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# Chapter 1

## Overview

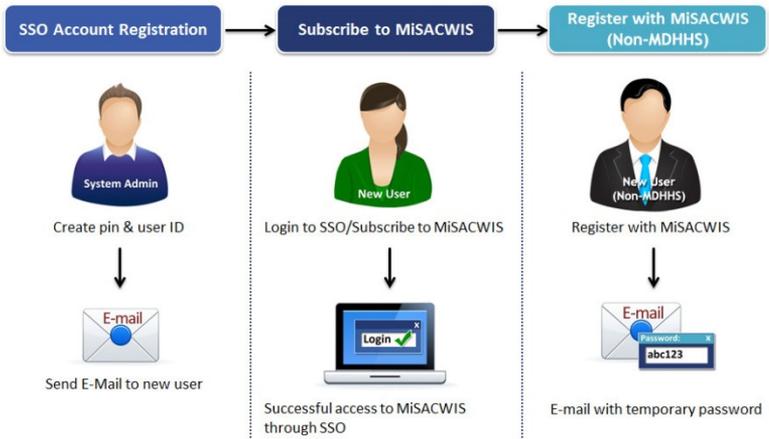
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# Accessing MiSACWIS

As a new MiSACWIS-CCF user, there is a procedure you need to follow in order to access the system.



After you complete and submit the appropriate security form (DHS-816: MDHHS Local Office Employee, DHS-817: MDHHS Central Office Employee, or DHS-815: Non-MDHHS Employee), you will receive an e-mail with instructions on how to subscribe to MiSACWIS. Also included in the e-mail is a MiSACWIS PIN that you will need for the subscription process.

## Create an SSO account

The first step to accessing MiSACWIS is to create a Single Sign-On (SSO) account. You will use one of two SSO URLs depending on your role:

- MDHHS workers: <https://sso.mdch.state.mi.us/>
- Non-MDHHS workers: <https://sso.state.mi.us/>

## To create an SSO account:

1

On the State of Michigan SSO login screen, click **Register** to register as a new SSO user. The Registration – Step 1 screen appears:



The screenshot shows the 'State of Michigan Single Sign On' registration page. At the top, there is a header with the text 'State of Michigan Single Sign On' and a small logo. Below the header, the page title is 'REGISTRATION- Step 1'. A note indicates that an asterisk (\*) denotes a required field. There are four input fields: 'First Name \*', 'Middle Initial', 'Last Name \*', and 'Email Address \*'. Below the fields, a note states: 'NOTE: Users who have been assigned a State of Michigan email address must use this address to register.' At the bottom of the form area, there are two buttons: 'Continue' and 'Clear'. At the very bottom of the page, there is a copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

2

Enter your first name, last name, and e-mail address in the required fields and click **Continue**.

For Non-MDHHS workers, the Registration – Step 2 screen appears. *If you are an MDHHS worker, skip to step 5.*

3

(*Non-MDHHS users only*) In the box next to your last name and first initial, enter a four-digit number to create a unique SSO User ID.

or

Select the **Yes** option to have SSO generate a four-digit number for you.

State of Michigan Single Sign On

REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : cpt  [Why should I enter this number?](#)

(OR)

Please generate a random four digit number for me :  Yes  No

Enter the number as it is shown in the box below \* :  **4**

4

(*Non-MDHHS users only*) In the **Enter the number as it is shown in the box below** box, enter the number that appears at the bottom of the Registration – Step 2 screen.

5

Click **Continue**. The User Registration Confirmation screen appears:

State of Michigan Single Sign On

USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name : John

Initial :

Last Name : Doe

Email Address : doe@test.com

Your User Id will be : doe2000

6

Review your information and click **Submit**. You will see a confirmation screen. You should receive an e-mail within 24 hours with your new SSO User ID and temporary password.

## Change your SSO password

After you create an SSO account, you will receive an e-mail from the SSO administrator with your new User ID and temporary password. When you first login to SSO, you will be prompted to change your password.

### To change your SSO password:

1

Login to the State of Michigan SSO. The Password Expiration screen appears:



The screenshot shows the 'State of Michigan Single Sign On' interface. At the top, it says 'User kuhlman's password has expired'. Below this, there are three input fields: 'Input old password', 'Input new password', and 'Confirm new password', each with a corresponding label and a colon. A 'Change Password' button is located below the input fields. Underneath the button, there is a section titled 'Changes to password rules:' followed by a note: 'Password rules are changing because of increased security. Please note new password rules below.' Below this note, there is a section titled 'Password rules are:' followed by a bulleted list of rules: 'Minimum password length is 8', 'Password must contain at least one letter and one number', 'Passwords are case sensitive', 'Maximum number of repeated characters is 2', 'Password cannot be same as userid or user name', and 'New password cannot be same as old password'.

2

Type your temporary password in the **Input old password** box, and then your new password in the **Input new password** box.

3

Type your new password a second time in the **Confirm new password** box and click **Change Password**. The Change Challenge/Response Answers screen appears.

4

For each question, type your answer and type it again to confirm. When you finish answering all the challenge questions, click **OK**. The Account Maintenance screen appears.

5

Click **Done**. The Application Portal screen appears.

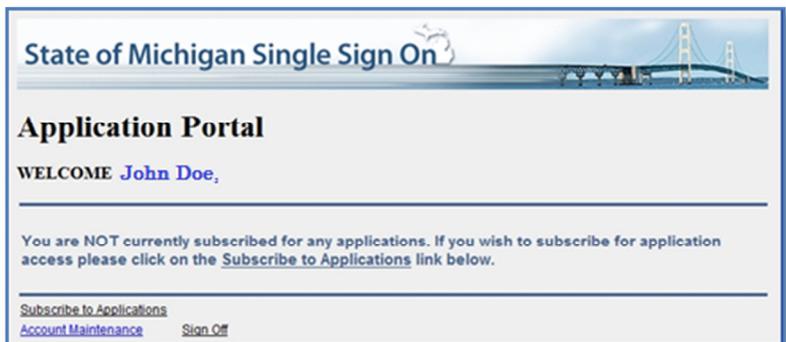
## Subscribe to MiSACWIS

After you successfully login to SSO, you need to subscribe to the MiSACWIS application.

### To subscribe to MiSACWIS:

1

Login to the State of Michigan SSO. The Application Portal screen appears:



2

Click [Subscribe to Applications](#). The Subscription screen appears.

3

Select **Dept of Human Services** from the list on the left, and **DHS – Statewide Child Welfare System** from the list on the right:



The screenshot shows the 'State of Michigan Single Sign On' page. Below the header, there is a 'SUBSCRIPTION' section. It contains a message: 'Please Select from the list'. There are two dropdown menus. The first dropdown is set to 'Dept of Human Services' and the second is set to 'DHS - Statewide Child Welfare System'. At the bottom of the form, there are two buttons: 'Next' and 'Back'.

4

Click **Next**. The Subscribe to SACWIS screen appears.

5

Enter your telephone number and e-mail address. ***The e-mail address you enter here must match the one you entered in SSO.***

6

In the **SACWIS PIN** box, enter your SACWIS PIN from the administrator e-mail you received:



The screenshot shows the 'State of Michigan Single Sign On' page with the 'Subscribe to SACWIS' section. On the left, there is a logo for 'M: SACWIS' and the text 'Michigan Statewide Automated Child Welfare Information System'. Below the logo, there is a message: 'These are custom instructions being sent by DHS. A SACWIS users should receive a PIN from SACWIS administrator, The PIN is valid for 72 hours only. You should use the PIN within the 72 hours. The PIN is unique to the user and cannot be shared. ^'. On the right, there is a form titled 'Telephone, Email (required):'. It contains the following fields: 'First Name : Girish', 'Last Name : Smith', 'Telephone : 517-111-1119', 'Email : salpekarg@gmail.com', and 'User ID smithg2100'. Below these fields is a 'SACWIS PIN :' field, which is highlighted with a green border. At the bottom of the form, there is a 'Subscribe:' section with a 'Subscribe to SACWIS' button and a 'Back' button.

7

Click **Subscribe to SACWIS**. The User Enrollment Confirmation screen appears.

8

Review your MiSACWIS user information and click **Confirm**. You will see a confirmation screen.



9

Click **Close** to return to the Application Portal.

10

Click Sign Off to log out of SSO. When you log back in, you will see a link to the MiSACWIS application on your Application Portal screen.

*This is the complete process for MDHHS workers. The next time you login to SSO, you will be able to click DHS – Statewide Child Welfare System, which will direct you to the MiSACWIS Home Desktop screen.*

## Register in MiSACWIS (Non-MDHHS only)

Aside from subscribing to MiSACWIS through SSO, non-MDHHS workers will also need to register in MiSACWIS. Once you register, you will receive an e-mail with your MiSACWIS User ID and a temporary password.

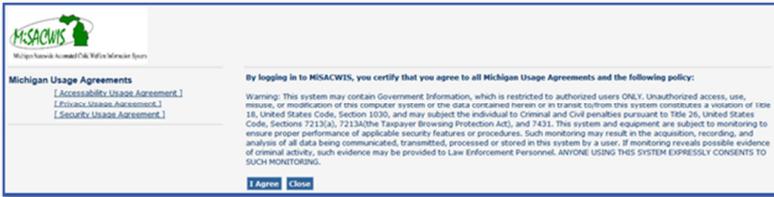
### To register in MiSACWIS:

1

Login to the State of Michigan SSO. The Application Portal screen appears.

2

Click **DHS – Statewide Child Welfare System**. The Michigan Usage Agreement screen appears:



3

Click **I Agree** to agree to the usage agreement. The MiSACWIS Login screen appears.

4

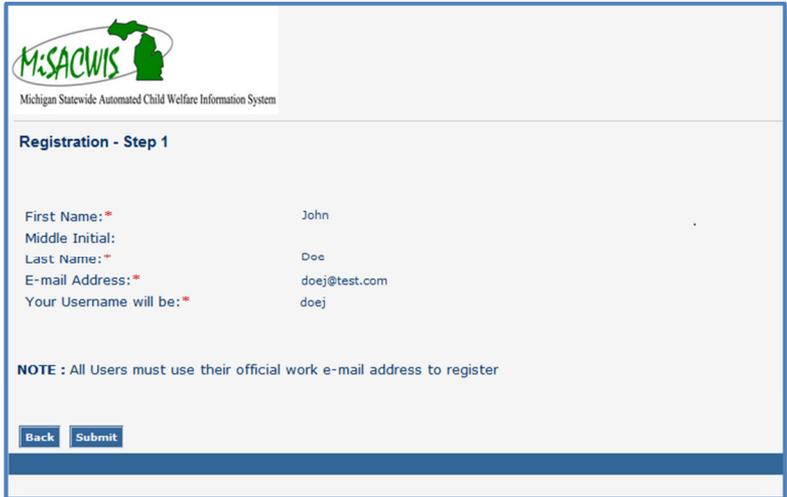
Click **Register**. The MiSACWIS Registration screen appears:



5

Enter your first name, last name, and e-mail address in the required boxes and click **Continue**.

**NOTE:** Be sure to enter the information exactly as you entered it during the SSO account registration; otherwise, your SSO and MiSACWIS account information won't match. The MiSACWIS User Registration Confirmation screen appears:



  
Michigan Statewide Automated Child Welfare Information System

**Registration - Step 1**

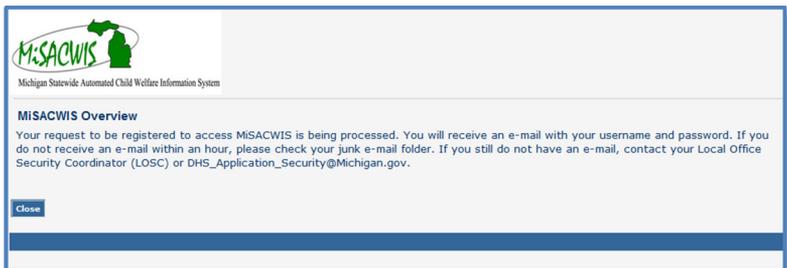
First Name: \* John  
Middle Initial: .  
Last Name: \* Doe  
E-mail Address: \* doej@test.com  
Your Username will be: \* doej

**NOTE :** All Users must use their official work e-mail address to register

[Back](#) [Submit](#)

6

Click **Submit** to submit your MiSACWIS registration. You will receive a confirmation :



  
Michigan Statewide Automated Child Welfare Information System

**MiSACWIS Overview**

Your request to be registered to access MiSACWIS is being processed. You will receive an e-mail with your username and password. If you do not receive an e-mail within an hour, please check your junk e-mail folder. If you still do not have an e-mail, contact your Local Office Security Coordinator (LOSC) or DHS\_Application\_Security@Michigan.gov.

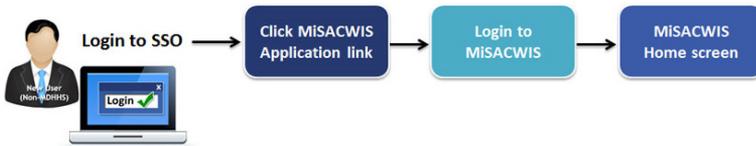
[Close](#)

## Logging in to MiSACWIS (Non-MDHHS)

After you register in MiSACWIS, you will receive an e-mail from a MiSACWIS administrator with your SSO-generated MiSACWIS User ID and temporary password. You will not be able to change your User ID, but you can change the temporary password when you login to MiSACWIS.

Logging in to MiSACWIS is a bit different as a Non-MDHHS worker. You will need to login to SSO and MiSACWIS:

Non-MDHHS Login:



The first time you login to MiSACWIS as a Non-MDHHS worker, you will be prompted to change your password.

## To login to MiSACWIS for the first time (Non-MDHHS):

1

Login to the State of Michigan SSO. The Application Portal screen appears.

2

Click DHS – Statewide Child Welfare System. The Michigan Usage Agreement screen appears.

3

Click **I Agree** to agree to the usage agreement. The MiSACWIS Login screen appears:

MiSACWIS  
Michigan Statewide Automated Child Welfare Information System

Login

Username: \*

Password: \*

Log In

Register

If this is your first time accessing MiSACWIS, please click:

[ Forgot Password ]

[ MiSACWIS Helpdesk ]

4

Enter your MiSACWIS User ID and temporary password. Click **Log In**. The MiSACWIS Change Password screen appears:

MiSACWIS  
Michigan Statewide Automated Child Welfare Information System

Change Password

Username: \*

Old Password: \*

RULES FOR NEW PASSWORDS:

- Minimum length is 8 characters
- Passwords are case sensitive
- Cannot be the same as any of your last 10 passwords
- Must not match your first, middle, or last name
- Must not match your User Name
- Cannot be a dictionary word
- Must contain characters from 3 of the following 4 categories:
  1. Uppercase alphabet characters
  2. Lowercase alphabet characters
  3. Numbers
  4. Non-alphanumeric characters (for example: ! @ # \$ % )

New Password: \*

Retype New Password: \*

Save Cancel

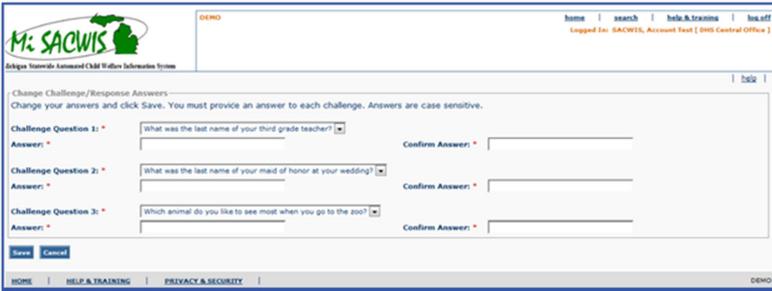
UAT version: 1.07.1

5

Enter your MiSACWIS User ID and temporary password. Then, enter a new password and reenter the new password. Click **Save**. The MiSACWIS Login screen appears.

6

Log back into MiSACWIS with your User ID and new password. The MiSACWIS Change Challenge/Response Answers screen appears:



7

From the **Challenge Question 1** list, select the desired challenge question.

8

Type an answer to the question in the corresponding **Answer** box. Type the answer again in the **Confirm Answer** box.

9

Repeat steps 7 and 8 for Challenge Questions 2 and 3.

10

Click **Save**. The MiSACWIS Home Desktop screen appears.

## To login to MiSACWIS (Non-MDHHS):

After you have changed your password upon your initial MiSACWIS login, you'll follow the steps below as your "everyday" login process.

1

Login to the State of Michigan SSO. The Application Portal screen appears.

2

Click **DHS – Statewide Child Welfare System**. The Michigan Usage Agreement screen appears.

3

Click **I Agree** to agree to the usage agreement. The MiSACWIS Login screen appears:

4

Enter your MiSACWIS User ID and password. Click **Log In**. The MiSACWIS Home Desktop screen appears.

## Logging in to MiSACWIS (MDHHS)

As a MDHHS worker, you access MiSACWIS directly from the application link in the SSO system.

MDHHS Login:



## To login to MiSACWIS (MDHHS):

1

Login to the State of Michigan SSO. The Application Portal screen appears.

2

Click DHS – Statewide Child Welfare System. The Michigan Usage Agreement screen appears:



3

Click **I Agree** to agree to the usage agreement. The MiSACWIS Home Desktop screen appears.

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# Getting started in MiSACWIS

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MiSACWIS is the statewide computer application you use to support day-to-day CCCF job tasks. This system provides:

- Real-time access.
- Data entry methods that reduce duplication of data collection and help eliminate paperwork.
- A single, comprehensive view of the child, youth, and family.
- Reporting capabilities.
- Maintenance of accurate data for decision making.
- Automated interfaces with external systems.

The goals of MiSACWIS are to monitor, track, and improve the outcomes of services delivered to children and families, thus fostering safety, permanency, and well-being for children in Michigan. These goals are accomplished through the multiple MiSACWIS functional areas.

## Functional areas

MiSACWIS is a task-based system in which the flow of information supports the way users perform job tasks. The system is organized around multiple functional areas. Below are the main areas that CCCF users can access. You may or may not have access to all these areas depending on your security access and job functions in the system.

### *Person Management*

In the Person Management area, details are recorded for case members, employees, provider home staff, and other people involved in MiSACWIS. Person details include a person profile, financial, education, and health information, person characteristics, and other relevant data.

## *Financial Management*

The Financial Management area is where fiscal activities are managed, such as service authorizations, budgets and ceilings, rosters, payment processing, and eligibility determination. Also included are tools to assist in revenue maximization by supporting the tracking of various federal and state fund sources in addition to other minor grants available to MDHHS.

## *Administration*

The Administration area supports MiSACWIS operations and manages security, ticklers, broadcast messages, and MiSACWIS users.

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## System navigation and components

MiSACWIS navigation is modeled after well-known web applications. Its tab-based structure reflects the flow of normal caseworker and support staff business processes. You navigate MiSACWIS through a combination of tabs, menus, hyperlinks, command buttons, and searches. When you first login to MiSACWIS, you access the Home screen/**Desktop** tab. MiSACWIS supports primary and secondary navigation through tabs at the top of the system screens.

Upon navigating further into MiSACWIS, you access other navigational methods including the left hand menu.

The MiSACWIS screens include specialized form controls, like:

- Text boxes
- Drop-down lists
- Check boxes
- Option buttons
- Narrative boxes
- Multiple-select lists with Add and Remove features
- Pop-up calendars for date boxes
- Spell Check functionality

### *Required fields*

You must enter required pieces of information in order to save a certain work item in the system. MiSACWIS-required fields are bold with a red asterisk at the end of the field name.

### *Federal reporting elements*

MiSACWIS contains reporting elements of the federal Adoption and Foster Care Analysis and Reporting System (AFCARS), the National Child Abuse and Neglect Data System (NCANDS), and National Youth in Transition Database (NYTD). The federal elements/fields are in bold red text followed by a blue plus sign.

If the federal elements are required, they have a red asterisk after the plus sign.

If at any time you need assistance using MiSACWIS, please review the online support tools listed on page 24 or the troubleshooting information in online help.



### **Online Help**

For more information, see the following topics in online help:

- About intake in MiSACWIS
- About Case Management
- About Provider Management
- About Financial Management

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## Switch organizations

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If you work for more than one organization, MiSACWIS prompts you to select an organization when you login. After you login, you can switch your organization access at any time without logging off MiSACWIS. Your access rights are coordinated by your unit supervisor and implemented by state and organization administrators. MiSACWIS applies security access rights assigned to you under each associated profile.

### To switch organizations:

**1**

Click the switch profile header link at the top of any MiSACWIS screen. The Select Organization screen appears.

**2**

Select the organization in which you need to work.

**3**

Click **Select**. The Home screen appears. You now have the access rights and workload from the organization selected.

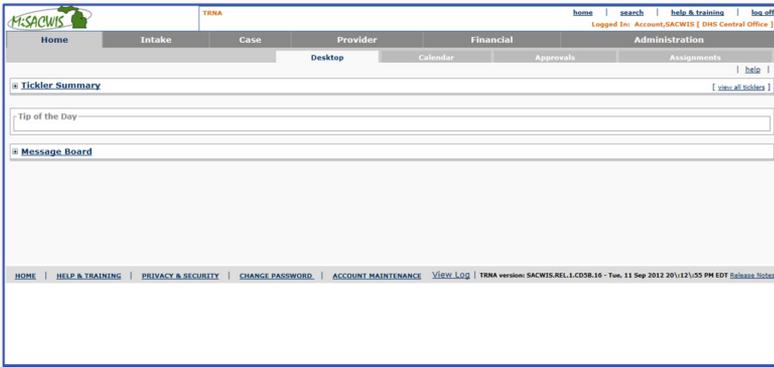


#### Online Help

For more information, see “About security roles and access” in online help.

# MiSACWIS Home screen

This screen serves as your starting point for work in MiSACWIS. Depending on your security profile, you can access various parts of MiSACWIS from this screen.



## Tickler Summary

This area contains the most current ticklers for your workload. Click a tickler link to view the associated screen or work-item, or click [view all ticklers](#) to search for all ticklers related to your workload.

## Tip of the Day

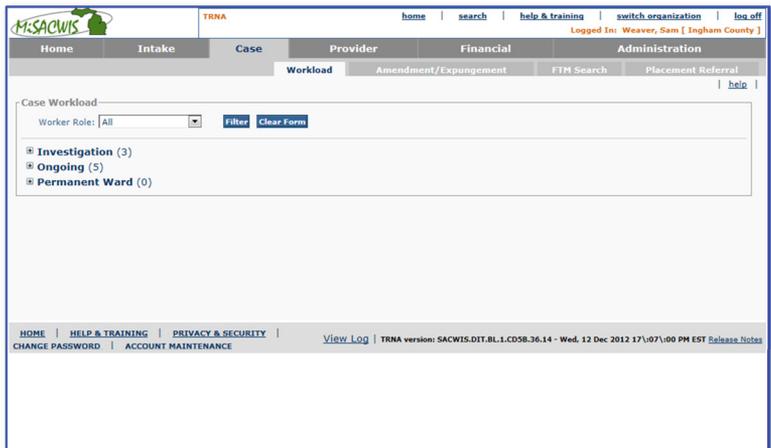
This section displays the MiSACWIS Tip of the Day. Some tips may include a link to view more information or graphics.

## Message Board

This area displays broadcast messages for MiSACWIS users. Messages can be configured to display for all users, state users only, or for users from a certain organization.

# Common screen components

The MiSACWIS system consists of screens, tabs, and sub tabs. It also contains some standard areas that are consistent from screen to screen.



## Header Area

This area contains the [home](#), [search](#), [help & training](#), [switch organization](#), [data warehouse portal](#), and [log off](#) links.

## Navigation Area

This area consists of primary and secondary tabs. Not all screens in MiSACWIS display navigation tabs.

## Main Screen Area

You interact with MiSACWIS data in this area, whether you are creating, updating, deleting, or viewing data.

## Footer Area

This area contains a number of links to assist you on the job, such as [Home](#), [Help & Trng](#), [Privacy & Security](#), [Acct Maint](#), and [Chge Password](#).

# { XE "support tools" \\* MERGEFORMAT }Online support tools

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MiSACWIS provides different ways to support you on your job, depending on your needs at a given time, as follows:

Tool	How to display it	When to use it
Online Help	Click <a href="#">help &amp; training</a> in the header. or Click <a href="#">help</a> on a screen in the system.	You need assistance completing tasks in MiSACWIS, glossary definitions, information about the current screen, State policies, or other information.
WBT (Web-Based Training)	Visit the following URL: <a href="http://www.michigan.gov/dhs/0,4562,7-124-5455_72083---,00.html">http://www.michigan.gov/dhs/0,4562,7-124-5455_72083---,00.html</a> or Click the WBT icon in a specific online help topic.	You are new to MiSACWIS and want to learn how to use it or want to practice using it.
State policies	Click a policy link in a screen-level help topic. or Perform a keyword search in the online help on the <b>Search</b> tab. or Click <a href="#">help &amp; training</a> in the header, and then click <a href="#">Rules, Regulations, &amp; Policy</a> .	You want to refer to State policies that are related to subject matter of the current screen or in relevance to general MiSACWIS functionality.

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# Chapter 2

## Central Tasks

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# View ticklers

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When work tasks need to be completed, MiSACWIS generates a tickler reminding you to complete the task. You see ticklers when you first login on the Home screen **Desktop** tab. MiSACWIS creates ticklers based on the status of records and outstanding actions that need to be completed. If you do not complete the action by the due date, the tickler escalates to your supervisor. If the second escalation date passes, MiSACWIS notifies the next level of authority. The escalation dates and path depend on the tickler definition and the practices of your organization. The state sets the default tickler escalation dates.

You can create ad hoc ticklers to remind yourself of actions MiSACWIS does not track. If you are a supervisor, you can view your employee's ticklers and edit the associated work items.

## To view ticklers:

**1**

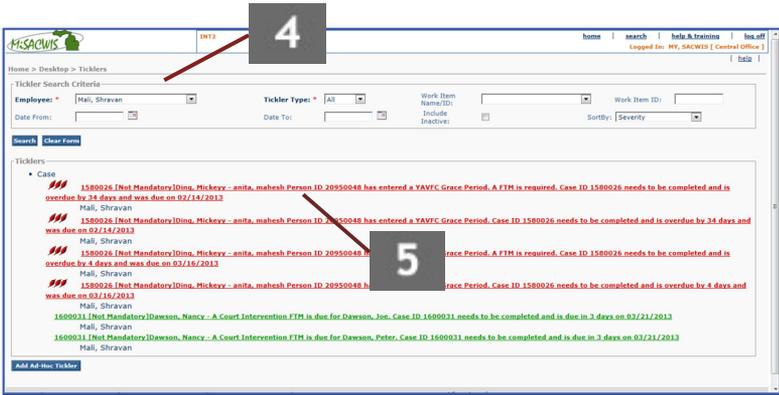
Click the **Home** tab or the home link at the top of the screen. The MiSACWIS Home Desktop screen appears.

**2**

Click a tickler description to view the associated work item. Click **Close** or **Cancel**. The Tickler Search/Detail screen appears.

**3**

To view all ticklers assigned to you, click view all ticklers. The Tickler Search/Detail screen appears:



4

Enter search criteria and click **Search**. The matching ticklers appear under **Ticklers**.

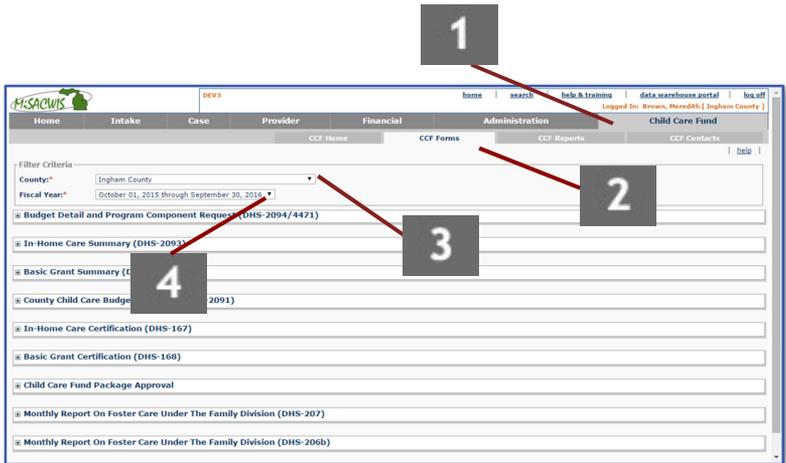
5

Click the tickler link to view the work item or task that triggered the tickler. These links are only enabled for system-generated ticklers. Ad hoc ticklers display in a different format on the Tickler Search/Detail screen.

# { XE "case" \\* MERGEFORMAT } XE "family cases" \\* MERGEFORMAT }View CCF forms

The CCF Forms screen displays summaries of submitted forms for the selected county and fiscal year from which budget and payment forms can be created, viewed, edited, or deleted. The forms are separated into display tables by the form number, and include DHS-2094/4471, DHS-2093, DHS-2095, DHS-2091, DHS-167, DHS-168, a Child Care Fund Package approval view, and payment forms DHS-207 and DHS-206b.

The following figure shows the CCF Forms screen:



## To view the CCF forms:

1

On the Home screen, click **the Child Care Fund** tab. The CCF Home screen appears.

2

Click the **CCF Forms** tab. The CCF Forms screen appears, displaying Filter Criteria.

3

Select your county or organization from the **County** dropdown list.

4

Select your **Fiscal Year** from the dropdown list. The form summaries appear.

5

Click  or  to expand or contract each form summary section.

6

Click select next to the form you wish to view. The Details screen for that form appears.

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## { XE "reports" \\* MERGEFORMAT }View or print a standard report

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Standard reports are on-demand reports that have pre-defined formats. Rather than being scheduled as a batch job, the on-demand reports generate only when requested. Each standard report has one or more user roles associated with it, and only users with those roles can generate or retrieve the report.

### To view or print a standard report:

1

From the Home screen, click **Administration > Reports**. The Report Search screen appears.

2

Select the **Report Category** and **Report Type** and click **Search**. The matching report types appear in the search results.

3

Click report beside the type of report you want to generate. The Report History screen appears.

4

Click the report ID link to view the report in PDF format.