



DOCUMENTATION OF WICWA CASEWORK

ICWA information can be documented in several areas in eWiSACWIS: Access, Assessment, Person Management, ICWA Record, and the Case/Permanency Plan. The following information is a basic guide to assist social workers with the necessary documentation and compliance needed while performing WICWA case practice.

Correctly Documenting ICWA in eWiSACWIS

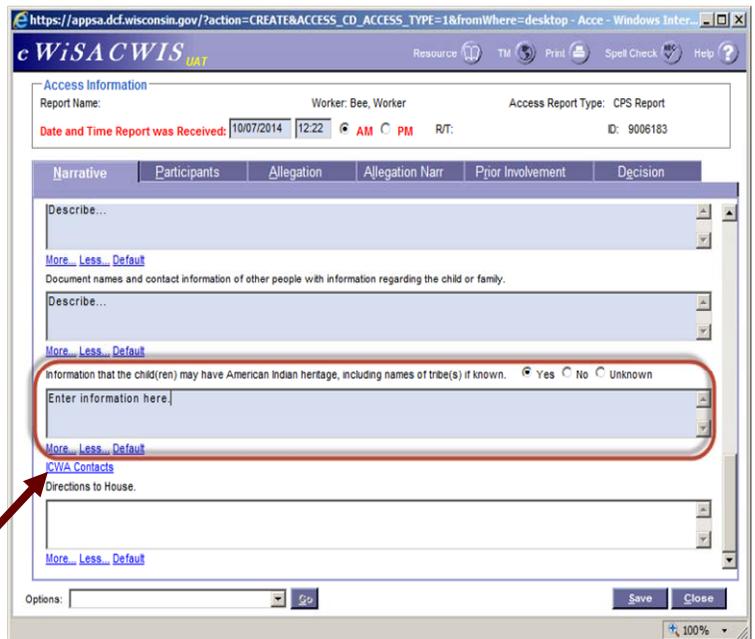
Access Report > Narrative Tab:

SELECT the appropriate radio button and enter text for the "Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known."

INCLUDE: Names of tribe(s) if known and whether this question was asked of reporter.

If any participant identified on the Participants tab has a role of Biological Child or Adoptive Child and is identified as having a Race of American Indian/Alaskan Native or an Ethnicity of Native American (on Person Management), the Yes radio button will pre-fill. In all the other scenarios, the Unknown radio button will pre-fill.

A hyperlink to the ICWA Contacts page which lists the current Wisconsin contacts for each tribe and the Bureau of Indian Affairs (BIA) contacts for all federally recognized tribes.



Access Report

Indian Child Welfare Screened Out Report:

Send this letter to the identified tribe upon screening out an Access Report for a child who has a tribal affiliation. This letter is launched from the Access Report page under Options.

CPS Report to Tribal Agent:

Send this letter to the identified tribe upon screening in an Access Report for a child who has a tribal affiliation. This notice is also located under the Options drop-down on the Access Report page.

In accordance with Wisconsin Statute 48.981(3)(bm).

Person Management

American Indian/Alaskan Native

If a child is reported to be Indian, the child's Race should be documented as 'American Indian/Alaskan Native' and Ethnicity as 'Native American' on the Basic tab of the child's Person Management page. This can be updated at any time after case creation.

Document the child's membership status.

The Status values are: "Eligible for Membership, not a member", "Member", "Not eligible for membership" or "Pending"

Document the child's primary tribe under Indian Tribe and clan under Clan.

Creating an ICWA Record

An ICWA Record should be created for all children in order to complete the Screening for Child's Status as an Indian .

There are three ways to create an ICWA Record:

1.) Assessment Page

While completing an Initial Assessment for a family, the ICWA Record can be created or edited by **clicking the Create/View ICWA Record hyperlink on the Participants tab.**

This will open the ICWA Participant Selection page. **Select a case participant.** This will either create or display the existing ICWA Record for the participant.

2.) Create Case Work Page

An ICWA Record can be created/edited by:

Create > Case Work > ICWA > ICWA Record

A case and case participant must be selected to create or view.

3.) Utilities Menu

An ICWA Record can be created or viewed by: **Utilities > ICWA Record**

An empty ICWA Record contains a Search hyperlink. **Click** the hyperlink and search the participant you would like to create the record for. **Expand** the person and select the case to associate the record. The case selection is important to allow copy over for other case participants.

Four Tabs of the ICWA Record

The ICWA Record has the Case Name, Case Participant (hyperlink to the participant's Person Management page), Case Type, Updated By field (person who last saved the page), and hyperlinks to the Wisconsin ICWA contacts and the National ICWA contacts. Once the page is saved, a Copy ICWA Record hyperlink will appear, allowing users to copy the Screening and Family History tabs to another participant.

Tab 1 - Summary Tab:

This view-only tab displays the participant's Race/Ethnicity/Tribal Identification (pre-fills from the Person Management page), Legal (prefills the most recent Legal action and status), Current Placement (pre-fills from the child's open Out of Home Placement), ICWA Placement Provider Options (pre-fills from the Out of Home Placement page) and Active Efforts (pre-fills from the most recently approved Permanency Plan).

Tab 2 - Screening Tab:

A Screening for Child's Status as Indian must be completed for every child during the Initial Assessment process to determine whether or not ICWA applies. **If Yes is answered for either of the first two questions, the rest of the questions are required. Go to Options and select Screening for Child's Status as Indian.**

***The template must be launched for the screening to be recognized as completed in eWisACWIS. Send the Screening for Child's Status as Indian along with the Child's Biological Family History from tab 3 to the child's tribe.**

Tab 3 - Family History Tab:

Complete the Child's Biological and Family History and send to the tribe along with the Request for Confirmation. The information for the Child, Mother, and Father boxes pre-fill from the Person Management page. To make changes, click the child's name hyperlink in the header section. The grandparents and great grandparents are user entered, unless captured on the child's parents' Person Management pages.

From the Options drop-down, select Child's Biological and Family History and click Go.

Tab 4 - Documents Tab:

This tab houses the

-Notice of Involuntary Custody Proceeding Involving an Indian Child

-Request for Confirmation of Child's Indian Status

-Voluntary Placement Agreement-Indian Child documents.

To create any of these documents, click on the Insert button. The Document Select page will open. Select the document to create and click Continue.

The screenshot displays the ICWA Record form with the following sections:

- Case Information:** Case Name: Bird, Mom (9223460); Case Type: CPS Family - Ongoing; Updated By: Bee, Worker 10/10/2014. Includes hyperlinks for Copy ICWA Record, Wisconsin ICWA contacts, and National ICWA contacts.
- Summary:** Overview of the record.
- Screening:** Section for screening questions.
- Family History:** Section for family history details.
- Documents:** Section for document management.
- Race/Ethnicity/Tribal Identification:** Race: American Indian/Alaskan Native; Ethnicity: Native American; Gender: Female; DOB: 08/16/2000; Birth Place: Ashland, WI; Indian Tribe: Ho-Chunk; Clan: Bear; Status: Member. Includes fields for Primary Address, Child's Mother, Child's Father, Indian Tribe 2, Clan 2, Status 2, and Tribal Membership #.
- Legal:** Legal Action: Temporary Physical Custody Hearing; Result of Legal Action: Request Granted; Date of Legal Action Request: 10/10/2014; Hearing/Legal Status Date: 10/10/2014; Court Number: 14TP12345.
- Current Placement:** Provider: Birthday Cake; Placement Setting: Treatment Foster Home - Non-Relative; Manner: Temporary Physical Custody; Removal Date: 10/06/2014.
- ICWA Placement Provider Options:** Updated by: Bee, Worker 10/10/2014. Includes a table for Placement Preference with columns for Placement Preference and Describe the action taken to comply with statutory placement preferences.
- Active Efforts:** Identify and describe the court ordered conditions, the actions taken and the services offered or provided by the agency in the previous six months and those to be provided in the next six months to make reasonable efforts, or active efforts in the case of an Indian child to achieve the goal(s) of the Case/Permanency Plan, including services that were recommended or considered but were not available.

Notice to Tribe

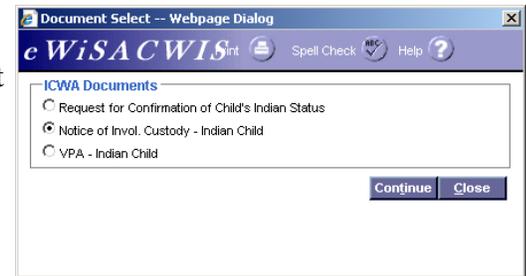
The **Request for Confirmation of Child's Indian Status** (from the Documents tab on the ICWA Record) must be completed and sent to the tribe or the BIA when American Indian Heritage is suspected. Click **insert** and choose Request for Confirmation of Child's status radial dial. **Select the Tribe Notified** from the drop down. To select multiple participants , hold down the 'Ctrl' key and select the participants. **Select the appropriate checkboxes** for any additional documents being sent with the Request. **Enter the sent Date** and Select Request for Confirmation of Child's Indian Status from the **Options drop-down** and click **Go to launch the template**. Print it and send it along with the Screening for Child's Status as Indian and the Child's Biological and Family History to any and all suspected tribes.

Click Close and Return to eWiSACWIS to return to the Request for Confirmation of Child Indian Status page. Click the Save button.

Note: To copy this document select the Copy button.

Complete Notice of Involuntary Custody Form:

Click **Insert** on the Documents tab of the ICWA Record page > Select **Notice of Invol. Custody - Indian Child** radio button on the Document Select page > Click **Continue**.

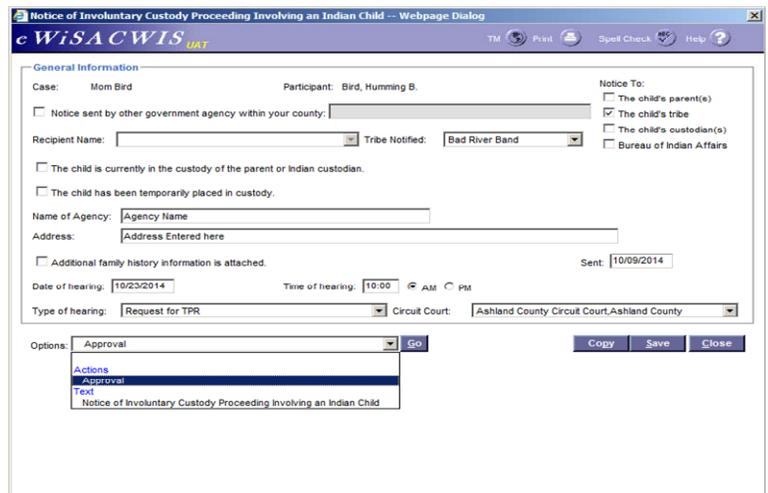


*To document that this notice was sent by another county agency, select the checkbox 'Notice sent by other government agency within your county:' and enter the Agency name.

***Complete all known fields and SAVE.** Once the page is complete, **select** Notice of Involuntary Custody Proceeding Involving an Indian Child from the **Options drop-down** and click **Go to launch template**.

*On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, **select Approval from the Options drop-down** and click **Go**. **Select the Approve radio button on the Approval History page** and click Continue. On the Notice of Involuntary Custody Proceeding Involving an Indian Child page, **click Save**.

* This document may be copied to another case participant.



>THIS NOTICE MUST BE SENT VIA REGISTERED MAIL TO THE TRIBE (OR BIA IF TRIBE IS NOT KNOWN), PARENT, OR INDIAN CUSTODIAN.

>THIS NOTICE IS REGARDED AS THE OFFICIAL NOTICE TO THE TRIBE, PARENTS, OR INDIAN CUSTODIAN UNDER THE WISCONSIN AND FEDERAL INDIAN CHILD WELFARE ACT.

***Notice of Involuntary Custody Proceeding Involving an Indian Child and Request for Confirmation of Child Indian Status pages have a Sent date field to record when the document is mailed.**

Documenting Placement Preferences: 48.028(7)(b) & 938.028(7)

***It is required by statute to document the steps taken to find a placement option for a Native American/Alaskan Native child. The statute presents placement preferences. The ICWA tab outlines, in order, this placement preference hierarchy. A tribe may have its own placement preferences, which must be followed. Note that adoption preferences differ from out-of-home placements preferences.**

The Person Management page must have the child documented as Native American/Alaskan Native.

The ICWA tab on the Out of Home Placement page outlines placement preferences:

- Member of the Indian child's extended family
- Foster Home licensed, approved or specified by Indian Child's Tribe
- Indian Foster Home licensed or approved by non-Indian authority
- Group Home approved or operated by Indian Tribe/Organization
- Institution for children approved or operated by Indian Tribe

The goal is to place the Indian child in the least restrictive placement setting that meets the child's needs.

The Tribal Representative Notified check box needs to be checked & the Date Notified by mail field completed upon notifying the Tribal Representative of a placement need.

The screenshot shows the eWiSACWIS interface for the ICWA tab. It includes fields for Child Name (Firlstone, Zelia), Case Name (Firlstone, Wina), and Request Number. Below these are sections for 'ICWA Placement Provider Options' and 'Out of Home Care and Placement Preferences'. The 'ICWA Placement Provider Options' section has a checked box for 'Tribal Representative notified' and a 'Date notified by mail' field. The 'Out of Home Care and Placement Preferences' section has a table with columns for 'Placement Preference' and 'Describe the action taken to comply with statutory placement preferences'. The table lists several options, each with an 'Insert' button. An arrow points to the 'Tribal Representative notified' checkbox.

Voluntary Placement Agreement For An Indian Child:

The screenshot shows the 'Voluntary Placement Agreement For An Indian Child' form. It includes a title, a note that the agreement must be certified by a court, and a 'Use of form' section. The form has fields for the child's name (Humming B. Bird), date of birth (08/16/2008), and placement dates (10/09/2014 to 10/09/2014). It also has checkboxes for 'treatment foster home', 'group home, pursuant to s.48.63(1), Wis. Stats.', and 'group home, pursuant to s.48.625(1m), Wis. Stats.'. The form contains several paragraphs of text regarding the agreement, including a statement of understanding and a statement of agreement to keep the department informed of any changes in circumstances.

Voluntary Placement Agreements (VPA) must be completed.

Click the Insert button on the Documents tab of the ICWA Record page to open the Document Select page. Select the VPA - Indian Child radio button and click Continue.

On the Agreements of Notices page, complete the required fields including performing a provider search to associate the correct provider and then click Save. The template can be launched from the Options drop-down.

Print the template and Click Close and Return to eWiSACWIS to return to the Agreements and Notices page .

ICWA Forms:

- **Indian Child Welfare Screen Out Report WI Statute 48.981**
- **CPS Report to Tribal Agent WI Statute 48.981**
- **Screening for Child's Status as Indian**
- **Child's Biological and Family History**
- **Request for Confirmation of Child's Indian Status**
- **Notice of Involuntary Child Custody Proceeding Involving an Indian Child**
- **Voluntary Placement Agreement - Indian Child**

What resources are available for me to implement the Wisconsin Indian Child Welfare Act?

- 1.) Section 48.028-WICWA
- 2.) DCF Website-Tribal Affairs
<http://dcf.wisconsin.gov/children/icw/index.htm>
- 3.) DCF-Active Efforts Guide
<http://dcf.wisconsin.gov/publications/pdf/464.pdf>
- 5.) WICWA Desk Aid
<http://dcf.wisconsin.gov/publications/pdf/2536.pdf>

eWiSACWIS Help Desk:

- *Local Madison Number: (608) 264-6323*
- *Long Distance to Madison: (855) 264-6323 (Toll Free)*
- *E-mail: DCFhelpdesk@wisconsin.gov*
(Use ONLY Case & Client IDs)

Tribal and Legislative Affairs Specialist
WI Department of Children and Families-DSP
201 East Washington Ave.
Madison, WI 53708-8916
Phone: (608)422-6892

eWiSACWIS ICWA Quick Reference Guides:

*Documenting ICWA

http://dcf.wisconsin.gov/wisacwis/knowledge_web/training/quick-ref-guides/ewisacwis_quick_ref_guides/ICWA/ICWA.pdf