


STATE OF WISCONSIN
Department of Children and Families
Division of Safety and Permanence

DSP Memo Series 2011- 05
April 12, 2011
Re: Adding of Caregiver
Background Check
Documentation into
eWiSACWIS

To: Area Administrators/ Human Services Area Coordinators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities
Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Indian Child Welfare Directors
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Fredi-Ellen Bove 
Administrator

This numbered memo is being reissued for the following reasons:

- The Sexual Offender Registry Check shall be done on the Wisconsin DOC Family Watchdog website.
- Agencies shall use the "List" view when checking the results to ensure that the first address on the list does not match the provider's address.
- Agencies shall print and save the entire list in the provider file, and scan the first page of the list into eWiSACWIS.
- Information is provided on DOJ, IBIS, and Adam Walsh background checks as well as timeline requirements for each check. The timelines and frequency of each check were previously laid out in DSP Memo Series 2010-09, "Funding Changes for Foster Care and Kinship Care (SSBG and TANF Allocations)," but this was included to give a clear picture of all background check requirements in one location.

Please discard Numbered Memo DSP Memo Series 2009-12 and replace it with this version identified as DSP Memo Series 2011-05.

Background

As part of the federal Statewide Automated Child Welfare Information System (SACWIS) certification standards, states are required to automate the Title IV-E eligibility determination process in their respective SACWIS systems. In order for the Wisconsin SACWIS system (eWiSACWIS) to meet these federal requirements, several enhancements have been made to the Title IV-E eligibility functionality. To ensure that children are placed in fully licensed foster homes prior to claiming of federal Title IV-E funds, one of these enhancements includes automation associated with verifying a foster home's licensing status, specifically, documentation of completed background checks. Consistent with federal Title IV-E and SACWIS requirements, Title IV-E claiming may not occur unless eWiSACWIS verifies that the child is

Document Summary

Documentation from the following background checks is required to be added into the eWiSACWIS Person Background Check page:

- A. Department of Justice (DOJ)
 - B. IBIS – (This is the *Response to Caregiver Background Check* letter)
 - C. Adam Walsh / Federal Bureau of Investigation (FBI) Fingerprint Check Results Letter
 - D. Wisconsin Sexual Offender Registry Check / WI DOC Family Watchdog website
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in a fully licensed foster home, treatment foster home, group home, shelter, or residential care center **and** all appropriate caregiver background checks are completed and documented in eWiSACWIS.

Action

All background check documentation for foster homes with out of home placements must be scanned into eWiSACWIS within seven (7) calendar days from the issuance date of a license. Continued federal Title IV-E funding is contingent on the required background checks being documented as part of the provider record in eWiSACWIS.

Title IV-E and eWiSACWIS Documentation Requirements

Documentation from the following background checks is required to be added into the eWiSACWIS Person Background Check page:

- A. Department of Justice (DOJ)
- B. IBIS – (This is the *Response to Caregiver Background Check* letter)
- C. Adam Walsh / Federal Bureau of Investigation (FBI) Fingerprint Check Results Letter
- D. Wisconsin Sexual Offender Registry Check / WI DOC Family Watchdog website

Background check documentation must be added into the respective eWiSACWIS page within seven (7) calendar days from the issuance date of the license. If a county or private agency does not currently have scanning capability, the licensing agency should contact their regional Department of Children and Families (DCF) Area Administration staff to discuss available options to ensure that the documentation is added into eWiSACWIS. Statewide Eligibility Unit (SEU) staff can assist agencies in getting the background check information scanned.

A. Department of Justice (DOJ) Background Check

The DOJ, name-based, background check includes information related to criminal history. This check is required for all licensed placements and is valid for four years minus one day.

B. IBIS Background Check

The IBIS check, the Caregiver Background Check, is completed as part of the DOJ Background Check process and results in a letter indicating caregiving and/or licensing violations. This check is required for all licensed placements and is valid for four years minus one day. The applicant for a foster care license as well as any non-client resident of the home who is 12 years old or older shall complete the Background Information Disclosure form.

C. Adam Walsh / Federal Bureau of Investigation (FBI) Fingerprint Check Results Letter

The Wisconsin Department of Justice (DOJ) has verified that the Adam Walsh / FBI fingerprint checks can be scanned into eWiSACWIS to verify that all federal and state required caregiver checks are completed as required by Title IV-E claiming requirements. Per DOJ, current FBI regulations prohibit any federal background check documentation from being emailed between agencies. If counties or private agencies need to send caregiver background check documents to the regional Title IV-E eligibility units to be scanned into eWiSACWIS, they will have to either mail, hand deliver, or fax the Adam Walsh / FBI background check results. DOJ also indicated that background check documents should be dated, i.e. hand-writing the date on the Adam Walsh / FBI background check prior to adding the document into eWiSACWIS. Per DOJ, this documentation meets the federal FBI requirement associated with dissemination of the Adam Walsh / FBI background check results. This dissemination requirement only applies to federal caregiver background check documentation. If the county or private agency does not keep a hard copy of the Adam Walsh / FBI background check in their licensing provider file, then the date the document was scanned into eWiSACWIS would be captured and saved by the system. This

date, as documented on the background check added into WiSACWIS, would serve as verification of the document's dissemination date to DCF.

D. Wisconsin Sexual Offender Registry Check / WI DOC Family Watchdog website

The reverse address check on the Wisconsin Sexual Offender Registry **must** be completed on the Wisconsin DOC/Family Watchdog website: <http://wisconsindoc.familywatchdog.us>.

When checking an address, choose the "List" view to verify the results of the search. When in the List view, check the first address against the address of the provider to ensure that the first address result does not match the address of the provider. The first page of the list, if there are multiple pages in the list, must be scanned into eWiSACWIS and the entire list of results must be printed and saved in the provider's file.

Additional Information

Additional information regarding documentation requirements for foster care providers can be found in DSP Memo Series 2010 – 09, "Funding Changes for Foster Care and Kinship Care (SSBG and TANF allocations"

The new automated process for scanning caregiver background checks directly into eWiSACWIS is outlined in a newly developed Quick Reference Guide that can be found on the eWiSACWIS Knowledge Web. You can find the quick reference guide by using the following web link:

<https://dcf.wisconsin.gov/knowledgeweb/training>

Additionally, the eWiSACWIS 3.7 release (October 2009) included web casts that outlined the system enhancements, including the scanning of caregiver background check documentation. You can find 3.7 release webcasts by using the following web link:

https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/training/video/provider-imaging/story_html5.html

Additional information regarding imaging and the contents of a child welfare case record can be found in DSP Memo Series 2010-10, "Contents of a Child Welfare Case Record and Imaging"

REGIONAL OFFICE CONTACT: DCF Area Administration

CENTRAL OFFICE CONTACT: Out of Home Care Specialist
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MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>