

Initial Assessment – Primary

A primary assessment will be completed when the alleged maltreatment is by parents, caregivers, other's living in the household, or an unknown maltreater.

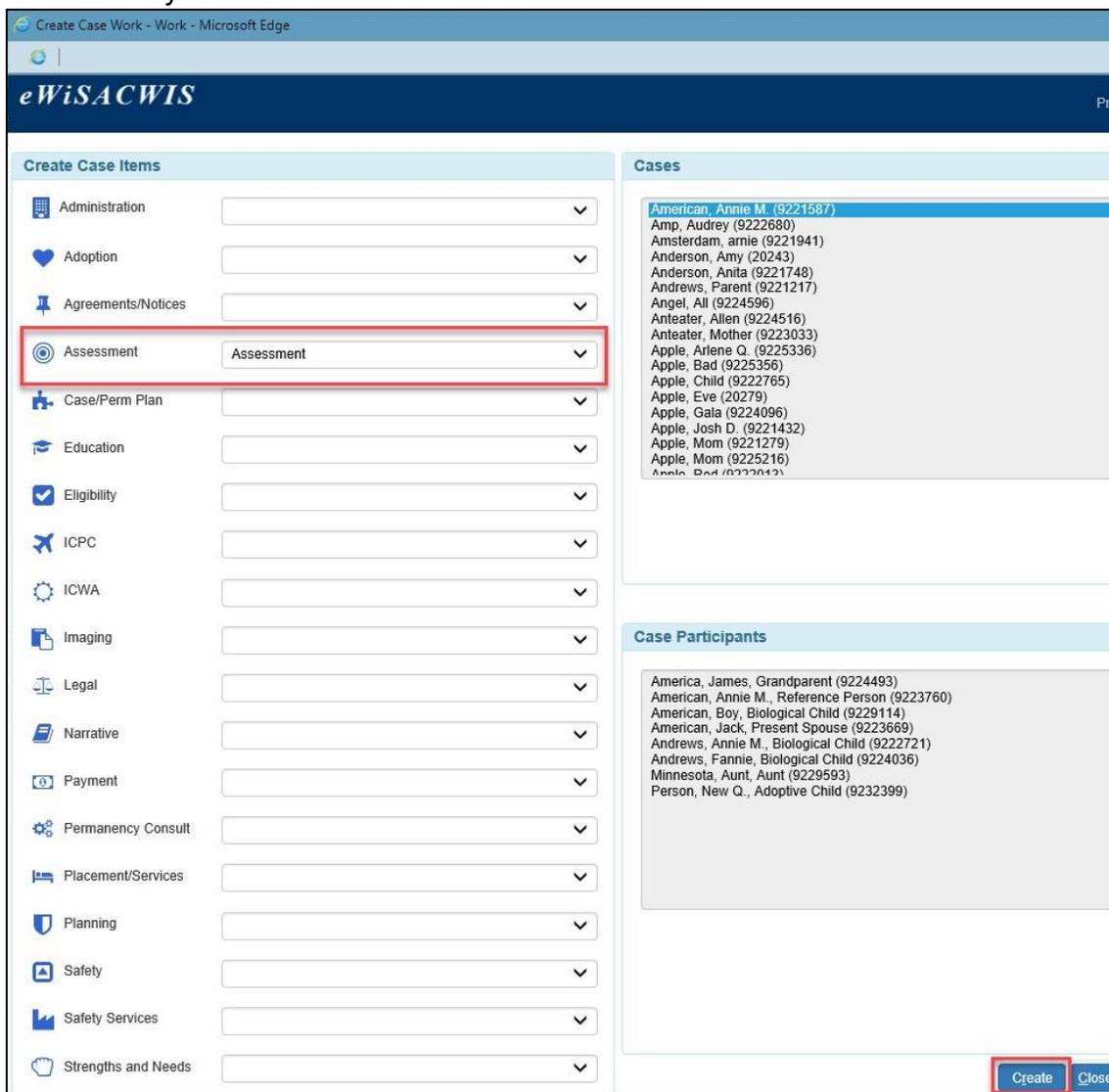
Related User Guides

[Documenting ICWA](#)

[Initial Face-to-Face Contacts](#)

[Notification & Review Process for Substantiated Maltreaters Serious Incident \(Act 78\)](#)

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink  or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.
2. On the Create Case Work page, select 'Assessment' from the Assessment drop-down, and select the family from the Cases section. Click Create.



The screenshot shows the 'Create Case Work' page in the eWiSACWIS system. The 'Create Case Items' section on the left has a red box around the 'Assessment' option, which is currently selected. The 'Cases' section on the right displays a list of cases, with 'American, Annie M. (9221587)' highlighted. The 'Case Participants' section at the bottom right shows a list of participants, with 'America, James, Grandparent (9224493)' highlighted. At the bottom right of the page, there are 'Create' and 'Close' buttons, with the 'Create' button highlighted in red.

3. If a pending assessment exists, the following message will display:

Confirmation

An Initial Assessment has already been started for this case. Would you like to create an additional Initial Assessment?

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

- Click Yes to open the Assessment Report Link page. Click No to close the message and return to the desktop.

4. If a pending assessment does not exist, the Assessment Report Link page opens and shows all screened-in CPS Reports available to be linked to the Assessment. Select the checkbox next to the CPS Report(s) to be linked and click Continue to open the Assessment page.

Assessment - Work - Microsoft Edge

Assessment Report Link Print Help

CPS Reports

Report Name	Supervisor Screening Date	Date and Time Report was Received
<input type="checkbox"/> Fannie Andrews	06/10/2022 08:46:00	06/09/2022 08:00:00

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

Assessment - Tab Structure Summary

eWiSACWIS
WAS9 Screenshot

Assessment
Name: [Green Apple \(9226859\)](#) Assessment ID: 9224083 Status: Open Result: Pending Type: IA Primary

Report
Date: 06/17/2024 Response Time: Same Day

Safety Assessment
Safety Decision:

Participants Safety Family Adult/Parent Child/Youth ICWA/WICWA Determinations Summary

Assessment Participants

Name	Gender	DOB	Age	Race	ICWA Record	Roles	Edit Roles	Child/Youth	Adult/Parent	N/A
Green Apple (9225502)	Male	01/18/1975	49	White	Create	HM-PR-RR-RP	Edit	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Green Peach (9226503)	Male	01/25/2008	16	White	Create	AV-HM	Edit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green Pear (9226859)	Female	01/14/2015	9	White	Create	AV-HM	Edit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Options:

eWiSACWIS
WAS9 Screenshot

Assessment
Name: [Green Apple \(9226859\)](#) Assessment ID: 9224103 Status: Open Result: Pending Type: IA Primary

Selecting the Type of the Initial Assessment will establish the tab structure. There are two types of Initial Assessments – Primary and Secondary.

Participants Tab

eWISACWIS
WASS Screenshot Print

Assessment
 Name: [Green Apple \(9235502\)](#) Assessment ID: 9224083 Status: Open Result: Pending Type: IA Primary
 Report: Date: 05/17/2024 Response Time: Same Day Safety Assessment: Safety Decision:

Participants Safety Family Adult/Parent Child/Youth ICWA/WICWA Determinations Summary

Assessment Participants

Name	Gender	DOB	Age	Race	ICWA Record	Roles	Edit Roles	Child/Youth	Adult/Parent	N/A
Green Apple (9235502)	Male	01/18/1975	49	White	Create	HM-FR-RV-RP	Roles	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Green Peach (9235503)	Male	01/25/2008	16	White	Create	AJ-HM	Roles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Green Pear (9235504)	Female	01/14/2015	9	White	Create	AJ-HM	Roles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Insert](#)

Options: [Go](#)

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

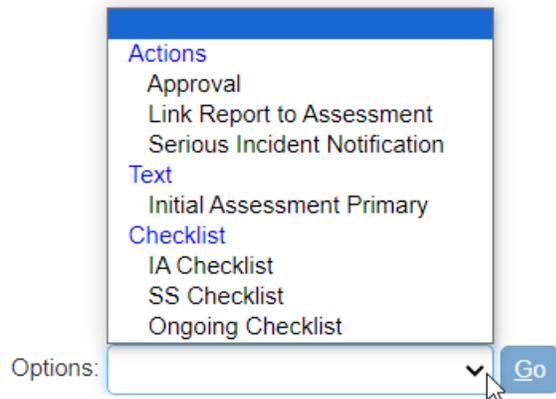
The Participants tab allows user to view the Participants that were listed on the CPS report as well as allowing them to select the Insert button to add additional participants to the Initial Assessment. The user also determines who that assessment includes by selecting a Child/Youth and an Adult/Parent or in some instance N/A radio buttons (ex. Mandated reporter, non-household members, etc.). You must have at least one child and one adult when completing the Assessment. The user is also able to select the name hyperlink which will open the Person Management pages in edit mode to allow the user to make updates or add new information.

Participants Safety Family Adult/Parent Child/Youth

Assessment Participants

Name	Gender	DOB	Age	Race	ICWA Record
Green Apple (9235502)	Male	01/18/1975	49	White	Create
Green Peach (9235503)	Male	01/25/2008	16	White	Edit
Green Pear (9235504)	Female	01/14/2015	9	White	Edit

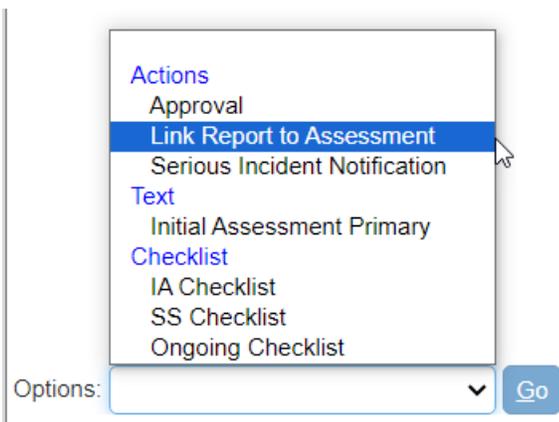
In the ICWA Record column, a [Create](#), [Edit](#), or [View](#) (when in view only mode) hyperlink will display for each participant. All participants under 18 should have an ICWA record documented. If a participant is under 18 and has a birth date documented the Create or Edit hyperlink will be highlighted. The Assessment cannot be approved until an ICWA record is documented. See the ICWA User Guide for more information.



The options dropdown allows the user to select the following actions:

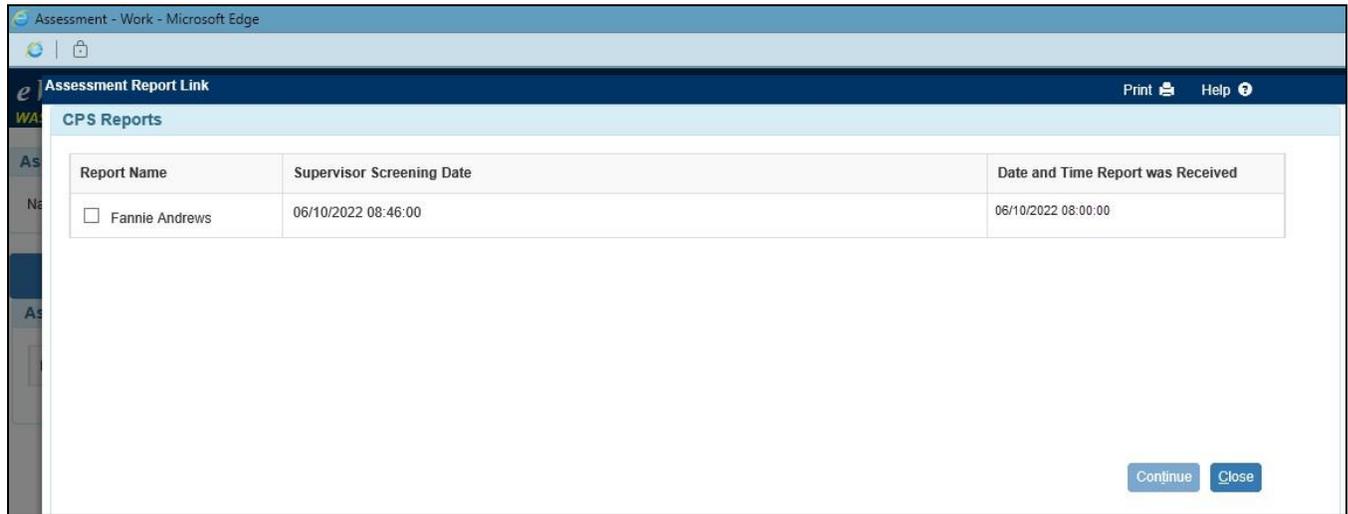
- Actions
- Approval
- Link Report to Assessment
- Serious Incident Notification
- Text
- Initial Assessment – Primary
- Initial Assessment Secondary
- Checklist
- IA Checklist
- SS Checklist
- Ongoing Checklist

Linking a CPS Report to Assessment



If a CPS Report is screened in while working on an Assessment, it can be linked to that assessment. From the Participants tab, select 'Link Report to Assessment' from the Options drop-down and click Go.

- On the Assessment Report Link page, select the appropriate CPS Report(s) checkbox(es). Click Continue to associate the CPS Report(s) to the Assessment and return to the Assessment page.



Safety Tab

eWiSACWIS WIS9 Screenshot Print

Assessment				Report		Safety Assessment	
Name: Green, Jodie / 9224083	Assessment ID: 9224083	Status: Open	Result: Pending	Type: IA Primary	Date: 06/17/2024	Response Time: Same Day	Safety Decision: Unsafe

Participants | **Safety** | Family | Adult/Parent | Child/Youth | JCWA/WICWA | Determinations | Summary

Safety Analysis

Date of Assessment: 06/17/2024 Safety Determination: **Unsafe** Can and will the non-maltreating parent or another adult in the home protect the children? No [View Safety Assessment Analysis and Plan](#)

An In-Home Safety Plan is necessary to ensure the safety of the child(ren) and control threats which would otherwise result in imminent risk of placement: Yes [Create Safety Assessment Analysis and Plan](#)

Protective Capacities

Describe what parent/caregiver capacities exist.

Safety Information

The identified Safety Threat, Diminished Protective Capacity, and the associated Safety Services/Action Type, Safety Service Provider and the specific explanation of the safety service/action and how it will control the threat identified and listed below:

Child is perceived in extremely negative terms by one or both of the parents / caregivers.

Description:
text narrative

Options:

The Safety tab allows the user to view information regarding the current Safety Assessment. Information viewable from the tab view is strictly view only and all safety assessment, analysis and planning information is documented by navigating to the create or edit link as seen on the screen.. This tab allows for a quick view of the Safety Determination, Protective Capacities, identified impending danger threats and their corresponding description, and if a safety plan is in place, the service details will also be available in an expando feature. . Please see the Safety Analysis, Assessment and Planning user guide Safety workflow for further information regarding the safety module.

Family Tab

Assessment
Name: [Green, Jodee_9224083](#) Assessment ID: 9224083 Status: Open Result: Pending Type: IA Primary

Report
Date: 06/17/2024 Response Time: Same Day

Safety Assessment
Safety Decision: Unsafe

Participants Safety **Family** Adult/Parent Child/Youth ICWA/WICWA Determinations Summary

Family Conditions
Please indicate whether the conditions available on the "Family Conditions and Individual Characteristics" page are present.
[Family Conditions and Individual Characteristics](#) Current Domestic Violence, Engaged in family services, Healthy relationships between caregivers

Family Functioning
Describe any conditions selected above, and any additional relevant strengths, current stressors, and the family's support network. [Details](#)
text narrative

Living Arrangement of the Child(ren)
Living Arrangement of the Child(ren): Single parent household, father only

Non-Household Parent
Are there any parents living outside of the household? Yes No
Describe any efforts made to notify, interview, and collaborate with any parent living outside of the home. [Details](#)
text narrative

Options:

The Family Tab allows the user to document the Family Conditions, the family functioning narrative and communication with any non-household parent. . Family Conditions and Characteristics link can be used to launch a select page to choose Family Conditions.

The Family Functioning group box component covers how the family functions together as a whole. Some topics that may be relevant to document here include:

- Patterns of communication amongst family members
- Relationships between parents/caregivers
- Roles and Boundaries
- Family dynamics, including decision making and power distribution amongst family members
- The family's support network, including formal and natural supports
- Patterns of communication between the family and non-household parents, if applicable

The Non-Household Parent group box contains a yes/no question to identify if there is a parent of a child in the family who lives outside the assessed household, and a narrative to describe the actions taken by the CPS agency to identify, communicate and engage the non-household parent(s).. This encompasses biological parents who do and do not have custody/placement/visitation with the child.

Blended families may include notifications and communications with parents outside of the assessed household.

Family Conditions and Individual Characteristics

The Family Conditions and Individual Characteristics Select page is used to choose Family Conditions, Adult/Parent Characteristics and Child/Youth Characteristics on one application page. This page allows the Child Welfare Profession to view all conditions for those being assessed at one time.

Adult/Parent Tab

Options: Go

Save Close

The Adult/Parent Tab allows the user to document the Adult/Parent characteristics and to document a combined narrative for the adult functioning and parenting practices of each adult/parent on the assessment.

The Adult Functioning and Parenting Practices group box is used to describe how each adult/parent generally functions in their daily lives, both within the context of being a

parent/caregiver (if they are a parent/caregiver) and outside of being a parent/caregiver. Understanding how an adult functions on a daily basis can improve the CPS professional's understanding on child/youth safety, strengths, and challenges within the family system.

While it is important to know and document certain factual topics, such as diagnosed mental health concerns for the adult, it is equally and perhaps more important to describe how that condition plays out within the family and how it effects the adult's capacity to meet the child's basic needs and demonstrate protective capacities.

*Any criminal history (past or present) documented in this section should be relevant to the adult's functioning, parenting, or decisions made in this assessment.

Child/Youth Tab

The screenshot shows the eWiSACWIS interface for the Child/Youth tab. At the top, there is a header with the eWiSACWIS logo and a 'Print' icon. Below the header, there are three main sections: 'Assessment', 'Report', and 'Safety Assessment'. The 'Assessment' section displays 'Name: Green, Avon / 9220859', 'Assessment ID: 9224083', 'Status: Open', 'Result: Pending', and 'Type: IA Primary'. The 'Report' section shows 'Date: 09/17/2024' and 'Response Time: Same Day'. The 'Safety Assessment' section indicates 'Safety Decision: Unsafe'. Below these sections is a navigation bar with tabs for 'Participants', 'Safety', 'Family', 'Adult/Parent', 'Child/Youth' (which is selected), 'ICWA/WICWA', 'Determinations', and 'Summary'. The 'Child/Youth Characteristics' section contains a prompt to indicate whether characteristics are present and a link to 'Family Conditions and Individual Characteristics'. The 'Child/Youth' section prompts the user to describe the child's general functioning and includes two text narrative input fields for 'Green, Peach / 9235503' and 'Green, Paw / 9235504'. At the bottom left, there is an 'Options' dropdown menu and a 'Go' button. At the bottom right, there are 'Save' and 'Close' buttons.

The Child/Youth Tab allows the user to document the Child/Youth conditions and document the child functioning narrative for each child/youth.

The Child/Youth group box is used to describe the child's general behaviors, temperament, emotions, and development (physical, cognitive, and emotional). While all children ages 0-6 are considered vulnerable for the purposes of safety, some children have or demonstrate conditions that increase their vulnerability to potentially dangerous situations.

For example, children with high medical needs would be considered more vulnerable as they require extra care and supplies. Another example is a child/youth who has cognitive limitations and is unable to perform certain tasks that a child/youth of the same age with typical cognitive development could perform, such as feeding his/herself or getting dressed.

Any condition that impacts a child's physical, cognitive, or emotional development should be described in this section and comment on how it effects their vulnerability within the context of this family.

ICWA/WICWA Tab

The screenshot shows the eWISACWIS interface for the ICWA/WICWA tab. At the top, there is a header with the logo and a 'Print' button. Below the header, there are three main sections: 'Assessment', 'Report', and 'Safety Assessment'. The 'Assessment' section displays the name 'Green, Avel, 0220839', Assessment ID '9224083', Status 'Open', Result 'Pending', and Type 'IA Primary'. The 'Report' section shows the Date '09/17/2024' and Response Time 'Same Day'. The 'Safety Assessment' section shows the Safety Decision 'Unsafe'. Below these sections is a navigation bar with tabs for 'Participants', 'Safety', 'Family', 'Adult/Parent', 'Child/Youth', 'ICWA/WICWA', 'Determinations', and 'Summary'. The 'ICWA/WICWA' tab is currently selected. The main content area contains a description of efforts to keep children in the home, a list of bullet points, and three text narrative fields. The first field is for 'Tribe: Ho-Chunk Nation of Wisconsin' with Child Name 'Green, Avel, 0220839' and Status 'Member'. The second field is for 'Describe the efforts to confirm membership status for each child/youth'. The third field is for 'Describe the efforts to engage the tribe'. At the bottom left, there is an 'Options' dropdown menu and a 'Go' button. At the bottom right, there are 'Save' and 'Close' buttons.

The ICWA/WICWA tab allows to user to document efforts to keep the children with their parents, confirm each child’s tribal membership, and engage each child’s tribe in the assessment process.

For each family, describe efforts to keep the child/children in the home with their parents, which should include but is not limited to collaborating with tribal child welfare professionals. When relevant the child name is displayed as the user is required to answer questions regarding efforts made to confirm membership and the effort to engage the tribe.

Agencies must make diligent efforts to confirm the child's membership status. These efforts are documented for all children, separated by tribe on the ICWA/WICWA tab. The Child Welfare Professional must contact the appropriate tribe by calling, emailing, or sending letters using the contact information provided in the ICWA Contacts hyperlink. Confirming the child's membership status is not a one-time event, as membership status can change over time. For example, a child/youth that is eligible for enrollment may become an enrolled tribal member at a future date. Furthermore, if a tribe changes their enrollment criteria, some children who were originally identified as not being eligible for enrollment may now be eligible.

For more information, see the Identification tab of the WICWA Online Resource for Case Workers link above. If all other efforts are unsuccessful, child welfare professionals may contact the DSP Tribal Affairs Specialist by emailing DCFWICWA@wisconsin.gov for assistance in connecting with a tribal child welfare representative from the child/youth's tribe.

For each tribe associated with the family, CPS professionals are required to document efforts to collaborate with the tribe. Collaborating with tribal child welfare agency is an important step towards compliance with the Indian Child Welfare Act (ICWA) and the Wisconsin Indian Child Welfare Act (WICWA). The tribal child welfare professional from the Indian child's tribe should be identified, notified, and invited to participate in all aspects of the Indian child custody proceeding at the earliest possible point in the proceeding and their advice should be actively solicited throughout the Initial Assessment process.

Each tribe has a unique approach and capacity for partnering with local child welfare agencies, but all can be valuable team members. Once contact is made with the tribal child welfare professional, the CPS professional is encouraged to set up a communication plan with the tribal child welfare professional that is specific to this family. This plan should address the tribal child welfare professional's preferred level of participation in the assessment and planning processes, how to coordinate schedules for visits and interviews, and the preferred method of receiving updates.

Determinations Tab

The screenshot displays the 'Determinations' tab in the eWiSACWIS system. At the top, there are tabs for 'Assessment', 'Report', and 'Safety Assessment'. The 'Assessment' section shows 'Name: Peach Green (922859)', 'Assessment ID: 9224993', 'Status: Open', 'Result: Pending', and 'Type: IA Primary'. The 'Report' section shows 'Date: 06/17/2024' and 'Response Time: Same Day'. The 'Safety Assessment' section shows 'Safety Decision: Unsafe'. Below these are navigation tabs: 'Participants', 'Safety', 'Family', 'Adult/Parent', 'Child/Youth', 'ICWA/WICWA', 'Determinations', and 'Summary'. The 'Determinations' tab is active, showing a table of allegations. The table has columns for 'Alleged Victim', 'A/N Code', 'Determination', 'Approximate Date', 'Resided in OHC', 'Medical Details', and 'Serious Incident Details'. A row is shown for 'Peach Green' with a determination of 'Pending' and a date of '06/16/2024'. Below the table is a 'Text Narrative' field with a note: 'The following information was received at Access. Please note: Information gathered at the point of access may require follow-up to confirm information.' At the bottom, there is a section for 'Determinations and Surrounding Circumstances' with a list of sources: 'The child(ren)', 'All parents/caregivers, including non-household parents', 'Collateral Sources', 'CPS professional's reflections and observations', and 'Household members'.

The Determinations tab allows the user to document the determination for each allegation of abuse or neglect. The user must make a substantiation determination on both the allegation as well as the Alleged Maltreater. This tab also allows the user to select if a Serious Incident has occurred and when necessary, the user can launch the Series Incident Notification from the options dropdown.

Information that was received at the time of Access will prefill to a narrative field on the determinations tab, which will be nested underneath the allegations associated with that report. Additionally the Determinations and Surrounding Circumstances are documented in narrative format to describe what was learned about the reported concerns, any maltreatment determinations made, and the surrounding circumstances.

The Determination and Surrounding circumstances group box describes the CPS professional's assessment of information gathered from the family, collaterals, and other professional evaluations (medical, law enforcement, etc.) pertaining to any alleged maltreatment. This includes:

- Maltreatment determination for each allegation reported in the access report(s), including a description/explanation as to what information was considered to make this determination.
- Maltreatment determination for each allegation added during the Initial Assessment process, including a description/explanation as to what information was considered to make this determination.
- Specific details about the injuries and/or conditions. If the child(ren) received medical attention, describe the findings.

The Determinations and Surrounding Circumstances group box also should be used to document circumstances that accompanied or led up to the alleged maltreatment. Considerations here could include, but are not limited to:

- What were the immediate precursors to the maltreatment, including substance or alcohol use or stressful situations.
- Patterns of behavior vs. one-time incidents
- Parents/caregivers reaction and response to the maltreatment or incident
- Culture and/or religious practices that impacted the situation

Reminder: Neglect cannot be substantiated if the lack of adequate food, shelter, care, etc. is truly due to poverty.

Expanded Report ID information to illustrate the Alleged Maltreater documentation.

Report ID: 9249498

Alleged Victim	A/N Code	Determination	Approximate Date Details	Resided in OHC Details	Medical Details	Serious Incident Details	DCF memo 2018-48
Peach Green	Neglect Describe	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	N/A	

Alleged Maltreater	Relationship to Victim	Determination
Apple Green	Biological Parent(s)	Substantiated

The basis for this determination is as follows:
 text narrative

[Insert](#)

Alleged Victim	A/N Code	Determination	Approximate Date Details	Resided in OHC Details	Medical Details	Serious Incident Details	DCF memo 2018-48
Pear Green	Neglect Describe	Unsubstantiated	06/10/2024	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> U	<input type="radio"/> Y <input checked="" type="radio"/> N	N/A	

Description of Abuse and Neglect Pop Up

Select the type of abuse or neglect from the Abuse/Neglect Code drop-down. Next, click the [Description](#) hyperlink to open the Description page. Select up to three values that apply and click Continue to add and return to the page. For definitions of the Descriptions, click on the Resource button at the top of the Assessment page.

Description Print Help

Descriptions

Select	Description
<input type="checkbox"/>	Abandonment
<input type="checkbox"/>	Abusive Head Trauma
<input checked="" type="checkbox"/>	Bruising
<input type="checkbox"/>	Burn/Scald
<input type="checkbox"/>	Caregiver Alcohol Abuse
<input type="checkbox"/>	Caregiver Drug Abuse
<input type="checkbox"/>	Cut/Laceration/Bite
<input type="checkbox"/>	Dislocation/Sprain/ Bone Fracture
<input type="checkbox"/>	Drug Affected Infant
<input type="checkbox"/>	Exposure to Controlled Substances
<input type="checkbox"/>	Exposure to Elements or Environmental Hazards
<input type="checkbox"/>	Exposure to genitals/pubic areas
<input type="checkbox"/>	Failure to Thrive
<input type="checkbox"/>	Fetal Alcohol Spectrum Disorder
<input type="checkbox"/>	Forced Viewing of Sexual Activity
<input type="checkbox"/>	Genital Area Bruising, Red/Swollen, Fissures/Tears

Select	Description
<input type="checkbox"/>	Internal Injury
<input type="checkbox"/>	Lack of Medical Care
<input type="checkbox"/>	Lack of Necessary Care
<input type="checkbox"/>	Lack of Supervision
<input type="checkbox"/>	Malnutrition
<input type="checkbox"/>	Medical Crisis-No Care b/c of Religion
<input type="checkbox"/>	Mutual Sexual Activity
<input type="checkbox"/>	No Indicators/Injuries Observed
<input type="checkbox"/>	Other Indicator/Injury
<input type="checkbox"/>	Permanent Impairment
<input type="checkbox"/>	Severe Emotional/Behavioral Problems
<input type="checkbox"/>	Sex Trafficking
<input type="checkbox"/>	Sexual Contact/Intercourse
<input type="checkbox"/>	Sexual Exploitation
<input type="checkbox"/>	Sexually Transmitted Disease
<input type="checkbox"/>	Threatened Abuse/Neglect
<input type="checkbox"/>	Unable to Locate Children

Select	Description
<input type="checkbox"/>	Unborn Child Abuse

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

Summary Tab

eWiSACWIS Print

WAS9 Screenshot

Assessment Name: [Green, Jodie /8226856](#) Assessment ID: 9224083 Status: Open Result: Substantiated Type: IA Primary

Report Date: 06/17/2024 Response Time: Same Day

Safety Assessment Safety Decision: Unsafe

Participants Safety Family Adult/Parent Child/Youth ICWA/WICWA Determinations **Summary**

CPS Response

Describe the agency's efforts to respond to any safety concerns, including in-home planning, out of home placements, or collaboration with community partners, such as law enforcement or medical professionals. Describe any interventions put in place, service referrals made, and recommendations for future services. [Details](#)

Case Disposition
 Case Opened Reason Case Opened: Case Closed Reason Case Closed:
 Protective action in place at close of IA: none

Mandated Reporter Not applicable Date mandated reporter given feedback: 00/00/0000 [Create Mandated Reporter Letter](#)

Relative Reporter Not applicable Documented request for information received from relative reporter: 00/00/0000 Date Letter Sent: 00/00/0000 OR Date of Court Order Barring Disclosure: 00/00/0000

Birth to Three Referral Information

Alleged Victim	DOB	Referral
		Referred

Initial Face-to-Face Contact Information

Initial Face-to-Face Must Occur By: 06/17/2024 11:59 PM [CPS Report 9248488](#) [Create Initial Face-to-Face Contact Note](#)

Initial Face-to-Face Documented:

[Contact History](#)

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

The Summary tab contains information that allows the user to Describe the agency's efforts to respond to any safety concerns, including in-home planning, out of home placements, or collaboration with community partners, such as law enforcement or medical professionals. Describe any interventions put in place, service referrals made, and recommendations for future services.

The CPS Response group box should include information that outlines and describes the agency's response to safety concerns. This can include but not limited to:

- Collaborative efforts with law enforcement, medical providers, or other formal service providers working with the family, such as CLTS, CCS, etc.
- A brief description of the protective plan(s) and/or safety plans that were implemented during the IA process
- If TPC was taken, and why a voluntary plan was not possible
- Indicate if the child(ren) is in OHC placement at the conclusion of the initial assessment
- If no action was taken by the agency, what factors were in place that led the agency to that conclusion

This section should also include a description of services that were discussed with the family, referrals that were made, and services that family engaged in.

Reporter Feedback

Mandated Reporter	Relative Reporter
<input type="checkbox"/> Not applicable Date mandated reporter given feedback: <input type="text" value="00/00/0000"/> Create Mandated Reporter Letter	<input type="checkbox"/> Not applicable <input type="checkbox"/> Documented request for information received from relative <input type="checkbox"/> Date Letter Sent: <input type="text" value="00/00/0000"/> OR Date of Court Order Barring Disclosure: <input type="text" value="00/00/0000"/> <input type="text" value="00/00/0000"/>

The Mandated Reporter and Relative Reporter group box allows the user do document the date and create a Mandated Reporter Letter and the user can track relative reporter request including date of court order barring disclosure if applicable.

Birth to Three Referral

If the child is under three years old and has a substantiated allegation(s), an automated referral will be submitted by an eWiSACWIS nightly process to the Birth to Three program. The referral requires there to be a Gender and Date of Birth document on Person Management of the alleged victim. These fields will need to be documented for a Birth to Three referral to be created. Once an approved substantiation is saved, the Birth to Three Referral Information section will show a pending referral. Once sent over night, it will display as sent in the Referred column. A manual referral can be submitted on the Education tab of Person Management. Only one referral type will be allowed by eWiSACWIS per day.

Initial Face-to-Face Contact Information

Initial Face-to-Face Contact Information			
Initial Face-to-Face Must Occur By:	06/20/2024 11:00 AM	CPS Report 9249518	Create Initial Face-to-Face Contact Note
Initial Face-to-Face Documented:			
▶ Contact History			

Initial Face-to-Face Contact Information					
Initial Face-to-Face Must Occur By:	06/17/2024 11:59 PM	CPS Report 9249498	Create Initial Face-to-Face Contact Note		
Initial Face-to-Face Documented:	06/17/2024 10:00 AM	Case Note ID: 9228918			
▼ Contact History					
Note ID	Name	Affiliation/Relationship	Title	Date	Contact Date/Time
9228918	Green, Apple			06/17/2024	06/17/2024 10:00 AM
9228918	Green, Pear			06/17/2024	06/17/2024 10:00 AM
9228918	Green, Peach			06/17/2024	06/17/2024 10:00 AM

This group box allows the user to toggle the Contact History expando which will display case notes associated with the assessment.

Selecting the [Create Initial Face-to-Face Contact Note](#) hyperlink will open the Case Notes page.

Note: For more information on this process see the Initial Face-to-Face Contacts User Guide.

Case Notes

Case: American, Annie M (9221587) Worker Creating Note: Cake, Caitlin C. Worker Making Contact: Cake, Caitlin C. [Search](#)

Case Note ID: Date Entered: 06/19/2022 10:30 AM Note Finalized Contact By Designee

Note Information

Date: Category: View inactive Participants

Begin Time: Type: Participants:

End Time: Type Detail:

Duration: Face-to-Face Location: Face-to-Face Result:

Billable

Narrative

Case Note 1/1 [Details](#) [Create Structured Case Note](#)

▼ Assessment Contact Information

Assessment Contact Information

Begin Date:

Name	Affiliation	Title	Contact Date

On the Assessment page, the date the Initial Face-to-Face Documented date and time pre-fill. The Case Note ID number pre-fills and is a Case Note ID number hyperlink to the case note.

Review (after approval)

eWiSACWIS Print

WASP Screenshot

Assessment

Name: [Green, Joyce_922859](#) Assessment ID: 9224083 Status: Open Result: Substantiated Type: IA Primary

Report

Date: 06/17/2024 Response Time: Same Day

Safety Assessment

Safety Decision: Unsafe

Participants
Safety
Family
Adult/Parent
Child/Youth
JCWA/WICWA
Determinations
Summary
Reviews

Reviews

Review History

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent	Response Due	Response Received	Review Status
Joan Green	06/17/2024	06/18/2024	<input type="checkbox"/>	00/00/0000	00/00/0000	00/00/0000	

Additional information: [Details](#)

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

The Reviews tab is used to document the Substantiated findings which allows the Substantiated Maltreater the right to Appeals process. This page allows the worker to create a text notification that is tracked and sent to the Substantiated Maltreater. Response due date is auto calculated and displayed. Please see the Notice of Initial Determination of Child Abuse and/or Neglect and Right to Request a Review user guide for additional information.

Documenting a Serious Incident Notification

- If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) User Guide for more information.
- Click the [DCF memo 2010-01](#) and [Act 78](#) hyperlink to access the memo and act regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78.

eWisACWIS
WISN Screenshot Print

Basic

Case: [Green, Apple \(9226859\)](#) Tracking No: 8002239 Status: Pending

County

Send Serious Incident Notification to DCF Date Sent: Sent By:

Information

Name - County or State Agency:

Name - Agency Contact Person:

Title: Phone: Ext:

Case Name (Last, First, MI): Case ID:

Date of Incident: Number of Children Involved in This Incident:

Check all that apply:

Serious injury, as determined by a physician Death / Alleged maltreatment

Egregious incident Death / Alleged suicide in out-of-home care

Child Information

Name	Gender	DOB	Age	Race
Green, Apple (9235502)	Male	01/18/1975		White
Green, Pear (9235504)	Female	01/14/2015		White

Case Status at Time of Incident

Check one to describe:

Sending the Completed Assessment for Approval

Approval History

Document Information

Case:	Apple Green
Type:	Assessment
Date:	06/18/2024

Approval Decision

Approve Reroute Recall/Return Not Approve

On the Approval History page, select the 'Approve' radio button and click Continue to return to the Assessment page. Click Save to send the assessment for supervisory approval.