

Maintain Worker Record

The Maintain Worker Information page is used to update information about an existing worker, add a new worker, and create security requests for that worker. The page can be used to update a worker's job class, location, supervisor, and person management information. If a worker moves from one county to another, the current record should be inactivated and activated with the new county information to re-link security. Additional security is needed to change worker records.

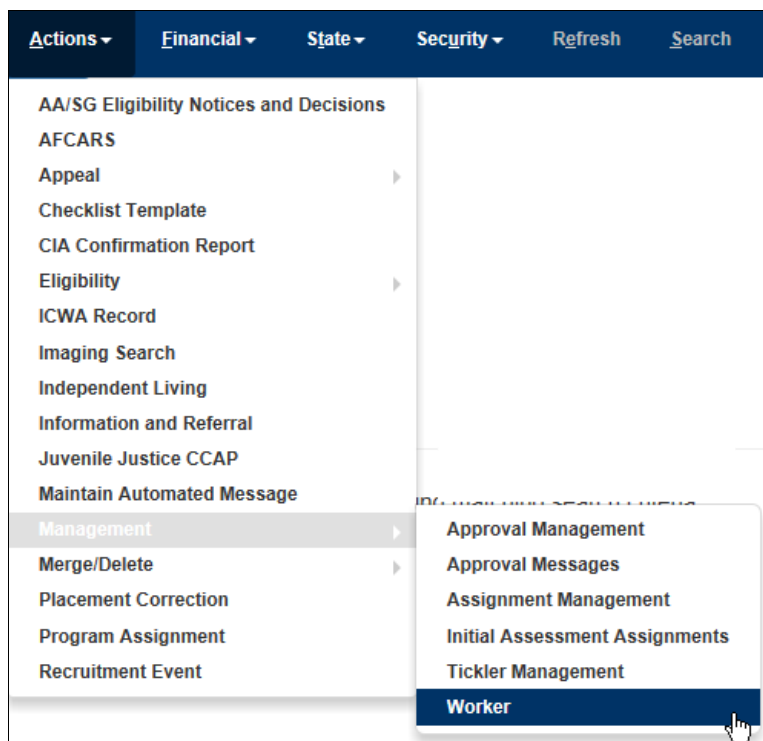
Note: Do not create duplicate worker records. Collapse and expand each section by using the arrow to the left of each heading.

Related User Guides

- [Person Management](#)
- [Search Guide](#)
- [eWiSACWIS Security](#)

Add or Search for a Worker Record

1. Click on Actions > Management > Worker. This will open the Maintain Worker Information page.



2. On the Maintain Worker page, click on the [Search](#) hyperlink to search existing workers, and/or add a new worker.

Note: Workers will only see the Basic tab on the Maintain Worker Information page. Supervisors and Security Delegates will also see the Worker Security tab as well.

eWiSACWIS Print Help

Worker

Name: [Daisy Doris \(750120\)](#) County: Forest Employee ID: [Search](#)

Basic [Worker Security](#)

Current Position Information

Start Date: End Date: CAPTA Maltreator Review Coordinator? Yes No

Status: Independent Living Coordinator? Yes No

Supervisor: Caitlin C Cate [Search](#) Partnership Worker Medicaid Rep YASI/CaseWorks Worker

Worker Type

County
 State
 Vendor

Contact Information

Phone: Ext: Cell: Fax: Email:

Location

Employing Entity: County/State: Site/Office: Unit:

Using the Person Search page, enter the name of the worker and click the Search button. If the worker is found, select the radio button next to the worker. If the worker is not returned, click the Create button to create a new person that is not already known to eWiSACWIS. See the [Person Management](#) User Guide for assistance creating the new record. Once a worker is selected or created, click Continue.

Person Search Print Help

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

Incl. AKA Search Precision: Low Med High Sort By: [Search](#)

Record 1 to 2 of 2

Persons Returned

[Daisy Dan \(10168\)](#) Male 03/14/1971 Other

[Daisy Doris \(750120\)](#) Female 01/01/1955 Other

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

Completing the Maintain Worker Information Page

Basic Tab

The Basic tab of the Maintain Worker Information page will pre-fill with information about the worker. The worker's name and Person ID is a hyperlink and will open the worker's Person Management record where their name and other basic demographic information can be updated. On the Maintain Worker Information page you will find:

Worker

Name: [Daisy Doris \(750120\)](#) County: Forest Employee ID: [Search](#)

Basic | **Worker Security**

Current Position Information

Start Date: End Date: CAPTA Maltreater Review Coordinator? Yes No

Status: Independent Living Coordinator? Yes No

Supervisor: [Caitlin C Cake](#) [Search](#) Partnership Worker Medicaid Rep YASI/CaseWorks Worker

Worker Type

County State Vendor

Contact Information

Phone: Ext: Cell: Fax: Email:

Location

Employing Entity: County/State: Site/Office: Unit:

Worker Role

Type:	Primary Function:	Start Date:	End Date:	DCF 43 Required	User Agreement	
<input type="text" value="Case Worker"/>	<input type="text" value="CPS"/>	<input type="text" value="06/22/2020"/>	<input type="text" value="02/01/2022"/>	<input checked="" type="checkbox"/>	Create	
<input type="text" value="Case Worker"/>	<input type="text" value="CPS"/>	<input type="text" value="00/00/0000"/>	<input type="text" value="00/00/0000"/>	<input type="checkbox"/>	Create	Delete

[Insert](#)

- **Current Position Information:** This section contains information including Start and End Date, Status, Supervisor name, and several radio buttons which offer workers special capacities.
 1. **CAPTA Maltreater Review Coordinator:** allows workers to receive maltreater ticklers at end of IA
 2. **Independent Living Coordinator:** if “Yes”, the worker receives IL Messages
 3. **Partnership Worker:** allows worker to create and view Partnership access reports
 4. **Medicaid Rep:** allows worker to approve and send MA requests to the State.
 5. **YASI/CaseWorks worker:** allows worker to sign into YASI from the Youth Justice pages.
- Note:** Partnership, Medicaid Rep, and YASI/CaseWorks security is maintained on the security request page.
- Note:** To add or change the worker's supervisor, click the [Search](#) hyperlink.

- **Worker Type:** This section displays if the worker is County, State, or Vendor.
- **Contact Information:** This section displays the Phone, Ext., Cell, Fax, and Email.

- **Location:** This section is used to document the Employing Entity, County/State, Site/Office, and Unit.
- **Worker Role:** This section is used to document information about the worker’s primary (more than 50%) job function. This information is used to decide if this worker is subjected to Wisconsin Administrative Code DCF 43.
 1. To insert a new row in the Worker Role section, click the Insert button. If there was a previous row already existing, enter an “End Date” to enable the Insert Button.
 - i. If a new role is being added the end date of the previous role should be yesterday’s date.
 2. If the Worker Role is either Case Worker or Supervisor and the Primary Function is CPS, the ‘DCF 43 Required’ checkbox will automatically be checked, and this worker will appear in the CM1801 – DCF 43 Worker Training Report.

If entering a new worker, the following message will appear upon saving the page. Clicking “Yes” to this message will create a security request to your Security Delegate. Clicking “No” to this message will not create a security request automatically. This security request page allows for the linking of WAMS and the assignment of Job Class including approval level, User Group, and other security levels. If “No” is selected, a security request will need to be manually created for the worker. Once saved, use the [Create](#) hyperlink to add the image of the signed eWiSACWIS User Agreement.

Confirmation

Creating a worker will automatically submit a security request to the Security Delegates of the associated county. Do you want to continue?

The User Agreement Image should be uploaded for any new or earlier roles a worker has/had. This will be stored in the system. The paper copy and/or electronic file used to load the image does not have to be stored once the image is uploaded. This record will be kept in the worker information page and should only be deleted if the wrong upload was saved. The Date of Document should be entered as the date the document was signed. Click the Browse button to find the file and add a comment if applicable. Click Save and Close to return the Maintain Worker Information page. Go to the [Worker Security](#) tab to access the security request.

User Agreement Image Print

Participant Details

Name: Cake, Caitlin C. (10173) Worker: Caitlin C. Cake

Image Details

Date of Document:

Category: Security

Type: User Agreement

File Name:

Comments:

Last Updated By:

Worker Security Tab

The Worker Security tab displays details related to the worker's security.

1. To access the created worker security request, click the date hyperlink with the date of the request.
2. To change worker security, click Create, and the Security Request will open.

Note: Do not click Create if a security request was created by clicking “Yes” when the worker was activated. This will create a duplicate “New” request.

The screenshot shows the eWiSACWIS interface for a worker's security settings. At the top, the logo 'eWiSACWIS' is on the left, and 'Print' and 'Help' icons are on the right. Below the header, the 'Worker' section displays the worker's name as 'Daisy, Doris (750120)', the county as 'Forest', and an empty 'Employee ID' field with a 'Search' button. Two tabs are visible: 'Basic' and 'Worker Security', with 'Worker Security' being the active tab. The 'Settings' section includes fields for 'Job Class' (with checkboxes for Medicaid Rep, IV-E Worker, and Adoption IV-E Worker), 'User Group', 'WAMS' (set to 'Not Linked'), 'Report Access' (with checkboxes for 'All County' and 'Authorizer'), 'Elig Reporting Region', and 'Elig Technical Assistant'. Below the settings is a 'Security Requests' table with the following data:

Opened	County	Initial Request	Request Status
06/29/2020	Forest	Cake, Caitlin -- Activated worker record	With Delegate

A 'Create' button is located at the bottom right of the interface, highlighted with a red box.

3. On the Security Request page, choose the Request Type. If the worker is already linked to WAMS, the Security Request page will default to “Change”. If newly activated on the Basic tab, it will default to “New”. If newly inactivated on the Basic tab, it will default to “Delete”.

Note: Inactivating on the Basic tab will automatically create a “Delete” request that must be approved to remove the link to WAMS.

Security Request Print Help

Security Request

Request ID: By: [Cake, Caitlin C. \(10173\)](#) Menominee Pending Submission

Processing

Request Type: New Change Delete Delegate:

Worker record(s) to adjust: Liaison:

[Daisy, Dottie](#) [Remove](#) CC to supervisor(s):
[Cake, Caitlin C.](#)

Notes/History:

(Secure comments:)

Requested Changes

Options:

4. Under the Requested Changes section, options exist to view a worker’s current security settings or change a worker’s security.

Requested Changes

	Requested Settings Clear	Current Settings	
	Send WAMS Registration email		Compared Worker Search
WAMS:		Daisy, Dottie DDottie@County.org	
Security Delegate:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change	Yes	
eWRpt. Authorizer:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Change	Yes	

5. When changing security settings under the Requested Settings column, differences between the change and the Current Settings are highlighted in yellow.

Job Class			
Job Class	SW - Juvenile Justice	Resource Unit 1 Supervisor	SW - Juvenile Justice
Approval level:	1	3	1
Can Assign:	No	Yes	No
Reporting Group:	Ongoing Case Manager	Intake Supervisor	Ongoing Case Manager
All expando:	No	Yes	No
Medicaid Rep:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
Partnership Worker:	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> No Change	No	No
YASI/CaseWorks Worker:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> No Change	No	Yes

Options: [dropdown] [Go] [Save] [Close]

3. To match worker security to another worker, complete a worker search by clicking the [Search](#) hyperlink under the Compared Worker column.

Note: On the Worker Security Search page, the Status option allows for search by ‘active’ and ‘inactive’ workers.

6. If a worker is chosen for comparison, they will appear on the Security Request page, in the Requested Changes section, in a column called, “Compared Worker”. In the Current Settings and Compared Worker columns, yellow highlights show differences between requests in the Requested Settings column.

Note: To update all Requested Settings to the same security as the Compared Worker, click the [Match](#) hyperlink under the Compared Worker column. Verify all selections are appropriate for the new worker. YASI/CaseWorks security should only be granted to workers who have been trained.

7. Any page changes saved will appear in the Processing section. The Processing section shows a history of saved changes and narratives. Narrative can be entered at any time prior to approval, and can be used for communication between the supervisor, security delegate, and state security liaison.

Options: Approving or Canceling or Sending a Security Request

To approve or cancel the security request using the Options dropdown, there are 3 options:

- **Approve:** When Approve is selected, the system will decide if there are any requested security changes that require a State Liaison approval. If the requested security does not require a State Liaison’s approval, the request will automatically be approved when Approve is selected. At that time of approval, the page will freeze, and any further changes will require a new security request.

- **Cancel:** Choosing to Cancel the request will freeze the request as not approved. The request will continue to be viewable for future reference.
- **Send to State Security Liaison:** Choosing to Send to State Security Liaison will automatically send the security request to the State Liaison.

[Compare user groups](#)

Options: Go

Actions

Approve

Cancel

Send to State Security Liaison

Save Close

Note: Click Save without using Options to save narratives without approving or canceling. This will save the changes without acting on the request.

Checking the Security Request Status

The Request Status column found on the Worker Security tab of the Maintain Worker Information page gives the current status of each security request. This is an efficient way for a Security Delegate to see all security requests for a worker.

Maintain Worker Information - Internet Explorer

eWiSACWIS Print Help

Worker

Name: [Abby, Andy \(9224770\)](#) County: Milwaukee Employee ID: [Search](#)

[Basic](#) **Worker Security**

Settings

Job Class: Administrative Assistant User Group: WAMS: Not Linked

Medicaid Rep IV-E Worker Adoption IV-E Worker Report Access: All County Authorizer

Elig Reporting Region: Elig Technical Assistant:

Security Requests

Opened	County	Initial Request	Request Status
06/29/2020	Milwaukee	Cake, Caitlin --	Pending Submission
06/12/2015	Milwaukee	Cake, Caitlin -- Fields changed: User group	With State Liaison

Create

Save Close