

# Reactivating a Person

**Note:** In order to reactivate a case participant, an assignment to the case is needed.

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

**Davis, Helen (9222243)**

<b>Case details:</b> Child Welfare Milwaukee-Region 1	<b>Case address:</b> 200 East Ave Eagle, WI 53119 (608) 608-5555	<b>Primary worker:</b> Cake, Caitlin M., III (Supervisor) (123) 456-7890 Ext. 1234 <a href="mailto:caitlin.cake@wisconsin.gov">caitlin.cake@wisconsin.gov</a>	<b>Actions:</b> <input type="text" value="Please select an action"/>
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**View case information**

- Access Reports
- Assessments
- Assets and Income
- Assignments
- Eligibility
- ICWA
- Planning
- Related People
- Safety

2. If a participant has been deactivated in the case, the participant will appear in the Inactive Participants group box. On the Maintain Case page, each inactive case participant is listed under the Inactive Participants expando on the Participants tab. Click on the Inactive Participants expando to view the inactive participants. Except for the deactivation reason of TPR, a ReAct hyperlink appears on the participant's row. To reactivate a participant, click on the ReAct hyperlink to open the Participant Status page.

Case: 9222243

Name: Davis, Helen Case Type: Child Welfare

County: Milwaukee Site/Region: Inactive value: Milwaukee Region 1

CARES Case #:  County Case #:  W-2: NE

Restricted Designation: [Select Program](#) Status: Open 12/26/2007

Participants
Address
Collaterals
Closing/Merge History

**Active Participants**

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program	
<a href="#">Davis, Gregory (9226076)</a>	None	<input type="checkbox"/>	U	07/17/1998	M	<span style="border: 1px solid black; padding: 2px;">Biological Child</span>	N/A	N	<a href="#">DeAct Rem</a>
<a href="#">Davis, Helen (9224757)</a>	None	<input checked="" type="checkbox"/>	Y	04/11/1974	F	<span style="border: 1px solid black; padding: 2px;">Reference Person</span>	N/A	N	<a href="#">DeAct Rem</a>
<a href="#">Davis, Lily (9222098)</a>	None	<input checked="" type="checkbox"/>	U	05/05/2000	F	<span style="border: 1px solid black; padding: 2px;">Biological Child</span>	N/A	N	<a href="#">DeAct Rem</a>

Number of Household Members: 1 Insert

**Inactive Participants**

Name	Person Type	Household	DOB	Gender	Relationship	Legal	Program	
<a href="#">Davis, Ralph (9226075)</a>	Pre-Adopt	N	06/28/1995	M	<span style="border: 1px solid black; padding: 2px;">Biological Child</span>	N/A	N	<a href="#">(TPR)</a>
<a href="#">Miles, Sarah (9224758)</a>	None	Y	08/09/2009	F	<span style="border: 1px solid black; padding: 2px;">Foster Child</span>	N/A	N	<a href="#">ReAct Rem</a>

Options:  Go Save Close

3. On the Participant Status page, enter an Effective Date to reactivate the participant. Click on the Save button and then Click on the Close button to return to the Maintain Case page.

Participant Status

Action Requested: ReActivate

Name: Miles, Sarah

Worker: Caitlin C. Cake

Reason: Moved In With Family

Date: 06/18/2020

Effective Date: 06/15/2010

Participant History

Status	Effective Date	Reason	Worker
Active	12/26/2007		Cake, Caitlin C
Active	02/02/2012	Moved In With Family	Cake, Caitlin C
InActive	06/10/2020	Other	Cake, Caitlin C

Save Close

4. The participant now appears in the Active Participants group box on the Maintain Case page.