

Youth Justice (YJ) Referrals

YJ Referrals are used to document youth justice referrals from Law Enforcement or other sources. Security is needed to Create and View YJ Referrals, Victims, and to view All YJ Referrals.

1. From the desktop select the YJ Referrals tab. The YJ Referrals tab is conditionally displayed if the worker has security to create/view YJ referrals or if they have any open YJ assignments.
2. The YJ Referrals tab will display all YJ referrals assigned to the worker that have not yet been linked to a case. The All YJ referrals filter will display if the worker has additional security to view all YJ Referrals for the county. Click on the [Create YJ referral](#) link to create a new YJ referral or click the [Referral ID](#) link to open an existing referral.
3. A referral will also display on the YJ Referral tab if the referral was reassigned to the professional that is logged in from the same or a different county or if a YJ referral is automatically created by the Detention Risk Assessment Instrument (DRAI).
4. Filter by: can be selected to view “My YJ Referrals” or “All YJ Referrals” for the designated county.

eWiSACWIS Actions Financial Security Help Refresh Search Intake Worker (La Crosse County) | Log Out

Home Cases (77) Providers (7) Workers (8) Approvals (6) Access Reports (1) ICPC Referrals (0) **YJ Referrals (6)** Home Inquiries (1) Quick Links

YJ Referrals

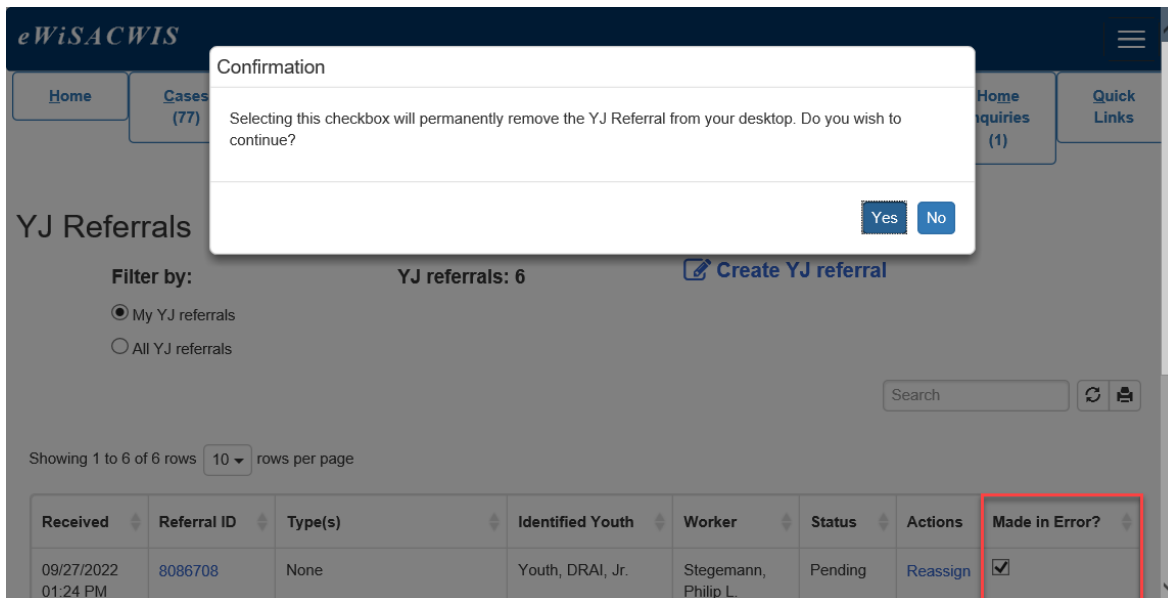
Filter by: YJ referrals: 6 [Create YJ referral](#)

☒ My YJ referrals
☐ All YJ referrals

Showing 1 to 6 of 6 rows 10 rows per page

| Received | Referral ID | Type(s) | Identified Youth | Worker | Status | Actions | Made in Error? |
|---------------------|-------------------------|---------|------------------|----------------------|---------|--------------------------|--------------------------|
| 09/27/2022 01:24 PM | 8086708 | None | Youth, DRAI, Jr. | Stegemann, Philip L. | Pending | Reassign | <input type="checkbox"/> |

5. The columns displayed are high level information that is saved on the referral. The Type(s) column will display as “None” until an offense has been entered and saved on the YJ Referral.
6. Clicking the [Reassign](#) hyperlink allows for the referral to be reassigned to a professional in the same or a different county.
7. If a YJ Referral is determined to be made in error, the Made In Error? checkbox can be checked to remove the YJ Referral. Selecting Yes will **permanently** remove the YJ Referral. This option is only available if security is set for the professional logged in.



8. The YJ referral opens defaulted to the Participants tab. Enter information in the 'Date and Time Referral was Received' fields. These fields are required to perform an initial save.

9. The remaining fields in the Referral Information section are:

- Report Name: Prefilled value of the participant identified with a Role of "Report Name".
- Worker: system generated value of the worker who created the YJ Referral.
- Referral Type: system generated value of Youth Justice.
- ID: System assigned ID upon successful creation of the referral.
- Referral Entered: system date and time the referral was created.
- [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 only be available if a worker has YASI/CaseWorks security and the child is between 10 and 22 years old. If an error is received when clicking the hyperlink, please contact support@orbispartners.com.

- [Create/Link Case](#): a hyperlink that can be used after completing the referral to link to an existing case or created a new Youth Justice case for the identified youth. This action will freeze the information on the referral, and it cannot be modified after it has been linked to a Case.
- [Reassign](#): hyperlink that can be used to reassign the YJ Referral to another worker.

YJ Referral - Internet Explorer

eWiSACWIS

Print Help

Referral Information

Report Name: Pancake, Banana N., IV Worker: Cake, Caitlin C. Referral Type: Youth Justice ID: 8004445

Date and Time Referral was Received: 02/09/2022 01:00 AM PM Referral Entered: 02/09/2022 09:53 AM [YASI/CaseWorks](#) [Create/Link Case](#) [Reassign](#)

[Narrative](#) [Referral](#) [Participants](#) [Prior Involvement](#)

YJ Referral Participants

| Names | Gender | DOB | Age | Race | Relationship | Roles |
|------------------------|--------|------------|-----|------------------------|------------------|--------------------------------|
| Pancake, Banana N., IV | Male | 01/01/2010 | 12 | Black/African American | Reference Person | HM-IY-RN Roles |

[Consolidated Court Automation Programs \(CCAP\)](#) [Add/Edit](#) [Address Copy](#)

YJ Referral - Victim Information

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

10. To keep the YJ Referral the most accurate, the Date and Time Referral was Received: field should be updated if the referral was generated by the DRAI or if the referral was transferred from another county. This update will allow for an accurate 40 day task to complete the intake decision. A message will display when either of these scenarios exist for a referral. If both scenarios exist, both reminders will display.

eWiSACWIS

Referral Information

Report Name: Referral, Max Z., Jr. Worker: Cake, Caitlin C.

Previous County Referral Received Date and Time: 10/16/2024 02:49 PM

Date and Time Referral was Received: 10/16/2024 02:55 AM PM Referral Entered: 10/16/2024 02:38 PM

Date and Time reflect the start of the 40 day clock, please update values from the DRAI to the date and time referral was received.

Referral Information

Report Name: Referral, Max Z., Jr. Worker: Cake, Caitlin C.

Date and Time Referral was Received: 10/16/2024 02:49 AM PM Referral Entered:

Date and Time reflect the start of the 40 day clock, please update values from the DRAI to the date and time referral was received.

[Narrative](#) [Referral](#)

Participants Tab

1. To add participants to the referral, click on the 'Add/Edit' button.
 - a. Clicking on the 'Add/Edit' button opens the YJ Referral Inquiry Search page. Search for the participants by entering information in the Search Criteria section. The Last Name is required unless you enter a Person ID, SSN, or a Street Address.
2. Enter as much known information as possible to reduce the search results for person records.
 - c. If a match is found, click on the [Select](#) hyperlink next to the person that should be added to the referral as a participant and then select 'Add Participant(s)' to add person records to the Participants section. Once all participants have been selected and added, click the 'Continue' button.

YJ Referral - Internet Explorer

YJ Referral Inquiry Search

Search Criteria

Last Name: First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: ☐ Low ☒ Med ☐ High Sort By:

Record 1 to 9 of 9

Persons Returned

| | |
|------------------------|---|
| Select | Pancake, Banana N., IV (9233498) 1234 Madison Ave, Madison Male 01/01/2010 African American/Black |
| Select | Pancake, Banana z. (9229696) 999 Prairie Oaks Dr, Apt.#302, Verona Female 01/01/2006 Filipino |
| Select | Pancake, Blueberry (9229697) 789 Main St, Madison Male 02/21/2010 Filipino |
| Select | Pancake, Buckwheat (9229718) 123 street, Apt.#123, Abbotsford Male 01/01/2004 Other |
| Select | Pancake, Buttermilk A., Sr. (9229716) 835 Blueberry Hill, Madison Female 02/10/1966 Filipino |
| Select | Pancake, Chocolate Chip (9229955) 1 W Wilson Street, Madison Male 10/31/2016 Filipino |
| Select | Pancake, Chocolate Chip (9230839) 835 Blueberry Hill, Madison Male 10/31/2004 Filipino |
| Select | Pancake, Patty (9232278) Female 03/04/1961 |
| Select | Pancake, Pumpkin (9232279) Male 06/20/2005 |

Participants (1)

Participants

| YJ Referral Participant Name | Status | |
|--|--------------------|------------------------|
| Pancake, Banana N., IV | Searched Not Found | Delete |
| Pancake, Blueberry | Search Found | Delete |

- d. If a match is not found, an error message will display at the top of the page that reads, "No matching data found for the criteria specified." To create a new person record for that participant, click on the 'Create' button in the Persons Returned section. Clicking on the 'Create' button opens the YJ Referral Inquiry Search page prefilled with any information already entered in the previous search. The Participant Information section on the YJ Referral Participant page will prefill from the YJ Referral Inquiry Search page, but Prefix, Middle Initial, Suffix, Gender, DOB, SSN, and County ID can be modified if left blank during the search.
- i. Race/Ethnicity/Tribal Identification should be entered as it will be updated to the new Person Management record created on Save. Red field names indicate AFCARS reporting fields.

- ii. First Name and Last Name are required to Create a YJ Referral Participant record. If the participant being entered or updated is an identified youth on the referral, the date of birth or "DOB:" field is required to link the YJ Referral to a case.

Note: YJ Referrals requires one Participant to be an "Identified Youth" and "Report Name" as a 'Role' and a "Reference Person" as a "Relationship" for the YJ Referral to be completed and moved to a Case. See [reference person flow](#) chart for details.

To modify Participants, click the 'Add/Edit' button in the YJ Referral Participants section of the Participants tab. In the Participants section on the YJ Participants Inquiry Search page, modify the Person Management information of any participant(s) listed by clicking on the blue name hyperlink in the 'YJ Referral Participant Name' column to edit their Person Management page. Click Save to return to the YJ Referral Inquiry Search page. To remove a participant, click the [Delete](#) hyperlink to delete a row.

YJ Referral - Internet Explorer

YJ Referral Inquiry Search

Print Help

Errors (1)

- No matching data found for the criteria specified.

Search Criteria

Last Name: X First Name: Person ID:

SSN: DOB: Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: ☐ Low ☒ Med ☐ High Sort By:

Persons Returned

Participants

| YJ Referral Participant Name | Status | |
|---------------------------------------|--------------------|------------------------|
| Pancake_Banana N., IV | Searched Not Found | Delete |

YJ Referral Participant

Print Help

Participant Information

Prefix: Last Name: First Name: Middle Initial: Suffix:

Gender: DOB: SSN:

County Person ID:

Race/Ethnicity

Race: Race: Hispanic/Latino

Race: Race:

Race: Ethnicity:

☐ Prefer to self-describe:

3. In the Address section, document the Participant's address. See the [Person Management guide](#) for more information on documenting Person information. 'Street', County of Residence', 'City', and 'Zip' are required.
4. To document a [Safe at Home](#) address, select 'Yes' to the question 'Is this address a Safe at Home address?'. 'Is this address a Safe at Home address?' is defaulted to 'No'.
5. If 'Yes' is selected to answer the question "Is this address a Safe at Home address?", the Safe at Home address (a designated PO Box) will be prefilled and become disabled except for the 'Household ID' field which is required. This is the Safe at Home Program's participant number that was provided to the enrollee. This address will be the enrollee's Primary Address and will indicate this Participant's information is to be protected. All mailings and communications will be distributed to the enrollee with this address and Household ID.
 - a. The 'Actual Physical Address – Do Not Release' Address Type field will only be displayed when a participant is enrolled in Safe at Home. If the participant already has a Person ID, the previous Primary Address will be optionally prefilled into this field. All fields are enabled for entry.
 - b. 'Street', County of Residence', 'City', and 'Zip' are required.

YJ Referral Participant Print Help

Address

Is this address a Safe at Home address? ☒ Yes ☐ No

Primary Residence - Safe at Home

C/O:

Street: PO Box 7188 Household ID: [Details](#)

WI City: City: Madison State: WI ZIP: 53707-7188

County of Residence: Dane Country: United States

Actual Physical Address - Do Not Release ☐ Physical Location Unknown

C/O:

Street: Apt:

County of Residence:

WI City:

City: State: WI ZIP: Country: United States

Address Instructions:

[Continue](#) [Close](#)

- c. Checking 'Physical Location Unknown' will clear out all 'Actual Physical Address – Do Not Release' fields and disable them. If the check mark is removed the address will need to be re-entered. For more information about Safe at Home see the Safe at Home guide.

6. First Name and Last Name are required to Create a record.
7. Enter as much information as possible on this page as it will be stored in the Participants Person Management page and click the 'Continue' button to add the Participant. Once you click Continue you will go back to the search page which allows you to add more participants to the referral, if needed.
8. Select the 'Relationship' and 'Role' for each participant. More than one Role may apply. The identification of a Reference Person is required. The "Identified Youth" 'Role' selected for the referral participant should also be selected as the "Reference Person" if applicable per the [reference person flow chart](#) and the other relationships are in relation to the reference person. For YJ Referrals, the youth named in the referral should have the 'Role' selection of "Report Name" and "Identified Youth", along with any other applicable roles. When the Participants tab has been completed, click on the 'Save' button.
9. If a DOB isn't saved in a participants Person Management record the Age column will be blank. It can be updated by clicking the Add/Edit button and selecting the name hyperlink in the YJ Referral Participant Name column. It can also be manually entered on the YJ Referral. This does not update the Person Management record and will only be saved on the YJ Referral.
10. [The Consolidated Court Automation Programs \(CCAP\)](#) hyperlink will open Wisconsin Circuit Court Access website.

| Narrative | Referral | Participants | Prior Involvement | | | | |
|---------------------------------|--------------------------|---------------------|-----------------------------------|--|---------------------|--------------|-----------------------|
| YJ Referral Participants | | | | | | | |
| Names | Gender | DOB | Age | Race | Relationship | Roles | |
| Pancake, Banana N., IV | Male | 01/01/2010 | 12 | Black/African American | Reference Person ▼ | HM-IY-RN | Roles |
| Pancake, Blueberry | Male | 02/21/2010 | 11 | Native Hawaiian/Other Pacific Islander | Birth Sibling ▼ | | Roles |
| Pancake, Buttermilk A., Sr. | Female | 00/00/0000 | | Native Hawaiian/Other Pacific Islander | Biological Parent ▼ | | Roles |
| Pancake, Patty | Female | 03/04/1961 | 60 | | Non-Relative ▼ | NM | Roles |

[Consolidated Court Automation Programs \(CCAP\)](#)

Add/Edit

Address Copy

Roles
Print
Help

Participant
Name: Pancake, Blueberry

Roles

| Select | Roles Description | Code |
|--------------------------|----------------------|------|
| <input type="checkbox"/> | Household Member | HM |
| <input type="checkbox"/> | Identified Youth | IY |
| <input type="checkbox"/> | Non-Household Member | NM |
| <input type="checkbox"/> | Parent/Parental Role | PR |
| <input type="checkbox"/> | Report Name | RN |

Continue Close

Narrative
Referral
Participants
Prior Involvement

YJ Referral Participants

| Names | Gender | DOB | Age | Race | Relationship | Roles | |
|-------|--------|-----|-----|------|--------------|-------|--|
| | | | | | | | |

[Consolidated Court Automation Programs \(CCAP\)](#)
Add/Edit
Address Copy

YJ Referral - Victim Information
Insert

- To search or enter a victim enter at least the 'Last Name' (required), 'First Name', and 'DOB' on the YJ Referral – Victim Search page.
- If no records are found an error message will appear at the top of the page stating: "No matching data found for the criteria specified".
- To add a new victim, click 'Create' and enter as many fields as possible on the Victim Information page.

Note: Security is needed to enter and view victim information. Victims are created independently from Persons in the application. Victims cannot be viewed or search by other counties or workers without the proper security. A Victim ID will be assigned to a created victim, only to allow for the victim to be used on the Victim Restitution Summary and to reduce duplicate data entry.

- When Create is selected the YJ Referral Victim page will display. Last Name and First Name are required to save a Victim. Enter as much information as possible in the Victim Information, Race/Ethnicity/Tribal Information, and Address sections.

YJ Referral - Victim Search
Print
Help

Errors (1)

- No matching data found for the criteria specified.

Search Criteria

Last Name: Winkler
First Name: Wilma
Person ID:

SSN:
DOB: 00/00/0000
Gender:

Street:
City:
ZIP Code:

☐ Incl. AKA
Search Precision:

Low
Med
High

Sort By: Alpha

Search
Clear Fields

Victims Returned

Add Victim(s)
Create

YJ Referral Victim Name

| YJ Referral - Victim Name | Status |
|---------------------------|--------|
|---------------------------|--------|

Continue
Close

YJ Referral Victim
Print
Help

Victim Information

Prefix:
Last Name: Winkler
First Name: Wilma
Middle Initial:
Suffix:

Gender:
DOB: 00/00/0000
SSN:

County Person ID:

Race/Ethnicity/Tribal Identification

Race:
Race:
Race:
Race:

Ethnicity:
Hispanic/Latino:

Address

Address Search:
Enter address for suggestion by Google

C/O:

Number:
Address:
Apt:

WI City:
City:
State:
ZIP:

County of Residence:
Country: United States

Continue
Close

11. Once all the victim information that is available is entered, click 'Continue'. The victim information will now show in the YJ Referral Victim Name section on the YJ Referral – Victim Search page.
12. If a search is successful, there will be one or more victims in the Victims Returned section.
 - a. Click the Select hyperlink to choose one or more victim records.
 - b. Click 'Add Victim(s)' to add the victim(s) to the YJ Referral Victim Name section.
 - c. Click 'Continue' to return to the YJ Referral page.

YJ Referral Victim Name

| | YJ Referral - Victim Name | Status | |
|--|---------------------------|--------------------|---|
| | Winkler, Wilma | Searched Not Found | Edit Delete |

Continue

Close

Narrative

Referral

Participants

Prior Involvement

Victim Name: [Winkler, Wilma \(V8000140\)](#)

Victim Address:

Restitution Claim: [Create](#)

Victim Packet Documentation

| Document Type | Due By Date | Creation Date | Date Sent | |
|--|-------------|---------------|-----------|-------------------|
| <div> <div></div> <div> <div>County Specific Victim Packet</div> <div>Notice to Victims</div> <div>Victim Outreach Packet</div> <div>Victim Response Form - Signed</div> <div>Victim Restitution Form - Signed</div> </div> </div> | | | | <div>Delete</div> |

General Information:

Insert

Save

Close

13. The victim information entered will now display on the YJ Referral. Any victim information documented here will also carry over to a linked Youth Justice Case Information page.
14. In the Victim Pack Documentation section, when expanded, documents can be created and uploaded relating to the victim(s). Restitution can also be documented.

15. 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. County Specific Victim Packet can be used when a document is not created in the application but there is desire to document the communication. Document Type will display the form selected in the drop down. Each type will either allow for documentation, image upload, or creation of documents.
- 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.
 - Creation Date is the date that the document is launched and saved.
 - Date Sent prefills only when County Specific Packet is selected.
 - If applicable for the selected Type, click the [Text](#) hyperlink to launch, modify, print, and save the document.
 - The Delete hyperlink can be used to delete a row that was entered in error.
 - Comments can be made in the General Information narrative field as needed.

Note: For more information on documenting restitution, victim claims, and youth payments, please see the following user guides:

[Victim Restitution Summary](#)

[Youth Restitution Summary](#)

[Victim Payments](#)

Narrative Tab

- Click on the Narrative tab and enter as much information as possible related to the referral. Click on the 'Save' button.

- Describe services needed or reason for case opening: narrative field that is required to Create/Link a referral to a Case.
 - Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known narrative for information known about Indian heritage. Select the radio button of 'Yes', 'No', or 'Unknown'.
- [ICWA Contacts](#): hyperlink to the American Indian ICWA Contacts website.
- Address Instructions: Text box to add special instructions on how to find the location of the youth for face-to-face contact or other relevant instructions regarding the address.

Referral Tab

1. The Youth Information section contains basic information for the participant that was designated as the Identified Youth on the Participants tab. The youth's name should be displayed as a hyperlink. The other fields in this box will be prefilled if the information has been entered on the youth's Person Management record. Clicking on the hyperlink for the youth's name will open the youth's Person Management record in edit mode to allow the youth's information to be added or edited.
 - a. The Youth Education Information section will only display if a location of "School" is selected or if the referral type is 'JIPS – Truancy'.
 - b. Select one or more locations in the Location of Alleged Offense(s) section.
 - i. If School is selected as the location, an additional section will appear on the page to display information about the youth's current school – Youth Education Information. If the youth's Person Management record contains information about the youth's current school, that information will prefill in this section. If there is no information about the youth's current school in the Person Management record, these fields will be blank.
 - c. To add or edit the school information, click on the [Modify](#) hyperlink to open the youth's Person Management record. On the Education tab, add or edit the information in the School History section. The school information will only display on the Referral tab of the YJ Referral if the 'Primary' checkbox is checked for the school entered in the School History section on the Education tab of the youth's Person Management record.
2. Under the Referral offense(s) section, two offense rows are automatically displayed by default (screenshot below). At least one offense row is required. If the second row is not needed, click on the [Delete](#) hyperlink to remove it. If additional rows are needed, click on the 'Insert' button to add another row.
 - a. Enter the date of the alleged offense. The date of the alleged offense cannot be greater than the date the referral was received.
 - b. Enter the number of counts.
 - c. 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 worker cannot enter their own statute, description, or classification in this field.
 - d. Click select under "Modifier(s) and Enhancer(s)". A new page will appear, with multiple modifiers and/or enhancers for the specific offense. Check off your choice of boxes, and the 'Continue' button on the bottom right of the page will become enabled. Selecting 'Continue' will bring you back to the Youth Justice Case Information page.

| Narrative | Referral | Participants | Prior Involvement | | | |
|---|--|---|-------------------------------------|--------------------------|--|------------------------|
| Youth Information | | | | | | |
| Referral: Max Z., Jr. (9233519) | DOB: 01/01/2010 | Race: | | | | |
| SSN: | Gender: Unknown | Tribal Affiliation: | | | | |
| Referral Offense(s) | | | | | | |
| Offense Date | Statute/Description/Classification | Modifier(s) and Enhancer(s) | Most Serious Alleged Offense? | Ord./Civ. Law Violation | Location of Alleged Offense(s) | |
| 10/14/2024 | 943.20(1)(A) -- THEFT-MOVABLE PROPERTY (>\$2500-5000) -- Fel | Select | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="border: 1px solid #ccc; padding: 2px;">▼</div> | Delete |
| 10/14/2024 | 938.13(6) -- TRUANCY -- JIPS | Select | <input type="checkbox"/> | <input type="checkbox"/> | Community | Delete |
| 10/14/2024 | 938.13(12) -- DELINQUENT ACT BEFORE AGE 10 -- JIPS | Select | <input type="checkbox"/> | <input type="checkbox"/> | Detention or Corrections | Delete |
| | | | | | Home | |
| | | | | | Placement | |
| | | | | | School | |
| Referral Source | | | | | | |
| Referral Source: <div style="border: 1px solid #ccc; padding: 2px;">▼</div> | | <input type="checkbox"/> Interstate Compact for Juveniles (ICJ) | | | | |
| Youth Education Information | | | | | | |
| Current School: | | Modify | | | | |

| Referral Offense(s) | | | | |
|----------------------------|--|--|-------------------------------|--|
| Offense Date | Statute/Description/Classification | Modifier(s) and Enhancer(s) | Most Serious Alleged Offense? | |
| 02/12/2024 | 943.012(1) -- CRIMINAL DAMAGE TO RELIGIOUS PROPERTY -- Felony | 939.3 Solicitation of 939.618(2)(a) Repeater - Serious Sex Crimes | Select | <input checked="" type="checkbox"/> Delete |
| 02/12/2024 | 943.012(3) -- CRIMINAL DAMAGE TO SCHOOL PROPERTY, ETC. -- Felony | | Select | <input type="checkbox"/> Delete |
| 02/12/2024 | 947.01(1) -- DISORDERLY CONDUCT -- Misdemeanor | | Select | <input type="checkbox"/> Delete |

| Referral Source | | | |
|--|---|------------------------------|--|
| Referral Source: <div style="border: 1px solid #ccc; padding: 2px;">Law Enforcement School Other</div> | | | |
| Agency: | <div style="border: 1px solid #ccc; padding: 2px;">Dane County Sheriff's Office</div> | Unit: | <div style="border: 1px solid #ccc; padding: 2px;"></div> |
| LE Case #: | <div style="border: 1px solid #ccc; padding: 2px;"></div> | E-Mail: | <div style="border: 1px solid #ccc; padding: 2px;"></div> |
| First Name: | <div style="border: 1px solid #ccc; padding: 2px;">David</div> | Last Name: | <div style="border: 1px solid #ccc; padding: 2px;">Mahoney</div> |
| Street: | <div style="border: 1px solid #ccc; padding: 2px;">115 W. Doty Street</div> | | |
| WI City: | <div style="border: 1px solid #ccc; padding: 2px;">▼</div> | City: | <div style="border: 1px solid #ccc; padding: 2px;">Madison</div> |
| State: | <div style="border: 1px solid #ccc; padding: 2px;">WI</div> | Zip: | <div style="border: 1px solid #ccc; padding: 2px;">53703</div> |
| County: | <div style="border: 1px solid #ccc; padding: 2px;">Dane</div> | Agency Phone: (608) 284-6800 | |
| <input type="button" value="Save"/> <input type="button" value="Close"/> | | | |

- The final section on the Referral tab is where the Referral Source is documented. By default, the 'Referral Source' dropdown will contain three values: Law Enforcement, School, and Other. If the youth's parents, guardians, and/or custodians are documented on the Parent Info tab of his/her Person Management record, those individuals would also be listed in the 'Referral Source' dropdown. Depending on which referral source is selected, the fields on the page will vary.

- If the referral source is changed, the system will display a pop-up message: "Changing the Referral Source will remove the existing information documented in the Referral Source section. Do you want to continue?"
- The 'Agency' field for law enforcement and the 'School Name' field for school function similarly to the Statute/Description/Classification field for offenses. 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. However, for these fields, the worker can enter their own values if a match is not found in the proposed list.

Note: If the referral comes from a school resource officer employed by the police department, you should select 'Law Enforcement' as the referral source. You would track that the referral came from a school by selecting 'School' in the Location of Alleged Offense(s) section. The 'LE Case #' field will populate to the Youth Justice Case Information page linked to the referral.

- When all information has been entered on the Referral tab, click on the 'Save' button.

Prior Involvement Tab

- The Prior Involvement tab provides information about prior referrals/reports any of the participants on the referral have been involved in previously. If all participants on the referral are new in eWiSACWIS, the tab will not display any records. The table can be filtered by participant using the 'Participant' dropdown, and/or the 'YJ Related' checkbox which when checked, filters results to only those with YJ related referrals. Sort by column by clicking on the blue column heading.
- To select a piece of work to view, click the hyperlink in the 'Report Type' column.

eWiSACWIS
Print
Help

Referral Information

Report Name: Pancake, Banana N.
Worker: Cake, Caitlin C.
Referral Type: Youth Justice
ID: 8002605

Date and Time Referral was Received: 06/10/2020 07:00 AM
Referral Entered: 06/18/2020 07:51 AM
[YASI/CaseWorks](#)
[Create/Link Case](#)
[Reassign](#)

Narrative

Referral

Participants

Prior Involvement

Participant: All
☐ YJ Related

| Date | Report Type | Wrkr Sfty Concerns | Screening Decision | Case Name | Current Primary Worker | Assessment Finding | Maltreater Name (s) |
|------------|---|--------------------|--------------------|-----------------------------|------------------------|--------------------|---------------------|
| 05/12/2020 | YJ Referral - Milwaukee | N | N/A | Banana N. Pancake (9224716) | N/A | N/A | N/A |
| 03/03/2020 | YJ Referral - Milwaukee | N | N/A | N/A | N/A | N/A | N/A |

Linking a YJ Referral to a Case

- When all information has been entered and saved, click on the [Create/Link Case](#) hyperlink toward the top of the page to link the referral to an existing case or to create a new case Youth Justice Case. Upon clicking the link, the system will display a pop-up message: "Completing the referral will 'freeze' this page, do you wish to continue?"

Confirmation

Completing the referral will 'freeze' this page, do you wish to continue?

Yes No

2. Upon clicking on the 'Yes' button, the system will then run a check to see if all required information has been entered.
 - a. If any required information has been missed, an error message will display at the top of the page. Correct all errors and re-save the page. Then click on the [Create/Link Case](#) hyperlink again.
 - i. If all required information has been entered, the Search Case page will open.
 - b. If any of the participants on the referral have prior involvement, a list of cases will appear on this page. The worker can choose to link the referral to one of these existing cases or the worker can choose to create a new case to link the referral to.
 - c. If all participants on the referral are new, this page will not list any Cases to link to and the only option available will be to 'Create' a new case to link the referral to.

eWiSACWIS
Search Case
+
-
Print
Help

eWiSACWIS

Pancake, Banana (9225898)
Youth Justice 02/09/2022 Cake, Caitlin C. BMCW-Agency-SaintA 1234 Madison Ave Madison, WI 53701
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 Close Case
Youth Justice Case Information 02/09/2022 Pancake, Banana N., IV Formal Petition

Link Create Close

3. To select a Case, choose the radio button to the left of it and click 'Link' or click 'Create' to create a new Youth Justice case.
4. Upon clicking either the 'Link' button or the 'Create' button, the Maintain Case page will open. Select a value from the 'Site/Region' dropdown, if needed, and then click on the 'Save' button. The system will display a pop-up message: "Would you like to create an assignment for this case?"
 - a. Clicking on the 'Yes' button will open the Create Worker Assignment page. For more information on how to create assignments, please refer to the [Case Assignment](#) user guide.
 - b. Clicking on the 'No' button will return the worker to the Maintain Case page.
 - i. Update the Site/Region that is appropriate for the newly created Case.
 - ii. Determine if the Case should be restricted.
 - iii. Verify that the Reference Person is the appropriate Case Head and verify all other Case information on the Participants tab.
 - iv. On the Address tab, enter the Case address.
 - v. On the Collaterals tab enter any Collaterals associated with the Case.

Maintain Case - ID: 9225898 - Internet Explorer

eWiSACWIS Print Help

Case: 9225898

Name: Pancake, Banana N Case Type: Youth Justice

County: Milwaukee Site/Region: BMCW-Agency-SaintA

CARES Case #: County Case #: W-2: ▼

☐ Restricted Designation: Status: Open 02/09/2022

Participants **Address** **Collaterals** **Closing/Merge History**

Active Participants

| Name | Person Type | Rsp | Household | DOB | Gender | Relationship | Legal | Program |
|---|-------------|-------------------------------------|-----------|------------|--------|--------------------------------|-------|---------|
| Pancake, Banana N (9233498) | None | <input checked="" type="checkbox"/> | Y | 01/01/2010 | M | Reference Person | N/A | N |
| Pancake, Blueberry (9229697) | YJ, ICPC | <input checked="" type="checkbox"/> | Y | 02/21/2010 | M | Birth Sibling | N/A | N |
| Pancake, Buttermilk A (9229716) | None | <input checked="" type="checkbox"/> | N | | F | Biological Parent | N/A | N |
| Pancake, Patty (9232278) | None | <input checked="" type="checkbox"/> | N | 03/04/1961 | F | Non-Relative | N/A | N |

Number of Household Members: Insert

Inactive Participants

| Name | Person Type | Household | DOB | Gender | Relationship | Legal | Program |
|------|-------------|-----------|-----|--------|--------------|-------|---------|
|------|-------------|-----------|-----|--------|--------------|-------|---------|

Save Close

- e. When the page is saved a Confirmation message of “Would you like to create and assignment for this case?”
 - i. Click the Yes button to create a secondary assignment as the creator will already be the Primary on this new Case.
 - ii. Click the No button to return to Maintain Case. Click the Close button to return to the Desktop. The Case will now display under the Cases tab.

6. At this point, two things have happened:

- A new task has been generated on the worker’s calendar to remind the worker that the intake decision is due 40 days from the date the referral was received. If the type is delinquency, a new task for YASI pre-screen will also be created.
- The referral has been linked to either an existing case or to a newly created case, which should now appear under the Cases tab of the assigned worker(s).

7. Once a YJ Referral is saved it will display on the desktop’s Home tab under Recent Work as well as the YJ Referral tab. Click the **YJ Referral** title on Recent Work and the Referral ID on the YJ Referral tab to open the pending referral.

eWiSACWIS

Home Cases (538) Providers (225) Workers (75) Approvals (1423) Access Reports (125) JCPC Referrals (11) YJ Referrals (7) Home Inquiries (34) Quick Links

Filter by: ☐ Hide approved/finalized work

YJ Referral
Case: Pancake, Banana (9225898)
Participant: Pancake, Banana N.(9233498)

CPS Report
Participant: Jones, Sally

Services Report
Case: Pancake, Patty (9225878)
Participant: Dough, Jeign

CPS Report
Case: Pancake, Patty (9225878)
Participant: Pancake, Patty

Upcoming and overdue tasks

Page view: ☒ Task list ☐ Calendar

County view: ☒ My workers ☐ All Milwaukee County workers

Worker view: Cake, Caitlin, C.

Escalated: Include

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

9233498

Showing 1 to 1 of 1 rows

| Date Due | Due In | Case/Provider Name | Participant(s) Name | Task Name | Responsible Worker | Shared With | Action |
|------------|--------|------------------------------|----------------------------------|------------------------|--------------------|-------------|--------|
| 03/20/2022 | 39 | Pancake, Banana N. (9225898) | Pancake, Banana N., IV (9233498) | YJ Intake Decision Due | Cake, Caitlin C. | - | |

- Click on the Cases tab on the desktop and search for the case that the referral was linked to.
- Click on View Case Information to show all the pieces of work associated with the case.
- Click on the Youth Justice item to view the YJ Referral that was just linked to the Case.

Search

YJ Referrals can also be viewed from Person and Case by expanding the Youth Justice icon.

eWiSACWIS

Actions

Financial

State

Security

Help

Refresh

Search

Caitlin C. Cake (Milwaukee County) | Log Out

Home

Cases (537)

Providers (225)

Workers (75)

Approvals (1423)

Access Reports (124)

JCPC Referrals (11)

YJ Referrals (7)

Home Inquiries (34)

Quick Links

Cases

View by:

☒ Case
 ☐ Participant

Filter by:

☒ Date restricted
 ☒ Not approved/cancelled

☒ Multiselect

Cases: 537

Create case work

Pancake

Pancake, Banana N. (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

Actions:

Please select an action

View case information

Assets and Income

Assignments

Eligibility

Permanency Consultation

Planning

Related People

Youth Justice

Youth Justice

[YJ Referral](#)

02/08/2022

Pancake, Banana N., IV

Documented YJ Referral

Milwaukee

Search - Internet Explorer

eWiSACWIS

Case

Person

Provider Organization

W

Search Criteria

Last Name:

First Name:

Person ID:

9233498

SSN:

DOB:

00/00/0000

Gender:

Street:

City:

ZIP Code:

Incl. AKA

Search Precision:

Low Med High

Sort By:

Alpha

Search

Record 1 to 1 of 1

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 Program Manager 02/09/2022

Assets and Income

Assignment

Eligibility

Permanency Consultation

Planning

Related People

Youth Justice

Secure Detention Registry (02/05/2020)

Secure Detention Registry (07/29/2019)

YJ Referral (02/08/2022)

Cases Returned

Pancake, Banana N. (9225898)

Actions

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

Assets and Income

Assignment

Eligibility

Permanency Consultation

Planning

Related People

Youth Justice

YJ Referral (02/08/2022)

Resources

[Person Management](#)

[Safe at Home](#)

[YJ FAQ](#)

October 2024

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