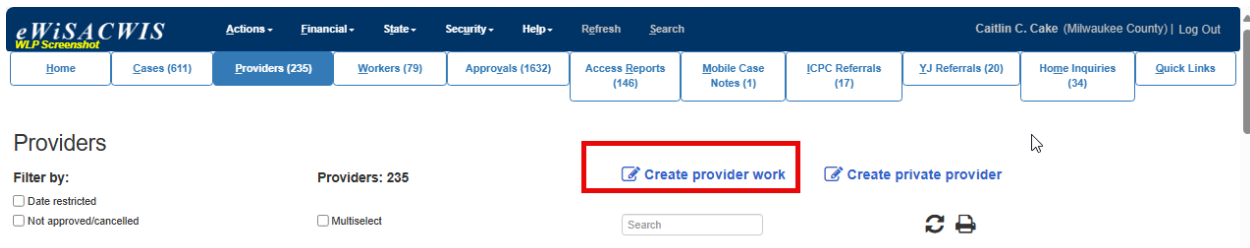


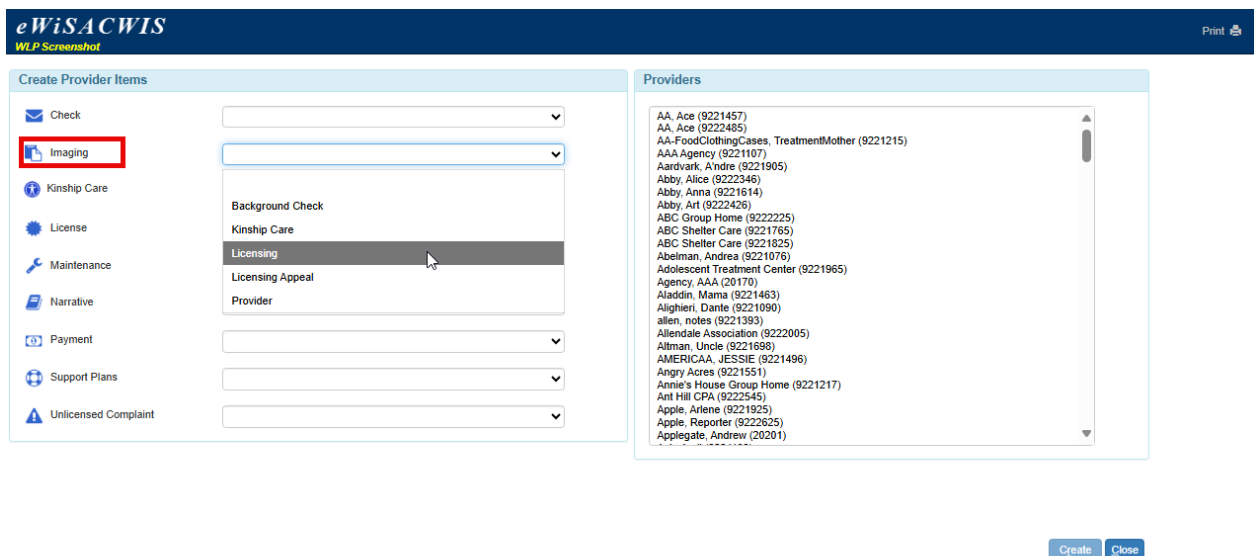
Relative/Like-Kin Assessment Tool

1. 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 interface. At the top is a navigation bar with the logo and user information (Caitlin C. Cake, Milwaukee County). Below this is a menu bar with tabs: 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 'Providers' tab is active. Below the menu bar, there's a 'Providers' section with a filter by date and a search bar. A red box highlights the 'Create provider work' button, which is next to the 'Create private provider' button.

2. 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's a sidebar with various categories: Check, Imaging (highlighted with a red box), Kinship Care, License, Maintenance, Narrative, Payment, Support Plans, and Unlicensed Complaint. The 'Imaging' category is selected. In the main area, there's a dropdown menu for 'Providers' with 'Licensing' selected. Below this, there's a list of providers with their names and IDs. At the bottom right, there are 'Create' and 'Close' buttons.

3. 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:

File Name:

Comments:

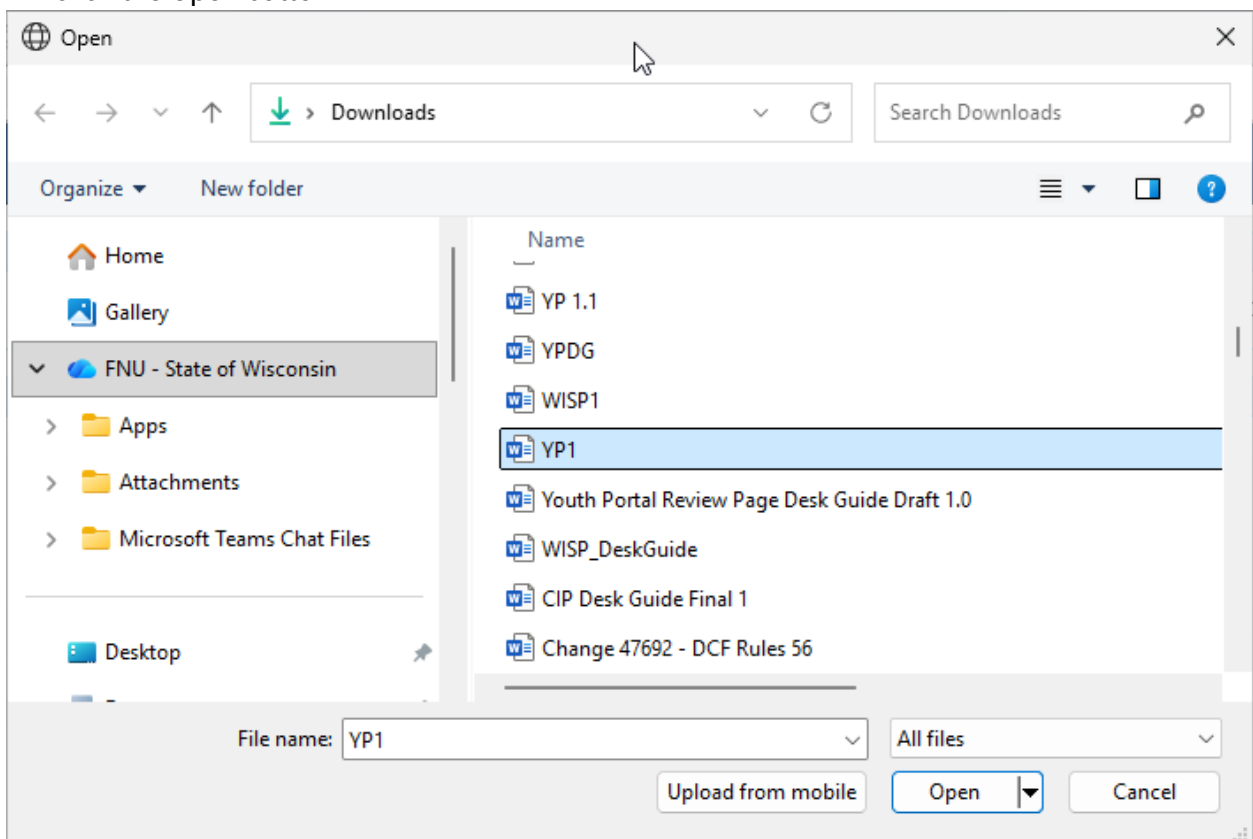
Last Updated By:

56.09(1m) Exceptions
Application
CPA - Foster Home License 0111
FH Info for eWiSACWIS 2386
Floor/Fire Evacuation Plan
Foster Home Licensing Checklist
Other - Licensing
Out of State License
Relative/Like-Kin Assessment Tool
Resource Family Disaster Plan
Revocation Letter

Delete Create

Save Close

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.

eWiSACWIS

WLP Screenshot

Print

Provider Details

Provider: AA, Ace (9221457)

Worker: Caitlin C. Cake

Image Details

Date of Document:

12/12/2025

Category:

Licensing

Type:

Relative/Like-Kin Assessment Tool

File Name:

JD-1790.docx [View](#)

Browse

Comments:

Last Updated By:

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.

eWiSACWIS

WLP Screenshot

Print

Provider Details

Provider: AA, Ace (9221457)

Worker: Caitlin C. Cake

Image Details

Date of Document:

12/12/2025

Category:

Licensing

Type:

Relative/Like-Kin Assessment Tool

File Name:

JD-1790.docx

[View](#)

Browse

Comments:

Add the licensing type to the provider.

Last Updated By:

Caitlin C. Cake

Delete

Create

Save Close