

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.

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

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.



The image shows a dialog box titled "eWiSACWIS" with a dark blue header. In the top right corner of the header are "Print" and "Help" links. Below the header is a section titled "Select Action" with four radio button options: "Case Note Criteria Search", "Create Case Note", "Print Case Record" (which is selected), and "View Ticklers". At the bottom right of the dialog are two buttons: "Continue" and "Close".

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.



The image shows a web browser window titled "Print Case Record History - Internet Explorer". The page has a dark blue header with the "eWiSACWIS" logo and "Print" and "Help" links. Below the header, there is a form with the following information:

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

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

Below this is a section titled "Print Case Record History" containing a table:

Date Submitted	Worker	County	Date Range	Document ID	Status
11/19/2015	Cake, Caitlin C.	Milwaukee	01/01/2015 - 11/15/2015	9239896	Historical View

At the bottom right of the page are three buttons: "Create", "Save", and "Close".

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 RecordPrintHelp

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: 01/01/2019End Date: 07/23/2020

Hold down the 'Ctrl' key for multi-selection

Search

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.

Save

Close

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: 01/01/2019

End Date: 07/23/2020

Hold down the 'Ctrl' key for multi-selection

Search

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.

Save

Close

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.

Close

Permanency Plan

Court File Number Not Applicable	Branch Number	Name – Judge
Permanency Plan is: Original		
Name – Child (Last, First Middle) Aardvark, Adam		Birth Date – Child 05/16/2011
MOTHER		FATHER
Aardvark, Amy B. 111 Parent 1 Address Apt # 1 Milwaukee, WI 53201 (111) 111-1111 (111) 222-1111		
Attorney:		Attorney:
CASE INFORMATION		
Date – Form Filled Out 12/16/2015		Name – Agency Dane - East
Name – Worker Conn, Conn C.		Name – Supervisor Coke, Caitlin C.
Agency Case Number 9222933		Date – Next Permanency Review / Hearing Due 01/15/2016
CONSIDERATIONS FOR REVIEW / HEARING		
1. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Are there any Indian Child Welfare Act considerations with this child?		
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. d Change in circumstances		
3. a. Date of last face-to-face contact by the worker with the following: Child: 08/11/2015 Mother: Father: Out-of-home care provider:		
b. Relevant information (e.g., location, who was in attendance, any interactions that were notable)		