

Access Report - Services Report

1. Select the Access Reports tab > [Create services report](#) hyperlink. This will open the Access Report page.



eWiSACWIS

Home Cases (496) Providers (216) Workers (69) Approvals (1267) **Access Reports (119)** JCPC Referrals (12) YJ Referrals (2) Home Inquiries (31) Quick Links

Access Reports

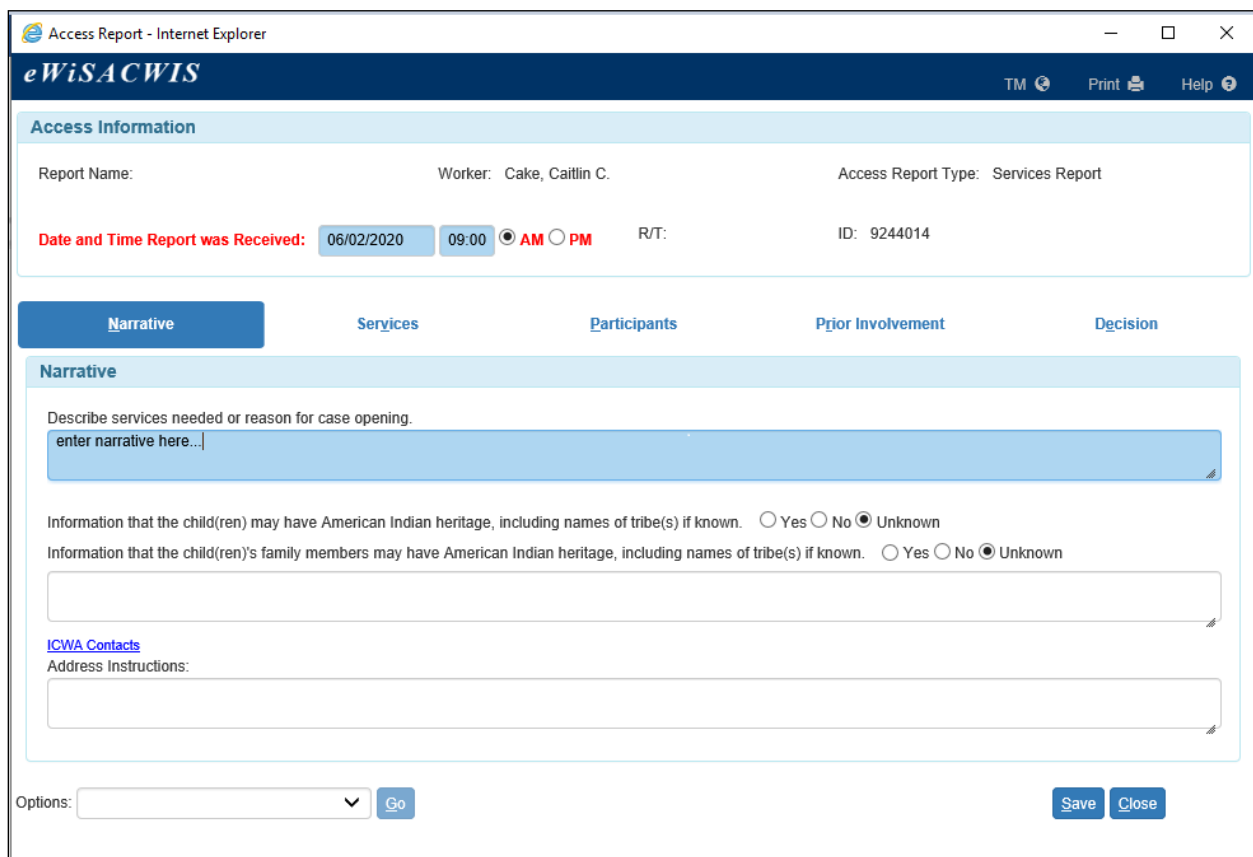
Filter by: Access reports: 119

☒ My reports
☐ Overdue reports

[Create CPS report](#)
[Create services report](#)

Search [] [] []

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



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.

enter narrative here...

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: [] [Go] [Save] [Close]

4. The Services tab is used to identify the general type of services being requested for the family.
5. Once a Service Report Type has been selected, the Specific Services Requested group box will display a list of items to select.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

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[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](#)
- ☐ Prevention 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:

100%

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

The screenshot shows the eWiSACWIS Access Report interface in Internet Explorer. The top navigation bar includes the eWiSACWIS logo, a TM icon, and links for Print and Help. The main content area is titled "Access Information" and displays the following details:

- Report Name: (empty)
- Worker: Cake, Caitlin C.
- Access Report Type: Services Report
- Date and Time Report was Received: 06/02/2020 09:00 AM (selected) PM
- R/T: (empty)
- ID: 9244014

Below the Access Information section, there are five tabs: Narrative, Services, **Participants** (selected), Prior Involvement, and Decision. The Participants tab is active, showing the "Access Participants" section. This section includes a table with the following headers: Names, Gender, DOB, Age, Race, Relationship, Roles, and an empty column. Below the table, there is a link for "Consolidated Court Automation Programs (CCAP)" and two buttons: "Add/Edit" and "Address Copy".

Below the Access Participants section, there is a "Reporter" section with the following fields:

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

At the bottom of the Reporter section, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The bottom status bar shows a zoom level of 100%.

7. This opens the Access Inquiry Search page. 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 page. For more information on how to search, please refer to the Search User Guide.

Access Report - Internet Explorer

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:

Record 1 to 1 of 1

Persons Returned

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

Participants

Access Participant Name	Status	
Jones, Mary	Search Found	Delete
Jones, Sally	Search Found	Delete
Jones, Tommy	Search Found	Delete
McCain, Ryan	Search Found	Delete

- Identify the Relationship of each participant in the Services Report. 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: 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](#)

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles
Jones, Devon	Male	04/09/1988	32	White	Present Spouse	Roles
Jones, Mary	Female	02/25/2005	15	White	Biological Child	Roles
Jones, Sally	Female	04/11/1979	41	White	Reference Person	Roles
Jones, Tommy	Male	06/02/1986	34	White	Birth Sibling	Roles
McCain, Ryan	Male	00/00/0000			Mandated Reporter	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:

E-Mail: Affiliation: Report Method:

Address:

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

9. Click the [Roles](#) hyperlink to open the Roles pop-up page.
 - For Services Reports, you must identify an Identified Child and a Report Name.
 - You cannot select more than 5 roles for one participant.
 - 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 Continue to return to the Access Report page.

Access Inquiry Search Print Help

Participant

Name: Jones, Devon

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 type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

Continue Close

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) in address.

Address Copy

Available Addresses to Copy

	Names	DOB	Home Primary	Address	Address Type
<input type="radio"/>	Jones, Devon (400850)	04/09/1988		123 Main Street Waldo, WI 53093	Primary Residence
<input type="radio"/>	Jones, Mary (9229975)	02/25/2005		123 Trail Drive Racine, WI 53401	Primary Residence
<input type="radio"/>	Jones, Sally (9226086)	04/11/1979		123 Main Street Waldo, WI 53093	Primary Residence
<input type="radio"/>	Jones, Tommy (9226084)	06/02/1986			Primary Residence
<input type="radio"/>	McCain, Ryan (9226090)	00/00/0000	(608)777-8888		Primary Residence

Update Primary Address Selection

	Names	DOB	Home Primary	Current Home Primary Address	
<input type="checkbox"/>	Jones, Devon (400850)	04/09/1988		123 Main Street Waldo, WI 53093	
<input type="checkbox"/>	Jones, Mary (9229975)	02/25/2005		123 Trail Drive Racine, WI 53401	
<input type="checkbox"/>	Jones, Sally (9226086)	04/11/1979		123 Main Street Waldo, WI 53093	
<input type="checkbox"/>	Jones, Tommy (9226084)	06/02/1986			
<input type="checkbox"/>	McCain, Ryan (9226090)	00/00/0000	(608)777-8888		

Save Close

11. 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 will either check or uncheck the Mandated Reporter checkbox.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

Report Name: Jones, Sally 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](#)

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles	
Jones, Devon	Male	04/09/1988	32	White	Present Spouse	HM-PR	Roles
Jones, Mary	Female	02/25/2005	15	White	Biological Child	HM-IC	Roles
Jones, Sally	Female	04/11/1979	41	White	Reference Person	HM-IC-RN	Roles
Jones, Tommy	Male	06/02/1986	34	White	Birth Sibling	NM	Roles
McCain, Ryan	Male	00/00/0000			Mandated Reporter	RP	Roles

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

Reporter

Name: McCain, Ryan ☐ Mandated Reporter ☐ Notice to Reporter Generated

Home: (608)777-8888 Work: (608)999-2222 Relation to Alleged Victim / Identified Child:

E-Mail: Affiliation: Report Method:

Address: 100 School Rd Madison, WI 53783

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

100%

12. 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 be filtered by the access report participant by selecting a name 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 primary worker for any open case, 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.

The screenshot shows the eWiSACWIS web application interface. At the top, there's a header with the logo and navigation links. Below that, the 'Access Information' section displays details for a report by Sally Jones, worker Caitlin C. Cake, dated 06/02/2020. The 'Prior Involvement' tab is selected, showing a table of previous reports. The table has columns for Date, Report Type, Worker Safety Concerns, Screening Decision, Case Name, Current Primary Worker, Assessment Finding, and Maltreater Name(s). The table lists several reports, mostly 'CPS Report - Milwaukee' with 'Screen In' decisions and 'Substantiated' findings. A 'Participant' dropdown is set to 'All'. At the bottom, there are 'Options', 'Go', 'Save', and 'Close' buttons.

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
03/26/2015	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	N/A
02/06/2012	CPS Report - Milwaukee	N	Screen In	Sally Jones (9222753)	Daisy, Dan	Substantiated	Jones, Sally
06/16/2020	CPS Report - Milwaukee	N	Screen In	Sally Jones (9224876)	Cake, Caitlin C.	N/A	N/A
06/25/2018	CPS Report - Milwaukee	N	Screen Out	Sally Jones (9223579)	Closed Case	N/A	N/A

13. 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: Jones, Sally 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

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: 06/18/2020 12:31 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) ?

Options: Go Save Close

14. Open all applicable templates from the Options drop-down.
15. 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 Save to Assign to your supervisor. 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: Jones, Sally Worker: Cake, Caitlin C. Access Report Type: Services Report

Date and Time Report was Received: 11/17/2020 10:22 AM PM R/T: ID: 9244733

Narrative Services Participants Prior Involvement Decision

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: 11/23/2020 11:33 AM PM Response Time:

Reason: **Accepted for Services** [Create/Link Case](#)
 Closed In Error
 Hold in Custody

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](#)) ?

☐ Serious Incident Notification generated?

Options:

16. 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 case and click the Link button. If no cases are returned or if the report should not be linked to any of the returned cases, the supervisor would 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 Access Report Participant with the Role of Identified Child (IC).

eWiSACWIS Search Case

eWiSACWIS Print Help

- ☐ Aardvark, Amy (9223581)
CPS Family - Ongoing 06/25/2018 Abbyie, 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](#)

17. 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.

18. 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.

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](#)

19. On close of the Safe at Home message, another message appears 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.

Confirmation

Would you like to create an assignment for this case?

[Yes](#) [No](#)

20. When the supervisor selects Yes on the message above, the Assignment page is launched and defaults assigning it to his or her supervisor. Click Assign to send the Access Report to another selected worker.

eWiSACWIS

Create Worker Assignment

+

Print

Help

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

Abbyie, 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