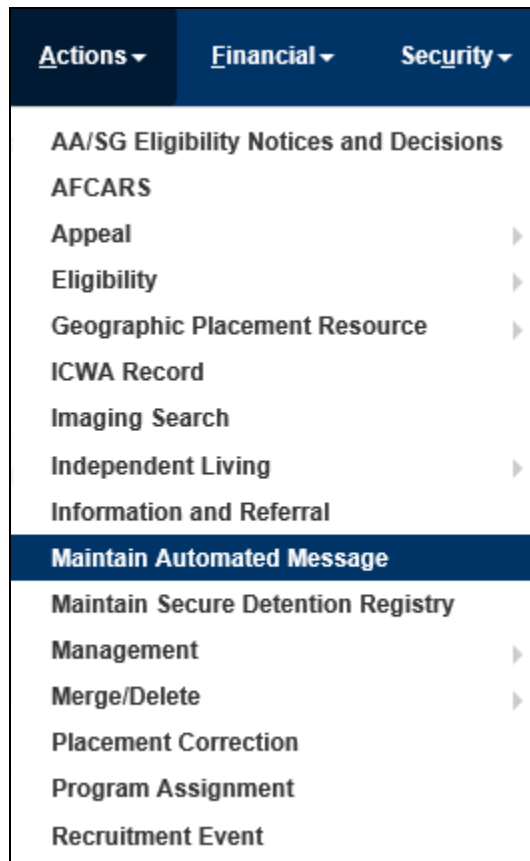


Automated Message Distribution

Note: In order to modify the distribution for automated messages, special security is needed.

The Maintain Automated Messages functionality provides a way to modify the e-mail distribution for a select group of e-mail messages. Workers with the appropriate security can use this functionality to view and/or update the distribution for an e-mail message.

1. Click on the Actions menu and select the Maintain Automated Message item. This will open the Maintain Automated Message page.



2. The Maintain Automated Message page lists all current messages generated in eWiSACWIS that are available for modification. Click the [Edit Distribution](#) hyperlink to open the Automated Message Distribution page.

Automated Message	Distribution List
Adoption Finalized - In State	Edit Distribution
Adoption Finalized - Out of State	Edit Distribution
Adoption Funding Determination voided	Edit Distribution
Adoptive Child Discharged from Out of Home Care	Edit Distribution
Adoptive Child Entering Out of Home Care	Edit Distribution
Assessment found for Provider (Provider ID)	Edit Distribution
Change in Rate on Interim Care Placement	Edit Distribution
Check Disposition	Edit Distribution
Child Description for Adoption Recruitment Reviewed	Edit Distribution
Child Turning 19 - Kinship Care Placement/Service Must End	Edit Distribution
Child's assessed level of need exceeds provider's level of care	Edit Distribution
Closed Case - Screen Out	Edit Distribution
County Placement with State-paid service has been created	Edit Distribution

Maintain Automated Messages

Emergency CPS Report Alert	Edit Distribution
Extraordinary Payment - Cost Item Expired	Edit Distribution
Extraordinary Payment Approved	Edit Distribution
Extraordinary Payment Request Approved	Edit Distribution
Foster Care Rate Ended	Edit Distribution
Foster Care Rate Ended - (Future End-Dated FCR)	Edit Distribution
Foster Care licensing decision has been sent for approval	Edit Distribution
ICPC Record - ICPC 100B Approval Needed	Edit Distribution
ICPC Record - ICPC 100B Approved, Initiate Supervision	Edit Distribution
ICPC Record - ICPC 100B Approved, Supervision Requested	Edit Distribution
ICPC Record - ICPC 100B Closure Approval Needed	Edit Distribution
ICPC Record - ICPC Decision Needed	Edit Distribution
ICPC Record - ICPC Home Study and Placement Decision Complete	Edit Distribution
ICPC Record - ICPC Placement Closure Approved	Edit Distribution
ICPC Record - ICPC Placement Decision Complete	Edit Distribution

Maintain Automated Messages

[ICPC Record - ICPC Record Closure Approved](#) [Edit Distribution](#)

[ICPC Record - ICPC Supervision Report](#) [Edit Distribution](#)

[ICPC Record - ICPC Supervision Report Approval Needed](#) [Edit Distribution](#)

[IL Change in County/Agency Responsibility](#) [Edit Distribution](#)

[IL DCF Scholarship](#) [Edit Distribution](#)

[IL Homeless Outreach](#) [Edit Distribution](#)

[IL Room and Board - Verify Total](#) [Edit Distribution](#)

[IL Service - Open for a Year](#) [Edit Distribution](#)

[IL Service Ended - Youth Turned 18](#) [Edit Distribution](#)

[IL Service Ended - Youth Turned 21](#) [Edit Distribution](#)

[IL Service Ended - Youth Turned 23](#) [Edit Distribution](#)

[Imaging](#) [Edit Distribution](#)

[Independent Investigation](#) [Edit Distribution](#)

[Kinship Care applicant may no longer be eligible](#) [Edit Distribution](#)

[Kinship placement may no longer be safe](#) [Edit Distribution](#)

Maintain Automated Messages

Medicaid Enrollment - Out-of-State	Edit Distribution
Missing Foster Care Rate	Edit Distribution
New Adoption Case with Medicaid	Edit Distribution
New Placement	Edit Distribution
New YJ Referral Received	Edit Distribution
Newly Approved CANS	Edit Distribution
Newly Approved Foster Care Rate	Edit Distribution
Open Case - Screen In	Edit Distribution
Open Case - Screen Out	Edit Distribution
Open SDR record and a user creates a new record for the same eWiSACWIS youth	Edit Distribution
Open SDR record, long-term hold indicated, reminder to review	Edit Distribution
Open SDR record, long-term hold not indicated, reminder to review	Edit Distribution
Out of Home Placement Created	Edit Distribution
Out of State Placement	Edit Distribution
Out of State Placement Ending	Edit Distribution
Outstanding CANS Ticker	Edit Distribution

Maintain Automated Messages

Parent Agency Update	Edit Distribution
Payment/Overpayment Will Not Be Created	Edit Distribution
Placement Correction	Edit Distribution
Placement Ending	Edit Distribution
Private Provider CPS Report Received	Edit Distribution
Private Provider License Closed	Edit Distribution
Private Provider License Issued	Edit Distribution
Private Provider License Placed on Hold	Edit Distribution
Private Provider License Reactivated	Edit Distribution
Private Provider License Revoked	Edit Distribution
Private Provider Name Change	Edit Distribution
Private Provider SIR Received	Edit Distribution
Provider - Access Report	Edit Distribution
Provider License Placed on Hold	Edit Distribution
Provider License Reactivated	Edit Distribution

Maintain Automated Messages

Relative Caregiver Licensing Decision form needs to be completed	Edit Distribution
Report to NCMEC	Edit Distribution
Review Requested: Child Description for Adoption Recruitment	Edit Distribution
SG Funding Determination Change	Edit Distribution
SG Funding Determination Created	Edit Distribution
SG Funding Determination Referred	Edit Distribution
Secure Detention Registry Review Request	Edit Distribution
Security Access Granted	Edit Distribution
Security Access Removed	Edit Distribution
Security Changed	Edit Distribution
Security Request Moved	Edit Distribution
Service Ending	Edit Distribution
State of Wisconsin (WAMS) login account	Edit Distribution
Supervised Independent Living Rate Pending Approval	Edit Distribution
WAMS Registration	Edit Distribution
Youth Justice - Youth Turning 17 Notification	Edit Distribution

Close

- The Automated Message Distribution page allows you to update the distribution method of e-mails for your county. The Automated Message Description displays information about the e-mail. Some automated messages allow the messages to be distributed by sites within your county. If you are a site-based county and it is one of the select messages, you will see the following page. To edit the distribution for a particular site, click the [Edit](#) hyperlink next to the appropriate site.

Automated Message Distribution
Resource Print Help

County

County: Milwaukee ▼

Automated Message Description

Placement Ending: This message is created when a placement ending is fully approved and the value in the End Reason field is any reason except TPR.

Details

Site	Distribution	Additional Person(s)
ERO-Bethany CS	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker	Edit
ERO-DCFS-Fond Du Lac	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker	Edit
ERO-DCFS-Green Bay	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker	Edit
ERO-LSS	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker	Edit
Milwaukee - OHC-Adoptions	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker	Edit
Milwaukee-Adoptions	All Assigned Workers, Job Class with Assignment, Primary Assigned Worker	Edit

Close

If you are not a site-based county or this is not one of the select messages, you will see the following page. **Note:** if you are a site-based county and it is one of the select messages, the County group box will display “County” and “Site.”

The screenshot shows a web application interface for maintaining automated message distribution. The title bar reads "Maintain Automated Message Distribution" and includes "Resource", "Print", and "Help" icons. The interface is divided into several sections:

- County:** A dropdown menu currently set to "Ozaukee".
- Automated Message Description:** A text box containing the text: "Placement Ending: This message is created when a placement ending is fully approved and the value in the End Reason field is any reason except TPR."
- Distribution:** A section with a note: "NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once." Below the note is a table of distribution types:

All Assigned Workers	Delete
Primary Assigned Worker	Delete



An "Insert" button is located at the bottom right of this section. Below the table is a link "Distribution Types" with a right-pointing arrow.
- Additional Person(s):** A section with a "Workers" link and a right-pointing arrow. An "Insert" button is located at the bottom right of this section.

At the bottom right of the entire form are "Save" and "Close" buttons.


4. Distribution indicates the type of workers that should receive an e-mail message. Distribution methods can be by job class, assignment, or individual worker. For messages that cannot be distributed to workers by type, a message will display, indicating that the distribution needs to be defined through the Additional Person(s) group box. Otherwise, multiple distribution types can be created for an e-mail message by inserting new rows on the page as needed. Subsequently distribution types can be deleted from this page. Clicking the Distribution Types expando will display information about each distribution type.
5. Click Insert to add a new distribution type.

6. Click the drop-down to select the distribution type to add to the e-mail message.

Note: Distribution types that are associated with job class will automatically activate the Select hyperlink on the page when selected which workers can click to allow for distribution set up by job class. Click the Select hyperlink. This will open the Automated Message Job Class page.

Maintain Automated Message Distribution Resource  Print  Help

County




County:
Ozaukee 

Automated Message Description


Placement Ending: This message is created when a placement ending is fully approved and the value in the End Reason field is any reason except TPR.

Distribution


NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once.

All Assigned Workers 	Delete
Primary Assigned Worker 	Delete
Job Class with Assignment 	Select Delete

[Insert](#)




 Distribution Types

Additional Person(s)

Workers 

[Save](#) [Close](#)

On the Automated Message Job Class page, check the checkbox for each job class to be added to the e-mail message distribution. Any worker with the selected job class or job classes will receive the e-mail message. Click Continue.

Automated Message Job Class Resource  Print  Help 

Job Class

Check All That Apply

<input type="checkbox"/>	CPS Lead Worker
<input type="checkbox"/>	Case Worker
<input type="checkbox"/>	FC Coordinator
<input type="checkbox"/>	Inactive
<input type="checkbox"/>	Manager
<input type="checkbox"/>	Supervisor

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

The selected job class or job classes now display with the new distribution type.

Note: Distribution types for e-mail message can also be removed by selecting the Delete hyperlink for the specific distribution type.

The screenshot shows a web application interface for maintaining automated message distributions. The title bar reads "Maintain Automated Message Distribution" and includes links for "Resource", "Print", and "Help".



- County:** A dropdown menu is set to "Ozaukee".
- Automated Message Description:** A text box contains the description: "Placement Ending: This message is created when a placement ending is fully approved and the value in the End Reason field is any reason except TPR."
- Distribution:** A section with a note: "NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once." Below the note is a table of distribution types:

All Assigned Workers		Delete
Primary Assigned Worker		Delete
Job Class with Assignment	CPS Lead Worker, Manager	Select Delete
- Additional Person(s):** A section with a "Workers" dropdown menu and an "Insert" button.

At the bottom right, there are "Save" and "Close" buttons.

7. In addition to the pre-defined distribution types, the e-mail message distribution can also be set-up to include individual workers, regardless of job class or assignment to a case/provider. Scroll down to the Additional Person(s) group box.
8. Click Insert to search out and add specific individual workers. This will open the Worker Search page.
9. Enter the name of the worker needed and click Search.

10. Select the radio button for the worker needed and click Continue.

Worker Search Print  Help 

Search Criteria



Last Name: First Name: Worker ID:

Employee ID: County: Site #:

Search Precision: Low Med High Sort By:

Record 1 to 2 of 2

Workers Returned

-  DefaultCnvWorker, OzaukeeCounty (1045) Inactive
Manager Ozaukee - Port Washington , Ozaukee COUNTY Kimberly Quam
Cases:0, Providers:0
-  DefaultWorker, Ozaukee (45) Inactive
Supervisor Ozaukee - Port Washington , Ozaukee COUNTY Kimberly Quam
Cases:0, Providers:0

11. The worker selected now displays in the Additional Person(s) group box.

Note: Individual workers for e-mail message can also be removed by selecting the Delete hyperlink for the specific worker.

Maintain Automated Message Distribution Resource Print Help

Distribution

NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once.

All Assigned Workers [Delete](#)

Primary Assigned Worker [Delete](#)

Job Class with or without Assignment [Select](#) [Delete](#)

[Insert](#)

[Distribution Types](#)

Additional Person(s)

Workers

Worker Name	Job Class	County
Ozaukee DefaultWorker	Supervisor	Ozaukee Delete

[Insert](#)

[Save](#) [Close](#)

12. Click Save and then Close to return to the Maintain Automated Message page. The e-mail message distribution has now been modified to include the additional distribution type, as well as an individual worker.