



Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Documents

September 2025

Division of Early Care and Education

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please contact the Bureau of Early Care Regulation at dcfclicreg@wisconsin.gov or (608) 421-7550. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.

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Documents

WISCCRS users with update access can upload various documents into the system. Most of the documents can be viewed by users with inquiry and update access.

Refer to the Record Retention Procedure before changing documents.

Document Size

The size of a document cannot exceed 4MB. If you try to upload a document larger than 4MB, the system currently displays 'Unable to Process' message. If this error message displays when you are trying to upload a document, check the size of the document that you are trying to upload. If it is larger than 4MB, please review the Optimal Scanning section for ways to reduce the document size.

Optimal Scanning:

WISCCRS has the ability to store many scanned documents for each of Wisconsin's thousands of child care programs. In order for others to view these documents, they must be scanned at a high enough resolution. Unfortunately, high resolution scans can take a long time to upload and download, and they increase the storage cost. Below are recommendations on how to find the balance between scan quality and file size.

Licensing staff must scan in color. If the document is not scanned in color and/or is not an exact replica of the original, then the document must be kept in the paper file. Keep in mind that the file size must be less than 4MB if it is to be stored in the WISCCRS system.

When saving the scanned document, it is best to store it as a PDF. PDF documents compress images; tiff images are not compressed. PDF documents are also more accessible than Word because some mobile devices don't have the capabilities to view Word documents.

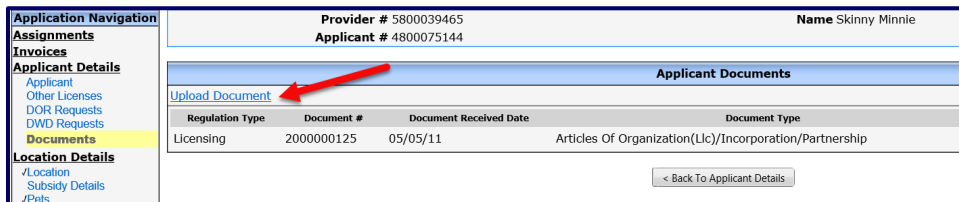
If a provider sends a document to your agency electronically, you may not have control over the way in which the document is scanned. If the document is large, you may need to reduce its size to upload it in WISCCRS. See current version of Adobe Acrobat for reducing the size of documents.

Another option is to print the document and rescan it at the recommended resolution.

Uploading Documents into WISCCRS

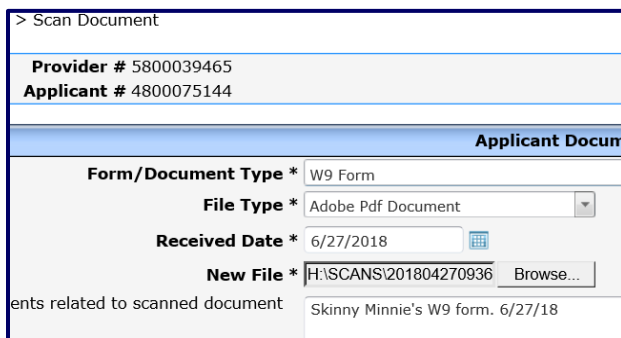
Below are the steps to upload documents in all screens:

1. Scan the document that you want to upload.
2. Save it onto the drive of your choice.
3. Click on the Upload Documents link.



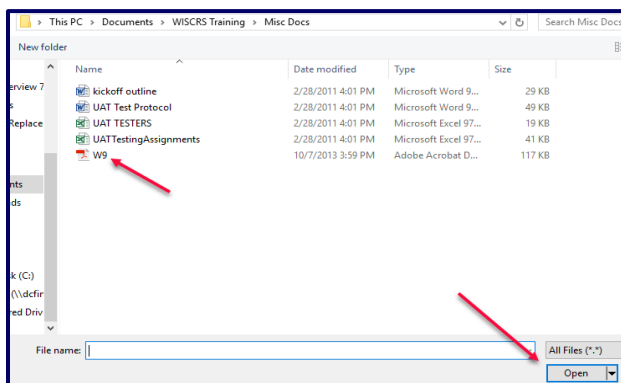
The screenshot shows the WISCCRS Application Navigation menu on the left, with 'Documents' highlighted in yellow. The main content area displays the 'Applicant Documents' section for Provider # 5800039465 and Applicant # 4800075144. A red arrow points to the 'Upload Document' link. Below this link is a table with columns: Regulation Type, Document #, Document Received Date, and Document Type. The table contains one entry: Licensing, 2000000125, 05/05/11, and Articles Of Organization(Lic)/Incorporation/Partnership. A '< Back To Applicant Details' button is at the bottom right.

4. On the Scan Document screen, choose the Document Type you want to upload.



The screenshot shows the 'Scan Document' screen. It displays the Provider # 5800039465 and Applicant # 4800075144. The 'Applicant Documents' section is active. The 'Form/Document Type' is set to 'W9 Form'. The 'File Type' is set to 'Adobe Pdf Document'. The 'Received Date' is set to '6/27/2018'. The 'New File' field shows 'H:\SCANS\201804270936' with a 'Browse...' button. Below the form, there is a text field for 'Comments related to scanned document' with the text 'Skinny Minnie's W9 form. 6/27/18'.

5. Choose the File Type (most scanners convert the document into pdf or tiff format).
6. To find the file on the drive you saved it on, click on the Browse button. Navigate to the saved document and then click Open.



7. Enter comments related to scanned document. To find the document later, a brief comment explaining the document is helpful. Example: Space Letter. Click Add. (Comments regarding documents can be edited)
8. Now the document is displayed on the Documents screen.

WISCCRS User Guide - Documents

Document #	Document Received Date	Document Type	Comments	File Type
2000000125	05/05/11	Articles Of Organization(Lic)/Incorporation/Partnership		Adobe PDF Document
2000026735	06/27/18	W9 Form	Skinny Minnie's W9 form. 6/27/18 	Adobe PDF Document

To view the uploaded document, click on the link in the File Type column.

Deleting an Uploaded Document

The document upload screens do not have modification functionality. If a wrong document is accidentally uploaded the document must be first deleted and then uploaded again. To delete a document, select the **Delete** icon on the Documents page.

Applicant Documents		
Document Type	Comments	File Type
Articles Of Organization(Llc)/Incorporation/Partnership		Adobe PDF Document  
W9 Form	Skinny Minnie's W9 form. 6/27/18	Adobe PDF Document  

Click the **Confirm Delete *** check box and then on the **Delete** button on the bottom of the page to confirm the deletion.

Document Delete	
Regulation Type	Licensing
Document Type	W9 Form
File Type	Adobe Pdf Document
related to scanned document	Skinny Minnie's W9 form. 6/27/18
Confirm Delete *	<input type="checkbox"/>
Updated Information	
Updated Date	6/27/2018 4:18:32 PM
Worker ID	W01141
Worker Name	Lars Licensors - Sro
<input type="button" value="Delete >"/>	

NOTE: The Plan of Correction and Compliance Statement are automatically displayed on the [Child Care Public Search website](#) the following day. If a document that has been transmitted to the Public Search website needs to be deleted, you can delete it in WISCCRS. The document posted on the Public Search website is also deleted immediately. The non-compliance/compliance issue date must be entered for the visit to be sent to public search website. The document is not posted to the website if the visit is not posted on the website.

Document Types

The system has document screens on multiple levels. Each document table below has a column for both certification and licensing. If a "Yes" is displayed in the column, the document type is available for uploading by the regulatory agency.

Mandatory/Optional: Each of the document tables below has a Mandatory column indicating if the document must be scanned by certification, licensing, or both. If the column is blank, it is up to the regulatory agency to decide whether they want the document uploaded or not.

Applicant/Licensee Related Documents

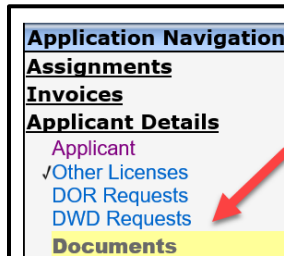
Document types pertaining to the applicant/licensee/operator are:

Document Type	Certification	Licensing	Mandatory to Upload	CCPP	Comments
Articles of Organization (LLC) / Incorporation / Partnership	No	Yes		Display/ upload	
Business Structure	No	Yes		Display	
By-laws	No	Yes		Display/ upload	
CBC Delegations	No	Yes		Display	
Exceptions	No	No		n/a	Option removed in March 2014. If old documents need deletion, contact Central Office to request removal
FDIU Reports (Certification/Licensing)	Yes	Yes		No	Subsidy Fraud Detection Investigation Reports
List of Board Directors	No	Yes		Display/ upload	
Other	Yes	Yes		No	
Partner/Member list	No	Yes		Display/ upload	
Tax ID Verification Document (copy of SSN card or IRS FEIN document)	Yes	Yes		Display	
W9 Form	No longer required effective December 2020	Yes	Licensing	Display/ upload	Optional for family, required for group.
WI Shares Overpayment Letter	Yes	Yes		No	

Wisconsin Shares Suspension /Termination Letter	Yes	Yes		No	
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Accessing Applicant Related Documents

Search for the applicant/licensee and click on the Documents link in the left-side navigation menu under the Applicant Details heading.

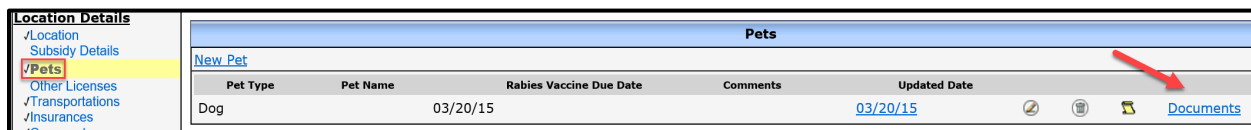


If you are unable to delete an Applicant/Licensee Related document (the garbage icon is not available), talk to your regional Office Manager and then contact BECR Central Office for assistance. Users with a dual access id (certification and licensing) are able to delete these documents. If BECR Central Office is unable to assist, they will contact BOP IT to complete the request.

Pet Related Documents

If / when a pet is added to WISCCRS the following document type is available under the Pets section.

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Vaccinations	Yes	Yes		Display/ Upload	



Accessing Pet Related Documents

The document under the Pets section is related to a specific pet. To access the documents related to a pet, click on the Pet link in the left-side navigation menu. The document link is on the right side of the screen.



Transportation/Vehicle Related Documents

When a vehicle is added to WISCCRS the following vehicle-related documents are available:




Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Accident Reports	Yes	Yes		Display	
Driver License	Yes	Yes		Display	
Driving Records	Yes	Yes		Display	
Inspection Reports	Yes	Yes		Display/ Upload	

Others	Yes	Yes		No	
Transportation Checklist	No	No		No	This option was removed in March 2014. If old documents need deletion, contact the Central Office to request removal.

Note: Find vehicle insurance related documents under “Insurances” link in left navigation menu.

Accessing Transportation/Vehicle Related Documents

All documents under the Vehicle section are related to a specific vehicle. To access the documents related to a vehicle, click on the Transportations link in the left-side navigation menu. The document link is on the right side of the screen, in the Vehicle section.

Transportation					
New Transportation					
There is no Transportation information for this location.					
Vehicle					
New Vehicle					
Vehicle ID	Vehicle Mode	Alarm Check Date	Comments	Updated Date	
2000000082	Center Contracted	05/02/11		05/05/11	   Documents

Vehicle	
Vehicle ID 2000000082	Vehicle Mode Center Contracted
Vehicle Documents	
Upload Vehicle Document	
No Vehicle Documents found.	
< Back To Vehicles	




Insurance Related Documents

If insurance information is added to WISCCRS, the following document types are available in the Insurance screen:

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Others	Yes	Yes		No	
Proof of Insurance	Yes	Yes	Yes (Licensed Group and Camp)	Display/Upload	

Accessing Insurance Related Documents

All documents under the Insurance section are related to a specific insurance record. To access the documents related to an insurance record, click on the Insurance link in the left-side navigation menu.

Insurance					
New Insurance					
Insurance Type	Start Date	End Date	Pets Covered?	Comments	Updated Date
Liability	01/01/12	12/31/12	No	american family	12/11/12
					   Documents

Transactions Related Documents

Once a transaction has been added the following documents are available on the Transaction screen:

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
NSF Notices	Yes	Yes		Display	Non-sufficient fund notice
Collection Notices / Invoices	Yes	Yes		Display	
Refund Request	Yes	Yes		Display	Shown in CCPP only for licensed

Accessing Transaction Related Documents

All documents under the Transaction section are related to a specific transaction record. To access the documents related to a transaction, first click on the Transactions link in the left-side navigation menu, after that, click on the Fees/Adjustment link on the lower left side of the screen.

Transaction Summary							
New Fee/Adjustment							New Collection
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments	
11/25/14	T 2000001600	License Fee	(\$15.12)	(\$15.12)	Collected		Details
11/25/14	C 2000000923	Check	\$15.12	\$0.00	Applied		Details
11/25/14	T 2000001620	Initial Background Check Fee	(\$10.00)	(\$10.00)	Open	Background Check Fee for Individual: Heejung Kim	Details
11/25/14	T 2000001614	Forfeiture Fee	(\$50.00)	(\$60.00)	Open	Enforcement Id:2000000802	Details
11/25/14	T 2000001615	Forfeiture Fee	(\$100.00)	(\$160.00)	Open	Enforcement Id:2000000802	Details
Amount in Excess: \$0.00			Total Amount Due: (\$160.00)				
Fees/Adjustments							Collections

The following page will display. The document link is on the right.

☐ Show Withdrawn Transactions

Search >

Fees/Adjustments

New Fee/Adjustment

Type	Amount	Balance	Creation Date	Comment	Status		
License Fee	(\$15.12)	\$0.00	11/25/14		Collected		Documents
Forfeiture Fee	(\$50.00)	(\$50.00)	11/25/14	Enforcement Id:2000000802	Open		Documents
Forfeiture Fee	(\$100.00)	(\$100.00)	11/25/14	Enforcement Id:2000000802	Open		Documents
Initial Background Check Fee	(\$10.00)	(\$10.00)	11/25/14	Background Check Fee for Individual: Heejung Kim	Open		Documents
Total Amount Due:		(\$160.00)					

New Collection

Individual Related Documents

Use this document screen to upload documents that pertain to the individual associated with the facility/location (applicant/licensee, household members, etc.) Document types are:

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Background Check Appeal Documents	Yes	Yes		No	
BID	Yes	Yes	Yes (certification)	Display	
CCAP	Yes	Yes		No	
Confidential Information Release Form	Yes	Yes		Display	
Court Documents	Yes	Yes		No	

DOJ	Yes	No		No	DOJ results 'no record found'
DOJ Rap sheet	Yes	No		No	
Driver License	Yes	Yes		Display	
Driving Records	Yes	Yes		Display	
IBIS Letter	Yes	No		No	
IBIS-related Documents	Yes	Yes		No	
Law Enforcement Documents	Yes	Yes		No	
Other	Yes	Yes		No	
Records Request	Yes	Yes		No	
SOR	Yes	Yes		No	Sex Offender Registry results
Training Documentation	Yes	Yes	Certification Entry Level Training, CPR, SIDS, AHT	Display (cert), No (lic)	



NOTE: When individuals are imported from one location to another, the documents transfer to the new location.

Individual Related Confidential Documents

Document Type	Certification	Licensing	Mandatory to Upload	CCPP	Comments
CBC Individual Denial Notice	Yes	Yes		No	
Child Protective Services Document	Yes	Yes		No	
County Reference Letters	Yes	Yes		No	
Criminal/Civil Offense	Yes	Yes		Upload	BCR
FBI/Out-of-State	Yes	Yes		No	Effective 10/1/18 certification agencies do not have access to these FBI records.
Juvenile History	Yes	Yes		Upload	BCR
Military Discharge	Yes	Yes		Upload	BCR
Rehabilitation Review Decision	Yes	Yes		Upload	BCR

Accessing Individual Related Documents/Confidential Documents

Search for the location/facility the individual resides in or is associated with. Click on the Individuals link in the left-side navigation menu. Then choose the Documents or Confidential Documents link of the Individual whom the document pertains to.

Applicants/Licensees					
Add Applicant/Licensee					
Name	Date of Birth	Employment Period	Effective Period	Role(s)	
Heejung Kim	10/10/1960	11/25/2014	11/25/2014	Applicant/Licensee	 
Aliases Background Check Training Documents Confidential Documents Field Print Request DOR Request DWD Request					
Other Individuals					
Add New Individual Select Individuals from other Locations					
Name	Date of Birth	Employment Period	Effective Period	Role(s)	
No Other Individuals found					

Site Visit Related Documents











Below is a list of documents related to site visits.

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
2665 - Compliance Statement -Family	Yes	No	Certification	Display	Once scanned, the document is posted on the Child Care Public Search website the following day. Effective 1/1/20 agencies must save and upload the system-generated compliance statement.
785 - Compliance Statement	No	Yes	Licensing	Display	Once saved and uploaded the document is posted on the Child Care Public Search website the following day.
Child Records Checklist	Yes	Yes		Display	
Exit Interview	Yes	Yes		Display (cert)/ No (lic)	Previously listed under Applications.
Plan of Correction	Yes	Yes	Certification / Licensing	Display	Once scanned, the document is posted on the Child Care Public Search website the following day.
Staff Records Checklist	Yes	Yes		Display	
Statement of Deficiency	No	Yes		No	No longer used.







Accessing Site Visit Related Documents

Below are steps on how to access the documents related to site visits:

1. Search for the location/facility for which you want to upload the site visit related documents.
2. Click on the Site Visits link in the left-side navigation menu. A list of visits will display.
3. Click on the Monitoring Results link of the visit where you need to upload the documents.

Site Visits									
New Site Visit	Type Of Visit	Date Of Visit	Visit Reasons	Date of Next Visit	Date of Visit Due	Next Visit Reason	Rule Violated	Action	
Follow-up	Certified	06/15/14	Re-Certification Visit	10/31/14	06/30/16		Yes	Monitoring Results	 
Follow-up	Certified	05/23/13	Complaint Visit , Verification Of Cfs-294	06/30/13			Yes	Monitoring Results	 
Follow-up	Certified	03/25/13	No Site Visit				Yes	Monitoring Results	 
Follow-up	Certified	03/19/13	Complaint Visit	06/30/13		Monitoring Visit	Yes	Monitoring Results	 
Follow-up	Certified	06/01/12	Initial Provider Visit				No	Monitoring Results	 

4. To access the Documents screen, click on the Documents link under the Site Visit section of the screen.

Site Visit									
Visit Date	11/25/2014								
Visit Reason	Monitoring For Licensing								
Next Visit Date									
Visit Due Date	01/31/2015								
Rule Violated	Yes								
Comments									
<input checked="" type="checkbox"/> Unmet <input type="checkbox"/> Met <input type="checkbox"/> Not Applicable Refresh									
View/Update Monitoring Results New Monitoring Result(Classic View)									
License - Monitoring Results									
Rule #	Rule Description	Serious	Repeat	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date	Print Selected or All
251.04(2)(n)	Background Information Disclosure Form - Change To Board / Household	No	No	Unmet	11/25/14	Site Visit	Monitoring For Licensing on 11/25/2014	11/25/14	<input type="checkbox"/>   
251.06(12)(c)6.	Off Premises Swimming - Supervision	No	No	Unmet	11/25/14	Site Visit	Monitoring For Licensing on 11/25/2014	11/25/14	<input type="checkbox"/>   




Complaint/Incidents Related Documents

Below is a list of documents related to complaints/incidents:

Document Type	Certification	Licensing	Mandatory to Upload	CCPP	Comments
Complaint received by Mail or by Fax (written complaint)	Yes	Yes		No	This document type can be used for any intake documents such as emails, faxes, etc.
Findings	No	Yes		No	If the complaint investigation requires more than 3,500 characters, sometimes a separate word document is needed. Use this document type to upload those documents.
Police Reports / Court Records	Yes	Yes		No	
Self-Report	Yes	Yes		No	This document type is used to upload documents related to a self-report as well as the self-report write up.
Summary Letter	Yes	Yes		No	Letters mailed to the licensee and/or complainant summarizing complaint investigation findings.
Supporting Documents	Yes	Yes		No	This type can be used to scan various documents collected during a complaint / incident investigation. This option can also be used to upload documents pertaining to incidents reported by a provider.
Unlicensed Complaint Response	No	Yes		No	

Accessing Complaint/Incident Related Documents

Click on Complaints/Incidents link in the left-side navigation menu. All complaints/incidents entered for the facility/provider location will display. Each complaint/incident has multiple links associated with the complaint/incident. Click on the Documents link listed by the complaint/incident of your choice.

Complaints/Incidents										
New Complaint/Incident										
Regulation Type	Incident Type	ID	Received Date	Status	Results	Assigned To	Complainant	Updated Date	Requires Immediate Attention	
Unregulated	Complaint	2000506411	06/21/18	Assigned		Officemanager- Sro, Olivia		06/28/18	No	  
Complainant Referral Investigation Visits Enforcement Print Intake Form Documents Related Complaints(0)										

Enforcement Related Documents





The following documents are available in the Enforcement module:

Document Type	Certification	Licensing	Mandatory to Upload	CCPP	Comments
Appeal Letter	Yes	Yes		Display	
Closure Notice	No	Yes		Display	
Document Receipt	No	Yes		Display	
Enforcement Notice	No	Yes		Display	Includes forfeiture, order, stop operating, and no access notices
Hearing Decisions	Yes	Yes		Display	
Installment Agreement	No	Yes		Display	
Notice of Appearance	No	Yes		No	
Notice of Withdrawal	Yes	Yes		Display	
Other	Yes	Yes		No	
Permit to Reopen	No	Yes		Display	
Receipt of Forfeiture	No	Yes		Display	
Reinstatement Letter	Yes	Yes		Display	
Sanction / Enforcement Notice	Yes	No	Yes Certification	Display	
Stipulated Settlement Agreement	Yes	Yes		Display	
Stipulations in lieu of or to Prevent Enforcement	Yes	Yes		Display	
Unpaid Forfeiture Notice	No	Yes		Display	

NOTE: All documents that are mailed to the provider with the enforcement notification must be uploaded in WISCCRS. DC-1 letters are auto generated in WISCCRS and need to be uploaded under the corresponding complaint document section.

Accessing Enforcement Related Documents

All documents under the Enforcement section are related to a specific enforcement record. To access the documents related to an enforcement action, click on the Enforcement link in the left-side navigation menu.

Enforcements						
Add New Enforcement						
Enforcement ID	Action Type	Date Mailed	Appeal	Date Closed	Updated Date	
5000023891	 Warning Letter	07/15/15	No	07/15/15	07/15/15	   Documents
Add Related Enforcement						

In order for the Enforcement Document link to appear in WISCCRS, an enforcement record must be added. After the enforcement is added, click on the Upload Enforcement Document link.

The Enforcement Documents screen has a Received Date field. If you are uploading a document that was issued by the regulatory agency, enter the date it was sent.

Location / Facility Related Documents

Use the Document screen under Location Details heading to upload documents that pertain to the specific location/facility. Document types are:

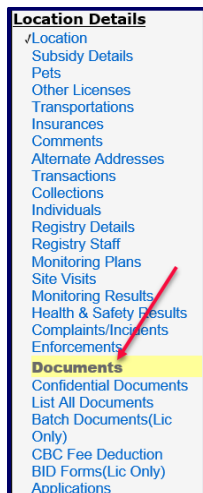
Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Building Inspection	No	Yes		Display/ Upload	
CBC Fee Deduction Permission	No	Yes		Display	No longer used
Collaboration Agreements	No	Yes		Display/ Upload	
Correspondence - Certification Sanctions	Yes	No	Certification See comments*	No	*NOTE: Certification sanction letters should be uploaded under the Enforcements Documents (Sanction / Enforcement Notice).
Correspondence - General	Yes	Yes		Display (lic), No (cert)	Use this type to scan correspondence with the provider (except the certification sanctions)
Delegation of Authority / Chain of Command	No	Yes		Display/ Upload	
Director/Administrator Credential	Yes	Yes		No	
Emergency Back-up	Yes	Yes		Display	
Exception	Yes	Yes		Display/ Upload	
Facility Closure Letter	Yes	Yes		Display	
Fire Department Notice	No	Yes		Display	
Fire Inspection	No	Yes		Display	
Household Members List	Yes	Yes		Display	
Incident Report	Yes	Yes		Display	If incident report requires an investigation, it may be most appropriate to upload in the Complaint/Incidents module.
Indoor / Outdoor Diagrams	Yes	Yes		Display/ Upload	
Initial Licensing Checklist	No	Yes		Upload	
Landlord Permission	Yes	No		Display	No longer used.

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Occupancy Permit	No	Yes		Display/ Upload	
Other	Yes	Yes		No	
Partner-Up Communication	No	Yes		Display	No longer used. Partner-up project has ended.
Policies	No	Yes		Display/ Upload	
Policy and Procedures Checklist	No	Yes		Display/ Upload	
Pre-2011 Original Application	No	Yes		Display	
Program Staff	No	Yes		Display	
Property Information	No	Yes		Display	
Radon Mitigation	Yes (not required)	Yes		Display/ Upload	CCPP: Additional Details page
Radon Testing	Yes (not required)	Yes		Display/ Upload	CCPP: Additional Details page
Regulatory Agency Approval	Yes	No		Display/ Upload	
Return to Sender Notices	Yes	Yes		Display	
SFTA	No	Yes		No	
Space Letter	No	Yes		Display	
Special Notification to provider	No	Yes		Display	
Temporary Closure Letter	Yes	Yes		Display	
Water Test – Beach	No	Yes		Display/ Upload	
Water Test Results	Yes	Yes		Display/ Upload	
Zoning Certificate	Yes	Yes		Display/ Upload	

*See Confidential Documents section when uploading documents that contain confidential information.

Accessing Location Related Documents

Search for the location / facility and click on the Documents link in the left-side navigation menu under the Location Details section.



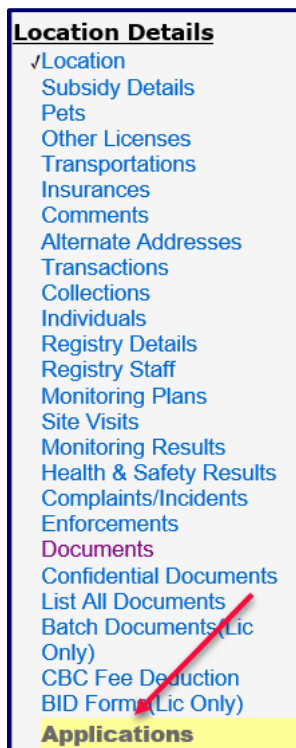
Application Related Documents

Below is a list of documents related to licensing/certification application:

Document Type	Certification	Licensing	Mandatory	CCPP	Comments
Amendment	Yes	Yes		Display	
Application	Yes	Yes	Yes	Display	This document type is required to change the application status to "Application Under Review". The Application Review page should be uploaded for applications submitted online.
Exception	Yes	Yes		Display/ Upload	This document type can be used to scan facility / location related exceptions.
Missing Items Letter	Yes	Yes		Display	
Other	Yes	Yes		No	
Official License/certificate	Yes	Yes		Display	
Past Due / Reminder Letter	Yes	Yes		Display	
Standards and Checklist	Yes	No		Display/ Upload	
Stipulation - Condition	Yes	Yes		Display	This document type can be used to scan stipulations with conditions (often restrictions, etc.)

Accessing Application Related Documents

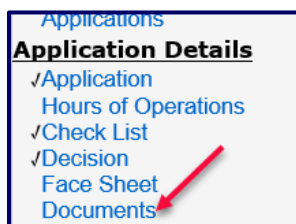
Search for the location/facility for which you want to upload the document related to an application. In the left-side navigation menu, click on the Applications link.



The Applications screen displays application history of the site with the latest application on top. If the family provider **was** both licensed and certified, both application types will display in separate sections. Choose the application for which you want to upload the document by clicking the Application Sequence Number.

Licensed Applications For This Location 001								
Application Sequence #	Application Entered Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
003	01/25/16	Category Approved	Licensed Family	Approved	01/25/16	07/31/16		
Certified Applications For This Location 001								
Application Sequence #	Application Entered Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date	Option
002	01/04/14	Category Approved	Provisional Certified	Approved	02/02/14	02/01/16	02/01/16	
001	01/04/14	Category Approved	Provisional Certified	Relocation	01/04/14	02/01/14	02/01/14	

Now the Application Details heading will display including a link to the Documents.

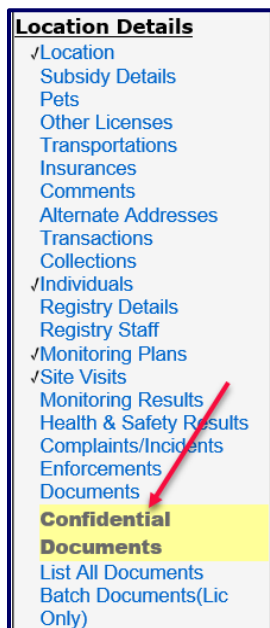


Confidential Documents - Location

Please use caution when uploading documents that are of confidential nature. This also includes uploading law enforcement documents and other 2nd source documents that might include confidential information. Use the Comments field to reference what the document is related to. For example: This report is related to complaint #500098778.

The Confidential Documents repository can be used to electronically store confidential documents such as CPS, medical/health records, mental health, AODA and juvenile delinquency information. There is an additional Confidential Documents section under the Individuals link.

Documents in this section are only accessible by the agency staff in the county/tribe or region who uploaded the document. See Security section below for further details. The link to the confidential document screen is listed under the Location Details heading.



Document Types - Confidential

The following document types can be uploaded to the Confidential Documents section. The document type values are the same for both certification and licensing.

Document Name	Certification	Licensing	Displays in CCPP	Comments
AODA Information	Yes	Yes	No	Use the Confidential Document section under Individual
Child Protective Services Documents	Yes	Yes	No	Can use the Confidential Document section under Individual if it is only related to a specific person.
County Reference Letter	Yes	Yes	No	Use Confidential Document section under Individual
Court Records	Yes	Yes	No	Use Confidential Document section under Individual
Juvenile Information	Yes	Yes	No	Can use Confidential Document section under Individual if related to a specific individual with a CBC.


Document Name	Certification	Licensing	Displays in CCPP	Comments
Mental Health Information	Yes	Yes	No	Use Confidential Document section under Individual
Police records	Yes	Yes	No	
Other	Yes	Yes	No	Use this for uploading certification denial/revocation letters that contain confidential information. This type can be used to upload other confidential documents not listed above.

Security – Confidential Documents

The security settings for the confidential documents screen are set as follows:

1. **County/tribal certification:** A certification worker who has update access to county A can upload and view confidential documents in County A. S/he can view the list of documents for county B but cannot access the actual document. Certifier in County A can also view the list of confidential documents uploaded by licensing but cannot access the actual document.
2. **Licensing:** Licensing staff with update access to Region A can upload and view confidential documents in Region A. Region A can also view the list of documents entered by Region B but cannot upload new documents for Region B. Licensing staff in all regions can view the list of certification confidential documents but cannot access the actual document.

Below is a print screen of the licensing view for the same provider record as under #1.

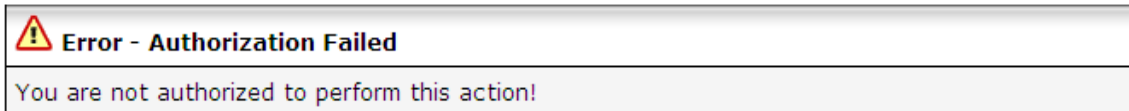
Location Confidential Documents						
Upload Document						
Regulation Type	Document #	Document Type	Document Received Date	Comments	File Type	
Licensing	2000000686	County Reference Letters	6/20/2012	Sunshine county CPS file	Adobe PDF Document	
Certification	2000000687	Juvenile Information	6/20/2012	Sunshine county	Adobe PDF Document	

3. When the certification worker in County C tries to access the above provider, s/he can see that there are confidential documents but cannot access the actual documents (the link is there but it does not open the document). If this provider moves to County C, the certifier might want to contact the two regulatory agencies for further detail about the confidential documents. County C would have to receive a Confidential Information Release form from the provider to be submitted to the agency who is the custodian of the record.

Provider/Loc Number 2800039412 / 001			Name Abc Child Care		
Facility Number 1122341			Applicant/Loc Number 9800074192 / 001		
Facility Address 111 New Address			Facility Name Annas Child Care Fis		
Annapolis, WI 123456789					
Licensor Name Mobile Licensor Certifier			Certifier Name		
Location Confidential Documents					
Regulation Type	Document #	Document Type	Document Received Date	Comments	File Type
Licensing	2000000686	County Reference Letters - Licensing	6/20/2012	Sunshine county CPS file	Adobe PDF Document
Certification	2000000687	Juvenile Information - Certification	6/20/2012	Sunshine county	Adobe PDF Document

4. Inquiry users: WISCCRS users who have inquiry access (CCRR staff, CACFP staff, etc.) cannot access this screen at all.

Below is a screen print of the screen when a person with inquiry access tries to access the Confidential Documents Screen:

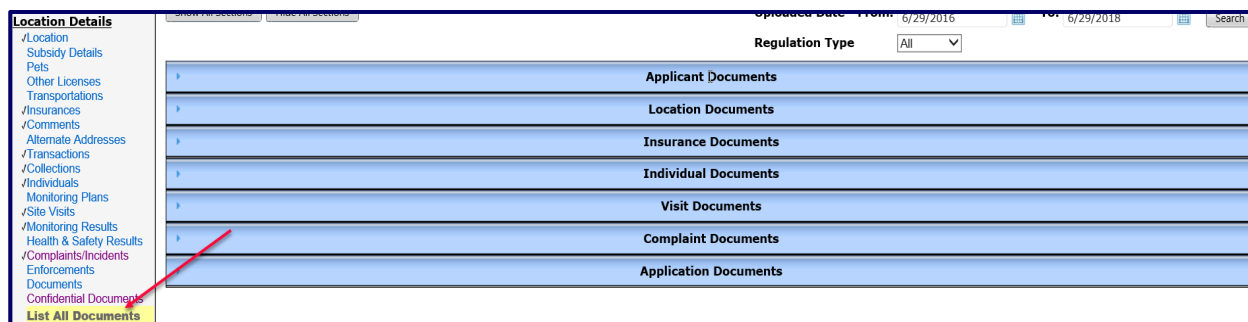


List All Documents

A screen is available in WISCCRS that inserts all documents pertaining to a facility/provider location into one page. This page does not include confidential documents because the page is visible by all WISCCRS users.

Accessing List All Documents page

To access the page, click on the List All Documents in the left-side navigation menu.



The following screen displays:

Licensors Name Mobile Licensors Certifier

Certifier Name Clark Certifier

Show All Sections Hide All Sections

Uploaded Date From: 6/1/2012 To: 6/29/2018 Search

Regulation Type All

Applicant Documents

Location Documents

Pet Documents

Vehicles Documents

Reg Type	Vehicle ID	Vehicle Mode	Document Type	Comments	Document Received Date
License	2000000021	Center Contracted	Driving Records	vehicle document	10/29/13
Certified			Inspection Reports		02/02/17

Insurance Documents

Transaction Documents

Reg Type	Transaction Date	Transaction Type	Document Type	Comments	Document Received Date
Certified	03/09/11	Initial Certification Fee	Nsf Notices		02/02/17
License	06/15/11	Forfeiture Fee	Collection Notices/Invoices	transaction notice.	10/29/13

Individual Documents

Key functionalities on this page include:

- The Uploaded Date range is set for 24 months but can be changed.
- The page can be sorted by Regulation Type.
- The Uploaded link takes you to the actual document.
- If a section is hidden, you can expand it by clicking on the arrow in the section heading.

Batch Documents

Below is a list of automated documents:


Document Type	Confidential	Displays in CCPP	Comments
Background check notice		Yes	2018 roll-out notice. No longer generated.
Background check quarterly notice		Yes	
Background check reminder notice		Yes	
Background check: Overdue Fingerprint letter		Yes	
Certification Renewal Notice		Yes	Automated notice
Child Care Invoice		Yes	
Child Care Invoice: 30 days past due		Yes	
Child Care Invoice: 60 days past due		Yes	
Facility: Final eligibility		Yes	
Facility: Final eligibility for individual		No	
Facility: Final ineligibility		Yes	
Facility: Final ineligibility for individual		No	
Facility: Preliminary eligibility		Yes	
Facility: Preliminary eligibility for individual		No	
Facility: Preliminary ineligibility		Yes	
Facility: Preliminary ineligibility for individual		No	
Fingerprint letter		Yes	
iChildCare – Access PIN letter	Yes	No	Cannot be viewed in any system
Individual – Final Ineligibility	Yes	No	
Individual fingerprint instructions		No	
Individual – Final eligibility		No	
Individual – Preliminary eligibility		No	
Individual – Preliminary ineligibility		No	
License Continuation Letter		Yes	Paper application
License Continuation Notice		Yes	Automated notice
Probationary License Expiration Letter		No	
Provider portal access PIN letter	Yes	No	Cannot be viewed in any system
Regular License Past Due Letter		No	
Regular License Reminder Letter		No	

Accessing Batch Documents Page

Click on the Batch Documents link in the left-side navigation menu.

Pets
Other Licenses
✓Transportations
Closures
✓Insurances
✓Comments
Messages
✓Alternate Addresses
✓Transactions
✓Collections
✓Individuals
SOR Address Match
Location Tasks
Registry Details
Registry Staff
✓Monitoring Plans
✓Site Visits
✓Monitoring Results
Health & Safety Results
✓Complaints/Incidents
✓Enforcements
Documents
Confidential Documents
List All Documents
Batch Documents
CBC Fee Deduction
BID Forms(Lic Only)
Provider Portal
Applications

The following page displays all system-generated documents for the facility/provider location. To view a document, click on the Adobe PDF Document link.

Provider/Loc Number 5800039455 / 001		Name Abc Child Care		
Facility Number 1122426		Applicant/Loc Number 7800075077 / 001		
Facility Address 123 E New Road Rd D Anytown, WI 45454		Facility Name Abc Child Care Anytown		
<div>Provider is on a Probationary License. </div>				
Licensor Name Pirkko Occ User		Certifier Name Clark Certifier		
Location System Generated Documents				
Document #	Document Type	Date Uploaded	Comments	File Type
2000001066	Probationary License Expiration Letter	05/14/2013		Adobe PDF Document
2000001181	Child Care Invoice	05/11/2013		Adobe PDF Document
2000001285	Child Care Invoice - 30 Days Past Due	06/15/2013		Adobe PDF Document
2000001343	Probationary License Expiration Letter	07/24/2013		Adobe PDF Document
2000001433	Child Care Invoice - 60 Days Past Due	07/12/2013		Adobe PDF Document
2000001508	Probationary License Expiration Letter	07/25/2013		Adobe PDF Document
2000001755	License Family Bid Form	02/27/2014		Adobe PDF Document
2000002418	License Family Bid Form	05/26/2015		Adobe PDF Document
2000002495	Probationary License Expiration Letter	05/29/2015		Adobe PDF Document