

Glossary of Common Terms Referenced in eWiSACWIS

Term	Definition
Access Report	<p>The Access Report encompasses the documentation of a phone, fax, or walk-in referral. A worker who would perform this function in eWiSACWIS might be responsible for writing up referrals just for Child Protective Services, or she might be part of a centralized unit that documents referrals for many different human services departments. The Access Report can also include screening a referral in or out and setting a response time. The Access Report is the pre-cursor to the development of a Case.</p> <p><i>*Important distinction: An Access Report is not a case. Rather, an Access Report may become a case or may be linked to an existing case.</i></p>
Adoption Referral	<p>Adoption Referral facilitates the Adoption Unit referral process by providing a central place for the compilation of information concerning a child's history, adoption preferences, and potential adoption matches.</p>
AFCARS (Adoption & Foster Care Analysis Reporting System)	<p>This is a system for collecting data on children in foster care and children who have been adopted under the auspices of the State child welfare agency. There are two components, the State component and the Federal component. The State component consists of the information system used to collect case management information and the transmittal of the AFCARS data to the Federal system. The Federal system consists of the information system that receives the data, processes the data, and checks it for compliance and quality and the development of reports.</p>
Alternative Response	<p>This is a type of Assessment. Alternative Response Assessments allow child welfare agencies to intervene with families in more supportive ways, often by focusing on assessing families' strengths and needs and providing services.</p>
Assessment	<p>The Assessment process involves the gathering of information regarding the case participants identified in the CPS report, and as appropriate, the inclusion of individuals as case participants who become known during the assessment.</p>
Assessment Contact	<p>The Assessment Contact is a special type of Case Note, used for specifically documenting contacts made with the family and collateral contacts during the assessment process.</p>
Assignment	<p>The Assignment functionality gives workers the capability to create an assignment to Cases, Providers, Workers, and Access Reports.</p>
CANS (Child & Adolescent Needs & Strengths)	<p>The CANS is used to identify an appropriate placement setting for a child. Additionally, for foster home placements, the CANS is used to define the foster care rate.</p>
Case	<p>A case is the bucket that all created and documented individual and family work falls within. The case is created under one person's name (the Reference Person), generally the female head of household. You can think of the case as the big folder where you store all the documents and work created on that family.</p> <p><i>*Important distinction: A case is what is assigned to workers, reassigned to another worker, or closed when no further work is being done with the family.</i></p>

Case Plan/Permanency Plan	The Permanency Plan is a child-specific plan when a child is placement into out of home care. The Case Plan is a family specific plan for children (can also be a child-specific) that are not placed in out of home care. These plans document goals as the basis for measuring progress and change related to enhancing stability and in the case of the Permanency Plan achieving permanence and progress towards achieving change. The caseworker will also gathers information from parents/caregivers, children, family members, and providers to make decisions about the effectiveness of services delivered.
Case Note	The case note is used to document critical case management contacts made throughout the worker’s assignment to the case. You may currently refer to these as Reports of Contact, Case Contacts, or Case Narratives.
Case Closure	The case close function allows a worker who is assigned to a case to close it. Note that you must complete or terminate all current work that is open for the case.
Collaterals	Any contacts outside of the participants for the case (such as caseworkers, foster parents, and guardian ad litem).
Confirming Safe Environments (CSE) and Reconfirming Safe Environments (RCSE)	The CSE and RCSE confirm the safety of a child with a particular provider. The CSE and RCSE allow continually updated information about Provider, CANS information about the child, danger threats and the associated risk assessment/management for the child.
Copy Over	The copy over functionality is where the user entered information in an approved/ongoing piece of work is able to be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes a historical record in the system.
CPS Report	The Child Protective Service Report is a type of Access Report. These types of Access Reports are used for documentation of referrals that allege some sort of abuse or neglect. These Access Reports have a named maltreater(s) and a named victim(s).
Designated County	All foster home records in eWiSACWIS are only able to be maintained by one county/state entity at a time. The designated county is typically the county who licenses the home. This ensures the provider’s demographic, training, payee, and licensing information is maintained by the county with the most accurate information.
Eligibility	The initial Title IV-E Eligibility record is created upon approval of a Removal from Home Out of Home Placement. After which, the caseworker assigned to the case may initiate a Title IV-E Eligibility Determination by entering basic information.
Expando	An expando allows the users to drill down easily to the desired level. When the text row next to the icon on the outliner is blue and underlined the user may launch to that specific page – this replaces the need to double click the icon and the right mouse click. The arrow turns into a hand icon and the user selects the link with a single click of the mouse. This ‘link’ identification makes it easier for the user to understand which pieces of work can be automatically open from the outliner.
Family Interaction Plan (FIP)	The Family Interaction Plan is used to document visitation and supervision instructions for those allowed to visit with a child.

Foster Care Rate	This page will create the foster care rate setting and allow workers to change the exceptional amount and administrative costs (except when a child's assessed level of need is 3 or 4 and the foster home is licensed by a child placing agency) for children with open qualifying placements and record a history of the changes.
Home Inquiry	The eWiSACWIS process for creating new home providers. Can be compared to an Access Report for creating a new case.
Home Provider	A provider in eWiSACWIS that provides foster, kinship, or respite care.
Home Study	The Home Study is used to document information gathered on as well as evaluate the status of the family. The information that is collected on the applying provider includes: demographic information, address, children placed currently, biological children, other individuals residing or frequently in the home, medical reports, school reports for anyone residing other than the provider, face to face contacts, references, criminal/CPS background checks, description of the residence, information about the family's lifestyle, psychosocial evaluation report and conclusion.
Hyperlinks	Actions can be performed using textual hyperlinks. All hyperlinks will be underlined and blue in color. There will be no change in color to indicate 'visited' links.
ICPC (Interstate Compact on the Placement of Children)	Documentation of Interstate Compact on the Placement of Children referrals/cases is incorporated into eWiSACWIS. ICPC cases/referrals can be either received from or sent to another state.
ICWA (Indian Child Welfare Act)	The ICWA Record provides a central location in eWiSACWIS for the collection and display of ICWA related information. This includes creating and viewing the following: Screening for Child's Status as Indian, Child's Biological and Family History, Request for Confirmation of Child's Indian Status, Notice of Involuntary Child Custody Proceeding Involving and Indian Child, and Voluntary Placement Agreement – Indian Child.
Imaging	Imaging will support the storing and categorizing of digital images such as background checks and copies of legal documents related to cases, case participants, and providers.
Independent Living (IL)	The Independent Living page captures information to meet federal NYTD (National Youth Transitional Database) requirements. This includes information such as documents given to the child, services that have been provided to the child, NYTD survey results, and any recorded contact information.
Information and Referral	This is used to document requests that come to the worker that are of an informational nature. For example, a person calls requesting the number to Child Support. The Information and Referral can help capture an accurate picture of the time your workers spend assisting the public with these types of requests. An information and referral will never be screened in or out nor will it ever lead to the creation of a case.

Initial Assessment	The Initial Assessment module is used to document the primary investigation of the Access Report. In many instances, you may already refer to the unit/worker that carries out this type of work as an Investigations Unit/worker. Each CPS Report that comes into the system needs to have an associated Initial Assessment completed. This area generally includes documentation of some form of risk assessment, safety assessment, legal status, eligibility (if the child is placed outside the parental home), and use of case notes, just to name a few. State standards outline that the Initial Assessment be completed within 60 days of the referral being screened in.
Legal Action	Legal Action is the eWiSACWIS page in which the action that began court intervention for a child (or parent/caretaker) is documented. There must be a legal action recorded before there can be a legal status, and before most legal documents can be created.
Legal Record	This is the module used to hold all the legal documents, legal actions, and legal statuses in eWiSACWIS.
Legal Status	The legal status of a child refers to both the eWiSACWIS page where the action of a court is recorded and the recorded status of a child under a court order.
Legal Permanency Status	This is a way of categorizing the likelihood of success or the actual success of the child staying in their current placement. There are 8 different categories. <ol style="list-style-type: none"> 1. Permanency Achieved 2. Very Good Permanency Status 3. Very Good – No Consultation Required 4. Good Permanency Status 5. Good – No consultation Required 6. Fair Permanency Status 7. Uncertain Permanency Status 8. Poor Permanency Status
License	This functionality is used to create a new license for all providers.
Maintain Case	This is the name of the page where all case participants and collaterals are located. To access it click on the case hyperlink from your desktop.
Maltreater Review	When a maltreater is found to be substantiated during the Assessment review, the maltreater is given rights. During the maltreater review process, users document and track both the process and the outcome.
Maltreater Appeal	This functionality, which is in the Assessment module, allows users to document and track the Maltreater Appeal outcome and process. This includes such fields as the determination, Date or Approximate Date of Alleged Maltreatment, and the history of the appeal.
Medicaid	The Medicaid Eligibility Determination page is used to document Medicaid Eligibility records.
Members	Information about individuals residing at the physical location of a provider’s home. This includes all household members, such as parents, birth children, relatives, and non-relatives in the home. Members do not include those who are collaterals (case workers, foster parents, guardian ad litem, etc.).
NCANDS (National Child Abuse and Neglect Data System)	This is the primary source of national information on abused and neglected children known to State child protective services (CPS) agencies.

NYTD (National Youth in Transition Database)	NYTD is a federal program that tracks information on youth in foster care that are transitioning out. This information includes sex, race, ethnicity, date of birth and foster care status. It also tracks information about the outcomes of those youth who have aged out of foster care. Youth aging out of foster care outcomes are tracked using a survey at ages 17, 19 and 21.
Ongoing	The term ongoing refers to a case that has moved from the Initial Assessment process and remains open for the agency to continue to provide services. Ongoing workers will complete processes like legal documents, permanency plans, and case plans. They will most likely monitor an out-of-home placement or an intact family that is receiving services from the agency and maintain the family's case plan.
Out of Home Placement	A placement of a child with a placement provider. The eWiSACWIS page where the court ordered placement of a child is documented.
Parent Agency	An agency that is responsible for the licensing and supervision for a home provider, most often a treatment foster home. In eWiSACWIS, all payments made to a home provider that is associated with a parent agency go directly to the parent agency. That parent agency is then responsible for paying the home provider.
Payment	A payment will consist of the Basic Maintenance, Supplemental, Exceptional, and Administrative costs for a particular child and provider. There can be several payments attached to one check. In essence, the payment comes before the check. Visually, payments are reflected several different ways (differentiated by different colored money bags).
Payment Request	Payments in eWiSACWIS are generally tied to a placement. However, in some instances you can request a "one-time payment" for things like clothing allowance or transportation costs through the Payment Request page.
Permanency Consultation	The Permanency Consultation module is used to document data pertaining to the Permanency Consultation process, often referred to as Permanency Roundtables. This includes: Everyone that was present at the permanency consultation, disclosures, child's permanency goals, actions steps assigned to specific individuals, systemic barriers, and if deemed necessary an optional brainstorming field. All information is documented on the page and can be printed with the Permanency Consultation template.
Person Type	The Person Type is similar to the case type, but is person specific. The Person Type is automatically set by eWiSACWIS in most instances. In other instances, the Person Type needs to be selected for a child who has involvement with county or state child welfare or youth justice agency through their Person Management page.
Person Management	The name of the page where a person's demographic information, address, education, medical/mental health information, etc. is stored in eWiSACWIS. It can be accessed from different pages, but the most common is by clicking a participant's name on the Maintain Case page.

PDAPP (Present Danger Assessment and Protective Plan)	A present danger assessment is used to track and document immediate danger that is in a reported home. A protective plan is an immediate, short term strategy in response to the identification of present danger threats. The protective plan provides a child with adult supervision and care to control present danger threats and to allow for the collection of information that can be used to determine impending danger and parent/caregiver protective capacities. The protective plan remains in place until a safety plan is fully established.
Placement	In eWiSACWIS a placement can be thought of as the facility or provider at the physical location where the child is residing while placed in out of home care. The following are the standard placement types: <ul style="list-style-type: none"> • Foster Homes (Relative and Non-Relative) • Unlicensed Relatives • Court Ordered Kinship Care • Group Homes • Missing from Out of Home Care • Residential Care Centers (RCCs) • Shelter Care/Reception Centers • Secure Detentions • Supervised Independent Living • Trial Reunification • Unlicensed Non-Relatives
Private Provider	An agency provider that provides any service other than foster home, kinship services, or respite services (e.g. group homes, residential care centers, shelters).
Provider Note	Similar to a case note except entered into a provider’s record. You may currently refer to these as Reports of Contact (ROC), Provider Contacts or Provider Narratives.
Reference Person	This is the case head, which in most instances is the mother/female head of household. It should be noted that if the mother is truly not a part of the family/case (deceased, whereabouts unknown, living out of state and has nothing to do with the family, or has had no contact with the family), then she should not be listed as the reference person for that case. For example, if the father is where the child is/was living and the father will be participating in the case planning, then it is logical that the father would be listed as the reference person. Counties need to establish their own guidelines about when other legal relatives should be used as the reference person should the mother not be involved in the case as there is never one rule that will cover the complexity or the wide variety of family arrangements. All other case participant’s relationships will reference back to the reference person. For example, if the reference person is the mother, her children’s relationships within the case will be “Biological Child.” This scenario holds true for most every type of case including Youth Justice cases. Voluntary or Non-Court Ordered Kinship Care cases are structured with the child as the Reference Person.

SAAP (Safety Assessment, Analysis and Plan)	Safety Assessment focuses on whether there is possible present danger to a vulnerable child's safety. If a safety assessment indicates that a child may be unsafe, a safety analysis must be completed to determine if a child is safe or unsafe by identifying how impending danger threats are occurring in the family and assessing the parent's or caregiver's ability to provide protection from these threats. When the alleged maltreatment is by a primary caregiver, or the child has been judged to be unsafe (Presence of impending danger and insufficient parent/caregiver ability to protect).
Search	Allows the workers to search for any cases, persons, providers, and workers.
Serious Incident	A Serious Incident is categorized by a child's death, serious injury or egregious incident due to maltreatment or it is suspected that maltreatment has occurred. In the situation of a child being in an out-of-home placement it is required to notify the Department of Children and Family regardless of the suspected or known cause of death.
Service	Any service delivered to a child or family that is not a court ordered out-of-home placement. In addition, in eWiSACWIS adoption assistance and subsidized guardianship is a Service.
Services Report	The Services Access Report is used to document referrals of a child welfare nature. Maltreaters and victims are not named on this type of report. You might use the Services Access Report to document a parent's request for assistance with his or her truant teen or a court's request for an ordered home study. You can also use this type of Access Report to create a kinship or youth justice case, or document requests to complete court ordered home studies.
Structured Case Note	Structured Case Notes are an organized structured noting process that allows notes to be associated with Safety, Case/Permanency Planning, and Well-being, as well as subject persons from the case. The notes can then be searched by these additional attributes.
SG (Subsidized Guardianship)	Subsidized Guardianship (SG) is a permanent placement option for children placed in foster care. This is an option when adoption and reunification are not the best choices. Eligible caregivers can become the legal guardian and receive a subsidy. Guardians are able to consent for the child's every day events such as school activities, health care needs and family vacations. Make note though that even though the guardian becomes responsible, family dynamics and relationships remain intact.
Supervised Independent Living	A Supervised Independent Living placement offers 16- to 21-year-olds, who are in court ordered out-of-home care placement through the county, the ability to live in their own (or shared) apartment, flat or room with supervision, support and monitoring from a caseworker and/or provider from a contracted agency.
Termination of Parental Rights (TPR)	TPR is used when a parent of the child is forcibly or under free will elects to terminate their rights, as a parent. This is done in eWiSACWIS by deactivating a child from a family case and using TPR as a reason. This functionality will create a pre-adoptive child case and any information that is specific to the child will be copied overnight.

Ticklers	Ticklers produce electronic notifications to workers of critical assignments that need to be completed by a certain date. Ticklers are associated with either a Case or a Provider. A tickler specifies the task to be completed and the date when it is due. Ticklers are listed under the Ticklers expando of the worker's eWiSACWIS desktop, and will remain visible until the associated work is completed. In addition to reminding the worker of outstanding critical tasks, ticklers also provide notification to the worker's supervisor when the work is about to be due or is late, based on the amount of time that has passed since the assignment date of the specific tickler.
Trust Account	Trust Accounts are created on behalf of children who are wards of the state. This is where any SSI, Child Support or other benefits that the child is receiving will deposit into. The system will automatically deduct the cost of care from the youth's placement but any other costs will need to be manually entered into the system.
Voluntary Placement Agreement (VPA)	A Voluntary Placement is a short term placement in out-of-home care requested by a parent or guardian. The parent(s) do not give up their parental rights but could be held accountable for all or partial placement costs that occur.
Voluntary Transition to Independent Living Agreement (VTILA)	For children over the age of 18 who choose to voluntarily remain in out of home care, they sign a Voluntary Transition to Independent Living Agreement. This document can be created from the Independent Living page.
WIR (Wisconsin Immunization Registry)	The Wisconsin Immunization Registry (WIR) was developed to record and track immunization dates of Wisconsin's children and adults, providing assistance for keeping everyone on track for their recommended immunizations. eWiSACWIS interfaces with WIR allowing us to bring in real time information from their application.
Workload Management	The Workload Management contains functionality to view and manage personal and worker tasks. Workers can choose to view tasks in a calendar display or as a task list. Workers are able to create tasks for themselves and supervisors are able to view/create worker tasks.