

# Notification & Review Process for Substantiated Maltreaters

## Introduction

The following guide outlines the notification and review process for an alleged maltreater upon supervisory approval of a substantiated Initial Assessment.

## **CAPTA (Child Abuse Prevention & Treatment Act) Maltreater Review Coordinator:**

At approval, supervisors are presented with a list of their county's CAPTA Maltreater Review Coordinator(s) in order to assign maltreater related tasks/ticklers for the review process. It is up to each county as to who and how many workers are designated with this role. Workers are identified as a CAPTA Maltreater Review Coordinator on their Worker Management record.

The guide addresses:

- Sending a Notification of Initial Determination of Child Abuse and/or Neglect and Right to Request a Review
- Sending a Notice of Final Determination of Child Abuse and/or Neglect and Right to Request an Appeal - (No Response)
- Overriding the Notice of Right to Review Timeline
- Creating a Review & Final Determination Letter
- Voiding a Review entered in Error
- Viewing the Review/Appeals Record page
- Maltreater Review/Appeal Imaging

## **Related User Guides:**

[Documenting a Maltreater Appeal](#)

[Imaging Case](#)

[Initial Assessment – Primary](#)

[Initial Assessment – Secondary](#)

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

[Tickler Creation and Removal Information](#)

## **Death of a Maltreater**

Should a maltreater die at any time during the review process, entering a date of death on the maltreater Person Management Record will:

- a. Add an indicator on the Assessment, Reviews tab. [Amy B. Aardvark \(Deceased\)](#)
- b. Allow for the Maltreater Review tasks to be deleted should the county decide not to continue with the maltreater due process.

## Sending a Notification of Initial Determination of Child Abuse and/or Neglect and Right to Request a Review

**Note:** Case assignment is required to enter information on the Summary tab, with the exception of the supervisor who approved the substantiated IA and the assigned CAPTA Maltreater Review Coordinator.

1. Upon supervisory approval, two things occur:
  - a. A pop-up page appears to designate a CAPTA Maltreater Review Coordinator who will be assigned the maltreater tasks.

	Name
<input checked="" type="radio"/>	Julie Clark

- b. The Reviews tab appears. Names of any substantiated maltreaters appear in the Review History group box. The date for the Notice to Be Mailed By is automatically calculated and prefills.
2. Click the [Text](#) hyperlink to launch the Notification of Initial Determination of Child Abuse and/or Neglect and Right to Request a Review. Information from the assessment prefills to the Notification of Initial Determination letter including the narrative text for each of 'The basis for the determination is as follows:'

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent	Response Due	Response Received	Review Status
Mal Screenshot	06/11/2024	06/12/2024	<input type="checkbox"/>	00/00/0000	00/00/0000	00/00/0000	

Additional information: [Details](#)

The 'Additional information' narrative box is for Agency use. (See the [Details](#) flare for information).

**Note:** This text can be reviewed and modified by a designated CAPTA Maltreater Review Coordinator, worker with case assignment, or the supervisor that approved the IA at any time prior to marking the letter as 'Sent'. To modify the text, go to the Maltreater(s) group box on the Allegations tab and locate the narrative to update, modify the desired text, and Save.

3. Print the template and click Close to return to the Reviews tab.
4. On the Reviews tab, click the Sent checkbox and Save to mark the letter as 'Sent'. The Date Sent will be set to the current date. Upon Save, the template is frozen and the [Text](#) hyperlink changes to [View](#). The date for the Response Due (from the maltreater) is automatically calculated and prefills.

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status
<a href="#">Mal Screenshot</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	00/00/0000	Awaiting Response

Additional information: [Details](#)

**Note:** The Create Notice of Right to Review task is deleted once the letter is marked as 'Sent'.

5. Repeat these steps for each Maltreater listed.

**Note:** A substantiated maltreater with a first and/or last name of any or both of the following values will be listed on the Reviews tab, but no notification is required to be sent: 'Unknown', 'Maltreater', 'Maltreater', 'Unnamed', or 'Not Named'.

### **Sending a Final Determination of Child Abuse and/or Neglect and Right to Request an Appeal – (No Response)**

If a maltreater does not request a review and the Response Due date passes, overnight eWiSACWIS processing will:

- Insert the No Response Received group box with the maltreater(s) on the Reviews tab.
  - Create a No Response Letter Due Tickler/Task for the assigned CAPTA Maltreater Review Coordinator.
1. Open the substantiated assessment and select the Reviews tab. The date for the Determination to Be Mailed By is automatically calculated and prefills. Click the [Text](#) hyperlink in the No Response Received group box to launch the Notice of Final Determination of Child Abuse and/or Neglect and Right to Request an Appeal - (No Response).

**Assessment**  
Name: [Screenshot Parent /06/26/24](#) Assessment ID: 8582337 Status: Result: Substantiated Type: IA Primary  
Open

**Report**  
Date: 05/01/2024 Response Time: Within 5 business days

**Safety Assessment**  
Safety Decision: Safe

Participants Safety Family **Adult/Parent** Child/Youth Determinations Summary **Reviews**

**Reviews**  
**Review History**

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent (Overridden)		Response Due	Response Received	Review Status
<a href="#">Mal Screenshot</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	00/00/0000	Awaiting Response

Additional information: [Details](#)

**No Response Received**  
The maltreater did not request a review of the initial determination within the designated timeframe per DCF Chapter 40.

Substantiated Maltreater	Determination To Be Mailed By	Sent	Date Sent	
Mal, Screenshot	06/26/24	<input type="checkbox"/>	00/00/0000	<a href="#">Text</a>

- Enter information for the Reason for the Determination for each allegation. When complete, Save and Generate the PDF, print the document and click Close to return to the Reviews tab.
- On the Reviews tab, click the Sent checkbox and Save to mark the letter as 'Sent'. The Date Sent will be set to the current date. Upon Save, the template is frozen and the [Text](#) hyperlink changes to [View](#).

**No Response Received**  
The maltreater did not request a review of the initial determination within the designated timeframe per DCF Chapter 40.

Substantiated Maltreater	Determination To Be Mailed By	Sent	Date Sent	
Mal, Screenshot	06/26/2024	<input checked="" type="checkbox"/>	00/00/0000	<a href="#">View</a>

**Note:** The No Response Letter Due task is deleted and task marked as complete once the letter is marked as 'Sent'.

- Repeat these steps for each Maltreater listed.
- Overriding the Notification of Right to Review timeline**

The Override Notice of Right to Review page is used to:

- Mark a previously mailed letter to a maltreater as returned as 'Undeliverable' from the Post Office
- Restart the Review timeline and Resend the Notice of Right to Review

1. To access the page, go to the substantiated initial assessment. Select 'Override Notification of Right to Review' from the Options drop-down and click Go.

**Note:** If a new address is available for a maltreater, click the name hyperlink to update the maltreater's address on their Person Management record.

2. When opened, the page displays any previously mailed Notice of Right to Review and Final Determination of No Response Received letters. To mark a letter undeliverable by the Post Office, select the Returned as Undeliverable checkbox. This enables the date field. Enter the Date Returned. Click Save when finished. The row is now frozen and disabled. Click Close to return to the Reviews tab.

**Note:** If a Review has been started for the maltreater, the checkbox will be disabled.

3. The Review Status is updated as 'Undeliverable'.

Assessment					Report		Safety Assessment	
Name: <a href="#">Screenshot Parent (9636925)</a>	Assessment ID: 8582337	Status: Open	Result: Substantiated	Type: <span>IA Primary</span>	Date: 05/01/2024	Response Time: Within 5 business days	Safety Decision: Safe	

  

Participants	Safety	Family	Adult/Parent	Child/Youth	Determinations	Summary	Reviews																		
<div>Reviews</div> <div>Review History</div> <table border="1"> <thead> <tr> <th>Substantiated Maltreater</th> <th>Assessment Approved</th> <th>Notice To Be Mailed By</th> <th>Sent</th> <th>Date Sent</th> <th></th> <th>Response Due</th> <th>Response Received</th> <th>Review Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Mal Screenshot</a></td> <td>06/11/2024</td> <td>06/12/2024</td> <td><input checked="" type="checkbox"/></td> <td>06/11/2024</td> <td><a href="#">View</a></td> <td>06/26/2024</td> <td>00/00/0000</td> <td>Undeliverable</td> </tr> </tbody> </table> <div>Additional information: <a href="#">Details</a></div>								Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status	<a href="#">Mal Screenshot</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	00/00/0000	Undeliverable
Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status																	
<a href="#">Mal Screenshot</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	00/00/0000	Undeliverable																	

- To resend the notice and restart the review timeline from the Override Notice of Right to Review page, click Insert in the Resend Notice of Right to Review group box and select the maltreater in the drop-down list. Enter a reason for resending the notice, and click the [Text](#) hyperlink to launch the Notice of Initial Determination of Child Abuse and/or Neglect and Right to Request a Review.

Override Notice of Right to Review																									
<div>Previously Mailed Notice of Right to Review</div> <table border="1"> <thead> <tr> <th>Substantiated Maltreater</th> <th>Assessment Approved</th> <th>Notice To Be Mailed By</th> <th>Date Sent</th> <th></th> <th>Response Due</th> <th>Returned as Undeliverable</th> <th>Date Returned</th> </tr> </thead> <tbody> <tr> <td><a href="#">Mal Screenshot</a></td> <td>06/11/2024</td> <td>06/12/2024</td> <td>06/11/2024</td> <td><a href="#">View</a></td> <td>06/26/2024</td> <td><input checked="" type="checkbox"/></td> <td>06/09/2024</td> </tr> </tbody> </table>										Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Date Sent		Response Due	Returned as Undeliverable	Date Returned	<a href="#">Mal Screenshot</a>	06/11/2024	06/12/2024	06/11/2024	<a href="#">View</a>	06/26/2024	<input checked="" type="checkbox"/>	06/09/2024
Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Date Sent		Response Due	Returned as Undeliverable	Date Returned																		
<a href="#">Mal Screenshot</a>	06/11/2024	06/12/2024	06/11/2024	<a href="#">View</a>	06/26/2024	<input checked="" type="checkbox"/>	06/09/2024																		
<div>Resend Notice of Right to Review</div> <div>Resending this notice will restart the Review timeline.</div> <table border="1"> <thead> <tr> <th>Substantiated Maltreater</th> <th>Date Resent</th> <th></th> <th>Reason(s)</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td><a href="#">Mal Screenshot</a></td> <td>06/11/2024</td> <td><a href="#">View</a></td> <td>test</td> <td><a href="#">Approval History</a></td> </tr> </tbody> </table> <div>Insert</div>										Substantiated Maltreater	Date Resent		Reason(s)	Approval	<a href="#">Mal Screenshot</a>	06/11/2024	<a href="#">View</a>	test	<a href="#">Approval History</a>						
Substantiated Maltreater	Date Resent		Reason(s)	Approval																					
<a href="#">Mal Screenshot</a>	06/11/2024	<a href="#">View</a>	test	<a href="#">Approval History</a>																					

**Note:** If a new address is available for a maltreater, click the name hyperlink to update the maltreater's address on their Person Management record.

- Enter information into the user entered fields on the template. When complete, print the template and click Close to return to the Reviews tab.
- Next, send the Resend Notice of Right to Review for approval.
 

**Note:** A Resend Notice of Right to Review must be approved before another Resend Notice of Right to Review can be inserted for another maltreater.
- Once approved, the timeline for the maltreater review will be reset and Review Status changed to 'Awaiting Response'. **Overridden** will display in the Column header to indicate a maltreater timeline has been Overridden. To view the details, reopen the Override Notice of Right to Review page.

Assessment					Report		Safety Assessment	
Name: <a href="#">Screenshot Parent (8/26/23)</a>	Assessment ID: 8582337	Status: Open	Result: Substantiated	Type: IA Primary	Date: 05/01/2024	Response Time: Within 5 business days	Safety Decision: Safe	

  

Participants	Safety	Family	Adult/Parent	Child/Youth	Determinations	Summary	Reviews
<b>Reviews</b>							

  

Review History							
Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent (Overridden)	Response Due	Response Received	Review Status
<a href="#">Mal Screenshot</a>	05/11/2024	05/12/2024	<input checked="" type="checkbox"/>	05/11/2024 <a href="#">View</a>	05/25/2024	00/00/0000	Awaiting Response

Additional information: [Details](#)

Options: [Override Notification of Right to Review](#) [Go](#)

- The page retains the history of previously sent letters and the Resend Notice of Right to Review with approval history.

Previously Mailed Final Determination - No Response Received					
Substantiated Maltreater	Determination To Be Mailed By	Date Sent		Returned as Undeliverable	Date Returned
<a href="#">Mal Screenshot</a>	02/06/2023	02/06/2023	<a href="#">View</a>	<input checked="" type="checkbox"/>	03/01/2023

  

Resend Notice of Right to Review				
Resending this notice will restart the Review timeline.				
Substantiated Maltreater	Date Resent		Reason(s)	Approval
<a href="#">Mal Screenshot</a>	03/03/2023	<a href="#">View</a>	Mail returned as incorrect address	<a href="#">Approval History</a>

[Insert](#)

## Creating a Review & Final Determination

In order to create a Review, the Response Received date must first be documented on the Reviews tab of the associated substantiated Initial Assessment.

- Go to the Reviews tab of the substantiated assessment. Enter the date the Response Received was received from the maltreater and click Save.

Assessment					Report		Safety Assessment	
Name: <a href="#">Berry, Junior (8529239)</a> Assessment ID: 8582339    Status: Open    Result: Substantiated    Type: IA Primary					Date: 04/02/2024    Response Time: Within 5 business days		Safety Decision: Safe	
Participants	Safety	Family	Adult/Parent	Child/Youth	Determinations	Summary	<b>Reviews</b>	

**Reviews**

**Review History**

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status
<a href="#">Berry, Berry</a>	06/11/2024	06/12/2024	<input type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	00/00/0000	Awaiting Response

Additional information: [Details](#)

- If the date is on or before the Response Due date and a No Response Final Determination letter has not been marked as Sent, a [Create Review](#) hyperlink displays. Click the hyperlink to create the Review.

Review History								
Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status
<a href="#">Berry, Berry</a>	06/11/2024	06/12/2024	<input type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	06/11/2024	<a href="#">Create Review</a>

- The Appeals Record page opens first for the maltreater. Click [Create Review](#) next to the Assessment to open the Review Details page.

Appeals Record				Resource	Print
<b>Person Information</b>					
Name: Berry, Berry (11506254)		DOB: 07/05/1995		SSN: <a href="#">Search</a>	
<b>Review/Appeal Record</b>					
<a href="#">Assessment ID: 8582339</a> Approved On: 06/11/2024    AM Response By: 06/26/2024    County: Waukesha <a href="#">Create Review</a> <a href="#">Create Appeal</a>					
Allegation: Emotional Damage/Abuse    Victim: Berry, Child					
No reviews or appeals have been created for this allegation.					
<b>Imaging Records</b>					
Type	Date	Updated By	File Name		
No records found.					
<a href="#">Insert</a>					

**Note:** Once the Response Received date has been entered and saved, a worker without case assignment can create the review via the [Create Review](#) hyperlink from the page.

- The Review Details Page is divided into five group boxes: General Information, Comments, Review Tracking, Rescheduled Review, and Review Outcome. Dates on the page are automatically calculated and prefill according to the policy timeline.

Enter the Date, Time, and Location/Call Information for the Review.



Review Details
Resource
TM
Pr

General Information

Name: [Berry, Berry \(11506254\)](#)
DOB: 07/05/1995
SSN:
Assessment Completed: 06/11/2024
Review Status: Pending

Comments

Details

Review Tracking

Right to Review Letter Mailed on: 06/11/2024
Response from SM Due by: 06/26/2024
Response Received from SM on: 06/11/2024
Reply Due to SM No Later Than: 06/26/2024
Date of Letter:
☐ Sent
Date & Time Scheduled: 00/00/0000 00:00 ☒ AM ☐ PM
[Text](#)
Location/Call-In Information:

If a Date Scheduled is entered for a Review that falls outside of this timeline, the following message appears and provides dates when the review should occur.

Confirmation

According to the statutorily required timeframes under DCF Chapter 40, the review must have occurred no later than 05/14/2023. Do you want to continue?

Yes No

5. Once all Review information is entered, launch the template by clicking the [Text](#) hyperlink.

Review Details
Resource
TM
Pr

General Information

Name: [Berry, Berry \(11506254\)](#)
DOB: 07/05/1995
SSN:
Assessment Completed: 06/11/2024
Review Status: Pending

Comments

Details

Review Tracking

Right to Review Letter Mailed on: 06/11/2024
Response from SM Due by: 06/26/2024
Response Received from SM on: 06/11/2024
Reply Due to SM No Later Than: 06/26/2024
Date of Letter: 06/11/2024
☐ Sent
Date & Time Scheduled: 06/20/2024 09:10 ☒ AM ☐ PM
[Text](#)
Location/Call-In Information:
Calling in from home - virtually.

**Note:** The 'Comments' narrative box is for Agency use. (See the [Details](#) flare for information).

5. All information prefills to the template, except for the Agency phone number which can be entered directly on the template. When complete, print the template and click Close to return to the Reviews Details page.
6. On the Reviews Details page, check the Sent checkbox and then Save.
7. Upon Save, the template is frozen and the [Text](#) hyperlink will change to [View](#).
8. A maltreater may request one rescheduling of the Review if it is within the timeline established by policy. To enter a Rescheduled Review, go to the Review Details page and select the checkbox in the Reschedule Requested group box to enable the fields. Enter the required information and click the [Text](#) hyperlink to launch the template.

**Rescheduled Review**

☒ Reschedule Requested

Date Request Received: 00/00/0000

Date of Letter:  Sent ☐

Date & Time Scheduled: 00/00/0000 00:00 ☒ AM ☐ PM [Text](#)

Location/Call-In Information:

9. All information prefills to the template, except for the Agency phone number which can be entered directly on the template. When complete, print the template and click Close to return to the Reviews Details page.
10. On the Reviews Details page, check the Sent checkbox and click the Save button.

**Rescheduled Review**

☒ Reschedule Requested

Date Request Received: 06/07/2023

Date of Letter: 06/07/2023 ☒ Sent

Date & Time Scheduled: 06/09/2023 09:00 ☒ AM ☐ PM [View](#)

Location/Call-In Information:

Meet at McDonald's

11. Upon Save, the template is frozen and the [Text](#) hyperlink changes to [View](#).
12. Once a Review is held, return to the Review Details page to enter the Review Outcome.

First, select the appropriate radio button- 'SM Appeared' or 'SM Did Not Appear' in the Review Outcome group box.

**Review Outcome**

Date & Time of Review: 00/00/0000 00:00 ☒ AM ☐ PM ☐ SM Appeared ☐ SM Did Not Appear

Report ID	Victim	Relationship to Victim	A/N Code	Description	Review Status
10056444	Berry, Child	Biological Parent(s)	Emotional Damage/Abuse	Abandonment	Pending <input type="button" value="v"/>

The reason for the final determination is as follows:

Determination Must Be Mailed By: Date of Letter: ☐ Sent

Once a radio button is selected, the most recently entered Scheduled/Reschedule review Date & Time will automatically prefill.

13. Select the appropriate allegation outcome and enter the narrative for the 'The reason for the final determination is as follows:' for each allegation. When completed, click the [Text](#) hyperlink to launch the Notice of Final Determination of Child Abuse and/or Neglect and Right to Request an Appeal.

**Review Outcome**

Date & Time of Review: 06/20/2024 09:10 ☒ AM ☐ PM ☐ SM Appeared ☒ SM Did Not Appear

Report ID	Victim	Relationship to Victim	A/N Code	Description	Review Status
10056444	Berry, Child	Biological Parent(s)	Emotional Damage/Abuse	Abandonment	<div> <div>Pending <input type="button" value="v"/></div> <div>Overturned</div> <div>Pending</div> <div>Upheld</div> </div>

The reason for the final determination is as follows:

Determination Must Be Mailed By: 07/05/2024 Date of Letter: ☐ Sent [Text](#)

14. If the Review Status for any allegation row is still 'Pending' the following message will display.

## Confirmation

A Review Status for an allegation is still Pending. Please select the appropriate Review Status of Upheld or Overturned to continue.

Close

15.      Select the Review Status, then launch and print the template. Click Close to return to the Review Details page.
16.      On the Reviews Details page, check the Sent checkbox and then Save.

### Review Outcome

Date & Time of Review:

06/20/2024

09:10

☒ AM
☐ PM

☒ SM Appeared
☐ SM Did Not Appear

Report ID	Victim	Relationship to Victim	A/N Code	Description	Review Status
10056444	Berry, Child	Biological Parent(s)	Emotional Damage/Abuse	Abandonment	<div>Upheld</div> <div></div>

The reason for the final determination is as follows:

This is the reasoning for the final determination.

Determination Must Be Mailed By: 07/05/2024
Date of Letter: 06/11/2024

☒ Sent

Text

17.      Upon Save, the fields and template are frozen and the [Text](#) hyperlink changes to [View](#). To complete the Review, send for supervisory approval.

### Review Outcome

Date & Time of Review:

06/20/2024

09:10

☐ AM
☐ PM

☒ SM Appeared
☐ SM Did Not Appear

Report ID	Victim	Relationship to Victim	A/N Code	Description	Review Status
10056444	Berry, Child	Biological Parent(s)	Emotional Damage/Abuse	Abandonment	Upheld

The reason for the final determination is as follows:

This is the reasoning for the final determination.

Determination Must Be Mailed By: 07/05/2024
Date of Letter: 06/11/2024

☒ Sent

View

18. Upon approval, the overall Review Status is updated accordingly and the page is frozen.

General Information			
Name: <a href="#">Berry, Berry (11506254)</a>	DOB: 07/05/1995	SSN:	Review Status: Upheld
Assessment Completed: 06/11/2024			

  

Comments
<a href="#">Details</a>
<div></div>

  

Review Tracking			
Right to Review Letter Mailed on: 06/11/2024	Response from SM Due by: 06/26/2024	Response Received from SM on: 06/11/2024	Reply Due to SM No Later Than: 06/26/2024
Date of Letter: 06/11/2024	<input checked="" type="checkbox"/> Sent	Date & Time Scheduled: 06/20/2024 09:10	<input checked="" type="radio"/> AM <input type="radio"/> PM <a href="#">View</a>
Location/Call-In Information: Calling in from home - virtually			

**Note:** If any of the allegations are 'Upheld' the overall Review Status is 'Upheld'.

19. On the maltreater's Review/Appeal Record page then:
- The Review Status for each allegation is reflected on the Review/Appeal Record page.
  - Clicking the [View](#) hyperlink opens the associated Review Details page.

Appeals Record		Resource	Print
Person Information			
Name: Berry, Berry (11506254)	DOB: 07/05/1995	SSN:	<a href="#">Search</a>

  

Review/Appeal Record						
<a href="#">Assessment ID: 8582339</a>	Approved On: 06/11/2024	AM Response By: 06/26/2024	County: Waukesha	<a href="#">Create Review</a>	<a href="#">Create Appeal</a>	
Allegation: Emotional Damage/Abuse Victim: Berry, Child						
	Review of Initial Determination	Decision: 06/20/2024	Upheld	Substantiated	<a href="#">View</a>	

20. On the associated substantiated Initial Assessment:
- Any 'Overturned' allegations are changed to 'Unsubstantiated' for the maltreater.
  - 'Upheld' allegations remain as 'Substantiated'.
  - Each allegation for the maltreater is marked as 'Review', and a [Review](#) hyperlink appears next to the maltreater & determination that opens the associated Review Details page.

Participants

Safety

Family

Adult/Parent

Child/Youth

Determinations

Summary

Reviews

Allegations

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

Report ID: 10056444

Alleged Victim	A/N Code	Determination	Approximate Date Details	Resided in OHC Details	Medical Details	Serious Incident Details <a href="#">DCF memo 2018-48</a> <a href="#">Act 78</a>
Child Berry	Emotional Damage/Abuse <a href="#">Describe</a>	Substantiated	03/01/2024	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> Y <input checked="" type="radio"/> U	<input type="radio"/> Y <input checked="" type="radio"/> N	N/A

Alleged Maltreater	Relationship to Victim	Determination	
Berry Berry	Biological Parent(s)	Substantiated	<a href="#">Review</a>

The basis for this determination is as follows:  
test

The Review Status for the maltreater on the Reviews tab is updated to the final overall determination as a hyperlink to the Review Details page.

Participants

Safety

Family

Adult/Parent

Child/Youth

Determinations

Summary

Reviews

Reviews

Review History

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status
<a href="#">Berry Berry</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	06/11/2024	<a href="#">Review - Upheld</a>

## 21. On the Desktop Outliner:

- (Review) text is added to the associated Assessment status on the outliner to indicate a Review is present.

Berry, Juniper (8626928)

Case details:

CPS Family - Initial Assessment

Waukesha - HHSD

Case address:

View case information

Access Reports

Assessments

ICWA

Related People

Assessments

Initial Assessment - Primary

06/11/2024

Substantiated (Review)

**Note:** The (Review) indicator text only changes if a subsequent Appeal is entered, or the Review is voided.

22. In a situation where all allegations are overturned for the maltreater(s), the following message(s) appear on supervisor's final approval. A message appears for each child, and each allegation per child.

**Confirmation**

You are choosing to unsubstantiate the only substantiated maltreater for this allegation (Report ID: 9222919; Victim: **Berry, Child** Relationship to Victim: Biological Parent(s); **A/N Code: Neglect**). Should the maltreatment also be updated to be unsubstantiated?

**Selecting 'Yes'** - indicates that abuse/neglect never occurred.

**Confirmation**

You are choosing to unsubstantiate the only substantiated maltreater for this allegation (Report ID: 9222919; Victim: **Wiley, Walter** Relationship to Victim: Biological Parent(s); **A/N Code: Neglect**). Should the maltreatment also be updated to be unsubstantiated?

**Selecting 'No'** - indicates that the abuse/neglect occurred and that it is unknown who did it.

23. On the associated Assessment-

On the Reviews Tab for this example a [Review - Overturned](#) hyperlink displays in the Review Status for the maltreater and opens the Review Details Page.



Participants	Safety	Family	Adult/Parent	Child/Youth	Determinations	Summary	Reviews	
Reviews								
Review History								
Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status
<a href="#">Berry, Berry</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	06/11/2024	<b>Review - Overturned</b>
Additional information: <a href="#">Details</a>								

On the Allegations tab- **Review** text appears on the allegation row(s). A [Review](#) hyperlink displays next to the maltreater and opens the Review Details page.

- When **'Yes'** has been selected to the Unsubstantiated message on final approval, both the Allegation(s) and Maltreater(s) Determinations for the allegation(s) are changed to 'Unsubstantiated'.

Participants	Safety	Family	Adult/Parent	Child/Youth	Determinations	Summary	Reviews
Report ID: 10056444							
Alleged Victim	A/N Code	Determination	Approximate Date	Resided in OHC	Medical Details	Serious Incident Details	
Child Berry	Emotional Damage/Abuse	Unsubstantiated	03/01/2024	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> U	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> U	N/A	
Alleged Maltreater		Relationship to Victim	Determination				
Berry Berry		Biological Parent(s)	Unsubstantiated		<a href="#">Review</a>		
The basis for this determination is as follows:							
test							
<a href="#">Insert</a>							

- When **'No'** has been selected to the Unsubstantiated message on final approval, the allegation(s) on the associated Assessment remain 'Substantiated' and a Maltreater of 'Unknown Unknown' is inserted with a determination of 'Substantiated'.



Participants	Safety	Family	Adult/Parent	Child/Youth	Determinations	Summary	Reviews
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### Allegations

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

Report ID: 10056444

Alleged Victim	A/N Code	Determination	Approximate Date	Resided in OHC Details	Medical Details	Serious Incident Details	DCF memo 2018-49
Child Berry	Emotional Damage/Abuse	Substantiated	03/01/2024	<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
Berry Berry	Biological Parent(s)	Unsubstantiated

The basis for this determination is as follows:

test

Alleged Maltreater	Relationship to Victim	Determination
Unknown Unknown	Unknown	Substantiated

The basis for this determination is as follows:

Options:  
Save Close

## **Voiding a Maltreater Review**

1. Select Actions > Appeal > Maltreater. This opens Person Search for the Review/Appeal Record.



Person Information

Name: Berry, Berry (11506254)

DOB: 07/05/1995

SSN:

Search

Review/Appeal Record

Assessment ID: 8582339 Approved On: 06/11/2024 AM Response By: 06/26/2024 County: Waukesha [Create Review](#) [Create Appeal](#)

Allegation: Emotional Damage/Abuse Victim: Berry, Child

	Circuit Court	Decision: 06/11/2024	Voided	Substantiated	<a href="#">View</a>
	Review of Initial Determination	Decision: 06/20/2024	Voided	Substantiated	<a href="#">View</a>
	Review of Initial Determination	Decision: 06/19/2024	Overturned	Unsubstantiated	<a href="#">View</a>
	Review of Initial Determination	Decision: 06/19/2024	Voided	Substantiated	<a href="#">View</a>
	Review of Initial Determination	Decision: 06/19/2024	Voided	Substantiated	<a href="#">View</a>

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

Review Outcome

Date & Time of Review: 06/19/2024 09:10 AM PM ☒ SM Appeared ☐ SM Did Not Appear

Report ID	Victim	Relationship to Victim	A/N Code	Description	Review Status
10056444	Berry, Child	Biological Parent(s)	Emotional Damage/Abuse	Abandonment	Overturned

The reason for the final determination is as follows:

test

Determination Must Be Mailed By: 07/05/2024

Date of Letter: 06/11/2024

Sent

[View](#)

Options: 

Void Review

Go

Actions

Approval

Void Review

Save

Close

- The following message will appear. Select 'Yes' to void the Review. On the Review Details page, select Close to return to the Appeal Record page.

Confirmation

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

Yes

No

- On the Appeal Record page, in the Review/Appeal Record group box 'Voided' displays for each allegation on the associated Assessment.

Review/Appeal Record						
Assessment ID: 8582339   Approved On: 06/11/2024   AM Response By: 06/26/2024   County: Waukesha <a href="#">Create Review</a> <a href="#">Create Appeal</a>						
Allegation: Emotional Damage/Abuse   Victim: Berry, Child						
		Circuit Court	Decision: 06/11/2024	Voided	Substantiated	<a href="#">View</a>
		Review of Initial Determination	Decision: 06/20/2024	Voided	Substantiated	<a href="#">View</a>
		Review of Initial Determination	Decision: 06/19/2024	Voided	Substantiated	<a href="#">View</a>
		Review of Initial Determination	Decision: 06/19/2024	Voided	Substantiated	<a href="#">View</a>
		Review of Initial Determination	Decision: 06/19/2024	Voided	Substantiated	<a href="#">View</a>

- On the Review tab of the Assessment, the Review Status will be changed to [Create Review](#).

**Assessment**  
 Name: [Berry, Juniper \(8626928\)](#)   Assessment ID: 8582339   Status: Open   Result: **Substantiated**   Type: **IA Primary**

**Report**  
 Date: 04/02/2024   Response Time: Within 5 business days

**Safety Assessment**  
 Safety Decision: Safe

[Participants](#)   [Safety](#)   [Family](#)   [Adult/Parent](#)   [Child/Youth](#)   [Determinations](#)   [Summary](#)   **[Reviews](#)**

**Reviews**  

Substantiated Maltreater	Assessment Approved	Notice To Be Mailed By	Sent	Date Sent		Response Due	Response Received	Review Status
<a href="#">Berry Berry</a>	06/11/2024	06/12/2024	<input checked="" type="checkbox"/>	06/11/2024	<a href="#">View</a>	06/26/2024	06/11/2024	<a href="#">Create Review</a>

Additional information: [Details](#)

## Viewing the Appeal Record Page

A maltreater review status displays during different stages of the maltreater due process and review timeline on the Appeal Record page. The message can be found under each allegation line of the associated Assessment as follows:

- Awaiting response from maltreater.-** Displays when the Notice of Initial Determination of Child Abuse and/or Neglect and Right to Request a Review has been marked as sent, but the AM Response By date has not passed, a No Response Final Determination is not marked as 'Sent', or a Review has not been started.

**Person Information**

Name: Wiley, Mom (9230156)      DOB: 04/01/1995      SSN:      [Search](#)

**Review/Appeal Record**

Assessment ID: [9222919](#)    Approved On: 10/03/2022    AM Response By: 04/14/2023    County: Dodge    [Create Review](#)    [Create Appeal](#)

Allegation: Neglect    Victim: Wiley, Bo

Awaiting response from maltreater.

2. **The maltreater did not request a review of the initial determination within the designated timeframe per DCF Chapter 40.**- Displays if the maltreater did not request a review and the Response Due date (from the maltreater) has past, a No Response Final Determination is not marked as 'Sent', or a Review has not been started.

**Person Information**

Name: Abby, Art J. (20998)      DOB: 11/11/1961      SSN: 999-99-9999      [Search](#)

**Review/Appeal Record**

Assessment ID: [9221770](#)    Approved On: 09/28/2007    County: Milwaukee    [Create Appeal](#)

Allegation: Neglect    Victim: Abby, Amy

Management Review    Decision: 05/03/2009    Upheld    Substantiated    [View](#)

Assessment ID: [9221507](#)    Approved On: 10/19/2018    AM Response By: 11/06/2018    County: Milwaukee    [Create Review](#)    [Create Appeal](#)

Allegation: Neglect    Victim: Abbyie, Amber's A., Sr.

The maltreater did not request a review of the initial determination with the designated timeframe per DCF Chapter 40.

[Close](#)

3. **When a Review has been entered:**

Appeal Record - Work - Microsoft Edge

**eWiSACWIS** Print Help

**Person Information**

Name: Abby, Art J. (20998) DOB: 11/11/1961 SSN: 999-99-9999 [Search](#)

**Review/Appeal Record**

Assessment ID	Approved On	County	<a href="#">Create Appeal</a>			
<b>Assessment ID: 9221770</b> Approved On: 09/28/2007 County: Milwaukee <a href="#">Create Appeal</a>						
Allegation: Neglect Victim: Abby, Amy						
	Management Review	Decision: 05/03/2009	Upheld	Substantiated	<a href="#">View</a>	
	Management Review		Pending	Substantiated	<a href="#">Edit</a>	
<b>Assessment ID: 9221752</b> Approved On: 09/06/2007 County: Milwaukee <a href="#">Create Appeal</a>						
Allegation: Failure to Thrive Victim: Abby, Amy						
	Management Review	Decision: 09/06/2007	Voided	Substantiated	<a href="#">View</a>	
	Management Review	Decision: 09/10/2007	Overturned	Unsubstantiated	<a href="#">View</a>	
	Management Review	Decision: 09/11/2007	Voided	Substantiated	<a href="#">View</a>	

- **Pending** - When a Review has been started, but no Final Determination has been made.
- **Upheld, Substantiated**- When the Allegation has been approved as 'Upheld'.
- **Overturned, Unsubstantiated** - When the allegation has been approved as 'Overturned'.
- **Voided** – When a Review has been voided.

## Creating Imaging Records for a Maltreater Review/Appeal

**Note:** The Imaging page can also be accessed via the desktop Actions>Imaging Search, which does not require an assignment to the case.

**Note:** Imaging for Maltreater Review/Appeal is not required.

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 'Maltreater Review/Appeal' from the Imaging dropdown. Select the Case and Participant. Click Create to open the Imaging page.

Create Case Work - Internet Explorer

**eWiSACWIS** Print Help

### Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging
  - Maltreater Review/Appeal
- Legal
- Narrative

### Cases

- Abby, Art J. (20273)
- Abby, Art J. (9221155)
- Abby, Art J. (9221326)
- Abby, Art J. (9223376)
- Abby, Art (9221139)
- Abby, CopyEverything (9221271)
- Abby, Mom (9222547)
- Abelmann, Samantha (9222750)
- Ace, Willy (9222525)
- Adams, CourtReport (9221180)
- Adams, CourtReport (9222528)
- Addison Kelsey (9221595)

### Case Participants

Hold down the 'Ctrl' key for multi-selection

- Abby, Alice N., Other Relative (700040)
- Abby, Annab, Biological Child (9218549)
- Abby, Carl, Adoptive Child (9221955)
- Abby, Simon, Biological Child (9218548)
- Atest, Mom, Step Parent (9224446)
- Bennet, Carl, Adoptive Child (9225439)
- Bennet, Debbie, Adoptive Child (9221954)
- Ghost, Casper D., Unknown (750169)
- Levitt, Colin, Unknown (700038)

Create Close

100%

- On the Imaging page, select the Type, Participant, and click Browse to upload the image. Click Save when finished.



Imaging - Internet Explorer

**eWiSACWIS** Print Help

**Case Details**

Case: Abby, Art J. (20273) Worker: Caitlin M. Cake, IV

**Image Details**

Date of Document: 10/23/2018

Category: Maltreater Review/Appeal

Type: DHA Appeal Order/Finding  
Maltreater Request for Appeal Hearing  
Maltreater Request for Review  
Other

File Name: Browse

Comments:

Last Updated By:

Participants:

- Abby, Alice N. (Other Relative)
- Abby, Annab (Bio Child)
- Abby, Anne A. (TPR)
- Abby, Art J. (TPR)
- Abby, Carl (Adoptive Child)
- Abby, Simon (Bio Child)
- Abbyie, Amber's A., Sr. (TPR)
- Agustson, Angel A., III (TPR)
- Atest, Mom (Step Parent)

Hold down the 'Ctrl' key for multi-selection

Delete Create

Save Close

100%

- Images are available from the outline under the Assessment Icon, and via Imaging Search for the maltreater.