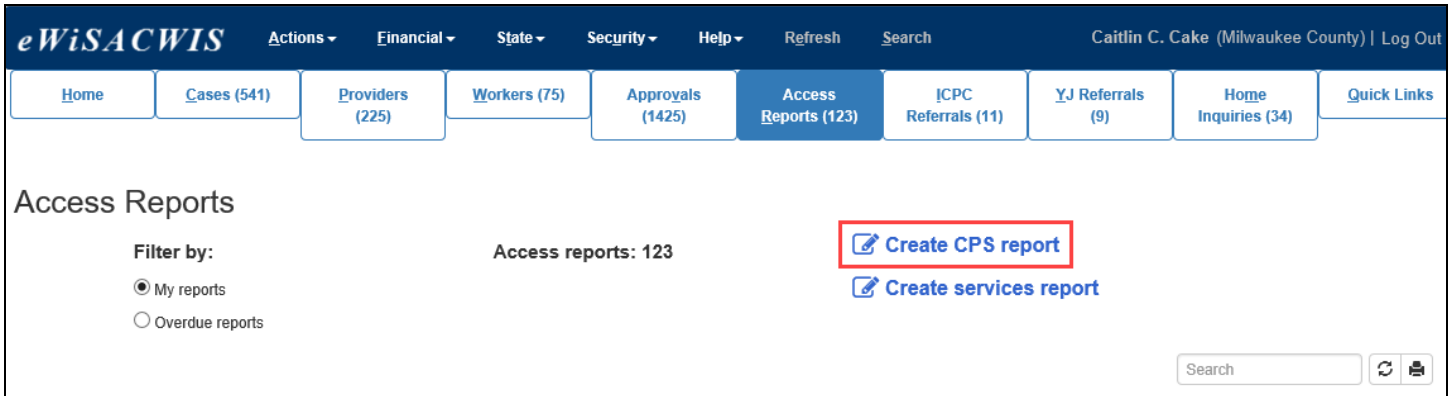


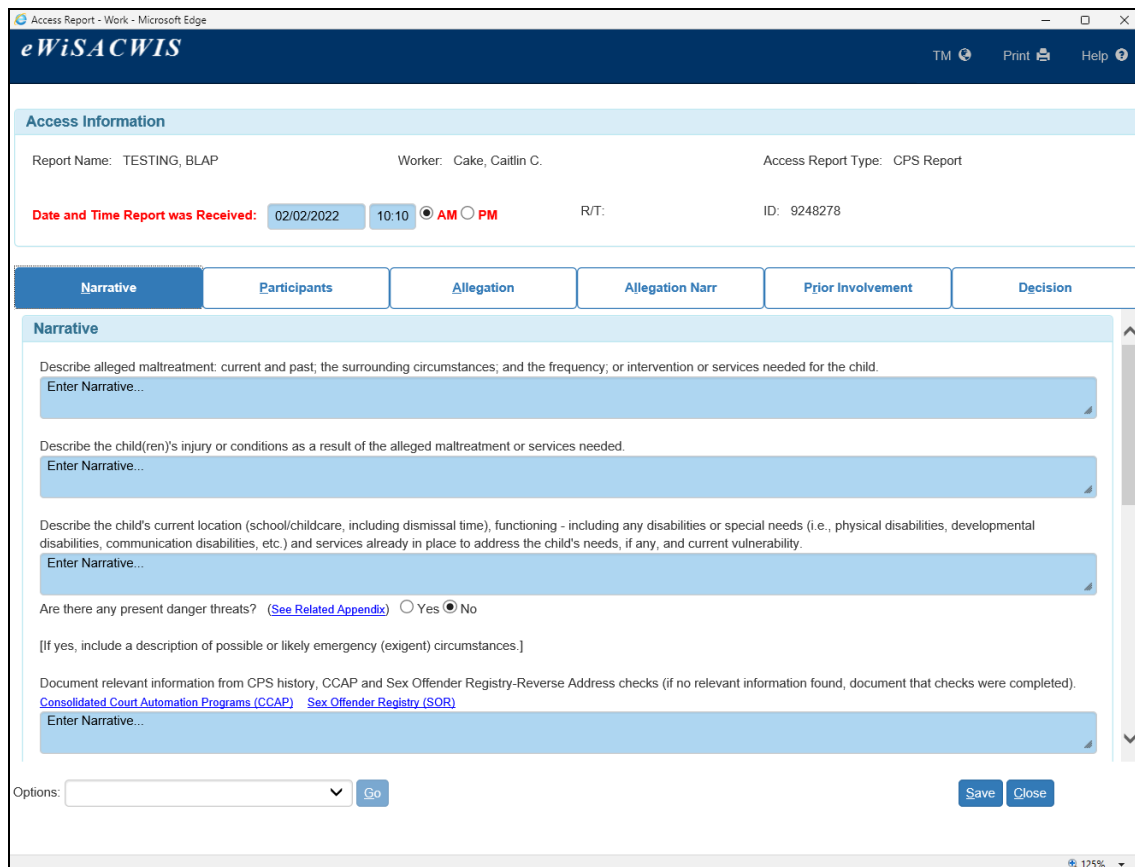
Access Report - CPS Report

Security is needed to be able to view, enter, and screen CPS Reports. The Access Reports page is the first step in documenting allegations and creating the appropriate documents such as CPS Report, Serious Incident Notification, and Notice to Mandated/Relative Reporter.

1. Select the Access reports tab > Create CPS report icon. This will open the Access Report page.



2. Enter the date and time the report was received in the Access Information section at the top of the page.
3. On the Narrative tab, enter narrative text for each section. For the question "Are there any present danger threats?", select either the 'Yes' or 'No' radio button. If 'Yes', the Present Danger Threats page will open, listing the present danger threats according to standards.



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

Note: When there are present danger threats, upon screening in the Access Report, the response time will automatically be set to “Same Day.”

Present Danger Threats Print Help

Check All That Apply

Maltreatment

Select	Description
<input type="checkbox"/>	The child is currently being maltreated at the time of the report or contact Details
<input type="checkbox"/>	Severe to extreme maltreatment of the child is suspected, observed, or confirmed Details
<input type="checkbox"/>	The child has multiple or different kinds of injuries Details
<input type="checkbox"/>	The child has injuries to the face or head Details
<input type="checkbox"/>	The child has unexplained injuries Details
<input type="checkbox"/>	The maltreatment appears premeditated:
<input type="checkbox"/>	The maltreatment appears to be the result of a deliberate, preconceived plan or intent.
<input type="checkbox"/>	The maltreatment appears premeditated Details
<input type="checkbox"/>	Dangerous (life threatening) living arrangements are present Details

Child

Select	Description
<input type="checkbox"/>	Parent's viewpoint of child is bizarre Details
<input type="checkbox"/>	Child is unsupervised and unable to care for self Details
<input type="checkbox"/>	Child needs medical attention Details
<input type="checkbox"/>	The child is profoundly fearful of the home situation or people within the home Details

Parent

Select	Description
<input type="checkbox"/>	Parent is intoxicated (alcohol or other drugs) now or is consistently under the influence Details
<input type="checkbox"/>	Parent is out of control (mental illness or other significant lack of control) Details

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

5. Back on the Access Report page, 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 hyperlink to the associated appendix for either the CPS Access and Initial Assessment Standards or the Safety Intervention Standards.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: TESTING, BLAP Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/02/2022 10:10 ☒ AM ☐ PM R/T: ID: 9244673

Narrative Participants Allegation Allegation Narr Prior Involvement Decision

Narrative

Describe alleged maltreatment: current and past; the surrounding circumstances; and the frequency; or intervention or services needed for the child.
Enter Narrative...

Describe the child(ren)'s injury or conditions as a result of the alleged maltreatment or services needed.
Enter Narrative...

Describe the child(ren)'s current location, school / daycare including dismissal time, functioning, including special needs, if any, and highlighting current vulnerability.
Enter Narrative...

Are there any present danger threats? [\(See Related Appendix\)](#) ☒ Yes ☐ No [Present Danger Threats](#)

[If yes, include a description of possible or likely emergency (exigent) circumstances.]

☒ The child is currently being maltreated at the time of the report or contact [Details](#)

☒ Child needs medical attention [Details](#)

☒ Parent is unable or unwilling to perform basic care [Details](#)

Document relevant information from CPS history, CCAP and Sex Offender Registry-Reverse Address checks (if no relevant information found, document that checks were completed). [Consolidated Court Automation Programs \(CCAP\)](#)

Enter Narrative...

- The final required fields on the Narrative tab asks if there is any information indicating that the child(ren) or child(ren)'s family members may have American Indian heritage.

Note: If participants have already entered 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 prefill to Yes. In all other situations, it will prefill to Unknown. There is also an [ICWA Contacts](#) hyperlink that will launch a webpage with the known ICWA contacts for each Wisconsin tribe and the BIA.

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

Narrative	Participants	Allegation	Allegation Narr	Prior Involvement	Decision
-----------	--------------	------------	-----------------	-------------------	----------

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles	
							Add/Edit Address Copy

Reporter

Name: ☐ Mandated Reporter ☐ Notice to Reporter Generated
 Home: Work: Relation to Alleged Victim / Identified Child:
 E-Mail: Affiliation: Report Method:
 Address:

Options: [Go](#) [Save](#) [Close](#)

- Search the participants. The Last Name is required unless. Person ID is entered, SSN, or an address. Click the [Select](#) hyperlink for the participants to add, or click the Create button no Persons Returned.
 - After [Select](#) hyperlink is clicked for one or more Persons Returned, Click the Add Participants button to add to the Participants section.
 - 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.

Access Inquiry Search

[Print](#)
[Help](#)

Search Criteria

Last Name: First Name: Person ID: ☐ This is an Unborn Child
 SSN: DOB: Gender:
 Street: City: ZIP Code:

☐ Incl. AKA Search Precision: ☐ Low ☒ Med ☐ High Sort By:

[Search](#) [Clear Fields](#)

Record 1 to 1 of 1

Persons Returned

[Select](#) Jones, Devon (400850) 123 Main Street, Waldo Male 04/09/1988

[Add Participant\(s\)](#) Participants (1) [Create](#)

Participants

Access Participant Name	Status	
Jones, Mary	Search Found	Delete
Jones, Sally	Search Found	Delete
Reporter, Bob	Search Found	Delete

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

9. 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.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/01/2022 02:00 ☐ AM ☒ PM R/T: ID: 9246615

Participants

Names	Gender	DOB	Age	Race	Relationship	Roles	
Jones, Devon	Male	04/09/1988	33	White	Present Spouse	HM-PR	Roles
Jones, Mary	Female	02/25/2005	16	White	Biological Child	AV-HM	Roles
Jones, Sally	Female	04/11/1979	42	White	Reference Person	HM-PR-RN	Roles
Reporter, Bob	Male	00/00/0000		White	Mandated Reporter	RP	Roles

[Consolidated Court Automation Programs \(CCAP\)](#) [Add/Edit](#) [Address Copy](#)

Reporter

Name: Reporter, Bob ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: Work: Relation to Alleged Victim / Identified Child:

E-Mail: Affiliation: Report Method:

Address: 321 State Street Madison, WI 537032020

Options: [Go](#) [Save](#) [Close](#)

Note: When a Participant is brought into an Access Report and given the Relationship of “Biological Child” or “Adoptive Child” the application will look at their Person Management record to see if their Race is ‘American Indian/Alaska Native’ or if their Ethnicity is ‘Native American’. If either of these checks are true, we prefill the radio button on the Narrative tab of the Access Report that reads “Information that the child(ren) may have American Indian heritage, including name of tribe(s) if known” to ‘Yes’.

In addition, the application will also check the Biological and/or Adoptive Child’s family members to determine if they have American Indian heritage as well. To do so the Child’s Mother, Child’s Father, Child’s Guardian (1), Child’s Guardian (2), Indian Custodian (1), Indian Custodian (2), Legal Custodian (1) and Legal Custodian (2) will also be checked for a Race of ‘American Indian/Alaska Native’ or an Ethnicity of ‘Native American’ on their Person Management page. If any of these scenarios are true, we prefill the radio button on the Narrative tab of the Access Report that reads “Information that the child(ren)’s family members may have American Indian heritage, including name of tribe(s) if known” to ‘Yes’.

10. Click the [Roles](#) hyperlink to open the Roles page.

- For CPS Reports, identify an Alleged Victim, Report Name, and Reporter.
- No more than 5 roles are allowed 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, Non-Household Member will be disabled as a role description. This is to limit the unnecessary restriction of cases.
- Click Continue to return to the Access Report page.

Roles

Print Help

Participant

Name: Jones, Mary

Roles

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Alleged Victim	AV (CPS Report ONLY)
<input checked="" type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Non-Household Member	NM
<input type="checkbox"/>	Parent/Parental Role	PR
<input type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

Continue Close

11. The Address Copy button allows the address from one participant to be copied over to other participants. Select the person's address to copy in the top section 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 section. Click Save to apply the change(s). Then click Close to return to the Access Report page.

Address Copy
Print
Help

Available Addresses to Copy

	Names	DOB	Home Primary	Address	Address Type
<input type="radio"/>	Jones, Mary (9229975)	02/25/2005		123 Trail Drive Racine, WI 53401	Primary Residence
<input type="radio"/>	Reporter, Bob (9226214)	00/00/0000	(608)555-6666	321 State Street Madison, WI 537032020	Work
<input type="radio"/>	Jones, Devon (400850)	04/09/1988		123 Main Street Waldo, WI 53093	Primary Residence
<input type="radio"/>	Jones, Sally (9226086)	04/11/1979		123 Main Street Waldo, WI 53093	Primary Residence

Update Primary Address Selection

	Names	DOB	Home Primary	Current Home Primary Address	
<input type="checkbox"/>	Jones, Mary (9229975)	02/25/2005		123 Trail Drive Racine, WI 53401	
<input type="checkbox"/>	Reporter, Bob (9226214)	00/00/0000			
<input type="checkbox"/>	Jones, Devon (400850)	04/09/1988		123 Main Street Waldo, WI 53093	
<input type="checkbox"/>	Jones, Sally (9226086)	04/11/1979		123 Main Street Waldo, WI 53093	

Save Close

12. After completing the relationships and roles for all access participants and updating addresses as needed, complete the Reporter section. The Reporter's Name, Home and Work phone numbers, primary E-mail address, and Address will prefill from the Reporter's Person Management page. This information will prefill 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 check box.

13. The Notice to Reporter Generated check box will automatically check when the Notice to Mandated/Relative Reporter document is Inserted into the Notices History page (launched from the Options drop down of the Access Report page) and has at least one Sent check box checked. The check box can be checked after the page is approved if needed.

Access Report - Work - Microsoft Edge

Notices History

Print Help

Letter: Mandated / Relative Reporter Notice

History

Access Report Created By	Letter Created By	Date Created	Sent		
Cake, Caitlin C.	Cake, Caitlin C.	02/15/2022	<input checked="" type="checkbox"/>	View	

Insert

Save Close

14. Prior to making a Screening Decision by a worker or supervisor on the Decision tab, on the Participant tab there must be participant with a role of 'Reporter' and there must be a value for 'Relation to Alleged Victim / Identified Child' for the participant with the Reporter role.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/01/2022 02:00 ☐ AM ☒ PM R/T: ID: 9246615

Participants

Narrative	Participants	Allegation	Allegation Narr	Prior Involvement	Decision
-----------	--------------	------------	-----------------	-------------------	----------

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles	
Jones, Devon	Male	04/09/1988	33	White	Present Spouse	HM-PR	Roles
Jones, Mary	Female	02/25/2005	16	White	Biological Child	AV-HM	Roles
Jones, Sally	Female	04/11/1979	42	White	Reference Person	HM-PR-RN	Roles
Reporter, Bob	Male	00/00/0000		White	Mandated Reporter	RP	Roles

[Consolidated Court Automation Programs \(CCAP\)](#) [Add/Edit](#) [Address Copy](#)

Reporter

Name: Reporter, Bob ☒ Mandated Reporter ☒ Notice to Reporter Generated

Home: (608) 222-3333 Work: (608) 555-6666 Relation to Alleged Victim / Identified Child: Physician

E-Mail: Bob.Reporter@mail.com Affiliation: Children's Hospital Report Method: Phone

Address: 321 State Street Madison, WI 537032020

Options:

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

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/01/2022 02:00 ☐ AM ☒ PM R/T: ID: 9246615

Allegation Narrative Participants Allegation Narr Prior Involvement Decision

Allegations

Alleged Victim	AM Relationship to Victim	A/N Code	Dt or Approx Dt of Alleged Mal	Resided in OHC	Fatality		
Insert							

Allegation Details

CPS Report Type:

☐ Incident Location Same as Report Name

Address Search: Enter address for suggestion by Google

C/O:

Number: Address: Apt: WI City:

City: State: WI Zip: Country:

Phone: Ext: Work Phone: Ext: Cell Phone:

Options: Go Save Close

16. 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.

17. 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, select both relationships. If it was one or both biological parents alleged to have maltreated the child, only select 'Biological Parent(s)' and nothing else.
- Click Continue to return to the Allegation (Access Report) page.

Alleged Maltreater(s) Relation to Victim

Policy: Please select the appropriate relationship(s) of all alleged maltreaters for this allegation of abuse or neglect. [Example](#)

Primary

- ☐ [Adoptive Parent\(s\)](#)
- ☒ [Biological Parent\(s\)](#)
- ☐ [Child\(ren\) in foster home](#)
- ☐ [Child\(ren\) in household](#)
- ☐ [Indian Custodian\(s\)](#)
- ☐ [Individual\(s\) who share a foster home](#)
- ☐ [Minor\(s\) Not Named - Primary](#)
- ☐ [Non-Relative Foster Parent\(s\)](#)
- ☐ [Non-Relative Guardian\(s\)](#)
- ☐ [Non-Relative\(s\) - informal agreement](#)
- ☐ [Non-Relative\(s\) - Power of Attorney](#)
- ☐ [Partner\(s\)/Friend\(s\) sharing dwelling](#)

Secondary

- ☐ [Alleged maltreater\(s\)-not verified](#)
- ☐ [Certified family home provider\(s\)](#)
- ☐ [Child care prvdr\(s\)-in home of child](#)
- ☐ [Child\(ren\) in lic care \(not fstr care\)](#)
- ☐ [Licensed day care center employee\(s\)](#)
- ☐ [Minor\(s\) Not Named - Secondary](#)
- ☐ [Non-certified family home provider\(s\)](#)
- ☐ [Other temporary caregiver\(s\)](#)
- ☐ [Relative Care Provider\(s\)](#)
- ☐ [Relative Non-Care Provider\(s\)](#)
- ☐ [Staff - juvenile correction facility](#)
- ☐ [Staff - RCC/other facility](#)

Non-Caregiver

- ☐ [Family friend\(s\)](#)
- ☐ [Minor\(s\) Not Named - Non-Caregiver](#)
- ☐ [Neighbor\(s\)](#)
- ☐ [Other child\(ren\)](#)
- ☐ [Other non-caregiver\(s\)](#)
- ☐ [Peer maltreater\(s\)](#)
- ☐ [Stranger\(s\)](#)

Continue

Close

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

Allegation (Access Report) Print Help

Allegation

Alleged Victim: Jones, Mary ▼

[AM Relationship to Victim](#) Biological Parent(s)

Abuse/Neglect Code: Emotional Damage/Abuse
Neglect
Physical Abuse
Sexual Abuse
Unborn Child Abuse

[Description](#)

Date or Approximate Date of Alleged Maltreatment:

Was there an open out-of-home placement documented in eWiSACWIS at the time of the alleged maltreatment? [Details](#) ☐ 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

19. Select the [Description](#) hyperlink. This will open the Description page. Select up to three values that apply and click Continue.

Description
Print
Help

Descriptions

Select	Description
<input type="checkbox"/>	Abandonment
<input type="checkbox"/>	Abusive Head Trauma
<input type="checkbox"/>	Bruising
<input type="checkbox"/>	Burn/Scald
<input type="checkbox"/>	Caregiver Alcohol Abuse
<input type="checkbox"/>	Caregiver Drug Abuse
<input type="checkbox"/>	Cut/Laceration/Bite
<input type="checkbox"/>	Dislocation/Sprain/ Bone Fracture
<input type="checkbox"/>	Drug Affected Infant
<input type="checkbox"/>	Exposure to Controlled Substances
<input type="checkbox"/>	Exposure to Elements or Environmental Hazards

Select	Description
<input type="checkbox"/>	Internal Injury
<input type="checkbox"/>	Lack of Medical Care
<input type="checkbox"/>	Lack of Necessary Care
<input type="checkbox"/>	Lack of Supervision
<input type="checkbox"/>	Malnutrition
<input type="checkbox"/>	Medical Crisis-No Care b/c of Religion
<input type="checkbox"/>	Mutual Sexual Activity
<input type="checkbox"/>	No Indicators/Injuries Observed
<input type="checkbox"/>	Other Indicator/Injury
<input type="checkbox"/>	Permanent Impairment
<input type="checkbox"/>	Severe Emotional/Behavioral Problems

Select	Description
<input type="checkbox"/>	Unborn Child Abuse

Continue
Close

20. 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 check boxes related to the Serious Incident. 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.

Allegation (Access Report)
Print
Help

Allegation

Alleged Victim:
Jones, Mary

AM Relationship to Victim
Biological Parent(s)

Abuse/Neglect Code:
Physical Abuse

Description
Abusive Head Trauma-Bruising-Internal Injury

Date or Approximate Date of Alleged Maltreatment:
02/01/2022

Was there an open out-of-home placement documented in eWISACWIS at the time of the alleged maltreatment?
Details
Yes No Unknown

Serious Incident:
Details
Yes No

☐ Serious injury, as determined by a physician
Details

☒ Death / Alleged maltreatment
Details
Death Date:
02/01/2022

☐ Egregious incident
Details

☐ Death / Alleged suicide in OHC

[DCF memo 2010-01](#)
[Act 78](#)

Continue
Close

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.

Note: If Sex Trafficking is indicated on the page then AFCARS related questions display. If Yes is selected for 'Has law enforcement been notified or will law enforcement be notified of this allegation?' then fields for who informed law enforcement and date notified display and are required.

Description
Sex Trafficking

Date or Approximate Date of Alleged Maltreatment:
02/01/2022

Was there an open out-of-home placement documented in eWISACWIS at the time of the alleged maltreatment?
Details
Yes No

Has law enforcement been notified or will law enforcement be notified of this allegation?
Yes No

Who originally informed law enforcement of this allegation?
Details

Date law enforcement was notified:
00/00/0000

Serious Incident:
Details
Yes No

☒ Serious injury, as determined by a physician
Details

☒ Death / Alleged maltreatment
Details
Death Date:
02/01/2022

☐ Egregious incident
Details

☐ Death / Alleged suicide in OHC

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

Confirmation

Please complete the Serious Incident Report under the Options dropdown.

Close

Note: Upon saving the Access Report page at the Screening Decision, a Confirmation message will display to complete the Serious Incident Report under the Options drop-down.

Confirmation

Serious Incident allegations have been indicated on this report and a Serious Incident Notification has not been sent to DSP. Please send information to DSP within two business days from receipt of report. To access the Serious Incident Notification page, select Options > Serious Incident Notification.

Close

21. Clicking Close will return to the Allegation tab of the Access Report page. If changes are needed, select the [Edit](#) or [Delete](#) hyperlink. The descriptions selected can be viewed by hovering over the word Describe.
22. Repeat the steps above as appropriate to document all allegations of abuse and neglect for each alleged victim.
23. Complete the Allegation Details section. 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 prefill 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).

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/01/2022 02:00 ☐ AM ☒ PM R/T: ID: 9246615

Allegations

Alleged Victim	AM Relationship to Victim	A/N Code	Dt or Approx Dt of Alleged Mal	Resided in OHC	Fatality		
Jones, Mary	Biological Parent(s)	Sexual Abuse Describe	02/01/2022	N	Y	Edit	Delete

[Insert](#)

Allegation Details

CPS Report Type: Primary

☒ Incident Location Same as Report Name

Address Search:

C/O:

Number: Address: Apt: WI City:

City: State: Zip: Country:

Phone: Ext: Work Phone: Ext: Cell Phone:

Options: [Go](#) [Save](#) [Close](#)

24. 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.

Access Report - Work - Microsoft Edge

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 12/01/2022 02:00 ☐ AM ☒ PM R/T: ID: 9248279

[Narrative](#) [Participants](#) [Allegation](#) **[Allegation Narr](#)** [Prior Involvement](#) [Decision](#)

Primary Allegation Narrative

Describe the parents or adults in the parental role, including current location, functioning (including information about disabilities or other special needs), parenting practices and views of the child.

Parental roles...

Describe the family functioning, strengths, and current stresses.

Parental roles...

Are there any possible or likely impending danger threats to child safety? ([See Related Appendix](#)) ☐ Yes ☒ No

Describe the alleged maltreater's whereabouts and his or her access to the child at the time of the report and within the next five days.

Parental roles...

Document the name of the alleged maltreater and relationship to child.

Parental roles...

Options:

25. 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.

26. On the Impending Danger Threats page, check all that apply. If a definition of the impending danger threats is needed, hover over the word Details with the 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."

Impending Danger Threats
Print
Help

Impending Danger Threats

Check All That Apply

Select	Description
<input type="checkbox"/>	No adult in the home will perform parental duties and responsibilities. Details
<input checked="" type="checkbox"/>	One or both parents/caregivers are violent. Details
<input type="checkbox"/>	One or both parents/caregivers' behavior is dangerously impulsive or they will not/cannot control their behavior. Details
<input type="checkbox"/>	One or both parents/caregivers have extremely negative perceptions of the child. Details
<input type="checkbox"/>	Family does not have or use resources necessary to assure the child's basic needs. Details
<input type="checkbox"/>	One or both parents/caregivers fear they will maltreat the child and/or request placement. Details
<input type="checkbox"/>	One or both parents/caregivers intend(ed) to seriously hurt the child. Details
<input type="checkbox"/>	One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. Details
<input type="checkbox"/>	The child has exceptional needs which the parents/caregivers cannot or will not meet. Details
<input type="checkbox"/>	Living arrangements seriously endanger the child's physical health. Details
<input type="checkbox"/>	The child is profoundly fearful of the home situation or people within the home. Details

Continue
Close

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

Describe the family functioning, strengths, and current stresses.

Parental roles...

Are there any possible or likely impending danger threats to child safety? ([See Related Appendix](#)) ☒ Yes ☐ No [Impending Danger Threats](#)

Describe the alleged maltreater's whereabouts and his or her access to the child at the time of the report and within the next five days.

Parental roles...

☒ One or both parent's/caregiver's behavior shows a pattern of violence. [Details](#)

28. The Prior Involvement tab displays existing Access or Services reports and Assessment Findings for all participants without a role of Reporter. The Report Type column displays hyperlinks to view existing Access or Services Report(s). The Assessment finding will be displayed if applicable and hyperlinks to view the corresponding Initial Assessment page . 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

Date, a hyperlink to the CPS or Services report that includes the name of the county in which the final screening decision was made, Worker Safety Concerns, Screening Decision, Case Name, Current Primary Worker (if open case), Assessment Finding (click hyperlink to open the Assessment), Maltreater Name(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.

The screenshot shows the 'eWiSACWIS' web application interface. At the top, there's a header with the logo and navigation links (TM, Print, Help). Below the header, the 'Access Information' section displays report details: Report Name (Jones, Sally), Worker (Cake, Caitlin C.), Access Report Type (CPS Report), Date and Time Report was Received (06/01/2020 09:12 AM), R/T, and ID (9243934). A tabbed interface below shows 'Narrative', 'Participants', 'Allegation', 'Allegation Narr', 'Prior Involvement' (selected), and 'Decision'. The 'Prior Involvement' tab displays a table of reports for the selected participant 'All'.

Date	Report Type	Wrkr Sfty Concerns	Screening Decision	Case Name	Current Primary Worker	Assessment Finding	Maltreater Name(s)
06/02/2020	CPS Report - Milwaukee	N	Screen In	Sally Jones (9223313)	Cake, Caitlin C.	Substantiated	Jones, Tommy
12/28/2017	CPS Report - Milwaukee	N	Screen In	Sally Jones (9223313)	Cake, Caitlin C.	Substantiated	Jones, Sally; Unknown, Unknown
10/03/2017	CPS Report - Milwaukee	N	Screen In	Sally Jones (9223313)	Cake, Caitlin C.	Substantiated	Jones, Sally; Unknown, Unknown
06/13/2017	CPS Report - Milwaukee	N	Screen In	Amy B. Aardvark (9223581)	Cake, Caitlin C.	Substantiated	Jones, Sally
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	Daisy, Dan	Substantiated	N/A
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	Daisy, Dan	Substantiated	Jones, Sally
07/01/2019	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9223676)	Cake, Caitlin C.	N/A	N/A
04/01/2019	Services Report - Child Welfare	N	Pending	N/A	N/A	N/A	N/A
10/12/2018	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9223313)	Cake, Caitlin C.	N/A	N/A
06/25/2018	Services Report - Adoption - Milwaukee	N	Screen Out	Sally Jones (9223576)	Daisy, Dan	N/A	N/A
06/25/2018	CPS Report - Milwaukee	N	Screen Out	Sally Jones (9223579)	Closed Case	N/A	N/A
06/25/2018	CPS Report - Milwaukee	N	Screen Out	Sally Jones (9223578)	Closed Case	N/A	N/A
12/28/2017	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9223676)	Cake, Caitlin C.	N/A	N/A
12/28/2017	Services Report - Child Welfare - Milwaukee	N	Screen In	Sally Jones (9223313)	Cake, Caitlin C.	N/A	N/A

At the bottom, there's an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The interface is displayed in an Internet Explorer browser window.

29. 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.

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

31. 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.

Depending on screening security level, complete the Worker Recommendation section or Supervisor Decision section. 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 Screened 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: A Supervisor will have the ability to override the Response Time. If the Response Time is different in a Supervisor Decision section than it is in the Worker Recommendation section, the Explain field will be required for a Supervisor.

Note: If the "Has law enforcement been notified or will law enforcement be notified of this allegation" field is marked 'Yes' for any allegation on the CPS Report, the Law Enforcement Notified check box will be checked and disabled.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 02/01/2022 02:00 ☐ AM ☒ PM R/T: ID: 9246615

Narrative **Participants** **Allegation** **Allegation Narr** **Prior Involvement** **Decision**

Explain:

Supervisor Decision

Name: Cake, Caitlin C. ☐ Screen In ☐ Screen Out ☒ Pending

Date/Time Decision Made: 02/09/2022 10:51 ☒ AM ☐ PM Response Time:

Reason:

Explain:

Status

☐ After Hours Report ☒ Law Enforcement Notified ☐ Worker Safety Concerns?

Primary Language: English ☐ Interpreter Needed?

☒ Is this Access Report a death, serious injury, or egregious incident ([See Related Numbered Memo](#)) ?

☐ **Action**
 Serious Incident Notification
 Text
 CPS Report
 Indian Child Welfare Screened Out Report
 Mandated/Relative Reporter Notice
 CPS Report to Tribal Agent

Options:

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

February 2023

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.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: CPS Report

Date and Time Report was Received: 06/01/2020 09:12 ☒ AM ☐ PM R/T: ID: 9243934

[Narrative](#) [Participants](#) [Allegation](#) [Allegation Narr](#) [Prior Involvement](#) **Decision**

Partnership

County: Partnership - Chippewa Partnership Name: North-Central CAN Report Partnership

Created By: Cake, Caitlin C. Created On: 03/20/2020 12:51:45 PM

Worker Recommendation

Name: Cake, Caitlin C. ☐ Screen In ☐ Screen Out ☒ Pending Date/Time Decision Made:

Response Time: Reason: Explain:

Supervisor Decision

Name: Cake, Caitlin C. ☐ Screen In ☐ Screen Out ☒ Pending

Date/Time Decision Made: 06/16/2020 10:39 ☒ AM ☐ PM Response Time: Reason: Explain:

32. When Saved, the Create Worker Assignment page appears. The page defaults to the direct Supervisor. 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.

Sort By: ☒ Name ☐ Position Title

Workers

- Select Abby, Alice N Administrative Assistant, Milwaukee - OHC-Adoptions
- Select Abby, Andy Ann Administrative Assistant, DMCPs-Admin
- Select Abby, Mailing Administrative Assistant, Milwaukee - OHC-Adoptions
- Select Abby, ParentHome Administrative Assistant, Milwaukee - OHC-Adoptions
- Select Abby, Secondary Administrative Assistant, Milwaukee - OHC-Adoptions
- Select abby, tpr Administrative Assistant, Milwaukee - OHC-Adoptions
- Select Abby, Work Administrative Assistant, Milwaukee - OHC-Adoptions
- Select Abbye, Amber's A Administrative Assistant, Milwaukee - OHC-Adoptions
- Select BROCCOLI, Betty Site Manager, Milwaukee-Admin
- Select Byers, Beth Initial Assessment Supervisor, Milwaukee-Admin
- Select Cake, Caitlin C Program Manager, IL - Region 1
- Select Cedar, Cindy OHC Supervisor, Milwaukee-Admin
- Select Cherry, Cathy Intake Supervisor, Milwaukee-Admin

View By

- ☐ County/State
- ☐ Employing Entity
- ☐ My County
- ☐ Site/Office
- ☒ Workers for Supervisor

Current Worker

Cake, Caitlin C.

Current Worker Status

- ☐ Close
- ☒ Do Not Close

Assignment Definition and Details

Category: Access For: Jones, Sally Participant: Start Date: 06/07/2022

☐ Emergency Protective Services Report

Worker Name	Type	Responsibility	Role	
Cake, Caitlin C.	Access Report	N/A	Supervisor	Delete

[Assign](#) [Close](#)

33. When a Supervisor selects the [Create/Link Case](#) hyperlink, an auto search all cases that the participants have been involved in occurs and become selectable 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 for the case and click the Link button. If no cases are returned or if the returned cases are not correct, select the Create button to create a new case.

Search Case

Search Results

- ☐ Aardvark, Amy (9223581)
CPS Family - Ongoing 06/25/2018 Abby, Amber's A. BMCW-Agency-SaintA 125 N Hamilton St Madison, WI 537034155
- ☐ Daily, Martha (9221865)
CPS Family - Initial Assessment 05/05/2006 Supervisor, Partnership (Supervisor) Green - Monroe , WI
- ☐ Davis, Jill (9221864)
CPS Family - Initial Assessment 05/05/2006 Supervisor, Partnership (Supervisor) Green - Monroe
- ☐ Jones, Sally (9225899)
CPS Family - Initial Assessment 02/09/2022 Cake, Caitlin C. BMCW-Admin 123 Main Street Waldo, WI 53093
- ☐ Jones, Sally (9224876)
CPS Family - Initial Assessment 06/18/2020 Cake, Caitlin C. BMCW-Admin 123 Main Street Waldo, WI 53093

[Link](#) [Create](#) [Close](#)

34. 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.

Maintain Case - ID: 9225899 - Internet Explorer

eWiSACWIS Print Help

Case: 9225899

Name: Jones, Sally Case Type: CPS Family - Initial Assessment

County: Milwaukee Site/Region: BMCW-Admin

CARES Case #: County Case #: W-2: ▼

☐ Restricted Designation: Status: Open 02/09/2022

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program
Jones, Devon (400850)	None	<input checked="" type="checkbox"/>	Y	04/09/1988	M	Present Spouse	N/A	N
Jones, Mary (9229975)	CPS, CW	<input checked="" type="checkbox"/>	Y	02/25/2005	F	Biological Child	N/A	N
Jones, Sally (9226086)	CW	<input checked="" type="checkbox"/>	Y	04/11/1979	F	Reference Person	N/A	N

Number of Household Members: Insert

Inactive Participants

Save Close

35. When the existing or new case is initially saved and one or more of the participants are enrolled in the Safe at Home program, an informational message will appear. On close of the Safe at Home message, another message appears asking a 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 a Supervisor. Please see the Assignment User Guide for more information.

Confirmation

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

Close

Confirmation

Would you like to create an assignment for this case?

Yes No

36. When a Supervisor selects Yes on the message above, the Assignment page is launched. Click a [Select](#) hyperlink for the worker, then click the Assign button to send the Access Report to another worker.

Workers

[Select](#) Abby, Alice N Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) Abby, Andy Ann Administrative Assistant, DMCPs-Admin

[Select](#) Abby, Mailing Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) Abby, ParentHome Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) Abby, Secondary Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) abby, tpr Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) Abby, Work Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) Abbye, Amber's A Administrative Assistant, Milwaukee - OHC-Adoptions

[Select](#) BROCCOLI, Betty Site Manager, Milwaukee-Admin

[Select](#) Byers, Beth Initial Assessment Supervisor, Milwaukee-Admin

[Select](#) Cake, Caitlin C Program Manager, IL - Region 1

[Select](#) Cedar, Cindy OHC Supervisor, Milwaukee-Admin

[Select](#) Cherry, Cathy Intake Supervisor, Milwaukee-Admin

View By

☐ County/State

☐ Employing Entity

☐ My County

☐ Site/Office

☒ Workers for Supervisor

Current Worker

Cake, Caitlin C.

Current Worker Status

☐ Close

☒ Do Not Close

Assignment Definition and Details

Category: Case For: Jones, Sally Participant: Start Date: 06/07/2022

☐ Emergency Protective Services Report

Worker Name	Type	Responsibility	Role	
Cherry, Cathy	CPS Initial Assessment	CPS Fam. Serv. - Non-CO	Admin Primary Secondary Supervisor	Delete

[Assign](#) [Close](#)

After the Case has either been linked to an existing Case or a new Case is created, the Access Report can be viewed from the Search menu or the Desktop, from the Cases tab.

eWiSACWIS Actions Financial State Security Help Refresh Search Caitlin C. Cake (Milwaukee County) | Log Out

Home **Cases (551)** Providers (229) Workers (76) Approvals (1453) Access Reports (145) JCPC Referrals (13) YJ Referrals (14) Home Inquiries (34) Quick Links

Cases

View by: ☒ Case ☐ Participant

Filter by: ☐ Date restricted ☒ Not approved/cancelled ☐ Multiselect

Cases: 551 [Create case work](#)

Jones, Sally [Refresh](#) [Print](#)

Jones, Sally (9225899)

Case details: CPS Family - Initial Assessment BMCW-Admin

Case address: 123 Main Street Waldo, WI 53093

Primary worker: Cake, Caitlin C. (123) 456-7890 ccake@wisconsin.gov

Actions: Please select an action

View case information

[Access Reports](#) [Assessments](#) [Assets and Income](#) [Assignments](#) [Planning](#) [Related People](#) [Serious Incident Notification](#)

Access Reports

CPS Report - Primary	02/01/2022	Jones, Sally	Screen In	Milwaukee	Serious Incident Notification
----------------------	------------	--------------	-----------	-----------	---

Case	Person	Provider Organization	Worker
------	--------	-----------------------	--------

Search Criteria

Last Name:

SSN:

Street:

First Name:

DOB:

City:

Person ID:

Gender:

ZIP Code:

☒ Incl. AKA

Search Precision:

Low Med High

Sort By:

Record 1 to 1 of 1

Persons Returned

[Jones, Sally \(9226086 \)](#) 123 Main Street, Waldo Female 04/11/1979 Other

- Basic Person Information
- Related People
- Access Reports

Jones, Sally CPS Report Milwaukee

Household Member, Parent/Parental Role, Report Name 02/01/2022