

To: DCF/DMCPS Administrator
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson 
Administrator

Re: **Reporting of eWiSACWIS Suspected Misuse**

PURPOSE

The purpose of this memo is to outline the process for eWiSACWIS security delegates and supervisors to report incidents of suspected system misuse to the Department of Children and Families (DCF).

BACKGROUND

A DCF workgroup was put together in early 2018 that included representatives from each division within DCF. The workgroup created the process and tools for reporting incidents of misuse.

PROCESS to REPORT SYSTEM MISUSE

Misuse of the eWiSACWIS system is accessing, reviewing, creating, altering, sharing, or deleting any record or part of a record within a system that DCF provides access to without a valid, work reason.

The agency's eWiSACWIS security delegate or the individual's supervisor is responsible for notifying DCF of any suspected misuse of the eWiSACWIS system immediately upon discovery and without waiting for an internal investigation. Although it is the responsibility of the security delegate or supervisor, anyone that suspects system misuse can report the suspected misuse. A list of the systems is located at <https://dcf.wisconsin.gov/it/security>.

Misuse should be reported through the DCF internet page <https://dcf.wisconsin.gov/form/report-system-misuse>.

The reporter should include as much information as known about the incident and indicate which DCF systems were involved in the incident. All fields on the form are mandatory. Individuals filling out the form are required to select a checkbox indicating which system(s) are impacted by the potential misuse. The webpage routes the report to the correct area based on the checkbox(es) used.

The local agency will be notified of any misuse that is submitted. The agency will be responsible for conducting the investigation into the misuse and following their existing processes.

CENTRAL OFFICE CONTACT: eWiSACWIS Security
Division of Safety and Permanence
(608) 422-6894

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