

Family Interaction Plan

Note: In order to create a Family Interaction Plan, an assignment to the case is needed.

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 Family Interaction Plan from the Planning drop-down. Select the appropriate Case Participant for the Case and click Create. This will open the Family Interaction Plan page.

eWiSACWIS
Print Help

Administration	<input type="text"/>	▼
Adoption	<input type="text"/>	▼
Agreements/Notices	<input type="text"/>	▼
Assessment	<input type="text"/>	▼
Case/Perm Plan	<input type="text"/>	▼
Education	<input type="text"/>	▼
Eligibility	<input type="text"/>	▼
ICPC	<input type="text"/>	▼
ICWA	<input type="text"/>	▼
Imaging	<input type="text"/>	▼
Legal	<input type="text"/>	▼
Narrative	<input type="text"/>	▼
Payment	<input type="text"/>	▼
Permanency Consult	<input type="text"/>	▼
Placement/Services	<input type="text"/>	▼
Planning	Family Interaction Plan	▼
Safety	<input type="text"/>	▼
Safety Services	<input type="text"/>	▼
Strengths and Needs	<input type="text"/>	▼
Youth Justice	<input type="text"/>	▼

Case Participants

Allen, Sarah (9220000)

Alley, McBeal (9221419)

Almostdone, Hooray (9222041)

AlternativeResponse, Mom (9222690)

Altman, Frank (9221755)

Altman, Simon (9220003)

AMERICAA, JESSIE M. (9222579)

American, Annie M. (9221587)

Amp, Audrey (9222680)

Amsterdam, arnie (9221941)

Anderson, Amy (20243)

Anderson, Anita (9221748)

Andrews, Parent (9221217)

Angel, All (9224596)

Anteater, Allen (9224516)

Anteater, Mother (9223033)

Apple, Child (9222765)

Apple, Eric (922376)

Allen, Clara, Biological Child (9224739)

Allen, Sally B., Biological Child (9224738)

Allen, Sarah, Reference Person (9220001)

Allen, Simon, Biological Child (9220003)

Allen, Three, Biological Child (9221608)

Allen, Two, Biological Child (9221607)

Ash, William, Biological Child (9221876)

Birthday, Five, Biological Child (9221519)

Birthday, Four, Biological Child (9221518)

Doe, John, Foster Child (9223087)

Doe, Jon, Adoptive Child (9223086)

Dumbledore, Albus, Biological Child (9222307)

Gaston, Nancy Q., Unknown (21008)

Create
Close

3. When creating a new plan, if a plan already exists for the identified child or any other child in that case, Copy over will be an option. Copy over can be used for Historical, Ongoing, and Terminated Plans. If the user selects the Copy hyperlink, the plan will copy over. Otherwise, the user can select the Create button to create a new (blank) plan.

Family Interaction Plan Select - Internet Explorer

eWiSACWIS Print Help

Existing Family Interaction Plans

Please select a plan to copy from if appropriate

Child	Effective Date	Status	
Allen, Clara	02/12/2018	Ongoing	Copy
Allen, Clara	07/29/2011	Historic	Copy

Create Close

4. The Family Interaction Plan page will open. The Effective Date is user entered and required. The Case Name will pre-fill from the Maintain Case page. Click the Case Name to access the Maintain Case page. The Child Name will pre-fill from the name of the participant selected on the Create Case Work page. Click the Child Name to access the Person Management page for the child. The Status field will fill depending on whether the plan is Pending, Historical, Ongoing, or Terminated.

5. The first section is Those Allowed to Visit with Child. The names are user entered by clicking the Insert button. The Relationship to Child is a drop-down field of possible relationships. If a row is created in error, the Delete hyperlink can be selected, which will delete the row. Multiple rows can be inserted to capture numerous people allowed to visit with the child.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#) ☐ Completed

Effective Date: Status: Pending

Those Allowed to Visit with Child

Name	Relationship to Child:	
<input type="text"/>	<div>Adoptive Parent Aunt Biological Parent Brother Brother-in-law Caregiver Cousin Former Brother-in-law Former Sister-in-law Former Spouse of Cousin Former Spouse of Nephew Former Spouse of Niece Former Step Brother-in-law Former Step Sister-in-law Grandparent Great Aunt Great Grandparent Great Great Aunt Great Great Grandparent Great Great Nephew Great Great Niece Great Great Uncle Great Nephew Great Niece Great Uncle Nephew Niece Other Parent's Significant Other Sister Sister-in-law Spouse of Cousin Spouse of Nephew Spouse of Niece Step Brother Step Brother-in-law Step Parent Step Sister Step Sister-in-law Uncle</div>	Delete <input type="button" value="Insert"/>

Supervision – Parent / Caregiver (1)

Name of Parent / Caregiver (1): Allen, Sarah

Minimum Level of Supervision Required: Frequency:

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☐ Relative

☐ Other

Supervision – Parent / Caregiver (2)

Name of Parent / Caregiver (2): Allen, Michael

Minimum Level of Supervision Required: Frequency:

Supervised by:

Options:

6. The second section is Supervision – Parent / Caregiver (1), which documents the level and type of supervision required for the person identified as the child’s mother or caregiver. The Name of Parent / Caregiver (1) is pre-filled with the name of the person associated with the child’s Person Management record and identified as either Child’s Mother or Child’s Guardian (1) on the Parent Info tab. The user is able to document the Minimum Level of Supervision Required as a drop-down field. The Frequency field is user entered and allows the user to document the frequency of the contact allowed. The Least Restrictive Location Permissible is also a drop-down field. The user is also able to document the agency or persons responsible to provide the supervision of the parent/caregiver’s visit. If no one is documented as the Child’s Mother or the Child’s Guardian (1) on the Parent Info tab of the child’s Person Management record, then the Name will pre-fill to N/A and all fields will be disabled. Lastly, the user is able to document the agency or persons responsible to provide the supervision of the parent/caregiver’s visit. If the Foster Home, Relative, or Other is checked, the text field next to the checkbox will be required and user entered.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#) ☐ Completed

Effective Date: 00/00/0000 Status: Pending

Basic Description

Those Allowed to Visit with Child

Name	Relationship to Child:	
<input type="text"/>	<input type="text"/>	Delete

[Insert](#)

Supervision – Parent / Caregiver (1)

Name of Parent / Caregiver (1): Allen, Sarah ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: Frequency: Least Restrictive Location Permissible:

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☐ Relative

☐ Other

Supervision – Parent / Caregiver (2)

Name of Parent / Caregiver (2): Allen, Michael ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: Frequency: Least Restrictive Location Permissible:

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☐ Relative

Note: If Parent/Caregiver 1 is not involved, check the Parent / Caregiver Not Involved checkbox.

7. The third section is Supervision – Parent / Caregiver (2), which documents the level and type of supervision required for the person identified as the child’s Father or second Caregiver. The Name of Parent / Caregiver (2) is pre-filled with the name of the person associated on the Parent Info tab on the child’s Person Management record and identified as either Child’s Father or Child’s Guardian (2). The user is able to document the Minimum Level of Supervision Required with the drop-down field. The Frequency field is user entered and allows the user to document the frequency of the contact allowed. The Least Restrictive Location Permissible is also a drop-down field. The user is also able to document the agency or persons responsible to provide the supervision of the parent/caregiver’s visit. If no one is documented as the Child’s Father or the Child’s Guardian (2) on the Parent Info tab of the child’s Person Management page, then the Name will pre-fill to N/A and all fields will be disabled. Lastly, the user is able to document the agency or persons responsible to provide the supervision of the parent/caregiver’s visit. If the Foster Home, Relative or Other is checked, the field next to the checkbox will be required and user entered.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#) ☐ Completed

Effective Date: Status: Pending

Basic Description

Those Allowed to Visit with Child

Name	Relationship to Child:	
<input type="text"/>	<input type="text" value="v"/>	Delete

[Insert](#)

Supervision – Parent / Caregiver (1)

Name of Parent / Caregiver (1): Allen, Sarah ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: Frequency: Least Restrictive Location Permissible:

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☐ Relative

☐ Other

Supervision – Parent / Caregiver (2)

Name of Parent / Caregiver (2): Allen, Michael ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: Frequency: Least Restrictive Location Permissible:

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☐ Relative

☐ Other

Options: [Go](#) [Save](#) [Close](#)

Note: If Parent/Caregiver 2 is not involved, check the Parent/Caregiver Not Involved checkbox.

8. The second tab of the Family Interaction Plan page is the Description tab. Each description field is user entered and required, except for the comments field. Enter data in each of the required fields.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#)
Effective Date: 00/00/0000 Status: Pending ☐ Completed

Basic **Description**

Rationale for Level of Supervision and Location:

Describe each parent's / caregiver's diminished protective capacities that impact child safety warranting supervised family interactions.

Plan to Transition Family Interaction:

Describe what needs to happen in order to transition the family interaction plan. If supervised, describe what is needed to control impending danger threats in order to transition to unsupervised family interaction. If unsupervised, at what points will family interaction increase in frequency and duration. Be specific.

Description of Parental / Caregiver Responsibilities:

Include each parent's / caregiver's responsibilities to: arrange / confirm interactions with the agency worker, plan and prepare activities for the family interaction and assist their child with the transition at the conclusion of the family interaction.

Description of Agency Responsibilities:

Include how agency will assure that family interactions will occur on a regular basis.

Transportation:

Document how any necessary transportation will take place and who is responsible for the transportation.

Description of Sibling Interaction Plan:

When siblings are not seeing each other as part of the family interaction plan, a sibling interaction plan is necessary. Describe how, when and at what frequency sibling interactions will occur.

Comments:

Options: Go **Save** **Close**

9. Once complete, click back on the Basic tab. The Family Interaction Plan template can be selected from the Options drop-down and opened by clicking Go.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#) ☐ Completed

Effective Date: [01/01/2021](#) Status: Pending

Basic Description

Those Allowed to Visit with Child

Name	Relationship to Child:	
Emma Allen	Aunt ▼	Delete
Charlie Allen	Uncle ▼	Delete

[Insert](#)

Supervision – Parent / Caregiver (1)

Name of Parent / Caregiver (1): [Allen, Sarah](#) ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: [Partially-Supervised](#) ▼ Frequency: [Twice per week](#) Least Restrictive Location Permissible: [Family Home](#) ▼

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☒ Relative [Aunt Emma and Uncle Charlie](#)

☐ Other

Options: [Actions](#)
[Approval](#)
[Text](#)
[Family Interaction Plan](#) [Go](#) [Save](#) [Close](#)

BIRT PDF Document - Internet Explorer

eWiSACWIS Close

FAMILY INTERACTION PLAN

Name - Child	Case Name	Effective Date
Allen, Clara	Allen, Sarah	01/01/2021

List those allowed to visit with child

Name	Relationship to child
Emma Allen	Aunt
Charlie Allen	Uncle

Parent / Caregiver Level of Supervision and Location

Parent / Caregiver 1: [Allen, Sarah](#)

Minimum Level Required: [Partially-Supervised](#) Frequency: [Twice per week](#)

Supervised by:

☐ Department or contracted provider

☐ Foster Home - Name(s):

☒ Relative - Name(s): [Aunt Emma and Uncle Charlie](#)

☐ Other - Name(s):

Least Restrictive Location Permissible: [Family Home](#)

Parent / Caregiver 2: [Allen, Michael](#)

Minimum Level Required: [Partially-Supervised](#) Frequency: [Twice per week](#)

10. The Family Interaction Plan must be completed and sent for approval in order to change from a Pending plan to an Ongoing plan. The Completed checkbox must be selected and is located at the top right of the page. The approval can be accessed through the Options drop-down.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#) ☒ Completed

Effective Date: 01/01/2021 Status: Pending

Basic Description

Those Allowed to Visit with Child

Name	Relationship to Child:	
Emma Allen	Aunt	Delete
Charlie Allen	Uncle	Delete

[Insert](#)

Supervision – Parent / Caregiver (1)

Name of Parent / Caregiver (1): Allen, Sarah ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: Frequency: Least Restrictive Location Permissible:

Partially-Supervised Twice per week Family Home

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☒ Relative Aunt Emma and Uncle Charlie

☐ Other

Options: [Actions](#) [Approval](#) [Text](#) [Family Interaction Plan](#) [Go](#) [Save](#) [Close](#)

11. Once a plan is finally approved, the document will become frozen and the status will be updated to Ongoing. A new plan can be created, and the Ongoing plan will become Historical. When the plan is no longer needed, the plan can be Terminated. This is done by accessing the Ongoing plan and selecting the Terminate option from the Options drop-down.

Family Interaction Plan - Internet Explorer

eWiSACWIS TM Print Help

Plan Information

Case Name: [Allen, Sarah \(9220000\)](#) Child Name: [Allen, Clara \(9224739\)](#) ☒ Completed

Effective Date: Status: Ongoing

Basic Description

Those Allowed to Visit with Child

Name	Relationship to Child:
<input type="text" value="Emma Allen"/>	<input type="text" value="Aunt"/>
<input type="text" value="Charlie Allen"/>	<input type="text" value="Uncle"/>

Supervision – Parent / Caregiver (1)

Name of Parent / Caregiver (1): ☐ Parent / Caregiver Not Involved

Minimum Level of Supervision Required: Frequency: Least Restrictive Location Permissible:

Supervised by:

☐ Department or contracted provider

☐ Foster Home

☒ Relative

☐ Other

Options:

Actions
Approval
Terminate
Text
Family Interaction Plan

12. This will bring you to the Terminate Plan page. Select an appropriate termination reason on this page and send for approval through the options drop-down. The termination must be finally approved before the plan will become Terminated.

Terminate Plan
Print
Help

Plan Termination

Reason Plan is no Longer Required:

Other Reason Plan is no Longer Required:

AA Agreement Approved
Adoption Disruption
Adoption-Private
Adoption-SNAP
Agency Requested Change
Agreement Terminated
Case Merge
Child Committed to Other State Inst.
Child Entered Out of Home Care
Child in Correctional Fac. NO Aftercare
Child in Correctional Fac. w/ Aftercare
Child No Longer Living with Relative
Child No Longer Missing
Child Placed in Detention
Child Receiving SSI
Child Requested Change
Cstdy Trans to DHS/Other Inst/non-corrct
Custody Transfer to Licensed Priv Agency
Death of Adoptive Parent(s)
Death of Child
Duplicate Provider Clean-up
Eligibility Terminated
Entered Military Service
Extend Care - Ineligible
Extend Care - Youth Opt Out
Fiscal Cleanup
Graduated
Lost Contact with Provider
Made in Error

Options:

Actions
Approval

Go

Save
Close

13. The Family Interaction Plans can be viewed and accessed via the outliner for the case. Click View case information, Planning, and the appropriate hyperlink to open the plan.

Allen, Sarah (9220000)
Case details:
CPS Family - Ongoing
Milwaukee-Admin
Open OHP exists for associated participant(s)

Case address:
11 Southern Way
Madison, WI 53702

Primary worker:
Daisy, Dan'i
(440) 943-7690
dan.daisy@wisconsin.gov

Actions:
Please select an action

View case information

Access Reports
Administration
Adoption
Assessments
Assets and Income
Assignments
Background Checks
Case/Permanency Plan
Eligibility
ICPC
Legal
Narratives
Participant Photo
Payments
Placements
Planning
Related People
Safety
Services

Planning

ASFA Exceptions
Family Interaction Plan
Family Interaction Plan
Family Interaction Plan
Family Interaction Plan
Independent Living

12/07/2007
01/01/2021
02/12/2018
07/29/2011
12/22/2005
06/03/2009

Allen, Sally B.
Allen, Clara
Allen, Clara
Allen, Clara
Gaston, Nancy Q., Jr.

Ongoing
Historic
Historic
Not Eligible