

eWiSACWIS Web-Based Modules 1/26/2022

Module Titles, Descriptions and Length / Time

The currently developed and available eWiSACWIS web-based modules listed within this document are intended to introduce new child welfare professionals to the features and basic functionality within eWiSACWIS. This training provides information about eWiSACWIS basics, desktop, cases, case intakes, search, case notes, 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 has been completed. This module focuses on CPS 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. In the future, journey and exercise modules will be added for other practice areas.

The six modules listed here are most applicable to professionals within their first year of service. 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
eWiSACWIS Data Quality: Overview and Techniques (search this title in PDS Online)			40 minutes
Section 1	eWiSACWIS Data Quality Module 1: Overview and Techniques	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.	
eWiSACWIS Tour: Basics and Desktop (search this title in PDS Online)			36 minutes
Section 1	eWiSACWIS Tour Module 1: Basics and Desktop	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.	
eWiSACWIS Tour: Cases, Access and Referrals (search this title in PDS Online)			32 minutes
Section 1	eWiSACWIS Tour Module 2: Cases, Access and Referrals	Pre-requisite: eWiSACWIS Tour: Basics and Desktop. 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.	

eWiSACWIS Core: Search (search this title in PDS Online)		27 minutes
Section 1	eWiSACWIS Core Module 1: Search	<p>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</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>
eWiSACWIS Core: Case Notes (search this title in PDS Online)		24 minutes
Section 1	eWiSACWIS Core Module 2: Case Notes	<p>Pre-requisite: eWiSACWIS Tour: Basics and Desktop.</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 choose this more detailed format, and display the Case Note Criteria Search which allows a user to systematically review previously entered case notes.</p>
eWiSACWIS Journeys and Exercises: Child Protective Services (search this title in PDS Online)		66 minutes
		<p>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.</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</p>

		section of this module introduces the eWiSACWIS Demo Environment and provides exercises for learners to complete within the demo environment to practice.	
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