

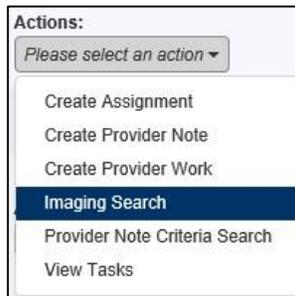
Background Check Imaging

Note: In order to add images, an assignment to the case/provider is not needed. However, additional security is needed for the Imaging Search page.

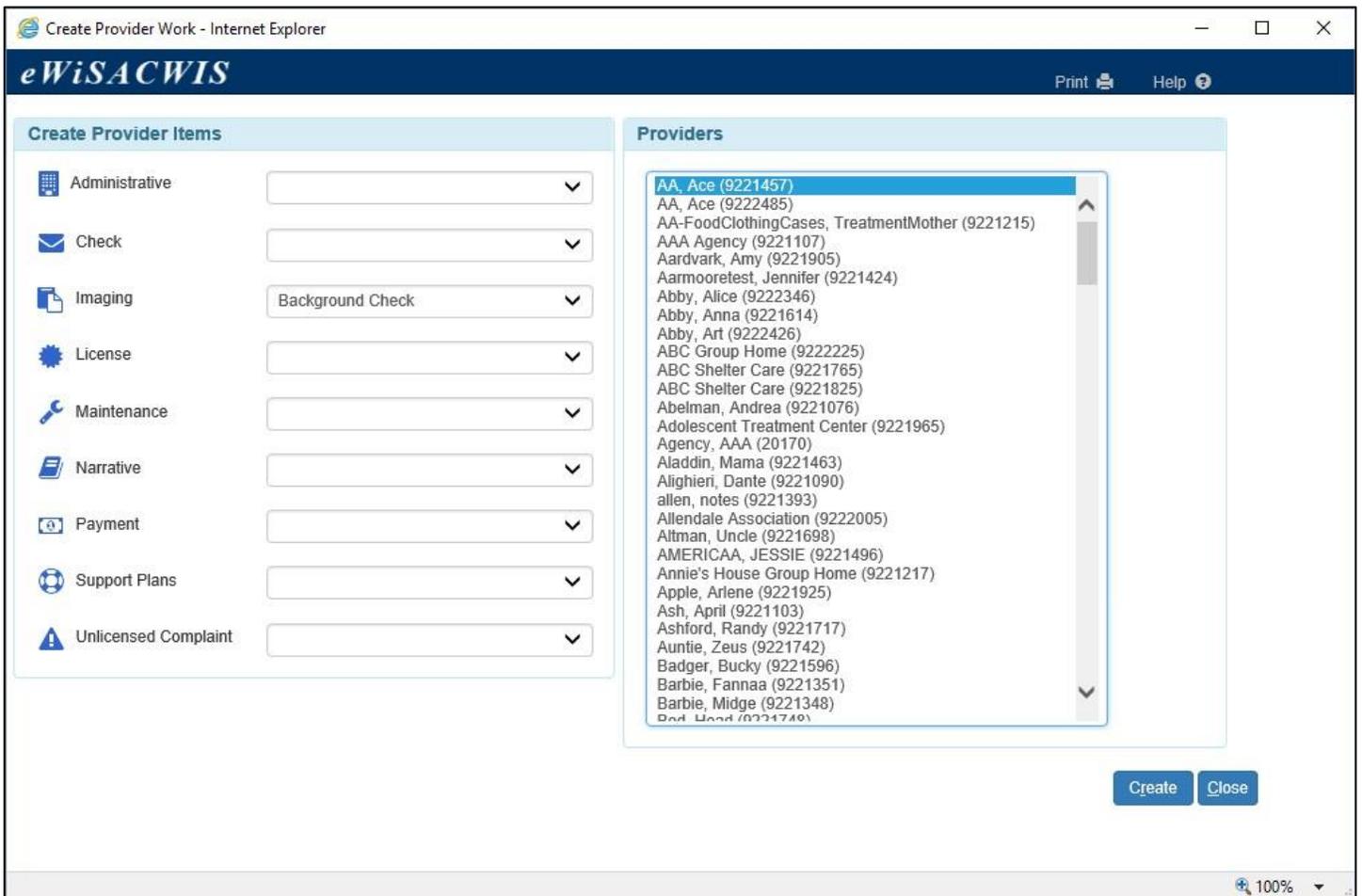
Note: Please see the Provider Imaging User Guide on how to add other imaging documents to providers.

If you have an assignment to the provider:

1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.



2. On the Create Provider Work page, select 'Background Check' from the Imaging drop-down, select the Provider, and click Create. This will open the Organization Background Check page.



3. On the Organization Background Check page, enter the Date of the Document and the Effective To date, if applicable.

Note: If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Organization Background Check - Internet Explorer

eWiSACWIS Print Help

Provider Details

Provider: Ace AA (9222485) Worker: Caitlin C. Cake

Image Details

Date of Document: 07/15/2020 Effective To: 07/14/2024

Category: Background Check

Type: DOJ

File Name: Browse

Name: [Dropdown]

Comments: [Text Area]

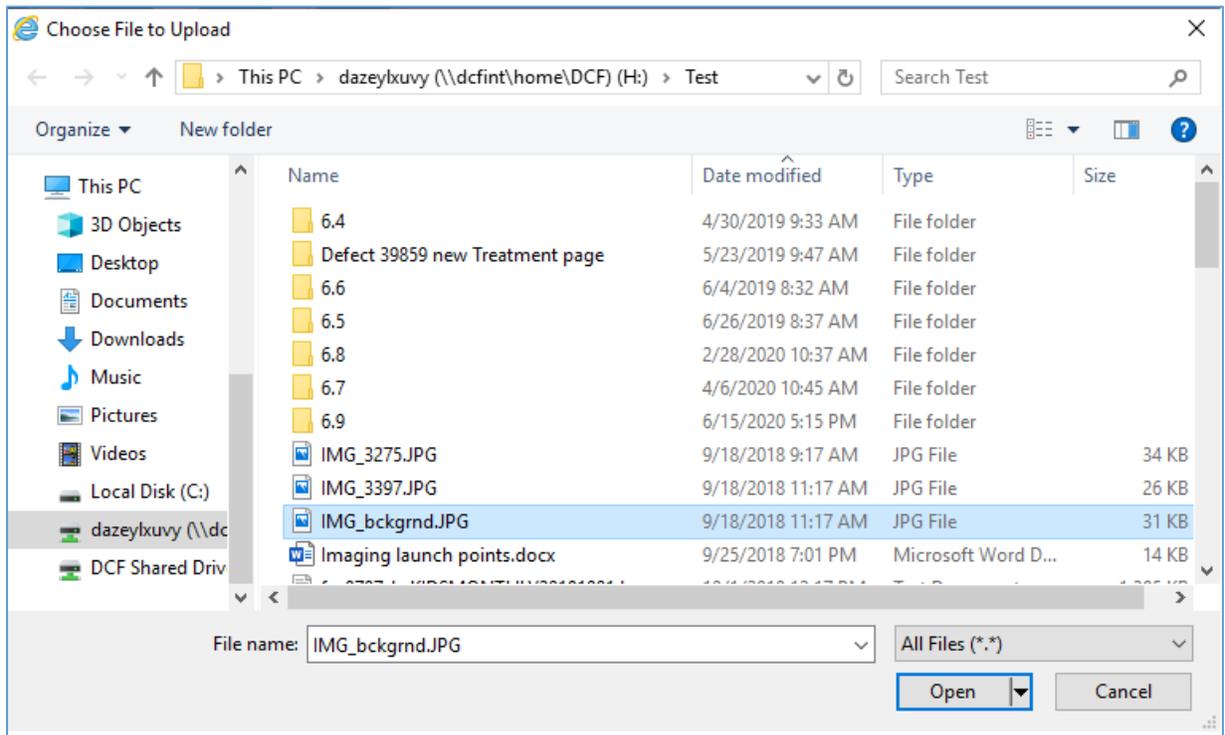
Last Updated By: Delete Create

Valid Through: 00/00/0000

Eligibility Verification

Save Close

4. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 25 MB.

Organization Background Check - Internet Explorer

eWiSACWIS Print Help

Provider Details

Provider: AAA Agency (9221107) Worker: Caitlin C. Cake

Image Details

Date of Document: 07/15/2020 Effective To: 07/14/2024

Category: Background Check

Type: DOJ Click to view image

File Name: IMG_bckgrnd.JPG [View](#)

Browse

Name: Ajax, Cisco

Comments:

Last Updated By: Caitlin C. Cake Delete Create

Valid Through: 00/00/0000

Eligibility Verification

Save Close

5. You can view the document by selecting the View hyperlink next to the File Name.
6. In the Name drop-down, select the provider member for whom the background check is for. Enter any comments in the Comments field.
7. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. If the background check has been added to the wrong provider record, click Delete to remove the image. If the background check has been added to the wrong provider member, update the Name drop-down with the correct provider member.
10. At this point, you can add a new background check for this provider by selecting the Create button.

Adding a Person background check if you have an assignment to the provider:

1. From your desktop, click on the Providers tab. Click on the provider for which you would like to add the background check. Click on the Members button to expand the Members. Click on the hyperlink for the person you would like to add the background check for. This will open the Person Management page.

Abby, Art (9222426)

Provider details: Foster Home Level 1 License status: Active-Regular Des: Milwaukee	Provider address: 111 First Ave, Apt. #101 Baraboo, WI 53913 (Dane County)	Primary worker/licensor: Cake, Caitlin C. (123) 456-7890 Ext. 1234 chris.santoslang@wisconsin.gov	Actions: <input type="button" value="Please select an action"/>
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View provider information

Agreements and Notices	Assignments	Basic	Home Inquiries
Licenses	Members	Parent Agency	Placements
Provider Services	Services		

Members

Active Members Abby, Art J. (20998)	Parent 1
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2. On the Person Management page, click the Additional tab. Click on the Background Checks expando. In the Background Checks group box, click the Insert button. This will open the Person Background Check page.

Person Management 'Art Abby' ID:20998 - Internet Explorer

eWiSACWIS TM Print Help

Basic Parent Info **Additional** Address Education Characteristics Medical/Mental Health Supplemental MMH

Background Checks

Background Checks

Type	Date	Effective To	Updated By	
Local Law Enf.	03/09/2006		Caitlin C Cake	Delete

Insert

Physical Description

Last Updated By: Cake, Caitlin 07/13/2018

Height: feet inches Weight: pounds Eye Color: Hair Color:

Physical Description (e.g. clothing, glasses, hairstyle/color, teeth, braces, scars, tattoos, body piercing(s), acne, freckles, birthmarks, discolorations, injuries, etc.):

Child/Youth Image

Options:

3. On the Person Background Check page, enter the Date of the Document and the Effective To date, if applicable.

Note: If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Person Background Check Print  Help 

Participant Details

Name: Abby, Art J. (20998) Worker: Caitlin C. Cake

Image Details

Date of Document: 07/15/2020 Effective To: 07/14/2024

Category: Background Check

Type: DOJ/ IBIS ▼

File Name: IMG_bckgrnd.JPG [View](#)

Browse

Comments:

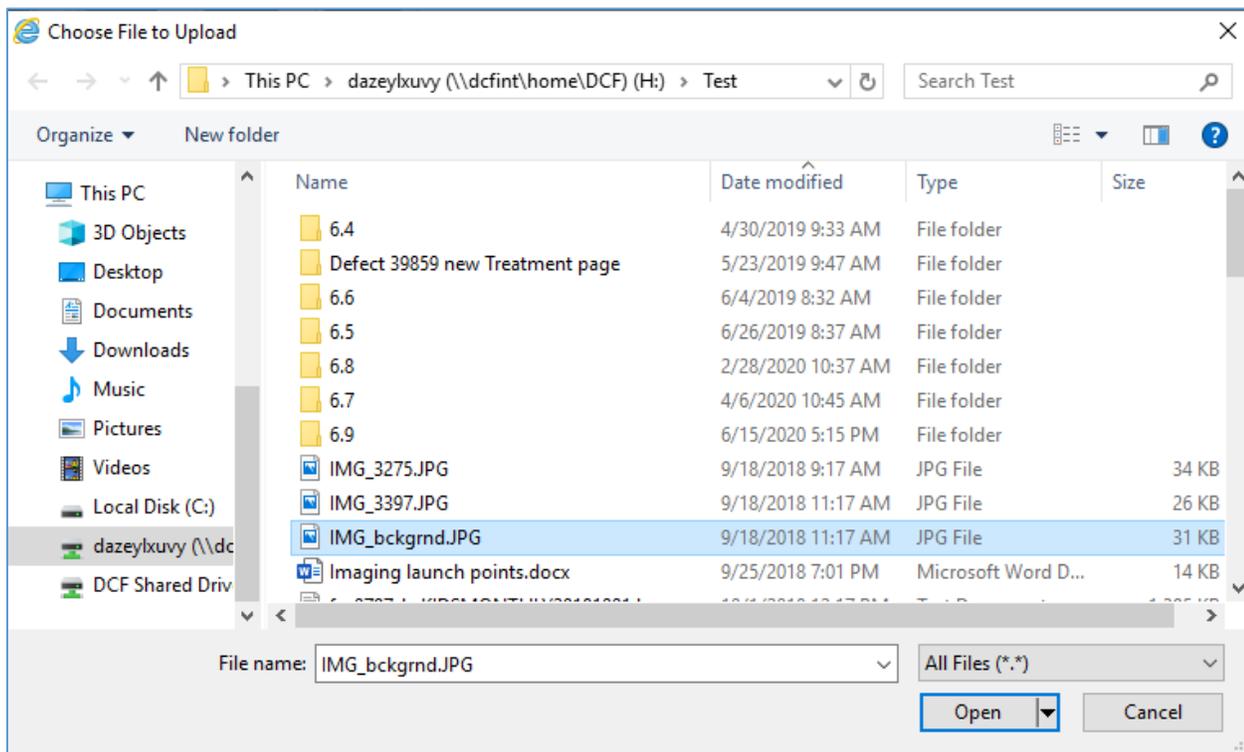
Last Updated By: Caitlin C. Cake Delete Create

DOJ/ IBIS Valid Through: 00/00/0000

 Eligibility Verification

Save Close

4. To attach a previously saved background check, select the Browse button. This will open the ‘Choose File to Upload’ pop-up page.
5. On the ‘Choose File to Upload’ page, select the file from the appropriate location/folder. Once the file is selected, click the Open button.



6. **Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 25 MB.
7. You can view the document by selecting the View hyperlink next to the File Name.
8. Enter any comments in the Comments field.
9. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
10. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
11. At this point, you can create a new background check for this provider member by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.
12. Click Close. This will return you to the Person Management page.
13. The Additional tab will display the background check information.

Person Management 'Art Abby' ID:20998 - Internet Explorer

eWiSACWIS TM Print Help

Basic Parent Info **Additional** Address Education Characteristics Medical/Mental Health Supplemental MMH

AKA Names

Entry Date	Type	First Name	Last Name	MI	Delete
08/04/2006	Nickname	nickname2	nickname2		Delete
08/04/2006	Previously Known As	pks2	pkslast2		Delete

[Insert](#)

Background Checks

Type	Date	Effective To	Updated By	
DOJ/ IBIS	07/15/2020	07/14/2024	Caitlin C Cake	Edit
Local Law Enf.	03/09/2006		Caitlin C Cake	Delete

[Insert](#)

Physical Description

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

14. Click Close. This will return you to the desktop.

15. . On your desktop, click View provider information then click on the Background Checks icon . You will see the Images icon. Expand this icon to display the background check.

Abby, Art (9222426)

Provider details: Foster Home Level 1 License status: Active-Regular Des: Milwaukee	Provider address: 111 First Ave, Apt. #101 Baraboo, WI 53913 (Dane County)	Primary worker/licensor: Cake, Caitlin C. (123) 456-7890 Ext. 1234 chris.santoslang@wisconsin.gov	Actions: Please select an action
---	---	---	--

View provider information

Agreements and Notices	Assignments	Background Checks	Basic
Home Inquiries	Licenses	Members	Parent Agency
Placements	Provider Services	Services	

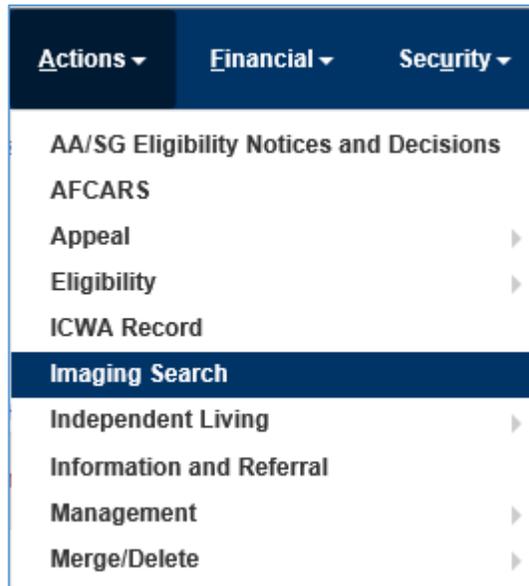
Background Checks

-  Images (1)
 - [DOJ/ IBIS](#)

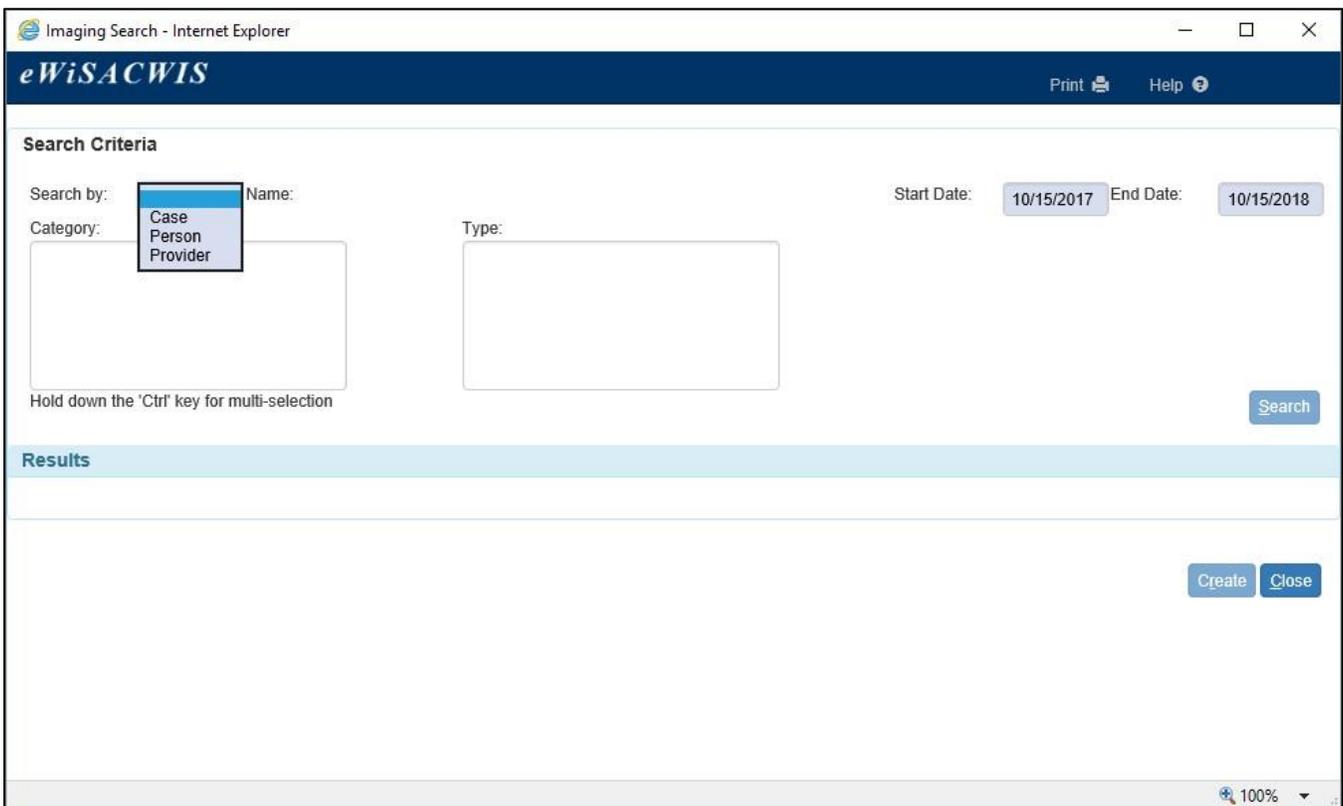
07/15/2020 - 07/14/2024 Abby, Art J.

If you do not have an assignment to the provider:

1. From the desktop, click Actions > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Provider in the Search by drop-down. This will open the Provider Search page.



3. On the Provider Search page, enter the Provider Name or Provider ID to conduct your search and click Search. In the Providers Returned group box, select the radio button next to the correct provider and click the Continue button.

Provider Search Print Help

Search Criteria

Provider Name: First Name: Provider ID:

Parent Agency ID: Provider Type: Search Providers of Parent Agency

Site #: County: ZIP Code:

Date Restricted View Not Approved/Cancelled

Search Precision: Low Med High

Record 1 to 3 of 3

Providers Returned

- [Blue, Blue \(9221495\)](#)
Open Cherry Coke Group Home Residential Care Center 08/22/2007 Cake, Caitlin M., IV Dane License Status: Pending
- [Blue, Indigo \(700005\)](#)
Open Adoptive Home 09/19/2000 Kellogs, Jim (Supervisor) Des: Milwaukee License Status: N/A
- [Kinda Blue \(9221576\)](#)
Open Private Agency 02/12/2010 Rock, Worker Fond Du Lac License Status: N/A

- This will bring you back to the Imaging Search page. The page will now display all documents for the provider. The results will display all documents from the past year, unless the Start Date and End Date have been updated. To add a document, select the 'Background Check' Category and select the appropriate Type of background check. Click Create.

Imaging Search - Internet Explorer - □ ×

eWiSACWIS Print Help

Search Criteria

Search by: Name: Blue, Blue (9221495) [Provider Search](#) Start Date: End Date:

Category: Type:

Hold down the 'Ctrl' key for multi-selection

Results

100%

- On the Person Background Check page, enter the Date of Document, Effective To date (if applicable), and select the Type if you have not already done so.

Note: If the Type DOJ or IBIS is selected, the Effective To date will pre-fill to 4 years and will not be editable.

Person Background Check

Print Help

Provider Details

Provider: Blue Blue (9221495) Worker: Caitlin M. Cake, IV

Image Details

Date of Document: 10/08/2018 Adam Walsh (FBI) Effective To: 00/00/0000
DOJ/ IBIS Effective To: 10/07/2022

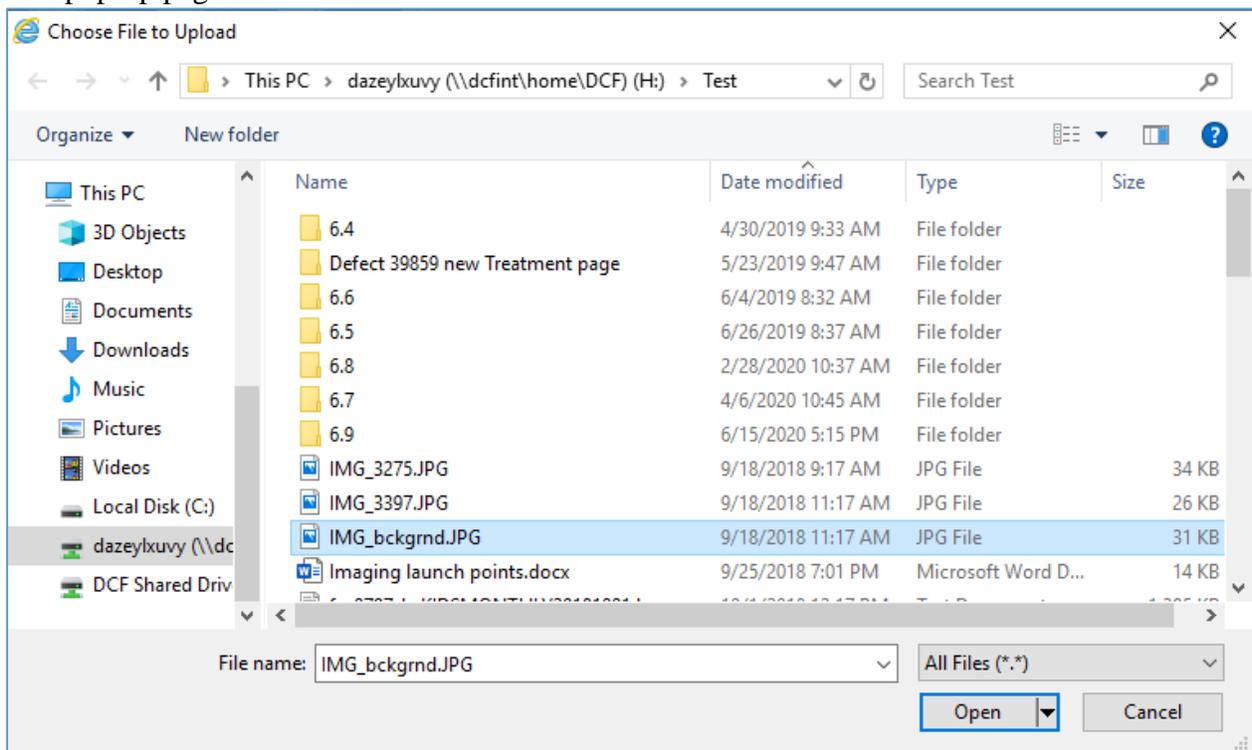
Category: Background Check
Type: Adam Walsh (FBI)/ DOJ/ IBIS
File Name: puppy@#\$\$-^-.jpg View
Browse
Name: Worker, A
Comments:
Last Updated By: Caitlin M. Cake, IV Delete Create

Adam Walsh (FBI) Valid Through: 00/00/0000
DOJ/ IBIS Valid Through: 00/00/0000

Eligibility Verification

Save Close

6. To attach a previously saved background check, select the Browse button. This will open the Choose File to Upload pop-up page.



7. Select the file from the appropriate location/folder. Once the file is selected, click the Open button.

Note: Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 25 MB.

Person Background Check Print Help

Provider Details

Provider: Blue Blue (9221495) Worker: Caitlin C. Cake

Image Details

Date of Document: 07/01/2020 Adam Walsh (FBI) Effective To: 00/00/0000
DOJ/ IBIS Effective To: 06/30/2024

Category: Background Check

Type: Adam Walsh (FBI) Click to view image

File Name: IMG_bckgrnd.JPG [View](#)
Browse

Name: Worker, A

Comments:

Last Updated By: Caitlin C. Cake Delete Create

Adam Walsh (FBI) Valid Through: 00/00/0000
DOJ/ IBIS Valid Through: 00/00/0000

[Eligibility Verification](#)

Save Close

8. You can view the document by clicking the View hyperlink next to the File Name.
9. Enter any comments in the Comments field.
10. The Valid Through date identifies when a background check is no longer applicable or effective when the date is prior to the Effective To date. The date is used in revoked or closed license scenarios.
11. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
12. If the background check has been added for the wrong provider, click Delete to remove the image. If the background check has been added for the wrong member for this provider, update the Name drop-down with the correct provider member.
13. At this point, you can add a new background check for this provider by selecting the Create button. By clicking the Create button, this will open the Person Background Check page with the same Category

selected.

14. On Close, you will return to the Imaging Search page. The page will display all scanned background checks for the provider. To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page. To add additional background checks documents, repeat the above steps.

The screenshot shows the eWiSACWIS Imaging Search interface. The search criteria are: Search by: Provide (dropdown), Name: Blue, Blue (9221495) (with a Provider Search link), Start Date: 07/16/2019, and End Date: 07/15/2020. The Category dropdown is open, showing options: Background Check, Kinship Care, Licensing, Licensing Appeal, and Provider. The Type field is empty. A Search button is located at the bottom right of the search criteria section. Below the search criteria is a Results section with a table containing one record. The table has columns for Category, Type, Participant, Date, File Name, and an Edit link. The record shows a Background Check for Adam Walsh (FBI)/ DOJ/ IBIS, Worker, A, dated 07/01/2020, with a File Name of IMG_bckqmd.JPG. At the bottom of the page, it says 'Record 1 to 1 of 1' and has Create and Close buttons.

Search Criteria

Search by: Provide Name: Blue, Blue (9221495) [Provider Search](#) Start Date: 07/16/2019 End Date: 07/15/2020

Category:

- Background Check
- Kinship Care
- Licensing
- Licensing Appeal
- Provider

 Type:

Hold down the 'Ctrl' key for multi-selection [Search](#)

Results

Category	Type	Participant	Date	File Name	
Background Check	Adam Walsh (FBI)/ DOJ/ IBIS	Worker, A	07/01/2020	IMG_bckqmd.JPG	Edit

Record 1 to 1 of 1 [Create](#) [Close](#)