

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](#)

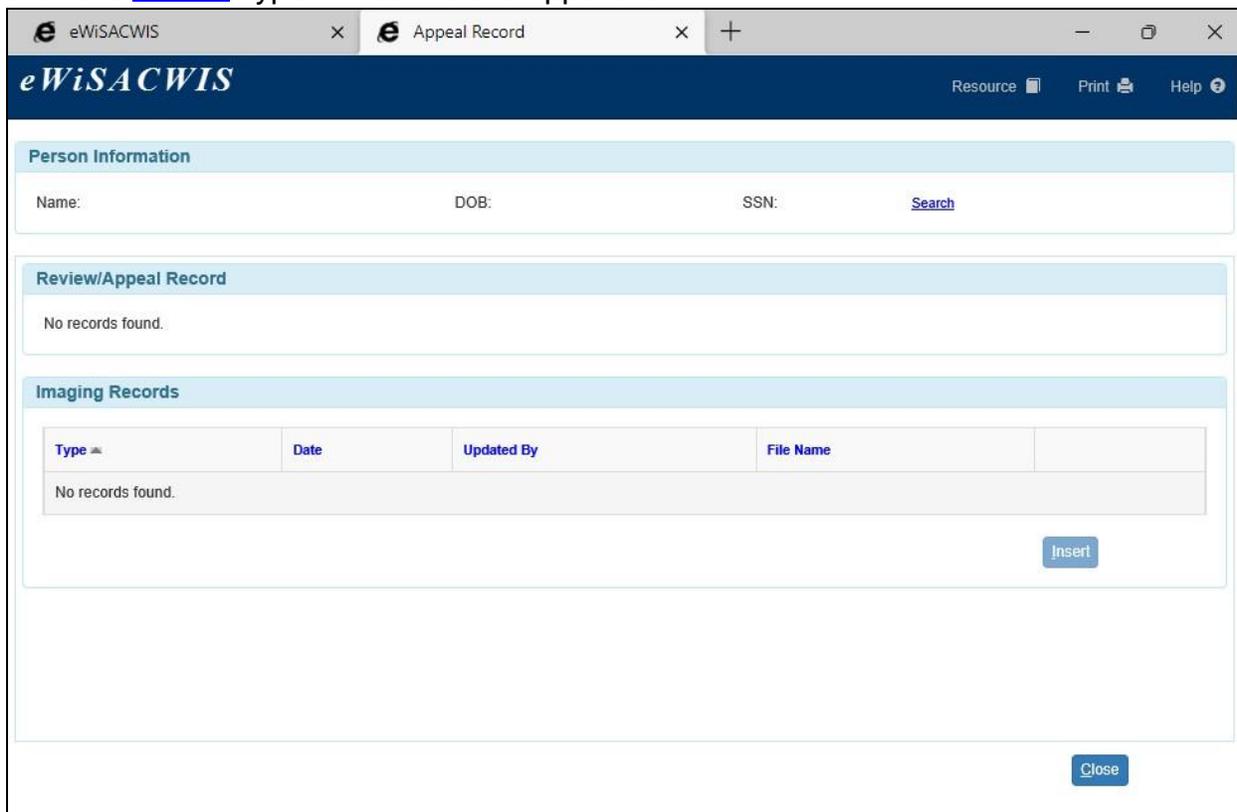
[Notification & Review Process for Substantiated Maltreaters](#)

Documenting an Appeal

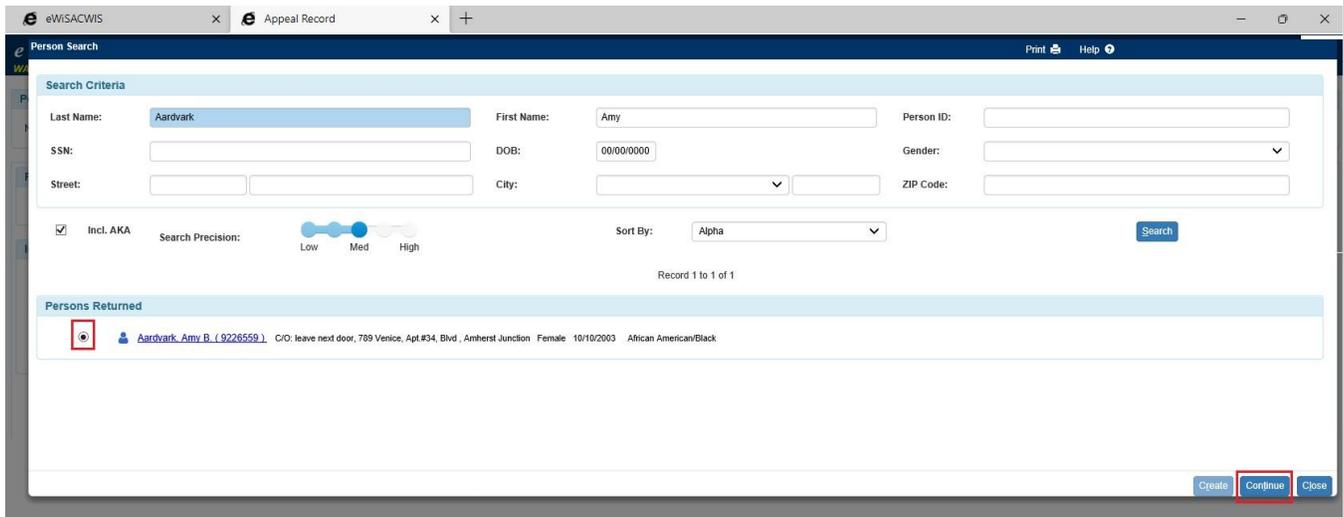
1. To record the outcome of an Appeal, click on Actions > Appeal > Maltreater.



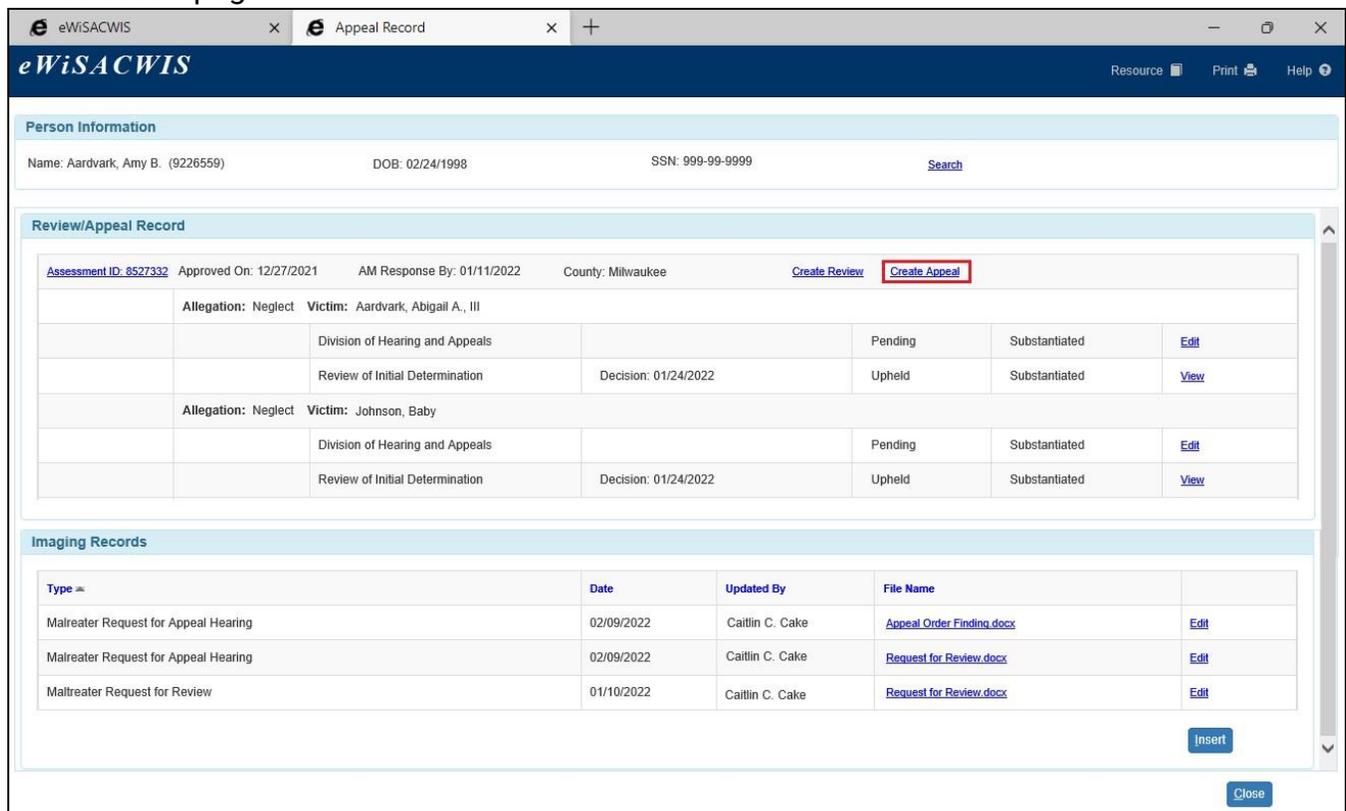
2. Click the [Search](#) hyperlink to find the Appellant.



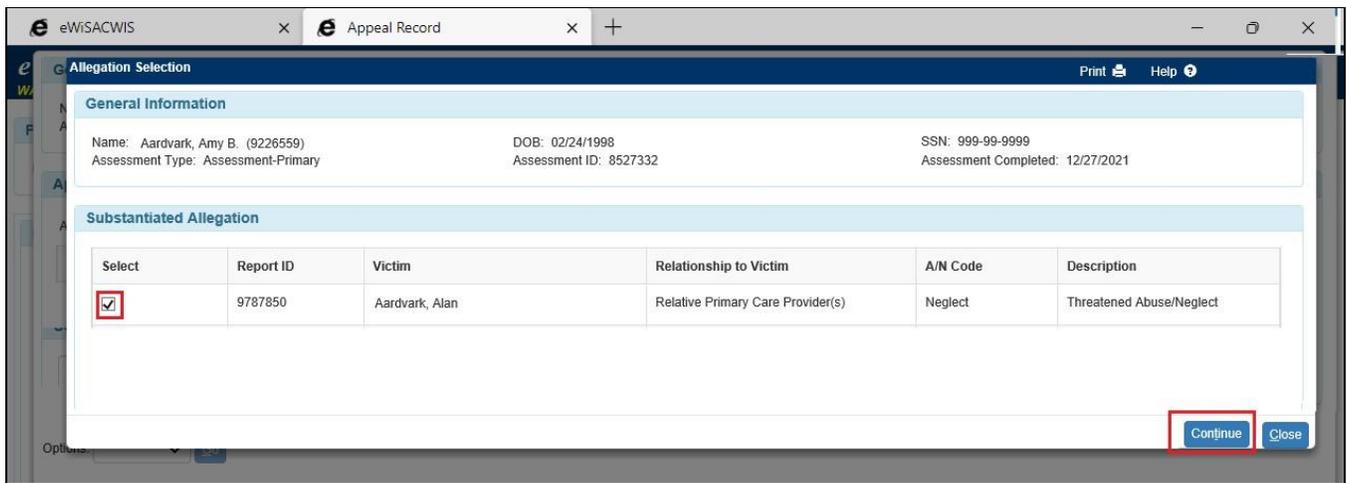
- On the Person Search page, select the radio button next to the name and click Continue to open the Appeal Record.



- 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.

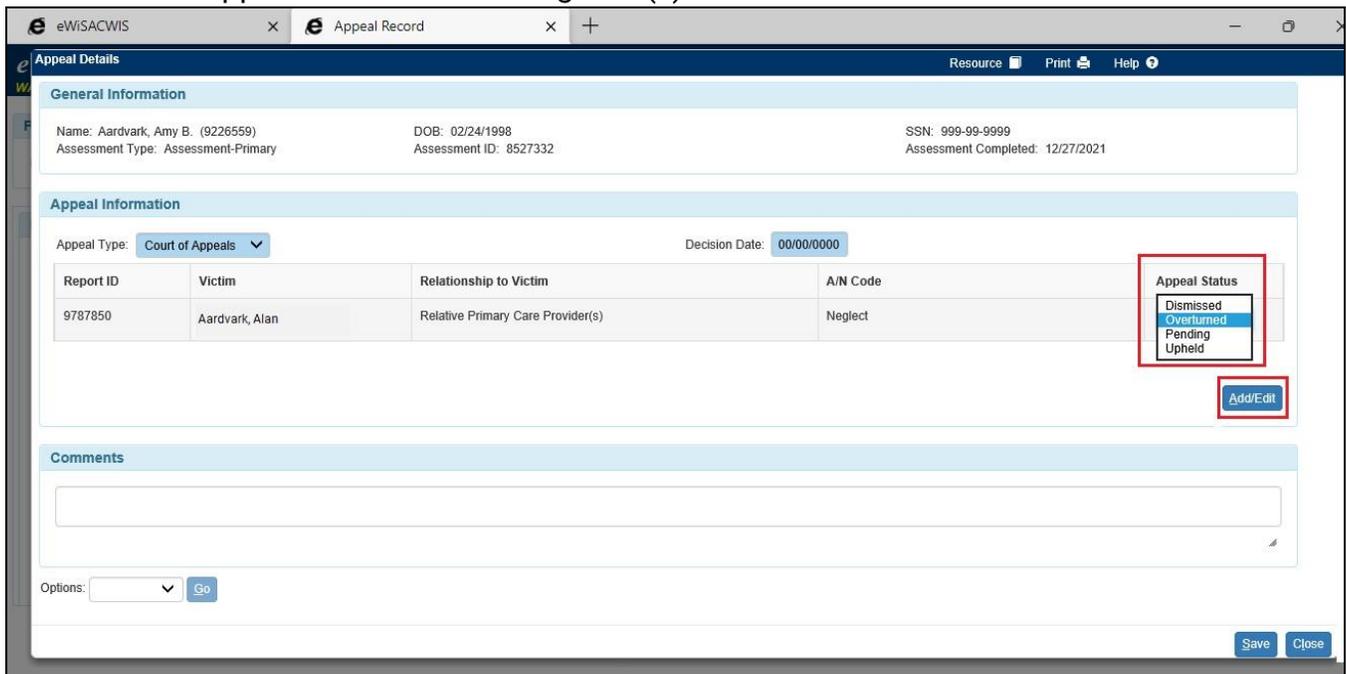


- On the Allegation Selection page, select the checkbox(es) for the allegation(s) that were appealed. Click the Continue button [Continue](#) to open the Appeal Details page.



6. On the Appeal Details page, select the Appeal Type from the drop-down and enter the Decision Date.

7. Select the Appeal Status for the allegation(s).



Note: User clicks the Add/Edit button in the Appeal Details, Appeal Information group box to add or change the previously selected Substantiated Allegation.

- 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.
- 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.

Appeal Details Resource Print Help

General Information

Name: Aardvark, Amy B. (9226559) DOB: 02/24/1998 SSN: 999-99-9999
 Assessment Type: Assessment-Primary Assessment ID: 8525068 Assessment Completed: 12/08/2021

Appeal Information

Appeal Type: Division of Hearing and Appeals Hearing Request: 01/31/2022 DHA Hearing Held: 00/00/0000 Decision Date: 00/00/0000

Report ID	Victim	Relationship to Victim	A/N Code
9787850	Aardvark, Alan	Biological Parent(s)	Neglect

Dismissed-Criminally Found Guilty
 Dismissed-Failure to Appear/Respond
 Dismissed-Request Withdrawn
 Dismissed-Untimely
 Held in Abeyance
 Overturned-Agency Rescinded
 Overturned-Hearing Held
 Overturned-Summary Judgment Granted
Pending
 Upheld-Hearing Held
 Upheld-Summary Judgment Granted

[Add/Edit](#)

Note: The Hearing Request field is required when the Appeal Status is anything other than 'Pending.'

8. 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.
9. Upon Final Approval, 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 with Yes, No buttons:

“You are choosing to unsubstantiate the only substantiated maltreater for this allegation (Report ID: nnnnnn, Victim: last name, First name; Relationship to Victim: xxxxxx; A/N Code: Neglect). Should the maltreatment also be updated to be unsubstantiated?”
 - Clicking Yes indicates that the abuse/neglect never occurred and will update the Assessment allegation with the new finding.
 - Clicking No indicates that the abuse/neglect occurred, but the maltreater is unknown. As a result, a Determination of Substantiated row then is automatically inserted on the Assessment, Allegations tab, Alleged Maltreater(s) group box as a 'Unknown, Unknown' maltreater.
10. 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.

The screenshot shows the eWiSACWIS Appeal Record page. At the top, there are browser tabs for 'eWiSACWIS' and 'Appeal Record'. The page header includes the eWiSACWIS logo and navigation links for 'Print' and 'Help'. Below the header is a 'Person Information' section with fields for Name (Aardvark, Amy B. (9226559)), DOB (10/10/2003), and SSN (999-99-9999), along with a 'Search' link. The main section is 'Review/Appeal Record', which contains a table of records. Each record includes an Assessment ID, approval date, AM response date, county, and links for 'Create Review' and 'Create Appeal'. The table lists several records with details on allegations, victims, court decisions, and outcomes. A 'Close' button is located at the bottom right of the table area.

Assessment ID	Approved On	AM Response By	County	Allegation	Victim	Decision	Outcome	Status	Action	
9222779	11/29/2018	12/14/2018	Milwaukee	Neglect	Aardvark, Alan	Circuit Court	06/01/2022	Overturned	Unsubstantiated	View
						Court of Appeals	04/02/2022	Pending	Substantiated	Edit
9222298	11/04/2015	11/19/2015	Milwaukee	Unborn Child Abuse	Johnson, Baby	Review of Initial Determination	12/10/2015	Overturned	Unsubstantiated	Edit
9222199	03/13/2015	11/24/2021	Milwaukee	Physical Abuse	Aardvark, Abigail A., III	Division of Hearing and Appeals	06/05/2020	Upheld-Summary Judgment Granted	Substantiated	View
						Division of Hearing and Appeals	06/16/2020	Upheld-Summary Judgment Granted	Substantiated	View
						Division of Hearing and Appeals	06/16/2020	Overturned-Summary Judgment Granted	Unsubstantiated	View
						Division of Hearing and Appeals	06/18/2020	Voided	Substantiated	View
9222078	08/07/2014		Milwaukee	Neglect	Aardvark, Abigail A., III	Division of Hearing and Appeals	01/17/2018	Voided	Substantiated	View
				Unborn Child Abuse	Aardvark, Abigail A., III	Formal Review		Pending	Substantiated	Edit
				Neglect	Aardvark, Allies					

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 eWiSACWIS interface. At the top, there are browser tabs for 'eWiSACWIS' and 'Appeal Record'. The page header includes the 'eWiSACWIS' logo and navigation links for 'Resource', 'Print', and 'Help'.

Person Information

Name: Aardvark, Amy B. (9226559) DOB: 02/24/1998 SSN: 999-99-9999 [Search](#)

Review/Appeal Record

Assessment ID: [8527332](#) Approved On: 12/27/2021 AM Response By: 01/11/2022 County: Milwaukee [Create Review](#) [Create Appeal](#)

Allegation	Victim	Division of Hearing and Appeals	Decision	Status	Outcome	Action
Neglect	Aardvark, Abigail A., III	Division of Hearing and Appeals		Pending	Substantiated	Edit
		Review of Initial Determination	Decision: 01/24/2022	Upheld	Substantiated	View
Neglect	Johnson, Baby	Division of Hearing and Appeals		Pending	Substantiated	Edit
		Review of Initial Determination	Decision: 01/24/2022	Upheld	Substantiated	View

Imaging Records

Type	Date	Updated By	File Name	Action
Malreater Request for Appeal Hearing	02/09/2022	Caitlin C. Cake	Appeal Order Finding.docx	Edit
Malreater Request for Appeal Hearing	02/09/2022	Caitlin C. Cake	Request for Review.docx	Edit
Malreater Request for Review	01/10/2022	Caitlin C. Cake	Request for Review.docx	Edit

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

- 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.

The screenshot shows a web browser window with two tabs: 'eWISACWIS' and 'Appeal Record'. The active page is titled 'Imaging' and contains two main sections: 'Participant Details' and 'Image Details'.
In the 'Participant Details' section, the 'Name' field is filled with 'Aardvark, Amy B. (9226559)' and the 'Worker' field is filled with 'Caitlin C. Cake'. The 'Case' field is a dropdown menu.
In the 'Image Details' section, the 'Date of Document' is '00/00/0000', the 'Category' is 'Maltreater Review/Appeal', and the 'Type' dropdown is open, showing options: 'DHA Appeal Order/Finding', 'Malreater Request for Appeal Hearing', 'Maltreater Request for Review', and 'Other'. A 'Browse' button is located below the 'Type' dropdown. The 'File Name' field is empty. The 'Comments' field is a large text area. At the bottom right of the 'Image Details' section are 'Delete' and 'Create' buttons. At the bottom right of the entire page are 'Save' and 'Close' buttons.

- 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.

Create Case Work - Internet Explorer

Print Help

Administration [dropdown]

Adoption [dropdown]

Agreements/Notices [dropdown]

Assessment [dropdown]

Case/Perm Plan [dropdown]

Education [dropdown]

Eligibility [dropdown]

ICPC [dropdown]

ICWA [dropdown]

Imaging Maltreater Review/Appeal [dropdown]

Legal [dropdown]

Narrative [dropdown]

Payment [dropdown]

Permanency Consult [dropdown]

Placement/Services [dropdown]

Aanteater, Mother (9223033)

Aardvark, Amy B. (9222873)

Aardvark, Amy B. (9222933)

Aarmoretest, 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)

Abby, A. L. (9222723)

Case Participants

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)

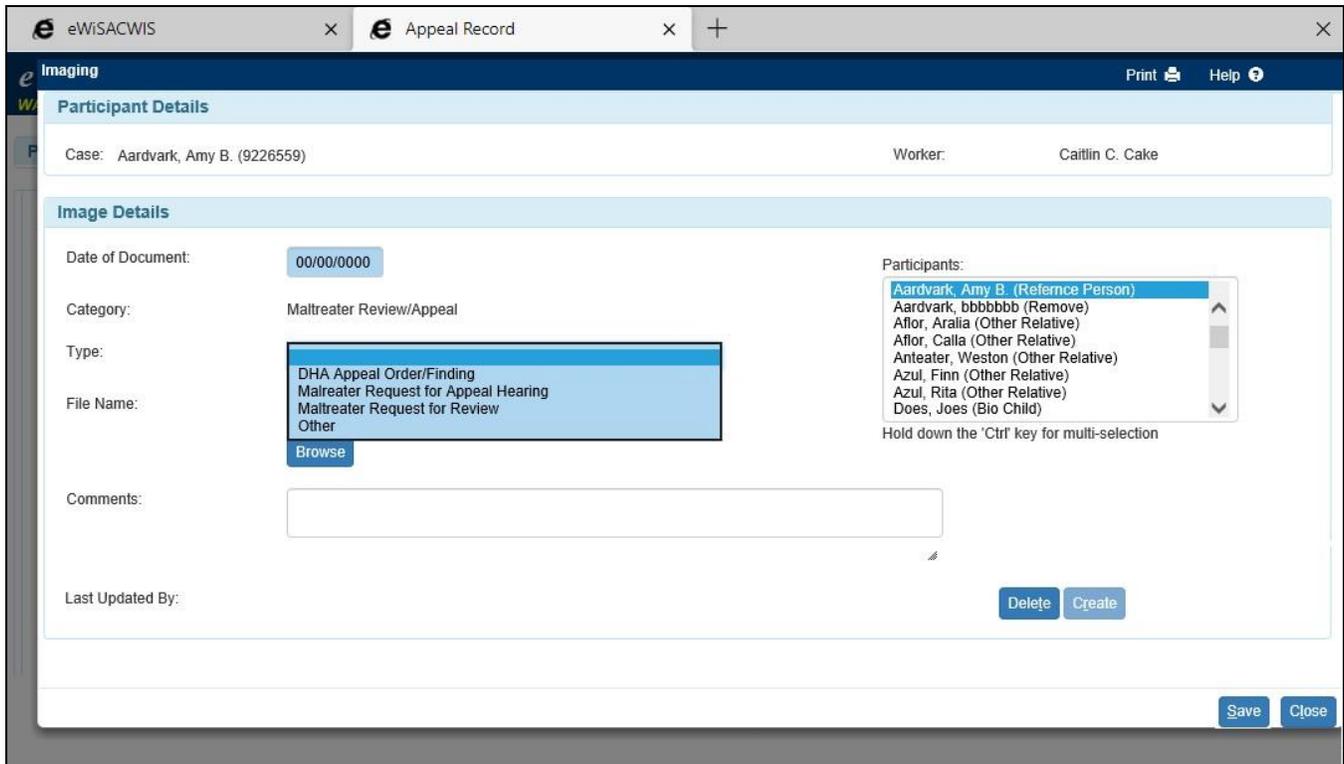
Kellogg, Jimmy, Other Relative (9225501)

Kellogg, Kathy B., Other Relative (9223089)

Kellogg, Roger, Other Relative (9223405)

Sex Trafficking, Biological Child (9227000)

- 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:
 Please select an action ▾

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 above steps when sending for approval, both the Allegation(s) and Maltreater(s) Determinations for the allegation(s) are changed to 'Unsubstantiated.'

Message: *You are choosing to unsubstantiate the only substantiated maltreater for this allegation (Report ID: nnnnnn, Victim: last name, First name; Relationship to Victim: xxxxxx; A/N Code: Neglect). Should the maltreatment also be updated to be unsubstantiated?"*

Assessment				Report		Safety Assessment	
Name: Green Apple (9226859)	Assessment ID: 9224083	Result: Substantiated	Type: IA Primary	Date: 06/17/2024	Response Time: Same Day	Safety Decision: Unsafe	
Status: Open							

Participants	Safety	Family	Adult/Parent	Child/Youth	ICWA/WICWA	Determinations	Summary	Reviews
Alleged Victim		A/N Code	Determination	Approximate Date	Resided in OHC	Medical	Serious Incident	
Peach Green		Neglect	Substantiated	06/16/2024	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> U	<input type="radio"/> Y <input checked="" type="radio"/> N	Details DCF memo 2018-48 Act 78	N/A
Alleged Maltreater		Relationship to Victim	Determination					
Apple Green		Biological Parent(s)	Substantiated	Appeal				
The basis for this determination is as follows:								
text narrative								

- 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.'

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.

Green, Apple (9226859)

Case details:
CPS Family - Ongoing
Portage - Gilfry Building

Case address:
N4497 610th St
Menomonie, WI 54751-5669

Primary worker:
Parins, Stewart, Sr.
Portage County
(603) 673-2846

Actions:
Please select an action

View case information

Access Reports Assessments Assets and Income Assignments

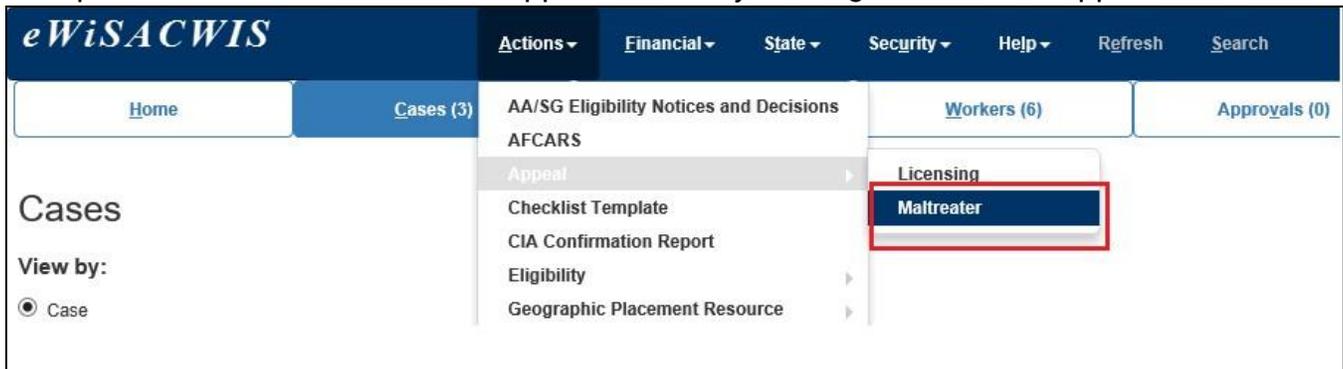
ICWA Related People Safety

Assessments

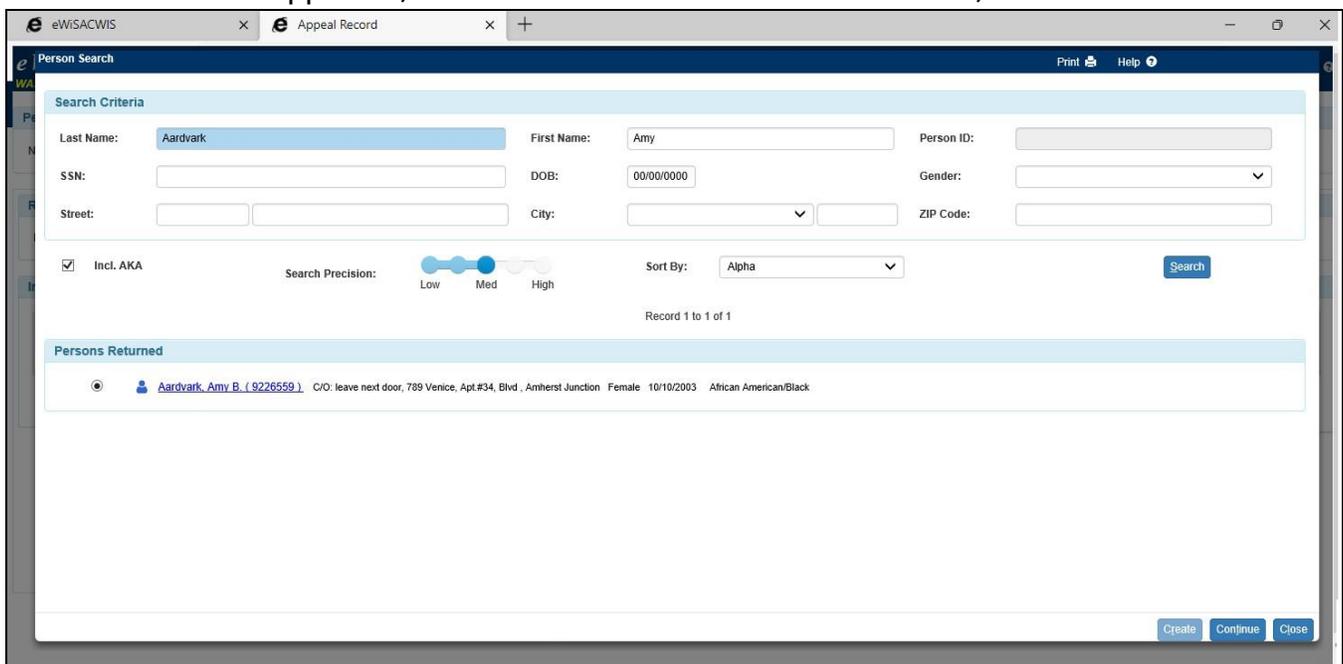
- Images (1)
 - [Maltreater Review/Appeal - Maltreater Request for Appeal Hearing](#) (Details) 06/20/2024 Green, Apple
 - [Initial Assessment - Primary](#) 06/18/2024 Pending
 - [Initial Assessment - Primary](#) 06/17/2024 Substantiated (Appeal)
 - [Safety Assessment, Analysis and Plan \(IAP\)](#) 06/17/2024 Unsafe
 - [Initl Assess Contact](#) (Details) 06/17/2024 Green, Apple; Green, Peach; Green, Pear Initial Face-to-Face Parins, Stewart, Sr. Finalized

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.

eWISACWIS x Appeal Record x +

eWiSACWIS Print Help

Person Information

Name: Aardvark, Amy B. (9226559) DOB: 10/10/2003 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: Aardvark, Alan					
	Circuit Court	Decision: 06/01/2022	Overturned	Unsubstantiated	View
	Court of Appeals	Decision: 04/02/2022	Pending	Substantiated	Edit
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: 11/24/2021	County: Milwaukee	Create Review	Create Appeal
Allegation: Physical Abuse Victim: Aardvark, Abigail A., III					
	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: 06/16/2020	Overturned-Summary Judgment Granted	Unsubstantiated	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, Abigail A., III					
	Division of Hearing and Appeals	Decision: 01/17/2018	Voided	Substantiated	View
Allegation: Unborn Child Abuse Victim: Aardvark, Abigail A., III					
	Formal Review		Pending	Substantiated	Edit
Allegation: Neglect Victim: Aardvark, Allies					

[Close](#)

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

Appeal Details Resource Print Help

General Information

Name: Aardvark, Amy B. (9226559) DOB: 02/24/1998 SSN: 999-99-9999
 Assessment Type: Assessment-Primary Assessment ID: 8463817 Assessment Completed: 05/30/2021

Appeal Information

Appeal Type: Court of Appeals Decision Date: 01/01/2022

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9238936	Abigail A. Aardvark. III	Biological Parent(s)	Neglect	Overturned

Comments

Options: Actions Approval **Void Appeal** Go

Save Close

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

Confirmation

This will void out this Appeal Details page. Are you sure you want to continue?

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

eWiSACWIS x Appeal Record x +

Resource Print Help

Appeal Details

General Information

Name: Aardvark, Amy B. (9226559) DOB: 02/24/1998 SSN: 999-99-9999
Assessment Type: Assessment-Primary Assessment ID: 8463817 Assessment Completed: 05/30/2021

Appeal Information

Appeal Type: Court of Appeals Decision Date: 01/01/2022

Report ID	Victim	Relationship to Victim	A/N Code	Appeal Status
9238936	Abigail A. Aardvark. III	Biological Parent(s)	Neglect	Voided

Add/Edit

Comments

Options: Go

Save Close

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

eWiSACWIS x Appeal Record x +

eWiSACWIS Print Help

Person Information

Name: Aardvark, Amy B. (9226559) DOB: 10/10/2003 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: Aardvark, Alan					
	Circuit Court	Decision: 06/01/2022	Voided	Unsubstantiated	View
	Court of Appeals	Decision: 04/02/2022	Pending	Substantiated	Edit
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: 11/24/2021	County: Milwaukee	Create Review	Create Appeal
Allegation: Physical Abuse Victim: Aardvark, Abigail A., III					
	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: 06/16/2020	Overturned-Summary Judgment Granted	Unsubstantiated	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, Abigail A., III					
	Division of Hearing and Appeals	Decision: 01/17/2018	Voided	Substantiated	View
Allegation: Unborn Child Abuse Victim: Aardvark, Abigail A., III					
	Formal Review		Pending	Substantiated	Edit
Allegation: Neglect Victim: Aardvark, Allies					

[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.