



To: County Financial Staff

RE: eWiSACWIS FM01X108-RMTS New Worker Training Report

As mentioned in previous outreach sessions, a report would be available on a monthly basis that will list the employees that were enrolled in WiLearn for the previous month and the employees that would be suppressed from that month's sample. This report has now been deployed to eWiSACWIS as a tool for county financial staff in reporting costs associated with the RMTS Staff Roster and WiLearn in SPARC.

This report for the month of February contains:

- a. Employees that were enrolled in the WiLearn program at the time that the information was transferred over from PDS Online. In this case, that date was January 26<sup>th</sup>.
- b. Employees that were suppressed from the RMTS sampling process for the month of February.

These two groups of employees are the same employees, but are used in different ways. Cost Reporting involves looking back to the previous month (January), while the RMTS sampling process involves the current month (February).

In order to access this report within eWiSACWIS, each financial staff person must receive approval from their eWiSACWIS county security delegate. Once this happens, you can view this report under the Current tab within the Reports link in eWiSACWIS. As we move forward, older versions of this report will be available under the Archive tab.

There are two different links that you should keep in mind when viewing this report. If you click on the Report Output column, that will take you to the actual listing of employees that were enrolled in WiLearn for the previous month and suppressed from the current month's RMTS sampling process. If your county had no employees enrolled in WiLearn for that month, it will just be a blank report. If you click on the Report Name column, it will bring you to a Report Details page. From there, you can read the description of the report, and if you click on the View File button, it will take you to the report's functional summary, which provides more details on the report.

There will also be a meeting on February 20<sup>th</sup> at 2:00 which will go over this report and any other questions about WiLearn and the cost reporting process. A zoom link for this meeting will be sent out within the next week.

If you have any questions before this phone call, please contact:

[dcfiv-eprogram@wisconsin.gov](mailto:dcfiv-eprogram@wisconsin.gov)

Below are screenshots that will help direct you to the report once access is given by your county's eWiSACWIS security delegate:

**Quick Links**

**Help desk contact information**

Local Madison number: (608) 264-6323 - Option 3 for eWiSACWIS  
 Long Distance to Madison: (855) 264-6323 (Toll Free) - Option 3 for eWiSACWIS  
 Email: [DCFServiceDesk@wisconsin.gov](mailto:DCFServiceDesk@wisconsin.gov)  
*When emailing the help desk, use ID numbers only. No names, please.*

**Statewide resources**

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|---|--|---|--|
| <a href="#">Wisconsin Public Records (CCAP)</a>   | <a href="#">Child Welfare Dashboards</a>               | <a href="#">Reports - Frequently Used</a>             | <a href="#">Reports - Scheduled &amp; On-Demand</a>  |
| <a href="#">Wisconsin Offender Search</a>   | <a href="#">PDS Online System</a>                      | <a href="#">Chapter 48</a>                            | <a href="#">Child Welfare Policies and Standards</a> |
| <a href="#">Sex Offender Address Check</a>  | <a href="#">Tribal Contact Information (Wisconsin)</a> | <a href="#">Chapter 938</a>                           | <a href="#">Incident Tracker</a>                     |
| <a href="#">National Sex Offender Public Website</a>                                      | <a href="#">BIA National ICWA Contacts</a>             | <a href="#">YoungStar</a>                             | <a href="#">Knowledge Web</a>                        |
| <a href="#">Demo eWiSACWIS environment (useful for trying things out with test cases)</a> | <a href="#">National ICWA Contacts</a>                 | <a href="#">Wisconsin Child Welfare Worker Portal</a> | <a href="#">Circuit Court Forms</a>                  |
| <a href="#">Search - DCF Forms</a>  |  |   |  |

| Home   | Current               | Archive  | On Demand  |
|--|-----------------------|--|------------|
| Report Name  | Start Date   End Date | Report Output  | Run Date   |
| <a href="#">DWIS_ADM_005 - Potentially Inactive Case Analysis Report</a> |                       | <a href="#">DWIS_ADM_005-Potentially Inactive Case Analysis Report</a> | 02/05/2023 |
| <a href="#">FM01X108 - RMTS New Worker Training Report</a>               |                       | <a href="#">FM01X108-RMTS-NWT-REPORT</a>                               | 01/31/2023 |

**Regular**
**On Demand**

**Report Details**

Short & Full Name:

Topic Area:  County Specific:

Report Category:  Regular Schedule:

Sub-Category:  On Demand Enabled:  Reporting Period:

Quantity Displayed:  Restricted:  Recommended:  Last Updated:

Description:   
 This report contains a list of all employees suppressed from the Random Moment Time Study sample for the month that this report is generated. It may not contain all employees enrolled in WiLearn for the previous month. Costs for all enrolled employees should be recorded on the appropriate cost reporting line code within SPARC for that month.  
 Report uploaded on the first day of the month (RMTS batch cycle).

Multiple File Dashboard?

[View File](#)

Additional Information & Web Links:

**RMTS Excluded Workers**

Report Period: 02/01/2023 - 02/28/2023

Report Run Date: 2/1/2023 3:00 AM

| Excluded Month/Year | First Name | Last Name | Person ID | Business Unit Name |
|---------------------|------------|-----------|-----------|--------------------|
| 02/2023             | John       | Jones     | 983290    | Johnson            |
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