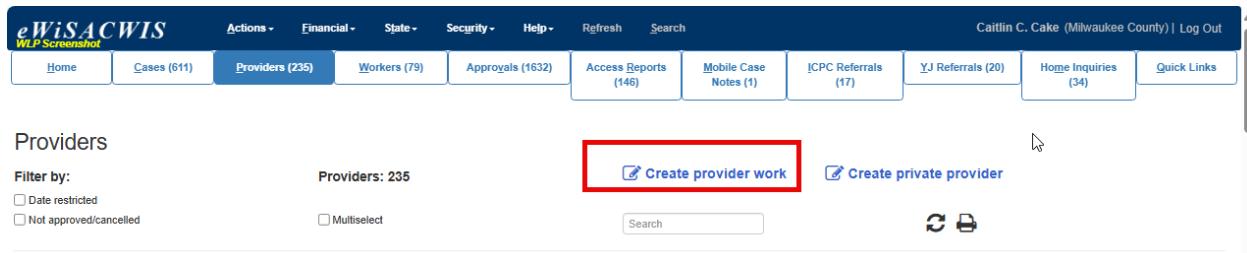


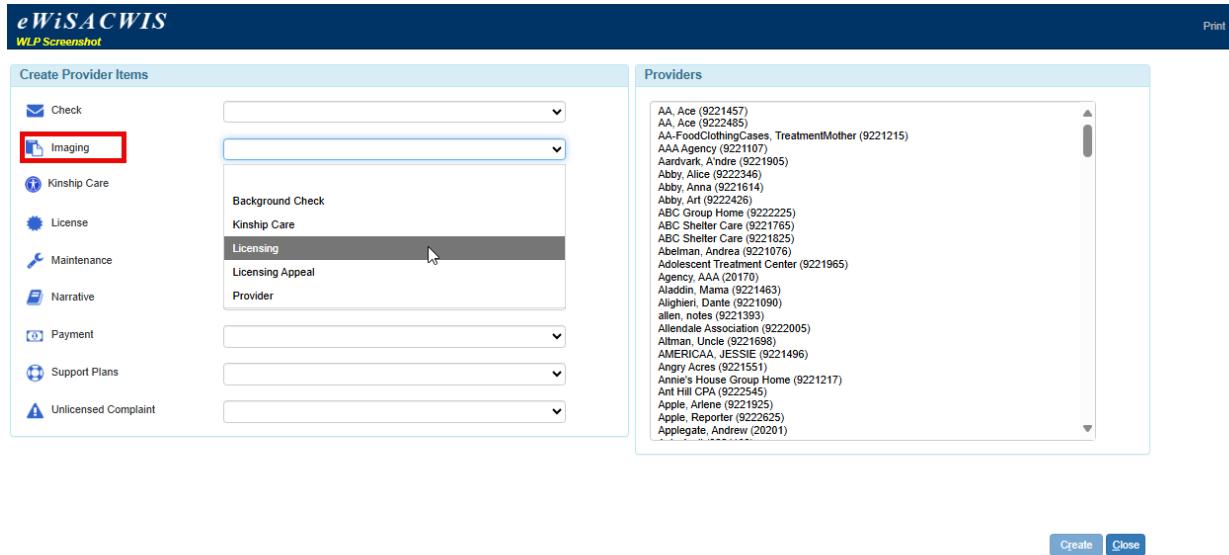
Relative/Like-Kin Assessment Tool

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



The screenshot shows the eWiSACWIS provider list page. At the top, there is a navigation bar with links for Home, Cases (611), Providers (235), Workers (79), Approvals (1632), Access Reports (146), Mobile Case Notes (1), ICPC Referrals (17), YJ Referrals (20), Home Inquiries (34), and Quick Links. The user is logged in as Caitlin C. Cake (Milwaukee County). The main content area is titled 'Providers' and shows a list of 235 providers. A red box highlights the 'Create provider work' button in the top right corner of the provider list.

- Select Licensing from the Imaging drop-down, select the provider name in the Providers group box, and click the Create button



The screenshot shows the 'Create Provider Items' page. On the left, there is a sidebar with various icons: Check, Imaging (which is highlighted with a red box), Kinship Care, License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The main area shows a dropdown menu with options: Background Check, Kinship Care, Licensing (which is selected and highlighted with a dark gray box), Licensing Appeal, and Provider. To the right, a modal window titled 'Providers' lists numerous provider names with their IDs. At the bottom right of the modal are 'Create' and 'Close' buttons.

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

eWiSACWIS
WLP Screenshot

Provider Details

Provider: AA, Ace (9221457) Worker: Caitlin C. Cake

Image Details

Date of Document: 12/12/2025

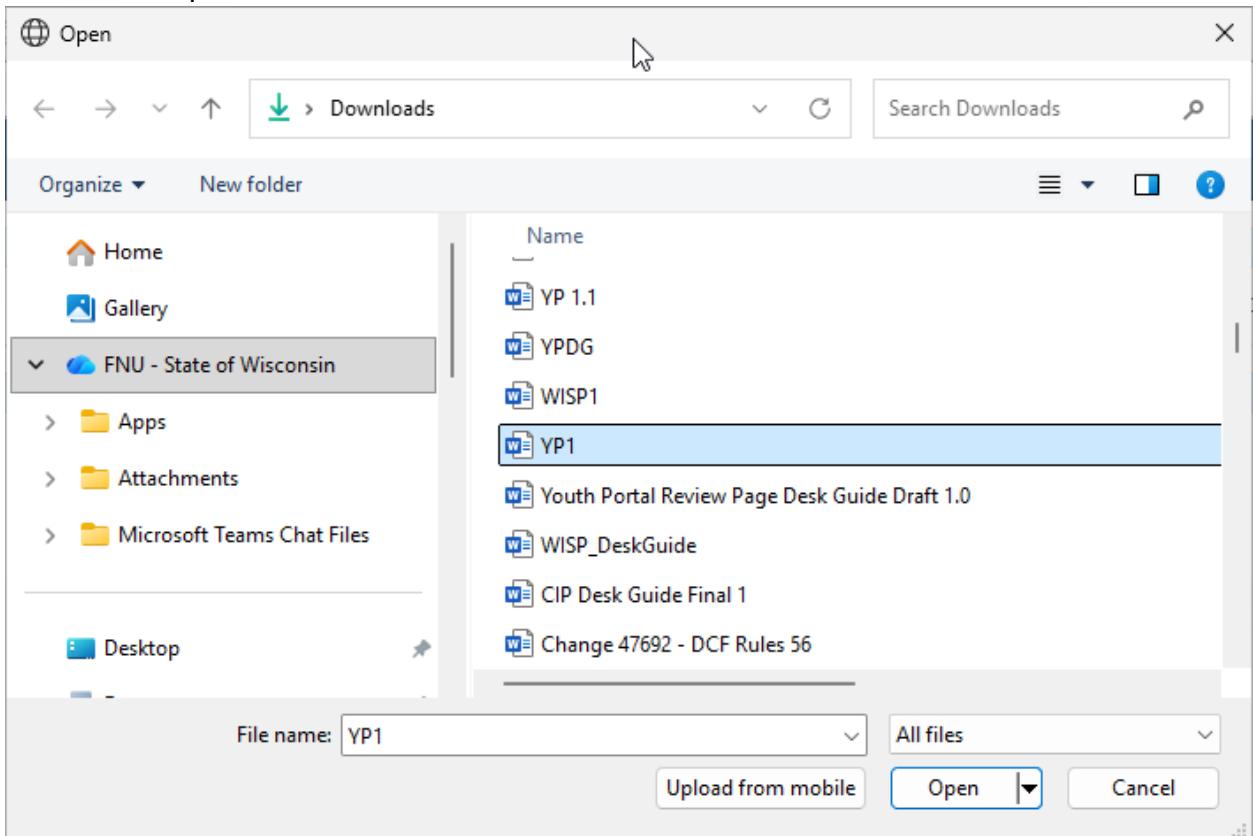
Category: Licensing

Type:

Comments:

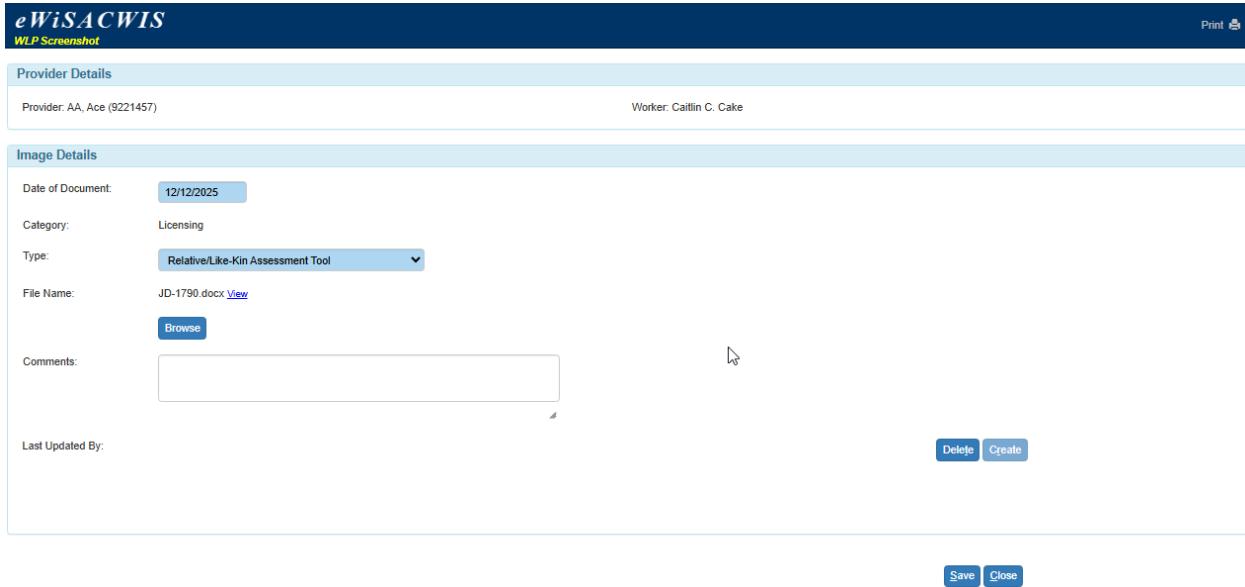
Last Updated By:

4. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up page.
5. 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 to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf.

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



The screenshot shows the 'Image Details' section of the eWiSACWIS application. The 'Comments' field contains the text 'Add the licensing type to the provider.' and the 'Last Updated By' field shows 'Caitlin C. Cake'.

Provider Details

Provider: AA, Ace (9221457) Worker: Caitlin C. Cake

Date of Document: 12/12/2025

Category: Licensing

Type: Relative/Like-Kin Assessment Tool

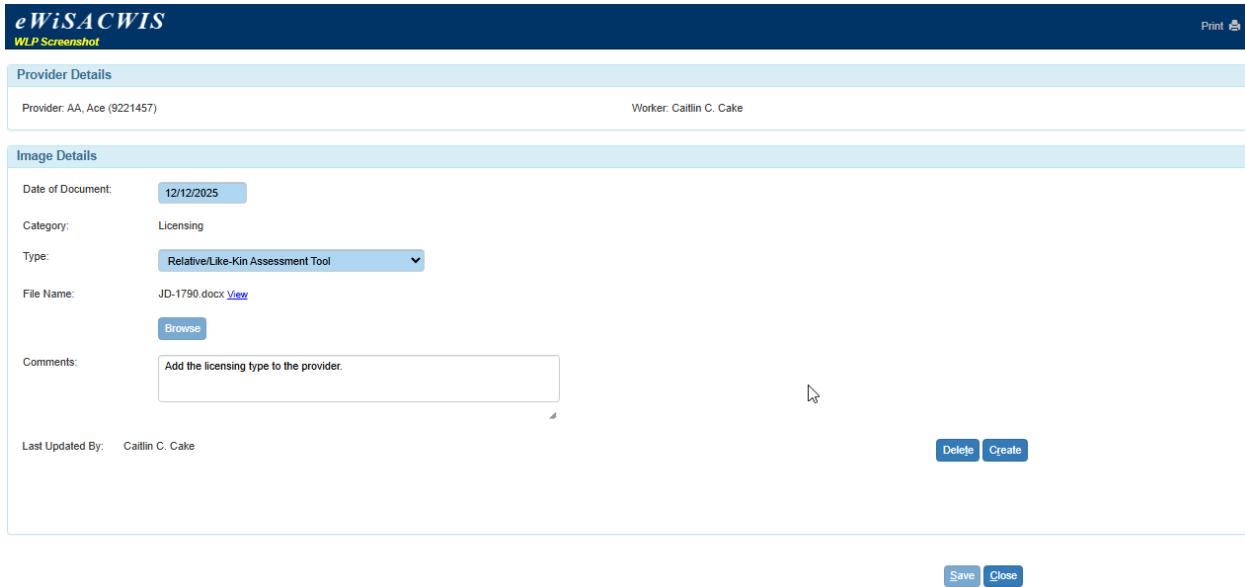
File Name: JD-1790.docx [View](#)

Comments: Add the licensing type to the provider.

Last Updated By: Caitlin C. Cake

Buttons: Delete, Create, Save, Close

7. Enter any comments in the Comments field.
8. When all required fields have been completed, click Save. After clicking Save, the worker's name will appear in the Last Updated By field.



The screenshot shows the 'Image Details' section of the eWiSACWIS application. The 'Comments' field contains the text 'Add the licensing type to the provider.' and the 'Last Updated By' field shows 'Caitlin C. Cake'.

Provider Details

Provider: AA, Ace (9221457) Worker: Caitlin C. Cake

Date of Document: 12/12/2025

Category: Licensing

Type: Relative/Like-Kin Assessment Tool

File Name: JD-1790.docx [View](#)

Comments: Add the licensing type to the provider.

Last Updated By: Caitlin C. Cake

Buttons: Delete, Create, Save, Close