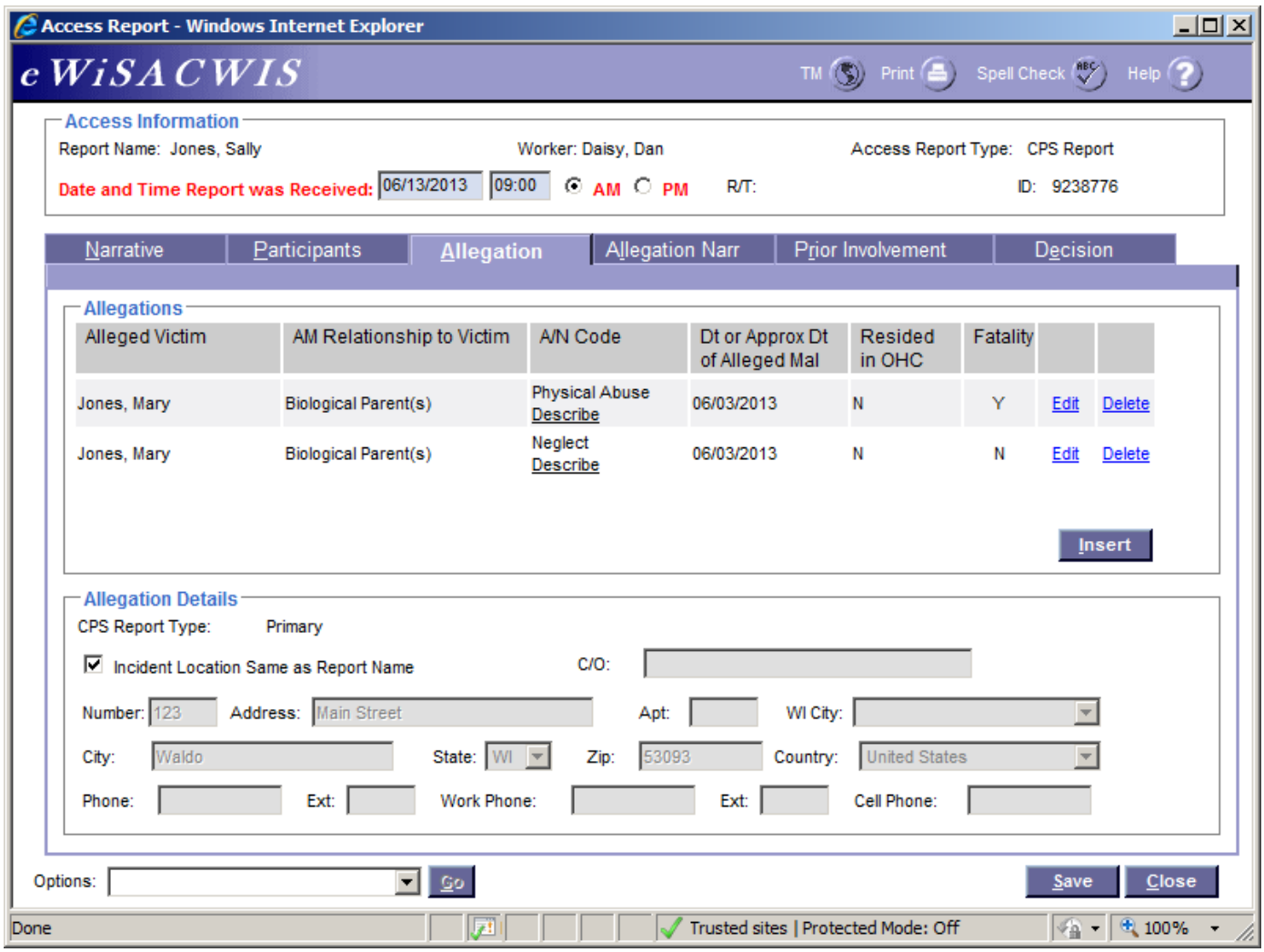
Note: Upon saving the Access Report page at the Screening Decision, you will be directed to complete the Serious Incident Report under the Options drop-down.



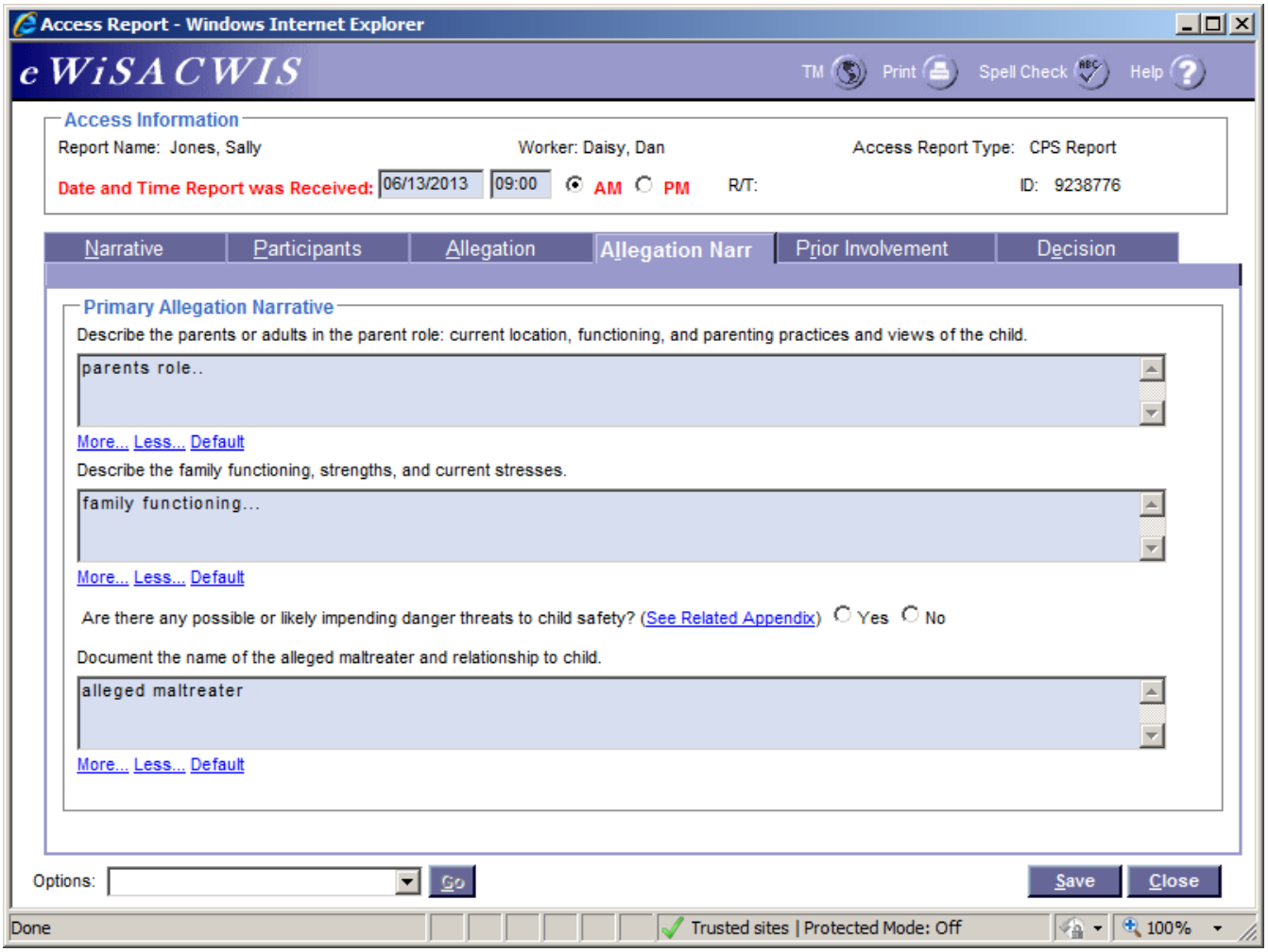
18. You will be brought back to the Allegation tab of the Access Report page. If you need to make any changes, select the Edit or Delete hyperlink. The descriptions can be viewed by hovering over the word Describe.

19. Repeat the steps above as appropriate to document all allegations of abuse and neglect for each alleged victim.

20. Complete the Allegation Details group box. If the incident occurred at the same address as the report name's address, check the Incident Location Same as Reporter Name check box and it will pre-fill the address information. If the incident did not occur at the same address as the report name's address, enter the address where the alleged maltreatment occurred (if known).



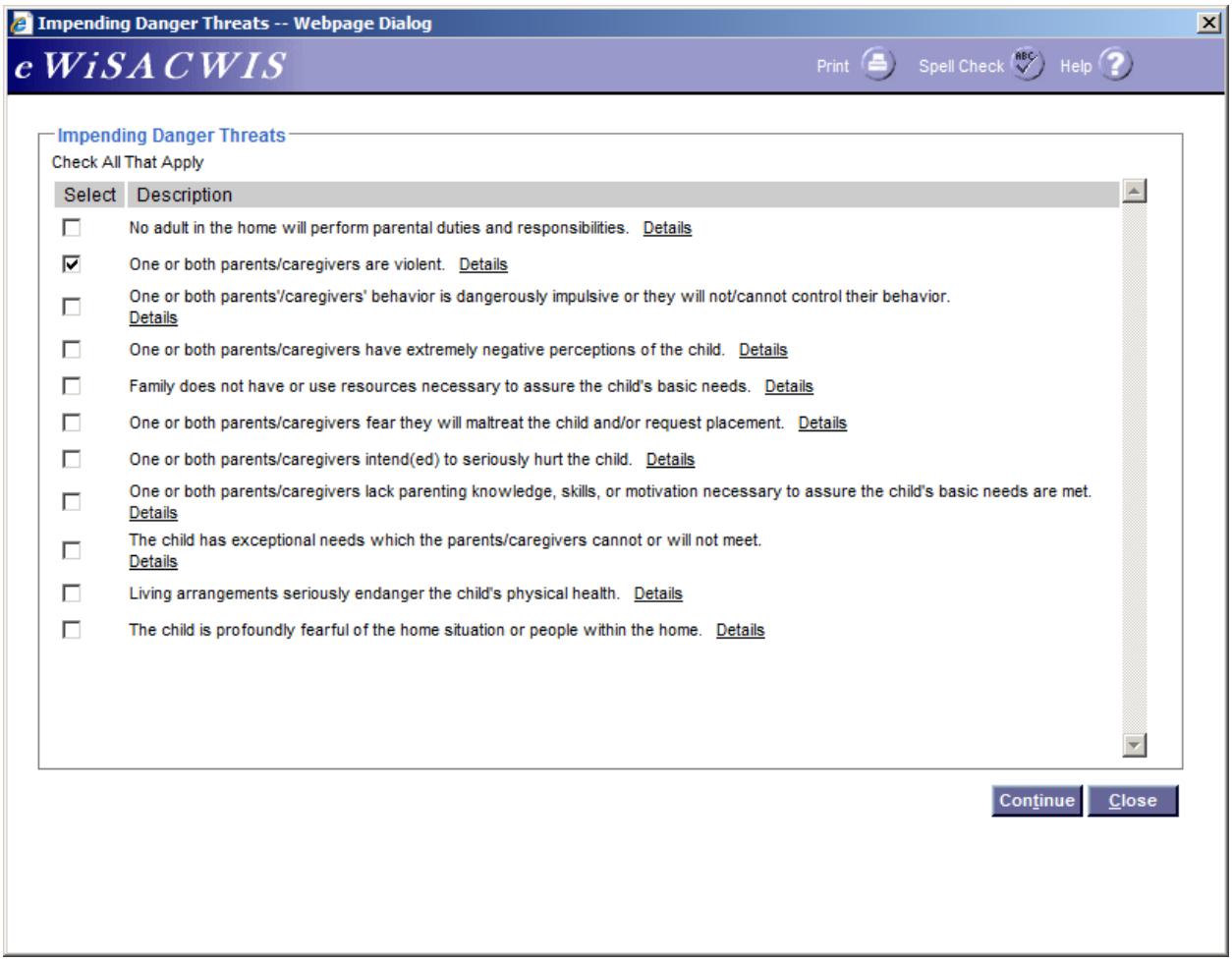
21. The next tab is the Allegation Narr tab. This tab will contain either Primary Allegation Narrative or Secondary or Non Caregiver Allegation Narrative, depending on the relationship(s) selected on the Allegation tab. Complete the required fields.



22. If the allegation involves a Primary Caregiver, then the narrative section will include the question "Are there any possible or likely impending danger threats to child safety?" If there are identified impending danger threats, select the 'Yes' radio button. If there are no impending danger threats, select 'No.' Upon selecting 'Yes,' the Impending Danger Threats page will open listing the impending danger threats according to standards.

23. On the Impending Danger Threats page, check all that apply. If at any time you need a definition of the impending danger threats, hover over the word Details with your cursor and the definition will appear. When finished, click Continue to return to the Allegation Narr tab of the Access Report page.

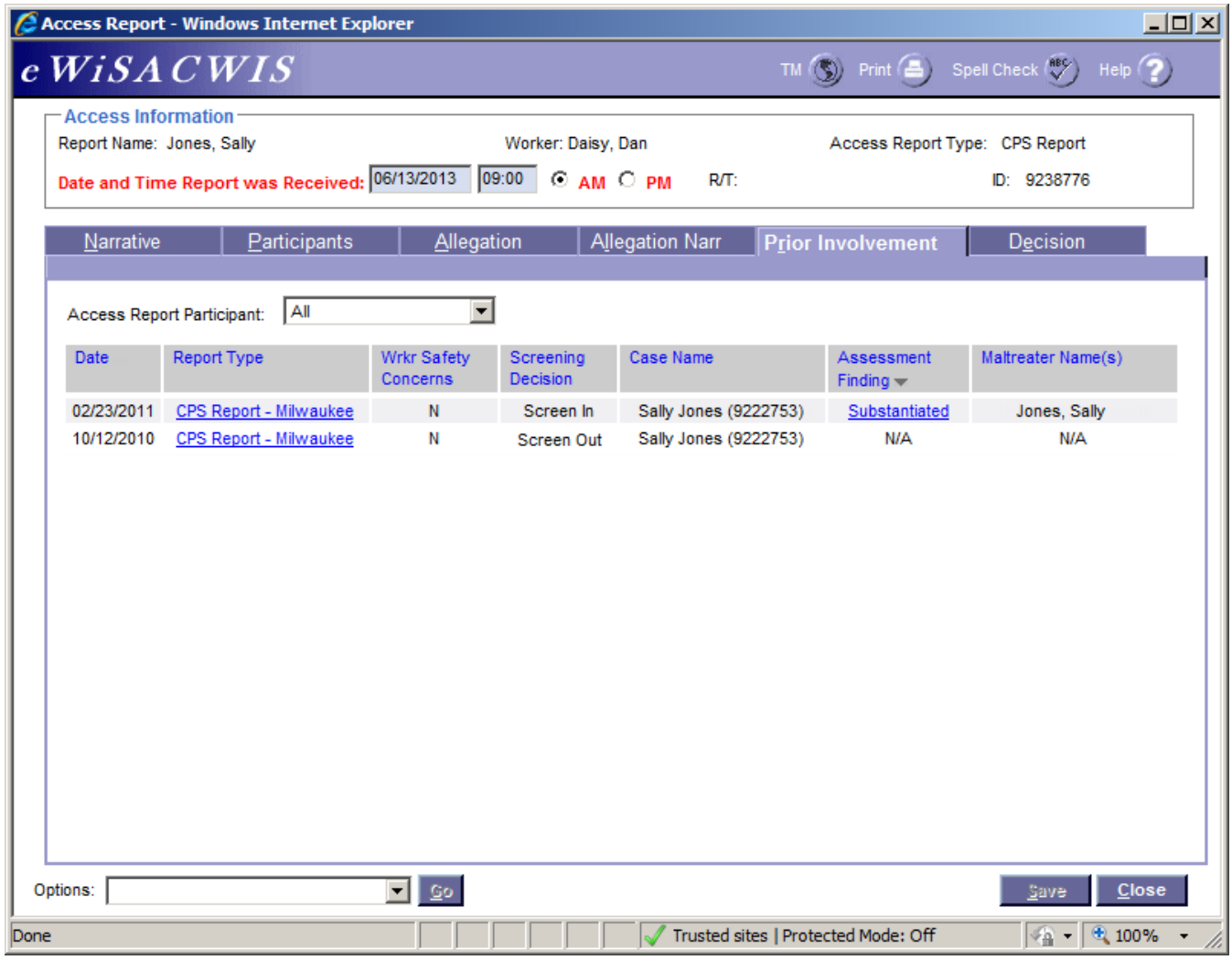
Note: If there are no present danger threats but there are impending danger threats, upon screening in the access report, the response time will automatically be set to "Within 24-48 hours." If present danger threats have been identified, the response time will stay "Same Day."



24. On the Allegation Narr tab you will see the impending danger threats you selected on the Impending Danger Threats page, along with a required narrative field. Fill out the narrative field to describe the impending danger threats.

25. The Prior Involvement tab is a view only tab with columns that can be sorted and hyperlinks to the Access Report and Initial Assessment pages. The columns can be sorted by clicking on the blue title of the column. The tab can also display by participant by selecting a participant in the Access Report Participant drop-down. The system will automatically search all participants and return any Access Reports that they have been involved in. The prior involvement row includes the date of the CPS report, a hyperlink to the CPS report that includes the name of the county in which the final screening decision was made, whether there are worker safety concerns, the screening decision, the case name, the assessment finding (click hyperlink to open the assessment), and the name(s) of the alleged maltreater(s).

Note: Any Prior Involvement records for participants with only the role of Reporter will not appear. Access Reports that were made in error will also not appear on the list.



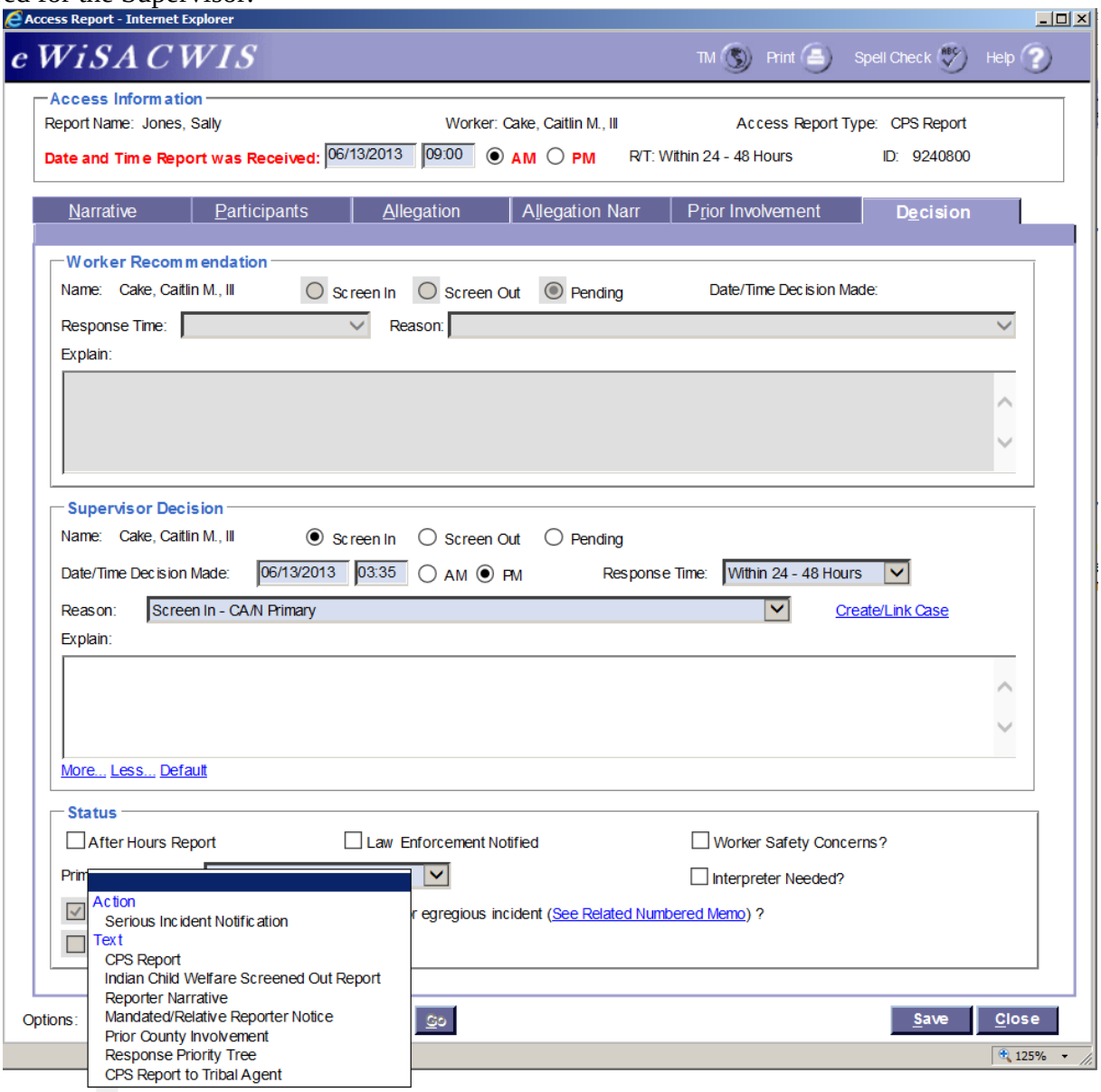
26. From the Options dropdown, open all applicable templates, including the Reporter Narrative, which contains user-entered information about the person reporting the allegations of child maltreatment.

27. On the Decision tab, complete the Status group box prior to making a screening recommendation or decision. The Status group box appears below the Supervisor Decision group box.

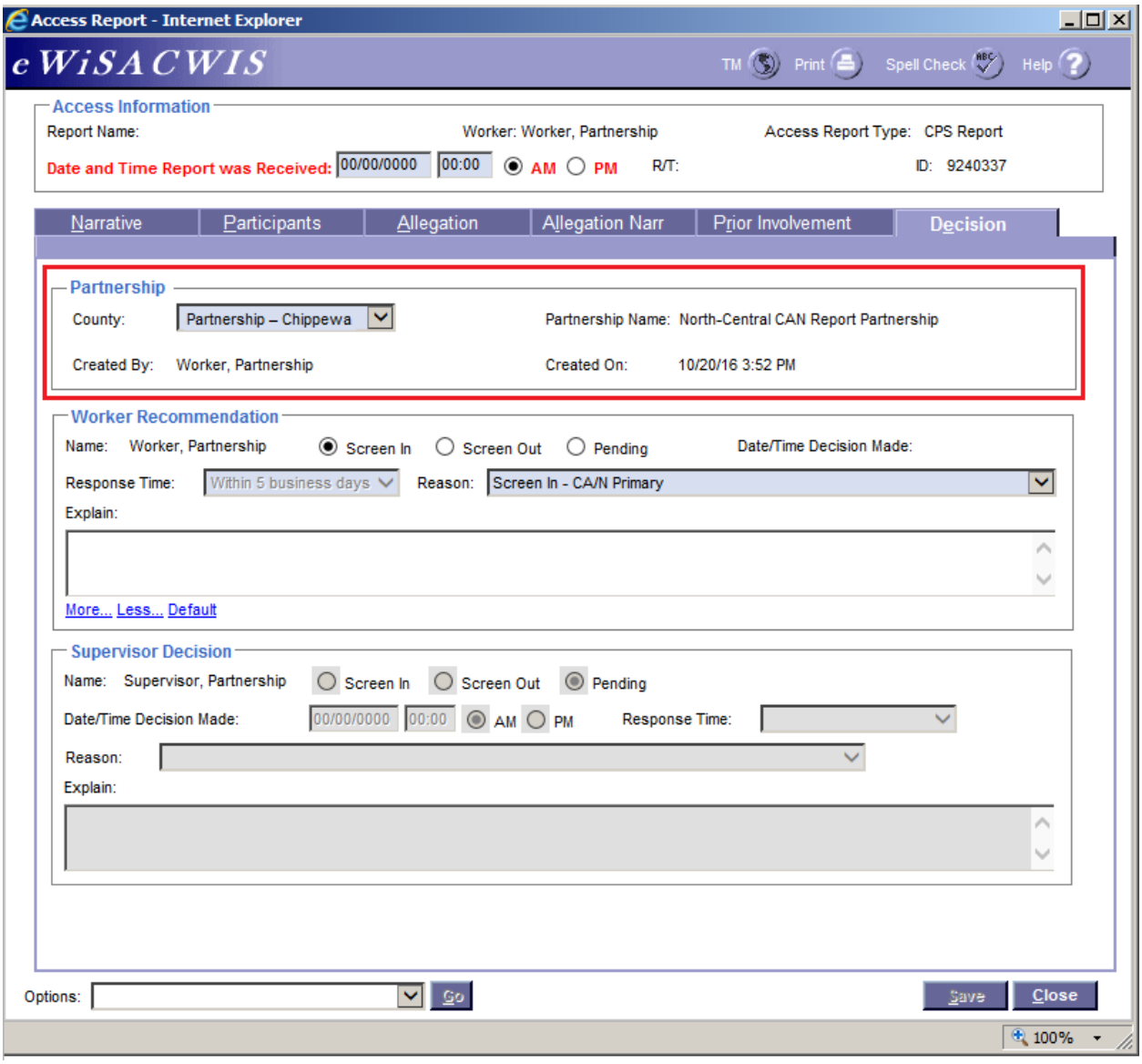
28. Once all applicable and pertinent information has been documented and all necessary templates have been opened, the last step is to make a screening recommendation or decision.

    If you have worker screening security, complete the Worker Recommendation group box. If you have supervisor screening security, complete the Supervisor Decision group box. If the decision is to Screen In, the Response Time will be automated based on whether or not there are present and/or impending danger threats indicated. If you choose to Screen In the access report and do not have present or impending danger threats identified, the screening time will automate to "Within 5 business days."

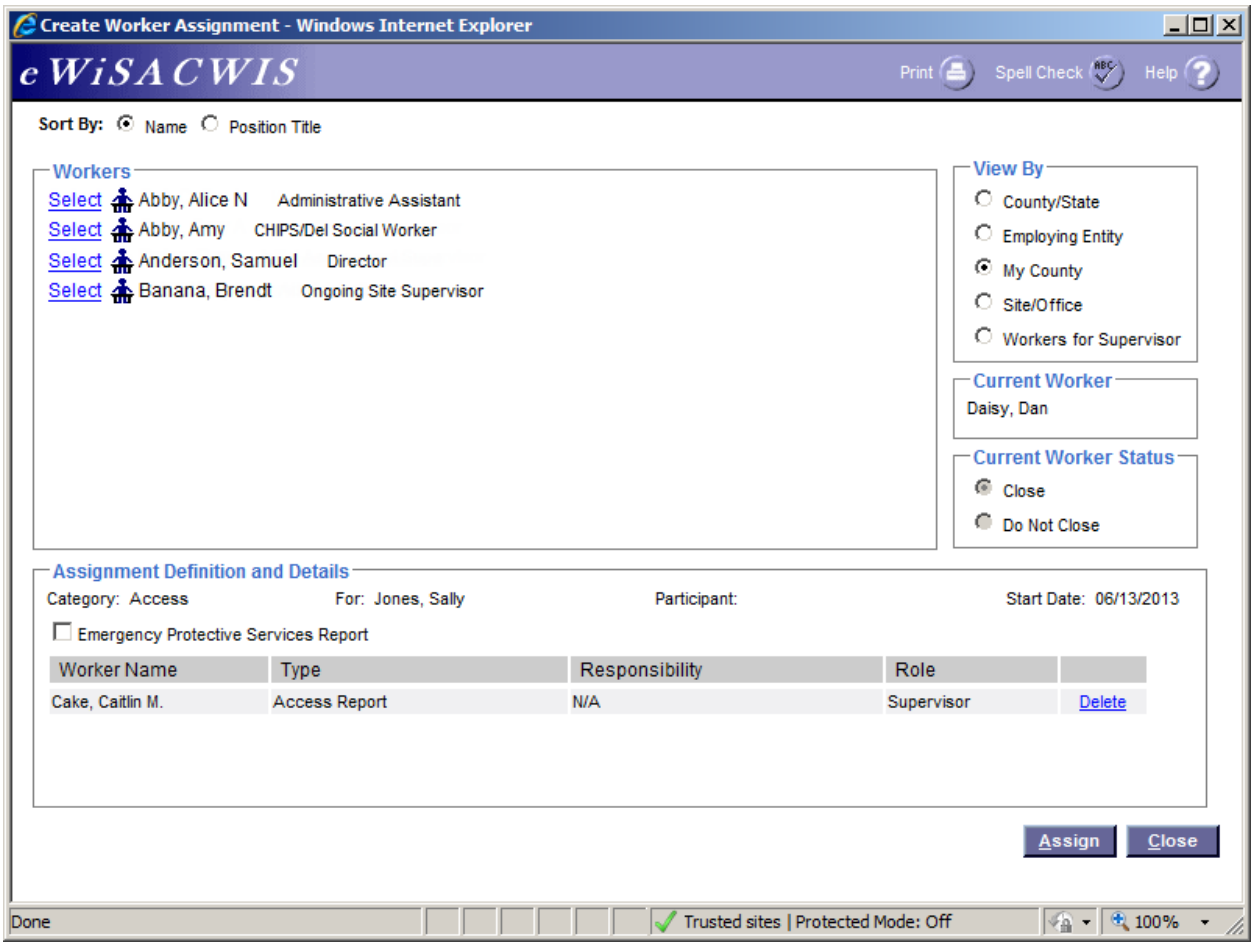
Note: The Supervisor will have the ability to override the Response Time. If the Response Time is different in the Supervisor Decision group box than it is in the Worker Recommendation group box, the Explain field will be required for the Supervisor.



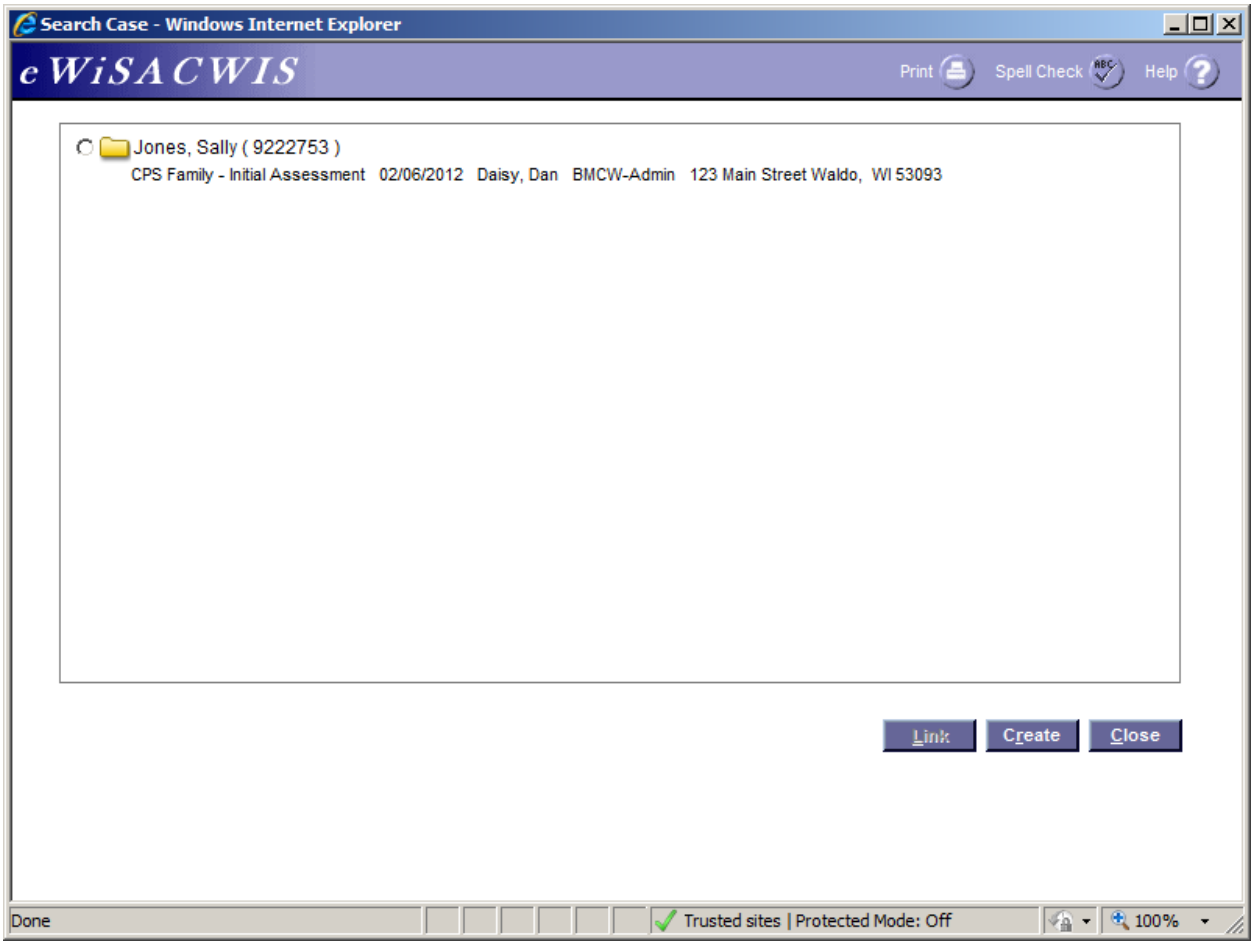
Note: A Partnership groupbox will appear at the top of the Decision tab when the user creating the access report is identified as a member of the North-Central CAN Report Partnership and has the proper security to create access reports on behalf of the Partnership. When creating a Partnership access report, the 'County' field is required prior to making a Worker Recommendation or a Supervisor Decision. The field remains editable by workers with the proper security up until the report is linked to a case. The available values in the dropdown are determined based on the county of the worker creating the report. Selecting the "Non-Partnership" value from the dropdown indicates that the report will count as an access report for the county taking the report, not the Partnership. Selecting any of the "Partnership" values from the dropdown indicates that the report will count as a Partnership access report for the county indicated. The North-Central CAN Report Partnership currently consists of Chippewa, Monroe, Pepin, and Taylor counties.



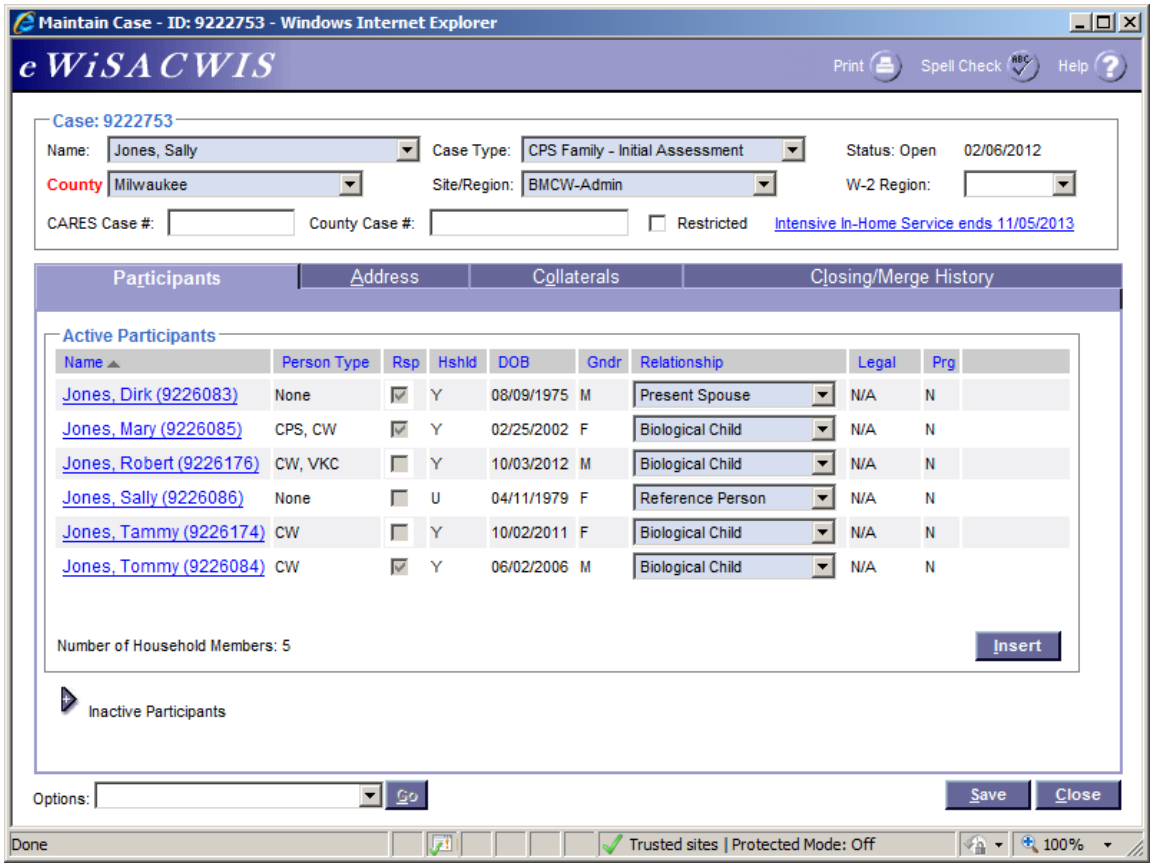
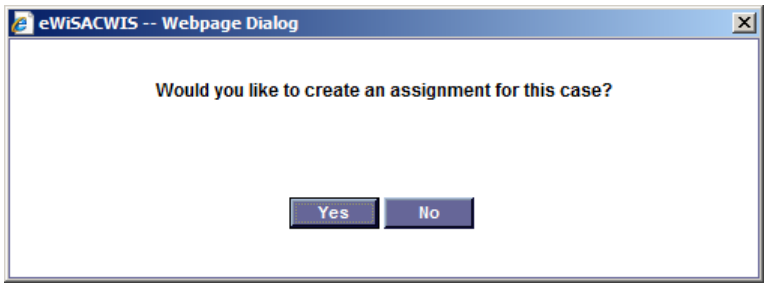
29. When you select Save, the Create Worker Assignment page appears. The page is set up to default to your supervisor. If you wish to choose another supervisor, select the associated Select hyperlink next to that supervisor's name. Click Assign to send the Access Report to the selected supervisor.



30. When the supervisor selects the Create / Link Case hyperlink, the system will search all cases that the participants have been involved in and present those as an option to link the new report to. If there is an existing case that the new report should be linked to, select the radio button next to the case and click the Link button. If no cases are returned or if the returned cases are not correct, the supervisor would select the Create button to create a new case.



31. Once the report is linked or a new case is created, the Maintain Case page is opened, and any updates or required fields should be completed at this time.



32. Once the case information is updated as needed, click Save. A message will appear, asking the supervisor if he or she would like to make an assignment to this case. Select 'Yes' to create an assignment to a worker (or multiple workers). Select 'No' to leave the case only assigned to the supervisor. Please see the Assignment User Guide for more information.