

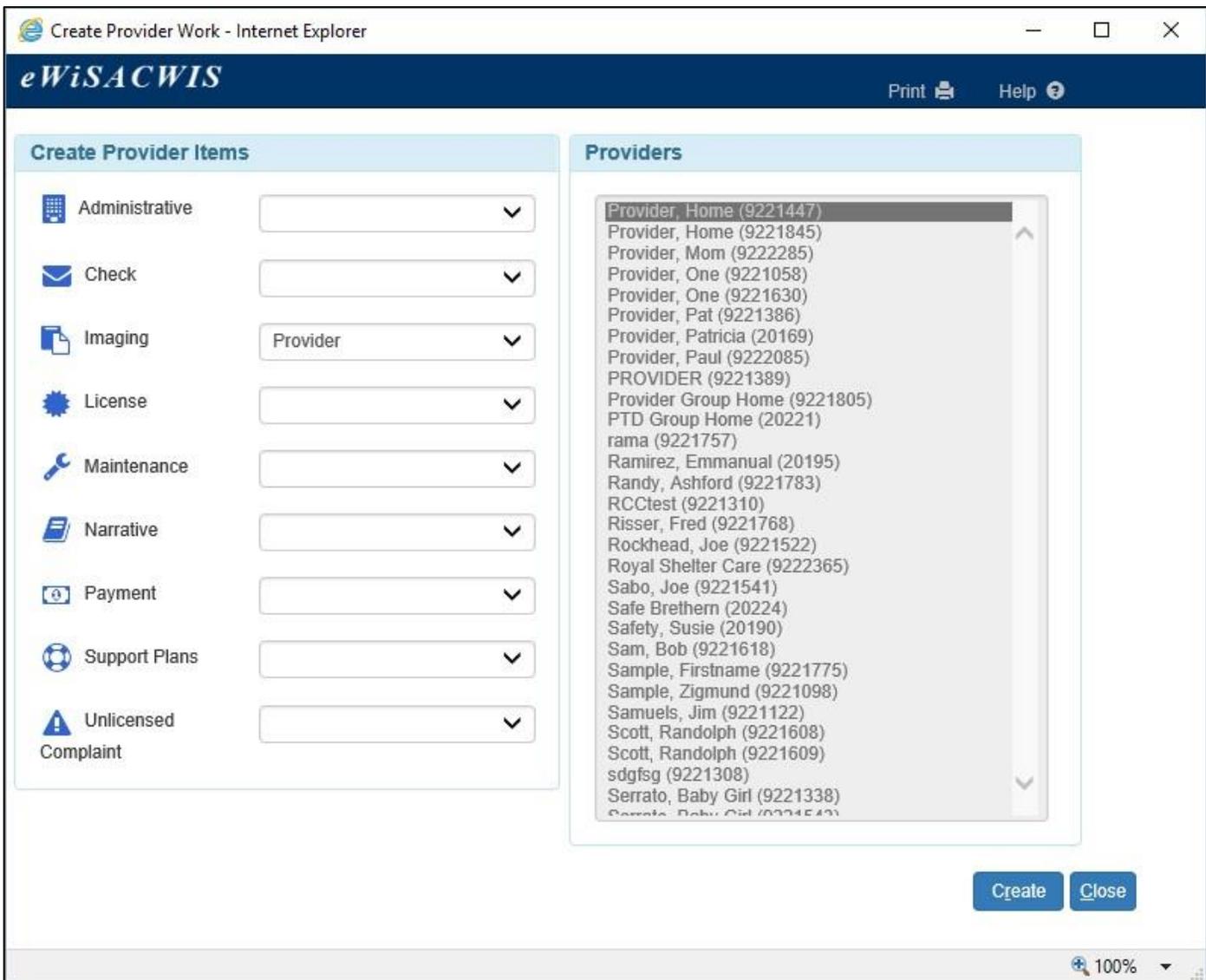
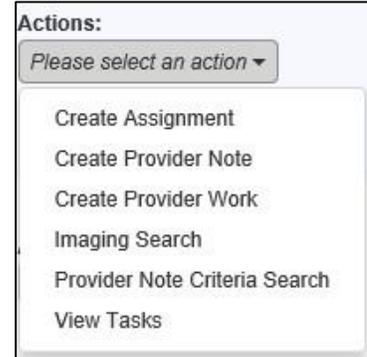
Provider Imaging

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

Note: Please see the Background Check Imaging User Guide on how to add background checks to provider members.

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](#), select Create Provider Work or Imaging Search from the Actions drop-down next to the specific provider to open the Create Provider Work page.



2. On the Imaging page, enter the Date of the Document and select a Type.

The screenshot shows a web browser window titled "Imaging - Internet Explorer" displaying the "eWiSACWIS" application. The page is divided into two main sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Provider, Home (9221447)
- Worker: Caitlin M. Cake, IV

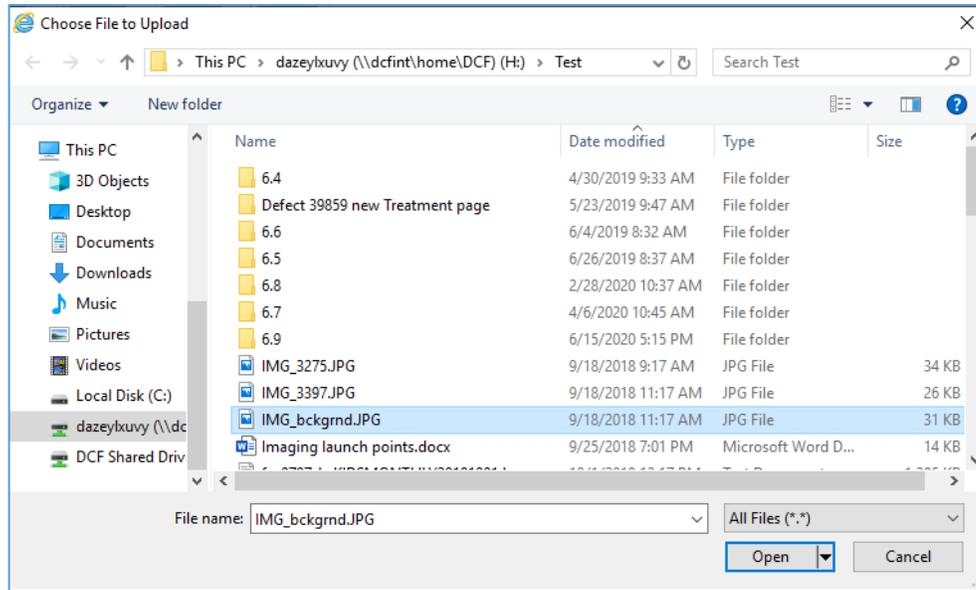
Image Details:

- Date of Document: 10/16/2018
- Category: Provider
- Type: Floor Plan (dropdown menu)
- File Name: [Browse button]
- Comments: [Text area]
- Last Updated By: [Delete button] [Create button]

At the bottom right of the form, there are "Save" and "Close" buttons. The browser's status bar at the bottom right shows "100%" zoom level.

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

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



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

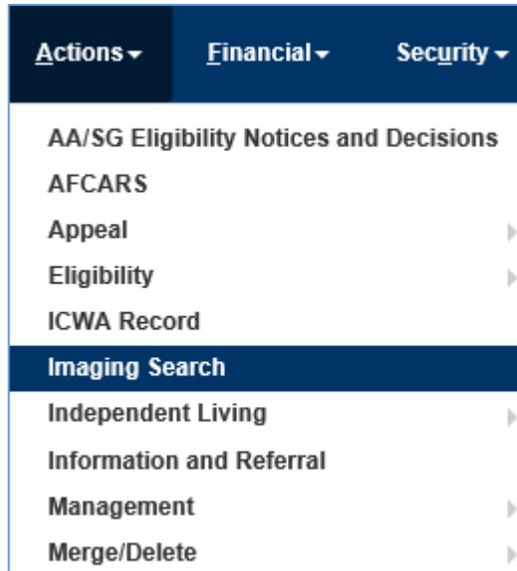
5. Prior to saving the Imaging page, you can view the document by clicking the View hyperlink next to the File Name.
6. Enter any comments in the Comments field.

7. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.

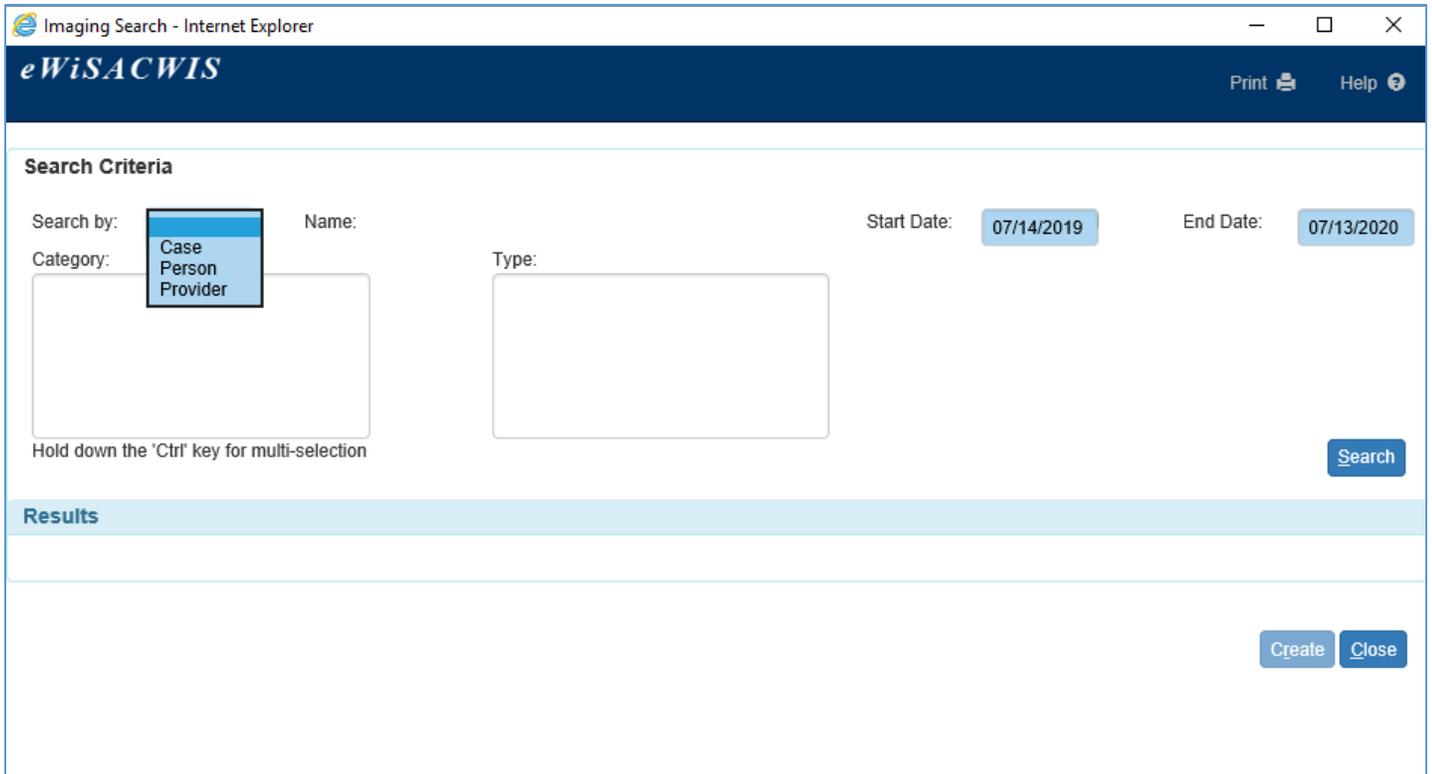
- At this point, you can add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.

If you do not have an assignment to the provider:

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



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



- 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 1 of 1

Providers Returned

[cake, dandida \(9221693\)](#)
 Open Family Group Home 01/07/2010 Cake, Caitlin M., IV Ashland Des: Out Of Country License Status: N/A

- This will bring you back to the Imaging Search page. The page will now display all scanned documents for the provider. The results will display all documents from the past year, unless changes have been made to the Start Date and/or End Date. To add a previously scanned document, select the Category and Type of document. Click Create.

Imaging Search - Internet Explorer Print Help

eWiSACWIS

Search Criteria

Search by: Name: Cash, Johnny (9221306) [Provider Search](#) Start Date: End Date:

Category: Type:

Background Check
Kinship Care
Licensing
Licensing Appeal
Provider

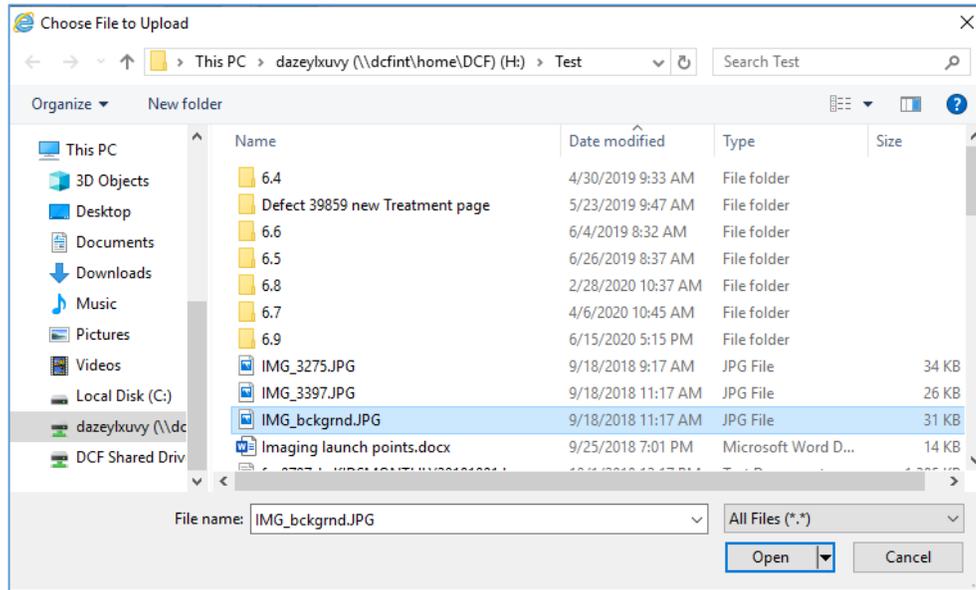
Hold down the 'Ctrl' key for multi-selection

Results

Category	Type	Participant	Date	File Name	
Background Check	Local Law Enforcement	Cash, Johnny	07/13/2020	IMG_bckqmd.JPG	Edit

Record 1 to 1 of 1

4. On the Imaging page, enter the Date of Document.
5. If you did not select the Type on the Imaging Search page, select the Type.
6. To attach a previously scanned document, select the Browse button. This will open the 'Choose File to Upload' pop-up.
7. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



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

8. Prior to saving the Imaging page, you can view the document by clicking the View hyperlink next to the File Name.

Person Background Check
Print Help

Provider Details

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

Image Details

Date of Document: Adam Walsh (FBI) Effective To:

DOJ/ IBIS Effective To:

Category: Background Check

Type: Click to view image

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

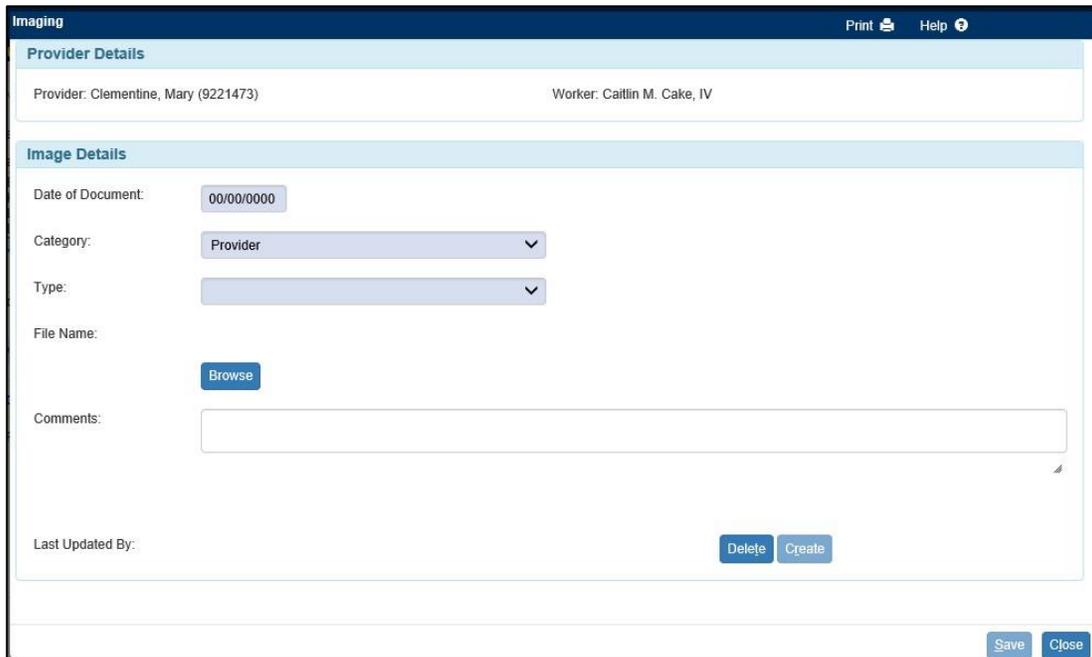
Name:

Comments:

Last Updated By: Caitlin C. Cake

Eligibility Verification

9. Enter any applicable Comments.
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 add a new image for this provider by selecting the Create button. If the image is incorrect for any reason, click Delete to remove the image.
12. By clicking the Create button, this will open the Imaging page with the same Category selected.



The screenshot shows a web application window titled "Imaging". At the top right, there are "Print" and "Help" icons. The main content area is divided into two sections: "Provider Details" and "Image Details".

Provider Details:

- Provider: Clementine, Mary (9221473)
- Worker: Caitlin M. Cake, IV

Image Details:

- Date of Document: 00/00/0000
- Category: Provider (dropdown menu)
- Type: (dropdown menu)
- File Name: (text input field) with a "Browse" button below it.
- Comments: (text area)
- Last Updated By: (text input field) with "Delete" and "Create" buttons below it.

At the bottom right of the window, there are "Save" and "Close" buttons.

13. Enter the Date of Document.
14. If applicable, update the Category.
15. Select the Type.
16. To attach a previously scanned document, click the Browse button.
17. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
18. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
19. Click Close.

20. You will return to the Imaging Search page. The page will display all scanned images for the selected Category and Type 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 scanned documents, repeat the above steps.

Imaging Search - Internet Explorer

eWiSACWIS Print Help

Search Criteria

Search by: Provide Name: Cash, Johnny (9221306) [Provider Search](#) Start Date: 01/01/1970 End Date: 07/13/2020

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	Local Law Enforcement	Cash, Johnny	07/13/2020	IMG_bckgrnd.JPG	Edit
Provider	Floor Plan	n/a	07/13/2020	IMG_bckgrnd.JPG	Edit
Provider	Correspondence	n/a	07/13/2020	IMG_prvd.JPG	Edit

Record 1 to 1 of 1 Create Close

Documenting an image for a licensing appeal

Note: An imaging record for a licensing appeal can be documented from the Create Provider Work page and Licensing Appeal Details page. The scenario below details how to document an image for a licensing appeal using the Create Provider Work page.

1. From your desktop, go to the Provider tab and click the Create Provider Work hyperlink.
2. Select Licensing Appeal from the Imaging drop down, select the specific provider and click the Create button.

The screenshot displays the 'Create Provider Work' interface in Internet Explorer. The browser title is 'Create Provider Work - Internet Explorer'. The page header features the 'eWiSACWIS' logo and navigation links for 'Print' and 'Help'. The main content area is divided into two panels: 'Create Provider Items' and 'Providers'. The 'Create Provider Items' panel contains a list of categories with corresponding dropdown menus: Administrative, Check, Imaging (selected as 'Licensing Appeal'), License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The 'Providers' panel shows a list of providers, with 'Cash, Johnny (9221306)' highlighted in blue. At the bottom right, there are 'Create' and 'Close' buttons.

3. On the Imaging page the Category will default to Licensing Appeal.

4. Enter a Date of Document and make a selection from the Type field.

The screenshot shows a web browser window titled "Imaging - Internet Explorer" displaying the "eWiSACWIS" application. The page has a dark blue header with the application name and "Print" and "Help" links. Below the header, there are two sections: "Provider Details" and "Image Details".

Provider Details:
Provider: Abby, Alice (9222346) Worker: Caitlin C. Cake

Image Details:
Date of Document: 00/00/0000 Effective To: 00/00/0000
Category: Licensing Appeal
Type: Order/Decision for Appeal (dropdown)
License: (dropdown)
File Name: Browse (button)
Name: (dropdown)
Comments: (text area)
Last Updated By: (field) Delete (button) Create (button)
Save (button) Close (button)

5. Make a selection from the License field. This list includes all instances of denials, revocations, and non-renewals for the provider.
6. To attach a previously scanned document, click the Browse button. On the Choose File to Upload page, select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.
7. In the Name drop-down, select the provider member for whom the licensing appeal document is for. Enter any comments in the Comments field.
8. When all required fields have been completed, click Save. After clicking save, your name will appear in the Last Updated By field.
9. Click Close. A link to the imaging record created will display under the Licenses icon of the associated provider.