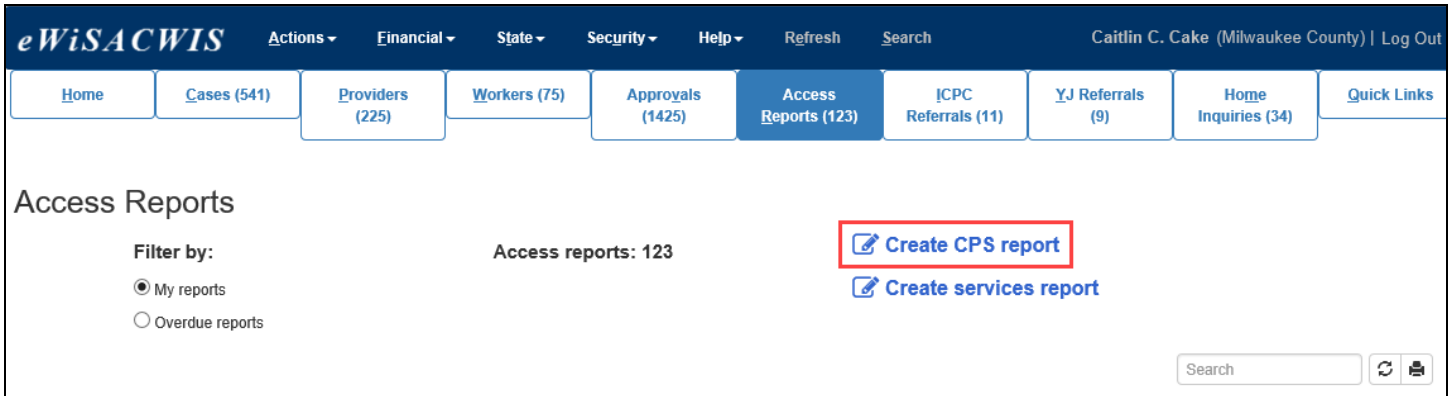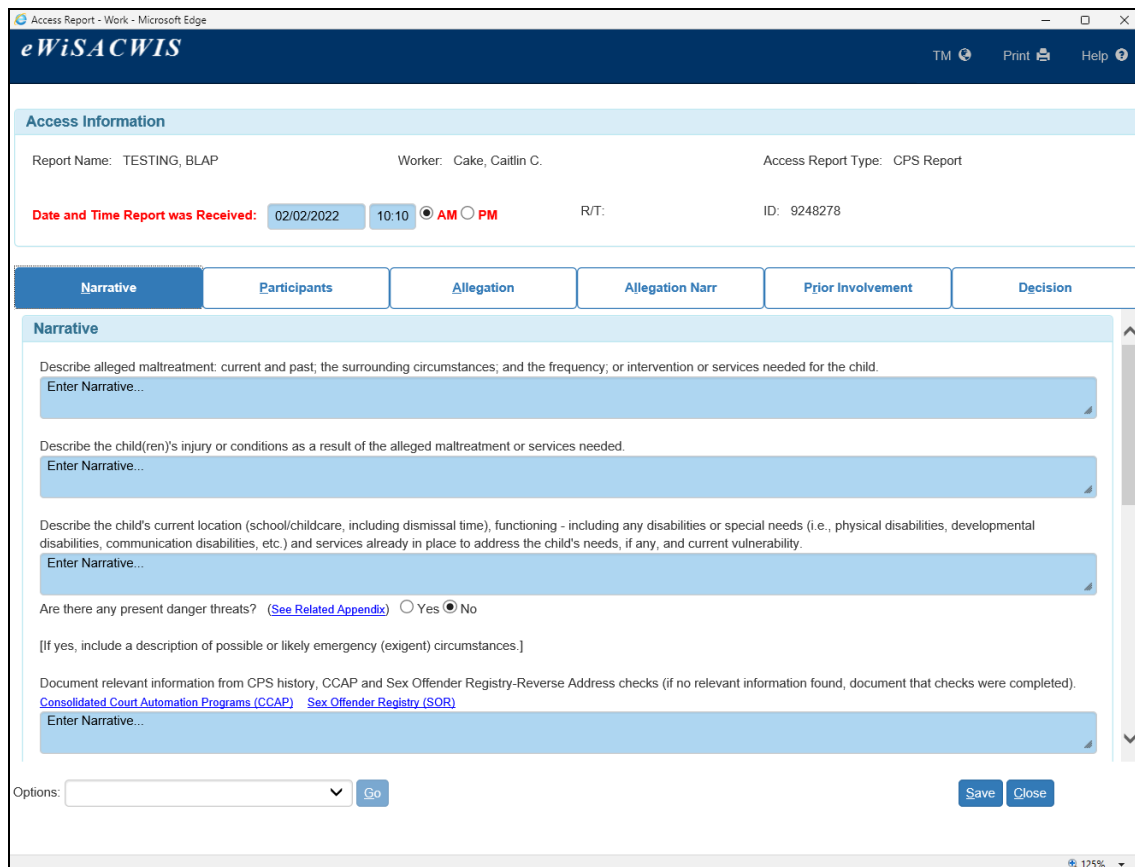# Access Report - CPS Report

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."

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.

6. 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.

7. 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.

8. 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.

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.

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'.

| Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known. | ● Yes ○ No ○ Unknown |
| Information that the child(ren)'s family members may have American Indian heritage, including names of tribe(s) if known. | ● Yes ○ No ○ Unknown |

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
☑	Alleged Victim	AV (CPS Report ONLY)
☑	Household Member	HM
☐	Non-Household Member	NM
☐	Parent/Parental Role	PR
☐	Report Name	RN
☐	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
○	Jones, Mary (9229975)	02/25/2005		123 Trail Drive Racine, WI 53401	Primary Residence
○	Reporter, Bob (9226214)	00/00/0000	(608)555-6666	321 State Street Madison, WI 537032020	Work
○	Jones, Devon (400850)	04/09/1988		123 Main Street Waldo, WI 53093	Primary Residence
○	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	
☐	Jones, Mary (9229975)	02/25/2005		123 Trail Drive Racine, WI 53401	
☐	Reporter, Bob (9226214)	00/00/0000			
☐	Jones, Devon (400850)	04/09/1988		123 Main Street Waldo, WI 53093	
☐	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	☑	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.

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

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.

Relationship

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)
- [x] 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
Description   Neglect
                                        Physical Abuse
Date or Approximate Date of Alleged Maltreatment: Sexual Abuse
                                        Unborn Child Abuse

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

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
☐	Abandonment
☐	Abusive Head Trauma
☐	Bruising
☐	Burn/Scald
☐	Caregiver Alcohol Abuse
☐	Caregiver Drug Abuse
☐	Cut/Laceration/Bite
☐	Dislocation/Sprain/ Bone Fracture
☐	Drug Affected Infant
☐	Exposure to Controlled Substances
☐	Exposure to Elements or Environmental Hazards

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

Select	Description
☐	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).

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.

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

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.

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.

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.

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.

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.

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.

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	☑	Y	04/09/1988	M	Present Spouse ▾	N/A	N	
Jones, Mary (9229975)	CPS, CW	☑	Y	02/25/2005	F	Biological Child ▾	N/A	N	
Jones, Sally (9226086)	CW	☑	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.

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.

Case	Person	Provider Organization	Worker

Search Criteria

Last Name:	Jones	First Name:	Sally	Person ID:	
SSN:		DOB:	00/00/0000	Gender:	
Street:		City:		ZIP Code:	

☑ Incl. AKA

Search Precision: Low — Med — High

Sort By: Alpha

Search

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