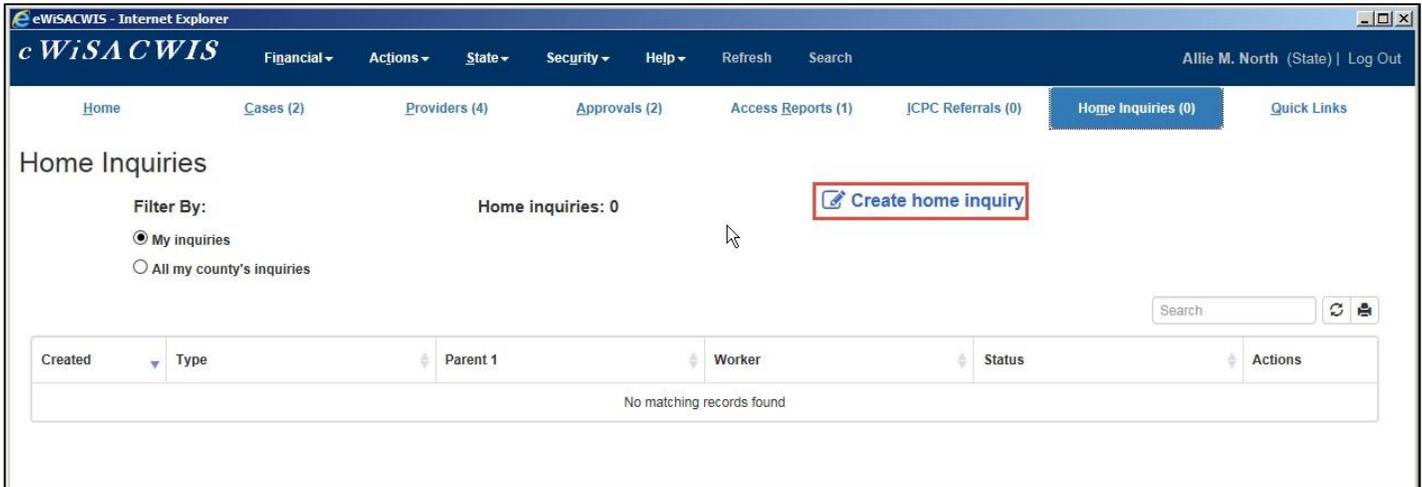
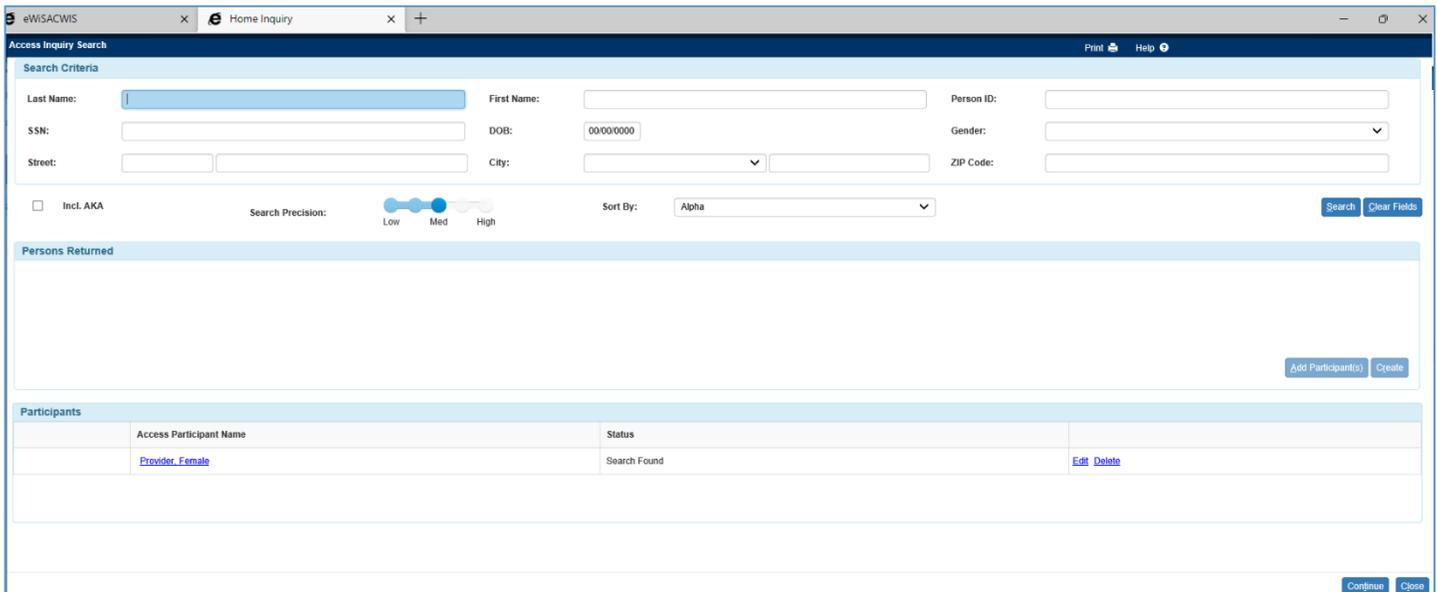


Establishing a Home Inquiry

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.



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.



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 active, displaying the following information: Family Name, Date: 06/07/2022, Inq ID: 9224901, and Supervisor Status: Pending. There are two tabs: 'Member' (selected) and 'Basic'. Below the tabs is the 'Family Members' section, which 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"/>	Knows Foster Parent	<input type="checkbox"/>	Radio Advertisement
<input type="checkbox"/>	Bus Tail/Poster	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Radio Talk Show
<input checked="" type="checkbox"/>	Business/Company	<input type="checkbox"/>	Newspaper Advertisement	<input type="checkbox"/>	Regional Office
<input type="checkbox"/>	Church	<input type="checkbox"/>	Newspaper Press Release/Feature Story	<input type="checkbox"/>	School Contacts/Groups
<input type="checkbox"/>	County Fair	<input type="checkbox"/>	Orientation	<input type="checkbox"/>	School/Educational
<input type="checkbox"/>	Employer Contact/Groups	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	Self
<input type="checkbox"/>	Event Based	<input type="checkbox"/>	Other Counseling Agency	<input type="checkbox"/>	Statewide Marketing Effort
<input type="checkbox"/>	Foster Home Study Request	<input type="checkbox"/>	Other County	<input type="checkbox"/>	Television
<input type="checkbox"/>	Friend	<input type="checkbox"/>	Other/Documented in Text	<input type="checkbox"/>	Television Advertisement
<input type="checkbox"/>	Hospital/Medical	<input type="checkbox"/>	Previous Adoptive Parent	<input type="checkbox"/>	Television Talk Show
<input type="checkbox"/>	Job Fair	<input type="checkbox"/>	Previous Foster Parent	<input type="checkbox"/>	Volunteers
<input type="checkbox"/>	Knows Adoptive Parent	<input type="checkbox"/>	Radio		

[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:

Options: [Go](#)

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:

[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 top navigation bar includes the eWiSACWIS logo and a 'Home Inquiry' tab. The 'Basic' section displays family information: Family Name: Provider, Female; Date: 06/07/2022; Inq ID: 9224901; Supervisor Status: Pending. The 'Home Information' section includes parent details (Provider, Female and Provider, Male), address (123 Main Street, Milwaukee, WI 52124), marital status (Married Couple), and school district (Milwaukee Sch Dist - 3619). The 'Inquiry Information' section shows Parent Agency, Inquiry Type (Foster Care), Referral Source (Business/Company), and a Description field. The 'Worker/Committee' section is highlighted with a red box and contains Name: Caitlin C. Cake, radio buttons for 'Accept/Screen In', 'Not Accept/Screen Out', and 'Pending', and a Reason dropdown. The 'Supervisor/Committee' section is also highlighted with a red box and contains the same name and radio buttons. A dropdown menu is open under the Reason field in the Supervisor/Committee section, listing reasons such as 'Doesn't meet need for adoptive family' and 'Criminal record'. At the bottom, there is an 'Options' dropdown and a 'Go' button. 'Save' and 'Close' buttons are located at the bottom right of the highlighted sections.

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.

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: DMCPSS Lcns. Agency: DMCPSS - 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:

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](#)

Search

Showing 1 to 10 of 32 rows 10 ▾ rows per page

<
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