


Search

eWiSACWIS allows you to search by Case, Person, Provider Organization, or Worker. Each of these four distinct categories can be searched using the corresponding tab on the Search page. Each case, person, provider, and worker have a unique identifying number and/or name. When searching out a person, make sure to use the Person tab.



1. To access Search from the desktop, click the Search menu item at the top of the page to open the Search page.




2. The Search page opens to the Case tab. Use this tab to search out a case. The Last Name field is the only field required on this page. The First Name, Case ID, Site, and Zip Code fields are optional. The Date Restricted checkbox is defaulted to checked.
 - a. Unselect the Date Restricted checkbox if you want to view the entire history of the case. Selecting the Date Restricted checkbox will restrict the amount of work to be viewed depending on the type of work you want to see. For example, with the Date Restricted checkbox selected, the system will display the past 90 days of case notes (Narratives).
 - b. Selecting the Participant View checkbox will display work as it is related to the individuals in the case. For example, when the folder icon  is expanded, case participant names will be displayed. Other work (with associated icons) related to that individual will be displayed below the participant's name. By clicking on the icons, you will be able to view specific work related to the individual. If the Participant has an open Safe at Home address documented on the Address tab of their Person Management page, the Safe at Home visual indicator displays. With Participant View unselected, icons will display the related case work.
 - c. Selecting the View Not Approved/Cancelled checkbox will display work that has been either not approved or cancelled. For example, when the file folder is expanded, case information will be displayed even for not approved/cancelled items of work.
 - d. If any of the Case Participants have an open Safe at Home address documented on the Address tab of their Person Management page or if the Case Address is marked as a Safe at Home address, the Safe at Home Indicator displays to the right of the Case Name (ID).
3. Clicking on the case name hyperlink will open the Maintain Case page.
4. The Search Precision slider allows you to indicate how precise you want the search return to be. The slider tool has five settings from Low to High. When the slider is set to High, only exact matches based on the criteria entered will display in the Cases Returned group box. When the slider is set to Low, the system will provide more potential returns.
5. A wildcard search can be done by using an asterisk. You may enter the first portion of a name and then use an asterisk (*) to indicate a wildcard to be used in the search for the remainder of the name. In the example above, the last name of Abby was used with the first initial of A*. This setting tells the system to search out all cases with the last name Abby and the first name beginning with the letter A.
6. Using the Case Search function it is possible to update a person's address even if the person is a case participant on a closed case. Use the Case Search functionality described above to locate the closed case. Click the hyperlink for the case name in order to open the Maintain Case page. Click the hyperlink for the

case participant to open the Person Management page. The Address tab of the Person Management page will be editable as long as the participant is not in an Out of Home Placement on another case.

The screenshot shows the eWiSACWIS interface with the 'Person' tab selected. The search criteria section includes fields for Last Name (Test), First Name (C*), SSN, DOB (00/00/0000), Gender, City, and ZIP Code. There are also checkboxes for 'Incl. AKA' and a 'Search Precision' slider set to 'Med'. The 'Sort By' dropdown is set to 'Alpha'. A 'Search' button is visible. Below the search criteria, it says 'Record 1 to 2 of 2'. The 'Persons Returned' section shows one result: 'Test Child (9224073)' with a 'Safe at Home' indicator. Below the name are icons for 'Basic Person Information', 'Related People', 'Access Reports', and 'Cases'. The 'Cases' section lists three records: 'Abba, John (9222396)' with a 'Safe at Home' indicator, 'Elephant, Mother (9221978)', and 'Sass, Cynthia (9221108)'. A 'Close' button is at the bottom right.

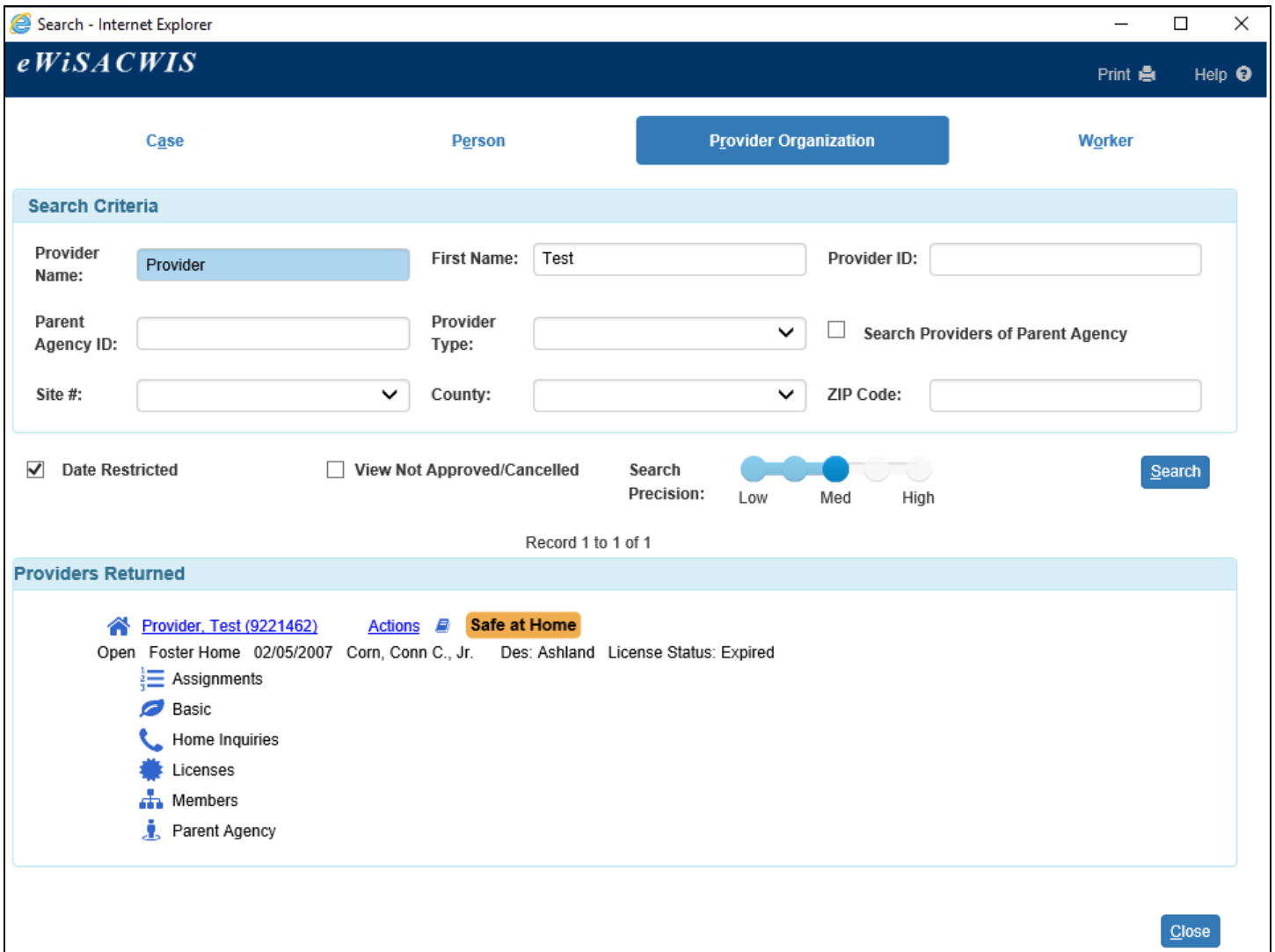
7. The Person tab is where you can search for an individual. By searching out an individual, you will be able to see if a particular individual is included in a case or provider record. By clicking on the  icon next to the returned name and then clicking the  icon, you will be able to see all of the cases associated with this person. In addition, clicking any of the icons will reveal work associated with this person. Clicking on the person's name will bring you to the Person Management page for the searched individual. You can also do a unique person search by entering a number in the SSN field. The AKA checkbox will automatically be selected upon clicking the search button, forcing the system to perform both a regular person search and an AKA search of the person management records (Additional tab) at the same time.


Note: If you are viewing person information and drill down to the case and the case is restricted, you must go to the Case tab in order to view the restricted case.

Note: You will see the  icon if the person is an eWiSACWIS worker.

Note: If the participant has an open Safe at Home address documented on the Address tab of their Person Management page, the Safe at Home Indicator displays next to the Person name/ID. Expanding the Person

search results to the Case level, the Safe at Home Indicator displays for all the Cases that the Participant is associated with or if the Case address is enrolled with Safe at Home. Home Providers enrolled in Safe at Home will also display the visual indicator.



8. The Provider Organization tab is used to conduct a provider search. The Provider Name field is the only field required on this page. The First Name, Provider ID, Parent Agency ID, Provider Type, Site, County and Zip Code are optional. When a provider is searched, click the  icon next to the provider name. This will expand and show all of the work related to this provider. From here you will be able to view the licenses, services, etc.


Note: If the Member identified as Parent 1 has an open Safe at Home address documented on the Address tab of their Person Management page, the Safe at Home visual indicator displays.

Note: You can also search by the Provider ID, which will then not require the Provider Name.

Note: During retrieval processing eWiSACWIS will check user has the security to view county-restricted providers. If user does not have the proper security, eWiSACWIS will exclude county-restricted providers from the search results. If user has the proper security, such providers will be included into search results

only if the county of the user performing the search matches the county of the county-restricted provider record.

The screenshot shows the eWiSACWIS search interface. At the top, there are tabs for 'Case', 'Person', 'Provider Organization', and 'Worker'. The 'Worker' tab is selected. Below the tabs is a 'Search Criteria' section with input fields for 'Last Name' (Cake), 'First Name' (Caitlin), 'Worker ID', 'Employee ID', 'County', and 'Site #'. There are also radio buttons for 'Search Precision' (Low, Med, High) and a 'Sort By' dropdown set to 'Alpha'. A 'Search' button is located to the right. Below the search criteria, it says 'Record 1 to 1 of 1'. The 'Workers Returned' section lists several workers, including Caitlin C. Cake, who is highlighted. Her details include: Program Manager (123)456-7890 ext.1234, email ccake@wisconsin.gov, Milwaukee-Admin, Milwaukee COUNTY, and 501 cases and 216 providers. Other workers listed include Abby, Alice N., Abby, Amy, Abby, Andy, and Abby, Mailing, each with their respective titles, contact information, and case/provider counts.

11. The final tab is the Worker tab. In the example above, the worker Caitlin Cake was searched. Caitlin's name, title, telephone number, e-mail address, and supervisor will display. By clicking the  icon next to Caitlin's name, the outliner will display any worker who Caitlin supervises and any cases/providers assigned to Caitlin. Each worker can be further expanded to detail case and provider assignments. Clicking on Caitlin's name will bring you to Caitlin's Person Management page.