

Creating Case Correction Notes

1. Once a case note has been finalized, the only way to update information is by adding a correction note. Correction Notes can only be entered on cases where you are listed as the Worker Creating Note or Worker Making Contact. To create the correction note, select the case note that needs a correction from your desktop or via Search by expanding the case, expand the Narrative icon, and click the hyperlink to open the note.

Abby, Art J. (9223376)

Case details:
Youth Justice
BMCW-Agency-CSSW
Open OHP exists for associated participant(s)

Case address:
1799 Catnap Court, Apt. #1
Wisconsin Rapids, WI 54494
(608) 999-9999

Primary worker:
Cake, Caitlin C.
(123) 456-7890 Ext. 1234
chris.santoslang@wisconsin.gov

Actions:
[Please select an action](#)

View case information

[Access Reports](#) [Assets and Income](#) [Assignments](#) [Eligibility](#)

[ICWA](#) [Narratives](#) [Permanency Consultation](#) [Planning](#)

[Related People](#)

Narratives

[Child Welfare](#) (Details) 06/30/2020 Mooretest, Maddie M. Face-to-Face - Family Team Cake, Caitlin C. Pending Meeting

2. Click the 'Insert Correction Note' button and a new Correction narrative box will be editable in the Narrative group box. Enter text in the Correction narrative field and click Save.

Case Notes - Internet Explorer

eWiSACWIS [Print](#) [Help](#)

Case: Abby, Art J (9223376) Worker Creating Note: Cake, Caitlin C. Worker Making Contact: Cake, Caitlin C.

Case Note ID: 9225758 Date Entered: 07/02/2020 09:35 AM ☒ Note Finalized ☐ Contact By Designee

Note Information

Date: 06/30/2020 [Details](#) **Category:** Child Welfare ☐ View Inactive Participants

Begin Time: 09:00 ☒ AM ☐ PM **Type:** Face-to-Face **Participants:** Mooretest, Maddie M. (Bio Child)

End Time: 10:00 ☒ AM ☐ PM **Type Detail:** Family Team Meeting

Duration: 1.0 **Face-to-Face Location:** Home Visit **Face-to-Face Result:** Occurred

☐ Billable

Narrative

Case Note 1/1 [Details](#) [View Structured Case Note](#)

Structured Note: Document case note here....

Health Concerns:
Not addressed.

Correction
Correction Note here....

Options:

Case Notes - Internet Explorer

eWiSACWIS Print Help

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End Time: 10:00 ☒ AM ☐ PM **Type Detail:** Family Team Meeting

Duration: 1.0 **Face-to-Face Location:** Home Visit [Details](#)

☐ Billable **Face-to-Face Result:** Occurred

Narrative

Case Note 1/2 [Details](#) [View Structured Case Note](#)

Structured Note: Document case note here....

Health Concerns:

Not addressed.

Case Note 2/2 Correction

Correction Note here....

Options: [Go](#) [Insert Correction Note](#) [Clear Fields](#) [Create](#) [Save](#) [Close](#)

100%

Note: Correction Notes are not editable after save.