



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

March 27, 2015

Division of Early Childhood Education

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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.

### 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.

Since WISCCRS documents are not dependent on color, space can be saved by refraining from using color scanning. Still, most scanners have more than one option other than color. One of these options is grayscale, and another is black and white. At the smallest unit of display (a pixel), a grayscale stores how gray the pixel is, whereas black and white stores it either as black or white. For this reason, grayscale takes more file space than black and white. Resolution can be adjusted to set the number of pixels that should be stored per inch (i.e., 'ppi') of the scanned document. Consider the following images of grayscale versus black and white.

Example of grayscale, 100 ppi resolution

Identified Areas for Improvement / Brainstorming	Person Responsible
Add journals and books for private space	Nelly Apple

Example of black and white text/line art, 200 ppi resolution

Identified Areas for Improvement / Brainstorming	Person Responsible
Add journals and books for private space	Nelly Apple

In a 25 page document, both of these choices produce the same file size, 2.5MB. The higher resolution black and white option produces a better quality for the same file size.

**Therefore, we recommend black and white text/line art scanning at 200 ppi for WISCCRS documents.**

There may be exceptions to this rule for documents that cannot be read when scanned at this resolution. In these cases, try scanning at a higher resolution (e.g., 300 ppi). 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. Adobe Acrobat has an optimizer that is useful. To reduce a document size, do the following:

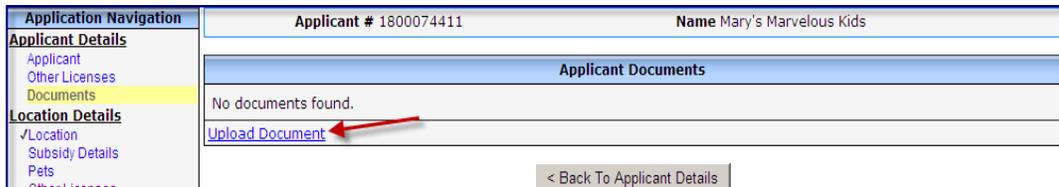
1. Open the pdf document that you want to work on.
2. In the upper tool bar, click on Advanced. Then PDF Optimizer.
3. Under the Image Settings, change all Downsample values to 200.

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

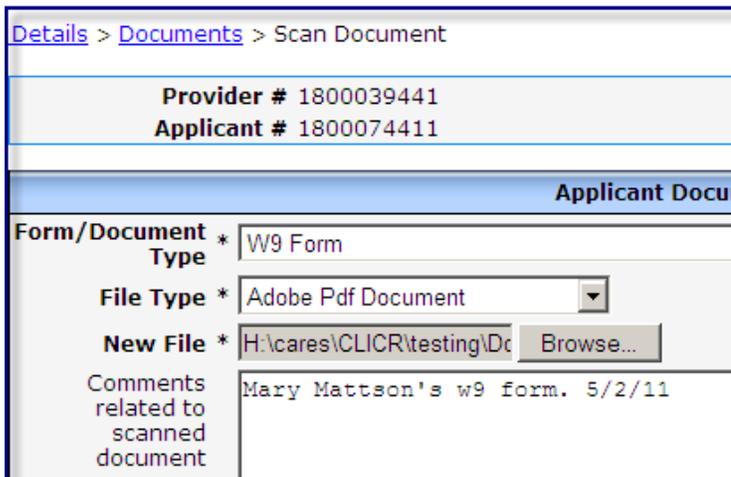
## Uploading Documents into WISCCRS

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.

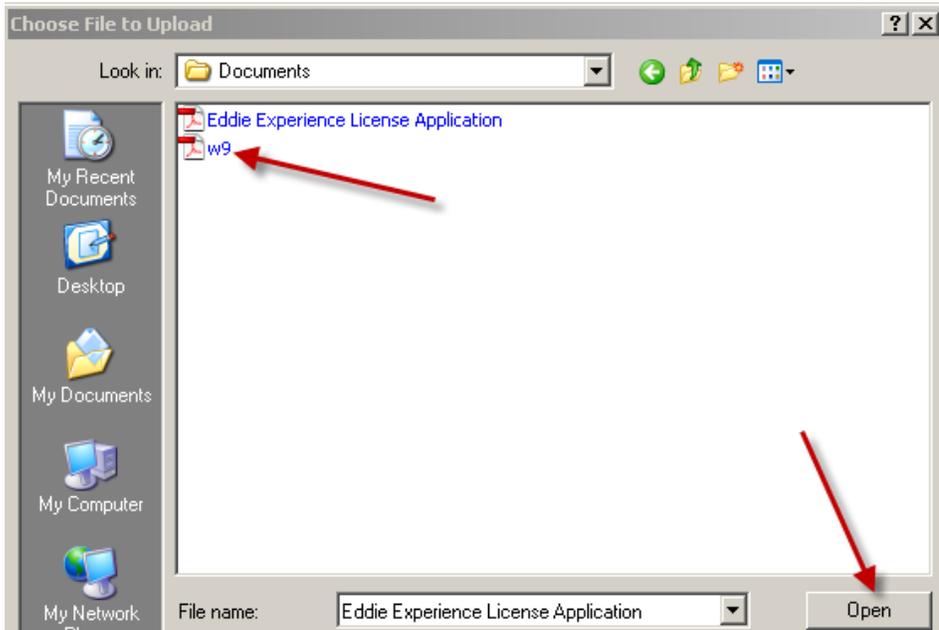


4. On the Scan Document screen, choose the Document Type you want to upload.



5. Choose the File Type (most scanners convert the document into pdf or tiff format).

- 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.



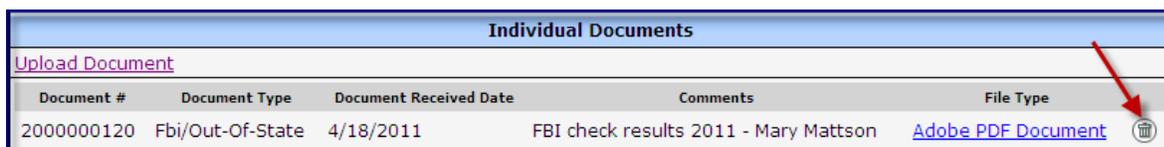
- Enter comments related to scanned document. To find the document later, a brief comment explaining the document is helpful. Example: BID 2011 – Jon Doe. Click Add.
- Now the document is displayed on the Documents screen.

Document #	Date Uploaded	Document Type	Comments	File Type
2000000162	06/28/11	W9 Form		<a href="#">Adobe PDF Document</a>
2000000341	08/24/11	W9 Form	9w form submitted on 8/1/11	<a href="#">Adobe PDF Document</a>

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

## Delete an Uploaded Document

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



Click on the Delete button on the bottom of the page to confirm the deletion.

> [Documents](#) > Delete Document

Document Delete	
Document Type	W9 Form
File Type	Adobe Pdf Document
Comments related to scanned document	
<input type="button" value="Delete &gt;"/>	

NOTE: The Correction Plans and Compliance Statements are automatically displayed on the Public Search the following day. If a document that has been transmitted to the Public Search needs to be deleted, you can delete it in WISCCRS. The document posted on the Public Search is also deleted immediately.

## 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

Documents types pertaining to the applicant/licensee are:

Document Type	Certification	Licensing	Mandatory	Comments
Articles of Organization (LLC)/Incorporation/Partnership	No	Yes		Also, Articles of correction/bylaws
Business Structure	Yes	Yes		
CBC Delegations	No	Yes		
Exceptions	No	No		This option was removed in March 2014. If old documents need deletion, contact the Central Office to request removal
FDIU Reports	Yes	Yes		Subsidy Fraud Detection Investigation Reports

List of Board of Directors	No	Yes		
Other	Yes	Yes		
Tax ID Verification Document (copy of SSN card or IRS FEIN document)	Yes	Yes		
W9 Form	Yes	Yes	Certification /Licensing	Required for new applicants, when name or Tax ID changes.
WI Shares Overpayment Letter	Yes	Yes		
Wisconsin Shares Suspension/Termination Letter	Yes	Yes		

## 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.



## 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	Comments
Vaccinations	Yes	Yes		

## 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.

Pets					
Pet Type	Pet Name	Rabies Vaccine Due Date	Comments	Updated Date	
Cat	Fluffy	01/01/12	kla sdfkaj fklasdj faskifj	07/21/11	<a href="#">Documents</a>
Dog	Jack	06/14/12		07/21/11	<a href="#">Documents</a>

## Vehicle Related Documents

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

Document Type	Certification	Licensing	Mandatory	Comments
Accident Reports	Yes	Yes		
Driver License	Yes	Yes		
Driving Records	Yes	Yes		
Inspection Reports	Yes	Yes		
Other	Yes	Yes		
Transportation Checklist	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 "insurance".

## Accessing 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 Vehicle link in the left-side navigation menu. The document link is on the right side of the screen.

Location Vehicle				
<a href="#">New Vehicle</a>				
Vehicle Mode	Alarm Check Date	Comments	Updated Date	
Center Contracted	12/11/12	dodge grand caravan 2006	12/11/12	   <a href="#">Documents</a>

## 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	Comments
Other	Yes	Yes		
Proof of Insurance	Yes	Yes		

## 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						
<a href="#">New Insurance</a>						<a href="#">Documents</a>
Insurance Type	Start Date	End Date	Pets Covered?	Comments	Updated Date	
Liability	01/01/12	12/31/12	No	american family	12/11/12	<a href="#">Documents</a>

## Transactions Related Documents

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

Document Type	Certification	Licensing	Mandatory	Comments
NSF Notices	Yes	Yes		Non-sufficient fund notice
Collection Notices/Invoices	Yes	Yes		
Refund Request	Yes	Yes		

## 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						
<a href="#">New Fee/Adjustment</a>						<a href="#">New Collection</a>
Transaction Date	Transaction/Collection Id	Transaction Type/Collection Type	Amount	Balance As of Transaction Date	Current Status	Comments
12/10/12	T 2000000843	Initial Background Check Fee	(\$20.00)	(\$20.00)	Open	CBC for applicant and one household member <a href="#">Details</a>
12/10/12	T 2000000844	License Fee	(\$60.50)	(\$80.50)	Open	family application fee <a href="#">Details</a>
<b>Amount in Excess: \$0.00</b>			<b>Total Amount Due: (\$80.50)</b>			
<a href="#">Fees/Adjustments</a>						<a href="#">Collections</a>

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

<input type="checkbox"/> Show Withdrawn Transactions	<input type="text" value="Search &gt;"/>
--	--

Fees/Adjustments						
<a href="#">New Fee/Adjustment</a>						<a href="#">New Collection</a>
Type	Amount	Balance	Creation Date	Comments	Status	
Initial Background Check Fee	(\$20.00)	(\$20.00)	12/10/12	CBC for applicant and one household member	Open	<a href="#">Documents</a>
License Fee	(\$60.50)	(\$60.50)	12/10/12	family application fee	Open	<a href="#">Documents</a>
<b>Total Amount Due:</b>		<b>(\$80.50)</b>				

## 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	Comments
BID	Yes	Yes		
CCAP	Yes	Yes		
Confidential Information Release Form	Yes	Yes		
Court Documents	Yes	Yes		
DOJ	Yes	No		DOJ results 'no record found'
DOJ Rap sheet	Yes	No		
Driver License	Yes	Yes		
Driving Records	Yes	Yes		
FBI/Out-of-State	Yes	Yes		
IBIS Letter	Yes	No		
IBIS-related Documents	Yes	Yes		
Law Enforcement Documents	Yes	Yes		
Other	Yes	Yes		
<b>SOR</b>	<b>Yes</b>	<b>Yes</b>		<b>Sex Offender Registry results</b>
Training Documentation	Yes	Yes		

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

## Accessing Individual Related Documents

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

Applicants/Licensees						
<a href="#">Add Applicant/Licensee</a>						
Name	DOB	SSN	Role		Aliases	Background Check
<a href="#">Andy Applicant</a>	01/01/81	978-89-9996	Applicant/Licensee		<a href="#">Aliases</a>	<a href="#">Background Check</a>
<a href="#">Anna Applicant</a>	01/01/66	111-22-3333	Applicant/Licensee		<a href="#">Aliases</a>	<a href="#">Background Check</a>
<a href="#">Training Documents</a>						
Other Individuals						
<a href="#">Add New Individual</a> <a href="#">Select Individuals from other Locations</a>						
Name	DOB	SSN	Role		Aliases	Background Check
<a href="#">Amy Applicant</a>	03/03/83	123-45-6789	Household Member/Occupant		<a href="#">Aliases</a>	<a href="#">Background Check</a>
<a href="#">Training Documents</a>						

## Site Visit Related Documents

Below is a list of documents related to site visits.

Document Type	Certification	Licensing	Mandatory	Comments
2664 - Compliance Statement -CSAP	Yes	No	Certification	Once scanned, the document is posted on the Child Care Public Search the following day. <b>Since these documents are displayed on the Child Care Public Search, please verify that the orientation of the scanned document is horizontal.</b>
2665 - Compliance Statement -Family	Yes	No	Certification	Once scanned, the document is posted on the Child Care Public Search the following day.
785 - Compliance Statement	No	Yes	Licensing	Once scanned, the document is posted on the Child Care Public Search the following day.
Child Records Checklist	Yes	Yes		
Exit Interview	Yes	Yes		Previously listed under Applications. This document is not transferred to the Public site.
Plan of Correction	Yes	Yes	Cert/Lic	Once scanned, the document is posted on the Child Care Public Search the following day.
Staff Records Checklist	Yes	Yes		

## 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.

- Click on the **Monitoring Results** link of the visit 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	
<a href="#">Follow-up</a>	Certified	06/15/14	Re-Certification Visit	10/31/14	06/30/16		Yes	<a href="#">Monitoring Results</a>	
<a href="#">Follow-up</a>	Certified	05/23/13	Complaint Visit , Verification Of Cfs-294	06/30/13			Yes	<a href="#">Monitoring Results</a>	
<a href="#">Follow-up</a>	Certified	03/25/13	No Site Visit				Yes	<a href="#">Monitoring Results</a>	
<a href="#">Follow-up</a>	Certified	03/19/13	Complaint Visit	06/30/13		Monitoring Visit	Yes	<a href="#">Monitoring Results</a>	
<a href="#">Follow-up</a>	Certified	06/01/12	Initial Provider Visit				No	<a href="#">Monitoring Results</a>	

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

Site Visit	
Visit Date	6/15/2014
Visit Reason	Re-Certification Visit
Next Visit Date	10/31/2014
Visit Due Date	6/30/2016
Rule Violated	Yes
Comments	

Unmet  Met  Not Applicable

[View/Update Monitoring Results](#) [New Monitoring Result\(Classic View\)](#)

Certificate - Monitoring Results							
Rule #	Rule Group	Monitoring Results	Detection Date	Detection Type	Related Visit	Updated Date	Print Selected or All
202.04(3)(c)	Basis for Certification	Unmet	06/15/14	Site Visit	Re-Certification Visit on 06/15/2014	02/23/15	<input type="checkbox"/>
202.08(2)(a)1.	Home Safety	Unmet	06/15/14	Site Visit	Re-Certification Visit on 06/15/2014	02/23/15	<input type="checkbox"/>
202.08(8m)(a)	Equipment	Unmet	06/15/14	Site Visit	Re-Certification Visit on 06/15/2014	10/10/14	<input type="checkbox"/>

## Complaint/Incident Related Documents

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

Document Type	Certification	Licensing	Mandatory	Comments
Complaint received by Mail or by Fax (written complaint)	Yes	Yes		This document type can be used for any intake documents such as emails/faxes, etc.
Findings	No	Yes		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		
<b>Summary Letter</b>	<b>Yes</b>	<b>Yes</b>		
Supporting Documents	Yes	Yes		This type can be used to scan various documents collected during a complaint /incident investigation. <b>This option can also be used to upload documents pertaining to incidents reported by a</b>

				provider.
Unlicensed Complaint Response	No	Yes		

## Accessing Complaint/Incident Related Documents

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

Complaints								
Complaint Type	Complaint Received Date	Complaint Status	Complaint Results	Date of Occurrence	Assigned To	Complainant	Updated Date	Requires Immediate Attention
License	12/11/12	In Progress			Licensor Lena		12/11/12	No
<a href="#">Complainant</a> <a href="#">Referral</a> <a href="#">Investigation</a> <a href="#">Visits</a> <a href="#">Enforcement</a> <a href="#">Print Intake Form</a> <a href="#">Documents</a> <a href="#">Related Complaints(0)</a>								

## Enforcement Related Documents

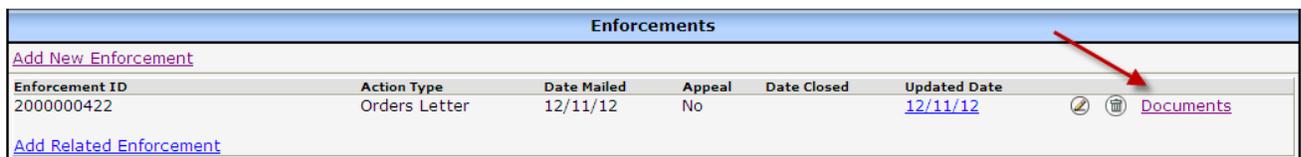
The following documents are available in the Enforcement module:

Document Type	Certification	Licensing	Mandatory	Comments
Appeal Letter	Yes	Yes		
Closure Notice	No	Yes		
Document Receipt	No	Yes		
Hearing Decisions	Yes	Yes		
Installment Agreement	No	Yes		
Notice of Appearance	No	Yes		
Notice of Withdrawal	Yes	Yes		
Other	Yes	Yes		
Permit to Reopen	No	Yes		
Receipt of Forfeiture	No	Yes		
Reinstatement Letter	Yes	Yes		
Sanction/Enforcement Notice	Yes	Yes		Include forfeiture, order, stop operating, and no access notices

Stipulated Settlement Agreement	Yes	Yes		
Stipulations in lieu of or to Prevent Enforcement	Yes	Yes		
Unpaid Forfeiture Notice	No	Yes		

## 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.



In order for the Enforcement Document link to appear in WISCCRS, an enforcement record must be added.

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	Comments
Building Inspection	No	Yes		
CBC Fee Deduction Permission	No	Yes		
Collaboration Agreements	No	Yes		

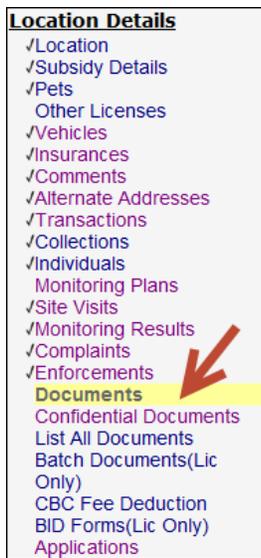
Correspondence - Certification Sanctions	Yes	No	Certification*	NOTE: Certification sanction letters should be now uploaded under the Enforcements Documents (Sanction/Enforcement Notice).
Correspondence - General	Yes	Yes		Use this type to scan correspondence with the provider (except the certification sanctions)
Delegation of Authority/Chain of Command	No	Yes		
Emergency Back-up	Yes	Yes		
Facility Closure Letter	Yes	Yes		
Fire Department Notice	No	Yes		
Fire Inspection	No	Yes		
Household Member List	Yes	Yes		
Incident Report	Yes	Yes		Please upload these under the Complaints/Injury Reports section.
Indoor/Outdoor Diagrams	Yes	Yes		Certification: This field may be used to upload diagrams for School Age programs
Landlord Permission	Yes	No		
Occupancy Permit	No	Yes		
Other	Yes	Yes		
Policies-Family	No	Yes		
Policy and Procedures Checklist	No	Yes		
Pre-2011 Original Application	No	Yes		
Program Staff	No	Yes		
Property Information	No	Yes		
Regulatory Agency Approval	Yes	No		

Return to Sender Notices	Yes	Yes		
SFTA	No	Yes		
Space Letter	No	Yes		
Temporary Closure Letter	Yes	Yes		
Water Test Results	Yes	Yes		
Zoning Certificate	Yes	Yes		Certification: This field may be used to upload zoning certificates for School Age programs

\*See Confidential Documents section when uploading sanction letters 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	Comments
Amendment	Yes	Yes		

Application	Yes	No		
Exception	Yes	Yes		This document type can be used to scan facility/location related exceptions.
Missing Items Letter	Yes	Yes		
Other	Yes	Yes		
Past Due/Reminder Letter	Yes	Yes		
Standards and Checklist	Yes	No		
Stipulation - Condition	Yes	Yes		This document type can be used to scan stipulations with conditions (often restrictions, etc)

## Accessing Application Related Documents

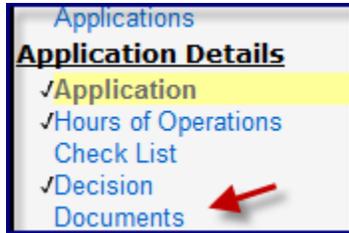
Search for the location/facility for which you want to upload the document related to an application. In the left-side navigation menu, click on the Applications link.



The Applications screen displays application history of the site with the latest application on top. If the family provider is 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.

Certified Applications For This Location 002							
Application Sequence #	Application Begin Date	Application Status	Category	Category Status	Category Begin Date	Category Expiration Date	Category End Date
<a href="#">002</a>	03/15/11	Approved	Provisional Certified	Approved	03/15/11	03/14/13	03/14/13
<a href="#">001</a>	06/01/07	Denied - Dhs12 - Bar W/ Rehab					

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

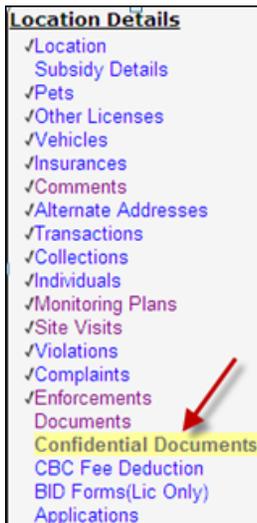


## Confidential Documents

Please use caution when uploading documents that are of confidential nature. This also includes uploading law enforcement documents and other 2<sup>nd</sup> source documents that might include confidential information.

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.

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

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	Comments
AODA information	
Child Protective Services documents	

County reference letter	
Court records	
Juvenile information	
Mental health information	
Other	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. Example: Medical records such as TB test results, etc.
Police records	

## Security

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.

Below is a screen print of a dually regulated provider using certification access. The certification worker can access the certification document by clicking the link in the File Type column and delete the document if needed. S/he can see that licensing has uploaded a document (county reference letter) but s/he cannot access the document because the link un the File Type column is not active.

<b>Provider is both certified and licensed</b>						
<b>Provider/Loc Number</b> 2800039412 / 001 <b>Facility Number</b> 1122341 <b>Facility Address</b> Ann St Annapolis, WI 45454			<b>Name</b> Abc Child Care <b>Applicant/Loc Number</b> 9800074192 / 001 <b>Facility Name</b> Annas Facility			
<b>Licensor Name</b> Stephen Vakil			<b>Certifier Name</b> Pirkko Zweifel			
<b>Location Confidential Documents</b>						
<a href="#">Upload Document</a>						
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	<a href="#">Adobe PDF Document</a> 	

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						
Regulation Type	Document #	Document Type	Document Received Date	Comments	File Type	
Licensing	2000000686	County Reference Letters	6/20/2012	Sunshine county CPS file	<a href="#">Adobe PDF Document</a>	
Certification	2000000687	Juvenile Information	6/20/2012	Sunshine county	Adobe PDF Document	

- 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. 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 is both certified and licensed**

<b>Provider/Loc Number</b> 2800039412 / 001	<b>Name</b> Abc Child Care
<b>Facility Number</b> 1122341	<b>Applicant/Loc Number</b> 9800074192 / 001
<b>Facility Address</b> Ann St Annapolis, WI 45454	<b>Facility Name</b> Annas Facility

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<b>Licensor Name</b> Stephen Vakil	<b>Certifier Name</b> Pirkko Zweifel
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Location Confidential Documents						
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	

- 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:

**Error - Authorization Failed**

You are not authorized to perform this action!

## 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.

Location Details	
✓Location	
Subsidy Details	
✓Pets	
✓Other Licenses	
✓Vehicles	
✓Insurances	
✓Comments	
✓Alternate Addresses	
✓Transactions	
✓Collections	
✓Individuals	
✓Monitoring Plans	
✓Site Visits	
✓Monitoring Results	
✓Complaints	
✓Enforcements	
Documents	
Confidential Documents	
<b>List All Documents</b>	
Batch Documents(Lic Only)	
CBC Fee Deduction	
BID Forms(Lic Only)	
Applications	

The following screen displays:

<b>Provider/Loc Number</b> 2800039412 / 001 <b>Facility Number</b> 1122341 <b>Facility Address</b> 123 Ann St Annapolis, WI 45454		<b>Name</b> Abc Child Care <b>Applicant/Loc Number</b> 9800074192 / 001 <b>Facility Name</b> Annas Facility	
<b>Licensor Name</b> Ole Officemanager-Sero		<b>Certifier Name</b> Pzmkee Certifier	
<input type="button" value="Show All Sections"/> <input type="button" value="Hide All Sections"/>		<b>Uploaded Date</b> From: 2/17/2013 To: 2/17/2015 <input type="button" value="Search"/>	
<b>Regulation Type</b> All			
<b>Location Documents</b>			
<b>Reg Type</b>	<b>Document Type</b>	<b>Comments</b>	<b>Uploaded</b>
Certified	Indoor/Outdoor Diagrams		<a href="#">09/10/13</a>
<b>Vehicles Documents</b>			
<b>Reg Type</b>	<b>Vehicle ID</b>	<b>Vehicle Mode</b>	<b>Document Type</b>
License	2000000021	Center Contracted	Driving Records
<b>Comments</b>			<b>Uploaded</b>
vehicle document			<a href="#">10/29/13</a>
<b>Insurance Documents</b>			
<b>Reg Type</b>	<b>Start Date</b>	<b>Insurance Type</b>	<b>Document Type</b>
Certified	02/02/11	Vehicle	Proof Of Insurance
<b>Comments</b>			<b>Uploaded</b>
Child Care Liability policy			<a href="#">05/20/14</a>
<b>Transaction Documents</b>			
<b>Individual Documents</b>			

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 if the provider is dually regulated.
- 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 – Licensing Only

System generates the following letters for licensed facilities:

- Continuation Letters
- BID Forms Letters
- Fingerprint Letters
- Background Check Invoices and Reminders

## Accessing Batch Documents Page

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

**Location Details**

- √ Location
  - Subsidy Details
- √ Pets
  - Other Licenses
- √ Vehicles
- √ Insurances
- √ Comments
- Alternate Addresses
- √ Transactions
- √ Collections
- √ Individuals
  - Monitoring Plans
- √ Site Visits
- √ Monitoring Results
- √ Complaints
  - Enforcements
  - Documents
  - Confidential Documents
  - List All Documents
  - Batch Documents(Lic Only)**
  - CBC Fee Deduction
  - BID Forms(Lic Only)
  - 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.

<b>Provider/Loc Number</b> 8800039538 / 001 <b>Facility Number</b> 1122518 <b>Facility Address</b> Hollow Road Scaryville, WI 45454		<b>Name</b> Holly Halloween <b>Applicant/Loc Number</b> 1800076316 / 001 <b>Facility Name</b> Halloween Care		
Location System Generated Documents				
Document #	Document Type	Date Uploaded	Comments	File Type
2000001159	Child Care Invoice	05/11/2013		<a href="#">Adobe PDF Document</a>
2000001265	Child Care Invoice - 30 Days Past Due	06/15/2013		<a href="#">Adobe PDF Document</a>
2000001413	Child Care Invoice - 60 Days Past Due	07/12/2013		<a href="#">Adobe PDF Document</a>
2000001524	License Continuation Letter	08/23/2013		<a href="#">Adobe PDF Document</a>
2000001700	License Family Bid Form	02/27/2014		<a href="#">Adobe PDF Document</a>
2000001963	Fingerprint Letter	06/24/2014		<a href="#">Adobe PDF Document</a>

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