

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

Re: Imaging Child Welfare Case Record Information

Purpose

This memo provides clarification to child welfare agencies, including county departments and the Division of Milwaukee Child Protective Services (DMCPS), on the imaging of child welfare documents and record material into a family's case record in the Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS). This informational memo updates the imaging component addressed in DSP Memo Series 2010-10.

Information Summary

Agencies document and enter a variety of information into a eWiSACWIS case record and as part of a child welfare paper file. This information includes materials created by the child welfare agency, such as Access Reports, Protective Plans, and Permanency Plans, as well as materials created by other entities, such as court or law enforcement records, behavioral health, medical, or educational records. As Wisconsin's child welfare system has transitioned from paper file to use of eWiSACWIS, questions pertaining to what information can be imaged into eWiSACWIS, or summarized within casework documentation within eWiSACWIS, have surfaced. A recent update to the state's Records Retention/Disposition Authorization #1057 (attached) pertaining to child welfare case records has authorized that any and all record material pertaining to a child welfare case record is permitted to be scanned into eWiSACWIS including, but not limited to, the following record material:

- Alcohol and Other Drug (AODA) reports;
- Certified Birth Certificates;
- Medical records;
- Photos of children;
- Psychological reports on children or birth parents, and;
- School records.

Information contained in the above record material, as well as other record material that is part of the child welfare case record, may be included within other applicable eWiSACWIS case documentation and case record material, such as Access Reports, Initial Assessments, Protective Plans and Safety

Assessments, Family Assessments, or Court Reports. The Records Retention/Disposition Authorization #1057 referenced above permits the imaging of materials created by other entities into an eWiSACWIS child welfare case record.

The purpose of this memo is not to identify all documentation and record material that must be entered or retained, as applicable, in an eWiSACWIS case record, but rather identifies record material that may be imaged into eWiSACWIS to ensure that the eWiSACWIS case record is complete. Further, any documents contained in a child welfare case record may be guided by other rules of retention that could include state laws, administrative rules, local ordinances or local policies. For example, it is possible that certain records, under certain programs, must also be held in a paper file, or local ordinances may direct the imaging of certain items into electronic case records. Agency staff should consult with local agency management or legal counsel regarding any other requirements that may apply to the imaging of records. In addition, disclosure of any information or record material contained in a case record, both as part of a paper record or in the eWiSACWIS case record, including but not limited to child welfare, medical, mental health, AODA, and educational information, is subject to applicable state and federal confidentiality laws.

REGIONAL OFFICE CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: Child Welfare Program and Policy Analyst-Advanced
Division of Safety and Permanence
Bureau of Safety and Well-Being
608-422-6957

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachment:

DCF Records Retention/Disposition Authorizations
http://publicrecordsboard.wi.gov/docs_all.asp?locid=165

Records Retention/Disposition Authorization: Child Protective Services Case Files #1057 (2015)

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 06/2015)
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Records Retention / Disposition Authorization

- Please read instructions provided on pages 2-3 before completing.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Box 1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA) 1057	
2. Agency Number 437	3. Unit Number 300
4. RDA Status <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Amended	

5. Agency Name Department of Children and Families											
Division Name Division of Safety and Permanence	Subdivision Name Bureau of Milwaukee Child Welfare										
6. Record Series Title Child Protective Services Case Files											
7. Record Series Year Created Year Created 2000	8. Medium for Records Storage – Check all appropriate categories <input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)										
9. Retention Time Period - Specify Actual Period <table border="1"> <tr> <th>Yrs</th> <th>Mo</th> <th>Wks</th> <th>Days</th> <th>Permanent*</th> </tr> <tr> <td>20</td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </table>	Yrs	Mo	Wks	Days	Permanent*	20				<input type="checkbox"/>	10. Event that Initiates the Start of the Retention Time Period Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> after the case has been closed
Yrs	Mo	Wks	Days	Permanent*							
20				<input type="checkbox"/>							

*If selecting Permanent, cite supporting statute, code, other legal authority, or sufficient justification in Box 12: Record Series Description.

11. Disposition
 Destroy Destroy Confidential Transfer to State Archives (WHS) Transfer to UW Archives
 Transfer to Other Location (Specify)

12. Records Series Description
 Purpose: Provide a record of services provided to each child and a family for whom a referral for child protective services was made.

Background: January 22, 2000 the Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) data system came on-line. Paper records are scanned into the data system and are retained until the scanning is verified. After the electronic records have been verified the hard copies can be destroyed confidential. The electronic records are retained under RDA1087 A-H (eWiSACWIS) for 20 years after the case has been closed. Contents include, but are not limited to; access reports, assessment of safety of placement, case notes, case plans, court reports, family assessment, referral form/reports, initial assessment, AODA report, birth certificate (certified), medical records, photos of children, psychological reports on children or birth parents and school records.

Closed is defined as either (1) date of formal case closure or (2) date of last contact.

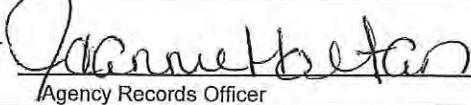
APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO November 2025

Box 16: Wisconsin Stat. § 48.981(7)

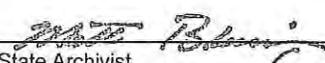
13. Records Contain Personally Identifiable Information (PII):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Read Instructions on page 3 before completing Boxes 13 and 14.
14. PII Registry Exemptions (Check YES if PII is exempted):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Name of Agency Program Contact or Records Officer <u>John Elliott</u> (Select appropriate title) <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone <u>608-422-6894</u> Email <u>john.elliott@wisconsin.gov</u>		

16. Records Series Contains Content that is Confidential or Access is Protected: Yes No
 If yes, enter Statute/Code/ or explain other Legal Authority in Box 12 above

17. APPROVAL SIGNATURES

	<u>10/12/2015</u>		<u>10-14-15</u>
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL – Authorization is contingent on restrictions to record destruction contained in Wis. Stat. § 19.35(5), (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced or is anticipated.

	<u>NOV 18 2015</u>		<u>12/2/2015</u>
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)