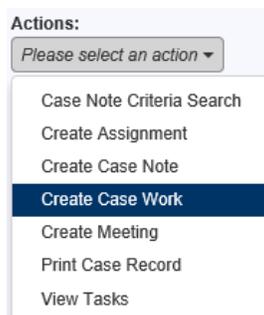


## Relative/Non-Relative Search

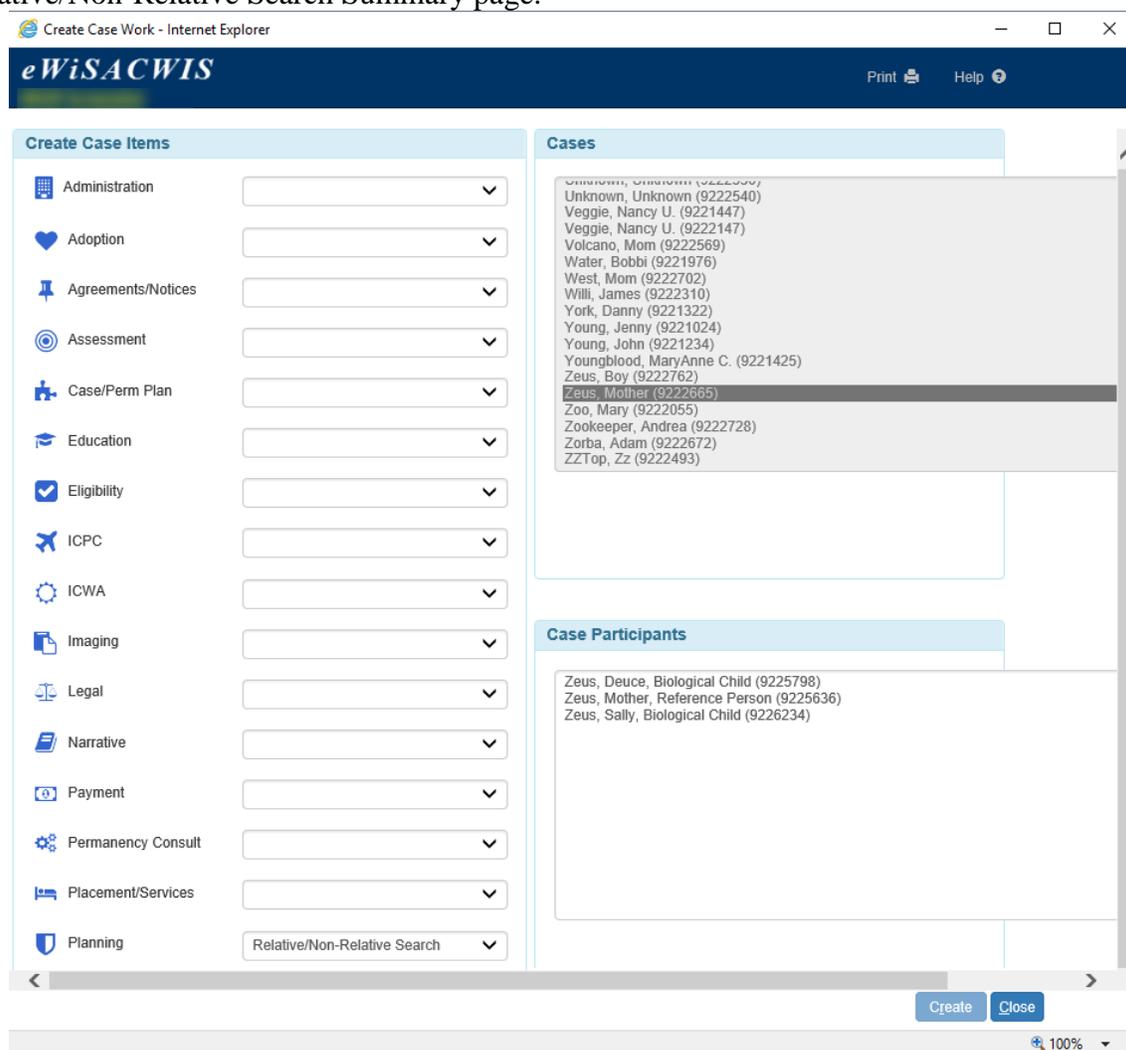
**Note:** In order to create a Relative/Non-Relative Search record, an assignment to the case is needed.

**Note:** Relative/Non-Relative Search records are specific to a case. Therefore, if a child is a participant in multiple cases, the Relative/Non-Relative Search records will not appear in all cases.

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 Relative/Non-Relative Search from the Planning drop-down. Select the appropriate case and case participant. Click the Create button. This will open the Relative/Non-Relative Search Summary page.



- On the Relative/Non-Relative Search Summary page, the Basic group displays Case Name and Child Name hyperlinks. Clicking the Case Name hyperlink opens the Maintain Case page, while clicking the Child Name hyperlink opens the child's Person Management page. Place your mouse over the Details link to determine when a relative search is needed.
- Click the Insert button to add a new relative/non-relative. This will open the Relative/Non-Relative Search page.

Relative/Non-Relative Search Summary - Internet Explorer

**eWiSACWIS** Print Spell Check Help ?

Basic  
 Case Name: [Zeus\\_Mother \(9222665\)](#) Child Name: [Zeus\\_Deuce \(9225798\)](#) [Details](#)

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	
Doe, Frank B. uncle 123 State Street Madison, WI 53701 (608)123-1234		No	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, Mary great aunt 5555 Fox Lane Saint Cloud, WI 53079		Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, Mary great aunt 5555 Fox Lane Saint Cloud, WI 53079 (608)121-1234	<a href="#">02/11/2013</a>	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Neighbor, Nora non-relative (connected to child) 55 Fairway Drive Saint Cloud, WI 53079 (608)555-5555		No	Description here... Yes <a href="#">Edit</a> <a href="#">Delete</a>
Zeus, Susie brother 321 1st Street Madison, WI 53701 (608)111-2222		n/a	n/a <a href="#">Edit</a> <a href="#">Delete</a>
Zeus, Susie aunt 321 1st Street Madison, WI 53701 (608)111-2222		No	Description here... Yes <a href="#">Edit</a> <a href="#">Delete</a>

Diligent efforts to search for relatives must be initiated or continue at the following points in a case:

- When it is likely that a child will be placed in out-of-home care with someone other than a fit and willing relative.
- When the child is placed in out-of-home care with someone other than a fit and willing relative on either an emergency basis or with planning.
- When it is likely that the child's placement will change to a non-relative placement.
- When paternity is adjudicated or acknowledged.
- When a concurrent permanence goal is established.
- When reunification is no longer the primary goal.
- When a child is determined to be subject to ICWA, active efforts to locate and involve relatives must be made.

Relatives may not be able to act as placement, temporary or permanent, but they may have the ability to be a less formal resource for the child and a connection that will last beyond the child's involvement in the child welfare system. Therefore, relative searches should continue until the caseworker believes that the child's needs have been met or could be met by the relatives who have been located.

[Copy](#) [Insert](#)

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

100%

5. On the Relative/Non-Relative Search page, document the relative/non-relative by entering the name, address, contact information, and relationship to child.
6. If the child is currently in an open Out of Home Placement (i.e. has not been discharged), the Placement Considerations group box is required. Select the corresponding radio button to respond 'Yes' or 'No' to the 'Placement Considered' and 'Does the relative want to be considered as a permanent resource if needed' questions. Enter narrative in the 'Description of why placement was not available, appropriate or safe' field.
7. If a Notification of Placement is not being sent, click the Save button to save the information entered on the page. Click the Close button to return to the Relative/Non-Relative Search Summary page.
8. If a Notification of Placement is being sent, click on the [Create Notification of Placement](#) hyperlink to create the document. See the associated Notification of Placement User Guide.

Relative/Non-Relative Search -- Webpage Dialog
Print Spell Check Help

**Basic**

Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#)

**Relative Search**

First Name:  MI:  Last Name:  Suffix:  DOB:

C/O:   Deceased

Street:   Apt:

WI City:

City:  State:  ZIP:  Country:

Phone:  Ext:  Cell:  Alt Phone:  Alt Ext:

E-Mail:  Secondary E-Mail:

Relationship to Child:   Last Updated By: Cake, Caitlin M., IV On: 02/11/2013

**Placement Considerations**

Yes  No Placement Considered?

Yes  No Does the relative want to be considered as a permanent resource if needed?

[Create Notification of Placement](#) Notification of Placement Sent:

Description of why placement was not available, appropriate, or safe:

[More...](#) [Less...](#) [Default](#)

9. Each time a Notification of Placement is created in eWiSACWIS and saved, a date sent hyperlink will appear after the 'Notification of Placement Sent.' Clicking the date hyperlink will open the associated Notification of Placement page.

**Note:** For notifications created outside of eWiSACWIS or those created in eWiSACWIS prior to the February 2013 release, enter a date in the 'Notification of Placement Sent' field. No document hyperlinks will be available for these dates.

**Note:** Non-Relatives will not pre-fill into the Permanency Plan template unless a Notification of Placement has been created for them.

**Note:** Relatives with the 'Deceased' checkbox selected will not pre-fill to the Permanency Plan template.

- The Relative/Non-Relative Search Summary page displays the saved relative/non-relative. If a Notice of Placement was created via the Notification of Placement page, a date hyperlink will appear in the Most Recent Notification Sent column. Clicking the date hyperlink will open the associated notification.
- To edit a relative/non-relative, click the [Edit](#) hyperlink for the associated relative/non-relative. To delete the relative/non-relative, click the [Delete](#) hyperlink for the associated relative/non-relative, and confirm the deletion.

**Note:** The [Delete](#) hyperlink is only available on a relative/non-relative where a Notification of Placement has not been sent.

Relative/Non-Relative Search Summary - Internet Explorer

**eWiSACWIS** Print Spell Check Help

Basic Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#) Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	
Doe, Frank B. uncle 123 State Street Madison, WI 53701 (608)123-1234		No	Description here...	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Doe, Mary great aunt 5555 Fox Lane Saint Cloud, WI 53079 (608)121-1234	<a href="#">02/11/2013</a>	Yes		Yes	<a href="#">Edit</a>
Doe, Mary great aunt 5555 Fox Lane Saint Cloud, WI 53079		Yes		Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Neighbor, Nora non-relative (connected to child) 55 Fairway Drive Saint Cloud, WI 53079 (608)555-5555		No	Description here...	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
Zeus, Susie brother 321 1st Street Madison, WI 53701 (608)111-2222		n/a		n/a	<a href="#">Edit</a> <a href="#">Delete</a>

Options:       100%

- If one or more relative/non-relative records exist in the case, click the Copy button to open the Relative/Non-Relative Search Copy page.

13. On the Relative/Non-Relative Search Copy page, click the [Copy](#) hyperlink to copy the Relative/Non-Relative Search record from a different child to this child. This will pre-fill the name and contact information of the associated relative.

**Note:** You can sort the results of the Relative/Non-Relative Search Copy page by clicking on the Relative, Child, Relationship to Child, or Last Updated column.

Relative/Non-Relative Search Copy -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

Please select a record to copy from if appropriate.

**Existing Relative Searches**

Relative	Child	Relationship to Child	Last Updated	
Zeus, Susie	Zeus, Sally	aunt	11/03/2012	<a href="#">Copy</a>
Doe, Mary	Zeus, Deuce	great aunt	02/15/2013	<a href="#">Copy</a>
Zeus, Susie	Zeus, Deuce	brother	02/13/2013	<a href="#">Copy</a>
Doe, Mary	Zeus, Deuce	great aunt	02/12/2018	<a href="#">Copy</a>
Doe, Frank B.	Zeus, Deuce	uncle	02/11/2013	<a href="#">Copy</a>
Doe, Mary	Zeus, Sally	aunt	02/11/2013	<a href="#">Copy</a>
Neighbor, Nora	Zeus, Deuce	non-relative (connected to child)	02/11/2013	<a href="#">Copy</a>
Zeus, Susie	Zeus, Deuce	aunt	02/11/2013	<a href="#">Copy</a>

[Close](#)

- On the Relative/Non-Relative Search page, select the Relationship to Child for this specific child. If the child is in an Out of Home Placement, update the Placement Considerations group box. Once complete, click Save and Close. This will return you to the Relative/Non-Relative Search Copy page.

Relative/Non-Relative Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Basic**  
 Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#)

**Relative Search**

First Name:  MI:  Last Name:  Suffix:  DOB:

C/O:   Deceased

Street:    Apt:

WI City:

City:  State:  ZIP:  Country:

Phone:  Ext:  Cell:  Alt Phone:  Alt Ext:

E-Mail:  Secondary E-Mail:

Relationship to Child:  Last Updated By:  On:

**Placement Considerations**

Yes  No Placement Considered?

Yes  No Does the relative want to be considered as a permanent resource if needed?

Notification of Placement Sent:

Description of why placement was not available, appropriate, or safe:

[More...](#) [Less...](#) [Default](#)

- On the Relative/Non-Relative Search Copy page, click Close. This will return you to the Relative/Non-Relative Search Summary page.

- On the Relative/Non-Relative Search Summary page, click Close.

17. Once created, the Relative/Non-Relative Search will display under the Planning icon. Click the [Relative/Non-Relative Search](#) hyperlink to open the corresponding Relative/Non-Relative Search. If a Notification of Placement has sent for a child, the number of notifications will display after the name.

**Zeus, Mother (9222665)**

<b>Case details:</b> Child Welfare BMCW-Admin Open OHP exists for associated participant(s)	<b>Case address:</b> 1 Heaven Milwaukee, WI 53217	<b>Primary worker:</b> Supervisor, Partnership <a href="mailto:spoonm@dhfs.state.wi.us">spoonm@dhfs.state.wi.us</a>	<b>Actions:</b> <input type="text" value="Please select an action"/>
--	---	---	---

**View case information**

Access Reports	Assets and Income	Assignments	Case/Permanency Plan
Eligibility	Legal	Placements	Planning
Related People			

**Planning**

<a href="#">CANS Out of Home</a>	05/01/2013	Zeus, Boy	Approved
<a href="#">CANS Out of Home</a>	11/30/2011	Zeus, Boy	Approved
<a href="#">Relative/Non-Relative Search</a>		Zeus, Deuce	
<a href="#">Relative/Non-Relative Search</a>		Zeus, Sally	

18. To see details of the Notification of Placement, click the icon to the left of the [Relative/Non-Relative Search](#) specific to that child.

**Zeus, Mother (9222665)**

<b>Case details:</b> Child Welfare BMCW-Admin Open OHP exists for associated participant(s)	<b>Case address:</b> 1 Heaven Milwaukee, WI 53217	<b>Primary worker:</b> Supervisor, Partnership <a href="mailto:spoonm@dhfs.state.wi.us">spoonm@dhfs.state.wi.us</a>	<b>Actions:</b> <input type="text" value="Please select an action"/>
--	---	---	---

**View case information**

Access Reports	Assets and Income	Assignments	Case/Permanency Plan
Eligibility	Legal	Placements	Planning
Related People			

**Planning**

<a href="#">CANS Out of Home</a>	05/01/2013	Zeus, Boy	Approved
<a href="#">CANS Out of Home</a>	11/30/2011	Zeus, Boy	Approved
<a href="#">Relative/Non-Relative Search</a>		Zeus, Deuce	
<a href="#">Notification of Placement</a>		Zeus, Deuce; Zeus, Sally	
<a href="#">Notification of Placement</a>		Zeus, Deuce	
<a href="#">Relative/Non-Relative Search</a>		Zeus, Sally	
<a href="#">Notification of Placement</a>		Zeus, Deuce; Zeus, Sally	