

Wisconsin Child Care Regulatory System (WISCCRS)

User Guide

Findings

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WISCONSIN DEPARTMENT OF
CHILDREN AND FAMILIES

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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 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 usually posted on the second Friday of the month. Once the results of the matches are posted, an email is sent from DCF BECR Central Office in Madison to certifying agencies and child care licensing regions.

As soon as the certified/licensed provider location has been approved a license or a certificate, the provider and household members and employees (certification only) will be included in the monthly matching. Also, if a household member is added to a currently regulated program, the automated matching will pick up the individual the following month.

The BECR Background Check Unit staff 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 regional licensing staff. Also, Sex Offender Registry matches are inserted into the Findings module by the DCF Central Office staff.

Further information on the Findings for the certifying agencies can be found in the Operations memo 09-64 <http://www.dhs.wisconsin.gov/em/ops-memos/2009/pdf/09-64.pdf>.

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 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 12 years and older, except licensee with a Role 'Applicant/Licensee – Exempt'.

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 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 information with the maltreater information contained in eWISACWIS. The matching includes all individuals 12 years and older, except licensee with a Role 'Applicant/Licensee – Exempt'.

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 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 ‘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’.

Investigate CCAP/Registry/CPS Findings

[View Certified Provider Findings](#)
Here you can view Certified Provider Findings.

[View Licensed Provider Findings](#)
Here you can view Licensed Provider Findings.

Enter criteria as desired to narrow the results. Criteria fields are described in the table below.

Search Criteria

DCF Review Status:

Followup Status:

Type:

Person Type:

Priority:

County:

Provider Number: (Enter 10 Digits)

Name Contains:

Comments Contain:

Reference #:

Created Begin Month:

Created End Month:

Field Name	Description
DCF Review Status	Values are: <ul style="list-style-type: none"> • Not Resolved • Not Started • Pending • Regional Review Complete (Licensed only) • Resolved
Follow-up Status (updated by certification and licensing regional staff)	Values are: <ul style="list-style-type: none"> • Action Required • Pending • Not Started • Resolved

Type	<p>Values are:</p> <ul style="list-style-type: none"> • CCAP-Conviction • CCAP-Pending • CPS Match • DOJ • IBIS • Lab Finding • Sex Offender Registry Match
Person Type	<p>Values are:</p> <ul style="list-style-type: none"> • Employee (certification) • Individual • Provider
Priority	<p>Values are:</p> <ul style="list-style-type: none"> • Barred Offense • City/County Ordinance of Concern • Legislative Audit Bureau (records inserted after LAB review) • Subst. Related-Business • Subst. Related-Care of children • Substantiated Findings-CPS
Region	Select the Region (licensed only)
County	Select from the list of available counties
Provider Number	Enter the 10 digit provider number
Facility ID	Enter the 7 digit facility ID (licensed only)
Licensors	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
1000001260	07/11	Cps Match	Employee	Not Started	Pending	Substantiated Finding - Cps	9988992	Kyles Momma	005	Milwaukee County
1000001243	07/11	Ibis	Individual	Not Started	Action Required	Barred Offense	9988992	Kyles Momma	005	Milwaukee County
1000001247	07/11	Ccap - Conviction	Employee	Resolved	Resolved	Barred Offense	9988992	Kyles Momma	005	Milwaukee County
1000001244	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 use to access the case details in the Wisconsin Circuit Court system.

License Finding Details	
Reference# 1000001247	Priority Barred Offense
Provider# 0	Location# 0
Person Kyles Momma	Matching Person Kyles Momma
Type Ccap - Conviction	DCF Review Status Resolved
County Milwaukee County	Facility ID 9988992
Region	Licensors
Modify License Finding	
Updated Date	DCF Comment
07/28/11	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: . View In CCAP

Licensors Comments	
Comment Text	Updated Date
adding test comments	07/28/11
changed follow up status to pending until results are in.	07/28/11

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. Central Office CBU staff and DCF Certification Specialist is able to manually generate findings if a concerning record is brought over by the DOJ interface (licensing 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:**
Reviews certification records and approves them.

Licensing:

- 1. Licensing Specialist access:**
These users can enter comments pertaining to the records in their region. They can also change the Follow-up Status.
- 2. Licensing Chief access:**
The regional licensing chief reviews the comments entered by the Licensing Specialist. May enter comments and change the DCF review status to Regional Review Complete when done.
- 3. DCF BECR Bureau Director access:**
Reviews the comments entered by the Licensing Specialist and the Licensing Chief. Changes status to Resolved when approved.

Dually Regulated Providers

If a provider is certified and licensed, the matches will be inserted in both the licensing and certification modules and must be reviewed by both agencies.

Viewing / Updating Findings Records by Various User Types

As explained above, 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.

WISCCRS User Guide – Findings Module

3. After the provider has been identified, the following screen will display:

CCAP/SORP/Abuse/Neglect Findings									
Created	Type	Person	DCF Review Status	Followup Status	Priority	Provider/Location	Name	County/Tribe	
200000220	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	
Reference# 200000220 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
Updated Date 05/29/14	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.
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 Operations Memo <http://www.dhs.wisconsin.gov/em/ops-memos/2009/pdf/09-64.pdf>.

Modify Follow-up	
Status *	Pending
New Comments	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.
Followup Action	
Followup Action Details	enter comments

Field Name	Description
Follow-up Status	Values are: <ul style="list-style-type: none"> • Action Required • Pending • Not Started • Resolved
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 display 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
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.

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

[Findings](#) > [Certified Findings](#)

Search Criteria

DCF Review Status	<input type="text" value="- Not Resolved -"/>
Followup Status	<input type="text"/>
Type	<input type="text"/>
Person Type	<input type="text"/>
Priority	<input type="text"/>

- 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	

WISCCRS User Guide – Findings Module

- 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# 200000220	Priority Barred Offense
Provider# 2800039412 - Abc Child Care	Location# 1
Person Anna Applicant	Matching Person Harry Household Member
Type Sex Offender Registry Match	DCF Review Status Not Started
County Milwaukee County	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 choose 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	200000220
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	<input type="text" value="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# 200000220	Priority Barred Offense
Provider# 2800039412 - Abc Child Care	Location# 1
Person Anna Applicant	Matching Person Harry Household Member
Type Sex Offender Registry Match	DCF Review Status Not Started
County Milwaukee County	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 if 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 licensing 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	
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

⚠ Provider is both certified and licensed

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

Licensors Comments

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

Status *	Pending
New Comments	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.
Followup Action	<input type="text"/>
Followup Action Details	enter comments

Field Name	Description
Follow-up Status	Values are: <ul style="list-style-type: none"> • Action Required • Pending • Not Started • Resolved
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 finally 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.

WISCCRS User Guide – Findings Module

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

⚠ **Provider is both certified and licensed**

Reference# 2000000221 Provider# 2800039412 - Abc Child Care Person Anna Applicant Type Sex Offender Registry Match County Milwaukee County Region	Priority Barred Offense Location# 1 Matching Person Harry Household Member DCF Review Status Not Started Facility ID 1122341 Licenser Modify License Finding
--	--

Updated Date	DCF Comment
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.

Licenser 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.

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

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	<input type="text" value="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 BECR Regional Chief are displayed above the original text entered into the Findings record.

License Finding Details	
⚠ Provider is both certified and licensed	
Reference# 2000000221 Provider# 2800039412 - Abc Child Care Person Anna Applicant Type Sex Offender Registry Match County Milwaukee County Region	Priority Barred Offense Location# 1 Matching Person Harry Household Member DCF Review Status Pending Facility ID 1122341 Licensors Modify License Finding
Updated Date	DCF Comment
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.
Licensors Comments	
Comment Text	Updated Date
more comments	06/04/14
comments, comments, comments	06/04/14

- 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:

- 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/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	
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	
⚠ Provider is both certified and licensed	
Reference# 2000000221 Provider# 2800039412 - Abc Child Care Person Anna Applicant Type Sex Offender Registry Match County Milwaukee County Region	Priority Barred Offense Location# 1 Matching Person Harry Household Member DCF Review Status Not Started Facility ID 1122341 Licensors Modify License Finding
Updated Date	DCF Comment
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.
Licensors 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
	Not Started
	Pending
	Regional Review Complete
	Resolved
	Cindy Chief

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	

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.

Newly Approved Providers with Findings Records

Providers who have been approved 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.

New Finding	
Provider Type *	<input type="text" value="Certified"/>
First Name *	<input type="text" value="Anna"/>
Last Name *	<input type="text" value="Applicant"/>
Matching Individual First Name *	<input type="text" value="Harry"/>
Matching Individual Last Name *	<input type="text" value="Household member"/>
Person Type *	<input type="text" value="Individual"/>
Provider Number	<input type="text" value="2800039412"/>
Location Number	<input type="text" value="001"/>
Facility ID	<input type="text"/>
Type of Finding *	<input type="text" value="Sex Offender Registry Match"/>
Priority *	<input type="text" value="Barred Offense"/>
Status *	<input type="text" value="Not Started"/>
Comments *	<input type="text" value="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
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
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 *	<input type="text"/> Generate Finding
Record Found *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Received
Flag *	<input type="radio"/> None <input type="radio"/> Red <input type="radio"/> Pink <input type="radio"/> Fuchsia <input checked="" type="radio"/> LimeGreen <input type="radio"/> Yellow <input type="radio"/> Blue <input type="radio"/> Purple <input type="radio"/> Orange

- The following screen will display:

Related Background Check Events	
There are no events for this background check.	
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.

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

License Finding Details	
Reference# 2000000222	Priority Subst. Related - Care Of Children
Provider# 3800036813 - Sugar And Spice Day Care	Location# 1
Person Susan Sugar	Matching Person Susan Sugar
Type Doj	DCF Review Status Not Started
County Milwaukee County	Facility ID 1000009
Region 005 - Southeastern	Licensors 0000046 Wendy Kaplan - (608) 243-2469
Modify License Finding View DOJ Rap Sheet	
Updated Date	DCF Comment
06/23/14	The system automatically inserts the information received from DOJ. The CBU staff is able to modify the text if additional comments are needed.