

Calendar

The eWiSACWIS calendar can be used by workers to view their current, upcoming, and past due tasks, including both system generated (ticklers) and worker entered (manual) tasks. For supervisors, the calendar can also be used to manage the workload of their workers. For additional options available to supervisors, please see the “For Supervisors” section at the end of this guide.

eWiSACWIS generated “Ticklers” display on the calendar as system-generated tasks. For a full list of ticklers please see the User Guide titled “Tickler Creation and Removal Information”

Note: Currently Licensing Private Provider ticklers and the 90-Day Summary Report for Serious Incident tickler do not show on the calendar as tasks.

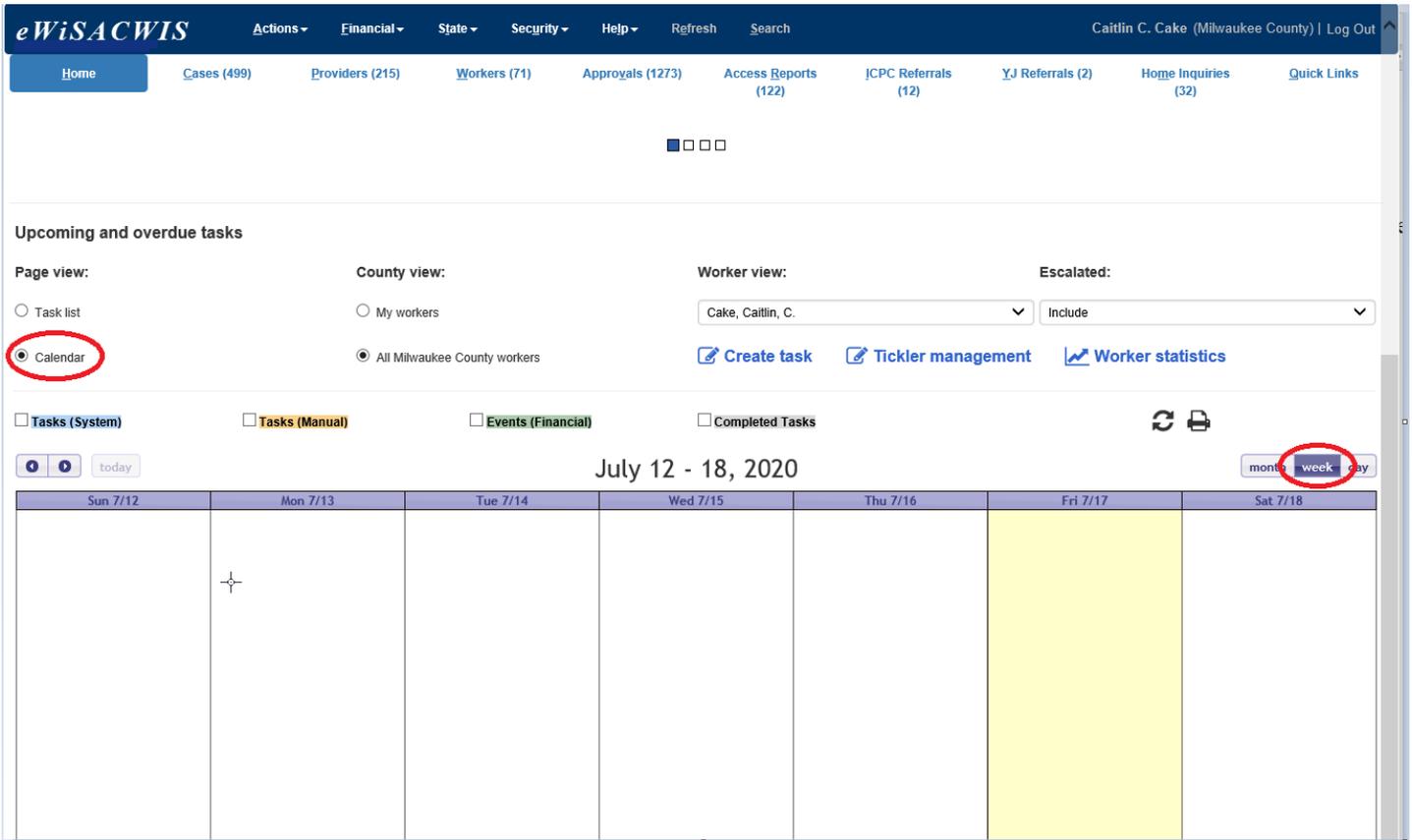
System Created Tasks

The following tasks show on the calendar and task list exclusively, they are not ticklers.

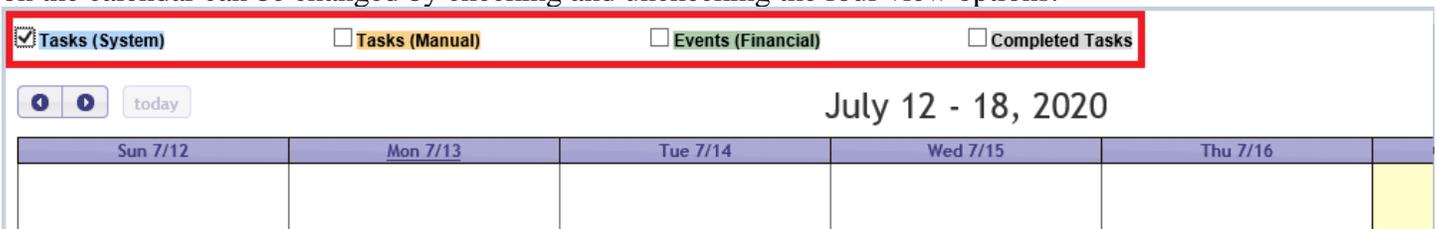
- Initial Face-to-Face – This task is created when a CPS Report is screened and shows as due based on the response time on the access report. This task is informational only and does not get marked as completed and does not show as overdue. This task is created for the primary worker and automatically shared with any workers with an assignment of CPS Initial Assessment – Secondary.
- Permanency Roundtable (PRT) Action Step – This task is created when a worker is assigned an action step on the permanency consultation page. The task is marked as complete when the action step has been marked as complete on the permanency consultation page.
- Reassign work: (Workers Name) – This task is created and assigned to a supervisor when one of their workers access is removed.
- Security Audit Due and Security Verification Due – These tasks are created every March and October for county security delegates.
- Youth Justice Review – This task is created when the following Legal Documents are uploaded into eWiSACWIS on the Imaging page. It appears on the worker’s task list on the date entered in the ‘Effective To:’ date field on the Imaging page. The task must be marked as completed manually by the worker.
 - Change of Plcmnt Ordr (IH to OOH) – Delinq
 - Change of Plcmnt Ordr (OOH to OOH) – Delinq
 - Change of Plcmnt Ordr (OOH to IH) – Delinq
 - Consent Decree – Delinquent
 - Dispositional Order – Delinquent
 - Extension Order - Delinquent

Viewing the Calendar

To access the calendar, click the ‘Calendar’ radio button on the Home tab of the desktop. The calendar opens in the week view by default, but the view can be changed using the buttons on the top right of the calendar.



By default, the calendar displays system generated and manually entered tasks. The types of tasks that appear on the calendar can be changed by checking and unchecking the four view options.



Tasks are color coded:

- **Blue** - Tasks (System). These are tasks that are generated by eWiSACWIS, such as ticklers. These are not editable through the calendar and are marked as completed after the associated tickler has been deleted.
 - An overdue task will have a red triangle with an exclamation point.

▲ Perm Plan Review
Frost, Mom
 - An informational only task will have a blue circle with the letter ‘i’.

i Initial Face-to-Face
Johns, Jimmy

- **Orange** – Tasks (Manual). These are tasks that are created by the worker (or a supervisor). These are marked as complete by clicking on the task and entering a completed date. An overdue task will have a red triangle with an exclamation point.
- **Green** – Events (Financial). These tasks display on days that financial batch runs are scheduled to take place. These events are maintained by the State office.
- **Grey** – Completed Tasks. These are tasks that have been marked as completed, either automatically by the system or manually by the worker. A green check mark indicates the task was completed on time and a red check mark indicates it was completed past the due date.



- **Yellow** – Events (eWiSACWIS). eWiSACWIS-related events, such as release dates and scheduled downtime, will appear in yellow on the calendar. These events are maintained by the State office.

Holding the cursor over any task will show some details related to the task, such as the case name, the responsible worker, and a description of the task.

Tasks (System) **Tasks (Manual)**

Case: Ajax, Weather (9223375)
Responsible Worker: Cake, Caitlin
M., IV Task Description: Assessment
- Initial Assessment Due

	Mon 2/12
IA Due Ajax, Weather	CSE Badger, Mom
	Task 2

Creating a Task

All workers can create Manual Tasks for themselves by clicking the ‘Create task’ hyperlink.

Upcoming and overdue tasks

Page view: Task list Calendar

County view: My workers All Milwaukee County workers

Worker view: Cake, Caitlin, M.

Escalated: Include

[Today](#)
[Next 10 Days](#)
[Next 30 Days](#)
[Next 90 Days](#)
[Next 6 Months](#)
[Next 12 Months](#)
[Overdue](#)

[Create task](#) [Tickler management](#) [Worker statistics](#)

On the Task page, select the type of Manual Task - Case, Provider, or Other. Next enter the Due/End Date, Task Name, and Description.

For Manual Task (Case) or Manual Task (Provider) a dropdown menu of the worker’s assigned cases or providers is available to select from. Click the Participant(s) link to select specific participants.

Task Details

Type: Recurring Created On: Created By:

Start Date: Due/End Date: Completed On: Completed By:

Task Name:

Description:

Case Name:

[Participant \(s\):](#) N/A

Worker Information

Responsible Worker: My County's Workers

[Shared With:](#)

Note: The Start Date field is optional and can be used if a task or event stretches over multiple days.

8	9	10
Task 2	Case Plan Due Ajax, Test M. Task 2	Task 2

The 'Completed On' field is used to indicate when a particular task has been completed. Once a date is entered, and page saved, the task displays as completed on the calendar.

Creating Recurring Tasks

Recurring tasks are tasks that can be set up to recur at regular intervals. They can be created to recur on a daily, weekly, monthly or yearly basis. Workers can create recurring tasks by clicking on the 'Recurring' checkbox.

Note: The Type and Task Name inside the Task Details group box and the responsible worker dropdown in Worker Information group box are still required.

Task Details

Type: Recurring Created On: Created By:

Task Name:

Description:

After a task has been set as recurring, the worker can pick Daily, Weekly, Monthly or Yearly. The Recurring Task Start Date and Recurring Task End Date control the date range that the recurring task will be created over. Daily, Weekly and Monthly tasks can be entered for a year into the future; yearly tasks can be entered for up to five years in the future.

Recurring Task Details

Daily Weekly Monthly Yearly

Recurring Task Start Date: Recurring Task End Date:

For example, if a task is set to recur every weekday it will be created on each weekday that falls between the dates entered.

The example below shows a daily task, which can be set to show every day or only weekdays.

The screenshot shows the eWiSACWIS web application interface. At the top, there is a navigation bar with the logo and 'Print' and 'Help' links. The main content area is divided into several sections:

- Task Details:** Includes fields for Type (Manual Task (Other)), Recurring (checked), Start Date (00/00/0000), Due/End Date (00/00/0000), Task Name (Task), and Description (Description).
- Worker Information:** Shows the Responsible Worker as 'Cake, Caitlin M., IV' and a checkbox for 'My County's Workers'.
- Recurring Task Details:** Features radio buttons for frequency: Daily (selected), Weekly, Monthly, and Yearly. Below these are fields for Recurring Task Start Date (10/16/2018) and Recurring Task End Date (11/16/2018). At the bottom of this section are radio buttons for 'Every day' and 'Every weekday' (selected).

At the bottom right of the form, there are buttons for 'Copy', 'Delete', 'Save', and 'Close'. The browser window title is 'Task - Internet Explorer' and the zoom level is 100%.

After the page has been saved the Task Details and Worker Information can still be updated however the Recurring Task Details cannot.

The screenshot shows the 'Task Details' section of the eWiSACWIS application. The 'Type' is set to 'Manual Task (Other)'. The 'Recurring' checkbox is checked, indicating it is a recurring task. The 'Created On' date is 10/18/2018, and the 'Created By' is Cake, Caitlin M., IV. The 'Start Date' is 00/00/0000, and the 'Due/End Date' is 10/17/2018. The 'Task Name' is 'Task'. The 'Recurring Task Details' section shows the 'Daily' radio button selected, with 'Recurring Task Start Date' as 10/17/2018 and 'Recurring Task End Date' as 10/31/2018. Other options for Weekly, Monthly, and Yearly are unselected. Buttons for Copy, Delete, Save, and Close are visible at the bottom right.

Weekly tasks allow the worker to set the task to display on a specific day of the week.

This screenshot shows the 'Task Details' section with the 'Weekly' radio button selected under 'Recurring Task Details'. The 'Recurring Task Start Date' is 10/17/2018 and the 'Recurring Task End Date' is 10/31/2018. Below these dates, checkboxes are provided for each day of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. All these checkboxes are currently unselected. The rest of the form fields are identical to the previous screenshot. Buttons for Copy, Delete, Save, and Close are visible at the bottom right.

Monthly tasks allow the worker to set the task to display on a specific day of the month:

The screenshot shows the 'Task Details' form in the eWiSACWIS application. The form is titled 'Task - Internet Explorer' and 'eWiSACWIS'. It includes a 'Print' button and a 'Help' icon. The 'Task Details' section contains the following fields:

- Type: Manual Task (Other) (dropdown)
- Recurring: (checkbox)
- Created On: (empty text box)
- Created By: (empty text box)
- Start Date: 00/00/0000 (text box)
- Due/End Date: 00/00/0000 (text box)
- Completed On: 00/00/0000 (text box)
- Completed By: (empty text box)
- Task Name: Task (text box)
- Description: (empty text area)

The 'Worker Information' section contains:

- Responsible Worker: Cake, Caitlin M., IV (dropdown)
- My County's Workers: (checkbox)
- Shared With: (empty text box)

The 'Recurring Task Details' section contains:

- Frequency: Daily, Weekly, Monthly, Yearly
- Recurring Task Start Date: 10/17/2018 (text box)
- Recurring Task End Date: 10/31/2018 (text box)
- Day: (empty dropdown) of every month.

At the bottom right, there are buttons for 'Copy', 'Delete', 'Save', and 'Close'. The browser status bar shows a zoom level of 90%.

Yearly tasks allow for a task to be created on a specific Month and Day each year.

The screenshot shows the 'Task Details' form in the eWiSACWIS application, similar to the monthly task form. The 'Task Details' section contains the following fields:

- Type: Manual Task (Other) (dropdown)
- Recurring: (checkbox)
- Created On: (empty text box)
- Created By: (empty text box)
- Start Date: 00/00/0000 (text box)
- Due/End Date: 00/00/0000 (text box)
- Completed On: 00/00/0000 (text box)
- Completed By: (empty text box)
- Task Name: Task (text box)
- Description: (empty text area)

The 'Worker Information' section contains:

- Responsible Worker: Cake, Caitlin M., IV (dropdown)
- My County's Workers: (checkbox)
- Shared With: (empty text box)

The 'Recurring Task Details' section contains:

- Frequency: Daily, Weekly, Monthly, Yearly
- Recurring Task Start Date: 10/17/2018 (text box)
- Recurring Task End Date: 10/31/2018 (text box)
- On: (empty dropdown) (text box)

At the bottom right, there are buttons for 'Copy', 'Delete', 'Save', and 'Close'. The browser status bar shows a zoom level of 90%.

For Supervisors:

Supervisors have additional options on the calendar to help with managing their workers workloads. Supervisors see the following options:

- County view and Worker view:
 - Under the ‘County view’ heading, selecting ‘My workers’ populates all of the supervisor’s workers in the ‘Worker view’ drop-down. The drop-down will also contain values for ‘All My Workers’ and ‘Multi-Select Workers’.
 - Selecting the value “All My Workers” will display all of the tasks for all of the supervisor’s workers.
 - Selecting the value ‘Multi-Select Workers’ will open a page (see below) that allows the supervisor to select more than one worker to view their tasks simultaneously.
 - Under the ‘County view’ heading, selecting ‘All [county] workers’ populates all of the county’s workers in the ‘Worker view’ drop-down.
- Escalated: - This option allows supervisors to choose whether or not escalated ticklers display on the task list.

Upcoming and overdue tasks

Page view:

Task list

Calendar

Today
Next 10 Days
Next 30 Days
Next 90 Days
Next 6 Months
Next 12 Months
Overdue

County view:

My workers

All Milwaukee County workers

Worker view: Escalated:

Cake, Caitlin, M. Include

[Create task](#)

[Tickler management](#)

[Worker statistics](#)

Multi-Select Workers

<input type="checkbox"/>	Ashland, Supervisor
<input type="checkbox"/>	Carnation, Carla
<input type="checkbox"/>	Cat, Chris
<input type="checkbox"/>	Corn, Conn, C.
<input type="checkbox"/>	Deer, Doris
<input type="checkbox"/>	Dietz, Dan
<input type="checkbox"/>	Ditch, Doug
<input type="checkbox"/>	edge, ellen
<input type="checkbox"/>	Green, David
<input type="checkbox"/>	Lovett, Lyle

[Continue](#)

Supervisors also have the ability to create manual tasks for their workers. When a supervisor is viewing a workers calendar, clicking the 'Create task' link will create a task for that worker. Additionally, supervisors have the ability to change the responsible worker in the dropdown and/or share the task with other workers by clicking the 'Shared With:' link.

Note: For Ticklers, the responsible worker cannot be changed. The tickler would have to be reassigned. However, the 'Shared With:' link can be used to share the task with other workers.

Task Details

Type: **Manual Task (Other)** Recurring Created On: Created By:

Start Date: 00/00/0000 Due/End Date: 00/00/0000 Completed On: 00/00/0000 Completed By:

Task Name:

Description:

Worker Information

Responsible Worker: **Fun, Fawn** My County's Workers

[Shared With:](#)

Copy Delete Save Close

The worker selection pop up page is used both for selecting workers whose calendar the supervisor would like to view and for selecting workers to share a task with.

Worker Selection Print Help

Workers

<input type="checkbox"/> Select All	Worker Name
<input type="checkbox"/>	Abby, Alice N., IV
<input type="checkbox"/>	Abby, Amy
<input type="checkbox"/>	Abby, Andy
<input type="checkbox"/>	Abby, Mailing
<input type="checkbox"/>	Abby, ParentHome
<input type="checkbox"/>	Abby, Secondary
<input type="checkbox"/>	Abby, Work

Additional Workers

Worker Name	Job Class	
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert

Save Close