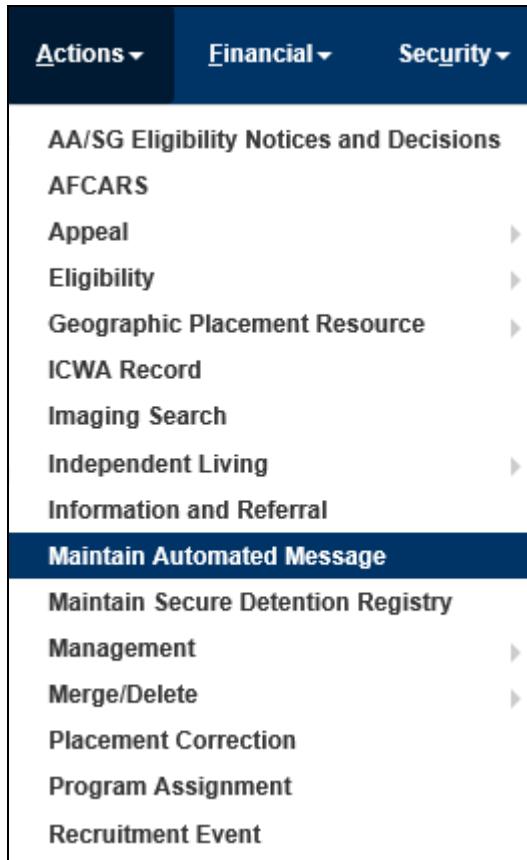


Automated Message Distribution

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.

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

 [Distribution Types](#) 

Additional Person(s)

Workers 



Save **Close**

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.

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			
Primary Assigned Worker			
Job Class with Assignment	CPS Lead Worker, Manager		

 Distribution Types

Additional Person(s)

Workers 

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: <input type="text" value="Default*"/>	First Name: <input type="text"/>	Worker ID: <input type="text"/>
Employee ID: <input type="text"/>	County: Ozaukee 	Site #: 

Search Precision:  Sort By: Alpha 

Record 1 to 2 of 2

Workers Returned

<input type="radio"/>  DefaultCnvWorker, OzaukeeCounty (1045) Inactive Manager Ozaukee - Port Washington , Ozaukee COUNTY Kimberly Quam Cases:0, Providers:0
<input type="radio"/>  DefaultWorker, Ozaukee (45) Inactive Supervisor Ozaukee - Port Washington , Ozaukee COUNTY Kimberly Quam Cases:0, Providers:0

Buttons: Continue  Close 

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	
Primary Assigned Worker	
Job Class with or without Assignment	

Distribution Types

Additional Person(s)

Workers

Worker Name	Job Class	County
Ozaukee DefaultWorker	Supervisor	Ozaukee

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.