

# **eWiSACWIS Web-Based Modules** 5/6/2025

## **Module Titles, Descriptions and Length / Time**

The currently developed and available eWiSACWIS web-based modules listed within this document are intended to support experienced child welfare professionals and introduce new professionals to the features and basic functionality within eWiSACWIS. This training provides information about eWiSACWIS basics, desktop, cases, case intakes, search, case notes, permanency planning, out of home care, and data quality that is applicable to child welfare professionals working in child protective services, youth justice, and foster care.

Additionally, the first of our journey and exercise modules is available. This module focuses on CPS Report to Reunification, including access, assessment, removal, ongoing services, and reunification. The Exercises section introduces the CPS Professional to the eWiSACWIS Demo Environment, or “sandbox”, and provides interactive exercises that are executed in the demo environment.

Three youth justice focused modules are available. This first module focuses on providing a holistic view of the YJ Referral and YJ Case Information pages from a youth’s initial referral to case closure, illustrates the YJ Referral page, and details the YJ Case Information page. The second module focuses on a holistic view of the Youth Justice restitution pages, including how the Victim and Youth Restitution pages integrate with the YJ Case Information page. The third module provides an overview of the Youth Justice pages used by professionals at juvenile detention facilities and human service agencies, including the Detention Risk Assessment Instrument (DRAI) and the Juvenile Secure Detention Registry (JSDR).

Finally, four modules that focuses on work with providers are available: (1) a module focused on familiarizing foster care coordinators with functionality and information contained within the Home Provider and associated work item, (2) a module focused on Kinship Care, and (3) two modules focused on the provider portal application SYNC (Supporting Youth aNd Children).

The training is approved by the Wisconsin Department of Children and Families (DCF). The training was developed by CGI, Inc. in conjunction with DCF’s Bureau of Safety and Well-Being and Bureau of Compliance, Research and Analytics both within the Division of Safety and Permanence; DCF’s Bureau of Information Technology Services within the Division of Management Services; and the Wisconsin Child Welfare Professional Development System.

Section #	Section Title	Section Description	Module Time
<b>eWiSACWIS Data Quality: Overview and Techniques</b> (search this title in PDS Online)			<b>40 minutes</b>
Section 1	eWiSACWIS Data Quality Module 1: Overview and Techniques	<p><b>Pre-requisite: (1) eWiSACWIS Tour: Basics and Desktop, (2) eWiSACWIS Tour: Cases, Access and Referrals, (3) eWiSACWIS Core: Search, and (4) eWiSACWIS Core: Case Notes.</b></p> <p>The “eWiSACWIS Data Quality: Overview and Techniques” module introduces the data quality requirements and provides techniques that can be used by each child welfare professional to maintain quality data. The module includes a brief overview of the CCWIS data quality requirements before providing general techniques that can be employed to maintain timely, accurate and complete data. The module uses eWiSACWIS visuals to give users specific examples of data quality enhancements they can make to their own data entry practices to ensure that the data which enters the system is of high quality.</p>	
<b>eWiSACWIS Tour: Basics and Desktop</b> (search this title in PDS Online)			<b>36 minutes</b>
Section 1	eWiSACWIS Tour Module 1: Basics and Desktop	<p>The “eWiSACWIS Tour: Basics and Desktop” module introduces the application, explains system requirements and login, and details desktop functionality. It begins with a brief history and purpose of the eWiSACWIS application and explains the system requirements and the login process before turning its focus to the eWiSACWIS desktop. After a tour of the desktop navigation, the module details the Home tab, emphasizing the easy access to recent work items and the Task List and Calendar views of overdue and upcoming tasks. The module concludes with a look at the Quick Links Tab which provides users with Help Desk information, vital links, and the ability for users to create their own personalized links.</p>	

<b>eWiSACWIS Tour: Cases, Access and Referrals</b> (search this title in PDS Online)			<b>32 minutes</b>
Section 1	eWiSACWIS Tour Module 2: Cases, Access and Referrals	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>The “eWiSACWIS Tour: Cases, Access and Referrals” module reviews the Cases tab as well as the three intake tabs that provide paths to case creation - the Access Reports, ICPC Referrals, and Youth Justice Referrals tabs. The module details navigation in the Cases tab with a look at Global Features, the Case Overview, and the Work Item detailed views. The module then presents the Access Reports tab, the most common entry point for a case to be created in the system. This section examines the structure of an intake table, including common features. The module concludes by presenting the other intake tabs, ICPC and Youth Justice, and their common features.</p>	
<b>eWiSACWIS Core: Search</b> (search this title in PDS Online)			<b>27 minutes</b>
Section 1	eWiSACWIS Core Module 1: Search	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>The “eWiSACWIS Core: Search” module is a survey of the eWiSACWIS global search and retrieval search features. The major objectives of the Search module are to familiarize the user with the global search, address common features of all search tabs, and address the specific features of each individual tab. The module concludes by showing the retrieval search window.</p>	
<b>eWiSACWIS Core: Case Notes</b> (search this title in PDS Online)			<b>24 minutes</b>
Section 1	eWiSACWIS Core Module 2: Case Notes	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>The “eWiSACWIS Core: Case Notes” module details and explains the most frequently used page in eWiSACWIS, the Case Notes page. The major objectives of this module are to review the multiple ways users can create a case note, explain the features of the Case Note page, show the Structured Case Notes page and present reasons why a user may wish to</p>	

		choose this more detailed format, and display the Case Note Criteria Search which allows a user to systematically review previously entered case notes.	
<b>eWiSACWIS Core: Permanency Plan</b> (search this title in PDS Online)			<b>21 minutes</b>
Section 1	eWiSACWIS Core Module 3: Permanency Plan	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p><b>NOTE: Primary CPS Professionals may find it most helpful to complete the “eWiSACWIS Journeys and Exercises: Child Protective Services” module before completing this module.</b></p> <p>The “eWiSACWIS Core: Permanency Plan” module reviews the Permanency Plan within eWiSACWIS and explains how it is used as a tool for communication with parents/caregivers, children and their family members, court parties, and other individuals to allow for the best decisions for children and youth to be made. The major objectives of the Permanency Plan module are to familiarize child welfare professionals with functionality and information contained within the Permanency Plan tab, to help child welfare professionals keep sight of important deadlines by noting general deadlines for work that prefills into the Permanency Plan to help child welfare professionals avoid validation errors, and to encourage child welfare professionals to be concise and objective when writing narrative content. The module concludes by describing the Actions dropdown options and the final approval process.</p>	
<b>eWiSACWIS Core: Providers</b> (search this title in PDS Online)			<b>19 minutes</b>
Section 1	eWiSACWIS Core Module 4: Providers	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>The “eWiSACWIS Core: Providers” module surveys work items throughout the lifecycle from Home Inquiry to Licensing. Most of the module is spent familiarizing foster care coordinators with functionality and information contained within the Home Provider and associated work items. Home Study, Licensing and Kinship pages support other major aspects of the provider lifecycle, tracking the evaluation for and issuance of licenses and</p>	

		kinship eligibility. The major objectives of the Provider module are to provide foster care coordinators with a holistic vision of the elements of a Home Provider record, provide awareness of some of the common automations in which page changes affect other elements of the provider, and proactively address areas of confusion around key concepts such as designated county, unlicensed and licensed services, and home study documentation.	
<b>eWiSACWIS Core: Out of Home Placement</b> (search this title in PDS Online)			<b>24 minutes</b>
Section 1	eWiSACWIS Core Module 5: Out of Home Placement	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>Placement documentation is one of the most essential functions of the eWiSACWIS application. The “eWiSACWIS Core: Out of Home Placement” module provides an overview of the Out of Home Placement record, including how to document services and locate appropriate providers given child needs and placement criteria. The major objectives of the Out of Home Placement module are to introduce how to split provider payments and document a pre-CANS Foster Care Rate, walk through how to properly document a placement ending, demonstrate how to report when a child is Missing from Out of Home Care to both eWiSACWIS and the National Center for Missing and Exploited Children (NCMEC), and explain how to report when a child is Recovered from Missing from Out of Home Care.</p>	
<b>eWiSACWIS Core: Out-of-Home Care Placement Referral and SYNC</b> (search this title in PDS Online)			<b>19 minutes</b>
Section 1	eWiSACWIS Core Module 6: Out-of-Home Care Placement Referral and SYNC	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>The “eWiSACWIS Core: Out-of-Home Care Placement Referral and SYNC” module provides an overview of the Out-of-Home Care Placement referral process for child welfare professionals. The major objectives of the Out-of-Home Care Placement Referral and SYNC module are to illuminate how the SYNC and eWiSACWIS applications work together and what information passes between the systems, briefly describe where to</p>	

		<p>designate SYNC Administrators in eWiSACWIS, and explain how to create a placement from a finalized Out-of-Home Care Placement Referral.</p> <p>Background: The provider portal application known as SYNC (Supporting Youth aNd Children) was created to streamline the Out-of-Home Care Placement referral process to allow for the secure exchange of information electronically between child welfare professionals and Group Care providers or Child Placing Agencies. Child welfare professionals use eWiSACWIS to transmit electronic referrals to providers, and providers process referrals and manage current placements via SYNC. Providers can also use SYNC to exchange documents and images with child welfare professionals in real time.</p>	
<b>eWiSACWIS Core: SYNC Application</b> (search this title in PDS Online)			<b>26 minutes</b>
Section 1	eWiSACWIS Core Module 7: SYNC Application	<p>The “eWiSACWIS Core: SYNC Application” module explores the Supporting Youth and Children (SYNC) provider portal. The major objectives of the SYNC Application module are to clarify who uses SYNC, describe how to gain SYNC access, explain the SYNC pages and functionality, and detail how information is exchanged with eWiSACWIS. For child welfare professionals, additional training on the eWiSACWIS pages that interact with SYNC can be found in our eWiSACWIS Core: Out-of-Home Care Placement Referral and SYNC module.</p> <p>Background: The provider portal application known as SYNC (Supporting Youth aNd Children) was created to streamline the Out-of-Home Care Placement referral process to allow for the secure exchange of information electronically between child welfare professionals and Group Care providers or Child Placing Agencies. Child welfare professionals use eWiSACWIS to transmit electronic referrals to providers, and providers process referrals and manage current placements via SYNC. Providers can also use SYNC to exchange documents and images with child welfare professionals in real time.</p>	

<b>eWiSACWIS Core: Kinship Care</b> (search this title in PDS Online)			<b>33 minutes</b>
Section 1	eWiSACWIS Core Kinship Care	<p><b>Pre-requisite: (1) eWiSACWIS Tour: Basics and Desktop, (2) eWiSACWIS Core: Search, and (3) eWiSACWIS Core: Providers.</b> [Note: While not a required pre-requisite, it is helpful to have also completed eWiSACWIS Data Quality: Overview and Techniques.]</p> <p>The “eWiSACWIS Core: Kinship Care” module provides learners with a clear picture of the overall Kinship Care workflow in the system and how the eWiSACWIS pages work together.</p> <p>The module details how to record Kinship Care documentation in eWiSACWIS, reviews Kinship Care eligibility, including the three Kinship Care Types, and identifies the common reasons why eligibility is denied. The Eligibility Redetermination and Appeals processes are also covered.</p>	
<b>eWiSACWIS Journeys and Exercises: Child Protective Services</b> (search this title in PDS Online)			<b>66 minutes</b>
		<p><b>Pre-requisite: (1) eWiSACWIS Tour: Basics and Desktop; (2) eWiSACWIS Tour: Cases, Access and Referrals; (3) eWiSACWIS Core: Search; and (4) eWiSACWIS Core: Case Notes.</b></p> <p>The “eWiSACWIS Journeys and Exercises: Child Protective Services” module follows the journey, or workflow, of a child identified in a CPS report to the agency, to an out-of-home placement, to being reunified with their family, calling attention to the required elements. The last section of this module introduces the eWiSACWIS Demo Environment and provides exercises for learners to complete within the demo environment to practice.</p>	
Section 1	eWiSACWIS Journeys Module 1: CPS Report to Reunification Part 1	After an introduction to the concept of journeys, this section begins with the CPS report and continues to initial assessment and safety.	30 minutes
Section 2	eWiSACWIS Journeys Module 2: CPS Report to Reunification Part 2	Building on the information presented in the “CPS Report to Reunification Part 1” section of this module, this section covers the removal from home, placement and ongoing services before progressing to the placement ending due to reunification.	21 minutes

Section 3	eWiSACWIS Exercises Module 1: Tasks, Cases and Access	This section complements the content in the previous sections of this module as well as the pre-requisites to this module. After a brief introduction to the eWiSACWIS Demo environment and how to access it, the section moves directly to the exercises.	15 minutes
<b>eWiSACWIS Youth Justice: Referral and Case Information</b> (search this title in PDS Online)			<b>29 minutes</b>
Section 1	eWiSACWIS Youth Justice Module 1: Referral and Case Information	<p><b>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</b></p> <p>The “eWiSACWIS Youth Justice: Referral and Case Information” module provides a holistic view of the YJ Referral and YJ Case Information pages from a youth’s initial referral to case closure, illustrates the YJ Referral page, and details the YJ Case Information page.</p> <p>These pages track the case process, documentation of referrals, intake and court decisions, and case closure within Wisconsin’s community-based youth justice system; facilitate compliance with the Youth Justice Standards; and prompt and assist with review of YJ data quality as required at least every six months in the Youth Justice Standards.</p>	
<b>eWiSACWIS Youth Justice: Restorative Justice</b> (search this title in PDS Online)			<b>17 minutes</b>
Section 1	eWiSACWIS Youth Justice Module 2: Restorative Justice	<p><b>Pre-requisite: (1) eWiSACWIS Tour: Basics and Desktop; and (2) eWiSACWIS Youth Justice: Referral and Case Information.</b></p> <p>The “eWiSACWIS Youth Justice: Restorative Justice” module supports the restorative justice process in Wisconsin where the goal is to repair harm and hold youth accountable for their alleged offense(s). The module provides a holistic view of the Youth Justice restitution pages, including how the Victim and Youth Restitution pages integrate with the YJ Case Information page.</p> <p>The Restorative Justice module explains how to document sensitive Victim Information and ensure that victim details properly prefill into the YJ Case Information page and details how to generate and maintain a</p>	



		Deferred Prosecution Agreement document and utilize the online eWiSACWIS page.	
<b>eWiSACWIS Youth Justice: Detention</b> (search this title in PDS Online)			<b>18 minutes</b>
Section 1	eWiSACWIS Youth Justice Module 3: Detention	<p><b>Pre-requisite: (1) eWiSACWIS Tour: Basics and Desktop; and (2) eWiSACWIS Youth Justice: Referral and Case Information.</b></p> <p>The “eWiSACWIS Youth Justice: Detention” module provides an overview of eWiSACWIS Youth Justice pages used by professionals at juvenile detention facilities and human service agencies.</p> <p>The Detention Risk Assessment Instrument (DRAI) and the Juvenile Secure Detention Registry (JSDR) help Youth Justice professionals support and document their decision-making around detention and diversion. The DRAI conveniently tabulates youth risk factors to support whether a youth is appropriate for detention or diversion. The JSDR is a record of all youth admissions to juvenile detention facilities (JDFs).</p> <p>The “eWiSACWIS Youth Justice: Detention” module explores how to use the DRAI scoring tool to support detention and diversion determinations, details the JSDR page and its functionality, and walks through how to initiate other Youth Justice workflows from the DRAI and JSDR.</p>	