



eWReport Practice Group – YJ Referral Report Prep for Session One: Requesting an On Demand eWReport for YJ Referral Data

Pre-Work

In session one, you will use data from your county to practice some basic Excel skills. **Before July 18, please use eWReports to download your county's YJ Referral data for 2022 and send a copy of your workbook with personally identifiable information (like youth name and case name) removed to DCF CWRA@wisconsin.gov.** This will help us prepare to support you in group on July 20.

To pull an entire year of YJ Referral Report data, you will need to make an "On Demand" request in eWReports. If you're not sure how to do this, follow the instructions below.

Because state email inboxes are considered public record, it is important to remove any personally identifiable information that could be used to easily identify a youth or their family before sending any eWReport data to DCF staff. For a reminder of how to remove this information, see page 5.

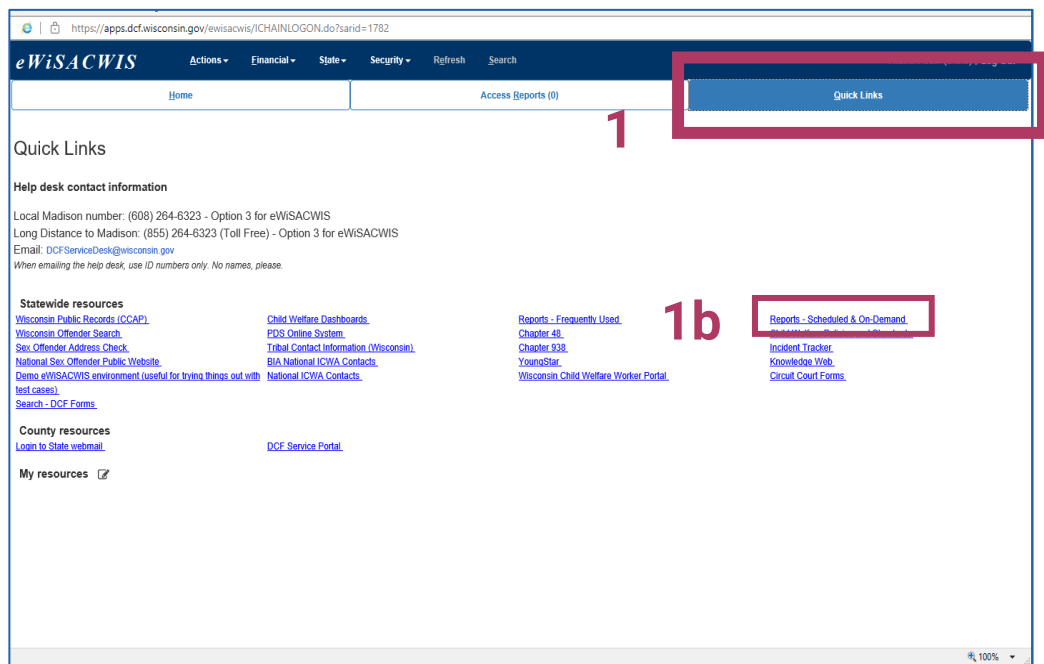
Requesting One Year of Referral Data Using an "On Demand" eWReport

1. Navigate to the eWReports Homepage

1a. After logging in to eWiSACWIS, click on the Quick Links tab at the top of the page.

1b. In the Quick Links tab, click on "Reports-Scheduled & On Demand" link.

TIP: Learn more about eWReports – including how to request access to reports, how to find the Functional Summary, and the difference between "Batched" and "On Demand" reports – in the [User Guide](#) available in the eWiSACWIS Knowledge Web.

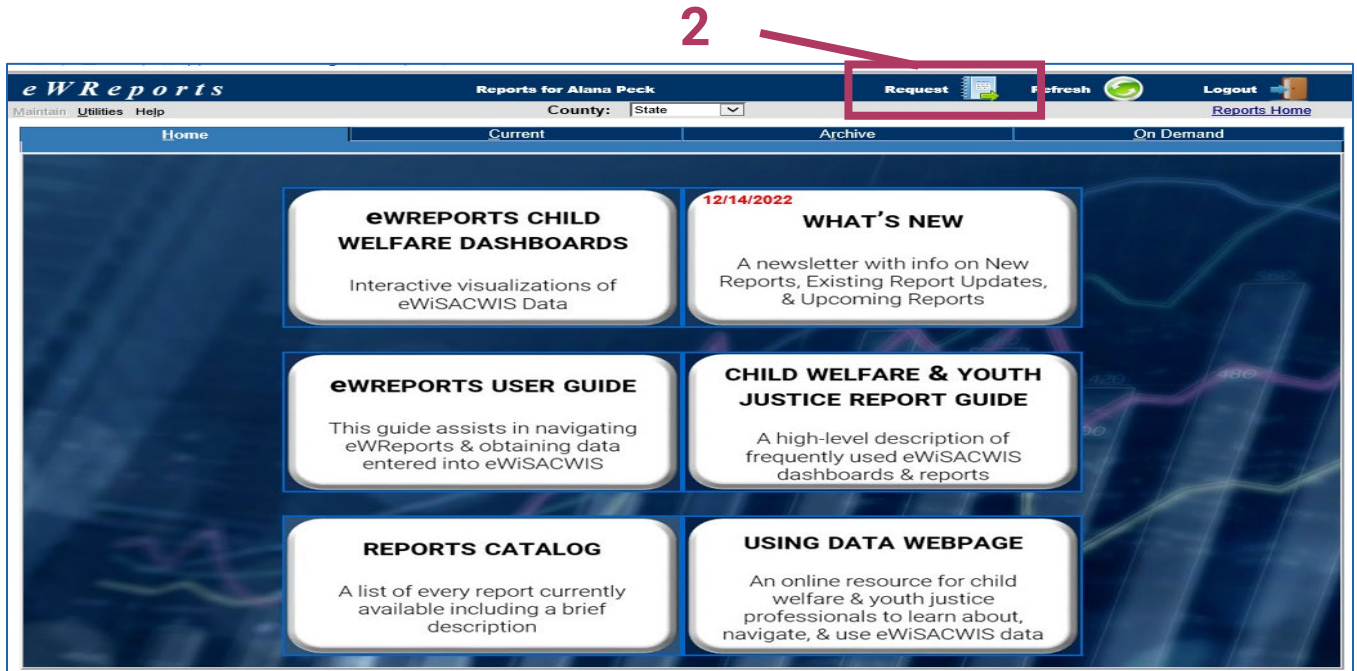


The screenshot shows the eWiSACWIS homepage. At the top, there is a navigation bar with tabs: Home, Access Reports (0), and Quick Links. The Quick Links tab is highlighted with a red box and labeled '1'. Below the navigation bar, there is a 'Quick Links' section. Underneath, there is a 'Help desk contact information' section. Below that, there are 'Statewide resources' and 'County resources' sections. In the 'Statewide resources' section, the 'Reports - Scheduled & On-Demand' link is highlighted with a red box and labeled '1b'.

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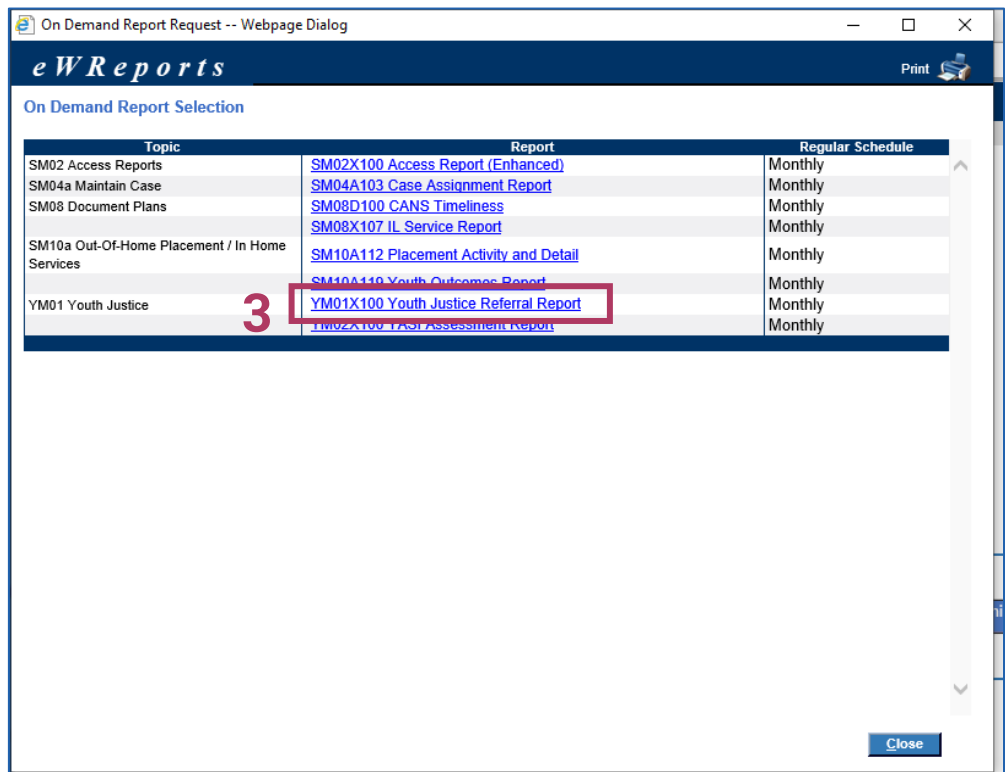
2. Find the Request button.

The eWreports home page will open in a new window. Click on the "Request" button in the upper right of the window.



3. Select the YJ Referral Report from the new, smaller window that opens. You will see a list of reports you have permission to access that are available to be requested on demand. *If you do not see the Youth Justice Referral Report included in your list, you will need to ask your county's eWiSACWIS Security Delegate for access.*

NOTE: You may see more or fewer reports available to requested On Demand depending on your security permissions. Access to additional reports can be requested through your county's eWiSACWIS Security Delegate.



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- 4. Define your request parameters.** Parameters are the timeframe and county of interest you'd like the report to include. Because we want to pull all YJ referrals received in 2022, your start date should be 01/01/2022 and your end date should be 12/31/2022. In the county dropdown, select your county. After you've entered your parameters, hit submit at the bottom of the window.

01/01/2022

12/31/2022

NOTE: For confidentiality reasons, county YJ staff are not able to request an On Demand report for all counties.

Parameter	Value	Description
Start Date	01/01/2022	StartDate
End Date	12/31/2022	EndDate
County	All Counties	County

- 5. Check for success (pt. 1).**

If your request was successful, you'll be directed to the window shown on the right. You can close this window using the blue "close" button in the bottom right corner.

TROUBLESHOOTING: If your On Demand request is *not* successful, take a moment to double check the report selected and your parameters. It is possible you may have mis-entered information or requested a timeframe that is too large (greater than one year).

For additional help, please contact the [DCF Service Desk](#) with eWISACWIS in the subject line.

Request # : 2266393
Requestor: Peck, Alana (10999221)
Date: 2023-04-27 15:12:32.0
Status: SUBMITTED
Comment:

Start Date: 01/01/2022
End Date: 12/31/2022
County: All Counties

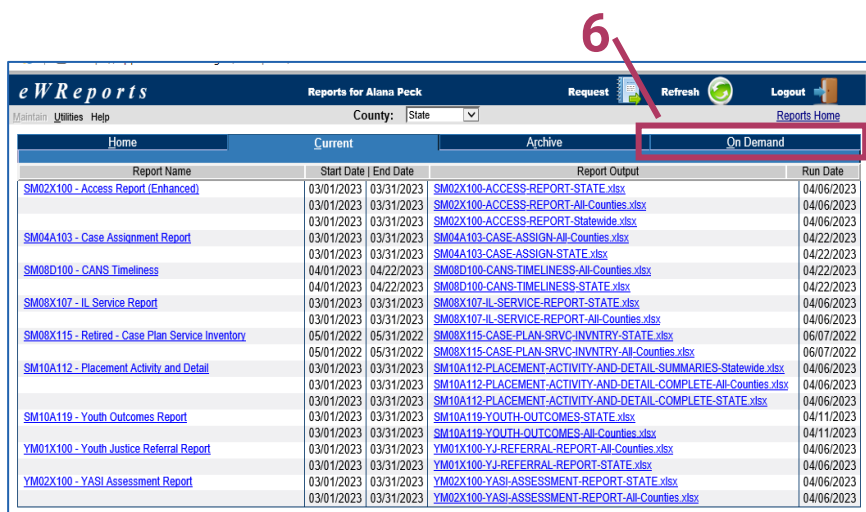
No report files found for this request.

Requesting One Year of Referral Data with an “On Demand” eWReport

7. Navigate to the “On Demand” tab.

After you close the On Demand request window, you should be redirected back to the eWReports “Current” tab. The Current tab includes a list of all of the reports you have access to, their Functional Summaries (link in the “Report Name” column), and their most recent Batched report (link in the Report Output column).

To find *your* requested report, click on the “On Demand” tab.



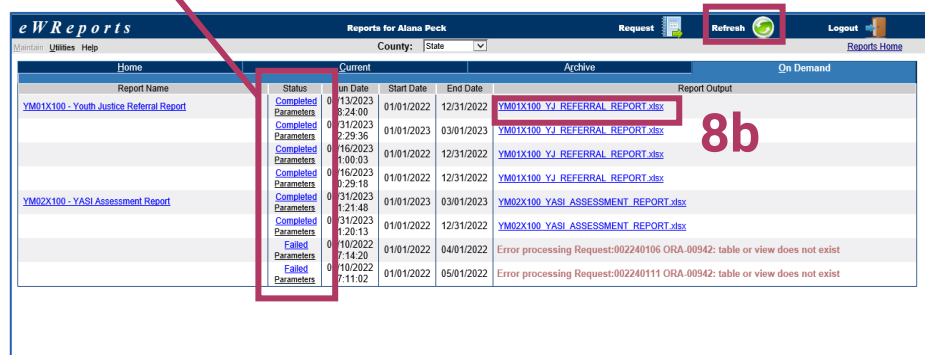
8. Collect your report (or check for success pt. 2).

8a. Because the timeframe requested may contain many rows of records, it can take a few minutes for the On Demand eWReport to generate. The status of your request will display in the “Status” column. To refresh the status, you can hit the refresh button in the top right of the window (next to the request button).

8b. When the report status displays as complete, a hyperlink will appear in the Report Output column. Click on it to download a copy of your requested report. If you have recently requested several On Demand reports, the most recent will display at the top of the list.

8a Status Column

8a Refresh



TROUBLESHOOTING: If your On Demand request is *not* successful, take a moment to double check the report selected and your parameters. It is possible you may have mis-entered information or requested a timeframe that is too large (greater than one year).

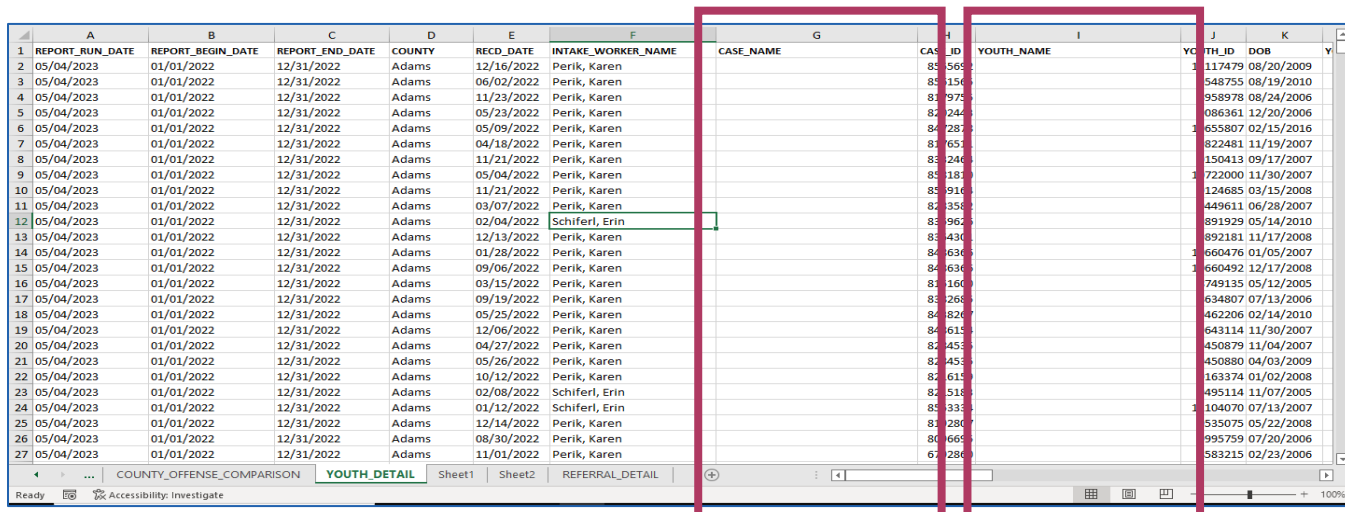
Your requested report will download into your computer’s downloads folder. If it does not open automatically, you can check for it there!

For additional help, please contact the [DCF Service Desk](#) with eWiSACWIS in the subject line.

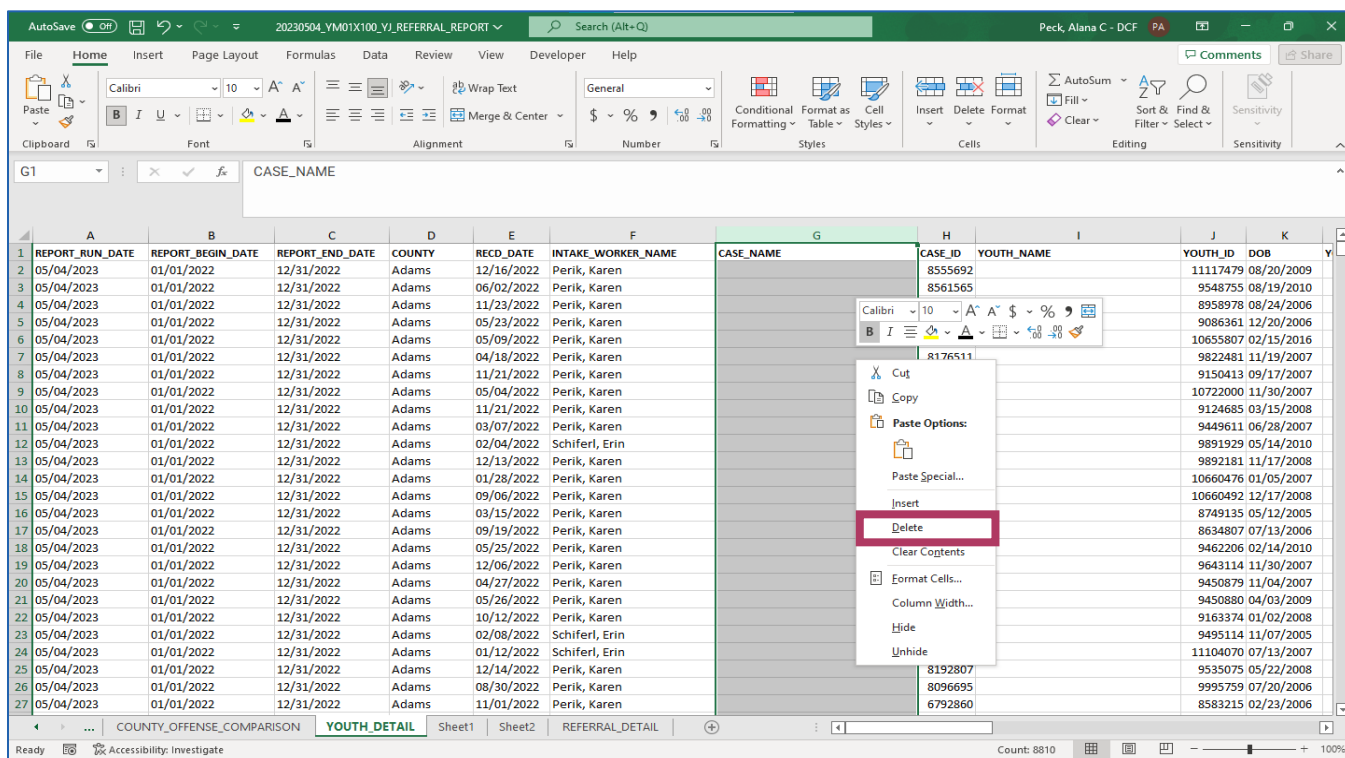
Removing Personally Identifiable Information to Share Data with DCF

DCF emails are subject to Wisconsin's public record law, so to protect the privacy of youth and their families, we ask that you please remove case names and youth names before sharing data with us.

1. Navigate to the **Youth Detail Tab** and scroll over so you can see columns G and I.



2. Delete the Case Name and Youth Name columns. Click on column G (case name) and then right click (or control + click on Mac; command + click on PC). A menu will appear. Click on "Delete." The column should disappear. Repeat for column I (youth name).



Requesting One Year of Referral Data with an "On Demand" eWReport

- Click on the **Referral Detail Tab** and scroll over so you can see columns H (case name) and J (youth name). Repeat step 2 on columns H and J.

A	B	C	D	E	F	G	H	I	J	K
REPORT_RUN_DATE	REPORT_BEGIN_DATE	REPORT_END_DATE	COUNTY	REFERRAL_ID	RECD_DATE	INTAKE_WORKER_NAME	CASE_NAME	CASE_ID	YOUTH_NAME	YOUTH_ID
05/04/2023	01/01/2022	12/31/2022	Adams	8096519	12/16/2022	Perik, Karen		35562		11117
05/04/2023	01/01/2022	12/31/2022	Adams	8082138	06/02/2022	Perik, Karen		36156		9548
05/04/2023	01/01/2022	12/31/2022	Adams	8082138	06/02/2022	Perik, Karen		36156		9548
05/04/2023	01/01/2022	12/31/2022	Adams	8078807	04/13/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8078807	04/13/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8078856	04/14/2022	Schiferl, Erin		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8079128	04/19/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8079524	04/25/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8088288	09/19/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8088288	09/19/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8093896	11/03/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8095278	11/23/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8095278	11/23/2022	Perik, Karen		17975		8958
05/04/2023	01/01/2022	12/31/2022	Adams	8081434	05/23/2022	Perik, Karen		20243		9086
05/04/2023	01/01/2022	12/31/2022	Adams	8080992	05/09/2022	Perik, Karen		47283		10655
05/04/2023	01/01/2022	12/31/2022	Adams	8079028	04/18/2022	Perik, Karen		17651		9822
05/04/2023	01/01/2022	12/31/2022	Adams	8079028	04/18/2022	Perik, Karen		17651		9822
05/04/2023	01/01/2022	12/31/2022	Adams	8079028	04/18/2022	Perik, Karen		17651		9822
05/04/2023	01/01/2022	12/31/2022	Adams	8074042	01/31/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8074409	02/04/2022	Schiferl, Erin		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8075443	02/21/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8075443	02/21/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8075443	02/21/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8075443	02/21/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8078565	04/11/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8078565	04/11/2022	Perik, Karen		33241		9150
05/04/2023	01/01/2022	12/31/2022	Adams	8080189	05/03/2022	Perik, Karen		33241		9150

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Safety and Permanence at (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.