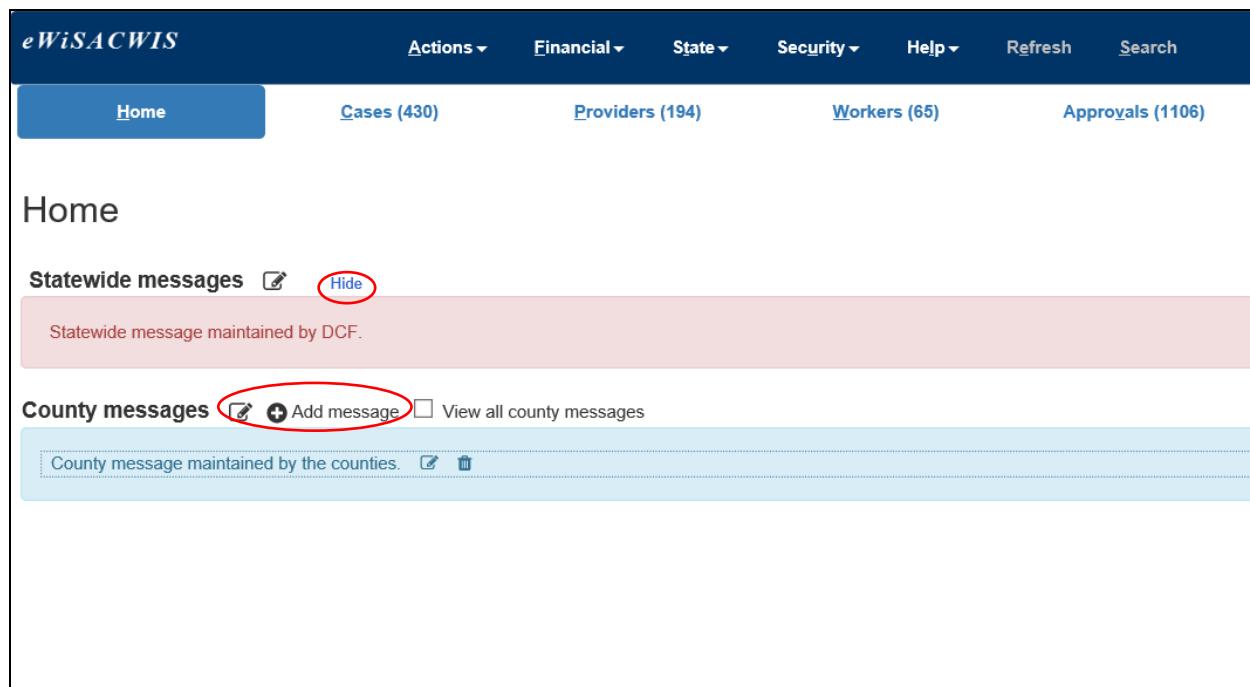


# Desktop

The eWiSACWIS desktop displays the cases, providers and associated pieces of work that are assigned to that specific user. There are several menus and tabs which help organize the work into digestible sizes. Tabs and menus only display information that the user has the eWiSACWIS security for.

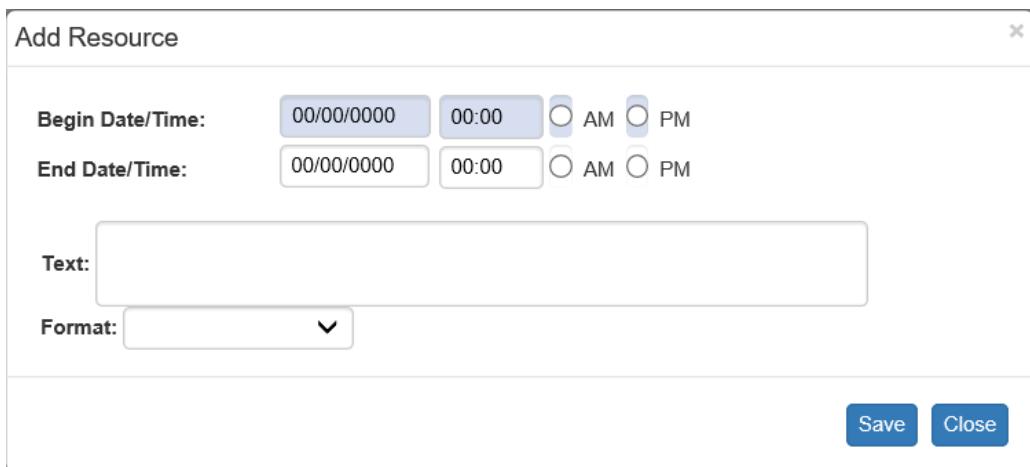
## Home Tab

The Home Tab tab is the first tab of the eWiSACWIS desktop. The first section of the Home tab has Statewide and County Messages. The Statewide messages are set by State staff and are not editable. The County messages are set by County staff that have the security to add such messages. Messages are used to provide valuable information to users. This section can be hidden by selecting the 'Hide' hyperlink.



The screenshot shows the eWiSACWIS desktop interface. The top navigation bar includes links for Actions, Financial, State, Security, Help, Refresh, and Search. Below the navigation bar, there are five tabs: Home (selected), Cases (430), Providers (194), Workers (65), and Approvals (1106). The main content area is titled 'Home'. It contains two sections: 'Statewide messages' and 'County messages'. The 'Statewide messages' section has a 'Hide' link, which is circled in red. The 'County messages' section has an 'Add message' link, which is also circled in red. Below these sections, there are buttons for 'View all county messages' and 'County message maintained by the counties'.

For County staff with the security to add/edit messages, a new message can be added by first clicking on the edit icon  then clicking on 'Add message.' The 'Add Resource' window will pop up. A begin date, begin time, and text must be entered in order to save the message. Messages can be editing by clicking on the edit icon  or deleted by clicking on the trash can icon .



The screenshot shows the 'Add Resource' window. It has fields for 'Begin Date/Time' and 'End Date/Time', each with a date input, a time input, and AM/PM radio buttons. Below these is a 'Text' input field and a 'Format' dropdown menu. At the bottom are 'Save' and 'Close' buttons.

The 'Recent work' section displays up to 16 pieces of the most recent Access, Assessment, or YJ work initiated or saved by the user within the last 30 days. There is a 'Filter By' checkbox which will hide any approved/finalized work so that only the pending Access or Assessment work will display in the 'Recent work' carousel. This section can also be hidden by selecting the 'Hide' hyperlink. This is a preference that will stay when the user logs out and logs back in.

Recent work [Hide](#)

Filter by:  Hide approved/finalized work

Services Report  
Case: N/A  
Participant: N/A

CPS Report  
Case: Doe, Baby (9221932)  
Participant: Doe, Jane

CPS Report  
Case: N/A  
Participant: N/A

CPS Report  
Case: N/A  
Participant: Training, Supervisor

Upcoming and overdue tasks

Page view: A  
 Task list  Calendar  
 Next 10 days  
 My workers  
 All State workers

County view: B  
 My workers  
 All State workers

Worker view: C  
 Jacquette, Jennifer  
 Include

Escalated: D  
 Create task  
 Tickler management  
 Worker statistics

Search H

In the 'Upcoming and overdue tasks' section there are many filters:

- A:** Can be viewed either by Task List (next 10 days, next 6 months, next year) or by Calendar.
- B:** Under the 'County view' users can view My workers or All [Agency] workers (if they have the appropriate security). In the example above the user is a State worker who has supervisory security.
- C:** Supervisors can see one worker, several different workers, or all of the workers assigned to them with the 'Worker view' dropdown.
- D:** Supervisors can also decide to include, exclude, or view only escalated ticklers.
- E:** To manually create a task, click the 'Create task' hyperlink. Supervisors can also create tasks for workers.
- F:** Clicking the 'Tickler management' hyperlink will open the Tickler Management page. This link is only available to those with the proper security.
- G:** Clicking on the 'Worker statistics' hyperlink will open the eWReports Child Welfare Dashboards page.
- H:** The Search box allows users to search for any tasks displayed on the task table. The data entered will be searched within any field in the task table.

The task table lists all of the upcoming and overdue tasks in chronological order with the most recently due/overdue task. You can sort this table by clicking on any of the headers.

Showing 1 to 7 of 7 rows  rows per page

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
07/01/2017	-130	Payments, csitest x. IV (70000050)	Payments, csitest x., IV (70000442)	30 Day Photograph	Worker, Test	North, Allie M.; Ross, Jodi; Schaefer, Emily	
10/15/2017	-24	N/A	N/A	Manual Task - test	North, Allie M.	-	
10/22/2017	-17	Test, Grandma (70000054)	Test, Grandma (70000443); Test, Grandson (70000444)	Manual Task - test	North, Allie M.	-	
11/08/2017	0	Test, Grandma (70000054)	N/A	Initial Face-to-Face	North, Allie M.	-	
11/08/2017	0	Test, Jamie (70000055)	N/A	IA Due	North, Allie M.	-	
11/10/2017	2	Test, Grandma (70000054)	N/A	Initial Face-to-Face	North, Allie M.	-	
11/15/2017	7	N/A	N/A	Manual Task - test	North, Allie M.	-	

**Date Due:** The date the task is due.

**Due In:** The # of days in which the task is due or overdue.

**Case/Provider Name:** The case or provider's name.

**Participant(s) Name:** Identifies which participant(s) the task is associated with.

**Task Name:** Identifies what the task is and clicking on the blue text will launch the piece of work when we are able to identify it. If we are not able to identify the piece of work we will direct you towards the Create case work or Create provider work pages.

**Responsible Worker:** Identifies which worker is responsible to complete the task.

**Shared With:** Identifies who the task is shared with.

**Action:** Clicking on the  icon will launch the task details page. Also, supervisors will see a blue trash can icon that will display for any task that can be manually deleted. These can be directly deleted from the home tab.

## Cases Tab

**A:** On the Cases tab, the number references the number of cases assigned to that user.

**B:** You can view the cases by Case or by Participant. For many of the selections made on the desktop, the user's preferences are saved when the user logs out. Therefore, if the user selects Participant view and logs out, the next time the user logs in it will remain in Participant view.

**C:** You can also filter by 'Date restricted' and/or 'Not approved/cancelled'. If you select 'Date restricted' the information will be restricted based on the timeframes specified here:

<https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/general-functionality>

**D:** The 'Multiselect' option allows the user to select more than one item underneath a case to display the information (i.e. Payments and Placements will both expand and be displayed).

**E:** The 'Create case work' hyperlink opens the Create Case Work page.

**F:** The Search box allows the user to search through the cases on their desktop based on the criteria entered in this field. Hovering over the search box will give the details of what is allowed to be searched: Search cases by last name, first name, case type or case ID.

**G:** When the Print button is selected it will print all of your cases regardless of if they are loaded. When the desktop is initially opened, the Cases tab loads the first 10 cases assigned to that user. If the page is not scrolled down past those 10 cases, only those 10 cases will be printed. The case refresh button allows you to update your list of cases without refreshing the whole desktop. Note that this will not update any of the work information below the case.

**Note:** The radio buttons or checkboxes associated with items B – D above are preferences. So the way they are selected when a user logs out is the way they will be selected when that user logs back in.

Within the cases section clicking on the blue case name will bring the user to the Maintain Case page.

If any of the active Case Participants have an open Safe at Home address documented on the Address tab of their Person Management page or if the Case Address is a Safe at Home address, the Safe at Home visual indicator displays.

Aanteater, Mother (9223033)		Safe at Home	
Case details:	Case address:		
CPS Family - Ongoing	PO Box 7188, Apt. S123		
BMCW-Admin	Madison, WI 53707		
Open OHP exists for associated participant(s)	(111) 111-1111 Ext. 8888		
<a href="#">+ View case information</a>			
Aardvark, Amy B. (9223716)		Safe at Home	
Case details:	Case address:		
A	B		
CPS Family - Initial Assessment	C/O: Jane Doe		
BMCW-Admin	111 River Boat Drive, Apt. #22A Lot B		
E	Milwaukee, WI 53201		
(111) 111-1111 Ext. 8888			
<a href="#">+ View case information</a>			
<b>Actions:</b> <span style="border: 1px solid red; border-radius: 10px; padding: 2px;">D</span> Please select an action ▾ <ul style="list-style-type: none"> <li><a href="#">Case Note Criteria Search</a></li> <li><a href="#">Create Assignment</a></li> <li><a href="#">Create Case Face Sheet</a></li> <li><a href="#">Create Case Note</a></li> <li><a href="#">Create Case Work</a></li> <li><a href="#">Create Meeting</a></li> <li><a href="#">Imaging Search</a></li> <li><a href="#">Print Case Record</a></li> <li><a href="#">View Tasks</a></li> </ul>			

**A:** Case details: this section identifies the type of case and the site/region that is identified on the Maintain Case page. 'Open OHP exists for associated participant(s)' will display if a child in the case has an open out of home placement, though possibly not through the case this is displayed on.

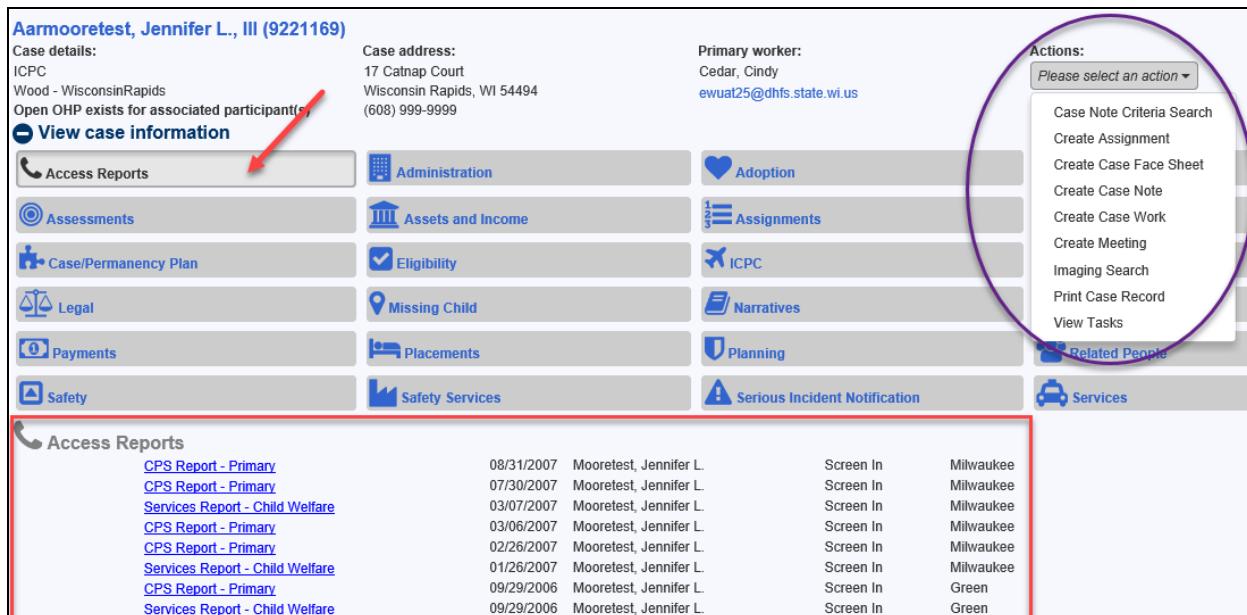
**B:** Case address: the address associated as the primary address on the Maintain Case page.

**C:** Primary worker: information from the Maintain Worker page for the individual assigned as the primary worker to the case.

**D:** Actions: drop-down that allows the user to do a number of actions associated with the case, such as create case work, create case note, create assignment, etc.

**E:** Clicking on the 'View case information' icon  will expand all of the categories associated with that particular case.

## Cases Tab – Case view



**Armoorettest, Jennifer L., III (9221169)**

Case details: ICPC  
Wood - WisconsinRapids  
Open OHP exists for associated participant(s)

Case address: 17 Catnap Court  
Wisconsin Rapids, WI 54494  
(608) 999-9999

Primary worker: Cedar, Cindy  
ewuat25@dhfs.state.wi.us

**View case information**

**Actions:**  
Please select an action ▾

- Case Note Criteria Search
- Create Assignment
- Create Case Face Sheet
- Create Case Note
- Create Case Work
- Create Meeting
- Imaging Search
- Print Case Record
- View Tasks
- Related People

Category	Report	Date	Screen In	Milwaukee	
Access Reports	CPS Report - Primary	08/31/2007	Moorettest, Jennifer L.	Screen In	Milwaukee
	CPS Report - Primary	07/30/2007	Moorettest, Jennifer L.	Screen In	Milwaukee
	Services Report - Child Welfare	03/07/2007	Moorettest, Jennifer L.	Screen In	Milwaukee
	CPS Report - Primary	03/06/2007	Moorettest, Jennifer L.	Screen In	Milwaukee
	CPS Report - Primary	02/26/2007	Moorettest, Jennifer L.	Screen In	Milwaukee
	Services Report - Child Welfare	01/26/2007	Moorettest, Jennifer L.	Screen In	Milwaukee
	CPS Report - Primary	09/29/2006	Moorettest, Jennifer L.	Screen In	Green
	Services Report - Child Welfare	09/29/2006	Moorettest, Jennifer L.	Screen In	Green

Once the 'View case information' is expanded you will see a series of buttons that categorize the work associated with the case or the participants of the case. Clicking on one of these buttons will expand the work. In the above screenshot we have clicked the 'Access Reports' button which shows the list of the access reports below.

When another category button is clicked, the Access reports will collapse and the other category will display. However, if the 'Multiselect' checkbox is checked, more than one category can be displayed at a time.

## Cases Tab – Participant view

Participant  Not approved/cancelled  Multiselect   

**Aarmooretest, Jennifer L., III (9221169)** 

Case details:  In Home  Out of Home  Inactive  Other  Potential Duplicate

Case address:  
 ICP  
 Wood - WisconsinRapids  
 Open OHP exists for associated participant(s)

Primary worker:  
 Cedar, Cindy  
 ewuat25@dhfs.state.wi.us

Actions:

**View participants**

 Aarmooretest, Jennifer L., III 01/01/1970 Reference Person (None) - Active	 Appleton, Alvin 01/09/2009  Biological Child, OHC (CW) - Active	 Kellogg, Kathy B. 02/02/1961 Biological Child (None) - Active	 Mooretest, Dad W., Jr. 08/26/1974 Present Spouse (None) - Active
 Mooretest, Maddie M. 01/28/2000 Biological Child, OHC (CW, YJ) - Active	 Mooretest, Morgan 06/06/2001 Biological Child, OHC (CW) - Active	 Abby, Art J. 11/11/1961 Secondary Caregiver (None) - Inactive	 Mooretest, Chloe 01/01/1999 Biological Child (CW) - Inactive
 Mooretest, Evie, III 10/01/1974 Biological Child (None) - Inactive	 Mooretest, Tessa 06/23/1999 Biological Child (CW) - Inactive	 Mooretest, Tinka 08/10/1992 Adoptive Sibling (None) - Inactive	 Preadopt, Peter 10/02/2006 Biological Child, OHC (Pre-Adopt) - Inactive
 Preadopt, Polly 01/01/2008 Biological Child (Pre-Adopt) - Inactive			

**Appleton, Alvin (9224313) Case Information:**

Administration  Adoption  Agreements and Notices  Assets and Income  Assignment  Eligibility  Legal  Missing Child  Participant Documents  Placements 

Open Placements  [Doe, Jane - AAFC Adoptive Home \(Non-Paid\)](#)

02/02/2018 cs1test, aa Approved  

Once the 'View participants' is expanded you will see a series of buttons that identify each participants that is associated to the case. Clicking on one of these buttons will display the icon for the case work associated with each participant. In the above screenshot we have clicked the 'Appleton, Alvin' button which shows the case work that is directly associated with that participant. Clicking on the plus sign next to the category of work will expand that particular information. In the above screenshot we have expanded 'Placements' to show the detail for this participant.

In participant view mode, if the Actions drop-down is selected next to the participant's name, the user can easily create work for that particular participant.

For each Participant displayed, if the Participant has an open Safe at Home address documented on the Address tab of their Person Management page, the Safe at Home visual indicator displays.

At the top of the participant view screen you will see descriptions of what each of the participant icon colors means as shown here:



## Providers Tab

**A:** On the Providers tab, the number references the number of cases assigned to that user.

**B:** You can filter by 'Date restricted' and/or 'Not approved/cancelled'. If you select 'Date restricted' the information will be restricted based on the timeframes specified here: <https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/general-functionality>

**C:** The 'Multiselect' option allows the user to select more than one item underneath a provider to display the information (i.e. Payments and Placements will both expand and be displayed).

**D:** The 'Create provider work' hyperlink opens the Create Provider Work page.

**E:** The 'Create private provider' hyperlink opens the Private Provider page.

**F:** The Search box allows the user to search through the cases on their desktop based on the criteria entered in this field. Hovering over the search box will give the details of what is allowed to be searched: Search providers by last name, first name, provider type or provider ID.

**G:** When the Print button is selected it will print the entire tab, regardless of if all of your providers have loaded yet. The provider refresh button allows you to update your list of providers without refreshing the whole desktop. Note that this will not update any of the work information below the provider.

Within the providers section, clicking on the provider name will bring the user to the Home Provider or Private Provider page.

If the Member identified as Parent 1 has an open Safe at Home address documented on the Address tab of their Person Management page; the Safe at Home visual indicator displays.

**A:** Provider details: this section identifies the type of provider, the license status, the designated county and the parent agency.

**B:** Provider address: the address associated as the primary address on the Home provider or Private Provider page.

**C:** Primary worker: information from the Maintain Worker page for the individual assigned as the primary worker to the provider.

**D:** Actions: drop-down that allows the user to do a number of actions associated with the provider, such as create provider work, create provider note, create assignment, etc.

**E:** Clicking on the 'View provider information' icon  will expand all of the categories associated with that particular case.

Once the View provider information is expanded you will see a series of buttons that categorize the work associated with the provider. Clicking on one of these buttons will expand the work. In the above screenshot we have clicked the 'Licenses' button which shows the list of the licenses below.

When another category button is clicked, the Licenses will collapse and the other category will display. However, if the 'Multiselect' checkbox is checked, more than one category can be displayed at a time.

## Workers Tab

This tab is only visible to users who are assigned as another user's supervisor in eWiSACWIS.

**A:** On the Workers tab, the number references the number of workers assigned to that user.

**B:** You can view this tab by either Case or Participant when a specific worker is selected.

**C:** You can filter by 'Date restricted' and/or 'Not approved/canceled' when a specific worker is selected. If you select 'Date restricted' the case/participant information will be restricted based on the timeframes specified here: <https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/general-functionality>.

**D:** The 'Assigned workers' drop-down box selects 'All My Workers' by default. The drop-down contains a list of the workers that the user supervises. If a specific worker is selected, their caseload information will display.

**E:** The 'Multiselect' checkbox is enabled when a specific worker is selected from the 'Assigned workers' drop-down. The checkbox allows the user to select more than one item underneath the worker's cases or providers to display the information (i.e. Payments and Placements will both expand and be displayed).

**F:** The My worker(s) summary: fields display only when an individual person is selected from the worker drop-down. This identifies their job class, email address, and the number of cases and providers the worker has assignments to. The worker name also displays here as a hyperlink which opens the Maintain Worker Information page.

**G:** The Search box allows the user to search through the selected worker's cases/providers and will limit the results displayed to those only those containing the search criteria. Hovering over the search box will give the details of what is allowed to be searched: Search worker assignments by last name, first name, or case/provider/worker ID.

**H:** When the Print button is selected, it will print the entire tab.

## Approvals Tab

The screenshot shows the eWiSACWIS interface with the 'Approvals' tab selected. The top navigation bar includes links for Home, Cases (10), Providers (6), Workers (4), Approvals (36) (highlighted with a red circle A), Access Reports (7), JCP Referrals (4), Home Inquiries (4), and Quick Links. The main content area is titled 'Approvals' and includes a 'Filter by' section with radio buttons for 'My approvals' (selected, red circle B), 'Approvals in progress', and 'Approvals history'. To the right is a 'Approval management' link (red circle C) with a magnifying glass icon. At the bottom are a 'Search' input field, a 'Refresh' button (red circle D), and a 'Print' button (red circle E/F).

**A:** On the Approvals tab, the number references the number of approvals assigned to that user (excluding the ones in progress).

**B:** You can view this tab by My approvals, Approvals in progress, or Approvals history.

My approvals: any approvals that the user has not yet sent for approval

Approvals in progress: any approvals that have been sent to the supervisor for approval but the approval has not yet been completed.

Approvals history: displays the approvals that have been completed within the last 72 hours.

**C:** Clicking on the Approval Management link will pop up the Approval Management page.

**D:** The Search box is used to search through the approvals table on the page and it will search for the keyword in all columns of information.

**E:** The Refresh button refreshes the approvals table.

**F:** The Print button prints the approvals table.

The approvals table lists all of the approvals in chronological order with the most recently created task listed first. You can sort this table by clicking on any of the column headers. The page will display 10 pending approvals by default, but this can be changed using the 'rows per page' drop-down. Also, if there are more approvals than fit on one page, you will see a page selector on the top right of the table.

Showing 1 to 10 of 36 rows  rows per page

1
2
3
4
>

Created	Case/Provider	Item	Participant	Worker	Approval Details
11/28/2017 04:53 PM	Sky, Big (9224540)	ASFA Exceptions	Sky, little	Worker, Test	<a href="#">Approval Details</a>
11/28/2017 04:23 PM	Demo, Mom (9223260) Restricted Case	Present Danger Assess. & Protective Plan		Worker, Test	<a href="#">Approval Details</a>
11/24/2017 09:44 AM	Demo, Mom (9223260) Restricted Case	Permanency Plan	Demo, Child	Worker, Test	<a href="#">Approval Details</a>
11/24/2017 09:42 AM	Demo, Mom (9223260) Restricted Case	Permanency Plan Review/Hearing	Demo, Child	Worker, Test	<a href="#">Approval Details</a>
11/22/2017 10:17 AM	Pumpkin, Mom (9224140)	Permanency Plan	Pumpkin, Kid Two	Worker, Test	<a href="#">Approval Details</a>
11/22/2017 10:05 AM	Demo, Mom (9223260) Restricted Case	Permanency Plan	Demo, Child	Worker, Test	<a href="#">Approval Details</a>
11/22/2017 10:02 AM	Demo, Mom (9223260) Restricted Case	Permanency Plan	Demo, Child	Worker, Test	<a href="#">Approval Details</a>
11/22/2017 09:34 AM	Demo, Mom (9223260) Restricted Case	Permanency Plan	Demo, Child	Worker, Test	<a href="#">Approval Details</a>
11/22/2017 08:00 AM	Demo, Mom (9223260) Restricted Case	Safety Assessment, Analysis and Plan		Worker, Test	<a href="#">Approval Details</a>
11/21/2017 04:06 PM	Demo, Mom (9223260) Restricted Case	Confirming Safe Environments	Demo, ICWA II	Worker, Test	<a href="#">Approval Details</a>

**Created:** The date the piece of work was created.

**Case/Provider:** The case name or provider name and ID that the piece of work was created under.

**Item:** The name of the piece of work. Clicking on the name will launch that piece of work so that it can be completed/sent for approval.

**Participant:** The name of the participant associated with the piece of work.

**Worker:** The name of the worker who created the piece of work.

**Approval Details:** The details of the approval. It will list any recalls, reroutes, etc. with the newest action listed on top.

## Access Reports Tab



Access Reports

Filter by:  B

Access reports: 8

My reports  
 All my county's reports  
 Overdue reports

[Create CPS report](#) C  
[Create services report](#) D

E F G

Search

**A:** On the Access Reports tab, the number references the number of access reports that are pending.

**B:** You can filter this tab by My reports, All my county's reports, or Overdue reports.

My reports: displays all access reports that are not yet sent for approval

All my county's reports: access reports for all workers in a particular county

Overdue reports: displays the access reports that are overdue

**C:** Clicking on the 'Create CPS report' link will open the CPS Access Report type page.

**D:** Clicking on the 'Create services report' link will open the Services Access Report type page.

**E:** The Search box is used to search through the Access Reports table on the page and it will search for the keyword in all columns of information.

**F:** The Refresh button refreshes the Access Reports table.

**G:** The Print button prints the Access Reports table.

The Access Reports table lists all of the access reports that have not yet been sent for approval. You can sort this table by clicking on any of the column headers. The page will display 10 pending access reports by default, but this can be changed using the 'rows per page' drop-down. Also, if there are more approvals than fit on one page, you will see a page selector on the top right of the table.

Showing 1 to 8 of 8 rows <input type="button" value="10"/> rows per page						
Received	Response Time	Type	Report Name	Worker	Status	Actions
12/06/2017 08:30 AM	Same Day	CPS Report (9007962)	Closure, Afcars	Jackson, Three	Pending	<a href="#">Reassign</a>
11/29/2017 08:00 AM		CPS Report (9008222)	Demo, Brother	Worker, Test	Pending	<a href="#">Reassign</a>
11/11/2017 11:11 AM		Services Report (9008150)		Worker, Test	Pending	<a href="#">Reassign</a>
11/11/2017 11:11 AM		Services Report (9008151)		Worker, Test	Pending	<a href="#">Reassign</a>
11/11/2017 11:11 AM		Services Report (9008152)		Worker, Test	Pending	<a href="#">Reassign</a>
11/11/2017 11:11 AM		Services Report (9008153)		Worker, Test	Pending	<a href="#">Reassign</a>
10/01/2014 10:00 AM		Services Report (9006139)		Worker, Test	Pending	<a href="#">Reassign</a>
04/14/2014 12:15 PM	Within 5 business days	CPS Report (9005879)	Rubble, Betty	Worker, Test	Screen In	<a href="#">Reassign</a>

**Received:** The date the report was received.

**Response Time:** The response time as identified on the Decision tab of the report.

**Type:** The type of access report and the ID of that report.

**Report Name:** The name of the participant identified as the report name on the participants tab of the CPS/Services report.

**Worker:** The name of the worker who created the piece of work.

**Status:** The status of the access report.

**Actions:** The 'Reassign' hyperlink allows the user to reassign an access report to another user.

## ICPC Referrals Tab

**A:** On the ICPC Referrals tab, the number references the number of ICPC referrals that are pending.

**B:** You can filter this tab by My ICPC referrals or All ICPC referrals.

My ICPC referrals: displays all ICPC referrals that have not yet been sent for approval

All ICPC referrals: displays all ICPC referrals for that user's county that have not yet been sent for approval. This option is security driven.

**C:** Clicking on the 'Create ICPC referral' hyperlink will open the ICPC Referral page.

**D:** The Search box is used to search through the ICPC referrals table on the page and it will search for the keyword in all columns of information.

**E:** The Refresh button refreshes the ICPC referrals table.

**F:** The Print button prints the ICPC referrals table.

**G:** The ICPC referral table displays all ICPC referrals that have not yet been sent to the ICPC office for approval. This table will also display any referrals that have been sent back by the ICPC office for corrections. You can sort this table by clicking on any of the column headers. The page will display 10 pending referrals by default, but this can be changed using the 'rows per page' drop-down (if applicable). Also, if there are more referrals than fit on one page, you will see a page selector on the top right of the table.

**Created:** The date the referral was created.

**Type:** The type of referral and the referral ID.

**Regulation Type:** The regulation type that is associated with that referral.

**Identified Child:** The participant that is assigned the role of identified child.

**Worker:** The name of the worker who is assigned to the piece of work.

**Status:** The status of that ICPC referral.

**Actions:** The 'Reassign' hyperlink allows the user to reassign the referral to another user.

## YJ Referrals

YJ Referrals

Filter by:

YJ referrals: 2

My YJ referrals  
 All YJ referrals

[Create YJ referral](#)

Showing 1 to 2 of 2 rows

Received	Referral ID	Type(s)	Identified Youth	Worker	Status	Actions
10/10/2018 10:00 AM	<a href="#">8000440</a>	Ord./Civ. Law Violation	Badger, Bucky A.	Cake, Caitlin M., IV	Pending	<a href="#">Reassign</a>
06/05/2018 05:00 PM	<a href="#">8000040</a>	Ord./Civ. Law Violation	AMERICA, Nina	Cake, Caitlin M., IV	Pending	<a href="#">Reassign</a>

**A:** On the YJ Referrals tab, the number references the number of YJ referrals that are pending.

**B:** You can filter this tab by My YJ referrals or All YJ referrals.

My YJ referrals: displays all YJ referrals that have not yet been sent for approval

All YJ referrals: displays all YJ referrals for that user's county that have not yet been sent for approval. This option is security driven.

**C:** Clicking on the 'Create YJ referral' hyperlink will open the YJ Referral page.

**D:** The Search box is used to search through the YJ Referrals table on the page and it will search for the keyword in all columns of information.

**E:** The Refresh button refreshes the YJ Referrals table.

**F:** The Print button prints the YJ Referrals table.

**G:** The YJ Referral table displays all YJ referrals that have not yet been sent to the YJ office for approval. This table will also display any referrals that have been sent back by the YJ office for corrections. You can sort this table by clicking on any of the column headers. The page will display 10 pending referrals by default, but this can be changed using the 'rows per page' drop-down (if applicable). Also, if there are more referrals than fit on one page, you will see a page selector on the top right of the table.

**Received:** The date the referral was created.

**Referral ID:** The ID of the YJ referral.

**Type(s):** The type of referral and the referral ID.

**Identified Youth:** The participant that is assigned the role of identified youth.

**Worker:** The name of the worker who is assigned to the piece of work.

**Status:** The status of that YJ referral.

**Actions:** The 'Reassign' hyperlink allows the user to reassign the referral to another user.

## Home Inquiries Tab

The screenshot shows the eWiSACWIS application interface. At the top, there is a navigation bar with links for Home, Cases (14), Providers (3), Workers (10), Approvals (6), Access Reports (4), CPC Referrals (1), Home Inquiries (1), and Quick Links. The 'Home Inquiries (1)' link is highlighted with a red box and labeled 'A'. The main content area is titled 'Home Inquiries' and shows a table with one row of data. The table has columns: Created, Type, Parent 1, Worker, Status, and Actions. The data in the table is: Created: 01/14/2014, Type: Home Inquiry (9222069), Parent 1: County, Brown, Worker: Supervisor, Brown, Status: Pending, Actions: Reassign. Above the table, there is a 'Filter by' section with radio buttons for 'My inquiries' (selected) and 'All my county's inquiries'. To the right of the table are 'Create home inquiry' (labeled 'C'), 'Search' (labeled 'D'), 'Refresh' (labeled 'E'), and 'Print' (labeled 'F') buttons.

Created	Type	Parent 1	Worker	Status	Actions
01/14/2014	Home Inquiry (9222069)	County, Brown	Supervisor, Brown	Pending	Reassign

**A:** On the Home Inquiries tab, the number references the number of home inquiries that are pending.

**B:** You can filter this tab by My inquiries or All my county's inquiries.

My inquiries: displays all inquiries that have not yet been sent for approval

All my county's inquiries: displays all home inquiries for that user's county that have not yet been approved. This option is security driven.

**C:** Clicking on the 'Create home inquiry' hyperlink will open the Access Inquiry Search page.

**D:** The Search box is used to search through the Home Inquiries table on the page and it will search for the keyword in all columns of information.

**E:** The Refresh button refreshes the Home Inquiries table.

**F:** The Print button prints the Home Inquiries table.

**G:** The Home Inquiry table displays all Home inquiries that have not yet been sent for approval. You can sort this table by clicking on any of the column headers. The page will display 10 pending inquiries by default, but this can be changed using the 'rows per page' drop-down (if applicable). Also, if there are more referrals than fit on one page, you will see a page selector on the top right of the table.

**Created:** The date the inquiry was created.

**Type:** The type of inquiry and the inquiry ID.

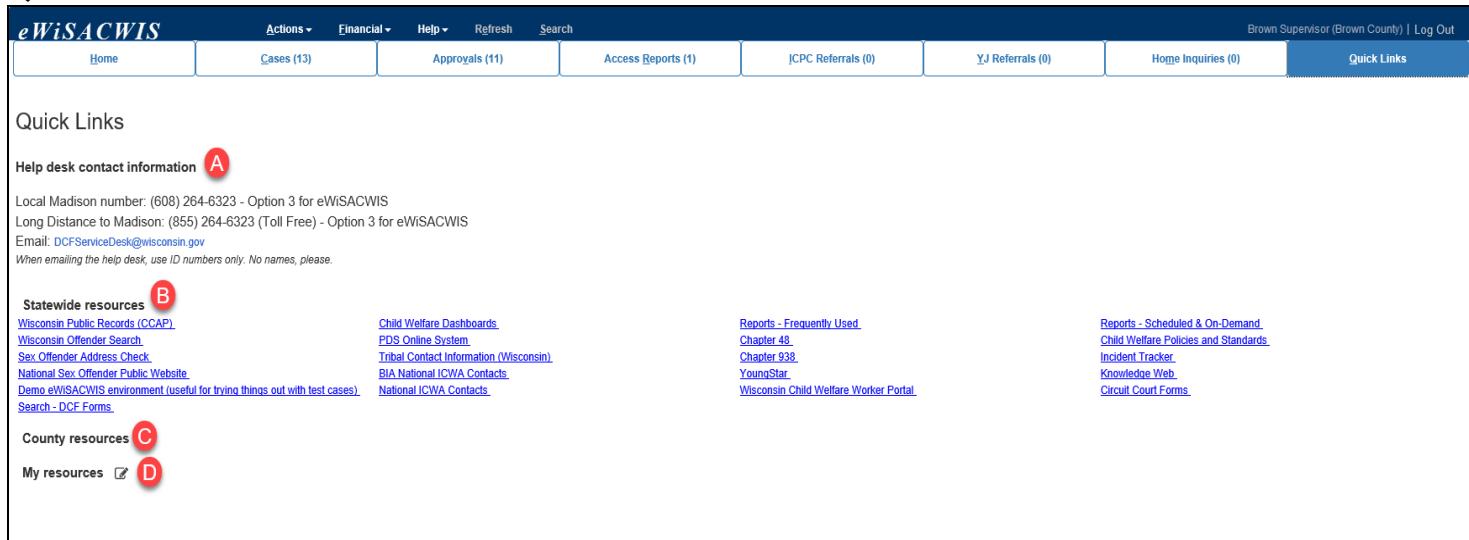
**Parent 1:** The name of the individual associated as Parent 1.

**Worker:** The name of the worker who created the piece of work.

**Status:** The status of that inquiry.

**Actions:** The 'Reassign' hyperlink allows the user to reassign the inquiry to another user.

## Quick Links Tab



Quick Links

Help desk contact information A

Local Madison number: (608) 264-6323 - Option 3 for eWiSACWIS  
Long Distance to Madison: (855) 264-6323 (Toll Free) - Option 3 for eWiSACWIS  
Email: [DCFSserviceDesk@wisconsin.gov](mailto:DCFSserviceDesk@wisconsin.gov)  
When emailing the help desk, use ID numbers only. No names, please.

Statewide resources B

Wisconsin Public Records (CCAP)  
Wisconsin Offender Search  
Sex Offender Address Check  
National Sex Offender Public Website  
Demo eWiSACWIS environment (useful for trying things out with test cases)  
Search - DCF Forms

Child Welfare Dashboards  
PDS Online System  
Tribal Contact Information (Wisconsin)  
BIA National ICWA Contacts  
National ICWA Contacts

Reports - Frequently Used  
Chapter 48  
Chapter 938  
YoungStar  
Wisconsin Child Welfare Worker Portal

Reports - Scheduled & On-Demand  
Child Welfare Policies and Standards  
Incident Tracker  
Knowledge Web  
Circuit Court Forms

County resources C

My resources D

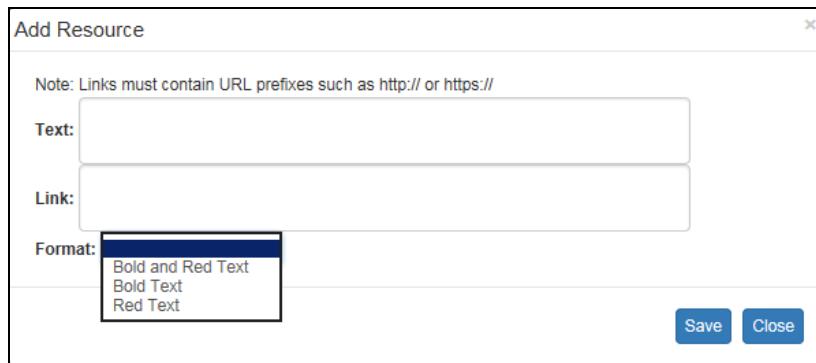
The Quick Links tab houses links and other useful information frequently used by eWiSACWIS users.

**A: Help desk contact information** – the phone number and email information for the eWiSACWIS help desk. When emailing the help desk about specific eWiSACWIS concerns, be sure to include 'eWiSACWIS' in the subject line and only use case/participant/provider ID numbers.

**B: Statewide resources** – Commonly used resources that are added and maintained by the eWiSACWIS team.

**C: County resources** – County-specific resources that are added and maintained by each individual county. Only users with the proper security can add resources here.

**D: My resources** – This section allows users to enter their own commonly used resources. To enter a resource, click on the  icon and then click on  [Add resource](#). In the box that appears, include the text (how it will display on the page), the Link for the website/resource, and add formatting, if desired. If no formatting is selected, it will display as a standard blue underlined hyperlink.



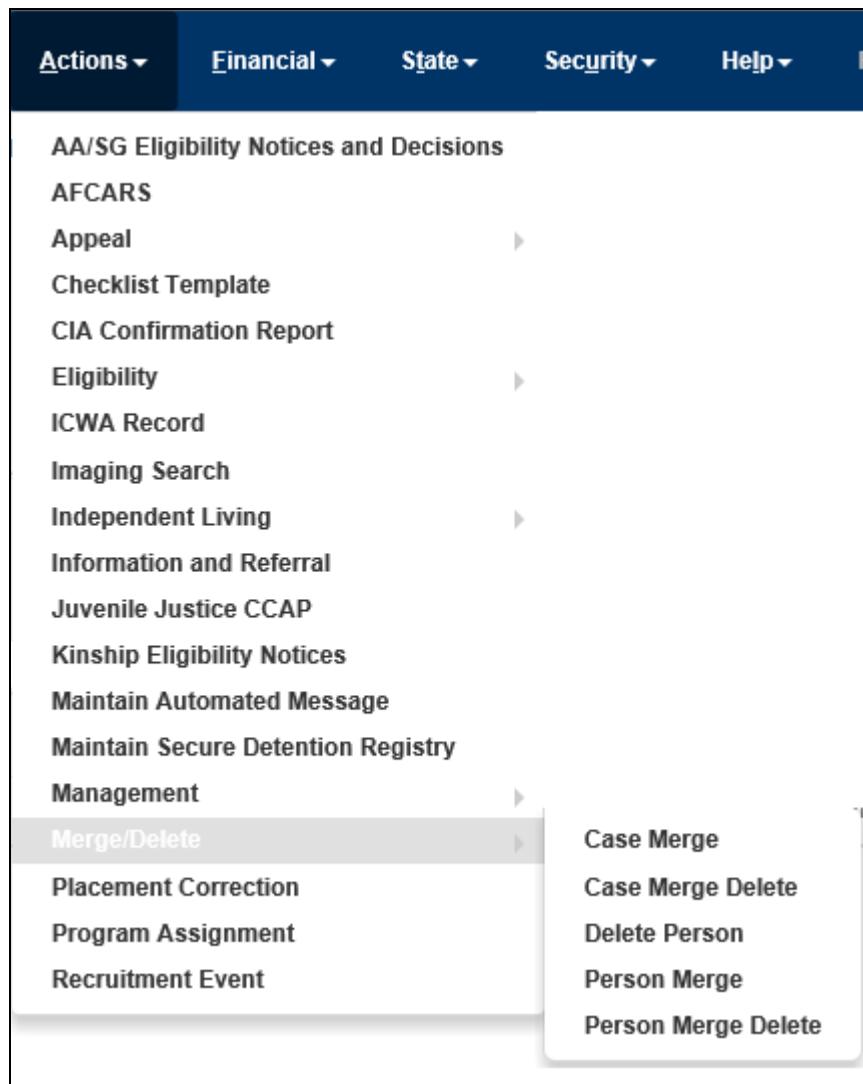
## Menus

Menus are security driven and will only display the menus and items that a user has the security to access. The screen below shows all of the available menus: however, most users will not have all of the menus.



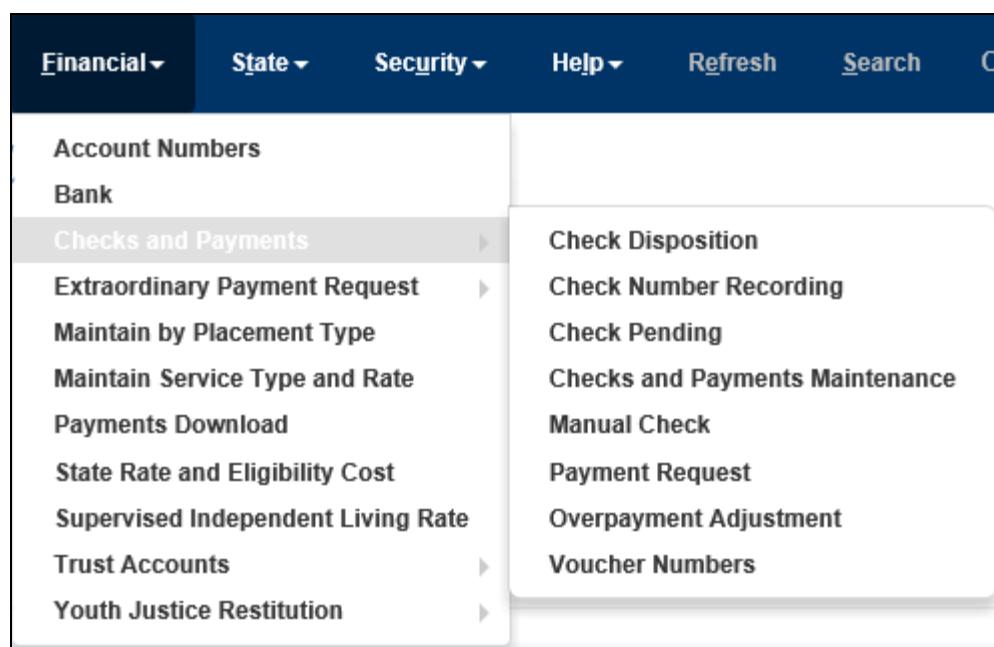
### Actions Menu

The Actions menu is where most work will be completed. Most workers will not see this many options, as they will only have the ability to see the items they have security for. Some items are under one category as they are related to one another. For example, 'Merge/Delete' contains Case Merge, Case Merge Delete, Delete Person, Person Merge, and Person Merge Delete.



## Financial Menu

The Financial menu is where financial workers would go to access and complete many of the financial pieces of work. This would only be seen if the user has security to see financials.



## State Menu

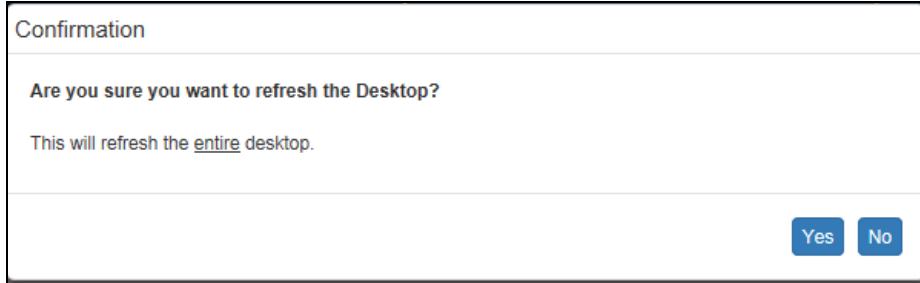
This menu is only used by State level staff.

## Security Menu

This menu is used by security delegates, but also can be seen by workers with the appropriate security.



The Refresh hyperlink refreshes the entire desktop and will display a confirmation message when selected:



The Search hyperlink opens up the Search page where the user can search by Case, Person, Provider Organization, or Worker.



The Log Out hyperlink logs the user out of eWiSACWIS and will display a confirmation message when selected:

