



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8787
Fax: 608-422-7158

Governor Tony Evers
Secretary Emilie Amundson

Division of Safety and Permanence

November 14, 2019

Child Welfare Licensing Memo 2019-35-lic
Supersedes Child Welfare Licensing Memo 2012-12-lic

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

From: Wendy Henderson *Wendy Henderson*
Administrator

RE: Provider Information Exchange (PIE) Requirements: Rate Regulation, Caregiver
Background Checks, Initial Applications and Continuation Applications

This memo replaces CWLS 2012-12L. The purpose of this memo is to remind providers of the requirements for the information exchange project called the Provider Information Exchange (PIE), as required by the Department per s. 48.66(3). PIE provides a secure electronic platform for providers to share required documents with the Department. PIE is currently being utilized in the areas of rate regulation, caregiver background checks, initial licensing applications, and licensing continuation applications.

Identifying or Changing the PIE Lead and Facility Provider Staff with Access to PIE

Due to the sensitive and confidential nature of the information shared, each provider should designate a PIE Lead, who is then enabled to grant specific access to additional staff members as needed. If at any time the PIE Lead changes, a provider should notify the Department, within 10 business days, of the new contact person's name, e-mail address and phone number. This information should be provided to the Department via email to DCFMBWCWLS@wisconsin.gov.

If at any time a facility staff user is terminated or no longer needs access to PIE, the PIE Lead has 10 business days to revoke the user's access by using the "Add or Delete Security Request" feature in PIE.

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

More information and specific instructions for access PIE including the Login In page can be found at <https://dcf.wisconsin.gov/pie>.

CENTRAL OFFICE CONTACT: Child Welfare Program Specialist
Department of Children & Families
(262) 446-7856

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