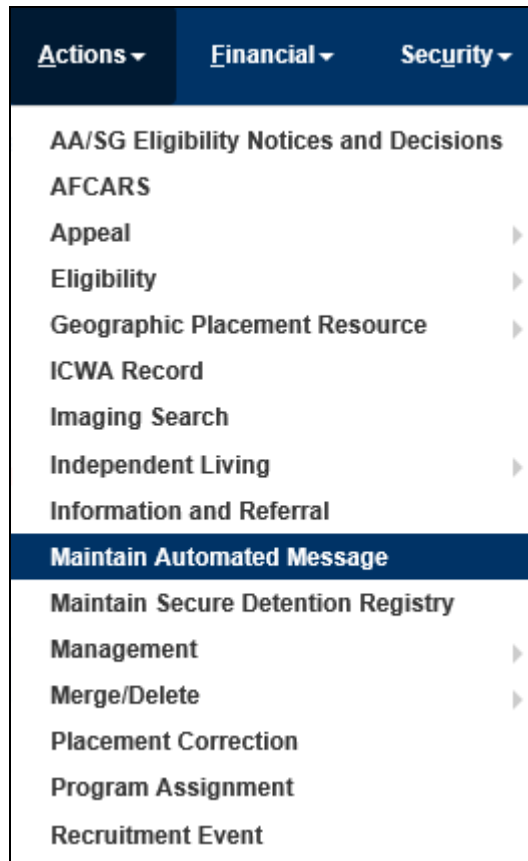


Automated Message Distribution

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.

eWiSACWIS

Print 

Maintain Automated Messages

| Automated Message | Distribution List |
|--|-----------------------------------|
| 90-Day Summary Report for Serious Incident | Edit Distribution |
| ACTION REQUIRED: Update Information in SYNC | Edit Distribution |
| 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 ID) | Edit Distribution |
| Background Checks Needed after Provisional Approval | Edit Distribution |
| Change in Rate on Interim Care Placement | Edit Distribution |
| Check Disposition | Edit Distribution |
| Child Description for Adoption Recruitment Reviewed | Edit Distribution |
| Child Entered Out of Home Care | Edit Distribution |
| Child Turning 19 - Kinship Care Placement/Service Must End | Edit Distribution |
| Closed Case - Screen Out | Edit Distribution |

Close

Maintain Automated Messages

| | |
|---|-----------------------------------|
| County Placement with State-paid service has been created | Edit Distribution |
| Emergency Protective Services Alert | Edit Distribution |
| Extraordinary Payment - Cost Item Expired | Edit Distribution |
| Extraordinary Payment Approved | Edit Distribution |
| Extraordinary Payment Request Approved | Edit Distribution |
| Foster Care License Has Been Issued | Edit Distribution |
| Foster Care Placement Cannot Be Created | 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 |
| Homeless Outreach | 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 |
| ICPC Record - ICPC Record Closure Approved | Edit Distribution |
| ICPC Record - ICPC Supervision Report | Edit Distribution |
| ICPC Record - ICPC Supervision Report Approval Needed | Edit Distribution |

[Close](#)

Maintain Automated Messages

| | |
|--|-----------------------------------|
| Out of Home Placement Created | Edit Distribution |
| Out of State Placement | Edit Distribution |
| Out of State Placement Ending | Edit Distribution |
| Outstanding CANS Tickler | Edit Distribution |
| 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 |
| QRTP Certification | Edit Distribution |
| QRTP Certification Ended | Edit Distribution |
| Relative Caregiver Licensing Decision form needs to be completed | Edit Distribution |

[Close](#)

Maintain Automated Messages

| | |
|--|-----------------------------------|
| Kinship Care - The Kinship Care Type was changed for provider | Edit Distribution |
| Kinship Care applicant may no longer be eligible | Edit Distribution |
| Kinship placement may no longer be safe | Edit Distribution |
| Licensing Agency Exception Needed | Edit Distribution |
| Medicaid Enrollment - Out-of-State | Edit Distribution |
| Medicaid Enrollment Cancelled - Out-of-State (SG) | 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 |
| Notification of License Made in Error | Edit Distribution |
| Notification of a Completed Detention Risk Assessment Instrument (DRAI) | Edit Distribution |
| Notification of a Health Alert Referral | Edit Distribution |
| Notification that an OHC Placement Referral has been shared | Edit Distribution |
| Notification that an OHC Placement Referral has been withdrawn | 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 |

[Close](#)

Maintain Automated Messages

| | |
|---|-----------------------------------|
| IL Change in County/Agency Responsibility | Edit Distribution |
| IL DCF Scholarship | 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 23 | Edit Distribution |
| Imaging | Edit Distribution |
| In Home Service Ending | Edit Distribution |
| Independent Investigation | Edit Distribution |
| Kinship Care - Court-Ordered Kinship Placement Cannot Be Created | Edit Distribution |
| Kinship Care - Date Application Provided to Family Has Changed | Edit Distribution |
| Kinship Care - Designated county does not match CO eligibility county | Edit Distribution |
| Kinship Care - Licensing activity has been created | Edit Distribution |
| Kinship Care - Notification of Court-Ordered Kinship Care Application Made in Error | Edit Distribution |
| Kinship Care - Notification of Kinship Care Application Results | Edit Distribution |
| Kinship Care - Notification of Kinship Care Application Results - Providers | Edit Distribution |
| Kinship Care - Notification of Kinship Care Eligibility Redetermination | Edit Distribution |
| Kinship Care - Notification of Kinship Care Eligibility Redetermination - Providers | Edit Distribution |
| Kinship Care - Notification of Long-Term Kinship Care Application Results | Edit Distribution |
| Kinship Care - Notification of Voluntary Kinship Care Application Results | Edit Distribution |
| Kinship Care - Start Application Activity for Foster Care Licensing | Edit Distribution |
| Kinship Care - The Kinship Care Type was changed for provider | Edit Distribution |

[Close](#)

Maintain Automated Messages

| | |
|---|-----------------------------------|
| QRTP Certification | Edit Distribution |
| QRTP Certification Ended | Edit Distribution |
| 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 |
| SYNC - Status Change on Referral | 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 |
| State of Wisconsin (WAMS) login account | Edit Distribution |
| Supervised Independent Living Rate Pending Approval | Edit Distribution |
| To improve collaboration and compliance between Tribes and Counties | Edit Distribution |
| To improve collaboration and compliance between Tribes and Counties for Initial Assessments | Edit Distribution |
| Update the Provisional Approval | Edit Distribution |
| WAMS Registration | Edit Distribution |
| Youth Justice - Youth Turning 17 Notification | Edit Distribution |

[Close](#)

3. 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.”

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

Insert

Distribution Types

Additional Person(s)

Workers

Insert

Save

Close

- 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.
- 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

ResourcePrintHelp

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 WorkersDelete

Primary Assigned WorkerDelete

Job Class with AssignmentSelectDelete

Insert

Distribution Types




Additional Person(s)

Workers

SaveClose

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

☐

CPS Lead Worker

☐

Case Worker

☐

FC Coordinator

☐

Inactive

☐

Manager

☐

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.

Maintain Automated Message DistributionResourcePrintHelp

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 WorkersDelete

Primary Assigned WorkerDelete

Job Class with AssignmentCPS Lead Worker, ManagerSelectDelete

Distribution Types

Insert

Additional Person(s)

Workers

SaveClose

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 SearchPrintHelp

Search Criteria

Last Name: Default*

First Name:

Worker ID:

Employee ID:

County: Ozaukee

Site #:

Search Precision:

Low Med High

Sort By: Alpha

Search

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

ContinueClose

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.