

Establishing a Home Inquiry

1. From the desktop, go to the Home Inquiry tab and click the Create home inquiry hyperlink
[Create home inquiry](#) to open the Home Inquiry page.

Home Inquiries

Filter By:
☒ My inquiries
☐ All my county's inquiries

Home inquiries: 0

[Create home inquiry](#)

Created	Type	Parent 1	Worker	Status	Actions
No matching records found					

2. The Access Inquiry Search page will open. Search out the individuals who are subjects of the Home Inquiry. If the search does not retrieve any results in the Persons Returned group box, click the Create button and create the person record(s). Once completed, click Continue to open the Home Inquiry page - Member tab.

Access Inquiry Search

Search Criteria

Last Name: First Name: Person ID:
SSN: DOB: Gender:
Street: City: ZIP Code:
☐ Incl. AKA Search Precision: ☐ Low ☐ Med ☐ High Sort By: Alpha

Persons Returned

Access Participant Name	Status	Search Found
Provider Female		

3. On the Home Inquiry, Member tab, the Family Name in the Basic group box will be blank until the Roles have been defined and page saved. The Date, Inquiry ID number and Supervisor Status will pre-fill.
4. The Family Members group box will pre-fill with the individuals that were searched out at the beginning of the Inquiry. To the right of each individual is a field called Role. Each member must have an associated role. Select the appropriate value from the drop-down list. Once all roles have been defined, click the Basic tab.

Note: One family member must have the role of Parent 1. This is generally the female head of household.

The screenshot shows the eWiSACWIS Home Inquiry Basic tab. At the top, there are two browser tabs: 'eWiSACWIS' and 'Home Inquiry'. The page header includes the eWiSACWIS logo and 'Print' and 'Help' icons. Below the header, the 'Basic' tab is selected. The 'Family Name' field is empty. The 'Date' is 06/07/2022, 'Inq ID' is 9224901, and 'Supervisor Status' is Pending. Below this, there are two tabs: 'Member' (selected) and 'Basic'. The 'Family Members' section contains a table with the following data:

Name	Gender	DOB	Race	Role
Provider, Female	Female	03/29/1977	Black/African American	Parent 1
Provider, Male	Male	08/06/1970	White	Parent 2

At the bottom right of the table, there is an 'Add/Edit' button. Below the table, there are 'Save' and 'Close' buttons.

5. On the Home Inquiry, Basic, tab, the Home Information group box pre-fills demographic information for Parent 1 and Parent 2, if applicable.
6. The Marital Status has drop-down values; select the value that best describes Parent 1 and Parent 2.
7. Select the correct value from the School District drop-down.
8. The Language drop-down will default to English, but can be changed.
9. In the Inquiry Information group box, the Parent Agency is the licensing agency this individual may be associated with. If Parent 1 and Parent 2 were licensed by a private agency, use the Search hyperlink to search out the agency and have the agency pre-fill under the Parent Agency name. If the county will be licensing the home, leave this field blank and do not use the Search hyperlink.
10. The Inquiry Type has drop-down values; select the appropriate value for the inquiry.
11. The Referral Source(s) can be documented by clicking the Select hyperlink. On the Referral Source page, select all referral choices that apply. Clicking the Continue button will automatically pre-fill the selections made on this page back to the Referral Source(s) field on the Home Inquiry page.

Referral Source Print Help

Referral Sources

Select Referral Source

Select All That Apply

<input type="checkbox"/>	Adoption Informational Meeting
<input type="checkbox"/>	Bus Tail/Poster
<input checked="" type="checkbox"/>	Business/Company
<input type="checkbox"/>	Church
<input type="checkbox"/>	County Fair
<input type="checkbox"/>	Employer Contact/Groups
<input type="checkbox"/>	Event Based
<input type="checkbox"/>	Foster Home Study Request
<input type="checkbox"/>	Friend
<input type="checkbox"/>	Hospital/Medical
<input type="checkbox"/>	Job Fair
<input type="checkbox"/>	Knows Adoptive Parent
<input type="checkbox"/>	Knows Foster Parent
<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Newspaper Advertisement
<input type="checkbox"/>	Newspaper Press Release/Feature Story
<input type="checkbox"/>	Orientation
<input type="checkbox"/>	Other Agencies
<input type="checkbox"/>	Other Counseling Agency
<input type="checkbox"/>	Other County
<input type="checkbox"/>	Other/Documented in Text
<input type="checkbox"/>	Previous Adoptive Parent
<input type="checkbox"/>	Previous Foster Parent
<input type="checkbox"/>	Radio
<input type="checkbox"/>	Radio Advertisement
<input type="checkbox"/>	Radio Talk Show
<input type="checkbox"/>	Regional Office
<input type="checkbox"/>	School Contacts/Groups
<input type="checkbox"/>	School/Educational
<input type="checkbox"/>	Self
<input type="checkbox"/>	Statewide Marketing Effort
<input type="checkbox"/>	Television
<input type="checkbox"/>	Television Advertisement
<input type="checkbox"/>	Television Talk Show
<input type="checkbox"/>	Volunteers

Continue Close

eWiSACWIS x Home Inquiry x

eWiSACWIS Print Help

Basic

Family Name: Provider, Female Date: 06/07/2022 Inq ID: 9224901 Supervisor Status: Pending

[Member](#) [Basic](#)

Home Information

Parent 1: Provider, Female Parent 2: Provider, Male

C/O:

Street: 123 Main Street Apt:

City: Milwaukee State: WI Zip: 52124 County of Residence: Milwaukee Country:

Home: Ext: Work: Ext:

Marital Status: Married Couple Language: English

School District: Milwaukee Sch Dist - 3619

Inquiry Information

Parent Agency: [Search](#)

Inquiry Type: Foster Care

Referral Source(s): Business/Company [Select](#)

Description:

Worker/Committee

Name: Caitlin C. Cake

☐ Accept/Screen In ☐ Not Accept/Screen Out ☒ Pending

Reason:

Supervisor/Committee

Name: Caitlin C. Cake

☐ Accept/Screen In ☐ Not Accept/Screen Out ☒ Pending

Reason:

Options: Go Save Close

12. The Description field is an optional narrative text field.

13. The Worker/Committee group box allows a Screen In/Out decision by someone without supervisory approval. A supervisor will need to do a final screening decision. The Reason drop-down becomes enabled with values only if the Inquiry was not accepted/screened out.
14. The Supervisor/Committee group box will allow a final screening decision. The reason drop-down becomes enabled with values only if the Inquiry was not accepted/screened out.
15. The Options drop-down field contains a value for the Home Inquiry Checklist.

The screenshot shows the eWiSACWIS Home Inquiry form. The form is divided into several sections:

- Basic:** Family Name: Provider, Female; Date: 06/07/2022; Inq ID: 9224901; Supervisor Status: Pending.
- Home Information:** Parent 1: Provider, Female; Parent 2: Provider, Male; C/O: 123 Main Street; City: Milwaukee; State: WI; Zip: 52124; County of Residence: Milwaukee; Country: ; Home: ; Ext: ; Work: ; Ext: ; Marital Status: Married Couple; School District: Milwaukee Sch Dist - 3619; Language: English.
- Inquiry Information:** Parent Agency: ; Inquiry Type: Foster Care; Referral Source(s): Business/Company; Description: ; Search; Select.
- Worker/Committee:** Name: Caitlin C. Cake; Reason: ; Accept/Screen In; Not Accept/Screen Out; Pending.
- Supervisor/Committee:** Name: Caitlin C. Cake; Reason: ; Accept/Screen In; Not Accept/Screen Out; Pending.

The Reason dropdown in the Worker/Committee section is open, showing a list of reasons:

- Doesn't meet need for adoptive family
- Unlikely to meet criteria HSS 51.07(8)
- Inquiries exceed need for adoptive family
- Withdraw from process
- Unlikely to meet the criteria of DCF 56
- Criminal record
- CAN record
- Other-see Home Inquiry Comments

16. Once the supervisor makes a screening decision and selects the Save button, the Search Home Provider page opens.

17. The Home Inquiry is linked to an existing provider by selecting the associated radio button for the providers returned and clicking the Link button. If there are no providers returned, click the Create button.

eWiSACWIS

Search Home Provider

eWiSACWIS

Print

Help

Providers Returned

☐

Provider, Female (9221778)

Open Foster Home 03/29/2012 Cake, Caitlin C. Des: Milwaukee 123 Main Street, Milwaukee, WI 52124

Link

Create

Close

18. The Home Provider page will open. Update any applicable data on each of the tabs and click the Save button. You have now linked to an existing provider or created a new provider record.

Note: The phone and e-mail addresses enter for Parent 1, Parent 2, or any licensees will not copy over to the Additional Contact Information section.

Note: The Receiving Care radio buttons on the Members tab are required in order to save the page.

Home Provider - Internet Explorer

eWiSACWIS Print Help

Basic

Name: Female Provider (9221778) Open Date: 03/29/2012 Type: Foster Home Status: Open

Lcns. Type: DMCPs Lcns. Agency: DMCPs - CSSW ☐ Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Home Information

Parent 1: Provider, Female Parent 2: Provider, Male

C/O:

Street: 123 Main Street Apt:

City: Milwaukee State: WI Zip: 52124 County of Residence: Milwaukee Country:

Home: (608)266-5642 Ext: Work: Ext: Fax:

E-mail: School District: Milwaukee Sch Dist - 3619

Additional Information

Marital Status: Married Couple Primary Language: English Designated County: Milwaukee

Options: Go Save Close

19. If Screened In, the provider record will appear on the Providers tab of your desktop. If Screened Out, the Inquiry will be attached to the closed provider record. You will not receive an assignment pop-up when linking to a closed provider record.
20. If you choose to leave your Home Inquiry pending, you will be able to open it via the Home Inquiries tab on your desktop. Also, if you have access to view your entire county, you will be able to see all pending Home Inquiries if the 'All my county's inquiries' radio button is selected.

eWiSACWIS
Actions
Financial
State
Security
Help
Refresh
Search
Caitlin C. Cake (Milwaukee County) | Log Out

Home
Cases (499)
Providers (215)
Workers (71)
Approvals (1270)
Access Reports (118)
ICPC Referrals (12)
YJ Referrals (2)
Home Inquiries (32)
Quick Links

Home Inquiries

Filter by:

☒ My inquiries
☐ All my county's inquiries

Home inquiries: 32

Create home inquiry

Showing 1 to 10 of 32 rows

10 rows per page

Search

<

1

2

3

4

>

Created	Type	Parent 1	Worker	Status	Actions
07/15/2020	Home Inquiry (9224341)	Provider, Female	Cake, Caitlin, C.	Pending	Reassign
03/18/2020	Home Inquiry (9224161)	Duveall, Mike	Cake, Caitlin, C.	Pending	Reassign
01/10/2010	Home Inquiry (9223130)	asdfasd, asdf	Cake, Caitlin, C.	Pending	Reassign
01/10/2010	Home Inquiry (9223125)	asdfasdf, asdfasdf	Cake, Caitlin, C.	Pending	Reassign
01/10/2010	Home Inquiry (9223126)	asdfasdf, asdfasdf	Cake, Caitlin, C.	Pending	Reassign
01/10/2010	Home Inquiry (9223131)	dasfqwe, qwerqwerqwer	Cake, Caitlin, C.	Pending	Reassign