

# **Wisconsin Child Care Regulatory System (WISCCRS)**

## **User Guide**

## **Findings**

**October 2019**



**WISCONSIN DEPARTMENT OF  
CHILDREN AND FAMILIES**

## Contents

|  |           |
|--|-----------|
| <b>Background</b> .....  | <b>2</b>  |
| <b>Criteria Used for Matching</b> .....                        | <b>3</b>  |
| CCAP:.....   | 3         |
| EWISACWIS:.....  | 3         |
| Sex Offender Registry: .....                                   | 3         |
| <b>Search</b> .....  | <b>4</b>  |
| <b>Findings Results</b> .....                                  | <b>6</b>  |
| <b>Security</b> .....  | <b>7</b>  |
| Certification:.....  | 7         |
| Licensing: .....   | 7         |
| <b>Viewing / Updating Findings by Various User Types</b> ..... | <b>8</b>  |
| Certification Agency Access .....                              | 8         |
| DCF Certification Specialist Access .....                      | 9         |
| DCF Child Care Licensing Specialist Access.....                | 11        |
| BECR Child Care Licensing Chief Access .....                   | 12        |
| BECR Bureau Director Access.....                               | 14        |
| <b>Newly Approved Providers with Findings Records</b> .....    | <b>16</b> |
| SOR Match: .....   | 16        |
| DOJ/FBI Record – Licensing only: .....                         | 17        |

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## Background

On a monthly basis, the Department of Children and Families (DCF) conducts automated matches between WISCCRS individual data (applicant, household members in licensed programs and applicant, household members, and employees in certified programs) and the following databases:

- Wisconsin Circuit Court (CCAP) system
- eWiSACWIS – database used by county / tribal Child Protective Services (CPS) agencies and the Bureau of Milwaukee Child Welfare
- Department of Corrections Sex Offender Registry

The matches are posted on the second Friday of the month. Once the results of the matches are posted, an email is sent from DCF Bureau of Operations and Planning to BECR Child Care Background Unit (CBU) and the hits are worked by the CBU. As soon as the certified/licensed provider location has approved a license or a certificate, the provider, household members and employees will be included in the monthly matching. Also, if an individual is added to a currently regulated program, the automated matching will pick up the individual the following month.

The BECR Child Care Background Unit (CBU) is also able to create records that are inserted into the Findings module. Most commonly, these are DOJ results that need to be investigated further by the CBU or regional licensing staff. Sex Offender Registry matches are also inserted into the Findings module by the DCF Central Office staff.

## Criteria Used for Matching

### CCAP:

A list of statutes (criminal and non-criminal) have been programmed into the WISCCRS system to be used to match the data in CCAP and provider / household member / employee information in WISCCRS. If an individual has a pending charge or conviction of one or more of these statutes programmed into the system, the interface will show a match. The system automatically prioritizes the record as barred offense, substantially related, etc.

The matching includes all individuals 10 years and older, except individuals with a role of "Government/Tribal Representative" or "Foster Child".

Sometimes a person can have multiple records (reference numbers) of the same charge / conviction. When the courts modify the record (changes in charge, disposition or status, etc.), the interface brings the revised record (new reference number) again to the Findings module.

The CCAP matching uses any of the following fields to match the records between WISCCRS and CCAP:

- First and last name
- Alias Names (if they exist)
- DOB

### EWISACWIS:

The matching between the eWISACWIS and WISCCRS systems matches provider / household member/ employee information with the maltreater information contained in eWISACWIS. The matching includes all individuals 10 years and older, except individuals with a role of "Government/Tribal Representative" or "Foster Child".

Only **substantiated** child abuse and neglect cases are brought into the Findings. The monthly matching does not include CPS intakes and referrals that do not result in a substantiated finding.

The matching uses any of the following fields to match the records between WISCCRS and eWISACWIS:

- First and last name
- Alias
- DOB
- SSN

It is common that the investigating social worker never receives the DOB and/or SSN of the maltreater, so a CPS records check is important at initial application and when new household members are added to a certified / licensed center.

### Sex Offender Registry:

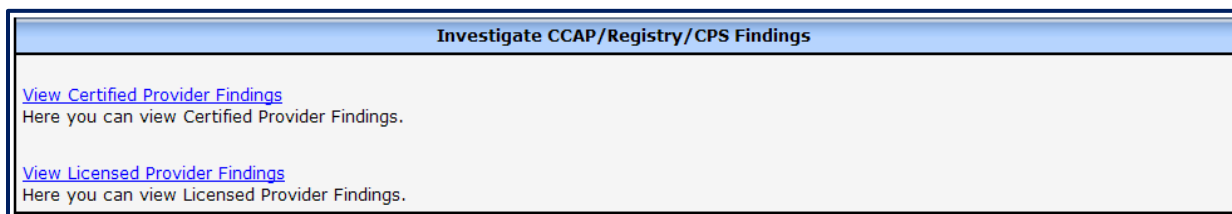
The DCF monthly matching only uses the physical address where the child care home / facility is located. The regulatory agencies must conduct a national name search (in addition to an address search) at initial application and when a household member or employee is added to the provider location.

# Search

To access the Findings Screen, click on the link in the top navigation bar as shown.



Select View Certified or Licensed Provider Findings link to access the search screen. If you have certification update access, only the 'View Certified Provider Findings' link will display. The same is true with users with licensing access. They can only see the 'View Licensed Provider Findings'.



Enter criteria as desired to narrow the results.

The image shows a 'Search Criteria' form with the following fields:
 

- DCF Review Status: - Not Resolved -
- Followup Status: [dropdown]
- Type: [dropdown]
- Person Type: [dropdown]
- Priority: [dropdown]
- County: Dane County, Milwaukee County
- Provider Number: [text input] (Enter 10 Digits)
- Name Contains: [text input]
- Comments Contain: [text input]
- Reference #: [text input]
- Created Begin Month: [dropdown]
- Created End Month: [dropdown]
- Search: [button]

Criteria fields are described in the table below.

| Field Name                              | Description  |
|---|--|
| DCF Review Status                       | Values are: <ul style="list-style-type: none"> <li>• Not Resolved</li> <li>• Not Started</li> <li>• Pending</li> <li>• Regional Review Complete (Licensed only)</li> <li>• Resolved</li> </ul> |
| Follow-up Status (updated by CBU Staff) | Values are: <ul style="list-style-type: none"> <li>• Action Required</li> <li>• Pending</li> <li>• Not Started</li> <li>• Resolved</li> </ul>  |
| Type                                    | Values are: <ul style="list-style-type: none"> <li>• CCAP-Conviction</li> <li>• CCAP-Pending</li> <li>• CPS Match</li> </ul>   |

| Field Name          | Description  |
|---------------------|--|
|                     | <ul style="list-style-type: none"> <li>• DOJ</li> <li>• IBIS</li> <li>• Lab Finding</li> <li>• Sex Offender Registry Match</li> </ul>  |
| Person Type         | Values are: <ul style="list-style-type: none"> <li>• Employee</li> <li>• Individual</li> <li>• Provider</li> </ul>   |
| Priority            | Values are: <ul style="list-style-type: none"> <li>• Barred Offense</li> <li>• City/County Ordinance of Concern</li> <li>• Legislative Audit Bureau (records inserted after LAB review)</li> <li>• Subst. Related-Business</li> <li>• Subst. Related-Care of Children</li> <li>• Substantiated Findings-CPS</li> </ul> |
| Provider Number     | Enter the 10 digit provider number   |
| Facility ID         | Enter the 7 digit facility ID (licensed only)  |
| Region              | Select the Region (licensed only)  |
| County              | Select from the list of available counties   |
| Licensor            | Select the name from the dropdown list (licensed only)   |
| Name Contains       | Enter a partial name if unsure of the spelling   |
| Comments Contain    | Enter a word to find within the comments   |
| Reference #         | Enter if you have the specific reference number  |
| Created Begin Month | Enter begin month in MM/YYYY format.   |
| Created End Month   | Enter end month in MM/YYYY format.   |

## Findings Results

After the user has entered one or multiple search criteria, the following screen will display.

| CCAP/SORP/Abuse/Neglect Findings |         |                   |            |                   |                 |                                   |             |             |        |                  |
|----------------------------------|---------|-------------------|------------|-------------------|-----------------|-----------------------------------|-------------|-------------|--------|------------------|
| Ref #                            | Created | Type              | Person     | DCF Review Status | Followup Status | Priority                          | Facility ID | Name        | Region | County/Tribe     |
| <a href="#">1000001260</a>       | 07/11   | Cps Match         | Employee   | Not Started       | Pending         | Substantiated Finding - Cps       | 9988992     | Kyles Momma | 005    | Milwaukee County |
| <a href="#">1000001243</a>       | 07/11   | Ibis              | Individual | Not Started       | Action Required | Barred Offense                    | 9988992     | Kyles Momma | 005    | Milwaukee County |
| <a href="#">1000001247</a>       | 07/11   | Ccap - Conviction | Employee   | Resolved          | Resolved        | Barred Offense                    | 9988992     | Kyles Momma | 005    | Milwaukee County |
| <a href="#">1000001244</a>       | 07/11   | Ccap - Pending    | Individual | Pending           | Action Required | Subst. Related - Care Of Children | 9988992     | Kyles Momma | 005    | Milwaukee County |

In order to view details of the record, click on the Reference # link on the Findings list. If the Finding Type is CCAP, there may be a link in the DCF Comment section to access the case details in the Wisconsin Circuit Court system.

| License Finding Details                |   |
|--|---|
| <b>Reference#</b> 1000001247           | <b>Priority</b> Barred Offense  |
| <b>Provider#</b> 0                     | <b>Location#</b> 0  |
| <b>Person</b> Kyles Momma              | <b>Matching Person</b> Kyles Momma  |
| <b>Type</b> Ccap - Conviction          | <b>DCF Review Status</b> Resolved   |
| <b>County</b> Milwaukee County         | <b>Facility ID</b> 9988992  |
| <b>Region</b>                          | <b>Licenser</b>   |
| <a href="#">Modify License Finding</a> |   |
| <b>Updated Date</b>                    | <b>DCF Comment</b>  |
| <a href="#">07/28/11</a>               | During automated data matching, an offense/conviction was found for the following person: KYLES MOMMA (Location Individual): Subst. Related - Care Of Children. Case: 2010CM003418 County: MILWAUKEE COUNTY Case Status: Open Statute: 941.20(1)(a) Charge: Endanger Safety/Use/Dangerous Weapon Filed: 06/12/2010 Offense Date: 06/07/2010 Conviction Date: . <a href="#">View In CCAP</a> |

| Licenser Comments   |                          |
|---|--------------------------|
| Comment Text  | Updated Date             |
| adding test comments                                      | <a href="#">07/28/11</a> |
| changed follow up status to pending until results are in. | <a href="#">07/28/11</a> |

## Security

Because the Findings module includes confidential CPS information, the security is built as follows:

1. Certification users, who have update access to a county / tribe, are able to view and update information in the Findings module pertaining to that county / tribe only. The certification users cannot view matches on licensed provider locations or records pertaining to a certified provider in another county/tribe.
2. Licensing users can update and view findings in the counties that they have update access to. Licensing users cannot view certification findings.
3. Inquiry users cannot access the module at all.
4. CBU staff are able to manually generate findings if a concerning record is brought over by the DOJ interface (licensing and Milwaukee certification only) or SOR matching.

The security profiles are explained below in more detail:

### Certification:

1. Certifying agency update access:  
These users can enter comments pertaining to the records for their agency. They can also change the Follow-up Status.
2. DCF Certification Specialist and SERO Licensing Chief for Milwaukee:  
Reviews certification records and changes status to Resolved when approved.

### Licensing:

1. Licensing Specialist access (role is delegated to CBU LPPA):  
These users can enter comments pertaining to the records in their region. They can also change the Follow-up Status.
2. Licensing Chief access (role is delegated to CBU Background Analyst):  
These users review the comments entered by the CBU LPPA. May enter comments and change the DCF review status to Regional Review Complete when done.
3. DCF BECR Bureau Director access (role is delegated to CBU Supervisors):  
Reviews the comments entered by the CBU LPPA and Background Analyst. Changes status to Resolved when approved.



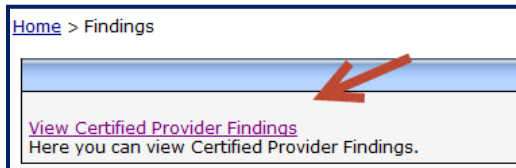
## Viewing / Updating Findings by Various User Types

There are five levels of user access to the Findings Module. The user types are explained below:

### Certification Agency Access

Staff with certification update access to WISCCRS are able to view findings records and enter follow-up comments pertaining to certified providers in their county/tribe. To access a record, take the following steps:

1. After clicking on the Findings link in the top menu, click on the View Certified Provider Findings link.



2. Conduct a search using the criteria of your choice. See the Search section for further details.
3. After the provider has been identified, the following screen will display:

| CCAP/SORP/Abuse/Neglect Findings |         |                             |            |                   |                 |                |                   |                |                  |  |
|----------------------------------|---------|-----------------------------|------------|-------------------|-----------------|----------------|-------------------|----------------|------------------|--|
| Ref #                            | Created | Type                        | Person     | DCF Review Status | Followup Status | Priority       | Provider/Location | Name           | County/Tribe     |  |
| <a href="#">2000000220</a>       | 05/14   | Sex Offender Registry Match | Individual | Not Started       | Not Started     | Barred Offense | 2800039412 - 001  | Anna Applicant | Milwaukee County |  |

4. Click on the Reference number link to access details. The following screen will display:

**Finding Details**

⚠️ Provider is both certified and licensed

|  |  |
|--|--|
| <p><b>Reference#</b> 2000000220</p> <p><b>Provider#</b> 2800039412 - Abc Child Care</p> <p><b>Person</b> Anna Applicant</p> <p><b>Type</b> Sex Offender Registry Match</p> <p><b>County</b> Milwaukee County</p> | <p><b>Priority</b> Barred Offense</p> <p><b>Location# 1</b></p> <p><b>Matching Person</b> Harry Household Member</p> <p><b>DCF Review Status</b> Not Started</p> |
|--|--|

| Updated Date | DCF Comment   |
|--------------|---|
| 05/29/14     | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |

**Certifier Comments**

No Certifier Comments Entered

The top portion of the screen shows the provider information, type of match, status etc. On the lower portion of the screen, please enter comments following the instructions in the Certification Policy Manual.

**Modify Follow-up**

**Status \*** Pending ▼

**New Comments** enter comments pertaining to the record.

41 of 4000 characters.

Rehab Review

Action Required?

Was Agency Aware?

If agency was aware, why was certification maintained?

13 of 1500 characters.

Followup Action ▼

Followup Action Details enter comments ▼

| Field Name               | Description   |
|--------------------------|---|
| Status                   | Values are: <ul style="list-style-type: none"> <li>• Action Required</li> <li>• Pending</li> <li>• Not Started</li> <li>• Resolved</li> </ul> |
| New Comments             | Enter comments describing follow up actions or other details.   |
| Rehab Review             | Check if review is needed.  |
| Action Required?         | Check if follow-up action is needed.  |
| Was Agency Aware?        | Check if the Agency was aware of the record.  |
| If agency was aware...   | Give the reason that the certification was granted / maintained.  |
| Follow-up Action         | Select the action from the drop-down list if applicable.  |
| Follow-up Action Details | Describe the Action that needs to happen.   |

- Once the comments have been entered, the Certifier Section displays the entered comments with the date when the record was updated. If you click on the Updated Date, you will see who updated the comment.

**CAUTION:** Once the comment has been entered, it cannot be deleted.

| Certifier Comments |  |              |
|--------------------|--|--------------|
| Updated Date       | Comment Text                             | Comment Text |
| 05/29/14           | comments, comments, comments.            |              |
| 05/29/14           | enter comments pertaining to the record. |              |

Once the investigation is complete, change the status to Resolved.

- DCF staff will review the comments entered. If the investigation comments are not complete, the DCF Certification Specialist will contact the certifying agency for more information. Once the record is completed in a satisfactory manner, the DCF Status will be changed to Resolved.

## DCF Certification Specialist Access

Certification agencies are required to review, enter notes, and mark records pertaining to certified providers. DCF Certification Specialist reviews the notes entered by the certifying agencies. Below are the steps that explain the review process for the records. **(Certification Findings Matches are now handled by the CBU).**

- In order to identify records that have not been reviewed by DCF, conduct a search using DCF Review Status = Not Resolved.

[Findings](#) > Certified Findings

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**Search Crit**

|                   |                  |
|-------------------|------------------|
| DCF Review Status | - Not Resolved - |
| Followup Status   |                  |
| Type              |                  |
| Person Type       |                  |
| Priority          |                  |

## WISCCRS User Guide – Findings

- The results will display records that are in Not Started or Pending Status. If you want to narrow-down the search, add other criteria to your search such as Barred Offenses, etc. Click on the Reference Number to access details on the record.

| CCAP/SORP/Abuse/Neglect Findings |         |                             |            |                   |                 |                |                   |                |                  |
|----------------------------------|---------|-----------------------------|------------|-------------------|-----------------|----------------|-------------------|----------------|------------------|
| Ref #                            | Created | Type                        | Person     | DCF Review Status | Followup Status | Priority       | Provider/Location | Name           | County/Tribe     |
| 2000000220                       | 05/14   | Sex Offender Registry Match | Individual | Not Started       | Resolved        | Barred Offense | 2800039412 - 001  | Anna Applicant | Milwaukee County |

- The Findings Follow-up page shows the comments entered by the Certifier. The Updated Date link shows the name of the person who entered the comment. To add DCF comments and/or change the status, click on the Modify Finding link.

Home > Findings > Certified Findings > Followup

### Finding Details

**Provider is both certified and licensed**

Reference# 2000000220  
 Provider# 2800039412 - Abc Child Care  
 Person Anna Applicant  
 Type Sex Offender Registry Match  
 County Milwaukee County

Priority Barred Offense  
 Location# 1  
 Matching Person Harry Household Member  
 DCF Review Status Not Started

[Modify Finding](#)

| Updated Date | DCF Comment   |
|--------------|---|
| 05/29/14     | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |

### Certifier Comments

| Updated Date | Comment Text                             |
|--------------|--|
| 05/29/14     | comments, comments, comments.            |
| 05/29/14     | enter comments pertaining to the record. |

- You can modify the status by choosing the desired value from the DCF Review Status menu. Also, if the DCF Certification Specialist has questions/comments on the record, those comments can be entered by using the New Comment link on the lower-left of the screen.

### Modify Finding Details

Reference Number 2000000220  
 First Name Anna  
 Last Name Applicant  
 Matching Individual First Name Harry  
 Matching Individual Last Name Household Member  
 Person Type Individual  
 Provider Number 2800039412  
 Location Number 1  
 County Milwaukee County  
 Type of Finding Sex Offender Registry Match  
 Priority Barred Offense  
 DCF Review Status **Pending**

### Updated Information

Updated Date 5/29/2014  
 Worker ID XCTB88  
 Worker Name Pirkko Zweifel

### List Of Comments Related to the Finding

| Updated Date | Comment Text  |
|--------------|---|
| 05/29/14     | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |

[New Comment](#)

- The comments entered by the DCF Certification Specialist are displayed above the original text entered into the Findings record.

### Finding Details

**Provider is both certified and licensed**

Reference# 2000000220  
 Provider# 2800039412 - Abc Child Care  
 Person Anna Applicant  
 Type Sex Offender Registry Match  
 County Milwaukee County

Priority Barred Offense  
 Location# 1  
 Matching Person Harry Household Member  
 DCF Review Status Not Started

[Modify Finding](#)

| Updated Date | DCF Comment   |
|--------------|---|
| 06/03/14     | Enter notes pertaining to communication between DCF and the certifying agency, etc....  |
| 05/29/14     | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |

- Once the review is complete, change the DCF Review Status field to Resolved.

## DCF Child Care Licensing Specialist Access

Staff with licensing update access to WISCCRS are able to view findings records and enter follow-up comments pertaining to providers in their region. To access a record, take the following steps:

1. After clicking on the Findings link in the top menu, click on the View Licensed Provider Findings link.



2. Conduct a search using the criteria of your choice. See the Search section for further details.
3. After the provider has been identified, the following screen will display:

| CCAP/SORP/Abuse/Neglect Findings |         |                             |            |                   |                 |                |             |                |        |                  |  |
|----------------------------------|---------|-----------------------------|------------|-------------------|-----------------|----------------|-------------|----------------|--------|------------------|--|
| Ref #                            | Created | Type                        | Person     | DCF Review Status | Followup Status | Priority       | Facility ID | Name           | Region | County/Tribe     |  |
| <a href="#">2000000221</a>       | 06/14   | Sex Offender Registry Match | Individual | Not Started       | Not Started     | Barred Offense | 1122341     | Anna Applicant | 005    | Milwaukee County |  |

Click on the Reference number link to access details. The following screen will display:

| License Finding Details                          |   |
|--|---|
| <b>⚠ Provider is both certified and licensed</b> |   |
| <b>Reference#</b> 200000221                      | <b>Priority</b> Barred Offense  |
| <b>Provider#</b> 2800039412 - Abc Child Care     | <b>Location#</b> 1  |
| <b>Person</b> Anna Applicant                     | <b>Matching Person</b> Harry Household Member   |
| <b>Type</b> Sex Offender Registry Match          | <b>DCF Review Status</b> Not Started  |
| <b>County</b> Milwaukee County                   | <b>Facility ID</b> 1122341  |
| <b>Region</b>                                    | <b>Licensors</b>  |
| <b>Updated Date</b>                              | <b>DCF Comment</b>  |
| 06/04/14   | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |
| <b>Licensors Comments</b>                        |   |
| No Licensors Comments Entered                    |   |

The top portion of the screen shows the provider information, type of match, status etc. On the lower portion of the screen, please enter comments pertaining to the case.

| Modify Follow-up                                       |  |
|--|--|
| <b>Status *</b>  | Pending                                  |
| <b>New Comments</b>                                    | enter comments pertaining to the record. |
|  | 41 of 4000 characters.                   |
| Rehab Review   | <input type="checkbox"/>                 |
| Action Required?                                       | <input type="checkbox"/>                 |
| Was Agency Aware?                                      | <input type="checkbox"/>                 |
| If agency was aware, why was certification maintained? | Add details.                             |
|  | 13 of 1500 characters.                   |
| <b>Followup Action</b>                                 |  |
| <b>Followup Action Details</b>                         | enter comments                           |

| Field Name               | Description   |
|--------------------------|---|
| Follow-up Status         | Values are: <ul style="list-style-type: none"> <li>Action Required</li> <li>Pending</li> <li>Not Started</li> <li>Resolved</li> </ul> |
| New Comments             | Enter comments describing follow up actions or other details.   |
| Rehab Review             | Check if review is needed.  |
| Action Required?         | Check if follow-up action is needed.  |
| Was Agency Aware?        | Check if the Agency was aware of the record.  |
| If agency was aware...   | Give the reason why the regulatory approval was granted/maintained  |
| Follow-up Action         | Select the action from the drop-down list   |
| Follow-up Action Details | Describe the Action that needs to happen.   |

- Once the comments have been entered, the 'Licensor Section' displays the entered comments with the date when the record was updated. If you click on the Updated Date, you will see who entered the comment.

**CAUTION:** Once the comment has been entered, it cannot be deleted.

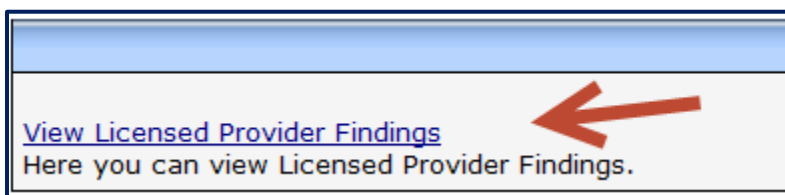
| Licensor Comments            |              |
|------------------------------|--------------|
| Comment Text                 | Updated Date |
| more comments                | 06/04/14     |
| comments, comments, comments | 06/04/14     |

- Once the investigation is complete, change the status to Resolved. The Licensing Chief will review the comments entered.

## BECR Child Care Licensing Chief Access

Staff with Licensing Chief update access to WISCCRS are able to view comments made into the Findings module by their staff, enter follow-up comments pertaining to providers in their region, and change the DCF Review status to 'Regional Review Complete. To access a record, take the following steps:

- After clicking on the Findings link in the top menu, click on the View licensing Provider Findings link.



- Conduct a search using the criteria of your choice. See the Search section for further details. After the provider has been identified, the following screen will display:

| CCAP/SORP/Abuse/Neglect Findings |         |                             |            |                   |                 |                |             |                |        |                  |
|----------------------------------|---------|-----------------------------|------------|-------------------|-----------------|----------------|-------------|----------------|--------|------------------|
| Ref #                            | Created | Type                        | Person     | DCF Review Status | Followup Status | Priority       | Facility ID | Name           | Region | County/Tribe     |
| 2000000221                       | 06/14   | Sex Offender Registry Match | Individual | Not Started       | Not Started     | Barred Offense | 1122341     | Anna Applicant | 005    | Milwaukee County |

Click on the Reference number link to access details. The following screen will display:

| License Finding Details   |   |
|---|---|
| <b>⚠ Provider is both certified and licensed</b>  |   |
| <b>Reference#</b> 200000221<br><b>Provider#</b> 2800039412 - Abc Child Care<br><b>Person</b> Anna Applicant<br><b>Type</b> Sex Offender Registry Match<br><b>County</b> Milwaukee County<br><b>Region</b> | <b>Priority</b> Barred Offense<br><b>Location#</b> 1<br><b>Matching Person</b> Harry Household Member<br><b>DCF Review Status</b> Not Started<br><b>Facility ID</b> 1122341<br><b>Licensors</b><br><a href="#">Modify License Finding</a>               |
| <b>Updated Date</b><br><a href="#">06/04/14</a>   | <b>DCF Comment</b><br>During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |
| Licensors Comments  |   |
| Comment Text  | Updated Date  |
| more comments   | <a href="#">06/04/14</a>  |
| comments, comments, comments  | <a href="#">06/04/14</a>  |

The top portion of the screen shows the provider information, type of match, status etc. On the lower portion of the screen, comments entered by the licensing specialist pertaining to the case are displayed. The Update Date link displays the name of the Licensing Specialist who entered the comment.

3. Click on the Modify License Finding link to change the DCF Review Status and to enter comments if needed.

| Modify Finding Details   |   |
|--|---|
| <b>Reference Number</b> 200000220<br><b>First Name</b> Anna<br><b>Last Name</b> Applicant<br><b>Matching Individual First Name</b> Harry<br><b>Matching Individual Last Name</b> Household Member<br><b>Person Type</b> Individual<br><b>Provider Number</b> 2800039412<br><b>Location Number</b> 1<br><b>County</b> Milwaukee County<br><b>Type of Finding</b> Sex Offender Registry Match<br><b>Priority</b> Barred Offense<br><b>DCF Review Status</b> <input type="text" value="Pending"/> | <b>Updated Information</b><br><b>Updated Date</b> 5/29/2014<br><b>Worker ID</b> XCTB88<br><b>Worker Name</b> Pirkko Zweifel   |
| List Of Comments Related to the Finding  |   |
| Updated Date   | Comment Text  |
| <a href="#">05/29/14</a>   | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |
| <a href="#">New Comment</a>  |   |

4. The comments entered by the BECR Regional Licensing Chief are displayed above the original text entered into the Findings record.

| License Finding Details   |  |
|---|--|
| <b>⚠ Provider is both certified and licensed</b>  |  |
| <b>Reference#</b> 200000221<br><b>Provider#</b> 2800039412 - Abc Child Care<br><b>Person</b> Anna Applicant<br><b>Type</b> Sex Offender Registry Match<br><b>County</b> Milwaukee County<br><b>Region</b> | <b>Priority</b> Barred Offense<br><b>Location#</b> 1<br><b>Matching Person</b> Harry Household Member<br><b>DCF Review Status</b> Pending<br><b>Facility ID</b> 1122341<br><b>Licensors</b><br><a href="#">Modify License Finding</a>  |
| <b>Updated Date</b><br><a href="#">06/04/14</a>   | <b>DCF Comment</b><br>This comment was entered by the BECR regional chief.<br><a href="#">06/04/14</a> During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |
| Licensors Comments  |  |
| Comment Text  | Updated Date   |
| more comments   | <a href="#">06/04/14</a>   |
| comments, comments, comments  | <a href="#">06/04/14</a>   |

5. Once the review is complete, change the DCF Review Status field to Regional Review Complete. BECR Bureau Director will review the record and mark the record Resolved.

## BECR Bureau Director Access

The BECR Bureau Director (or designee) will conduct the final review of the findings records pertaining to licensed providers and change the DCF Review status to Resolved. To access a record, take the following steps:

1. After clicking on the Findings link in the top menu, click on the View Licensed Provider Findings link.



2. Conduct a search using the criteria of your choice. See the Search section for further details.

After the provider/individual has been identified, the following screen will display:

| CCAP/SORP/Abuse/Neglect Findings |         |                             |            |                   |                 |                |             |                |        |                  |  |
|----------------------------------|---------|-----------------------------|------------|-------------------|-----------------|----------------|-------------|----------------|--------|------------------|--|
| Ref #                            | Created | Type                        | Person     | DCF Review Status | Followup Status | Priority       | Facility ID | Name           | Region | County/Tribe     |  |
| <a href="#">2000000221</a>       | 06/14   | Sex Offender Registry Match | Individual | Not Started       | Not Started     | Barred Offense | 1122341     | Anna Applicant | 005    | Milwaukee County |  |

3. Click on the Reference number link to access details. The following screen will display:

**License Finding Details**

⚠️ Provider is both certified and licensed

|   |   |
|---|---|
| <p><b>Reference#</b> 2000000221</p> <p><b>Provider#</b> 2800039412 - Abc Child Care</p> <p><b>Person</b> Anna Applicant</p> <p><b>Type</b> Sex Offender Registry Match</p> <p><b>County</b> Milwaukee County</p> <p><b>Region</b></p> | <p><b>Priority</b> Barred Offense</p> <p><b>Location#</b> 1</p> <p><b>Matching Person</b> Harry Household Member</p> <p><b>DCF Review Status</b> Not Started</p> <p><b>Facility ID</b> 1122341</p> <p><b>Licensor</b></p> |
|---|---|

[Modify License Finding](#)

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**Updated Date** 06/04/14

**DCF Comment** During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record.

| Licensor Comments            |              |    |
|------------------------------|--------------|----|
| Comment Text                 | Updated Date |    |
| more comments                | 06/04/14     | 🗑️ |
| comments, comments, comments | 06/04/14     | 🗑️ |

The top portion of the screen shows the provider information, type of match, status etc. On the lower portion of the screen, comments entered by the Licensing Specialist pertaining to the case are displayed. The Update Date link displays the name of the Licensing Specialist who entered the comment.

4. Click on the Modify License Finding link to change the DCF Review Status and to enter comments if needed.

**Modify Finding Details**

|                                |                             |
|--------------------------------|-----------------------------|
| Reference Number               | 2000000221                  |
| First Name                     | Anna                        |
| Last Name                      | Applicant                   |
| Matching Individual First Name | Harry                       |
| Matching Individual Last Name  | Household Member            |
| Person Type                    | Individual                  |
| Facility ID                    | 1122341                     |
| Region                         |                             |
| Licensor                       |                             |
| Provider Number                | 2800039412                  |
| Location Number                | 1                           |
| County                         | Milwaukee County            |
| Type of Finding                | Sex Offender Registry Match |
| Priority                       | Barred Offense              |
| DCF Review Status              | Resolved                    |

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**Updated Date** 06/04/14

**Worker ID** Resolved

**Worker Name** Cindy Chief

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**List Of Comments Related to the Finding**

| Updated Date | Comment Text  |
|--------------|---|
| 06/04/14     | Comments entered by the BECR bureau director.   |
| 06/04/14     | This comment was entered by the BECR regional chief.  |
| 06/04/14     | During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |

[New Comment](#)

## WISCCRS User Guide – Findings

5. The comments entered by the BECR Bureau Director are displayed above the original text entered into the Findings record.
6. Once the review is complete, change the DCF Review Status field to Resolved.
7. **CAUTION:** Once the comment has been entered, it cannot be deleted.



## Newly Approved Providers with Findings Records

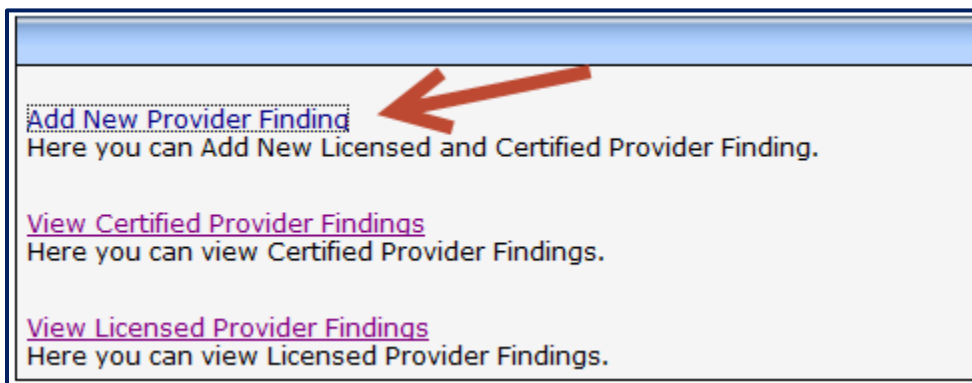
Providers who have recently been granted a license / certificate will be included in the monthly matching. This means that the regulatory agency often has reviewed the background information of the provider, household members and employees prior to the regulatory approval. The following month, the individuals with certain concerns will appear in the Findings module. In these scenarios, please enter notes indicating the reasons the regulatory approval was issued despite the offense/conviction.

Creating New Finding – BECR Central Office Staff Only

### SOR Match:

When a match in the Sex Offender Registry is identified, take the following steps to create a finding:

1. Click on the Add New Provider Finding link on the main Findings screen.



2. Complete the following screen with details on the record.

The screenshot shows a 'New Finding' form with the following fields and values:

- Provider Type \***: Certified (dropdown)
- First Name \***: Anna
- Last Name \***: Applicant
- Matching Individual First Name \***: Harry
- Matching Individual Last Name \***: Household member
- Person Type \***: Individual (dropdown)
- Provider Number**: 2800039412
- Location Number**: 001
- Facility ID**: (empty)
- Type of Finding \***: Sex Offender Registry Match (dropdown)
- Priority \***: Barred Offense (dropdown)
- Status \***: Not Started (dropdown)
- Comments \***: During automated data matching between the WISCCRS and the Sex Offender Registry in May 2014, a match was discovered for the above individual. Insert link to the record in the SOR system. Insert the DOC number for the record. |

| Field Name                            | Description                    |
|---------------------------------------|--------------------------------|
| Provider Type                         | Select Certified or Licensed   |
| First / Last Name                     | Enter the individuals name     |
| Matching Individual First / Last Name | Re-enter the individual name   |
| Person Type                           | Employee, Individual, Provider |

| Field Name      | Description  |
|-----------------|--|
| Provider Number | Enter the 10 digit provider number   |
| Location Number | Enter the 3 digit location number  |
| Facility ID     | Enter the 7 digit facility ID (licensed only)  |
| Type of Finding | CCAP-Conviction, CCAP-Pending, CPS Match, DOJ, IBIS, Lab Finding, Sex Offender Registry Match  |
| Priority        | Barred Offense, City/County Ordinance of Concern, Legislative Audit Bureau, Subst. Related-Business, Subst. Related-Care of children, Substantiated Findings-CPS |
| Status          | Not Started, Pending, Regional Review Complete, or Resolved.   |
| Comments        | Enter comments pertaining to the finding follow up.  |

- The findings screen will display the record. The county/tribe can now enter notes to it.

| CCAP/SORP/Abuse/Neglect Findings |         |                             |            |                   |                 |                |                   |                |                  |  |  |
|----------------------------------|---------|-----------------------------|------------|-------------------|-----------------|----------------|-------------------|----------------|------------------|--|--|
| Ref #                            | Created | Type                        | Person     | DCF Review Status | Followup Status | Priority       | Provider/Location | Name           | County/Tribe     |  |  |
| 2000000220                       | 05/14   | Sex Offender Registry Match | Individual | Not Started       | Not Started     | Barred Offense | 2800039412 - 001  | Anna Applicant | Milwaukee County |  |  |

### DOJ/FBI Record – Licensing only:

If the DCF/DOJ interface flags a record of an individual, the DCF Central Office CBU staff can insert the record into the Findings module. The DOJ records cannot be inserted into the Findings module until the license has been approved.


- On the Modify Background Check screen, click on the Generate Finding link for the record that needs to be inserted into the Findings module.

**Individual**

**Name** Susan Sugar  
**Relationship**  
**Role** Applicant/Licensee

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**Modify Individual Background Check**

Type of Check Doj/Dhs [View Results](#)  
 Date Requested 11/01/2010  
 Date Received 11/1/2010  
 Next Check Date 2/1/2011  
**Status \***  [Generate Finding](#)   
**Record Found \***  Yes  No  Not Received  
**Flag \***  None  Red  Pink  Fuchsia  LimeGreen  Yellow  Blue  Purple  Orange

- The following screen will display:

**Related Background Check Events**

There are no events for this background check.

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**New Finding**

**Provider Type \*** Licensed  
**First Name \*** Susan  
**Last Name \*** Sugar  
**Matching Individual First Name \*** Susan  
**Matching Individual Last Name \*** Sugar  
**Person Type \*** Provider  
 Provider Number 3800036813  
 Location Number 1  
 Facility ID 1000009  
**Type of Finding \*** Ccap - Conviction  
**Priority \*** Subst. Related - Care Of Children  
**Status \*** Not Started  
**Comments \*** The system automatically inserts the information received from DOJ. The CBU staff is able to modify the text if additional comments are needed.

The Related Background Check Events section will list the information received from DOJ. The New Finding section can be modified by the CBU staff.

1. The record is immediately available in the Findings module for follow-up.

| License Finding Details   |   |
|---|---|
| <b>Reference#</b> 200000222   | <b>Priority</b> Subst. Related - Care Of Children   |
| <b>Provider#</b> 3800036813 - Sugar And Spice Day Care                    | <b>Location#</b> 1  |
| <b>Person</b> Susan Sugar   | <b>Matching Person</b> Susan Sugar  |
| <b>Type</b> Doj   | <b>DCF Review Status</b> Not Started  |
| <b>County</b> Milwaukee County  | <b>Facility ID</b> 1000009  |
| <b>Region</b> 005 - Southeastern  | <b>Licensors</b> 0000046 Wendy Kaplan - (608) 243-2469  |
| <a href="#">Modify License Finding</a> <a href="#">View DOJ Rap Sheet</a> |   |
| <b>Updated Date</b>   | <b>DCF Comment</b>  |
| <a href="#">06/23/14</a>  | The system automatically inserts the information received from DOJ. The CBU staff is able to modify the text if additional comments are needed. |