

Task List

The eWiSACWIS Task List can be used by workers to track current, upcoming, and overdue tasks, including both system generated (ticklers) and worker entered (manual) tasks. For supervisors, the Task List can also be used to manage the workload of their workers.

eWiSACWIS generated “Ticklers” display on the Task List 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 Task List 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 Task List

To access the Task List, click the Task List radio button on the Home tab of the desktop. Tasks are listed in ascending order with the oldest at the top; however the table can be sorted by any of the column headers.

Upcoming and overdue tasks

Page view: Task list Calendar
County view: My workers All Milwaukee County workers
Worker view:
Escalated:
[Create task](#) [Tickler management](#) [Worker statistics](#)

Showing 1 to 10 of 2643 rows rows per page < 1 2 3 4 5 ... 265 >

Date Due	Due In	Case/Provider Name	Participant(s) Name	Task Name	Responsible Worker	Shared With	Action
03/01/2000	-6509	Amp, Audrey (9222680)	Amp, Art (9225723)	Perm Plan Due	Supervisor, Partnership	-	
03/01/2000	-6509	Young, John (9221234)	Tim, Lun (9223072)	Perm Plan Due	Cake, Caitlin M., III	-	
07/01/2000	-6387	Amp, Audrey (9222680)	Amp, Art (9225723)	Perm Plan Review	Supervisor, Partnership	-	
07/01/2000	-6387	Young, John (9221234)	Tim, Lun (9223072)	Perm Plan Review	Cake, Caitlin M., III	-	
10/11/2000	-6285	Treeyo, Steve (9221916)	Therault, Jesser (9223625)	Perm Plan Due	Corn, Conn C., Jr.	-	

When opened, the Task List displays tasks due in the next 10 days by default, with overdue tasks listed on top.

Use the drop-down next to the 'Task list' radio button to see tasks due today, in the next 10 days, next 30 days, next 90 days, next 6 months, next 12 months or only overdue tasks.

Use the Search box to filter the table by any values in the columns.

Upcoming and overdue tasks

Page view: Task list Calendar
County view: My workers All Milwaukee County workers
Worker view:
Escalated:
[Create task](#) [Tickler management](#) [Worker statistics](#)

Creating a Task

The Create Task link can be used to create a Manual Task. Once saved, these tasks also display on the calendar. 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.

The screenshot shows a web browser window titled "Task - Internet Explorer" displaying the "eWiSACWIS" application. The main content area is titled "Task Details" and contains the following fields and controls:

- Type:** A dropdown menu set to "Manual Task (Case)".
- Recurring:** An unchecked checkbox.
- Created On:** A text field.
- Created By:** A text field.
- Start Date:** A text field containing "00/00/0000".
- Due/End Date:** A text field containing "10/31/2018".
- Completed On:** A text field containing "00/00/0000".
- Completed By:** A text field.
- Task Name:** A text field containing "Task2".
- Description:** A large text area.
- Case Name:** A dropdown menu set to "Birthday, One (9221144)".
- Participant(s):** A link labeled "Participant(s):" followed by "N/A".
- Worker Information:**
 - Responsible Worker:** A dropdown menu set to "Caitlin M., IV".
 - My County's Workers:** An unchecked checkbox.
 - Shared With:** A link.

At the bottom right of the form, there are four buttons: "Copy", "Delete", "Save", and "Close". The browser's status bar at the bottom shows "100%" zoom.

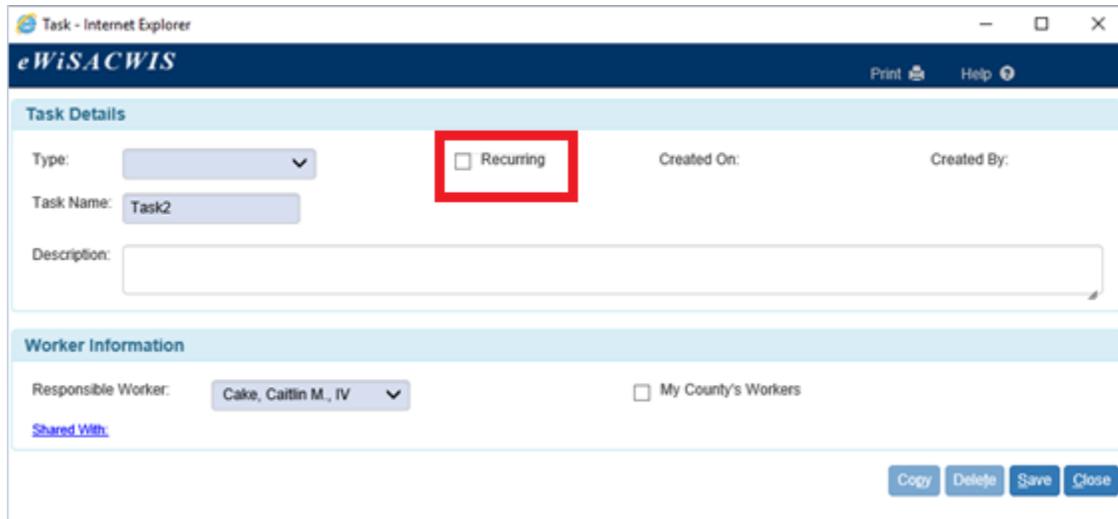
Note: The Start Date field is optional and can be used if a task or event stretches over multiple days.

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 no longer displays on the Task List.

Creating Recurring Tasks

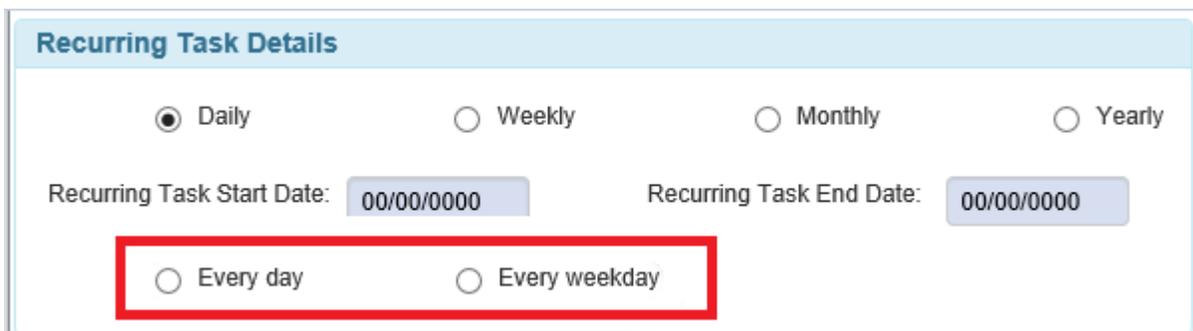
Recurring tasks are tasks that can be set up to recur at regular intervals. They can be created to recur on a daily, weekly, monthly or yearly basis. Workers can create recurring tasks by clicking on the 'Recurring' checkbox.

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.



The screenshot shows the 'Task Details' section of the eWiSACWIS application. The 'Type' dropdown is set to 'Task2'. The 'Recurring' checkbox is checked and highlighted with a red box. The 'Worker Information' section shows the 'Responsible Worker' as 'Calk, Caitlin M., IV' and the 'My County's Workers' checkbox is unchecked. The 'Copy', 'Delete', 'Save', and 'Close' buttons are visible at the bottom right.

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.



The screenshot shows the 'Recurring Task Details' section. The 'Daily' radio button is selected. The 'Recurring Task Start Date' and 'Recurring Task End Date' are both set to '00/00/0000'. The 'Every day' and 'Every weekday' radio buttons are highlighted with a red box.

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.

Task - Internet Explorer

eWiSACWIS Print Help

Task Details

Type: Recurring Created On: Created By:

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

Task Name:

Description:

Worker Information

Responsible Worker: My County's Workers

[Shared With:](#)

Recurring Task Details

Daily Weekly Monthly Yearly

Recurring Task Start Date: Recurring Task End Date:

Every day Every weekday

Copy Delete Save Close

100%

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

Task - Internet Explorer

eWiSACWIS Print Help

Task Details

Type: Recurring 1 of 1 Created On: 10/18/2018 Created By: Cake, Caitlin M., IV

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

Task Name:

Description:

Worker Information

Responsible Worker: My County's Workers

[Shared With:](#)

Recurring Task Details

Daily Weekly Monthly Yearly

Recurring Task Start Date: Recurring Task End Date:

Copy Delete Save Close

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

The screenshot shows the 'Task Details' form in the eWiSACWIS application. The form is titled 'Task Details' and includes the following sections:

- Task Details:** Type: Manual Task (Other) (dropdown), Recurring (checked), Created On: (empty), Created By: (empty), Start Date: 00/00/0000, Due/End Date: 00/00/0000, Completed On: 00/00/0000, Completed By: (empty), Task Name: Task, Description: (empty text area).
- Worker Information:** Responsible Worker: Cake, Caitlin M., IV (dropdown), My County's Workers (checkbox), Shared With: (link).
- Recurring Task Details:** Frequency: Weekly (selected), Daily, Monthly, Yearly, Recurring Task Start Date: 10/17/2018, Recurring Task End Date: 10/31/2018, Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday (all unchecked).

Buttons at the bottom right: Copy, Delete, Save, Close. Browser status bar shows 90% zoom.

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, similar to the weekly task form but with the 'Monthly' frequency selected.

- Task Details:** Type: Manual Task (Other) (dropdown), Recurring (checked), Created On: (empty), Created By: (empty), Start Date: 00/00/0000, Due/End Date: 00/00/0000, Completed On: 00/00/0000, Completed By: (empty), Task Name: Task, Description: (empty text area).
- Worker Information:** Responsible Worker: Cake, Caitlin M., IV (dropdown), My County's Workers (checkbox), Shared With: (link).
- Recurring Task Details:** Frequency: Monthly (selected), Daily, Weekly, Yearly, Recurring Task Start Date: 10/17/2018, Recurring Task End Date: 10/31/2018, Day: (dropdown) of every month.

Buttons at the bottom right: Copy, Delete, Save, Close. Browser status bar shows 90% zoom.

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

Task - Internet Explorer

eWiSACWIS Print Help

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: **Task**
Description:

Worker Information

Responsible Worker: **Cake, Caitlin M., IV** My County's Workers
[Shared With:](#)

Recurring Task Details

Daily Weekly Monthly Yearly
Recurring Task Start Date: **10/17/2018** Recurring Task End Date: **10/31/2018**
On **▼**

Copy Delete Save Close

90%

For Supervisors

Supervisors have additional options on the Task List 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.

The screenshot shows the 'Upcoming and overdue tasks' section. On the left, under 'Page view', there are radio buttons for 'Task list' (selected) and 'Calendar'. A dropdown menu is open, showing options: 'Today', 'Next 10 Days', 'Next 30 Days' (highlighted), 'Next 90 Days', 'Next 6 Months', 'Next 12 Months', and 'Overdue'. In the center, under 'County view', there are radio buttons for 'My workers' and 'All Milwaukee County workers' (selected). On the right, there are two dropdown menus: 'Worker view' (showing 'Cake, Caitlin, M.') and 'Escalated:' (showing 'Include'). Below these are three links: 'Create task', 'Tickler management', and 'Worker statistics'.

The 'Multi-Select Workers' dialog box is shown, listing several workers with checkboxes next to their names:

- Ashland, Supervisor
- Carnation, Carla
- Cat, Chris
- Corn, Conn, C.
- Deer, Doris
- Dietz, Dan
- Ditch, Doug
- edge, ellen
- Green, David
- Lovett, Lyle

A 'Continue' button is located at the bottom right of the dialog box.

Supervisors also have the ability to create manual tasks for their workers. When a supervisor is viewing a workers task list, 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 tickler with other workers.

The screenshot shows the 'Task Details' form in the eWiSACWIS system. The 'Worker Information' section is highlighted with a red box. It contains the following fields:

- Responsible Worker:** A dropdown menu currently showing 'Fun, Fawn'.
- My County's Workers**
- [Shared With:](#) (a link)

Other visible fields in the 'Task Details' section include:

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

Buttons at the bottom right include Copy, Delete, Save, and 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.

The 'Worker Selection' window displays a list of workers for selection. The 'Workers' section contains the following table:

<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

Below the list is the 'Additional Workers' section, which includes a table with columns for 'Worker Name' and 'Job Class', and an 'Insert' button.

Buttons at the bottom right include Save and Close.