

Documenting a Step-Parent Adoption

1. From your desktop, go to the Access Reports tab and click the Create Services Report hyperlink.

Home Cases (5) Providers (4) Workers (6) Approvals (15) **Access Reports (2)** ICPC Referrals (1) Home Inquiries (3) Quick Links

Access Reports

Filter By:

- ☒ My reports
- ☐ All reports
- ☐ Overdue reports

Access Reports: 2

Create CPS report

Create services report

Search

2. Enter the 'Date and Time Report was Received' in the Access Information group box.

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. On the Services tab, select 'Adoption' as the Service Report Type. In the Specific Services Requested group box, select the 'Step-Parent Adoption' checkbox.

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: 06/17/2020 11:11 AM PM R/T: ID: 9243953

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

Service Report Type: Adoption ▼

Specific Services Requested

- ☐ Concurrent Permanent Planning
- ☐ Final Adoption
- ☐ Legal Consultation
- ☐ Other
- ☐ Permanent Plan Consultation
- ☐ Placement Resource Consultation
- ☒ Step-Parent Adoption

Other Information

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

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

Options: ▼ Go **Save Close**

5. Click on the Participants tab. Add the participants by clicking the Add/Edit button. The biological parent should be identified with the Relationship of 'Reference Person' and the Role of 'Report Name'. A participant with the role of Reporter is required prior to making a Screening Decision.'

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

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

Date and Time Report was Received: 06/17/2020 11:11 ☒ AM ☐ PM R/T: ID: 9243953

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

Access Participants

Names	Gender	DOB	Age	Race	Relationship	Roles	
Tree, Apple	Female	03/04/1961	59		Reference Person	HM-PR-RN	Roles
Tree, Peach	Female	06/20/2016	3		Biological Child	HM-IC	Roles
Tree, Pear	Male	01/01/1965	55		Present Spouse	HM-PR	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](#)

- On the Decision tab, select the 'Screen In' radio button and select the Reason of 'Accepted for Services.' Click the Create/Link Case hyperlink to create or link the case.

Access Report - Internet Explorer

eWiSACWIS TM Print Help

Access Information

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

Date and Time Report was Received: 06/17/2020 11:11 ☒ AM ☐ PM R/T: ID: 9243953

[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: 06/17/2020 11:30 ☒ AM ☐ PM Response Time:

Reason: **Accepted for Services** [Create/Link Case](#)

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: **Go** **Save** **Close**

- Click on the 'Create/Link Case' hyperlink and on the Search Case screen select the radio button for the appropriate case to link to. When assigning a worker, the assignment Type of Stepparent Adoption should be selected with a Responsibility of Stepparent Adoption Study and a Role of Primary.

Search Case - Internet Explorer

eWiSACWIS Print Help

☒ Tree, Apple (9224836)

Child Welfare 06/17/2020 Cake, Caitlin C. Milwaukee-Site 5

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

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](#) 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: Tree, Apple Participant: Start Date: 06/07/2022

☐ Emergency Protective Services Report

Worker Name	Type	Responsibility	Role	
Cherry, Cathy	Stepparent Adoption	Stepparent Adoption Study	Primary	Delete

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

- After creating or linking a case for the family, a home study should be completed and a recommendation should be made. This information is usually sent to the courts. The case should remain open until the Record of Adoption is received or until the worker is notified that the adoption did not take place. This should be documented in a Child Welfare case note and the case can then be closed.