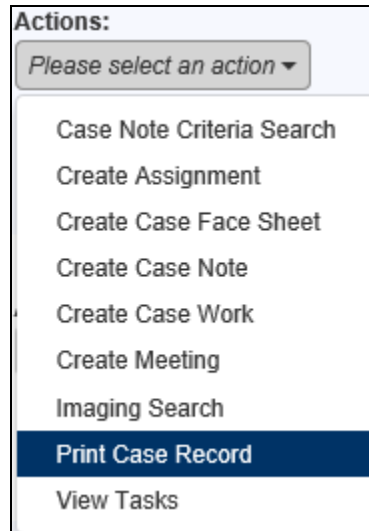


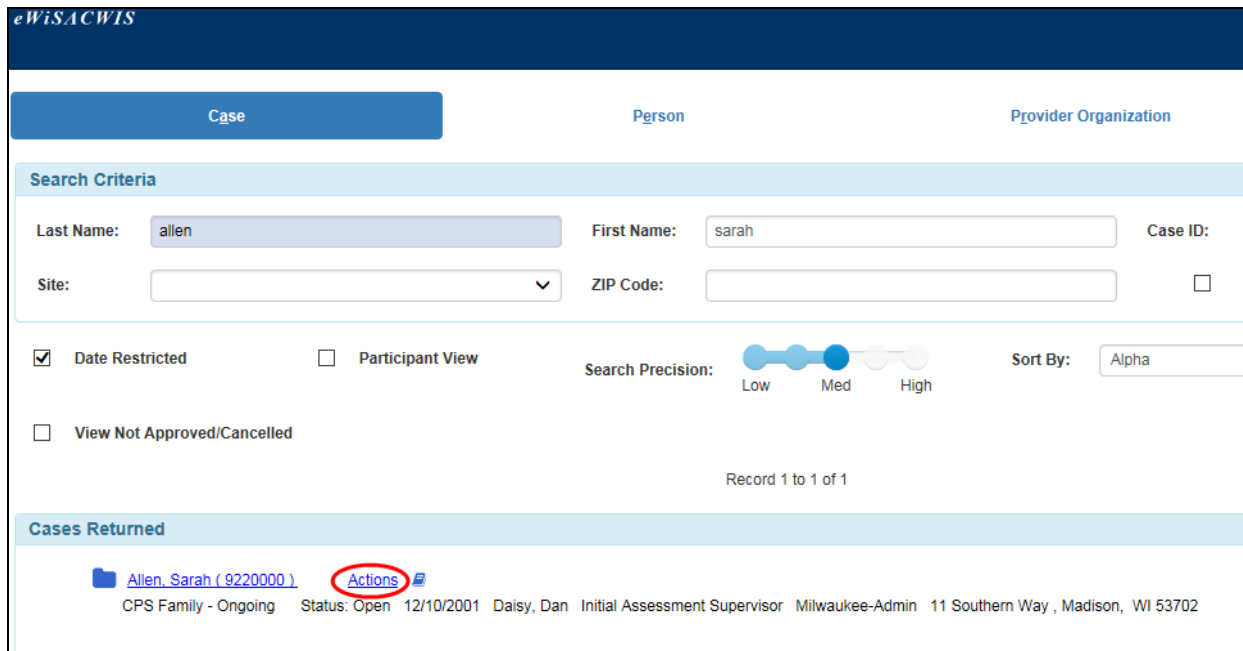
Printing a Case Record

Note: To print a case record, an assignment to the case is not needed.

1. From the Desktop, click on the Actions drop-down next to the case and select Print Case Record.



2. From Search, click on the Actions hyperlink next to the case.



eWiSACWIS

Case Person Provider Organization


Search Criteria

Last Name: allen First Name: sarah Case ID:
Site: ZIP Code:

Date Restricted Participant View Search Precision: Low Med High Sort By: Alpha
 View Not Approved/Cancelled

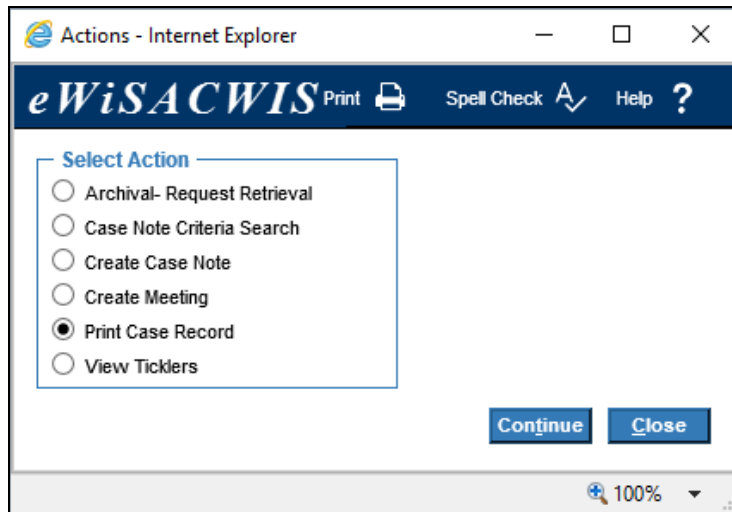
Record 1 to 1 of 1

Cases Returned

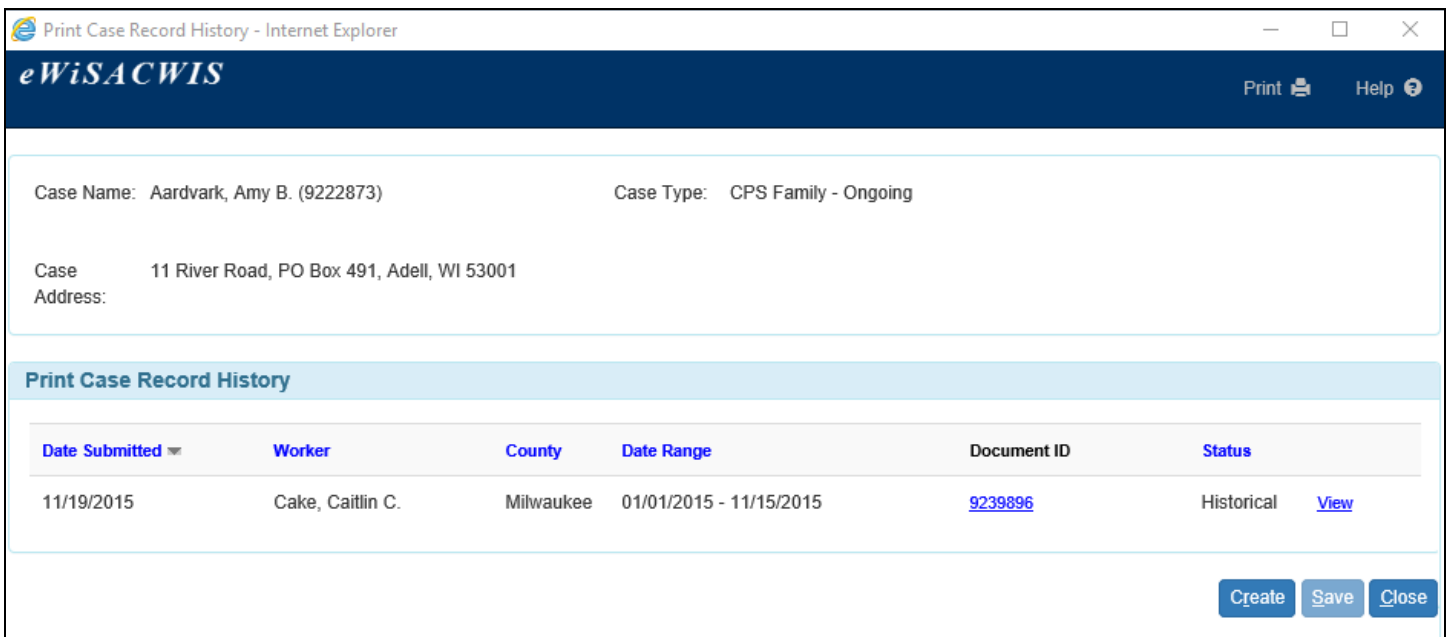
[Allen, Sarah \(9220000 \)](#) [Actions](#) 

CPS Family - Ongoing Status: Open 12/10/2001 Daisy, Dan Initial Assessment Supervisor Milwaukee-Admin 11 Southern Way , Madison, WI 53702



3. Select the Print Case Record radio button and click Continue.



4. This will open the Print Case Record History page, which will either be blank for new records or a view of the print record history if records have been previously created. To create a new record, click Create.



5. On the Print Case Record page, enter a Start Date and an End Date to select the date range you wish to print. Also, select which participant(s) you would like to be included in the record. By doing this, you will only bring back the documents created for the case as a whole and the individual participant(s) you select. Click Search to bring back a list of the documents that meet the criteria you entered.

Print Case Record Print  Help 

Case Name: Aardvark. Case Type: CPS Family - Ongoing Participants:

Aardvarck, Alan (9227019) Biological Child
Aardvark, Abigail A., III (9226560) Biological Child
Aardvark, Allies (9226561) Biological Child
Aardvark, Amy B. (9226559) Reference Person
Abby, Alisha B. (9226799) Biological Child
Abby, Andrea (9226800) Biological Child

Case Address: 11 River Road, PO Box 491, Adell, WI 53001

Start Date: End Date: Hold down the 'Ctrl' key for multi-selection

Select Documents

Select All Documents Selected: 0 of 0 Please Note: The File Cabinet, Medical Mental Health and Youth Justice Victim documents are not available using the Print Case Record.

6. Once you have entered your search criteria and clicked Search, all related documents will be displayed on the page. At this point, select which documents you would like to be included in the record. The Select All option will select all documents included on the page to be brought into the record. Click Save to submit the record. Click Close to return to the Print Case Record History page.

Print Case Record
Print Help

Case Name: Aardvark, Amy B. (9222873) Case Type: CPS Family - Ongoing Participants:
 Aardvarck, Alan (9227019) Biological Child
 Aardvark, Abigail A., III (9226560) Biological Child
 Aardvark, Allies (9226561) Biological Child
 Aardvark, Amy B. (9226559) Reference Person
 Abby, Alisha B. (9226799) Biological Child
 Abby, Andrea (9226800) Biological Child

Case Address: 11 River Road, PO Box 491, Adell, WI 53001

Start Date: End Date:

Hold down the 'Ctrl' key for multi-selection

Select Documents

Select All Documents Selected: 0 of 0 Please Note: The File Cabinet, Medical Mental Health and Youth Justice Victim documents are not available using the Print Case Record.

<input type="checkbox"/>		ICWA	
<input type="checkbox"/>		Screening for Child's Status as Indian	08/09/2018 Aardvark, Abigail A., III Cake, Caitlin C.
<input type="checkbox"/>		Child's Biological Family History	01/31/2018 Aardvark, Abigail A., III Cake, Caitlin C.
<input type="checkbox"/>		Narrative	
<input type="checkbox"/>		Ongoing Services - Face-to-Face	01/10/2018 Aardvark, Amy B.; Abby, Andrew Kellogg, Jimmy Cake, Caitlin C.
<input type="checkbox"/>		Placement/Services	
<input type="checkbox"/>		Foster Parent Rate Setting Results	08/07/2018 Cake, Caitlin C.
<input type="checkbox"/>		Foster Care Rate Setting Reevaluation Results Notification	08/07/2018 Cake, Caitlin C.

7. Your record will display as Pending until the nightly process is run. You may edit or delete the record by clicking the Edit or Delete hyperlink, respectively. The Edit hyperlink will bring you back to the search page (Print Case Record page) to change your search criteria or selected documents.

Print Case Record History - Internet Explorer

eWiSACWIS Print Help

Case Name: Aardvark, Amy B. (9222873) Case Type: CPS Family - Ongoing

Case Address: 11 River Road, PO Box 491, Adell, WI 53001

Print Case Record History

Date Submitted	Worker	County	Date Range	Document ID	Status	
07/23/2020	Corn, Conn C., Jr.	Milwaukee	01/01/2018 - 07/23/2020		Pending	Edit Delete

Create Save Close

8. The Delete hyperlink will delete the record after you select Yes to the following message:

Confirmation

This will delete the pending Print Case Record request. Do you wish to continue?

[Yes](#) [No](#)

9. A nightly process will run and retrieve all documents you selected and combine them to one template. You can access the template by clicking on the Document ID hyperlink on the Print Case Record History page.

Print Case Record History - Internet Explorer

eWiSACWIS Print Help

Case Name: Aardvark, Amy B. (9222873) Case Type: CPS Family - Ongoing

Case Address: 11 River Road, PO Box 491, Adell, WI 53001

Print Case Record History

Date Submitted	Worker	County	Date Range	Click to open the document	Status
07/23/2020	Corn, Conn C., Jr.	Milwaukee	01/01/2018 - 07/23/2020	9239896	Historical View

Create Save Close

10. Clicking on the document ID will bring you to the newly created template containing all pieces of work selected as criteria for the print a record. This document can be accessed from Actions at any time and can be printed as well.

Permanency Plan

Court File Number 15CW45679	Branch Number sd	Name – Judge sdfs
Permanency Plan is: Subsequent		
Name – Child (Last, First Middle) Aardvark, Allies		Birth Date – Child 07/01/2013
PARENT 1 Aardvark, Amy B., II 7522 E Hampstead Ct Middleton, WI 53562360 (608) 555-1212		PARENT 2
Attorney:		Attorney:
LEGAL GUARDIAN Flinstone, Wilma 123 Stoneview Rd. Dallas, WI 54733		
CASE INFORMATION		
Date – Form Filled Out 07/08/2016	Name – Agency BMCW-IA 2	
Name – Worker	Name – Supervisor	
Agency Case Number 9222873	Date – Next Permanency Review / Hearing Due 09/24/2015	
Name – Public Defender / Attorney for Child Maxwell, Jackie		
CONSIDERATIONS FOR REVIEW / HEARING		
1.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Are there any Indian Child Welfare Act considerations with this child? If "Yes", explain. Status: Pending Tribe: Ho-Chunk Nation Address: P.O. Box 40, 808 Red Iron Road Black River Falls, WI 54615 Telephone: (715) 284-2622 This field is pre-filled ONLY. It is not editable on this page. Pre-fill from the Education tab of Person Management. 00/00/0000
2.	Provide a statement as to whether the child's age and developmental level are sufficient for the court or review panel to consult with the child at the hearing or review.	