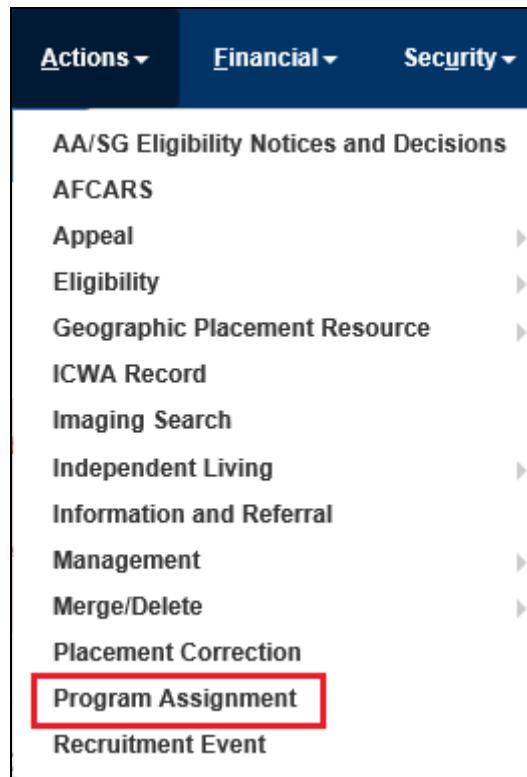


Program Assignment

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 [Insert](#)

Options: [Save](#) [Close](#)

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:	<input type="text" value="Jones"/>	First Name:	<input type="text" value="Tommy"/>	Person ID:	<input type="text"/>
SSN:	<input type="text"/>	DOB:	<input type="text" value="00/00/0000"/>	Gender:	<input type="text"/>
Street:	<input type="text"/>	City:	<input type="text"/>	ZIP Code:	<input type="text"/>

Incl. AKA [Search Precision:](#) Sort By: [Alpha](#) [Search](#)

Record 1 to 1 of 1

Persons Returned

<input checked="" type="radio"/> Jones, Tommy (9226084) Safe At Home	PO Box 7188, Apt.#485, Madison Male 07/07/2005 Italian
--	--

[Create](#) [Continue](#) [Close](#)



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.

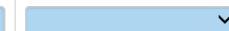
eWiSACWIS

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:  

[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 Families Come First FAMILY KEYS Family Legal Advocacy and Supports Parents Supporting Parents Subsidized Guardianship Targeted Safety Support Funds (TSSF) W-2 Healthy Families	Care4Kids OMOS - La Causa	9223581 - CPS Family - Ong 9222753 - Adoptive Home 9223313 - CPS Family - Ong	00/00/0000 01/15/2023 05/02/2022 07/14/2021	00/00/0000 00/00/0000 00/00/0000 00/00/0000	00/00/0000 00/00/0000 00/00/0000 00/00/0000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Delete

View Made in Error

[Insert](#)

Options: [Export Program Assignment List](#) [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	
Care4Kids Families Come First FAMILY KEYS Family Legal Advocacy and Supports Parents Supporting Parents Subsidized Guardianship Targeted Safety Support Funds (TSSF) W-2 Healthy Families	Care4Kids OMOS - La Causa	9223581 - CPS Family - Ong 9222753 - Adoptive Home 9223313 - CPS Family - Ong	00/00/0000 01/15/2023 05/02/2022 07/14/2021	00/00/0000 00/00/0000 00/00/0000 00/00/0000	00/00/0000 00/00/0000 00/00/0000 00/00/0000	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Delete

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.wistate.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:	Aardvark, Amy B.	Case Type:	CPS Family - Ongoing
County:	Milwaukee	Site/Region:	BMCW-Agency-SaintA
CARES Case #:	<input type="text"/>	County Case #:	<input type="text"/> W-2: NE
<input type="checkbox"/> Restricted	Intensive In-Home Service ends 06/15/2021		
Status: Open 06/25/2018			

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

Options: