

# Youth Justice (YJ) Case Information Page

Once a YJ Referral has been linked to a new or existing case and the worker is ready to record the intake decision, a Youth Justice Case Information page must be created. To create a Youth Justice Case Information page, a worker will need to have an assignment to the Case the YJ Referral was linked to.

1. Click on the Cases tab and locate the case that the YJ referral was linked to. Select Create Case Work from the Actions drop-down next to the case name. This will open the Create Case Work page.

The screenshot displays the eWiSACWIS interface. At the top, there's a navigation bar with tabs: Home, Cases (538), Providers (225), Workers (75), Approvals (1423), Access Reports (125), ICPC Referrals (11), YJ Referrals (7), Home Inquiries (34), and Quick Links. Below this, the 'Cases' section is active. It shows a list of cases with filters for 'View by' (Case, Participant) and 'Filter by' (Date restricted, Not approved/cancelled, Multiselect). The case 'Pancake, Banana N. (9225898)' is selected. The 'Actions' dropdown menu is open, showing options like 'Case Note Criteria Search', 'Create Assignment', 'Create Case Face Sheet', 'Create Case Note', 'Create Case Work' (highlighted), 'Create Meeting', 'Imaging Search', 'Print Case Record', and 'View Tasks'. The case details for 'Pancake, Banana N. (9225898)' are visible, including case address, primary worker, and a 'Youth Justice' category.

2. Select Youth Justice Case Information from the Youth Justice category drop-down.
3. The case should already be selected but can also be selected in the Cases section.
4. In Case Participants, select the youth that was named on the referral.
5. Click on the Create button.
  - a. If there is only one referral linked to the case, the Youth Justice Case Information page will open.
  - b. If there is more than one referral linked to the case, the YJ Referral Select page will open to allow the worker to select which referral(s) to link to the Youth Justice Case Information page.
    - i. You can link more than one referral to the Youth Justice Case Information page.
    - ii. Clicking on the arrow next to View Referral Offense(s) expands the details of the referral offenses.

6. To add a referral to the Youth Justice Case Information page, select the checkbox next to the referral and then click on the Continue button. This will open the Youth Justice Case Information page.

Create Case Work - Work - Microsoft Edge

**eWiSACWIS** Print Help

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- ☒ Eligibility
- ICPC
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- Safety
- Safety Services
- Strengths and Needs
- Youth Justice
  - Deferred Prosecution Agreement
  - YJ Face Sheet
  - Youth Justice Case Information**
  - Youth Justice Case Plan
  - Youth Case Review/Closing Narrative
  - Youth and Family Assessment

**Pancake, Banana N. (9225898)**  
Pancake, Buttermilk A. (9224076)  
Pancake, Buttermilk A. (9224676)  
Pancake, Patty (9225878)  
Parent, Other (9226280)  
Parent, Other (9226298)  
Participant, Daughter B. (9221908)  
Peace, Be (9221754)  
Pear, Bosc (9222017)  
Pear, Bosc (9222018)  
Pepper, Doctor (9221150)  
Perkins, Heidi (9223234)  
PermanencyPlanTest, PermanencyPlan (92:  
Placement, Mrs (9223996)  
please, recycle (9226438)  
Port, Mary (9222706)  
Powers, Ron (20241)  
PPR, Mom (9221393)  
Prakashmandalikibodnuvas, Lakshminrayan  
Preadopt, Peter (9223374)

**Case Participants**

**Pancake, Banana N., Reference Person (92334**  
Pancake, Blueberry, Birth Sibling (9229697)  
Pancake, Buttermilk A., Biological Parent (9229  
Pancake, Patty, Non-Relative (9232278)

Create Close

100%

YJ Referral Select - Work - Microsoft Edge

**eWiSACWIS** Print Help

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**Case Information**

Case Name: [Pancake, Banana N. \(9225898\)](#) Youth Name: [Pancake, Banana N., IV \(9233498\)](#)

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**Referral Information**

☒ Date: 02/08/2022 YJ Referral Type: Delinquency, JIPS - Truancy ID: 8004445 Offenses (3)

View Referral Offense(s)

Offense Date	Statute	Description	Classification	Modifier(s) and Enhancer(s)
02/07/2022	943.012(3)	CRIMINAL DAMAGE TO SCHOOL PROPERTY, ETC.	Felony	
02/01/2022	947.01(1)	DISORDERLY CONDUCT	Misdemeanor	
02/07/2022	947.01(1)	DISORDERLY CONDUCT-COUNTY/MUNICIPALITY	Ordinance	

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☒ Date: 02/09/2022 YJ Referral Type: Delinquency ID: 8004465 Offenses (1)

View Referral Offense(s)

Offense Date	Statute	Description	Classification	Modifier(s) and Enhancer(s)
02/09/2022	940.20(5)(B)	BATTERY TO SCHOOL DISTRICT OFFICERS, ETC	Felony	

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☐ Date: 06/01/2022 YJ Referral Type: Delinquency ID: 8004345 Offenses (1)

View Referral Offense(s)

Continue Close

7. The Case Information section at the top of the page contains the Case Name and the Youth Name. Clicking on the Case Name hyperlink opens the Maintain Case page in view only mode. Clicking on the Youth Name hyperlink opens the youth's Person Management record in edit mode.
  - a. [YASI/CaseWorks](#) link: a hyperlink to the CaseWorks application using single sign from eWiSACWIS to launch any work associated to the worker that is logged in. If the youth is in CaseWorks, clicking the link will open their most recent assessment or create a new one. If the youth does not exist in CaseWorks, it will create the youth. If there is any demographic information in CaseWorks that does not match eWiSACWIS, using the link will update the CaseWorks record with the eWiSACWIS information from Person Management.

**Note:** The [YASI/CaseWorks](#) hyperlink will automatically launch YASI and log into the YASI application and bring up Case Worker Caseload. It will be available if the worker has been trained in YASI, has the YASI/CaseWorks security, and the Identified Youth (Roles) participant is between 10 and 22 years old. If an error is received when clicking the hyperlink, please contact [support@orbispartners.com](mailto:support@orbispartners.com).

8. The County ID(s) section displays various types of County ID numbers for case participants that are documented on Person Management. These IDs are for other applications or processes that can be documented for a youth to use as quick reference. This value is populated from the Basic tab in Person Management and only displays in this section if a value exists.
9. The Referral Information section contains the Intake Decision, Referral Offense(s), and Additional Offense(s) sections.
10. The Intake Decision section will pre-fill with the Referral Received: date and [ID###](#) hyperlink, the Referral Entered: date and time, the Worker Making the Decision, the Referral Type:, and LE Case#: from the linked YJ Referral. The remaining fields in the section are user-entered.
11. The [Search](#) hyperlink can be used to change the Worker Making Decision: displayed.
  - a. Click [Search](#) to launch Worker Search.
  - b. Type in the Search Criteria.
  - c. Select the worker by clicking the radio button to the left of the name.
  - d. Click the Continue button to update the Worker Making Decision field.
  - e. Click the Close button to abort the selection.

The screenshot displays the eWiSACWIS WAS9 Screenshot interface. The top navigation bar includes the eWiSACWIS logo, a 'WAS9 Screenshot' label, and links for TM, Print, and Help. The main content area is divided into three sections: Case Information, County ID(s), and Referral Information.

**Case Information:** Case Name: [Pancake, Banana N. \(9225898\)](#); Youth Name: [Pancake, Banana N., IV \(9233498\)](#)

**County ID(s):** County: Milwaukee; Type: JPM; County ID: 1234

**Referral Information:**

**Intake Decision:**

Referral Received: 02/08/2022 [ID: 8004445](#); Referral Entered: 02/09/2022 09:58 AM; Worker Making Decision: Cake, Caitlin C. [Search](#)

YJ Referral Type: Delinquency, JIPS - Truancy; LE Case #: ; Final Decision?: ☐ Yes ☒ No

County Decision:  County Reason:  County Decision Date: 00/00/0000

DA Decision:  DA Reason:  DA Decision Date: 00/00/0000

Court Decision:  Court Reason:  Court Decision Date: 00/00/0000

Other Services:

Adjudication Date: 00/00/0000; Disposition Date: 00/00/0000

A tooltip is visible over the 'Search' link: 'To get a list of saved DA professionals, type in three letters of their name. If the DA is unknown, select "Unknown". If the DA is not listed, select "Other" and you may manually document them in the text box.'

Youth Justice Case Information - Internet Explorer

**Worker Search** Print Help

**Search Criteria**

Last Name:  First Name:  Worker ID:

Employee ID:  County:  Site #:

Search Precision: ☒ Low ☐ Med ☐ High Sort By:  Search

Record 1 to 2 of 2

**Workers Returned**

	Corn, Cory A. (10180) Active
Case Support Worker - Ongoing <a href="mailto:ewuat149@dhfs.state.wi.us">ewuat149@dhfs.state.wi.us</a> Milwaukee-Admin, Milwaukee COUNTY Dan'l Daisy	
Cases:14, Providers:9	

Continue Close

12. Enter the decision in the County Decision drop-down. The drop-down contains four values: Close Case, DPA, Formal Petition, and Documented in Error. If the decision is Close Case, the Reason drop-down becomes enabled and required. Enter the County Decision Date. County Decision will be required to save a Final Decision of Yes.
  - a. DA Decision, DA Reason (if Case Closed is selected), and DA Decision Date will not be required until the Completed checkbox is checked and saved. This also applies to Court Decision, Court Reason, and Court Decision Date.
  - b. Court Decision, Court Reason, and Court Decision Date will only be used if the County Decision and/or DA Decision is Formal Petition. Not Applicable will prefill for DA Decision values that do not direct the case to court.
13. If the referral is appropriate for diversion, select Close Case in any of the Intake Decision drop downs fields and Appropriate for Diversion in any of the corresponding Reason drop-downs.
  - a. Once this is a documented Decision, Diversion programs and services will display and can be selected.
    - i. Click the [Select](#) hyperlink to choose the appropriate Program(s) and Service(s).
    - ii. Click Continue to add the diversion selection(s) to the Diversion program and services column.
    - iii. All selections will display on in the Intake Decision section. When selecting a DA Decision of Close Case and the Final Decision? is Yes, the Completed checkbox will automatically be checked, and the referral information will be pre-filled and become frozen upon Save. The checkbox can be unchecked if any modifications need to be made.
14. For guidance on which reason to select when the decision is to close the case, please see the resources posted on the eWiSACWIS Knowledge Web.

## Diversion programs and services

Select	Description
<input type="checkbox"/>	Problem Solving Courts - Peer/Teen Court
<input type="checkbox"/>	Problem Solving Courts - Truancy Court
<input type="checkbox"/>	Problem Solving Courts - Drug Court
<input type="checkbox"/>	Problem Solving Courts - Mental Health Court
<input type="checkbox"/>	Skills Training - Mentoring
<input type="checkbox"/>	Skills Training - Cognitive - Behavioral Therapy
<input type="checkbox"/>	Skills Training - Community Response Program
<input type="checkbox"/>	Skills Training - Family Mediation

Select	Description
<input type="checkbox"/>	Restorative Justice - Victim - Offender Mediation
<input type="checkbox"/>	Restorative Justice - Victim Empathy work
<input type="checkbox"/>	Restorative Justice - Restorative/Peace Circle
<input type="checkbox"/>	Restorative Justice - Voluntary Restitution
<input type="checkbox"/>	Restorative Justice - Voluntary Community Service
<input type="checkbox"/>	Support or Referral for other Services (Ability to document these other efforts)

## Intake Decision

Referral Received: 02/08/2022 [ID: 8004445](#)

Referral Entered: 02/09/2022 09:58 AM Worker Making Decision:

Cake, Caitlin C.

[Search](#)

YJ Referral Type: Delinquency, JIPS - Truancy

LE Case #:

Final Decision?: ☒ Yes ☐ NoCounty Decision: **Formal Petition**County Reason: County Decision Date: **02/12/2024**

DA Making Decision:

**Other**[Details](#)DA Decision: **Close Case**DA Reason: **Appropriate for diversion**DA Decision Date: **02/12/2024****Judge Matey**Court Decision: **Not Applicable**Court Reason: Court Decision Date: **02/12/2024**

## Diversion program and services

Problem Solving Courts - Peer/Teen Court, Problem Solving Courts - Truancy Court, Problem Solving Courts - Drug Court, Restorative Justice - Restorative/Peace Circle

[Select](#)

Other Services:

15. DA Making Decision will start to fill in when at least three letters of the DA name is entered. The list stored is not all inclusive. Type Other or Unknown to fill in an alternate name. Commonly used names will be reviewed and added in the future.
16. Enter the date the decision was made in the County Decision Date field. The decision date must be equal to or greater than the date the YJ Referral was received.
17. If Final Decision? is Yes, the required fields County Decision, County Reason (if applicable), and County Decision Date must be documented upon save.
  - a. When the County Decision is Documented in Error or if the DA Decision or Court Decision is Close Case, the system will display a pop-up message: The Final Intake Decision is either Close Case or Documented in Error. As a result, the Referral Information will be marked completed and frozen. Do you want to continue?

- i. Selecting No will close the message and return the worker to the Youth Justice Case Information page without making any changes.
  - ii. Selecting Yes will close the message, return the worker to the Youth Justice Case Information page, disable all fields on the page, and check the Completed checkbox at the bottom of the page.
- b. Disposition Date is only enabled when Final Decision? is set to Yes and the County Decision, County Reason (if applicable), and County Decision Date has been documented and saved.

**Note:** *If Final Decision? is Yes and only the County Decision, County Reason (if applicable), and County Decision Date are documented, saving the page after documenting a Disposition Date will freeze DA Decision, DA Reason, DA Decision Date, Court Decision, Court Reason, and Court Decision Date.*

- c. To unfreeze the Intake Decision section by deleting the date in the Disposition Date field. When the date is removed, the system will display a pop-up message: By deleting the Disposition Date all fields on the page except for the Intake Decision Information will be cleared. Do you want to continue?
    - i. Selecting No will close the message and return to the Youth Justice Case Information page without making any changes.
18. Selecting Yes will close the message, return to the Youth Justice Case Information page, and clear all fields on the page as outlined in the message. Upon save, the Intake Decision section will unfreeze and change Final Decision? to No, allowing any changes needed.
19. When any of the decisions are either DPA or Formal Petition, Final Decision? is Yes and a Disposition Date is entered the remainder of the fields on the page become enabled upon save.
20. Enter the date of the disposition in the Disposition Date field. The date cannot be a future date and must be equal to or greater than the County Decision Date.
- a. As soon as a date is entered in the Disposition Date field and the page is saved, the Intake Decision section will freeze. The system will display the same pop-up message as mentioned above.
  - b. Any referrals that have a saved Disposition of DPA will be offered when creating a Deferred Prosecution Agreement from Create Case Work.
  - c. Unfreeze the Intake Decision section by deleting the date in the Disposition Date field. When the date is removed, the system will display a pop-up message: "By deleting the Disposition Date all fields on the page except for the Intake Decision Information will be cleared. Do you want to continue?".
    - i. Selecting No will close the message and return to the Youth Justice Case Information page without making any changes.
    - ii. Selecting Yes will close the message, return to the Youth Justice Case Information page, and clear all fields on the page as outlined in the message. Upon save, the Intake Decision section will unfreeze, allowing changes as needed.
    - iii. Saving the page will flip Decision Finalized? to No to allow for decision updates.

**Intake Decision**

Referral Received: 02/11/2022 ID: 8004485 Referral Entered: 02/11/2022 11:41 AM Worker Making Decision: Cake, Caitlin C. Search

YJ Referral Type: Delinquency LE Case #: Final Decision?: ☒ Yes ☐ No

County Decision: DPA County Reason: County Decision Date: 02/06/2024 DA Making Decision: Other Details

DA Decision: DA Reason: DA Decision Date: 00/00/0000

Court Decision: Court Reason: Court Decision Date: 00/00/0000

Other Services:

Adjudication Date: 00/00/0000 Disposition Date: 00/00/0000

**Referral Offense(s)**

Court Case Number	Offense Date	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Most Serious Alleged Offense?	Amended	Expiration Date	Ext. Expiration Date	Outcome
JV-2233	02/11/2022	943.20(1)(A) – THEFT-MOVABLE PROPERTY (SPECIAL FACTS) – Felony		<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	02/13/2024	00/00/0000	Cor ▼
		Adjudicated Offense - Statute/Description/Classification	Adjudicated - Modifier(s) and Enhancer(s)	Most Serious Alleged Offense?	Reason Amended			
JV-2233		943.01(2)(A)2 – CRIMINAL DAMAGE TO HIGHWAY/VEHICLE	939.3 Solicitation of 939.31 Conspiracy to Commit 939.618(2)(a) Repeater - Serious	<input type="checkbox"/>	Plead down ▼			

Options: Options: Go Save Close

21. Enter the Expiration Date. The date must be equal to or greater than the Disposition Date.
  - a. If the expiration date gets extended, use the Extended Expiration Date field to capture the new expiration date.
  - b. Upon entering a date in the Expiration Date field (or the Extended Expiration Date field, if it exists), a new task is generated on the Primary worker's calendar that alerts him/her that YJ supervision is about to expire. The reminder is set for 60 days prior to the expiration date.
22. The Referral Offense(s) section displays the offenses along with any modifier(s) and enhancer(s) documented on the YJ Referral.
  - a. The Court Case Number field provides a place to record an identifier for each offense. Once entered, a pop up will ask if that number should be applied to all offenses without a documented court case number. Select No if they should be different.
  - b. Most Serious Alleged Offense is used to mark one of the offenses as the most serious. This will pre-fill from a DRAI that is documented in eWiSACWIS but can be modified until the page is checked Completed.
  - c. Click the Yes radio button under the Amended column, to document amended offenses. The court case number will prefill with the original offense court case number, fill in statute/description/classifications, modifier(s) and enhancer(s) and the reason amended.
  - d. Select a value in the Outcome drop-down for each offense.
    - i. For guidance on which Outcome value to select, please see the resources posted on the eWiSACWIS Knowledge Web.

Adjudication Date: 00/00/0000 Disposition Date: 02/11/2024

**Referral Offense(s)**

Court Case Number	Offense Date	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Most Serious Alleged Offense?	Amended	Expiration Date	Ext. Expiration Date	Outcome
JV-2233	02/11/2022	943.20(1)(A) – THEFT-MOVABLE PROPERTY (SPECIAL FACTS) – Felony		<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	02/13/2024	00/00/0000	DPA Consent Decree Delinq. Order Delinq. Order - Cancelled Consent Decree Delinq. Order - Cancelled DPA JIPS Order JIPS Order - Cancelled Consent Decree JIPS Order - Cancelled DPA Waiver Dismissed Dismissed & Read In No Prosecution No Prosecution & Read In Not competent - Suspended Not responsible - Dismissed
		Adjudicated Offense - Statute/Description/Classification	Adjudicated - Modifier(s) and Enhancer(s)	Most Serious Alleged Offense?	Reason Amended			
JV-2233		943.01(2)(A)2 – CRIMINAL DAMAGE TO HIGHWAY/VEHICLE	939.3 Solicitation of 939.31 Conspiracy to Commit 939.618(2)(a) Repeater - Serious Sex Crimes <a href="#">Select</a>	<input type="checkbox"/>	Plead down			

**Additional Offense(s)**

Court Case Number	Offense Date	Statute/Description/Classification	Modifier(s) and Enhancer(s)	Most Serious Alleged Offense?	Amended	Expiration Date	Ext. Expiration Date	Outcome
	00/00/0000		<a href="#">Select</a>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	00/00/0000	00/00/0000	<a href="#">Delete</a>

[Insert](#)

23. The Additional Offense(s) section allows for additional offenses or amended offenses to be added to the referral. Click on the Insert button to insert a new offense row. Enter the date of the offense, the Court Case Number, the Statute/Description/Classification, Modifier(s) and Enhancer(s), Most Serious Alleged Offense?, Amended, Expiration Date, Ext. Expiration Date, and select an Outcome.

- The Statute/Description/Classification field functions the same way as it does on the YJ Referral. Begin typing the statute, description, or classification of the alleged offense. As soon as three characters are typed, the system will display a list of potential choices that contain those characters. As more characters are typed, the list will narrow. A selection must be made from the options provided.
- The Modifier(s) and Enhancer(s) and Adjudicated-Modifier(s) and Enhancer(s) fields function similarly to the corresponding fields on the YJ Referral. Begin by clicking Select and a new page will appear. Check off any boxes under modifier or enhancer, the Continue button on the bottom right of the page will become enabled and selecting it will bring you back to the Youth Justice Case Information page.

**Modifier(s)**

Select	Modifier(s)
<input type="checkbox"/>	939.05 PTAC, as a Party to a Crime
<input type="checkbox"/>	939.3 Solicitation of
<input type="checkbox"/>	939.31 Conspiracy to Commit
<input type="checkbox"/>	939.32 Attempt

**Enhancer(s)**

Select	Enhancer(s)
<input type="checkbox"/>	346.65(3m) With a Minor Child in the Vehicle
<input type="checkbox"/>	347.50(1t) Extend Order for Ignition Interlock Device
<input type="checkbox"/>	939.615(2)(a) Lifetime Supervision of Serious Sex Offenders
<input type="checkbox"/>	939.618(2)(a) Repeater - Serious Sex Crimes

24. Underneath the Additional Offense(s) section is the expandable YJ Referral – Victim Information and YJ Referral -Restitution and Community Service information.

25. Expand the YJ Referral – Victim Information section of the page to enter Victims not entered on the YJ Referral, print Victim forms, and create Victim Claims. Additional security is required to expand this section.

**Note:** Additional security is required to view and edit Victim information.

YJ Referral - Victim Information

Victim Name: [Saulk, Willie \(V89000880\)](#) Victim Address: 1234 Madison Madison WI 53701 Restitution Claim: [Create](#)

Victim Packet Documentation

Document Type	Due By Date	Creation Date	Date Sent	
<div> County Specific Victim Packet  Notice to Victims  Victim Outreach Packet  Victim Response Form - Signed  Victim Restitution Form - Signed </div>				<a href="#">Delete</a> <a href="#">Insert</a>

General Information:

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Victim Name: [Winkler, Wilma \(V8000140\)](#) Victim Address: Restitution Claim: [Create](#)

Victim Packet Documentation

[Insert](#)

26. Victim Name: displays the Victim name entered on the linked YJ Referral. Click Insert to add additional Victim(s).

- a. Victim Retrieval search page will allow for searching of existing Victim records or select Create to enter a Victim record.
  - i. Last Name and First Name are required to save a Victim record.

**Note:** Victim records cannot be searched across counties and cannot be searched out anywhere else in the application.

27. In the Victim Outreach Packet Documentation section click Insert to create a Victim Outreach Packet, a Notice to Victims, or upload the signed Victim Response form and/or the Victim Restitution Form.

- a. Document Type will display the form selected in the drop down. Each type will either allow for documentation, image upload, or creation of documents.
- b. Due by Date will display the date printed on the Victim Outreach Packet. This future date is entered by a worker and prints on the Victim Outreach Packet.
- c. Creation Date is the date that the document is launched and saved.
  - i. Click the Text hyperlink to launch, modify, print, and save the document.
  - ii. The Delete hyperlink can be used to delete a row that was entered in error.
- d. Date Sent will pre-fill with today's date when the value of "County Specific Victim Packet" is selected as the document type.

**Note:** Saving the record after choosing Close Case for DA Decision or Court Decision and changing Final Decision? to Yes will freeze this section. Victims should be maintained prior to documenting a Final Decision of Close Case. Remove the completed checkbox check on the referral to modify any final decisions. To modify the intake decisions, remove the Disposition Date and save the page. This will remove all selection on the rest of the page on Save.

28. Click the [Create](#) hyperlink to create a Victim Claim. Victim Claims are used to document the amount a Victim is claiming for restitution and how much of that is ordered by the court. This information is populated in the Youth Restitution Summary and the Victim Restitution Summary pages.
- a. Victim Name:, YJ Referral, Date of YJ Referral:, and Age of the youth on the date of the YJ Referral will be pre-filled in the Basic Information section. The [Victim Restitution Summary](#) hyperlink will launch the Victim Restitution Summary that corresponds to the Victim Name on this claim.
29. The Victim Address Information section is pre-filled from Person Management.
30. The Victim Restitution Claim section is where the victim claim is documented. The most Common fields are:
- a. Amount Claimed
  - b. Claim Date
  - c. Youth Ordered Amount
  - d. Parent Guardian Ordered Amount
  - e. Date Ordered
    - i. Amount Ordered is the total of the Youth and Parent amounts ordered.
31. Insurance Claim Number:, Insurance Company Name:, Insurance Adjuster Name:, and Insurance Company Phone Number: can also be used.
32. Document any other information in the Claim Narrative: field.
33. Click Insert to add another Claim or Save.

Youth Justice Case Information - Internet Explorer

Victim Restitution Claim Print Help

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**Basic Information**

Victim Name: [Willie Sauk \(V8000080\)](#) [Victim Restitution Summary](#) YJ Referral: 8004465 Date of YJ Referral: 02/09/2022 Age of youth on the date of YJ Referral: 12

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**Victim Address Information**

1234 Madison  
Madison, WI 53701

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**Victim Restitution Claim**

Finalized: ☐ [Delete](#)

Amount Claimed:  Claim Date:  Youth Ordered Amount:  Parent Guardian Ordered Amount:

Amount Ordered: \$60.00 Date ordered:

Insurance Claim Number:  Insurance Company Name:

Insurance Adjuster Name:  Insurance Company Phone Number:

Claim Narrative:

Insert Save Close

34. Once the claim information has been saved to the Victim Restitution Claim, clicking the [Victim Restitution Summary](#) hyperlink will display and claims for the victim for any referral that has this victim having a claim.
- The Victim Restitution Summary page can also be access independently, see the user guide for details.
  - The Payment Information section is pre-filled from payments documented on the Youth's Restitution Summary page.
    - Clicking the Name [Search](#) hyperlink will allow another youth to be selected.
    - The Status can be modified, and the [Edit](#) hyperlink can be used to update the Victim Claim page.

Victim Restitution Summary
Print
Help

Basic Information

Name: [Willie Sauk \(V8000080\)](#) [Search](#)
Total Amount Ordered: \$160.00
Total Amount Paid: \$0.00
Total Remaining Balance: \$160.00

Victim Address Information

1234 Madison  
Madison, WI 53701

Victim Restitution Summary

Ordered Amount	First Order Date	DPA Expiration Date	YJ Referral	Youth Name	Paid Amount	Remaining Amount	Case ID	YJ Worker	Status	
\$100.00	02/09/2022		8004445	Pancake, Banana N., IV (9233498)	\$0.00	\$100.00	9225898	Caitlin C. Cake	Ongoing	<a href="#">Edit</a>
\$60.00	02/09/2022		8004465	Pancake, Banana N., IV (9233498)	\$0.00	\$60.00	9225898	Caitlin C. Cake	Ongoing	<a href="#">Edit</a>

Payment Information

Provider: [Search](#)

Payment Date	Payment Amount	Youth Name	YJ Referral	Approval Status	Payment ID	

Save
Close

35. Expanding the YJ Referral – Restitution/Community Service Information section allows the restitution and community service information for the referral to be reviewed and updated.
36. Total Amount Ordered:, Total Amount Paid:, Remaining Balance:, Total Hours Completed:, and Hours Remaining: are pre-filled from the Victim Claim and Youth Restitution Summary pages.
  - a. Select the Yes or No radio button for the Community Service Ordered? field if applicable.
    - i. Enter Total Hours Ordered: if Yes is selected for the Community Service Ordered? field.
      1. These entries will update the Community Service tab of the Youth Restitution Summary page. To update the Total Hours Completed: field, click the [Add/Edit Hours Completed](#) hyperlink.
    - ii. To update the Total Amount Ordered: click the [Add/Edit Amount Ordered](#) hyperlink that opens the Victim Restitution Claim page.
    - iii. To update the Total Amount Pain: click the [Add/Edit Amount Paid](#) hyperlink that opens the Youth Restitution Summary page.
  - b. Remaining Balance: and Remaining Hours: will calculate based on the entries on the Youth Restitution Summary and Victim Restitution Claim pages.
  - c. If referred for judgement, enter Date Referred for Judgement:.
    - i. If a date is entered complete Judgement Entered: and Date Judgement Resolved:.

Youth Justice Case Information - Internet Explorer

**eWiSACWIS** TM Print Help

### Case Information

Case Name: [Pancake, Banana N. \(9225898\)](#) Youth Name: [Pancake, Banana N., IV \(9233498\)](#) [YASI/CaseWorks](#)

Victim Name: [Sauk, Willie \(V8000080\)](#) Victim Address: 1234 Madison Madison WI 53701 Restitution Claim: [Edit](#)

Victim Packet Documentation

[Insert](#)

### YJ Referral - Restitution/Community Service Information

Total Amount Ordered: \$60.00 [Details](#) [Add/Edit Amount Ordered](#)

Total Amount Paid: Remaining Balance: \$60.00 [Add/Edit Amount Paid](#)

Community Service Ordered? ☒ Yes ☐ No Total Hours Ordered:  [Add/Edit Hours Completed](#)

Total Hours Completed: Hours Remaining: 22

Date Referred for Judgment:  Judgment Entered: ☐ Yes ☐ No Date Judgment Resolved:

Comments:

ii. Enter any applicable comment in the Comments: field.

37. The Case Closure section is used to document ongoing follow-up before completing the YJ Referral.

### Case Closure

Date County Supervision Ended:  Reason Ended:

Restitution Efforts Ongoing? ☐ Yes ☐ No Youth Justice Fee for Service Ordered? ☐ Yes ☐ No

Comments:

☐ Completed Completed By: Date Completed:

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

### 38. Date County Supervision Ended:

- a. Enter the Date County Supervision Ended. Upon entering a date, the Reason Ended field becomes enabled and required. The Total Amount Paid and Total Hours Completed fields also becomes enabled and required at this time if either the Restitution Ordered? or Community Service Ordered? questions are answered Yes.
  - i. For guidance on which value to select, please see the resources posted on the eWiSACWIS Knowledge Web.

### 39. Restitution Efforts Ongoing?

- a. If the worker is closing the case, but there are ongoing restitution efforts, select Yes. Enter a comment if applicable.

### Case Closure Supervision Outcomes sections for Milwaukee staff only:

**Case Closure**

Date County Supervision Ended: 02/13/2024 Reason Ended: [Dropdown]

Restitution Efforts Ongoing? ☐ Yes ☒ No Youth Justice Fee for Service Ordered? ☐ Yes ☐ No

**Supervision Outcomes**

Accountability: [Dropdown] Apology Letter: [Dropdown] Commitment to Future Goals: [Dropdown] Community Service: [Dropdown]

Cooperate w/ AODA: [Dropdown] Cooperate w/ Court Program: [Dropdown] Cooperate w/ Urine Screens: [Dropdown] Daily School Attendance: [Dropdown]

Do Not Use Alcohol or Drugs: [Dropdown] No Contact w/ Accomplice(s): [Dropdown] No Contact w/ Victim(s): [Dropdown] No Possession/Use of Weapons: [Dropdown]

Obey All Laws: [Dropdown] Obey Rules of Home: [Dropdown] Obey School Rules: [Dropdown] Positive Choices: [Dropdown]

Positive Connections: [Dropdown] Probation Appointments: [Dropdown] Restitution: [Dropdown] Victims/Witness Fee: [Dropdown]

Other: Yes [Dropdown]

Youth connected with pro-social adult 3 months before case closed? ☒ Yes ☐ No Date Engaged: 00/00/0000

Name of Community Support Person: [Text] Type of Community Support: [Dropdown] Contact Frequency: [Dropdown]

- b. Once the Date County Supervision Ended and the Reason is ended the Supervision Outcomes section becomes enabled and required.

### 40. The Options drop-down can be used to link or delink a YJ Referral(s).

41. To link a referral, select Link YJ Referral from the Options drop-down and Click Go. If there is more than one referral for that youth, select the appropriate referral to link to the page.

- a. Only referral that have not been linked to another Youth Justice Case Information page will be available to select.

☐ Completed Completed By: [Text]

Options: [Dropdown] Go

Actions  
Delink YJ Referral  
Link YJ Referral

Appleton, WI 54911

42. To remove a YJ Referral from a Youth Justice Case Information page, select Delink YJ Referral from the Options drop-down and click Go.

- a. On the Delink YJ Referral select page, click the radio button of the referral(s) that should be delinked from the page. Only referrals that are not linked to a DPA or do not have the Completed checkbox checked will be available to delink from the page.
- b. On the Delink YJ Referral page, select the Report's radio button and click Save.
- c. Once saved the Case Information page will be removed (if it was the only referral linked) and the referrals will display on the Case independently. Go to maintain Case to delink the YJ Referral from the Case. Once removed it will display on the YJ Referral tab.

## Delink YJ Referral

	Report Type	Report Name	Date and Time Referral was Received
<input type="radio"/>	YJ Referral	Pancake, Blueberry	6/10/2020 7:00:00 AM

[Save](#) [Close](#)

43. Once the page has been completed, check the Completed checkbox at the bottom of the page and click the Save button. Upon save, the system will run a check to make sure all required information has been entered.
- If anything has been missed, an error message will display at the top of the page. Correct all errors and re-save the page.
  - If nothing has been missed, the page will save and become disabled.
  - If any changes are needed, the worker can simply uncheck the Completed checkbox and re-save the page. This will unfreeze the page and enable the fields again, allowing the worker to make any necessary changes.
44. Upon save, the Youth Justice Case Information page will now appear under the Cases tab of the assigned worker(s).
- Click on the Cases tab on the desktop and search for the case that the Youth Justice Case Information page was created for.
  - Click on View Case Information to show all the pieces of work associated with the case. The corresponding DRAI, YJ Referral, and Secure Detention Record will display if applicable.
  - Click on the new Youth Justice item to view the Youth Justice Case Information page that was just created. Clicking on the plus (+) sign next to the Youth Justice Case Information link will expand the item and show the referral(s) that were linked to the page.
  - Any YJ referrals that have not yet been linked to a Youth Justice Case Information page will also be listed with a status of Documented YJ Referral.

**eWiSACWIS** Actions Financial State Security Help Refresh Search | Log Out

Home Cases (538) Providers (225) Workers (75) Approvals (1424) Access Reports (124) ICPC Referrals (11) YJ Referrals (7) Home Inquiries (34) Quick Links

### Cases

View by: ☒ Case ☐ Participant Filter by: ☒ Date restricted ☒ Not approved/cancelled Cases: 538 [Create case work](#)

☒ Multiselect

**Pancake, Banana N., IV (9225898)**

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

Case address: 1234 Madison Ave  
Madison, WI 53701

Primary worker: Cake, Caitlin C.  
(123) 456-7890 Ext. 1234  
[ccake@wisconsin.gov](mailto:ccake@wisconsin.gov)

Actions: [Please select an action](#)

[View case information](#)

[Assets and Income](#) [Assignments](#) [Eligibility](#) [Permanency Consultation](#)

[Planning](#) [Related People](#) [Youth Justice](#)

Youth Justice

<a href="#">Youth Justice Case Information</a>	02/08/2022	Pancake, Banana N., IV	Pancake, Banana N., IV	DPA
<a href="#">YJ Referral</a>	02/09/2022	Pancake, Banana N., IV	Pancake, Banana N., IV	Formal Petition
<a href="#">Youth Justice Case Information</a>	02/09/2022	Pancake, Banana N., IV	Pancake, Banana N., IV	Formal Petition
<a href="#">YJ Referral</a>	02/09/2022	Pancake, Banana N., IV	Pancake, Banana N., IV	Formal Petition

45. The Youth Justice Case Information Page can be view using Person and Case Search.
- Expand the Youth Justice icon to view all related pieces of work.

## Resources

[Case Work User Guides](#)  
(select Youth Justice)  
[Person Management](#)

**eWiSACWIS** Print Help

Case Person Provider Organization Worker

**Search Criteria**

Last Name:  First Name:  Person ID:

SSN:  DOB:  Gender:

Street:  City:  ZIP Code:

☒ Incl. AKA Search Precision: ☐ Low ☒ Med ☐ High Sort By:  [Search](#)

Record 1 to 2 of 2

**Persons Returned**

[Pancake, Banana N., IV \(9233498\)](#) 1234 Madison Ave, Madison Male 01/01/2010 African American/Black

[Basic Person Information](#)

[Related People](#)

[Cases](#)

[Pancake, Banana N. \(9225898\)](#)

Youth Justice opened Yes NoneCake, Caitlin C. 1234567890 Pro

[Assets and Income](#)

[Assignment](#)

[Eligibility](#)

[Permanency Consultation](#)

[Planning](#)

[Related People](#)

[Youth Justice](#)

[Secure Detention Registry \(02/05/2020\)](#)

[Secure Detention Registry \(07/29/2019\)](#)

[Youth Justice Case Information Pancake, Banana N., IV DPA](#)

[YJ Referral \(02/08/2022\)](#)

[Youth Justice Case Information 02/09/2022 Pancake, Banana N., IV Formal Petition](#)

[YJ Referral \(02/09/2022\)](#)

**Cases Returned**

[Pancake, Banana N. \(9225898\)](#) Actions

Youth Justice Status: Open 02/09/2022 Cake, Caitlin C. Program Manager BMCW-Agency-SaintA

[Assets and Income](#)

[Assignment](#)

[Eligibility](#)

[Permanency Consultation](#)

[Planning](#)

[Related People](#)

[Youth Justice](#)

[Youth Justice Case Information Pancake, Banana N., IV DPA](#)

[YJ Referral \(02/08/2022\)](#)

[Youth Justice Case Information 02/09/2022 Pancake, Banana N., IV Formal Petition](#)

[YJ Referral \(02/09/2022\)](#)