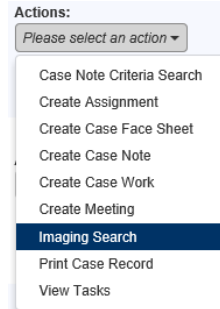


Imaging by Case

Note: To add an image to a case, an assignment to the case is not needed. However, additional security is needed for the Imaging Search page.

If you have an assignment to the case:

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



2. On the Create Case Work page, select the appropriate category from the Imaging drop-down for the type of imaging document you would like to upload.
3. Select the Case and the Case Participant that the image is for. If the image is for multiple participants, select your participants by holding the control (Ctrl) button while clicking on the participant's name.
4. Click the Create button. This will open the Imaging page.

Create Case Work - Internet Explorer

eWiSACWIS Print Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- Eligibility
- ICPC
- ICWA
- Imaging: Legal Document
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning
- Safety
- Safety Services
- Strengths and Needs
- Youth Justice

Cases

- Aanteater, Mother (9223033)
- Aardvark, Amy B. (9222873)
- Aardvark, Amy B. (9222933)
- Aardvark, Amy B. (9223581)
- Aardvark, Amy B. (9223716)
- Aarmoretest, Jennifer L. (9221169)
- Aaron, Mother (9223516)
- Abby, Alice N. (9222744)
- Abby, Alice N. (9222746)
- Abby, Alice N. (9222913)
- Abby, Amber's A. (9222498)
- Abby, Amy (9222679)
- Abby, Anne A. (9221241)
- Abby, Anne A. (9221335)
- Abby, Anne A. (9221757)
- Abby, Anne A. (9221886)
- Abby, Anne A. (9222722)

Case Participants

Hold down the 'Ctrl' key for multi-selection

- Aanteater, Mother, Reference Person (9227298)
- Aanteater, Samantha, Biological Child (9227341)**
- Aanteater, Weston, Biological Child (9227319)
- Apple, Autumn, Biological Child (9228373)
- Banana, Brown, Biological Child (9228375)
- Chive, Chilly, Biological Child (9228377)
- Durian, David, Biological Child (9228379)
- Everest, Echo, Biological Child (9228394)
- Favor, Fran, Biological Child (9228396)
- Grape, Georgia, Biological Child (9228398)
- Haldol, Harry, Biological Child (9228400)
- Imbalance, Izzie, Biological Child (9228402)
- Kiwi, Kristin, Biological Child (9228874)
- Mango, Mandy, Biological Child (9228894)
- Smith, Chelsea, Former Spouse (401426)

Create Close

5. On the Imaging page, enter the Date of Document and an Effective To date, if applicable.

Imaging Print Help

Case Details

Case: Carrot, Carol (9222743) Worker: Caitlin M. Cake, IV

Image Details

Date of Document: 00/00/0000 Effective To: 00/00/0000

Category: Legal Document

Type: Temp Physical Custody Order - CHIPS

File Name: Browse

Comments:

Last Updated By: Delete Create

Eligibility Verification

Save Close

6. Select the type of document from the Type drop-down. Each category has a different list of types. If your document is not listed, select the 'Other' option. For example, 'Other-Court Order' or 'Other-Participant Document.'

Note: When the Type of Findings and Order for QRTP Placement is selected for the Category of Legal Document, the Court Review section displays with required questions.

Imaging Print Help

Case Details

Case: Badger, Mom (9223756) Worker: Caitlin C. Cake

Image Details

Date of Document: [Details](#) 00/00/0000 Effective To: 00/00/0000

Category: Legal Document

Type: Findings and Order for QRTP Placement

File Name: Browse

Comments:

Last Updated By: Delete Create

Court Review

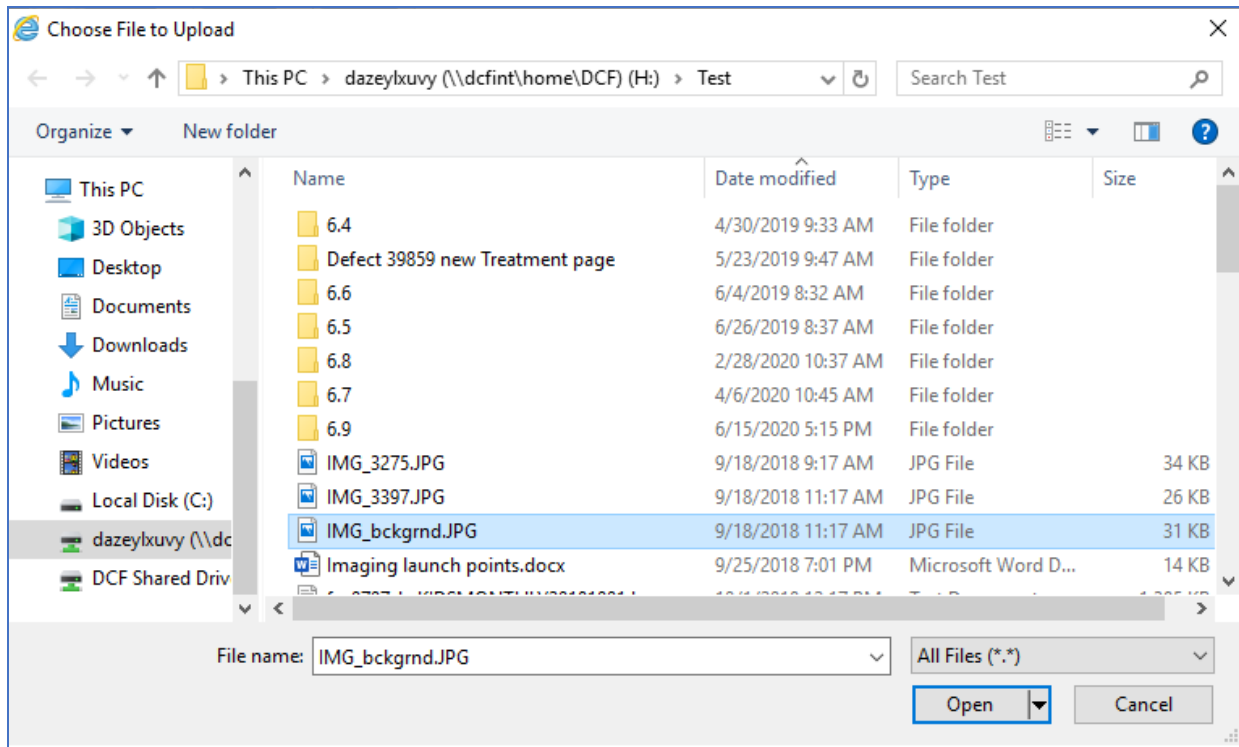
☐ Yes ☒ No
Determination was made by the court that the needs of the child could not be met through placement in a foster home, and that placement of the child in a QRTP provides the most effective and appropriate level of care for the child in the least restrictive environment consistent with the short- and long-term goals for the child.
Describe

☐ Yes ☒ No
The court made a finding approving of the placement in a setting certified as a QRTP.
Describe

Eligibility Verification

Save Close

7. If you have not already done so, select the participant you would like the document attached to. Again, you can multi-select participants by holding the control (Ctrl) button while clicking on the name, if applicable.
Note: For the Type of Findings and Order for QRTP Placement, only one participant can be selected.
8. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.
9. 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 to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 25 MB.

10. Prior to saving the Imaging page, you can view the document by clicking the [View](#) hyperlink next to the File Name.

Imaging

Print Help

Case Details

Case: Carrot, Carol (9222743) Worker: Caitlin M. Cake, IV

Image Details

Date of Document: 10/08/2018 Effective To: 00/00/0000

Category: Legal Document

Type: Temp Phys Click to view image IPS

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

Comments:

Last Updated By:

Participants:

- Carrot, Carol (Reference Person)
- Carrot, Casey (Bio Child)
- Carrot, Colton (Present Spouse)

Delete Create

Eligibility Verification

Save Close

11. Enter any comments in the Comments field.

12. When all required fields have been completed, click Save.

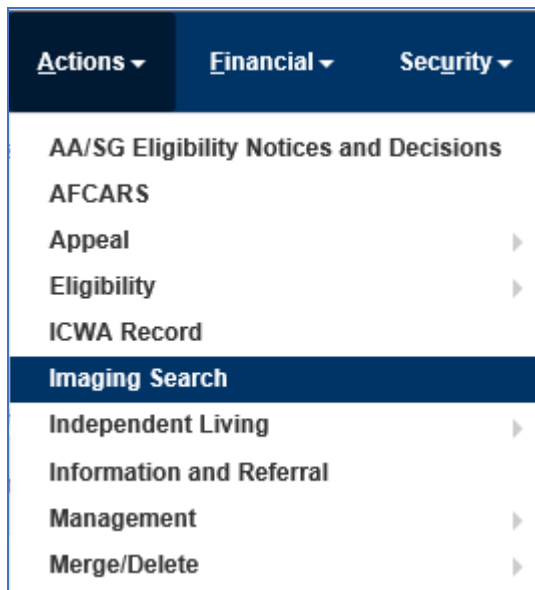
13. At this point, you can delete the document if you added it in error to the wrong case by clicking the Delete button. If you added it to the wrong participant in this case, you can update the Participants box to select the correct participant(s).

Note: If the Image Type of Findings and Order for QRTP Placement is linked with the Permanency Plan, the Delete button will be disabled.

14. You can also create new images for this case by selecting the Create button and following steps 5-12.

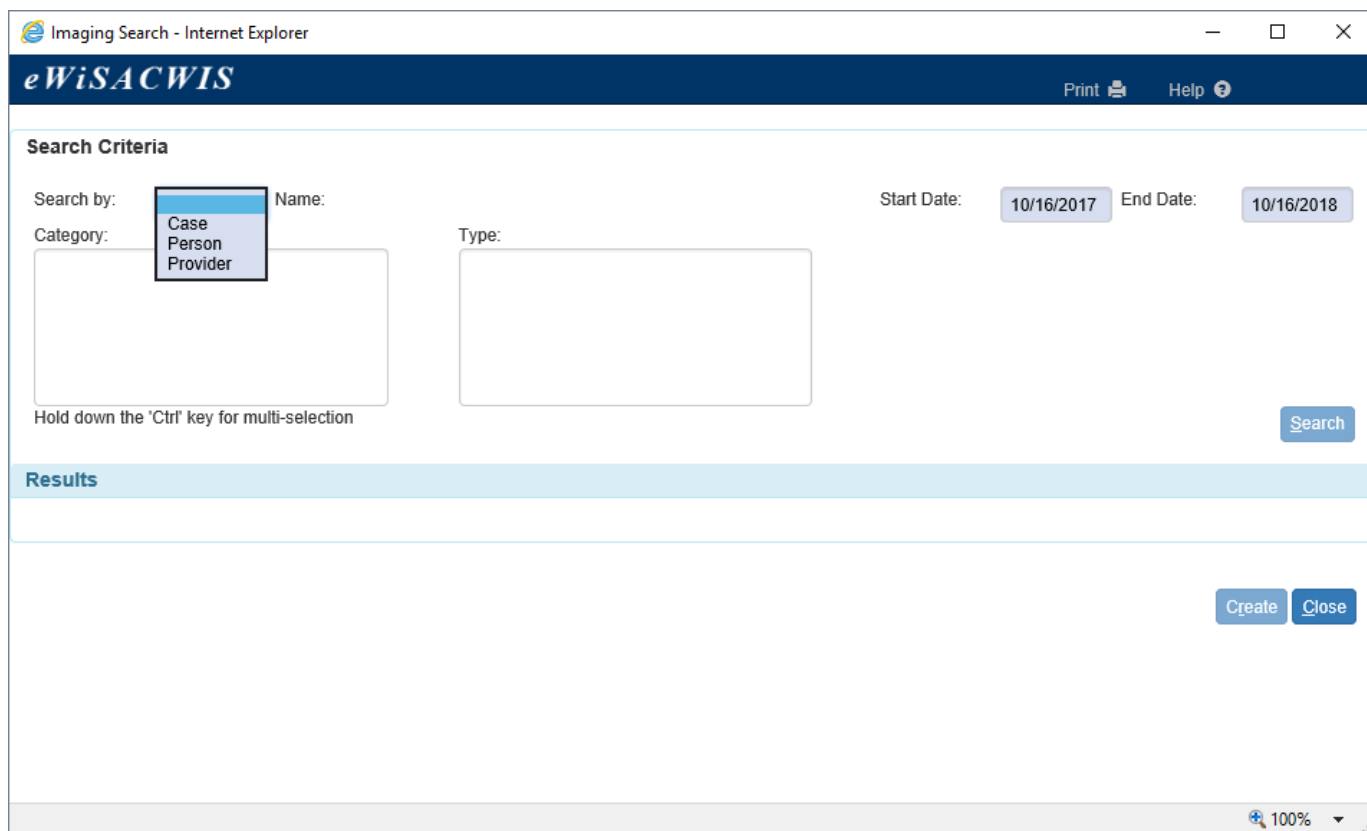
If you do not have an assignment to the case:

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



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

Note: Please see the Person Imaging and Provider Imaging User Guides to search by Person or Provider.



- On the Case Search page, enter the case name or case ID to conduct your search and click Search. In the Cases Returned section, select the radio button next to the correct case and click the Continue button.

Case Search Print Help

Search Criteria

Last Name: First Name: Case ID:

Site: ZIP Code:

Search Precision: ☒ Low ☐ Med ☐ High Sort By: Search

Record 1 to 3 of 3

Cases Returned

☐ ☐ Carlton, Carter (9221208)
CPS Family - Initial Assessment Status: Open 09/21/2004 Calumet, Supervisor (Supervisor) Intake Supervisor Calumet - Chilton

☒ ☐ Carrot, Carol (9222743)
CPS Family - Initial Assessment Status: Open 07/18/2011 Cake, Caitlin M., IV Program Manager Milwaukee-Region 2

☐ ☐ Castro, Jennifer (90621)
ICPC Status: Open 06/15/2006 State Central Office

Continue Close

- This will bring you back to the Imaging Search page. The page will now display all documents for the case for all case participants from the past year. To add a document, select the Category and Type of document. You may also choose a participant(s). Click Create.

Imaging Search - Internet Explorer

eWiSACWIS int 9 ?

Search Criteria

Search by: Name: [Case Search](#)

Category:

Type:

Start Date: End Date:

Participants:

Search

Results

Category	Type	Participant	Date	File Name	
Legal Document	Temp Physical Custody Order - CHIPS	Carrot, Casey	01/29/2018	April TDY.pdf	Edit
Legal Document	Temp Physical Custody Request - Chpt 48	Carrot, Casey	01/29/2018	April TDY.jpg	Edit
Legal Document	Temp Physical Custody Order - CHIPS	Carrot, Casey	01/31/2018	May Parking.pdf	Edit

Record 1 to 3 of 3

Create Close

100%

5. On the Imaging page, enter the Date of Document and an Effective To date, if applicable.

Imaging Print Help

Case Details

Case: Carrot, Carol (9222743) Worker: Caitlin M. Cake, IV

Image Details

Date of Document: 00/00/0000 Effective To: 00/00/0000

Category: Legal Document

Type: Temp Physical Custody Request - Chpt 48

File Name: Browse

Comments:

Last Updated By: Delete Create

Participants:

- Carrot, Carol (Reference Person)
- Carrot, Casey (Bio Child)
- Carrot, Colton (Present Spouse)

Eligibility Verification

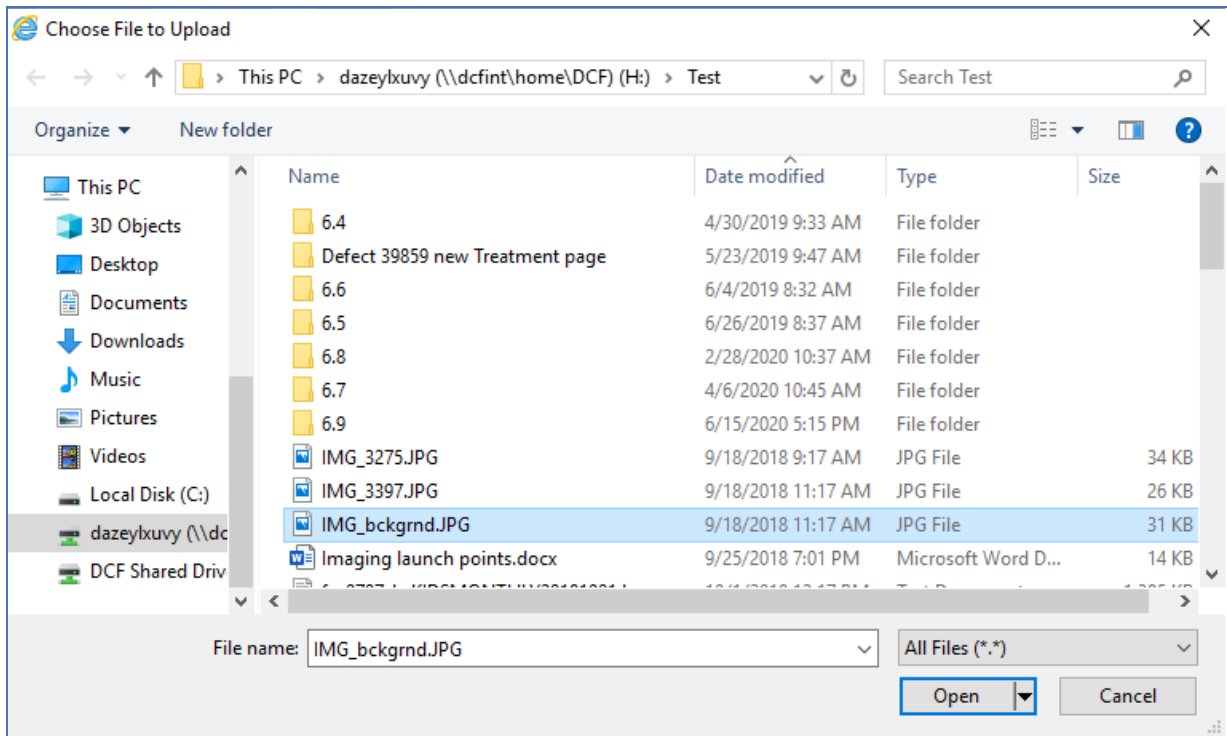
Save Close

6. If you have not already done so, select the participant you would like the document attached to. You can multi-select participants by holding the control (ctrl) button while clicking on the name, if applicable.

Note: For the Type of Findings and Order for QRTP Placement, only one participant can be selected.

7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

8. 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 to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls,xlsx, tiff, tif, and pdf and cannot exceed 25 MB.

9. Prior to saving the Imaging page, you can view the document by clicking the [View](#) hyperlink next to the File Name.

Imaging

Print Help

Case Details

Case: Carrot, Carol (9222743) Worker: Caitlin M. Cake, IV

Image Details

Date of Document: 10/08/2018 Effective To: 00/00/0000

Category: Legal Document

Type: Temp Phys Click to view image HIPS

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

Comments:

Last Updated By:

Participants:

- Carrot, Carol (Reference Person)
- Carrot, Casey (Bio Child)
- Carrot, Colton (Present Spouse)

Delete Create

Eligibility Verification

Save Close

10. Enter any comments in the Comments field.

11. When all required fields have been completed, click Save.

12. At this point, you can delete the document if you created it in error (added it to the wrong case) by clicking the Delete button. If you added the document for the wrong participant in this case, you can update the Imaging page by correctly selecting the appropriate participant(s).

Note: If the Image Type of Findings and Order for QRTP Placement is linked with the Permanency Plan, the Delete button will be disabled.

13. You can also create new images for this case by selecting the Create button and following steps 5-11.

14. Click Close. This will return you to the Imaging Search page.

15. The Imaging Search page will display all documents for the category and type you selected, based on the Start Date and End Date (the default is the past year). To view the image for a particular result, click on the hyperlink in the File Name column to access the scanned document directly, or click the [Edit](#) hyperlink to access the associated Imaging page.

The screenshot shows the eWiSACWIS Imaging Search interface. The top navigation bar includes the eWiSACWIS logo and user information. The Search Criteria section includes a dropdown for 'Search by:' (set to 'Case'), a text field for 'Name:' (Carrot, Carol (9222743)), a 'Case Search' link, 'Start Date:' (10/16/2017), 'End Date:' (10/16/2018), and a 'Participants:' list (Carrot, Carol (Reference Person), Carrot, Casey (Bio Child), Carrot, Colton (Present Spouse)). A 'Search' button is located to the right. Below the search criteria is a 'Results' section containing a table with 6 columns: Category, Type, Participant, Date, File Name, and an unlabeled column with 'Edit' links. The table displays 3 results. At the bottom, there is a 'Record 1 to 3 of 3' indicator, 'Create' and 'Close' buttons, and a zoom level of 100%.


Search Criteria

Search by: Case Name: Carrot, Carol (9222743) [Case Search](#) Start Date: 10/16/2017 End Date: 10/16/2018 Participants: Carrot, Carol (Reference Person), Carrot, Casey (Bio Child), Carrot, Colton (Present Spouse)

Results

Category	Type	Participant	Date	File Name	
Legal Document	Temp Physical Custody Order - CHIPS	Carrot, Casey	01/29/2018	April TDY.pdf	Edit
Legal Document	Temp Physical Custody Request - Chpt 48	Carrot, Casey	01/29/2018	April TDY.jpg	Edit
Legal Document	Temp Physical Custody Order - CHIPS	Carrot, Casey	01/31/2018	May Parking.pdf	Edit

Record 1 to 3 of 3 [Create](#) [Close](#) 100%

16. You can also view the documents you just added via the desktop or the Search page. Expand the icon in which the document is attached to (such as 'Legal' in the example shown below). You will see the Images icon with the number of images for that category of document listed. Expand the Images  icon to select the document you are looking for.

Carrot, Carol (9222743) (HTML4)
 Case details:
 CPS Family - Initial Assessment
 Milwaukee-Region 2
 Open OHP exists for associated participant(s)

Case address:

Primary worker:
 Cake, Caitlin M., IV
 (123) 456-7890 Ext. 1234
caitlin.cake@wisconsin.gov

Actions:

View case information

Access Reports

Assessments

Assets and Income

Assignments

Eligibility

Legal

Medical/Mental Health

Placements

Planning

Related People

Legal

Images (6)

Legal Document - Petition - CHIPS (Details)	09/21/2011	Carrot, Casey
Legal Document - Temp Physical Custody Order - CHIPS (Details)	01/31/2018	Carrot, Casey
Legal Document - Temp Physical Custody Order - CHIPS (Details)	01/29/2018	Carrot, Casey
Legal Document - Temp Physical Custody Request - Chpt 48 (Details)	10/16/2018	Carrot, Casey
Legal Document - Temp Physical Custody Request - Chpt 48 (Details)	01/29/2018	Carrot, Casey
Legal Document - Inactive value: Temporary Physical Custody Order (Details)	10/12/2011	Carrot, Casey