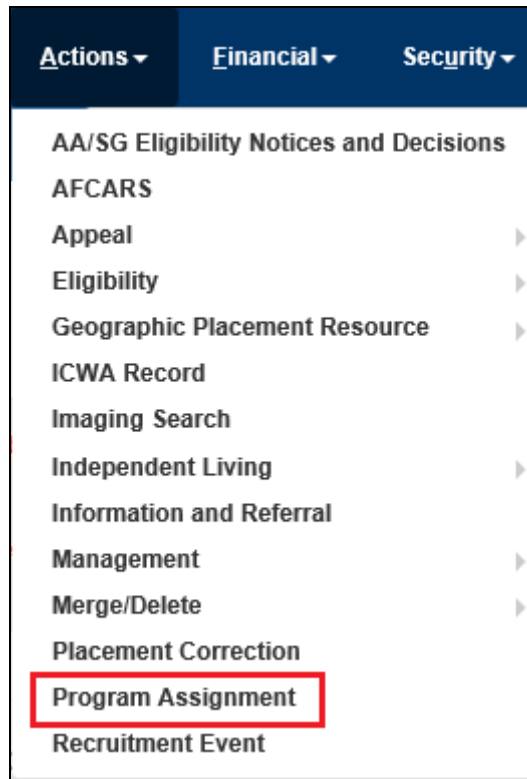


Program Assignment

Note: In order to create a Program Assignment, an assignment to the case is not needed. However, additional security is needed.

Note: The Program Assignment page provides the ability to track a person's involvement in a program. Specifically, this functionality was developed to track Title IV-E waiver requests that are submitted to the Federal Government, but is generic enough to capture additional programs if necessary.

1. From the desktop, click on Actions > Program Assignment. This will open the Program Assignment page.



2. On the Program Assignment page, click the [Search](#) hyperlink to launch the Person Search page.

eWiSACWIS Print Help

Child Information

Child's Last Name: Child's First Name: [Search](#)
Child's Person ID: DOB:

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	Made in Error	

View Made in Error

Options:

3. On the Person Search page, enter the child's information in the Search Criteria and click the Search button.

Person Search Print Help

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:

Incl. AKA Search Precision: Low Med High Sort By:

Record 1 to 1 of 1

Persons Returned

[Jones, Tommy \(9226084 \)](#) Safe At Home PO Box 7188, Apt.#485, Madison Male 07/07/2005 Italian

4. Click on the radio button next to the child's name in the Persons Returned group box. Click the Continue button, to return to the Program Assignment page for the child.

- Click on the Insert button to add a program assignment for the child.

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Print Help

Child Information

Child's Last Name:	Jones	Child's First Name:	Tommy	Search
Child's Person ID:	9226084	DOB:	07/07/2005	

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	Made in Error	
▼	▼	▼	00/00/0000	00/00/0000	00/00/0000		Delete

View Made in Error

Insert

Options: Go

Save
Close

- For the Program Assignment row, select the Program, Group, and Case. Enter the Begin Date. If known, enter the Estimated End Date and End Date.

- Click Save.

Note: The Program Assignment page prevents a row from being saved if there is an existing row with the same program type and overlapping dates. An error message will display that reads, “Overlapping program assignments exist for this child. You must correct the overlapping program assignments prior to saving this page.”

Note: The Program Assignment page prevents a row from being saved for the Targeted Safety Support Funds (TSSF) program if there is no active Safety, Assessment, Analysis and Plan (SAAP) or Present Danger Assessment and Protective Plan (PDAPP) documented. Upon saving the page, a message displays that reads, “There is no documented Safety or Protective Plan. Please ensure a plan is documented to correlate with TSSF Enrollment.”

Note: Once saved, only the Estimated End Date and End Date fields can be updated. All other fields on the program assignment row are view only. Once the required fields are entered and saved, The Delete hyperlink is no longer available and a checkbox is displayed under the Made in Error column.

Note: Upon selecting the Made in Error checkbox, a message displays that reads, “This action will set the record to Made in Error. This action is not reversible. Are you sure you want to continue?” Selecting No unchecks the checkbox and does not save the row. Selecting Yes will save the row and the row will be disabled and hidden. To view the hidden rows, the View Made in Error checkbox must be selected.

Child Information

Child's Last Name: Jones Child's First Name: Tommy [Search](#)
 Child's Person ID: 9226084 DOB: 07/07/2005

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	Made in Error	
Care4Kids			00/00/0000	00/00/0000	00/00/0000		Delete
Families Come First							
FAMILY KEYS							
Family Legal Advocacy and Supports							
Parents Supporting Parents	Care4Kids	9223581 - CPS Family - Ong	01/15/2023	00/00/0000	00/00/0000	<input type="checkbox"/>	
Subsidized Guardianship	Jefferson County	9222753 - Adoptive Home	05/02/2022	00/00/0000	00/00/0000	<input type="checkbox"/>	
Targeted Safety Support Funds (TSSF)	Jefferson County						
W-2 Healthy Families	UMOS - La Causa	9223313 - CPS Family - Ong	07/14/2021	00/00/0000	00/00/0000	<input checked="" type="checkbox"/>	

View Made in Error

[Insert](#)

Options: [Go](#)

[Save](#) [Close](#)

8. A list of the child’s program assignments can be exported to a spreadsheet. Select Export Program Assignment List from the Options drop-down and click Go. Click Open on the prompt to launch the spreadsheet or save to a specific location. Also, note the location where the file will be saved. Access the file from the location it was saved. Save and Close the page.

Child Information

Child's Last Name: Jones Child's First Name: Tommy [Search](#)
 Child's Person ID: 9226084 DOB: 07/07/2005

Program Assignment

Program	Group	Case	Begin Date	Estimated End Date	End Date	Made in Error	
			00/00/0000	00/00/0000	00/00/0000		Delete
Care4Kids	Care4Kids	9223581 - CPS Family - Ong	01/15/2023	00/00/0000	00/00/0000	<input type="checkbox"/>	
Parents Supporting Parents	Jefferson County	9222753 - Adoptive Home	05/02/2022	00/00/0000	00/00/0000	<input type="checkbox"/>	
W-2 Healthy Families	UMOS - La Causa	9223313 - CPS Family - Ong	07/14/2021	00/00/0000	00/00/0000	<input checked="" type="checkbox"/>	

View Made in Error

[Insert](#)

Options: Export Program Assignment List [Go](#)

[Save](#) [Close](#)

Do you want to open or save Program Assignment List (9226084).csv (316 bytes) from appsd.dcf.enterprise.wisstate.us? [Open](#) [Save](#) [Cancel](#)

9. When a participant is assigned to a program, the program indicator in the Program column on the Participants tab of the Maintain Case page will display with a [Y](#) hyperlink. Selecting the hyperlink will open the Program Assignment page in view-only mode. If the participant is a participant in multiple cases, the [Y](#) hyperlink will be displayed across all of the child's cases.

eWiSACWIS Print Help

Case: 9223581

Name: Case Type:

County: Site/Region:

CARES Case #: County Case #: W-2:

Restricted [Intensive In-Home Service ends 05/15/2021](#) Status: Open 06/25/2018

Participants	Address			Collaterals			Closing/Merge History		
Doe, Joe (9233539)	None	<input type="checkbox"/>	N			<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem
Jones, Robert (9226176)	CW, VKC	<input type="checkbox"/>	Y	10/03/2012	M	<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem
Jones, Tommy (9226084)	CW	<input type="checkbox"/>	N	07/07/2005	M	<input type="text" value="Biological Child"/>	N/A	Y	DeAct Rem
Jones-Blahnik, Marianne A. (9226085)	CPS, CW	<input type="checkbox"/>	Y	02/25/2002	F	<input type="text" value="Biological Child"/>	N/A	N	DeAct Rem
Kinship, Voluntary (9231059)	VKC	<input checked="" type="checkbox"/>	N	10/10/2013	M	<input type="text" value="Other Relative"/>	N/A	N	DeAct Rem

Options: