

Documenting a Maltreater Appeal

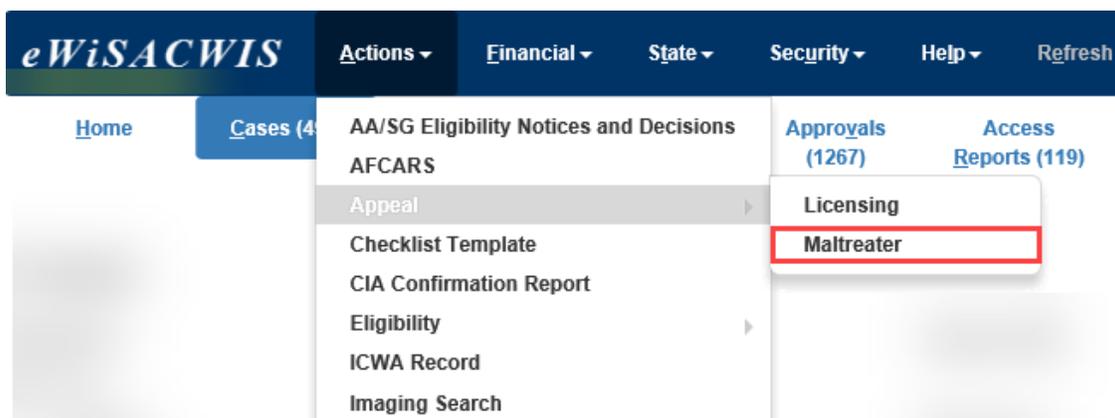
Note: Case assignment is not required to document an appeal; however, additional security is needed to access the page.

Related User Guides

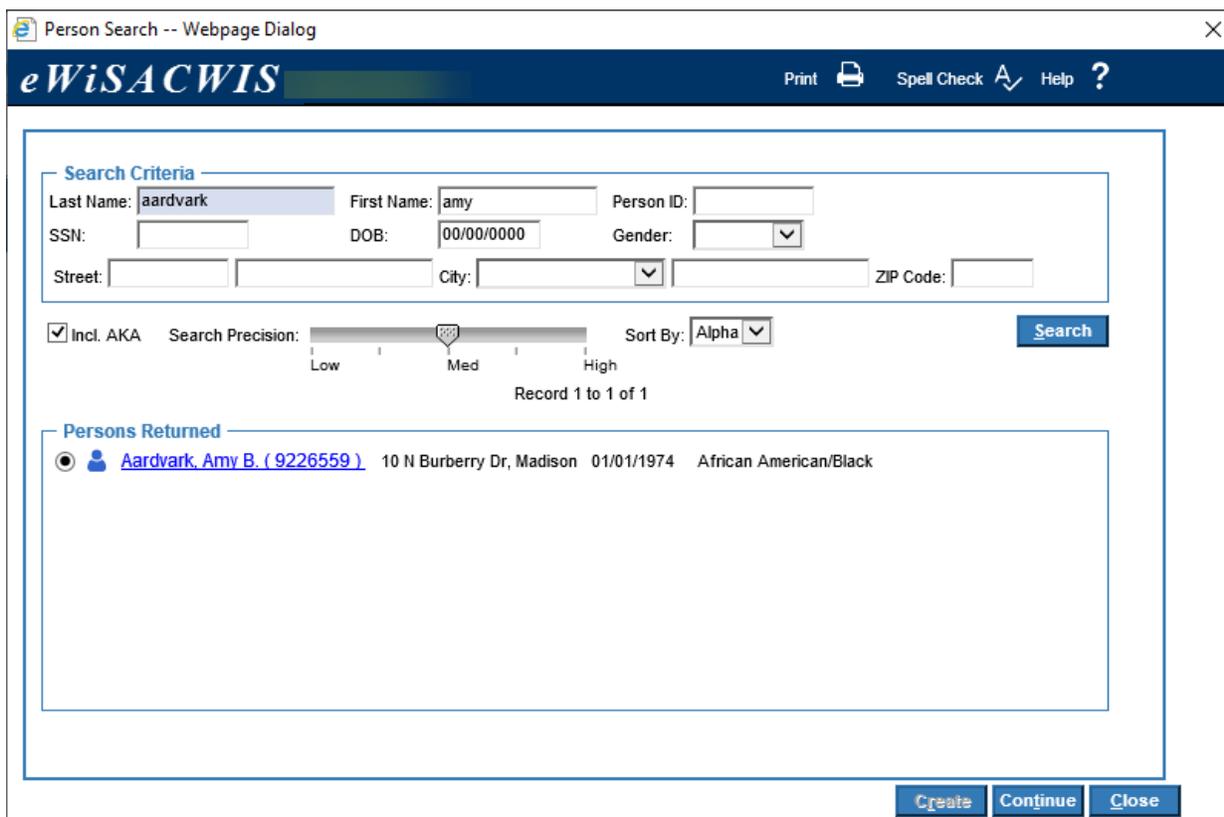
[Imaging Case Notification & Review Process for Substantiated Maltreaters](#)

Documenting an Appeal

1. To record the outcome of an Appeal, click on Actions > Appeal > Maltreater.



2. Click the [Search](#) hyperlink to find the Appellant. On the Person Search page, select the radio button next to the name and click Continue to open the Appeal Record.



- On the Appeal Record page, click the [Assessment ID](#) hyperlink to verify it is the assessment involved in the appeal. Next, click the [Create Appeal](#) hyperlink to open the Allegation Selection page.

Person Information
 Name: Aardvark, Amy B. (9226559) DOB: 01/01/1974 SSN: 999-99-9999 [Search](#)

Assessment ID: 9222298 Approved On: 11/04/2015 AM Response By: 11/19/2015 County: Milwaukee [Create Review](#) [Create Appeal](#)
 Allegation: Unborn Child Abuse Victim: Johnson, Baby
 Review of Initial Determination Decision: 12/10/2015 Overturned Unsubstantiated [Edit](#)

Assessment ID: 9222199 Approved On: 03/13/2015 AM Response By: County: Milwaukee [Create Review](#) [Create Appeal](#)
 Allegation: Physical Abuse Victim: Aardvark, Abigail A., ■

Assessment ID: 9222078 Approved On: 08/07/2014 County: Milwaukee [Create Appeal](#)
 Allegation: Neglect Victim: Aardvark, Abigail A., ■
 Division of Hearing and Appeals Decision: 01/17/2018 Voided Substantiated [View](#)

Allegation: Unborn Child Abuse Victim: Aardvark, Abigail A., ■
 No appeals have been created for this allegation.

Allegation: Neglect Victim: Aardvark, Allies
 Division of Hearing and Appeals Decision: 01/17/2018 Voided Substantiated [View](#)
 Formal Review Pending Substantiated [Edit](#)

Imaging Records

Type	Date	Updated By	File Name	
DHA Appeal Order/Finding	06/02/2020	Caitlin C. Cake	Appeal Order Finding.docx	Edit
Maltreater Request for Review	06/04/2020	Caitlin C. Cake	Request for Review.docx	Edit

[Close](#)

- On the Allegation Selection page, select the checkbox(es) for the allegation(s) that were appealed. Click the Continue button [Continue](#) to open the Appeal Details page.

General Information
 Name: Aardvark, Amy B. (9226559) DOB: 01/01/1974 SSN: 999-99-9999
 Assessment Type: Assessment-Primary Assessment ID: 9222199 Assessment Completed: 03/13/2015

Substantiated Allegation

Select	Report ID	Victim	Relationship to Victim	A/N Code	Description
<input checked="" type="checkbox"/>	9239399	Aardvark, Abigail A., ■	Biological Parent(s)	Physical Abuse	Bruising

5. On the Appeal Details page, select the Appeal Type from the drop-down and enter the Decision Date.
 - When ‘Division of Hearing and Appeals’ is selected as the Appeal Type, two additional date fields will display: Hearing Request and DHA Hearing Held. Neither date can be a future date. If the date entered for either field is older than one year from the current system date, a message will display asking if you wish to continue with the entered date.
 - The Hearing Request field is required when the Appeal Status is anything other than ‘Pending.’
6. Select the Appeal Status for each allegation. When ‘Division of Hearing and Appeals’ is selected as the Appeal Type, the values in the Appeal Status drop-down will filter to a different set of selections.

General Information

Name: Aardvark, Amy B. (9226559) DOB: 01/01/1974 SSN: 999-99-9999
 Assessment Type: Assessment-Secondary Assessment ID: 9222779 Assessment Completed: 11/29/2018

Appeal Information

Appeal Type: Hearing Request: DHA Hearing Held: Decision Date:

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9239915	Aardvarck, Alan	Biological Parent(s)	Neglect	<input type="text" value="Pending"/>

Comments

Options:

- If the Appeal Status is ‘Overturned,’ ‘Overturned – Hearing Held,’ or ‘Overturned – Agency Rescinded,’ the Alleged Maltreater Determination will automatically update. If there are no other substantiated maltreaters for this maltreatment, the following message will display:

“You are choosing to unsubstantiated the only substantiated maltreater for this allegation. Should the maltreatment also be updated to be unsubstantiated?”

 - Clicking Yes indicates that the abuse/neglect never occurred and will update the allegation with the new finding.
 - Clicking No indicates that the abuse/neglect occurred, but the maltreater is unknown. A record of ‘Unknown, Unknown’ will be automatically inserted as a substantiated maltreater.

- Record details of the appeal in the Comments narrative box. When complete, send the appeal for supervisory approval by selecting 'Approval' from the Options drop-down and clicking Go.

Comments

Options: Actions Approval Go

Save Close

- Once the approval is sent, click Close on the Approval History pop-up page to return to the Appeal Details page. Click Close to return to the Appeal Record page. The type of hearing, decision date, status and outcome are displayed for each allegation. Click the [View](#) hyperlink to open the Appeal Details page.

Appeal Record - Internet Explorer

eWiSACWIS Print Spell Check Help ?

Person Information
 Name: Aardvark, Amy B. (9226559) DOB: 01/01/1974 SSN: 999-99-9999 [Search](#)

Review/Appeal Record

Assessment ID: 9222779	Approved On: 11/29/2018	AM Response By: 12/14/2018	County: Milwaukee	Create Review	Create Appeal
Allegation: Neglect Victim: Aardvarck, Alan					
The maltreater did not request a review of the initial determination within the designated timeframe per DCF Chapter 40.					
Assessment ID: 9222298	Approved On: 11/04/2015	AM Response By: 11/19/2015	County: Milwaukee	Create Review	Create Appeal
Allegation: Unborn Child Abuse Victim: Johnson, Baby					
Review of Initial Determination	Decision: 12/10/2015	Overturned	Unsubstantiated	Edit	
Assessment ID: 9222199	Approved On: 03/13/2015	AM Response By:	County: Milwaukee	Create Review	Create Appeal
Allegation: Physical Abuse Victim: Aardvark, Abigail A., ■					
Division of Hearing and Appeals	Decision: 06/05/2020	Upheld-Summary Judgment Granted	Substantiated	View	
Assessment ID: 9222078	Approved On: 08/07/2014	County: Milwaukee	Create Appeal		
Allegation: Neglect Victim: Aardvark, Abigail A., ■					
Division of Hearing and Appeals	Decision: 01/17/2018	Voided	Substantiated	View	
Allegation: Unborn Child Abuse Victim: Aardvark, Abigail A., ■					
No appeals have been created for this allegation.					
Allegation: Neglect Victim: Aardvark, Allies					
Division of Hearing and Appeals	Decision: 01/17/2018	Voided	Substantiated	View	
Formal Review		Pending	Substantiated	Edit	

Imaging Records

Close

Creating Imaging Records for a Maltreater Review/Appeal

Imaging records for a Maltreater Review/Appeal can be created in two ways: via the Imaging Records section at the bottom of the Appeal Record page, or via the Imaging page.

Note: Imaging for Maltreater Review/Appeals is not required.

A. Via the Imaging Records Section of the Appeal Record page

The Imaging Records section at the bottom of the Appeal Record page displays all image records with the category of ‘Maltreater Review/Appeal.’

- Click the File Name hyperlink to launch the actual image in the appropriate application for the file type.
- Click the [Edit](#) hyperlink to open the appropriate version of the Imaging page in Edit mode. This hyperlink appears for existing imaging records when the Appeals Record page is opened in Edit mode.
- Click the [View](#) hyperlink to open the appropriate version of the Imaging page in View only mode. This hyperlink appears for existing imaging records when the Appeals Record page is opened in View mode.
- Click Insert to create a new imaging record directly from the Appeal Record page. The Insert button launches the Imaging page.

The screenshot shows the 'Appeal Record - Internet Explorer' window. The header includes the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', and 'Help'. The main content area is titled 'Person Information' and displays details for 'Aardvark, Amy B. (9226559)' with a DOB of 01/01/1974 and SSN of 999-99-9999. Below this, there are three assessment entries:

- Assessment ID: 9222298** (Approved: 11/04/2015, AM Response: 11/19/2015, County: Milwaukee). Allegation: Unborn Child Abuse, Victim: Johnson, Baby. Decision: 12/10/2015, Overturned, Unsubstantiated. Links: [Create Review](#), [Create Appeal](#), [Edit](#).
- Assessment ID: 9222199** (Approved: 03/13/2015, AM Response: [blank], County: Milwaukee). Allegation: Physical Abuse, Victim: Aardvark, Abigail A., [redacted]. Links: [Create Review](#), [Create Appeal](#).
- Assessment ID: 9222078** (Approved: 08/07/2014, County: Milwaukee). Allegation: Neglect, Victim: Aardvark, Abigail A., [redacted]. Decision: 01/17/2018, Voided, Substantiated. Link: [View](#). Below this, it states 'No appeals have been created for this allegation.' Another entry for Neglect (Victim: Aardvark, Allies) has a decision of 01/17/2018, Voided, Substantiated, with a [View](#) link. A 'Formal Review' entry is pending and substantiated, with an [Edit](#) link.

At the bottom, the 'Imaging Records' section contains a table:

Type	Date	Updated By	File Name	
DHA Appeal Order/Finding	06/02/2020	Caitlin C. Cake	Appeal Order Finding.docx	Edit
Maltreater Request for Review	06/04/2020	Caitlin C. Cake	Request for Review.docx	Edit

An **Insert** button is highlighted in red, and a **Close** button is located at the bottom right of the window.

- On the Imaging page, select the appropriate case where the maltreater is a participant from the Case drop-down. Enter the Date of the Document and select the appropriate image type from the Type drop-down. The Name field is pre-filled with the maltreater’s name, the Worker field is pre-filled with the worker’s name, and the Category field is pre-filled with the ‘Maltreater Review/Appeal’ value.

Imaging -- Webpage Dialog

eWiSACWIS Print Spell Check Help ?

Participant Details

Name: Aardvark, Amy B., Jr. (9226559) Worker: Caitlin M. Cake, ■

Case: [Dropdown]

Image Details

Date of Document: 00/00/0000

Category: Maltreater Review/Appeal

Type: [Dropdown]

File Name: [Text] Browse...

Comments: [Text Area]

Last Updated By: [Text] Delete

Create Save Close

- Click Save and then Close on the Imaging page to return to the Appeal Record page. The image record that was created now appears in the Imaging Records section.

B. Via the Imaging page

- From the desktop, go to the Cases tab and click the Create case work hyperlink [Create case work](#) or select 'Create Case Work' from the Actions drop-down next to the specific case to open the Create Case Work page.
- On the Create Case Work page, select 'Maltreater Review/Appeal' from the Imaging drop-down. Select the Case and Participant. Click Create to open the Imaging page.

Internet Explorer window: Create Case Work - Internet Explorer

Navigation Menu:

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging (Selected: Maltreater Review/Appeal)
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services

Participant List (Top Pane):

- Aanteater, Mother (9223033)
- Aardvark, Amy B. (9222873)**
- Aardvark, Amy B. (9222933)
- Aarmooretest, Jennifer L. (9221169)
- Abba, John (9222396)
- Abby, Alice N. (9222744)
- Abby, Alice N. (9222745)
- Abby, Alice N. (9222746)
- Abby, Amber's A. (9222498)
- Abby, Amy (9222679)
- Abby, Anne A. (9221241)
- Abby, Anne A. (9221335)
- Abby, Anne A. (9221757)
- Abby, Anne A. (9221886)
- Abby, Anne A. (9222722)
- Abby, Anne A. (9222723)
- Abby, Annie (9223153)

Case Participants (Bottom Pane):

Hold down the 'Ctrl' key for multi-selection

- Aardvarck, Alan, Biological Child (9227019)
- Aardvark, Abigail A., Biological Child (9226560)
- Aardvark, Allies, Biological Child (9226561)
- Aardvark, Amy B., Reference Person (9226559)**
- Abby, Andrea, Biological Child (9226800)
- Abby, Andrew A., Present Spouse (9226798)
- CANS, baby, Biological Child (9227159)
- Kellogg, Andy, Other Relative (9224798)
- Kellogg, Cale, Other Relative (9224635)
- Kellogg, David, Other Relative (9223200)
- Kellogg, Eric, Other Relative (9225060)
- Kellogg, Jimmy, Other Relative (9225501)
- Kellogg, Kathy B., Other Relative (9223089)
- Kellogg, Roger, Other Relative (9223405)
- Sex Trafficking, Biological Child (9227099)

- On the Imaging page, select the Participant(s) from the list and the image type from the Type drop-down. Click Browse to upload the image. Click Save and Close to return to the Appeal Record page.

Regardless of the method used to create images for a Maltreater Review/Appeal, they are available under the Assessment icon in View case information as well as via Imaging Search for the maltreater.

Aardvark, Amy B. (9223581)

Case details: CPS Family - Initial Assessment Milwaukee-Site 5 Open OHP exists for associated participant(s)	Case address: C/O: Jane Doe 8007 E Doty Streety Madison, WI 53702 (111) 111-1111 Ext. 8888	Primary worker: Cake, Caitlin C. (123) 456-7890 Ext. 1234 chris.santoslang@wisconsin.gov	Actions: <input type="button" value="Please select an action"/>
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View case information

Access Reports	Administration	Adoption	Agreements and Notices
Assessments	Assets and Income	Assignments	Education
Eligibility	ICPC	ICWA	Legal
Participant Documents	Payments	Permanency Consultation	Placements
Planning	Related People	Serious Incident Notification	Services

Assessments

Images (2)			
Maltreater Review/Appeal - DHA Appeal Order/Finding (Details)	06/02/2020	Aardvark, Amy B.	
Maltreater Review/Appeal - Maltreater Request for Review (Details)	06/04/2020	Aardvark, Amy B.	
Assessment	06/15/2020	Pending	
Assessment	06/14/2017	Substantiated	

Appeal - Initial Assessment Page

- On the Assessment page, 'Appeal' text appears in the Allegations section for the row(s) involved in the Appeal. Click the [Appeal](#) hyperlink in the Maltreater(s) section to open the Appeal Record.
- If the Yes button was clicked for the Unsubstantiated message that displayed in step 6 when sending for approval, both the Allegation(s) and Maltreater(s) Determinations for the allegation(s) are changed to 'Unsubstantiated.'

Assessment - Internet Explorer

eWiSACWIS Resource TM Print Spell Check Help ?

Assessment Name: Aardvark, Amy B. Assessment ID: 9222199 Status: Open **Report** Response Time: Same Day Date: 12/01/2014

Participants Basic **Allegations** Contacts Results Reviews

Allegations

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality
9239399	Abigail A. Aardvark	Physical Abuse Describe	Unsubstantiated	11/27/2014	N	N	N

[Appeal View](#) [Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination
Amy B. Aardvark	Biological Parent(s)	Unsubstantiated

The basis for this determination is as follows:

[Insert](#)

Independent Investigation County of Origin: Is the alleged victim(s) in Agency legal and/or physical custody

[Save](#) [Close](#)

- If the No button was clicked for the Unsubstantiated message when sending for approval, the allegation(s) on the associated Initial Assessment for the maltreater are changed to 'Unsubstantiated' and a Maltreater of 'Unknown Unknown' is inserted with a determination of 'Substantiated.'

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination
Amy B. Aardvark	Certified family home provider(s)	Unsubstantiated
Unknown Unknown	Unknown	Substantiated

[Insert](#)

Independent Investigation County of Origin: Is the alleged victim(s) in Agency legal and/or physical custody

[Save](#) [Close](#)

Appeal - View Case Information

When an appeal is present, the View case information section on the desktop displays ‘(Appeal)’ to indicate an Appeal is present.

Aardvark, Amy B. (9223581)

<p>Case details: CPS Family - Initial Assessment Milwaukee-Site 5 Open OHP exists for associated participant(s)</p>	<p>Case address: C/O: Jane Doe 8007 E Doty Streetly Madison, WI 53702 (111) 111-1111 Ext. 8888</p>	<p>Primary worker: Cake, Caitlin C. (123) 456-7890 Ext. 1234 chris.santoslang@wisconsin.gov</p>	<p>Actions: <input type="text" value="Please select an action"/></p>
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View case information

📞 Access Reports

🏢 Administration

❤️ Adoption

📌 Agreements and Notices

🎯 Assessments

🏛️ Assets and Income

📋 Assignments

🎓 Education

✅ Eligibility

✈️ ICPC

⚙️ ICWA

⚖️ Legal

📄 Participant Documents

💰 Payments

⚙️ Permanency Consultation

🛏️ Placements

🛡️ Planning

👥 Related People

⚠️ Serious Incident Notification

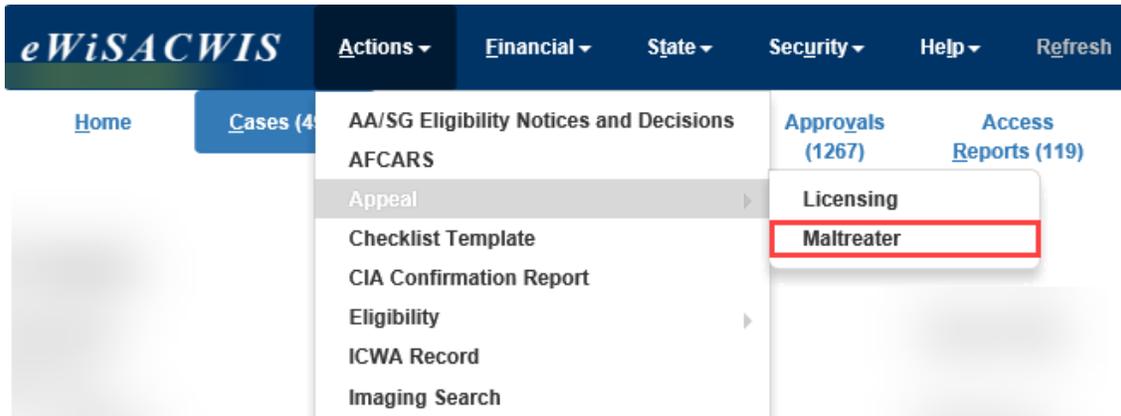
🚗 Services

Assessments

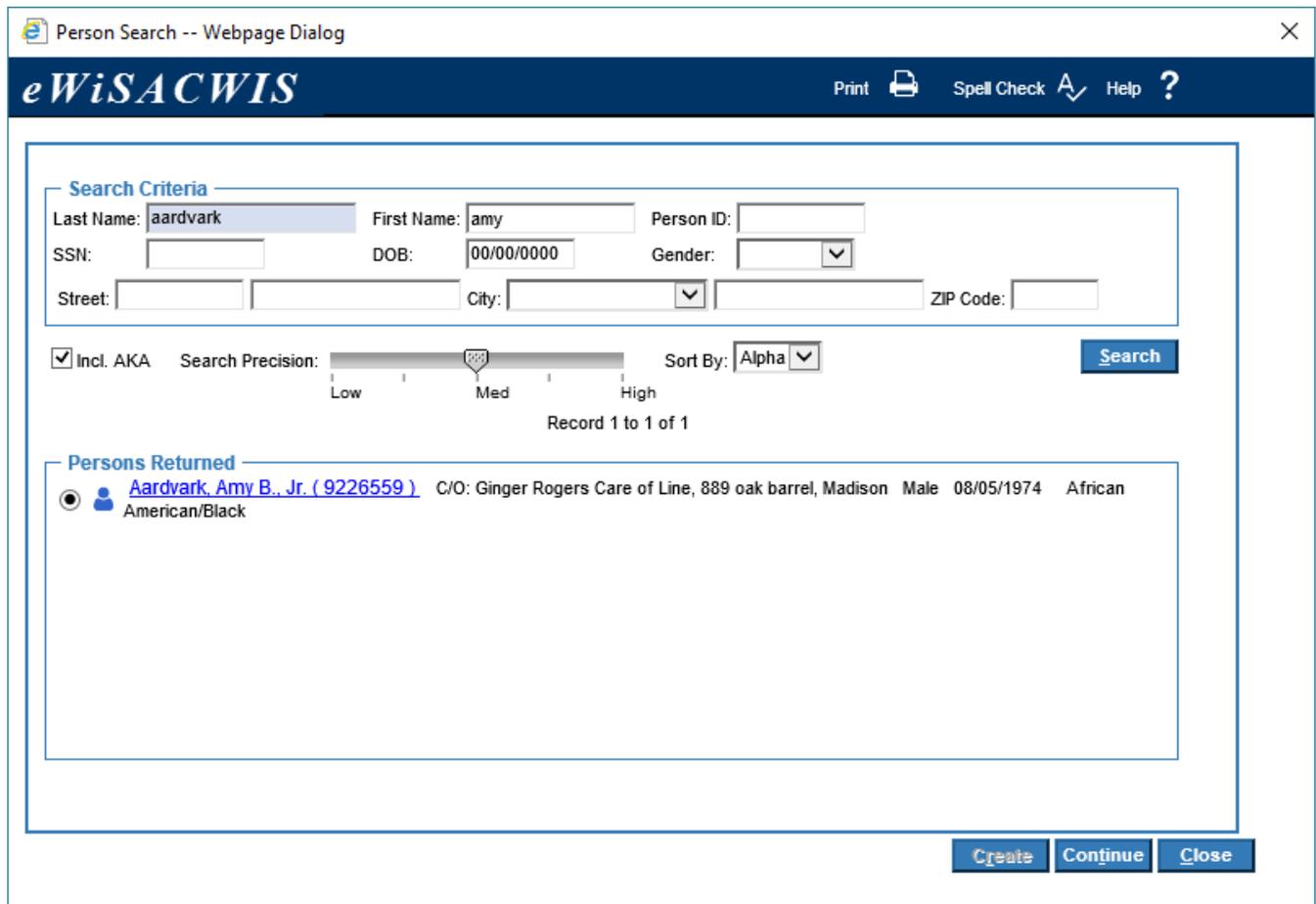
- 📁 Images (2)
 - [Maltreater Review/Appeal - DHA Appeal Order/Finding](#) (Details) 06/02/2020 Aardvark, Amy B.
 - [Maltreater Review/Appeal - Maltreater Request for Review](#) (Details) 06/04/2020 Aardvark, Amy B.
- [Assessment](#) 06/15/2020 Pending
- ➕ [Assessment](#) 06/14/2017 Substantiated (Appeal)

Voiding a Maltreater Appeal

9. Open the Person Search for the Appeal Record by clicking on Actions > Appeal > Maltreater.



10. Search out the Appellant, select the radio button next to the name, and click Continue.



11. On the Review/Appeal Record, click the [View](#) hyperlink next to the appropriate Appeal to open the Appeal Details page.

The screenshot shows the 'Person Information' page for Amy B. Aardvark. It lists three assessment records:

- Assessment ID: 9222298** (Unborn Child Abuse, Johnson, Baby): Decision 12/10/2015, Overturned, Unsubstantiated. [View](#)
- Assessment ID: 9222199** (Physical Abuse, Aardvark, Abigail A.): Decision 06/05/2020, Upheld-Summary Judgment Granted, Substantiated. [View](#)
- Assessment ID: 9222078** (Neglect, Aardvark, Allies): Decision 01/17/2018, Voided, Substantiated. [View](#)

Below the assessments is an 'Imaging Records' table:

Type	Date	Updated By	File Name
DHA Appeal Order/Finding	06/02/2020	Caitlin C. Cake	Appeal Order Finding.docx

12. On the Appeal Details page, select 'Void Appeal' from the Options drop-down and click Go.

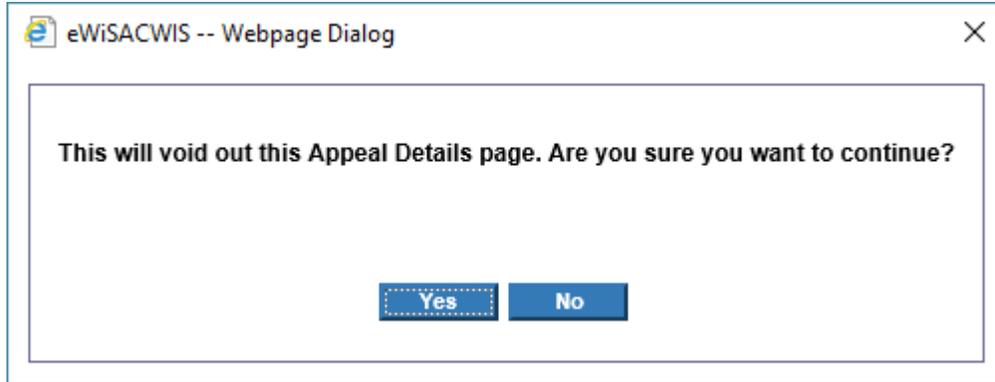
The screenshot shows the 'Appeal Details' page for Assessment ID 9222199. Key information includes:

- General Information:** Name: Aardvark, Amy B. (9226559); DOB: 01/01/1974; SSN: 999-99-9999; Assessment Type: Assessment-Primary; Assessment ID: 9222199; Assessment Completed: 03/13/2015.
- Appeal Information:** Appeal Type: Division of Hearing and Appeals; Hearing Request: 06/05/2020; DHA Hearing Held: 06/15/2020; Decision Date: 06/16/2020.
- Table:**

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9239399	Aardvark, Abigail A., ■	Biological Parent(s)	Physical Abuse	Upheld-Summary Judgment Granted

At the bottom, the 'Options' dropdown menu is open, showing 'Void Appeal' selected. Other options include 'Actions' and 'Approval'. A 'Go' button is next to the dropdown.

13. Select Yes on the message that displays to void the Appeal and return to the Appeal Details page.



14. The Appeal Details page now shows an Appeal Status of 'Voided.' Click Close to return to the Appeal Record page.

General Information

Name: Aardvark, Amy B. (9226559) DOB: 01/01/1974 SSN: 999-99-9999
Assessment Type: Assessment-Primary Assessment ID: 9222199 Assessment Completed: 03/13/2015

Appeal Information

Appeal Type: Division of Hearing and Appeals Hearing Request: 00/00/0000 DHA Hearing Held: 00/00/0000 Decision Date: 06/18/2020

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9239399	Aardvark, Abigail A., ■	Biological Parent(s)	Physical Abuse	Voided

[Add/Edit](#)

Comments

Options:

15. On the Appeal Record page, the Division of Hearing and Appeals row is now marked as 'Voided' and the determination is 'Substantiated.'

Appeal Record - Internet Explorer

eWiSACWIS Print Spell Check Help

Person Information
 Name: Aardvark, Amy B. (9226559) DOB: 01/01/1974 SSN: 999-99-9999 [Search](#)

Review of Initial Determination	Decision: 12/10/2015	Overturned	Unsubstantiated	Edit
Assessment ID: 9222199 Approved On: 03/13/2015 AM Response By: County: Milwaukee Create Review Create Appeal				
Allegation: Physical Abuse Victim: Aardvark, Abigail A., ■				
Division of Hearing and Appeals	Decision: 06/05/2020	Upheld-Summary Judgment Granted	Substantiated	View
Division of Hearing and Appeals	Decision: 06/16/2020	Upheld-Summary Judgment Granted	Substantiated	View
Division of Hearing and Appeals	Decision: 06/18/2020	Voided	Substantiated	View
Assessment ID: 9222078 Approved On: 08/07/2014 County: Milwaukee Create Appeal				
Allegation: Neglect Victim: Aardvark, Allies				
Division of Hearing and Appeals	Decision: 01/17/2018	Voided	Substantiated	View
Formal Review		Pending	Substantiated	Edit

Imaging Records

Type	Date	Updated By	File Name	
DHA Appeal Order/Finding	06/02/2020	Caitlin C. Cake	Appeal Order Finding.docx	Edit
Maltreater Request for Review	06/04/2020	Caitlin C. Cake	Request for Review.docx	Edit

[Insert](#) [Close](#)

16. On the Allegations tab of the Assessment, the Maltreater(s) section shows the maltreater is once again 'Substantiated' and, if applicable, the maltreater 'Unknown Unknown' has been removed.

Assessment - Internet Explorer

eWiSACWIS Resource TM Print Spell Check Help

Assessment Name: Aardvark, Amy B. Assessment ID: 9222078 Status: Open **Report** Response Time: Within 5 business days Date: 02/16/2014

Participants	Basic	Allegations	Contacts	Results				
Allegations								
Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
<input type="radio"/> 9238936	Abigail A. Aardvark	Neglect Describe	Substantiated	02/08/2014	N	N	N	View
<input type="radio"/> 9238936	Allies Aardvark	Neglect Describe	Substantiated	02/06/2014	N	N	N	View Appeal
<input checked="" type="radio"/> 9238936	Abigail A. Aardvark	Unborn Child Abuse Describe	Substantiated	06/02/2014	N	N	N	View

[Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination
Amy B. Aardvark	Certified family home provider(s)	Substantiated

The basis for this determination is as follows:

[Insert](#)

Independent Investigation County of Origination: Is the alleged victim(s) in Agency legal and/or physical custody

[Save](#) [Close](#)