

eWiSACWIS User Agreement

A user agreement is an acknowledgement of reading and understanding the eWiSACWIS Agency Agreement and the Department of Children and Families "Access to eWiSACWIS and Information Contained in eWiSACWIS" Policy. By signing the eWiSACWIS User Agreement a worker acknowledges that they must have a valid, work-related reason to access or review any record or part of a record within eWiSACWIS.

Note: Additional security is required to access the pages to upload the eWiSACWIS User Agreement.

Supervisors accessing Maintain Worker Information Page

The screenshot shows the eWiSACWIS interface. At the top, there is a navigation bar with the eWiSACWIS logo and several menu items: Actions, Financial, Help, Refresh, and Search. Below this is a secondary navigation bar with tabs for Home, Cases (538), Providers (225), Workers (74), Approvals (1424), Access Reports (124), and ICPC Referrals (11). The Workers (74) tab is highlighted with a red box. Below the navigation is the 'Workers' section. It includes a 'View by:' section with radio buttons for 'Case' and 'Participant', and a 'Filter by:' section with checkboxes for 'Date restricted' and 'Not approved/cancelled'. There is also a dropdown menu for 'Assigned workers: 74' set to 'All My Workers' and a 'Multiselect' checkbox. Below these are three worker entries, each with a 'Maintain Worker Information' link highlighted in a red box. The first worker is Abby, Alice N. (700040), an Administrative Assistant in Milwaukee - Milwaukee - OHC-Adoptions. The second is Abby, Amy (9221780), an Inactive worker in Jefferson - Jefferson - Jefferson. The third is Abby, Andy Ann (9224770), an Administrative Assistant in Milwaukee - DMCPs-Admin.

1. On the Workers tab on the Desktop, click the [Maintain Worker Information](#) hyperlink to open the Maintain Worker Information page in edit mode.
2. To search for a worker that is not on the Workers tab, select Management from the Actions menu.
 - a. Select Worker to launch the Maintain Worker Information page.
 - i. Click the [Search](#) hyperlink to open the Person Search page.
 - ii. Enter at least a Last Name or Person ID and click the Search button.
 - b. If this is a new worker, click the Create button to create a Person Management record. See the Person Management user guide for additional information on how to create a person record.
 - i. Select the radio button for the correct worker and click the Continue button to open the Maintain Worker Information page in edit mode.
3. On the Maintain Worker Information page, click the Create hyperlink to open the Imaging page.

eWiSACWIS Actions ▾ Financial ▾ Help ▾ Refresh

Home Cases (53) Workers (74) Approvals (1424)

Workers

View by:

Case

Participant

In Home Out of Home Inactive

Abby, Alice N. (700040)
 Worker:
 Administrative Assistant
 Milwaukee - Milwaukee - OHC-Adoptions
 Workers: 0, Cases: 11, Providers: 0

Abby, Amy (9221780)
 Worker:
 Inactive
 Jefferson - Jefferson - Jefferson
 Workers: 0, Cases: 20, Providers: 10

Abby, Andy Ann (9224770)
 Worker:

- AA/SG Eligibility Notices and Decisions
- AFCARS
- Appeal
- Checklist Template
- CIA Confirmation Report
- Eligibility
- Geographic Placement Resource
- ICWA Record
- Imaging Search
- Independent Living
- Information and Referral
- Juvenile Justice CCAP
- Kinship Eligibility Notices
- Maintain Automated Message
- Maintain Secure Detention Registry
- Maintain DRAI
- Management
- Merge/Delete
- Placement Correction
- Program Assignment
- Recruitment Event

- Approval Management
- Approval Messages
- Assignment Management
- Initial Assessment Assignments
- Tickler Management

Contact information: **Worker**

eWiSACWIS Print Help

Worker

Name: County: Employee ID: **Search**

Basic Worker Security

Current Position Information

Start Date: 00/00/0000 End Date: 00/00/0000 CAPTA Maltreatment Review Coordinator? Yes No

Status: Independent Living Coordinator? Yes No

Supervisor: Partnership Worker Medicaid Rep YASI/CaseWorks Worker

Worker Type

County

State

Vendor

Maintain Worker Information - Internet Explorer Print Help

Person Search

Search Criteria

Last Name: Abby First Name: Alice Person ID:

SSN: DOB: 00/00/0000 Gender:

Street: City: ZIP Code:

Incl. AKA Search Precision: Low Med High Sort By: Alpha

Record 1 to 2 of 2

Persons Returned

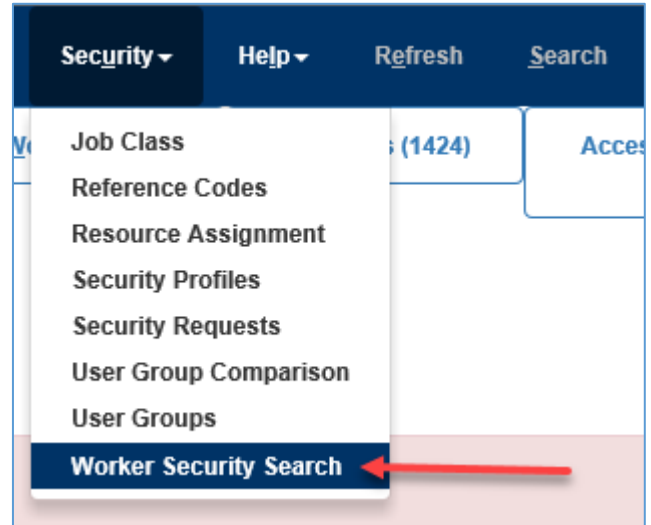
[Abby, Alice N. \(700040\)](#) 456 session 456, Baraboo Female 01/01/1998 Other

[Abby, Allie \(9226879\)](#) C/O: leave next door, 789 Venice, Apt.#34, Blvd, Amherst Junction Female 05/05/2018

Create **Continue** Close

Security Delegates accessing Maintain Worker Information page

1. From the Security menu on the Desktop, select Worker Security Search.
 - a. Enter at least the Last Name of the worker and click the Search button.
 - a. In the Search results section, click on the name hyperlink of the worker to open the Maintain Worker Information page in edit mode.

A screenshot of the eWiSACWIS search interface. The page has a dark blue header with the logo 'eWiSACWIS' and navigation links for 'Print' and 'Help'. Below the header is a 'Search Criteria' section with various input fields: County, Site, Assigned To, First Name (Alice), Last (Abby), User Group, Email, Filter, Profile, Worker ID, Job Class, Resource, Supvr ID, Status, WAMS, and Action. Below the search criteria is a checkbox for 'Select all workers who meet the search criteria' and 'Clear' and 'Search' buttons. The 'Search Results (1)' section shows a single result for 'Abby Alice (700040)' with the status 'Active'. Below the result is a checkbox and the text 'Administrative Assistant Milwaukee - OHC-Adoptions, Milwaukee (CONTRACT VENDOR) Caitlin Cake'. At the bottom, there is an 'Options' dropdown, a 'Go' button, and 'Continue' and 'Close' buttons.

Maintain Worker Information page

1. To upload a signed user agreement for a worker's role, click the [Create](#) hyperlink. If a worker changes a role during their employment, the same user agreement can be use if appropriate. That agreement should be uploaded to the new role, so each role has an up to date agreement associated with it.

Note: Agreements should not be deleted unless they are being replaced with a correct document. The agreements should remain in the system and may be subject to future auditing.

Maintain Worker Information - Internet Explorer

eWiSACWIS Print Help

Worker

Name: [Abby, Alice N. \(700040\)](#) County: Milwaukee Employee ID:

Basic [Worker Security](#)

Current Position Information **Worker Type**

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

Status: Independent Living Coordinator? Yes No

Supervisor: Caitlin C Cake 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 Aide"/>	<input type="text" value="JJ"/>	<input type="text" value="03/09/2009"/>	<input type="text" value="03/09/2009"/>	<input type="checkbox"/>	<input type="button" value="Create"/>
<input type="text" value="Clerical"/>	<input type="text" value="NA"/>	<input type="text" value="03/09/2009"/>	<input type="text" value="03/09/2009"/>	<input type="checkbox"/>	<input type="button" value="Create"/>

2. On the User Agreement Image page the Name: and Worker: will pre-fill in the Participant Details section.
3. In the Image Details section, enter the required Date of Document:
 - a. This can not be a future date.
4. The Category: and Type: fields will be pre-filled.
5. To upload a document for the File Name: fields, click the Browse button.
6. Enter comments in the Comment: field as appropriate.
7. The Last Updated By: field will update when the page is saved.

User Agreement Image Print

Participant Details

Name: Abby, Alice N. (700040) Worker: Caitlin C. Cake

Image Details

Date of Document:

Category: Security

Type: User Agreement

File Name: useragreement.pdf [View](#)

Comments:

Last Updated By: Caitlin C. Cake

8. Click the Save button to save the image. Clicking close after any modifications will launch a pop up confirming “Save changes before closing page?”. Click Yes to Save, No to exit without saving, and Cancel to return.
9. Once an image has been saved the [Edit](#) hyperlink will display in the User Agreement column of the Maintain Worker Information page.

Worker Role						
Type:	Primary Function:	Start Date:	End Date:	DCF 43 Required	User Agreement	
Case Aide	JJ	03/09/2009	03/09/2009	<input type="checkbox"/>	Create	
Clerical	NA	03/09/2009	03/09/2009	<input type="checkbox"/>	Edit	

10. Click the [Edit](#) hyperlink to view the User Agreement Image page.
 - a. Click the [View](#) hyperlink at the end of the file name to view the uploaded image.
 - b. Click the [Delete](#) button to delete the image.
 - i. A Confirmation message will display. “You are about to delete this imaging record. Are you sure you want to continue?”
 1. Click Yes to delete the image.
 2. Click No to return to the User Agreement Image page.

Note: Agreements should not be deleted unless the wrong document was uploaded. The agreements should remain in the system and may be subject to future auditing even after a workers end of employment.

File Name: useragreement.pdf [View](#)

Comments:

Last Updated Caitlin C. Cake
By:

User Agreement can only be viewed from this page by those with the security to upload the document. The document will remain on the worker record for each role that is added. Past roles can be updated with a user agreement at any time.

Resources

[eWiSACWIS Access](#)
[Maintain Worker Record](#)