

Deactivating a Person

1. Go to the Cases tab to view your cases.
2. Click on the case name hyperlink. This will open the Maintain Case page.

Casper, Mom (9221759)

Case details:  CPS Family - Initial Assessment
BMCW-IA 1
Open OHP exists for associated participant(s)

Case address: 21 N Butler, Apt. #407
Madison, WI 53703

Primary worker: Daisy, Dan
(440) 943-7690
dan.daisy@wisconsin.gov

Actions: [Please select an action](#)

View case information

- Access Reports
- Administration
- Adoption
- Agreements and Notices
- Assessments
- Assets and Income
- Assignments
- Background Checks
- Case/Permanency Plan
- Eligibility
- ICPC
- Legal
- Narratives
- Payments
- Placements
- Planning
- Related People
- Safety
- Services

3. On the Maintain Case page, each active case participant is listed in the Active Participants box on the Participants tab. A DeAct hyperlink appears on the participant's row. To deactivate a participant, click on the DeAct hyperlink to open the Participant Status page.

Maintain Case - ID: 9221759 - Internet Explorer

eWiSACWIS [Print](#) [Help](#)

Case: 9221759

Name: [Casper, Mom](#) Case Type: [CPS Family - Initial Assessment](#)

County: [Milwaukee](#) Site/Region: [BMCW-IA 1](#)

CARES Case #: County Case #: W-2: [W-2](#)

☐ Restricted Designation: [Select Program](#) Status: Open 02/13/2006

Participants [Address](#) [Collaterals](#) [Closing/Merge History](#)

Active Participants

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program	
Casper, Friendly (9225336)	None	<input checked="" type="checkbox"/>	Y		F	Biological Child	N/A	N	DeAct Rem
Casper, Ghost (9226099)	None	<input checked="" type="checkbox"/>	Y	11/01/2006	M	Biological Child	None	N	DeAct Rem
Casper, Ghost T...Sr. (9223141)	None	<input checked="" type="checkbox"/>	Y	05/17/1981	M	Former Spouse	N/A	N	DeAct Rem
Casper, Grandmother (9224744)	None	<input checked="" type="checkbox"/>	Y	10/20/1982	F	Other Relative	N/A	N	DeAct Rem
Casper, Mom (9223140)	None	<input checked="" type="checkbox"/>	Y	02/04/1976	F	Reference Person	Agency Custody - Plcmt w/lc provider	N	DeAct Rem

Number of Household Members: 5 [Insert](#)

[Inactive Participants](#)

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

100%

- On the Participant Status page, select a Reason and enter an Effective Date to deactivate the participant. Click on the Save button and then Click on the Close button to return to the Maintain Case page.

Participant Status Print Help

Participant Status

Action Requested: DeActivate

Name: Casper, Ghost

Worker: Caitlin C. Cake

Reason: **Death** ▼

Date: 06/29/2020

Effective Date: **06/25/2020**

Participant History

Status	Effective Date	Reason	Worker
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Save Close

- When you return to the Maintain Case page, the deactivated participant will no longer be listed among the Active Participants, and instead will be listed among the Inactive Participants with a ReAct hyperlink to the far right. Clicking the ReAct hyperlink will allow you to see the date and reason that participant was deactivated. If the child was deactivated for the reason of TPR or Subsidized Guardianship, the hyperlink will display as (TPR) or (SG), respectively.

Maintain Case - ID: 9221759 - Internet Explorer

eWiSACWIS Print Help

Case: 9221759

Name: **Casper, Mom** ▼ Case Type: **CPS Family - Initial Assessment** ▼

County: **Milwaukee** ▼ Site/Region: **BMCW-IA 1** ▼

CARES Case #: County Case #: W-2: ▼

☐ Restricted Designation: [Select Program](#) Status: Open 02/13/2006

Participants **Address** **Collaterals** **Closing/Merge History**

Name	None	<input checked="" type="checkbox"/>	Y	02/04/1976	F	Reference Person ▼	Agency Cstody - Plcmnt w/lic provider	N	DeAct Rem
Casper, Mom (9223140)									

Number of Household Members: 5 Insert

Inactive Participants

Inactive Participants

Name	Person Type	Household	DOB	Gender	Relationship	Legal	Program	
Casper, Ghost (9226099)	None	Y	11/01/2006	M	Biological Child ▼	N/A	N	(TPR)
Rabbit, Kid-Eight (9222209)	None	U	05/17/2001	M	Other Relative ▼	N/A	N	ReAct DeAct
Watermelon, Infant (9224743)	CPS, CW	Y	12/01/2007	F	Biological Child ▼	N/A	N	ReAct Rem

Options: Go Save Close

100%