



wisconsin department of
children & families

201 East Washington Avenue, Room E200

P.O. Box 8916

Madison, WI 53708-8916

Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

August 21, 2012

Memo CWLS 2012-12L

To: Private Child Placing Agencies
Residential Care Center Providers
Group Home Providers
Shelter Care Providers

From: Ron Hermes, Director 
Bureau of Permanence and Out-of-Home Care

RE: Provider Information Exchange (PIE) Requirements: Rate Regulation, Caregiver
Background Checks and Performance Based Contracting

The purpose of this memo is to update the requirements for the new data information exchange project called the Provider Information Exchange (PIE). PIE was introduced by the Department of Children and Families (DCF) in a letter, dated May 25, 2012, to all child welfare licensing providers. The letter introduced the PIE application and discussed how PIE will soon be used by the DCF and provider facilities to share information regarding the Rate Regulation, Caregiver Background Checks (CBC), and upcoming Performance-Based Contracting (PBC) initiatives.

Beginning in October 2012, all provider facilities will be required to use PIE for the exchange of mandatory and confidential information pertaining to the above mentioned initiatives. The CBC will be the first initiative to begin using PIE to share all required documents exchanged after October 1, 2012. Additional information related to when and how the other initiatives mentioned above will begin using PIE to exchange data files and information will be based on the processes and timelines associated with those initiatives and their respective requirements.

In the letter from May 25, 2012, the Licensee or Licensee Designee was identified as the authorized individual responsible to designate which facility staff would require access to the PIE applications for the initiatives listed above. Based on your feedback and communication, DCF will recognize a discrete individual, who may or may not be the facility Licensee or Licensee Designee, but will be the designated person, i.e. the PIE Designee, who will be responsible for identifying which agency staff will need access to the specific folders associated with each of the three initiatives.

T 608.266.8787 F 608.266.5547 dcf.wi.gov

Setting up the PIE Designee

Several provider facilities have not yet established their facility's PIE Designee. Those provider facilities who have not done so must contact the following individual **within ten (10) business days of the date of this memo** to initiate this process and establish the provider facilities PIE Designee:

Licensing Liaison
Department of Children and Families
Division of Safety and Permanence
Child Welfare Licensing
DCFMBCWLS@wisconsin.gov

Changing the PIE Designee and Facility Provider Staff with Access to PIE

If at any time the PIE Designee changes, a provider facility has 10 business days to notify the Department of the new contact person's name, e-mail address and phone number. This information must be provided to the DCF contact person listed above. Furthermore, if at any time a facility staff user changes, the PIE Designee has 10 business days to update the facility staff contact information within PIE.

Failure to comply with either of the above requirements may result in the Department imposing sanctions and penalties.

For your reference, a copy of the letter that was mailed to all licensed providers on May 25, 2012 explaining the steps to access PIE can be accessed at: <http://dcf.wisconsin.gov/pie>

To access online instructions of how set up your own Wisconsin Login ID needed for the PIE application can be accessed at: <http://dcf.wisconsin.gov/pie>

CENTRAL OFFICE CONTACT: Licensing Liaison
Department of Children & Families
DCFMBCWLS@wisconsin.gov