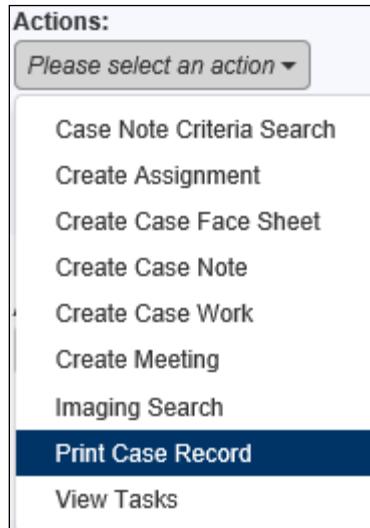


Printing a Case Record

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.

Case Person Provider Organization

Search Criteria

Last Name: First Name: Case ID:

Site: ZIP Code:

Date Restricted Participant View View Not Approved/Cancelled

Search Precision: Low Med High Sort By:

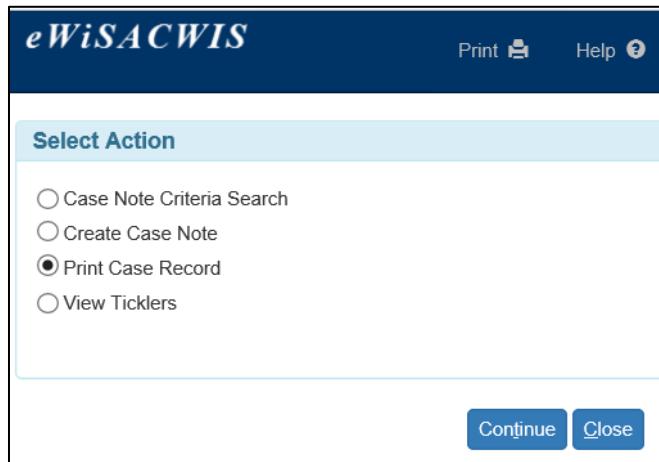
Record 1 to 1 of 1

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.

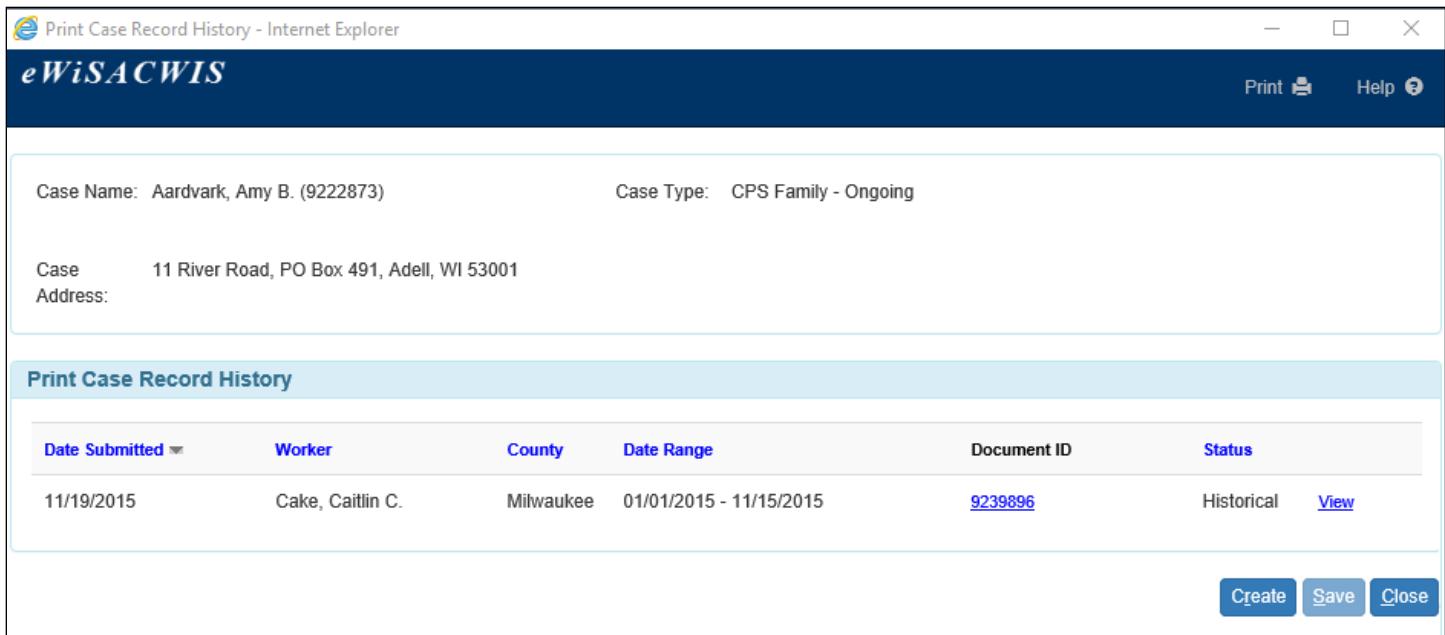


The dialog box has a title bar with the eWiSACWIS logo, a Print icon, and a Help icon. The main content area is titled "Select Action" and contains the following radio button options:

- Case Note Criteria Search
- Create Case Note
- Print Case Record
- View Ticklers

At the bottom 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 page title is "Print Case Record History - Internet Explorer". The header includes the eWiSACWIS logo, a Print icon, and a Help icon. The main content area shows case details:

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 table titled "Print Case Record History".

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 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 Record

Print  Help 

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

Amy B. (9222873)

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

Start Date: End Date:

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

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.

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. Case Type: CPS Family - Ongoing Participants:

Amy B. (9222873)

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

Start Date: End Date:

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

Hold down the 'Ctrl' key for multi-selection

Select Documents

<input type="checkbox"/> 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

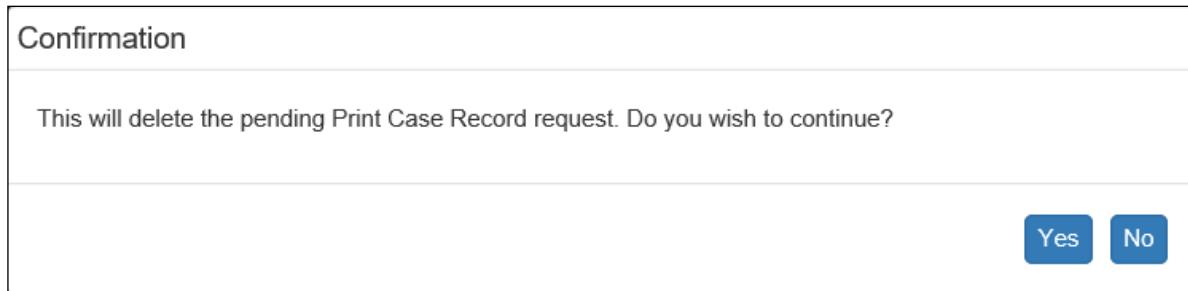
Case Address: 11 River Road, PO Box 491, Adell, WI 53001

Print Case Record History

Date Submitted	Worker	County	Date Range	Document ID	Status	Actions
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:



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.

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

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

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

[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 Aardvark, Amy B. 111 Parent 1 Address Apt # 1 Milwaukee, WI 53201 (111) 111-1111 (111) 222-1111	FATHER	
Attorney:	Attorney:	
CASE INFORMATION		
Date – Form Filled Out 12/16/2015	Name – Agency Dane - East	
Name – Worker Corn, Conn C.	Name – Supervisor Cake, 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: h Relevant information (e.g. location, who was in attendance, any interactions that were notable)		