

Initial Assessment – Secondary or Non Caregiver

A secondary or non-caregiver assessment will be completed if the alleged maltreatment is by someone outside the family

Note: To create an Initial Assessment – Secondary or Non Caregiver, assignment to the case is needed. Security is needed to create an Assessment.

Related User Guides

[Documenting ICWA](#)

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

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

[Serious Incident \(Act 78\)](#)

1. 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.
2. On the Create Case Work page, select 'Assessment' from the Assessment drop-down, and select the family from the Cases section. Click Create.

Actions:

Please select an action ▼

- Case Note Criteria Search
- Create Assignment
- Create Case Note
- Create Case Work**
- Create Meeting
- Print Case Record
- View Tasks

Create Case Work - Work - Microsoft Edge

eWiSACWIS

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment** Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning
- Safety
- Safety Services
- Strengths and Needs

Cases

- American, Annie M. (9221587)
- Amp, Audrey (9222680)
- Amsterdam, arnie (9221941)
- Anderson, Amy (20243)
- Anderson, Anita (9221748)
- Andrews, Parent (9221217)
- Angel, Ali (9224596)
- Anteater, Allen (9224516)
- Anteater, Mother (9223033)
- Apple, Arlene Q. (9225336)
- Apple, Bad (9225356)
- Apple, Child (9222765)
- Apple, Eve (20279)
- Apple, Gala (9224096)
- Apple, Josh D. (9221432)
- Apple, Mom (9221279)
- Apple, Mom (9225216)
- Apple, Dad (9222012)

Case Participants

- America, James, Grandparent (9224493)
- American, Annie M., Reference Person (9223760)
- American, Boy, Biological Child (9229114)
- American, Jack, Present Spouse (9223669)
- Andrews, Annie M., Biological Child (9222721)
- Andrews, Fannie, Biological Child (9224036)
- Minnesota, Aunt, Aunt (9229593)
- Person, New Q., Adoptive Child (9232399)

Create Close

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 - Participants Tab

- The Assessment page opens to the Participants tab. Click the [Roles](#) hyperlink to add the role of Alleged Maltreater to the appropriate participant(s).

Roles

Participant

Name: American, Jack

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Alleged Maltreater	AM
<input type="checkbox"/>	Alleged Victim	AV
<input checked="" type="checkbox"/>	Household Member	HM
<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](#)

- Additional active case participants can be added by clicking Insert.
- 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 hyperlink will be highlighted. The Assessment cannot be approved until an ICWA record is documented. See the ICWA User Guide for more information.

Assessment - Work - Microsoft Edge

eWiSACWIS

Resource TM Print Help

Assessment

Name: American, Annie M. Assessment ID: 9223623 Status: Open

Report

Response Time: Within 24 - 48 Hours Date: 06/09/2022

Participants Basic Allegations Contacts Results

Assessment Participants

Name	Gender	DOB	Race	ICWA Record	Roles	Edit Roles
American, Annie M.	Female	08/08/1970	Asian	Edit	HM-PR-RP	Roles
Andrews, Fannie		01/01/2020	Asian	Create	AV-HM-RN	Roles
Andrews, Annie M.	Female	01/01/2006	White	Create	AV-HM	Roles
American, Jack	Male	06/01/1973		Create	AM-HM-PR	Roles

[Insert](#)

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

Assessment - Basic Tab

6. Next, click on the Basic tab. Select the appropriate Living Arrangement of the Child(ren) drop-down option and up to three Family Characteristics/Conditions.
 - If there are no applicable characteristics or conditions, select 'None Observed.'

The screenshot shows the eWiSACWIS web application interface. The browser window title is "Assessment - Work - Microsoft Edge". The application header includes the eWiSACWIS logo and navigation links for Resource, TM, Print, and Help. The main content area is divided into two tabs: "Assessment" and "Report". The "Assessment" tab is active, showing fields for Name (American, Annie M.), Assessment ID (9223623), Status (Open), Response Time (Within 24 - 48 Hours), and Date (06/09/2022). Below this, there are five sub-tabs: "Participants", "Basic" (selected), "Allegations", "Contacts", and "Results". The "Basic" tab contains a "Case Name Information" section with fields for C/O, Street # (123), Street (Main), Apt., City (Abbotsford), State (WI), Zip (54405), Country (United States), Phone, Ext., Alt. Phone, Alt. Ext., Fax, and Language Preference (English). Below this is the "Living Arrangement of the Child(ren)" section with a dropdown menu set to "Two parent household, marital status unknown". The "Family Characteristics/Conditions" section has three dropdown menus, the first of which is set to "Blurred roles and boundaries within family". At the bottom, there is an "Options" dropdown, a "Go" button, and "Save" and "Close" buttons.

Assessment - Work - Microsoft Edge

eWiSACWIS

Resource TM Print Help

Assessment **Report**

Name: American, Annie M. Assessment ID: 9223623 Status: Open Response Time: Within 24 - 48 Hours Date: 06/09/2022

Participants Basic Allegations Contacts Results

Case Name Information

C/O:

Street #: 123 Street: Main Apt.:

City: Abbotsford State: WI Zip: 54405 Country: United States

Phone: Ext.: Alt. Phone: Alt. Ext.:

Fax:

Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren): Two parent household, marital status unknown

Family Characteristics/Conditions

Family Characteristics/Conditions: Blurred roles and boundaries within family

Family Characteristics/Conditions:

Family Characteristics/Conditions:

Options: Go Save Close

Assessment - Allegation Tab

7. The Allegations tab pre-fills with the allegations documented on the CPS Report. Complete the allegation(s) by clicking the [Edit](#) hyperlink to open the Allegation (Assessment) page. Select the appropriate maltreatment determination, date of maltreatment, and answer the remaining questions by selecting the appropriate radio buttons. Additional fields may be required depending on the answers selected.

Note: If a death has occurred, see the “Recording a Date of Death for a Child” section of this guide. 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.

- Additional allegations can be added. Click Insert within the Allegations section to open the Allegation (Assessment) page.

Assessment - Work - Microsoft Edge

eWiSACWIS Resource TM Print Help

Assessment **Report**

Name: American, Annie M. Assessment ID: 9223623 Status: Open Response Time: Within 24 - 48 Hours Date: 06/09/2022

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 checked="" type="radio"/> 9246955	Annie M. Andrews	Physical Abuse Describe	Pending	06/01/2022	N		N	Edit
<input type="radio"/> 9246955	Fannie Andrews	Physical Abuse Describe	Pending	06/01/2022	N		N	Edit

[Insert](#)

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination	
<input type="text"/>	Biological Parent(s)	Pending	<input type="text"/>

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

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

- When inserting a new allegation, select an Alleged Victim from the drop-down. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

Assessment - Work - Microsoft Edge

Allegation (Assessment) Print Help

Allegation

Alleged Victim: Fannie Andrews

Abuse/Neglect Code: Physical Abuse

[Description](#)

Determination: Pending

Date or Approximate Date of Alleged Maltreatment: 06/01/2022

Alleged Victim received medical treatment as a result of this alleged maltreatment: Yes No

Was there an open out-of-home placement documented in eWiSACWIS at the time of the alleged maltreatment? Yes No Unknown [Details](#)

Serious Incident: [Details](#)

☐ Serious injury, as determined by a physician [Details](#)

☐ Death / Alleged maltreatment [Details](#)

☐ Egregious incident [Details](#)

☐ Death / Alleged suicide in OHC

[DCF memo 2010-01](#) [Act 78](#)

Save Close

10. 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 Allegation (Assessment) page. For definitions of the Descriptions, click the Resource button at the top of the 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/public 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

11. Select the appropriate Determination and enter the Date or Approximate Date of Alleged Maltreatment. Select the appropriate answer the remaining questions.

Serious Incidents

- If 'Yes' is selected for Serious Incident, select the appropriate checkboxes related to the Serious Incident.
- 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.

Note: If a death has occurred, see the “Recording a Date of Death for a Child” section of this guide.

12. Click the Save button when completed. Click the Close button to return to the Assessment page.

13. Next, complete the Maltreater(s) section on the Allegations tab. For substantiated allegations, complete the narrative for the 'The basis for this determination is as follows:'

Assessment - Work - Microsoft Edge

eWiSACWIS Resource TM Print Help

Assessment
 Name: American, Annie M. Assessment ID: 9223623 Status: Open

Report
 Response Time: Within 24 - 48 Hours Date: 06/09/2022

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 checked="" type="radio"/> 9246955	Annie M. Andrews	Physical Abuse Describe	Pending	06/01/2022	N		N	Edit
<input type="radio"/> 9246955	Fannie Andrews	Physical Abuse Describe	Pending	06/01/2022	N		N	Edit

Insert

Maltreater(s)

Alleged Maltreater	Relationship to Victim	Determination
<div>▼</div> <div>The basis for this determination is as follows:</div> <div></div>	Biological Parent(s)	<div> <div>Pending</div> <div>Not able to locate source</div> <div>Unsubstantiated</div> <div>Substantiated</div> </div>

Insert

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

Options: ▼ Go
Save Close

- Only individuals with the role of 'AM' (Alleged Maltreater) on the Participants tab will be available in the Alleged Maltreater drop-down.

Assessment Participants						
Name	Gender	DOB	Race	ICWA Record	Roles	Edit Roles
American, Annie M.	Female	08/08/1970	Asian	Edit	HM-PR-RP	Roles
Andrews, Fannie		01/01/2020	Asian	Create	AV-HM-RN	Roles
Andrews, Annie M.	Female	01/01/2006	White	Create	AV-HM	Roles
American, Jack	Male	06/01/1973		Create	AM-HM-PR	Roles

Insert

- Each allegation may have different maltreaters. Select the radio button next to the allegation to view the maltreater(s) for that allegation.
- Click Insert within the Matreater(s) section to add a maltreater for an allegation.

Note: At least one substantiated maltreater must be identified when the maltreatment has been substantiated. If maltreatment is unsubstantiated, all maltreaters will default to unsubstantiated.

Assessment - Contacts Tab

14. The Contacts tab is view only; displaying any linked Assessment Contacts. If no contacts have been entered yet, the page will be blank.

The screenshot shows the eWiSACWIS interface in Microsoft Edge. The top navigation bar includes the eWiSACWIS logo and links for Resource, TM, Print, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing details for 'American, Annie M.' with Assessment ID 9223623 and Status Open. The Report tab shows Response Time: Within 24 - 48 Hours and Date: 06/09/2022. Below these tabs is a navigation bar with buttons for Participants, Basic, Allegations, Contacts (selected), and Results. The Contacts section displays a table with columns: Note ID, Name, Affiliation/Rlttnship, Title, Date, and Contact Date/Time. The table is currently empty. At the bottom, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons.

- Once entered, each contact will display:

This screenshot shows the same eWiSACWIS interface, but the Contacts table now contains one entry. The entry has a blue hyperlink for the Note ID '9226418', Name 'C.C.', Affiliation/Rlttnship 'Case Manager', Title 'Social Worker', Date '06/10/2022', and Contact Date/Time '06/10/2022 09:00 AM'. All other elements of the interface remain the same as in the previous screenshot.

Assessment - Results Tab

15. The Results tab is mostly view only and pre-fills information from completed work on the Assessment and pre-fills information based on the type of Assessment being entered.

- If the Assessment Result is “Not able to locate source” and the value in the Case Disposition section is anything other than “Case Closed – Clients Unavailable or Cannot be Located” at the time of approval, a message displays to alert the worker that the values do not align and allow correction of the data prior to final approval.

Assessment - Work - Microsoft Edge

eWiSACWIS Resource TM Print Help

Assessment **Report**

Name: American, Annie M. Assessment ID: 9223623 Status: Open Response Time: Within 24 - 48 Hours Date: 06/09/2022

Participants **Basic** **Allegations** **Contacts** **Results**

Assessment Results Result: Pending

Disposition

Family RA Future A/N

Abuse Score:

Neglect Score:

Risk Level:

Safety Assessment

Safety Decision:

Strengths and Needs

Needs Level:

Initial Face-to-Face Contact Information

Initial Face-to-Face Must Occur By: [Create Initial Face-to-Face Contact Note](#)

Initial Face-to-Face Documented:

Birth to Three Referral Information

Upon supervisory approval of a substantiated assessment, an automated referral will be sent to Birth to Three for all children up to 3 years of age with a substantiated finding. A worker can manually generate a referral at any time on the child's Person Management page.

Alleged Victim	DOB	Referred
		Referred

Options: Go Save Close

- If the child is under three years old and has a substantiated allegation(s), an automated referral will be submitted by eWiSACWIS nightly. 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.

Confirmation

The Gender of the child must be documented prior to creating a Birth to Three Referral.

Close

Note: After the initial Save of the page, the Initial Face-to-Face Contact Information automatically calculates when the Initial Face-to-Face Must Occur By.

16. Next, select the [Create Initial Face-to-Face Contact Note](#) hyperlink to open the Case Notes page.

17. When created from the Results tab of the Assessment, the Case Note Category will pre-fill as ‘Initial Assessment Contact’ and Type as ‘Initial Face-to-Face’. Enter the appropriate information and narrative. Once completed, click the Save button. Click Close to return to the Results tab of the Assessment 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: 06/10/2022 10:30 AM

☐ Note Finalized

☐ Contact By Designee

Note Information

Date:

« June 2022 »

Begin Time:

End Time:

Duration:

☐ Billable

Category: Initial Assess Contact

Type: Initial Face-to-Face

Type Detail:

Face-to-Face Location: Details

Face-to-Face Result:

☐ View Inactive Participants

Participants:

America, James (Grandparent)

American, Annie M. (Reference Person)

American, Boy (Bio Child)

American, Jack (Present Spouse)

Andrews, Annie M. (Bio Child)

Andrews, Fannie (Bio Child)

Hold down the 'Ctrl' key for multi-selection

[Add Contacts](#)

Narrative

Case Note 1/1 [Details](#)

[Create Structured Case Note](#)

Assessment Contact Information

Assessment Contact Information

Begin Date: 06/09/2022 08:00 AM

Name

Affiliation

Title

Contact Date

Insert

Insert Correction Note

Clear Fields

Create

Save

Close

18. 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 hyperlink to the case note.

Assessment			Report	
Name: American, Annie M.	Assessment ID: 9223623	Status: Open	Response Time: Within 24 - 48 Hours	Date: 06/09/2022
Participants	Basic	Allegations	Contacts	Results
Assessment Results		Family RA Future A/N		Safety Assessment
Result: Substantiated		Abuse Score:		Safety Decision:
Disposition		Neglect Score:		Strengths and Needs
		Risk Level:		Needs Level:
Initial Face-to-Face Contact Information				
Initial Face-to-Face Must Occur By:		06/11/2022 08:00 AM		CPS Report 9246955
Initial Face-to-Face Documented:		06/10/2022 09:00 AM		Create Initial Face-to-Face Contact Note
		Case Note ID 9226418		

IA Secondary or Non Caregivers

19. Click on the Basic tab to access the IA Secondary or Non Caregivers page. Select 'IA Secondary or Non Caregivers' on the Options drop-down and click Go.

Participants	Basic	Allegations	Contacts	Results
Case Name Information				
C/O:				
Street #:	123	Street:	Main	
		Apt.:		
City:	Abbotsford	State:	WI	Zip: 54405
Phone:		Ext.:		Country: United States
Fax:		Alt. Phone:		Alt. Ext.:
Language Preference: English				
Living Arrangement of the Child(ren)				
Living Arrangement of the Child(ren):		Two parent household, marital status unknown		
Family Characteristics/Conditions				
Family	Actions	Blurred roles and boundaries within family		
Family	Approval			
Family	Extension			
Family	Link Report to Assessment			
Family	Serious Incident Notification			
Family	Assessment			
Family	Actuarial			
Family	Family RA Future A/N			
Family	IA Narrative			
Family	Strengths and Needs			
Family	Clinical			
Family	IA Primary			
Options:	IA Secondary or Non Caregivers	Go		
Family	Checklist			
Family	IA Checklist			
Family	SS Checklist			
Family	Ongoing Checklist			
Family	Text			
Family	Mandated/Relative Reporter Notice			
Family	Safety Services Cover Sheet			
Save Close				

20. The following message will appear. Click Yes to continue, or No to not save the Assessment and return to the page.

Confirmation

This will save the Assessment Information. Do you want to continue?

IA Secondary or Non Caregivers - Participants tab

21. On the Initial Assessment – Secondary or Non Caregivers page, start by identifying the participants by clicking Add/Edit within the appropriate Child or Parent Information section. When clicked, the Case Participant/Collaterals page opens.

22. Select the checkbox next to the participant(s) to be added and click Continue to add the participant and return to the Part. Info tab.

Participant Selection

Print Help

Case Participants - Children

Select	Person Name	DOB
<input type="checkbox"/>	America, James	01/18/1966
<input type="checkbox"/>	American, Annie M.	08/08/1970
<input type="checkbox"/>	American, Boy	01/01/2004
<input type="checkbox"/>	American, Jack	06/01/1973
<input type="checkbox"/>	Andrews, Annie M.	01/01/2006
<input type="checkbox"/>	Andrews, Fannie	01/01/2020
<input type="checkbox"/>	Minnesota, Aunt	
<input type="checkbox"/>	Person, New Q., Sr.	03/04/2010

IA Secondary or Non Caregivers - Narratives tab

23. On the Narratives tab, complete the Maltreatment, Surrounding Circumstances, and Child and Family's Response to Maltreatment narrative sections.

Initial Assessment-Secondary or Non Caregivers

TM Print Help

Case Information

Case Name: American, Annie M. Case ID: 9221587 Referral Date: 06/09/2022 ☐ IA Completed

Participants

Narratives

Summary

Maltreatment

Describe the maltreatment that occurred. Be specific about the injuries and/or conditions. If the child(ren) received medical attention, describe the findings.

Describe

Surrounding Circumstances

Describe the surrounding circumstances accompanying or leading up to the maltreatment. Note: This narrative section should always include the facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment.

Describe

Child and Family's Response to Maltreatment

Document findings as required by the Investigation Standards for responding to reports of maltreatment in facilities, by other secondary caregivers, or by non-caregivers. Generally, this information includes the child's response to the maltreatment, the parental reaction and actions to provide protection and services, if needed, and the response of the part of facility staff or other responsible adults.

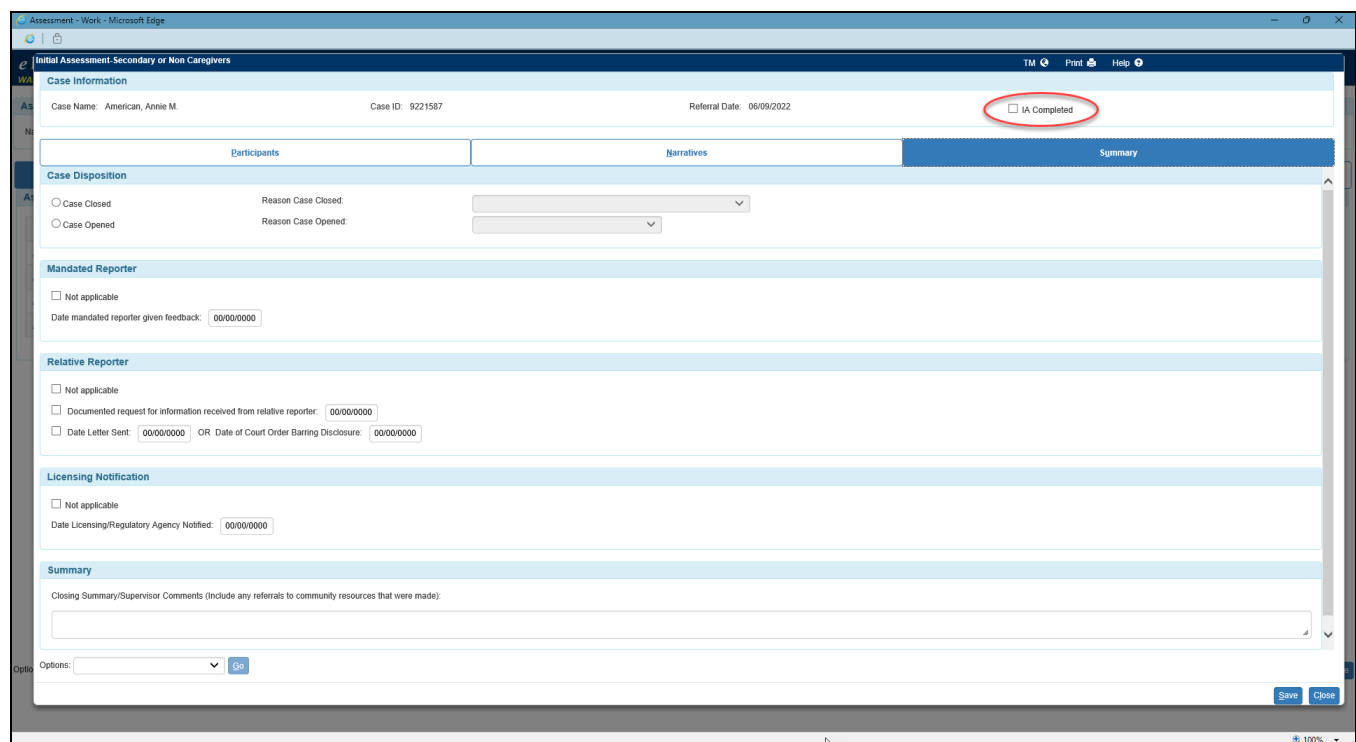
Save

Close

IA Secondary or Non Caregivers - Summary tab

24. On the Summary tab, complete the Case Disposition and Correspondence sections. The Summary section identifies the closing summary and supervisory comments.
25. The Summary tab also contains a Correspondence documentation section for a Mandated Reporter or Relative Reporter. Enter the appropriate information.

Note: These templates are available under the Options drop-down of the Assessment page.



26. Select 'IA Secondary or Non Caregivers' from the Options drop-down and click Go to open the text template.
27. When the IA Primary is complete, check the 'IA Completed' checkbox. This checkbox must be checked prior to approval. Click Save, and then Close to return to the Assessment page.
28. On the Assessment page, verify information on all the tabs is complete. If applicable, link any new CPS Reports to the Assessment, otherwise, proceed to the Participants tab to send for Approval.

Linking a CPS Report to Assessment

29. 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). Click Continue to associate the CPS Report to the Assessment and return to the Assessment page.

Assessment - Work - Microsoft Edge

Assessment Report Link

PrintHelp

CPS Reports

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

ContinueClose

Sending the Completed Assessment for Approval

30. From the Participants tab, select 'Approval' from the Options drop-down and click Go.

Assessment - Work - Microsoft Edge

eWiSACWIS

Assessment | **Report**

Name: American, Annie M. | Assessment ID: 9223623 | Status: Open | Response Time: Within 24 - 48 Hours

Participants | **Basic** | **Allegations** | **Contacts**

Assessment Participants

Name	Gender	DOB	Race	ICWA Record
American, Annie M.	Female	08/08/1970	Asian	Create
Andrews, Fannie		01/01/2020	Asian	Create
Andrews, Annie M.	Female	01/01/2006	White	Create
American, Jack	Male	06/01/1973		Create

Options:

- Actions**
 - Approval
 - Extension
 - Link Report to Assessment
 - Serious Incident Notification
- Assessment**
 - Actuarial
 - Family RA Future A/N
 - IA Narrative
 - Strengths and Needs
- Clinical**
 - IA Primary
 - Switch Assessment Type
- Checklist**
 - IA Checklist
 - SS Checklist
 - Ongoing Checklist
- Text**
 - Mandated/Relative Reporter Notice
 - Safety Services Cover Sheet

Go

- The following message will display as a reminder to complete the Screening tab of the ICWA Record. Any other required fields will also display and error message and where to correct it.

Errors (5)

- Please update the Maltreater(s) Determination field for the pending alleged maltreater. Correct allegation row 2.
- Please update the Maltreater(s) Determination field for the pending alleged maltreater. Correct allegation row 3.
- The Alleged Maltreater(s)'s (Jack American) race must be documented before approving the Initial Assessment. Please enter this information via Person Management.
- The Alleged Maltreater(s)'s (Jack American) ethnicity must be documented before approving the Initial Assessment. Please enter this information via Person Management.
- To approve the Initial Assessment, please create an ICWA Record via the Create hyperlink in the ICWA Record column on the Participants tab for the following participants: Andrews, Annie M, Andrews, Fannie

- 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.

Recording a Date of Death for a Child

A date of death for a child can be recorded on the following pages: Person Management, Allegation (Access Report), Allegation (Assessment), Serious Incident Notification, and Placement & Service Ending.

In Assessment, the field will dynamically display if a death is indicated on the page and is required when a determination other than pending is selected. If a Death Date is already entered on Person Management, the date pre-fills to the page. If a Death Date is changed on the Allegation page, Death Date on Person Management will be updated after the Assessment is approved. The Death Date field will always remain editable on Person Management but will freeze on the Assessment and will not be able to be changed after it has been approved.

The screenshot shows the 'Allegation (Assessment)' form. The 'Allegation' section includes fields for 'Alleged Victim' (Annie M. Andrews), 'Abuse/Neglect Code' (Physical Abuse), 'Description' (Bruising), and 'Determination' (Substantiated). The 'Date or Approximate Date of Alleged Maltreatment' is 06/01/2022. There are radio buttons for 'Yes' and 'No' for 'Alleged Victim received medical treatment as a result of this alleged maltreatment' and 'Was there an open out-of-home placement documented in eWISACWIS at the time of the alleged maltreatment?'. The 'Death / Alleged maltreatment' checkbox is checked, and the 'Death Date' is 00/00/0000. The 'Serious Incident' section has a 'Details' link. The 'Egregious incident' checkbox is unchecked. The 'Death / Alleged suicide in OHC' checkbox is unchecked. The 'DCF memo 2010-01' and 'Act 78' links are at the bottom.

Note: The Death Date on an approved Access Report or Assessment, or the most recently entered date of death in Person Management will pre-fill to the Serious Incident Notification. The Death Date field displays when the 'Death/Alleged Maltreatment' or 'Death/Alleged Suicide' checkbox is selected on the page. 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.