

Services Report - Safe Haven: Newborn Relinquishment

For additional information related to the Safe Haven legislation and further guidance on accepting reports and custody of relinquished newborns, please reference the following webpage:
<https://dcf.wisconsin.gov/cps/safehaven>

1. When a report regarding a relinquished newborn is received, first confirm that there is no concern of maltreatment to the newborn. If there is no concern of maltreatment, create a Services Report. Click on the Access Report tab and select the 'Create services report' hyperlink. This will open the Access Report page.
 - If there is concern of maltreatment, follow the process for accepting a CPS report according to the *Child Protective Services Access and Initial Assessment Standards*.



2. Enter the 'Date and Time Report was Received' in the Access Information group box at the top of the page. The date and time will pre-fill into the Services Report template.
3. On the Narrative tab, enter narrative text for each section, as applicable. The first narrative field on the tab is required.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Worker: Cake, Caitlin C. Access Report Type: Services Report

Date and Time Report was Received: 06/02/2020 09:00 AM PM R/T: ID: 9244014

Narrative Services Participants Prior Involvement Decision

Narrative

Describe services needed or reason for case opening.

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

[ICWA Contacts](#)
 Address Instructions:

Options:

- On the Services tab, select 'Child Welfare' as the Service Report Type. Once the Service Report Type has been selected, the Specific Services Requested group box will display a list of items to select. Select 'Relinq Infnt/Reclaiming of Relinq Infnt' as the Specific Services Requested.

Access Information

Report Name: Tree, Apple Worker: Cake, Caitlin C. Access Report Type: Services Report

Date and Time Report was Received: 06/17/2020 12:00 AM PM R/T: ID: 9243973

[Narrative](#)

Services

[Participants](#)

[Prior Involvement](#)

[Decision](#)

Service Report Type **Child Welfare** ▼

Specific Services Requested

- Behavior Management Services [Details](#)
- Courtesy Interview - Out-of-State [Details](#)
- CPS Alert [Details](#)
- Drug Affected Infant [Details](#)
- Educational Services [Details](#)
- Fetal Alcohol Spectrum Disorder [Details](#)
- Medical Services [Details](#)
- Mental Health Services [Details](#)
- Other Services [Details](#)
- Parent/Child Conflict Resolution [Details](#)
- Placement/Respite Care Services [Details](#)
- Relinq Infnt/Reclaiming of Relinq Infnt [Details](#)
- Special Needs Inhome Services [Details](#)

Other Information

Referral Packet Received? Date Packet Received: 00/00/0000

Court Ordered Study Date Report Due in Court: 00/00/0000

Options: ▼

5. On the Participants tab, click on the 'Add/Edit' button to add the participants for this Services Report.

The screenshot shows the 'Access Report - Internet Explorer' window with the 'eWiSACWIS' logo. The 'Access Information' section displays: Report Name, Worker: Cake, Caitlin C., Access Report Type: Services Report, Date and Time Report was Received: 06/17/2020 12:00 AM, and ID: 9243973. Below this are tabs for Narrative, Services, Participants (selected), Prior Involvement, and Decision. The 'Access Participants' section contains a table with columns: Names, Gender, DOB, Age, Race, Relationship, Roles, and an empty column. A link for 'Consolidated Court Automation Programs (CCAP)' is present. The 'Add/Edit' button is circled in red, and an 'Address Copy' button is also visible. The 'Reporter' section includes fields for Name, Home, E-Mail, Address, Work, Affiliation, Report Method, and checkboxes for 'Mandated Reporter' and 'Notice to Reporter Generated'. A 'Relation to Alleged Victim / Identified' dropdown menu is set to 'Child'. At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Save' and 'Close' buttons.

6. This opens the Access Inquiry Search page. Enter 'Unknown' in the 'Last Name' field and 'Unknown' in the 'First Name' field. This will disable the 'Search' button and let you select the 'Create' button to create a new participant.

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: Sort By:

Persons Returned

Participants

Access Participant Name	Status

- If the parent does not want the newborn returned to their custody, the parent’s name should be entered as “Unknown Unknown” to protect the identity of the parent.
- If the parent requests the return of their newborn, the Person Management record for “Unknown Unknown” should be changed to reflect the parent’s actual name. Additionally, a new CPS Report must be documented.
- Enter what is known about the demographics of the parent. Leave the fields that are unknown blank. Do not create false information! Contact the eWiSACWIS Help Desk for outstanding AFCARS ticklers at case closure.
- The newborn should also be added to the report as a participant. The newborn’s name should be entered as it appears on the birth certificate. If the name on the birth certificate is unknown, enter a name for the child based on your county’s protocol.

eWISACWIS x Access Report x +

Access Participant Print Help

Participant Information

Prefix: Last Name: Buckeye First Name: Bob Middle Initial: Suffix:

Gender: DOB: 00/00/0000 SSN:

County Person ID:

Race/Ethnicity

Race: Race: Hispanic/Latino:

Race: Race:

Race: Ethnicity:

Prefer to self-describe:

Address

Is this address a Safe at Home address? Yes No

Address Search:

C/O:

Street: Apt:

WI City: City: State: ZIP:

County of Residence: Country:

Address Instructions:

Phone

Type	Phone Number	Ext	Begin Date	End Date	Description
<input type="button" value="Insert"/>					

E-Mail

Type	E-Mail Address	Begin Date	End Date	Primary
<input type="button" value="Insert"/>				

7. Once all participants have been added, click on the 'Continue' button to return to the Access Report.

Persons Returned

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

Participants

	Access Participant Name	Status	
	Unknown, Unknown	Searched Not Found	Edit Delete
	Unknown, Unknown	Searched Not Found	Edit Delete

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

8. Identify the Relationship of each participant in the Services Report. The identification of a Reference Person is required and the other relationships are in regards to the Reference Person.
 - The mother should be identified as the 'Reference Person.' If the father is unknown, he should be added as a participant and identified as the 'Significant Other.' The newborn should be identified as the 'Biological Child.'

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Unknown, Unknown Worker: Cake, Caitlin C. Access Report Type: Services Report

Date and Time Report was Received: 06/17/2020 12:00 AM PM R/T: ID: 9243973

[Narrative](#) [Services](#) **Participants** [Prior Involvement](#) [Decision](#)

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles	
Unknown, Unknown		01/01/1961	59		Reference Person	HM-PR-RN	Roles
Unknown, Unknown	Female	06/01/2020	0		Biological Child	IC	Roles

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

Reporter

Name: Mandated Reporter

Notice to Reporter Generated

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

9. Identify the Role of each participant in the Services Report. Click the 'Roles' hyperlink to open the Roles pop-up page.
- For Services Reports, you must identify an Identified Child and a Report Name.
 - The Report Name is usually the Reference Person.
 - Every participant must have at least one role selected.
 - A participant with the role of Reporter is required prior to making a Screening Decision.

Click on the 'Continue' button to return to the Access Report page.

Participant

Name: Unknown, Unknown

Roles

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Household Member	HM
<input type="checkbox"/>	Identified Child / Unborn Child	IC (Services Report ONLY)
<input type="checkbox"/>	Non-Household Member	NM
<input checked="" type="checkbox"/>	Parent/Parental Role	PR
<input checked="" type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

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

10. If applicable, 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 'RP' (Reporter). The value selected in the 'Relation to Alleged Victim / Identified Child' drop-down in the Reporter group box will either check or uncheck the 'Mandated Reporter' checkbox.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

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Date and Time Report was Received: 06/17/2020 12:00 AM PM R/T: ID: 9243973

Participants

Narrative	Services	Participants	Prior Involvement	Decision
Unknown, Unknown	01/01/1961	59	Reference Person	HM-PR-RN Roles

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

Reporter

Name: Mandated Reporter Notice to Reporter Generated

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

E-Mail: Affiliation: Madison Police Department Report Method: Phone

Address:

Options: Go Save Close

11. 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. The 'After Hours Report' checkbox pre-fills into the Services Report template.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Unknown, Unknown Worker: Cake, Caitlin C. Access Report Type: Services Report

Date and Time Report was Received: 06/17/2020 12:00 AM PM R/T: ID: 9243973

Narrative **Services** **Participants** **Prior Involvement** **Decision**

Supervisor Decision

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

Date/Time Decision Made: 06/17/2020 11:50 AM PM Response Time:

Reason: **Hold in Custody** [Create/Link Case](#)

Explain:

Status

After Hours Report Law Enforcement Notified Worker Safety Concerns?

Primary Language: English Interpreter Needed?

Options:

12. 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 and click the 'Save' button to send the report to your supervisor.
 - In order for the "Relinquishment Case" checkbox to be selected on the Parent Info tab of the child's Person Management page, the Screen In Reason must be "Hold in Custody."
 - If you have supervisor screening security, complete the 'Supervisor Decision' group box and select the 'Create/Link Case' hyperlink to link this Access Report to a new or existing case.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Unknown, Unknown Worker: Cake, Caitlin C. Access Report Type: Services Report

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[Narrative](#) [Services](#) [Participants](#) [Prior Involvement](#) **Decision**

Supervisor Decision

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

Date/Time Decision Made: 06/17/2020 11:50 AM PM Response Time:

Reason: Hold in Custody [Create/Link Case](#)

Explain:

Status

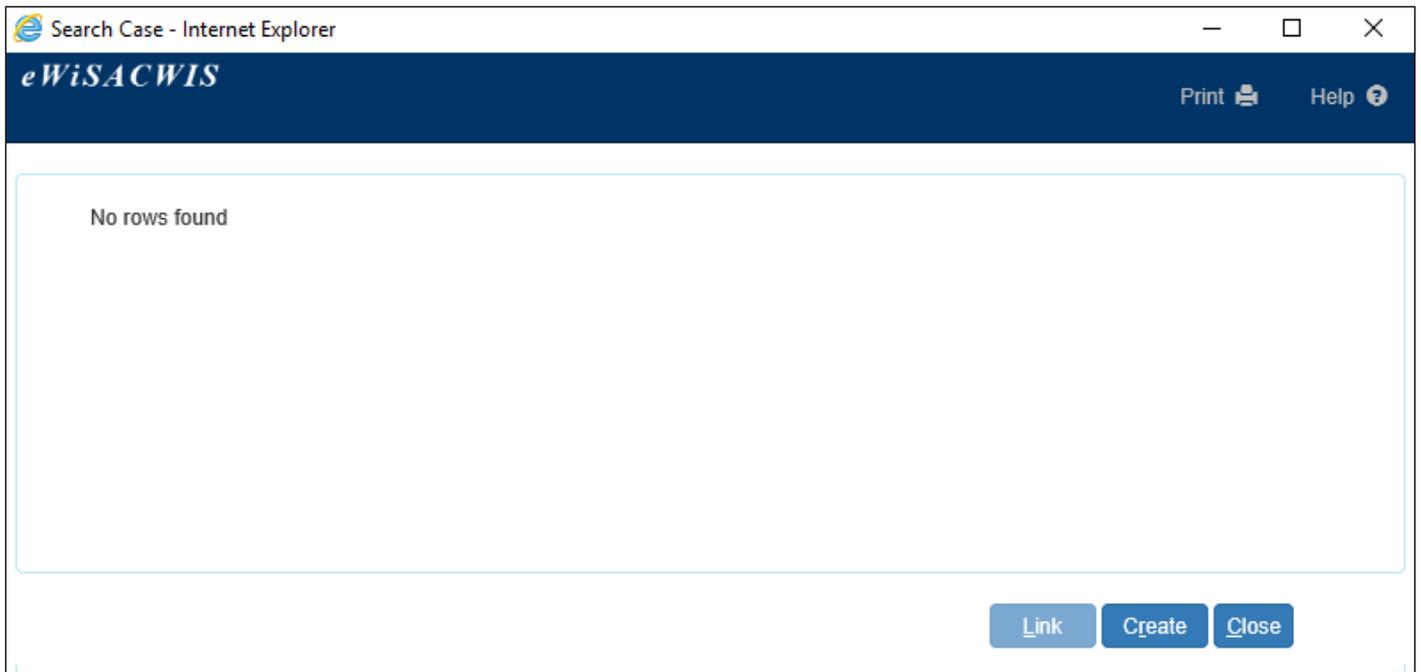
After Hours Report Law Enforcement Notified Worker Safety Concerns?

Primary Language: English Interpreter Needed?

Options:

13. 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. Select the 'Create' button to create a new case.

Note: When linking a Screened in Services Report where the Service Report Type is "Child Welfare" and the Specific Services Requested is "Relinq Infnt/Reclaiming of Relinq Infnt" then eWiSACWIS will automatically check the "Child is currently or was previously Abandoned" check box on the Basic tab of the Person Management page for the Service Report participant with the role of Identified Child (IC).



14. Once the report is linked or a new case is created, the Maintain Case page opens, and any updates or required fields should be completed at this time.
15. Once the case information is updated as needed, click Save. A message will appear, asking the supervisor if he or she would like to create an assignment for 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.