

# 437-CHILDREN & FAMILIES

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
<u>00272000.</u>	<u>CONTRACT AND GRANT AUDITS</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	<p>THESE RECORDS CONSIST OF COPIES OF CONTRACTS, GRANTS AND ALL ADDENDA / EXTENSIONS, SUPPORTING CORRESPONDENCE REGARDING THE CONTRACT, MISCELLANEOUS BUDGET, FISCAL AND PROGRAM MATERIAL RELATING TO THE ALLOCATIONS. CONTRACT AND GRANTS INCLUDED BUT NOT LIMITED TO ARE: EARLY CARE &amp; EDUCATION, CHILD SUPPORT, BW-2, MILWAUKEE CHILD WELFARE, PERMANENCE &amp; OUT-OF-HOME CARE AND SAFETY &amp; WELL-BEING.</p> <p>THESE DOCUMENTS MAY BE EITHER PAPER OR ELECTRONIC COPY. PAPER WILL BE MANAGED AND DISPOSED OF PER THE RDA IN THE USUAL MANNER; ELECTRONIC COPY WILL BE MANAGED IN THE DIVISION ARCHIVE RECORDS MANAGEMENT SYSTEM (ARMS) AND DISPOSED OF PER THE RDA.</p> <p>EVENT = AFTER CLOSE OF THE FEDERAL AWARD; OR LONGER IF NEEDED TO MEET FEDERAL RECORDS RETENTION REQUIREMENTS</p>			
<u>00278000.</u>	<u>FINANCIAL FILES</u>	<u>EVT+7</u>	<u>DEST</u>	<u>N</u>
	<p>THESE RECORDS CONSISTS OF BUT ARE NOT LIMITED TO FRAUD / OVERPAYMENT REFERRALS AND ANY COPIES OF WORKING FINANCE FILES AS WELL AS CHILD SUPPORT FISCAL REPORTS, THE ORIGINALS OF WHICH ARE KEPT ELSEWHERE. THESE FILES DO NOT INCLUDE ANY RECORDS RELATING TO CONTRACTS, MOUS OR GRANTS.</p> <p>THESE DOCUMENTS MAY BE IN EITHER PAPER OR ELECTRONIC COPY. PAPER WILL BE MANAGED AND DISPOSED OF PER THE RDA IN THE USUAL MANNER, ELECTRONIC COPY WILL BE MANAGED IN THE DIVISIONS ARCHIVE RECORDS MANAGEMENT SYSTEM (ARMS).</p> <p>EVENT = DATE OF EVENT</p>			
<u>00283000.</u>	<u>MONITORING REPORTS</u>	<u>EVT+7</u>	<u>SHSW</u>	<u>N</u>
	<p>THESE RECORDS INCLUDE PROGRAM, FINANCIAL, WORKING PAPERS AND RELATED CORRESPONDENCE CONDUCTED BY THE DIVISION ON FUNDING RECIPIENTS, INCLUDING GRANT CONTRACTS.</p> <p>THESE DOCUMENTS MAY BE EITHER PAPER OR ELECTRONIC COPY. PAPER WILL BE MANAGED AND DISPOSED OF PER THE RDA IN THE USUAL MANNER; ELECTRONIC COPY WILL BE MANAGED IN THE DIVISION ARCHIVE RECORDS MANAGEMENT SYSTEM (ARMS) AND DISPOSED OF PER THE RDA.</p> <p>EVENT = DATE OF EVENT</p>			
<u>00284000.</u>	<u>NOTICES TO CUSTOMERS</u>	<u>EVT+1</u>	<u>DEST</u>	<u>N</u>
	<p>THESE RECORDS CONSIST OF BUT ARE NOT LIMITED TO NOTICES, LETTERS, FLIERS, OR STUFFERS THAT CONTAIN INFORMATION FOR OUR CUSTOMERS. ALSO WORKING PAPERS / SUPPORTING DOCUMENTATION FOR THESE NOTICES.</p> <p>THESE DOCUMENTS MAY BE EITHER PAPER OR ELECTRONIC COPY. PAPER WILL BE MANAGED AND DISPOSED OF PER THE RDA IN THE USUAL MANNER; ELECTRONIC COPY WILL BE MANAGED IN THE DIVISION ARCHIVE RECORDS MANAGEMENT SYSTEM (ARMS) AND DISPOSED OF PER THE RDA.</p> <p>EVENT = DATE OF NOTICE</p>			
<u>00293000.</u>	<u>CASE RECORDS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
	<p>These records consist of, but are not limited to: internal correspondence, participant file, job access loans, emergency assistance, medical reports, mental health assessments, vocational assessments, reports related to domestic violence, confidential case comments, authorizations and assessments.</p> <p>The paper records are scanned into a data system and retained until the scanning is verified. After the electronic records have been verified the hard copies can be destroyed confidential.</p> <p>W-2 records per C.F.R. § 92.42 need to be retained 3 years after the date of the final close out report, all other DCF records are retained 3 years after the case has been closed or facility ceases operation and no longer holds a valid child care license.</p> <p>EVENT: Date of final close out report</p>			
<u>00316000.</u>	<u>PROGRAM POLICY NOTES</u>	<u>EVT+5</u>	<u>DEST</u>	<u>Y</u>
	<p>THESE RECORDS CONSIST OF INFORMATION COLLECTED IN THE PROCESS OF SETTING POLICY FOR VARIOUS PROGRAMS IN THE DEPARTMENT. RECORDS CONSIST OF BUT ARE NOT LIMITED TO NOTES TAKEN, DRAFTS MADE AND EMAIL INTERCHANGES BETWEEN INTERNAL STAFF AND BETWEEN PARTNER AGENCIES AND INTERNAL STAFF.</p>			

THESE DOCUMENTS MAY BE EITHER PAPER OR ELECTRONIC COPY. PAPER WILL BE MANAGED AND DISPOSED OF PER THE RDA IN THE USUAL MANNER; ELECTRONIC COPY WILL BE MANAGED IN THE DIVISION ARCHIVE RECORDS MANAGEMENT SYSTEM (ARMS) AND DISPOSED OF PER THE RDA.

EVENT = AFTER POLICY APPROVED / DISAPPROVED DATE

<b><u>00317000.</u></b>	<b><u>ADMINISTRATOR AND POLICY MEMOS</u></b>	<b><u>EVT+10</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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These records consist of Administrator's memos (Notice and Action), which either give notice to partner agencies of official department policy or give notice to partner agencies of action which needs to be taken. They go out under the Administrator's signature and are used by partners, contract agencies and division field staff. These files may include but are not limited to: correspondence between all public and private entities and the division, correspondence and reports within the division and emails. This record series includes all working papers.

Policy memos consist of, but are not limited to: Operations Memos, Child Support Bulletins and other policy informational updates for partners and contract agencies.

EVENT: Date of Memo

<b><u>00330000.</u></b>	<b><u>ADMINISTRATIVE SUBJECT FILES</u></b>	<b><u>CR+7</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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CONSISTS OF THE A-Z CORRESPONDENCE FILES RELATING TO PROGRAMS OF THE DEPARTMENT OF CHILDREN AND FAMILIES. SUBJECTS INCLUDE, BUT ARE NOT LIMITED TO, HUMAN SERVICES, FOSTER CARE, CHILDREN'S SERVICES, BUREAU OF MILWAUKEE CHILD WELFARE AND OTHER HUMAN SERVICE-RELATED ISSUES. THE FILES MATERIAL CONSISTS OF CORRESPONDENCE BETWEEN THE DIVISION AND COUNTY, STATE AND FEDERAL AGENCIES, PRIVATE INDIVIDUALS, AND LEGISLATORS; MEETING MINUTES FROM DIVISION WORKGROUPS, COMMITTEES AND COUNCILS; POLICY DEVELOPMENT MATERIAL AND RELATED ITEMS NEEDED IN THE DAY-TO-DAY OPERATIONS OF THE DIVISION.

THESE RECORDS HAVE IMMEDIATE AND ON-GOING ADMINSTRATIVE VALUE AS WELL AS PROVIDING THE HISTORY OF THE ORGANIZATION.

<b><u>00372000.</u></b>	<b><u>CERTIFICATION FILES - APPROVED AND DENIED FACILITIES</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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PURPOSE: PROVIDE DOCUMENTATION THAT AN INDIVIDUAL/FACILITY APPLIED FOR AND WAS GRANTED OR DENIED CERTIFICATION. IF CERTIFIED, THE PROVIDER HAS MET OR CONTINUES TO MEET MINIMUM STANDARDS ESTABLISHED BY STATUTE AND ADMINISTRATIVE RULES. CERTIFIED FACILITIES INCLUDE FAMILY CHILD CARE AND SCHOOL-AGE PROGRAMS.

CONTENTS: INCLUDE, BUT ARE NOT LIMITED TO, INITIAL AND RENEWAL APPLICATIONS, CERTIFICATES, W-9, TB TEST RESULTS, STANDARDS AND CHECKLISTS, BACKGROUND INFORMATION DISCLOSURE FORMS, LANDLORD PERMISSION FORMS, REGULATORY AGENCY APPROVAL FORMS, COMPLIANCE MATERIAL (EXIT INTERVIEWS, NONCOMPLIANCE STATEMENTS AND CORRECTION PLANS, COMPLIANCE STATEMENTS) EXCEPTIONS/STIPULATIONS, CRIMINAL BACKGROUND CHECK RESULTS/FINDINGS, CPS FINDINGS, COMPLAINT MATERIAL/DOCUMENTATION, WELL-WATER TESTS, DOCUMENTATION OF TRAINING, CORRESPONDENCE REGARDING SANCTIONS, COURT AND LEGAL DOCUMENTS, APPEAL RESULTS, AND OTHER RELATED CORRESPONDENCE. PAPER CERTIFICATION FILES ARE RETAINED UNTIL THE SCANNING IS VERIFIED, AND THEN PAPER FILES ARE DESTROYED CONFIDENTIAL.

DEFINITION: CLOSED - ANY OF THE FOLLOWING: CEASES OPERATION, DOES NOT COMPLETE THE APPLICATION PROCESS, CERTIFICATION IS REVOKED OR DENIED BY THE CERTIFYING AGENCY.

EVENT = CLOSED + 6 YEARS AND DESTROY CONFIDENTIAL.

<b><u>00373000.</u></b>	<b><u>REGULATION REPORTS</u></b>	<b><u>CR+7</u></b>	<b><u>SHSW</u></b>	<b><u>N</u></b>
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THESE RECORDS CONSISTS OF MONTHLY, QUARTERLY AND ANNUAL REGULATION REPORTS GATHERED WITHIN THE DIVISION AND OTHER SOURCES. REPORTS CONTAIN:

- \* SITE VISITS
- \* NEW, CLOSED, PENDING FACILITIES
- \* ENFORCEMENT ACTIONS
- \* STATISTICS ON COMPLAINTS FOR LICENSED AND UNLICENSED FACILITIES
- \* STATISTICS ON REGULATED FACILITIES
- \* STATISTICS ON FINDINGS OF INVESTIGATION
- \* COMPLAINT INVESTIGATION

EVENT = CR + 7 YEARS AND TRANSFER TO STATE ARCHIVES (WHS)

<b><u>00376000.</u></b>	<b><u>PROGRAM INTEGRITY INVESTIGATION FILES - WI SHARES VIOLATION</u></b>	<b><u>EVT+7</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Purpose: Investigate WI Shares violation referrals of child care providers who provide child care services to eligible parent(s), and of eligible parents who receive WI Shares subsidies, in order to maintain integrity of the WI Shares program, to prevent and correct improper child care payment to the provider/parent, and to establish and collect child care overpayments from the provider/parent.

Contents: Include, but are not limited to, child care attendance records, attendance report forms, DCF property receipt form,

investigation summary report, audit report, case recommendation, stipulation, memoranda, correspondence regarding the provider/parent under investigation, referral material/documentation, parent(s) employment verification documentation, print out reports from automated case management systems (e.g. Wisconsin Child Care Regulatory System (WISCCRS), Child Care Statewide Administration on Web (CSAW), Child Care Provider Information (CCPI), etc.), investigation case notes, court legal documents, appeal results, fraud/overpayment referrals, finance files and other related correspondence.

Definition of Closed: Any of the following: investigation completed, appeal process completed, 6-month follow up completed per stipulation.

EVENT: Closed

<b><u>00682000.</u></b>	<b><u>LICENSING FILES -- APPROVED FACILITIES</u></b>	<b><u>EVT+6</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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PURPOSE: PROVIDE DOCUMENTATION THAT AN INDIVIDUAL/FACILITY RECEIVED A LICENSE AND THAT THE MINIMUM LICENSE REQUIREMENTS ESTABLISHED BY STATUTE AND ADMINISTRATIVE RULE(S) CONTINUE TO BE MET. THESE LICENSED FACILITIES INCLUDE CHILD CARE CENTERS, BOTH GROUP AND FAMILY AND DAY CAMPS.

CONTENTS: THE PAPER RECORDS ARE SCANNED INTO THE WISCONSIN CHILD CARE REGULATORY SYSTEM (WISCCRS) DATA SYSTEM AND ARE RETAINED UNTIL THE SCANNING IS VERIFIED. AFTER THE ELECTRONIC RECORDS HAVE BEEN VERIFIED THE HARD COPIES CAN BE DESTROYED CONFIDENTIAL. CONTENTS INCLUDE, BUT ARE NOT LIMITED TO: CURRENT FACE SHEETS; INITIAL AND CURRENT APPLICATION, LICENSE CERTIFICATES AND LETTER OF TRANSMITTAL; INITIAL LICENSING STUDY CHECKLIST OR PRE-LICENSING SIGN-OFF SHEETS; CURRENT CHILD AND STAFF RECORD CHECKLISTS; CURRENT DELEGATION OF AUTHORITY (GROUP CHILD CARE ONLY); CURRENT AND LAST TWO EXCEPTIONS/STIPULATIONS; LICENSING CHECKLIST AND CHILD PROTECTIVE SERVICES REPORTS; COMPLIANCE MATERIAL INCLUDING DCF-F-CFS0294 AND DCF-F-CFS0785 (FORMS OR THEIR EQUIVALENT); INITIAL AND CURRENT INSURANCE CERTIFICATES; CURRENT AND INITIAL FLOOR PLANS; COMPLIANT MATERIAL; ALL CAREGIVER BACKGROUND INFORMATION; CURRENT INSPECTION REPORTS AND WELL TEST RESULTS; ALL BUILDING INSPECTIONS AND RELATED SUPPORTING CORRESPONDENCE.

DEFINITIONS: CLOSED - FACILITY/AGENCY CEASES OPERATION OR DOES NOT COMPLETE THE APPLICATION PROCESS.

RETENTION: EVENT(CLOSED) + 6 YEARS AND DESTROY CONFIDENTIAL

<b><u>00682A00.</u></b>	<b><u>LICENSING FILES -- DENIED / REVOKED FACILITIES</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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PURPOSE: PROVIDES DOCUMENTATION THAT AN INDIVIDUAL/FACILITY DOES NOT MEET OR DID NOT MEET THE MINIMUM LICENSE REQUIREMENTS ESTABLISHED BY STATUTE AND ADMINISTRATIVE RULE(S). THE FACILITIES INCLUDE STATE LICENSED CHILD CARE CENTERS, BOTH GROUP AND FAMILY, AND DAY CAMPS.

CONTENTS: THE PAPER RECORDS ARE SCANNED INTO THE WISCONSIN CHILD CARE REGULATORY SYSTEM (WISCCRS) DATA SYSTEM AND ARE RETAINED UNTIL THE SCANNING IS VERIFIED. AFTER THE ELECTRONIC RECORDS HAVE BEEN VERIFIED THE HARD COPIES CAN BE DESTROYED CONFIDENTIAL. CONTENTS INCLUDE, BUT ARE NOT LIMITED TO: CURRENT FACE SHEETS; INITIAL AND CURRENT APPLICATION; LICENSE CERTIFICATE AND LETTER OF TRANSMITTAL; INITIAL LICENSING STUDY CHECKLIST OR PRE-LICENSING SIGN-OFF SHEETS; CURRENT CHILD AND STAFF RECORD CHECKLISTS; CURRENT DELEGATION OF AUTHORITY (GROUP CENTER ONLY); CURRENT AND LAST TWO EXCEPTIONS/STIPULATIONS; LICENSING CHECKLIST AND CHILD PROTECTIVE SERVICE REPORTS; COMPLIANCE MATERIAL INCLUDING DCF-F-CFS0294 AND DCF-F-CFS0785 (FORMS OR THEIR EQUIVALENT); INITIAL AND CURRENT INSURANCE CERTIFICATES; CURRENT AND INITIAL FLOOR PLANS; COMPLAINT MATERIAL; ALL CAREGIVER BACKGROUND INFORMATION; CURRENT INSPECTION REPORTS AND WELL TEST RESULTS; COURT AND LEGAL DOCUMENTS; ALL BUILDING INSPECTIONS AND RELATED SUPPORTING CORRESPONDENCE.

DEFINITION: CLOSED IS DEFINED AS WHEN THE FACILITY/AGENCY LICENSE IS REVOKED OR DENIED BY THE BUREAU OF EARLY CARE REGULATION. WE HAVE ESTABLISHED A LONGER RETENTION FOR THESE FACILITIES BECAUSE OF POTENTIAL LEGAL QUESTIONS/ISSUES DUE TO THE DENIAL OR REVOCATION OF THE LICENSE.

RETENTION: EVENT(CLOSED) + 10 YEARS AND DESTROY CONFIDENTIAL

<b><u>00682B00.</u></b>	<b><u>LICENSING FILES -- PURGED MATERIALS</u></b>	<b><u>EVT+1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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PURPOSE: THE LICENSING FILES PROVIDE DOCUMENTATION THAT AN INDIVIDUAL / FACILITY RECEIVED A LICENSE AND THAT THE MINIMUM LICENSE REQUIREMENTS ESTABLISHED BY STATUTE AND ADMINISTRATIVE RULE(S) CONTINUE TO BE MET. THIS RDA COVERS NON-ESSENTIAL OR TIME LIMITED MATERIAL MATERIAL THAT IS PURGED OUT OF FILES, AS PER SCHEDULES 682 AND 682A.

CONTENTS: INCLUDES, BUT ARE NOT LIMITED TO, NON-CURRENT PROGRAM / POLICY STATEMENTS, CHECKLISTS, PERSONNEL LISTS AND PAMPHLETS / BROCHURES FROM FACILITIES, COPIES OF THE APPLICATION, LICENSE, LETTER OF TRANSMITTAL AND INSURANCE CERTIFICATES OTHER THAN THE ORIGINAL AND THE CURRENT COPY, NON-CURRENT FACILITY SELF SURVEYS LICENSING STUDIES, INSPECTION REQUEST LETTERS AND EXCEPTION REQUESTS AND RELATED GENERAL CORRESPONDENCE WHICH COULD BE CONSIDERED NON-ESSENTIAL TO THE LICENSING PROCESS.

DEFINITIONS: NON-CURRENT IS CONSIDERED TO BE ANY MATERIAL THAT HAS BEEN SUPERSEDED BY A NEW / DIFFERENT POLICY, LIST, STATEMENT, STUDY, ETC. CLOSED - FACILITY / AGENCY CEASES OPERATION OR DOES NOT COMPLETE THAT APPLICATION PROCESS.

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EVENT = SUPERSEDED

<b>00682C00.</b>	<b>LICENSING FILES - UNLICENSED COMPLAINTS</b>	<b>EVT+6</b>	<b>DEST</b>	<b>Y</b>
<p>PURPOSE: ALLEGED COMPLAINTS RECEIVED BY THE DEPARTMENT OF CHILDREN AND FAMILIES REGARDING AN INDIVIDUAL OR ENTITY THAT IS NOTLICENSED, BUT IS PROVIDING CARE AND SUPERVISION TO A NUMBER OF CHILDREN REQUIRING A LICENSE IN ACCORDANCE WITH WIS. STAT. 48.65(1).</p> <p>THE FOLLOWING RECORD ARE CREATED WITHIN OR SCANNED INTO THE WISCONSIN CHILD CARE REGULATORY SYSTEM (WISCCRS), BUT ARE NOT LIMITED TO, CHILD CARE COMPLAINT INTAKE (DCF-F-CFS321-E), CHILD CARE COMPLAINT INVESTIGATION FINDINGS (DCF-F-CFS0321B), UNLICENSED CHILD CARE COMPLAINT RESPONSE (DCF-F-CFS0856), UNLICENSED COMPLAINT FOLLOW UP LETTER TO PROVIDER, COMPLAINT INVESTIGATION SUMMARY LETTER TO PROVIDER AND/OR COMPLAINT OF THE INVESTIGATION FINDINGS, AND ANY ENFORCEMENT ACTIONS. AFTER THE SCANNED RECORDS HAVE BEEN VERIFIED THEY CAN BE DESTROYED CONFIDENTIAL.</p> <p>DEFINITION: CLOSED IS THE DATE ENTERED INDICATING WHEN THE INVESTIGATION AND ALL SUBSEQUENT DOCUMENTATION OF THE INVESTIGATION IS COMPLETE.</p> <p>RETENTION: EVENT(CLOSED) + 6 YEARS AND DESTROY CONFIDENTIAL</p>				

Dept #: /100/ Department Name: OFFICE OF THE SECRETARY

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<b>00198000.</b>	<b>PRESS RELEASE / NEWS RELEASE / MEDIA ADVISORY</b>	<b>EVT+1</b>	<b>SHSW</b>	<b>N</b>
<p>Record series consists of: (1) press releases and news releases, some including photos, that are distributed via email throughout the year; and (2) notifications to media (radio and TV stations, magazines, newspapers or interested persons) of upcoming events, activities, new policies, projects, or appearances where department staff will speak or make a presentation.</p> <p>EVENT = End of calendar year in which issued + 1 Year</p>				
<b>00199000.</b>	<b>REPORTS SUMMARIZING MEDIA CLIPS</b>	<b>EVT+1</b>	<b>DEST</b>	<b>N</b>
<p>Record series consists of weekly reports summarizing media clips notifying the Secretary and Deputy Secretary that the Department of Children and Families have been in the news.</p> <p>EVENT = End of calendar year in which issued + 1 Year</p>				
<b>00200000.</b>	<b>MEDIA LOG</b>	<b>EVT+1</b>	<b>DEST</b>	<b>N</b>
<p>Record series consists of emails or attached documents summarizing media contacts and department responses.</p> <p>EVENT = End of calendar year in which issued + 1 year</p>				
<b>00201000.</b>	<b>SPEECHES AND TALKING POINTS</b>	<b>EVT+3</b>	<b>SHSW</b>	<b>N</b>
<p>Records series consists of speeches and talking points for presentations made by the Secretary of the Department of Children and Families. These speeches and or talking points may cover any area within the scope of the department's statutory responsibilities.</p> <p>EVENT = End of calendar year in which issued + 3 Years</p>				
<b>00202000.</b>	<b>FEATURE ARTICLES</b>	<b>EVT+3</b>	<b>SHSW</b>	<b>N</b>
<p>Records series contains feature articles published by agency staff in newspapers, journals or periodicals.</p> <p>EVENT = End of calendar year in which issued + 3 Years</p>				
<b>00203000.</b>	<b>EVENT RECORDS AND PLANNING DOCUMENTS</b>	<b>EVT+3</b>	<b>DEST</b>	<b>N</b>
<p>Record series consists of briefing information for the Secretary or Deputy Secretary about events in which she/he will be participating, organized by event and year. File may contain substantive information as well as administrative or logistical information about the event.</p> <p>EVENT = End of calendar year in which issued + 3 Years</p>				
<b>00204000.</b>	<b>LEGAL COUNSEL NON-LITIGATION FILES</b>	<b>EVT+3</b>	<b>SHSW</b>	<b>Y</b>

RDA #	RDA Title	Retention	Disposition	PII
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Purpose: Record series contains legal files retained by the Office of Legal Counsel. The Legal Counsel's Office consults with clients, e.g. the agency head, executive staff, division administrator, or other staff on legal questions or concerns.

Content: This records series records the legal opinions, research, correspondence, and reports of DCF legal staff with the Attorney General's Office, Personnel Commission, Employment Relations, DCF divisions, and other state departments. This series also may include reference articles and other miscellaneous legal files.

These records are classified confidential per Wisconsin State Statute § 48.78, § 48.981(7), and § 49.83, attorney work product and attorney-client privilege.

EVENT = Opinion issued or matter resolved

<b><u>00205000.</u></b>	<b><u>LEGAL COUNSEL LITIGATION CASE FILES</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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Purpose: This records series includes judicial and quasi-judicial litigation proceeding case files in a wide variety of matters involving the interpretation of law and/or program regulations retained by the Office of Legal Counsel. The case files are both internal and external.

Content: These files contain, but are not limited to, copies of all legal documents relating to each individual case including:

-Proceedings performed by state agency administrative law judges from the Division of Hearings and Appeals in the Department of Administration per Wis. Stat. § 227.43 on behalf of the state agency including: adoption; foster care; rate regulation; state licensed group homes; child placing agencies; shelter care facilities; regional treatment centers/children's institutions; child maltreatment; Milwaukee Early Care Administration certified family child care and program facilities; state licensed child care centers- both group and family, and day camps; fraud; overpayment; program violation; program integrity; and collections.

-Proceedings Legal Counsel attorneys are involved in including: Adoption, Children in Need of Protection or Services (CHIPS), guardianship, Juveniles in Need of Protection or Services (JIPS), interstate Compact for Juveniles (ICJ), Interstate Compact for the Placement of Children (ICPC), Temporary Physical Custody (TPC), Termination of Parental Rights (TPR), as well as other Milwaukee County Children's Court proceedings.

-Litigation cases brought against DCF. The case files include bankruptcies and litigation served on the Department and referred to the Department of Justice for representation.

-Human resources (HR) appeals to the State Personnel Board, Personnel Commission, Department of Workforce Development Equal Rights Division, Wisconsin Employment Relations Commission and Federal Equal Employment Opportunity Commission. HR case files will be retained 10 years from the later of case closed or termination of employment.

These records are classified confidential per Wisconsin State Statute § 48.78, § 48.981(7), and § 49.83, attorney work product and attorney-client privilege

EVENT = Case closed/termination of employment

<b><u>00206000.</u></b>	<b><u>LEGAL COUNSEL LITIGATION CASE FILES - SIGNIFICANT</u></b>	<b><u>EVT+25</u></b>	<b><u>SHSW</u></b>	<b><u>Y</u></b>
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Purpose/Content: Record series contains Office of Legal Counsel files for class actions and other significant, non-routine litigation, with consequences for more than one individual person.

These records are classified confidential per Wisconsin State Statute § 48.78, § 48.981 (7), and § 49.83, attorney work product and attorney-client privilege.

EVENT = Case is closed

<b><u>00212000.</u></b>	<b><u>OFFICE OF THE INSPECTOR GENERAL PROGRAM REVIEW FILES</u></b>	<b><u>EVT+7</u></b>	<b><u>DEST</u></b>	<b><u>N</u></b>
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Purpose: The OIG conducts internal reviews to enhance program integrity and fraud prevention for all programs administered by the Department of Children and Families. The internal reviews typically result in changes and/or recommendations.

These records consist of but not limited to: reports, emails, correspondence, surveys, procedures, and meeting minutes.

EVENT: date of final report

<b><u>00374000.</u></b>	<b><u>REHABILITATION REVIEW REQUESTS</u></b>	<b><u>EVT+10</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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THIS RECORD SERIES IS USED TO PRODUCE ANNUAL REPORTS TO THE WI LEGISLATURE. IT ALSO DOCUMENTS WHO HAS APPLIED FOR A REHABILITATION REVIEW.

THESE RECORDS CONSIST OF, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. APPLICATION FOR REHABILITATION REVIEW AND ACCOMPANYING DOCUMENTATION.
2. CORRESPONDENCE TO ADN FROM APPLICANT.
3. APPEAL AND ACCOMPANYING DOCUMENTATION.
4. DEPARTMENT DECISIONS.

Dept #: /100/ Department Name: OFFICE OF THE SECRETARY

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EVENT = CASE IS CLOSED + 10 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /300/ Department Name: MILWAUKEE CHILD PROTECTIVE SERVICES, DIVISION OF

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<u>00379000.</u>	<u>CREDIT REPORTS</u>	<u>CR+5</u>	<u>DEST</u>	<u>Y</u>
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PURPOSE: PER FEDERAL FOSTER CARE TITLE IV-E REQUIREMENTS, 42 USC 675(5)(I), THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF) MUST CHECK FOR IDENTITY THEFT AND FRAUD FOR CHILDREN 16,17 AND 18 WHO LIVE IN FOSTER CASE BY OBTAINING ANY CREDIT REPORTS FOR THOSE YOUTH. DCF IS ENTERING INTO A DATA-SHARING AGREEMENT WITH THE THREE CREDIT REPORTING AGENCIES, TRANSUNION, EQUIFAX AND EXPERIAN. THE CREDIT REPORTING AGENCIES REQUIRE THAT DCF RETAIN THE RECORDS FOR 5 YEARS. PER FEDERAL MANDATE, DEPARTMENT OF CHILDREN AND FAMILIES WILL BE REQUESTING CREDIT INFORMATION FOR YOUTH WHO ARE IN OUT OF HOME CARE AND ARE AGE 16, 17 AND 18.

THESE RECORDS CONSISTS OF BUT NOT LIMITED TO: DATA-SHARING AGREEMENTS AND CREDIT REPORTS.

RETENTION: CREATION + 5 YEARS AND DESTROY CONFIDENTIAL

<u>01057000.</u>	<u>CHILD PROTECTIVE SERVICES AND CHILD WELFARE CASES</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
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The series consists of records pertaining to Wis. Stat. ch. 48 child protective services proceedings and child welfare services in Milwaukee County including, but not limited to: reports of alleged child abuse and neglect ("reports"), screening and investigation of reports, services provided to children and families who are the subject of reports, court proceedings regarding children and families who are the subject of reports, and case management of children and families who are the subject of reports. Contents include, but are not limited to: access reports, safety assessment reports, initial assessments reports, case notes, case plans, court reports, court orders, court filings, family assessment reports, referral forms/reports, Alcohol and Other Drug Abuse (AODA) reports, birth certificates, medical records, photos of children, psychological reports, law enforcement reports, and school records.

Most newly created or received paper records are scanned into the Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) and are retained until scanned copies are verified. Legacy paper records also are scanned into eWiSACWIS when paper case files are recalled from Record Center, and are retained until scanned copies are verified. After scanned copies have been verified, the paper copies are destroyed confidential.

This RDA 1057 applies to legacy paper records that are not scanned into eWiSACWIS, newly created or received paper records that cannot be scanned into eWiSACWIS, and electronic/digital records that are not entered into eWiSACWIS. Electronic records scanned into eWiSACWIS are retained under RDA1087A-H Wisconsin Statewide Automated Child Welfare Information System.

Box 10: Event is the date the case is closed or (in case of a re-referral), the date of the most recent closure.

Box 16: Wisconsin Stat. § 48.981(7). May also include records subject to other confidentiality laws including, but not limited to, HIPAA (medical records), Wis. Stat. § 48.78 (information regarding a child in custody of an agency), Wis. Stat. § 48.396(1) (law enforcement records regarding a child), Wis. Stat. §48.396(2) (children's court records), Wis. Stat. § 146.82 (patient health care records), Wis. Stat. § 51.30 (mental health records and AODA records), Wis. Stat. § 938.78 (information regarding a juvenile in custody of an agency), Wis. Stat. § 938.396(1) (law enforcement records regarding a juvenile), Wis. Stat. §938.396(2) (juvenile court records), FERPA (education records) and Wis. Stat. § 118.125(l)(d)(pupil records).

EVENT = Date the case is closed or (in case of a re-referral), the date of the most recent closure.

Dept #: /305/ Department Name: SAFETY AND WELL BEING, BUREAU OF: SAFETY AND PERFORMANCE

RDA #	RDA Title	Retention	Disposition	PII
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<u>00375000.</u>	<u>SERIOUS INCIDENT NOTIFICATIONS AND REPORTS</u>	<u>EVT+7</u>	<u>DEST</u>	<u>Y</u>
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THE DIVISION OF SAFETY AND PERMANENCE IS RESPONSIBLE FOR RECEIVING AND NOTIFYING THE PUBLIC ABOUT SERIOUS INCIDENTS, I.E., CHILD DEATH OR SERIOUS INJURY WHERE MALTREATMENT IS SUSPECTED, EGREGIOUS



Dept #: /305/ Department Name: SAFETY AND WELL BEING, BUREAU OF: SAFETY AND PERFORMANCE

RDA # RDA Title Retention Disposition PII

ABUSE OR NEGLECT, AND SUSPECTED SUICIDE OF A YOUTH IN OUT-OF-HOME CARE PLACEMENT.

RECORDS CONSIST OF: INCIDENT NOTIFICATIONS AND 90-DAY SUMMARY REPORTS AND CASE REVIEW REPORTS.

THE DISCLOSURE ACT (S. 48.981(7)(CR), STATS) DIRECTS THE DIVISION OF SAFETY AND PERMANENCE TO RECEIVE AND RESPOND TO SERIOUS INCIDENTS, BUT DOES NOT CONTAIN REQUIREMENTS FOR RECORDS RETENTION. THE DIVISION OF SAFETY AND PERMANENCE MUST ALSO PRODUCE A QUARTERLY REPORT FOR REPORTS OF SEXUAL ABUSE OF CHILDREN RESIDING IN OUT-OF-HOME CARE PLACEMENT. THE QUARTERLY REPORT IS POSTED ON THE DEPARTMENT OF CHILDREN AND FAMILIES WEB SITE.

EFFECTIVE IN 2010, INCIDENTS WERE REPORTED VIA WISCONSIN STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM (EWISACWIS) AND ARE PART OF THE CHILD'S CASE RECORD. PRIOR TO 2010, AGENCIES REPORTED INCIDENTS TO THE DIVISION OF SAFETY AND PERMANENCE VIA FAX OR E-MAIL. ALSO EFFECTIVE IN 2010, 90-DAY SUMMARY REPORTS MUST BE PREPARED AND MADE AVAILABLE TO THE PUBLIC. THESE REPORTS ARE CURRENTLY POSTED ON THE DEPARTMENT OF CHILDREN AND FAMILIES WEB SITE. A HARD COPY OF EACH 90-DAY SUMMARY AND OTHER MATERIALS RELEVANT TO THE REVIEW OF INDIVIDUAL CASES ARE MAINTAINED BY THE DIVISION OF SAFETY AND PERMANENCE.

EVENT = CASE CLOSED + 7 YEARS AND DESTROY CONFIDENTIAL.

00962000. DECLARATION OF PATERNAL INTEREST EVT+0/1 DEST Y

Purpose: To record and document putative fathers interest, pursuant to Wis. Stat. § 48.025, and legal actions involving a possible child.

These records consist of, but are not limited to: Declaration of Paternal Interest DCF-F-CFS0019A or Declaration of Paternal Interest Revocation or their equivalent DCF-F-CFS0019B.

These files provide a record of putative fathers who have filed a Declaration of Paternal Interest, and those who subsequently file a revocation. Form retention is required for court determination of paternal interest of revocation in preparation for adoption. Information is entered into the database for tracking purposes.

Definition: Putative Father - The alleged or reputed father of a child born outside of marriage.

Box 16: Wisconsin Stat. § 48.025

EVENT = Child turns 18 + 1 Month

00962A00. PATERNAL INTEREST REGISTRY - COURT INQUIRY EVT+2 DEST Y

Purpose: To record requests from courts and parties regarding whether a putative father has indicated an interest in legal actions involving a child pursuant Wis. Stat. § 48.025.

Registry data is information about the child, including the date of inquiry, child's name, mother's name and address, requester name, agency/court name and whether a Declaration of Paternal Interest form has been filed on behalf of the child. Inquiries are submitted by a social worker, court or attorney.

Paper records are entered into a data system and retained until the information has been verified. After information has been verified, the hard copies can be destroyed confidentially.

Definition: Putative Father - The alleged or reputed father of a child born outside of marriage.

Box 16: Wisconsin Stat. § 48.025

EVENT = Date of Inquiry + 2 Years

Dept #: /308/ Department Name: ADOPTION SECTION: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

RDA # RDA Title Retention Disposition PII

00197000. SUBSIDIZED ADOPTION FISCAL RECORDS EVT+6 DEST Y

CONSISTS OF FILES FOR CHILDREN IN THE SUBSIDIZED ADOPTION PROGRAM AND MADE UP OF THE VARIOUS FORMS USED TO AUTHORIZE, REPORT AND RECORD THE PAYMENTS MADE BY THE DIVISION FOR THE CARE OF EACH CHILD. THE FILES ARE OPENED WHEN A FAMILY IS APPROVED FOR THE ADOPTION OF A SPECIAL NEEDS CHILD AND ARE DESIGNATED ELIGIBLE FOR THE SUBSIDY.

THE FORMS USED INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING OR THEIR EQUIVALENTS: DCS-76 SUBSIDIZED ADOPTION REVIEW, DEA-107M MEDICAL ASSISTANCE CERTIFICATION, DCS-SS-142A APPLICATION FOR SUBSIDY, DCS-74

Dept #: /308/ Department Name: ADOPTION SECTION: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

RDA # RDA Title Retention Disposition PII

AGREEMENT FOR ADOPTION MEDICAL SUBSIDY, DCS-73 CHILD & FAMILY SUMMARY AND DCS-75 SUBSIDIZED ADOPTION PAYMENT AUTHORIZATION. THE FILES ALSO INCLUDE CORRESPONDENCE WITH FAMILIES, OTHER AGENCIES AND STAFF WITHIN THE DIVISION.

EVENT = CASE IS CLOSED + 6 YEARS AND DESTROY CONFIDENTIAL

00629000. LEGAL FOLDERS -- GUARDIANSHIP AND ADOPTION CASES P PERM Y

PURPOSE: CONSISTS OF LEGAL FOLDERS MAINTAINED IN THE BUREAU OF PERMANENCE AND OUT OF HOME CARE (POOHC) AND RELATING TO CHILDREN UNDER THE GUARDIANSHIP OF THE DEPARTMENT UNDER CHAPTER 48 WIS STATS.

THE PROCESS FOR HANDLING THIS MATERIAL HAS BEEN REVISED; FORMERLY THESE FILES WERE MAINTAINED AS A SEPERATE RECORDS SERIES BUT THEY ARE NOW CONSIDERED PART OF THE ADOPTION FILE AND AS SUCH ARE COVERED UNDER RDA 500. THESE RETENTION SCHEDULES ESTABLISH A PROCEDURE TO MICROFILM ALL ADOPTION RECORDS, MAINTAINING THE MICROFILM PERMANENTLY AND ALLOW FOR THE DESTRUCTION OF PAPER FILES ONE YEAR AFTER MICROFILMING IS COMPLETED (500). ALL NEW LEGAL MATERIAL IS NOW PART OF THE FILMED ADOPTION CASE FILE AND IS BEING RETAINED PERMANENTLY. AS OLD LEGAL FILES ARE PULLED FOR ADOPTION SEARCHES THE MATERIAL IS ADDED TO THE FILMED ADOPTION RECORD.

IT IS NECESSARY TO RETAIN ALL THE LEGAL FILES IN THE SAME MANNER, SO WE ARE NOW REVISING THE RETENTION SCHEDULE TO SAY THAT ALL LEGAL FILES CURRENTLY STORED AT THE RECORDS CENTER SHALL BE RETAINED PERMANENTLY, SO THAT ALL PARTS OF THE ADOPTION / GUARDIANSHIP FILES ARE MAINTAINED CONSISTENTLY.

00685A00. ADOPTIVE HOME FILES / REQUEST WITHDRAWN - STATEWIDE EVT+5 DEST Y

PURPOSE: PROVIDE A RECORD OF THE APPLICATION PROCESS FOR PEOPLE WHO APPLY TO THE STATE OF WISCONSIN TO ADOPT A CHILD BUT WHO DO NOT COMPLETE THE PROCESS.

CONTENTS: CONSISTS OF RECORDS FOR FAMILIES WHO APPLY TO ADOPT A CHILD BUT WITHDRAW FROM THE PROCESS BEFORE A HOME STUDY IS BEGUN, BEFORE A HOME STUDY IS COMPLETED OR AFTER A HOME STUDY IS COMPLETED, BUT THE FAMILY DOES NOT ADOPT A CHILD. THE FILES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE INITIAL APPLICATION INQUIRY, THE FORMAL APPLICATION, QUESTIONNAIRES, MEDICAL REPORTS, COPIES OF MARRIAGE / BIRTH CERTIFICATES, REFERENCE LETTERS, THE HOME STUDY AND RELATED CORRESPONDENCE.

DEFINITION: CLOSED IS DEFINED AS WHEN THE APPLICATION IS FORMALLY WITHDRAWN AND/OR CASE WORK CEASES AND THERE IS NO FURTHER CONTACT FROM THE FAMILY.

RETENTION: EVENT(CASE IS CLOSED) + 5 YEARS AND DESTROY CONFIDENTIAL.

00685C00. FOSTER/ADOPTIVE HOME LICENSING FILES - STATEWIDE EVT+20 DEST Y

PURPOSE: THESE FILES PROVIDE A RECORD OF THE LICENSING PROCESS WHEN A FAMILY MAKES AN APPLICATION TO THE DEPARTMENT OF CHILDREN AND FAMILIES TO SERVE AS A FOSTER OR ADOPTIVE HOME. THESE ARE RECORDS THAT APPLY TO THE FAMILY NOT THE ADOPTEE.

THE FOLLOWING RECORDS ARE SCANNED INTO THE WISCONSIN STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM (EWISACWIS) DATA SYSTEM AND THE RECORDS ARE RETAINED UNTIL THE SCANNING IS VERIFIED. AFTER THE RECORDS HAVE BEEN VERIFIED THEY CAN BE DESTROYED CONFIDENTIAL. THE RECORDS ARE RETAINED UNDER RDA1087 A-H (EWISACWIS) FOR 20 YEARS AFTER THE FAMILY LICENSING CASE WAS CLOSED. CONTENTS INCLUDE, BUT ARE NOT LIMITED TO: RECORDS FOR FAMILIES WHO APPLY TO, AND FAMILIES WHO COMPLETE THE PROCESS OF LICENSURE AND APPROVAL TO ADOPT A CHILD THROUGH THE DIVISION OF SAFETY AND PERMANENCE. THESE RECORDS CONSIST OF BUT NOT LIMITED TO; INITIAL APPLICATION INQUIRY, FORMAL APPLICATION, QUESTIONNAIRES, HOME STUDIES, NARRATIVE RECORDINGS, REFERENCE LETTERS, ADOPTIVE PARENT AGREEMENTS, SOCIAL SERVICES PLAN REVIEWS AND RELATED CORRESPONDENCE. THESE RECORDS INCLUDE FILES FROM BUREAU OF MILWAUKEE CHILD WELFARE. RECORDS THAT CANNOT BE SCANNED INTO THE (EWISACWIS) DATA SYSTEM DUE TO THE SENSITIVE OR CONFIDENTIAL NATURE OF THE INFORMATION ARE: AODA REPORTS, COPIES OF MARRIAGE/BIRTH CERTIFICATES, MEDICAL RECORDS AND PSYCHOLOGICAL REPORTS ON CHILDREN OR BIRTH PARENTS.

THIS RDA SUPERSEDES RDA685A

RETENTION: EVENT(WHEN THE FAMILY LICENSING CASE IS CLOSED) + 20 YEARS AND DESTROY CONFIDENTIAL.

Dept #: /309/ Department Name: ADOPTION SEARCH: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

RDA # RDA Title Retention Disposition PII



Dept #: /309/ Department Name: ADOPTION SEARCH: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00500A00.</u>	<u>ADOPTION CASE RECORDS - MICROFILM</u>	<u>P</u>	<u>PERM</u>	<u>Y</u>
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CONSISTS OF THE MICROFILM RECORD OF THE ADOPTION CASE FILES FOR COMPLETED ADOPTIONS. THE MICROFILMING IS DONE IN ACCORDANCE WITH S. 16.61 WIS. STATS. AND CHAPTER PR-1 OF THE ADMINISTRATIVE CODE. PAPER ADOPTION CASE FILES ARE RETAINED UNTIL THE MICROFILMING IS VERIFIED BY A RANDOM SAMPLE AND THEN DESTROY CONFIDENTIAL.

ACCORDING TO HFS 53.07 ADOPTION RECORDS, THE DEPARTMENT SHALL MAINTAIN THESE RECORDS PERMANENTLY.

EVENT = PERMANENT

Dept #: /310/ Department Name: CHILD WELFARE LICENSING: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

<u>RDA #</u>	<u>RDA Title</u>	<u>Retention</u>	<u>Disposition</u>	<u>PII</u>
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<u>00400000.</u>	<u>LICENSING FILES - APPROVED FACILITIES</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
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Purpose: Provide documentation that an individual/facility received a license and that the minimum license requirements established by Statute and Administrative Rule(s) continue to be met. These licensed facilities include group homes, child placing agencies, shelter care facilities and regional treatment centers/children's institutions.

Contents: Paper records are scanned into the electronic Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) data system or into the portion of the shared drive designated for the Child Welfare Licensing Section (CWLS) and retained until the scanning is verified. After the electronic records have been verified, the hard copies can be destroyed confidential. Records may include but are not limited to: the current face sheet; initial and current application; current, initial and amended license certificates and letters of transmittal; current child and staff record checklists; current exceptions and stipulations; current licensing checklist; child protective services reports; compliance material including DCF-F-2544-E and DCF-F-CFS0785 (or their equivalent); initial and current insurance certificates; current and initial floor plans; complaint material; serious incident reports; all caregiver background information (HFS 64A or its equivalent); current inspections reports and well test results; all building inspections and related supporting correspondence; warning letters and enforcement action.

Definition: Closed - facility/agency ceases operation or does not complete the application process

EVENT: Closed

<u>00400A00.</u>	<u>LICENSING FILES - DENIED / REVOKED FACILITIES</u>	<u>EVT+10</u>	<u>DEST</u>	<u>Y</u>
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Purpose: Provides documentation that an individual/facility does not meet or did not meet the minimum license requirements established by Statute and Administrative Rule(s). The facilities include state licensed group homes, child placing agencies, shelter care facilities and regional treatment centers/children's institutions.

Contents: Paper records are scanned into the electronic Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) data system or into the portion of the shared drive designated for the Child Welfare Licensing Section (CWLS) and retained until the scanning is verified. After the electronic records have been verified, the hard copies can be destroyed confidential. Records may include but are not limited to: the current face sheet; initial and current application; current, initial and amended license certificates and letters of transmittal; current child and staff record checklists; current exceptions and stipulations; current licensing checklist; child protective services reports; compliance material including DCF-F-2544-E and DCF-F-CFS0785 (or their equivalent); initial and current insurance certificates; current and initial floor plans; complaint material; serious incident reports; all caregiver background information (HFS 64A or its equivalent); current inspections reports and well test results; all building inspections and related supporting correspondence; warning letters and enforcement action.

Definition: Closed is defined as when the facility/agency license is revoked or denied by the Bureau of Permanence and Out-of-Home Care. We have established a longer retention for these facilities because of potential legal questions/issues due to the denial or revocation of the license.

EVENT: Closed

<u>00400C00.</u>	<u>LICENSING FILES - UNLICENSED COMPLAINTS</u>	<u>CR+6</u>	<u>DEST</u>	<u>Y</u>
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Purpose: Alleged complaints received by the department regarding unlicensed facility, because of the number of children in care, the facility is required to be licensed in accordance with Wis. Stat. § 48.60(a) or 48.65(1), Wis. Stat., and is not licensed.

Contents: Paper records are scanned into the electronic Wisconsin Statewide Automated Child Welfare Information System (eWiSACWIS) data system or into the portion of the shared drive designated for the Child Welfare Licensing Section (CWLS) and retained until the scanning is verified. After the electronic records have been verified the hard copies can be destroyed. Records may include, but are not limited to: complaint investigation materials, complaint summary letter to provider, and/or complainant of the investigation findings and any enforcement actions.

Dept #: /310/ Department Name: CHILD WELFARE LICENSING: PERMANENCE AND OUT-OF-HOME CARE

RDA # RDA Title Retention Disposition PII

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Dept #: /311/ Department Name: INDEPENDENT LIVING: PERMANENCE AND OUT-OF-HOME CARE, BUR

RDA # RDA Title Retention Disposition PII

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01083000. INDEPENDENT LIVING WORK PLANS EVT+6 DEST N

PURPOSE: INDEPENDENT LIVING SERVICES ARE DESIGNED TO HELP YOUTH 15 TO 21 YEARS OF AGE GAIN THE SKILLS NEEDED FOR SUCCESSFUL TRANSITION FROM FOSTER / OUT-OF-HOME CARE TO LIVING INDEPENDENTLY IN THE COMMUNITY. THESE SERVICES ARE PROVIDED BY THE COUNTIES, TRIBES, AND THE STATE BUREAU OF MILWAUKEE CHILD WELFARE AND CONSIST OF TRAINING IN BASIC LIVING SKILLS, JOB SEEKING AND WORK EXPERIENCE, FINANCIAL SELF-SUFFICIENCY AND OTHER RELATED COMMUNITY SERVICES. INDEPENDENT LIVING WORK PLANS, DONE BY COUNTY AND TRIBAL HUMAN SERVICE AGENCIES, ARE REQUIRED BY THE STATE-COUNTY AND STATE-TRIBAL CONTRACTS AND PROVIDE THE AGENCIES PLAN FOR PROVIDING THE SERVICES.

CONTENT: THE INDEPENDENT LIVING WORK PLANS COVER THE CALENDAR YEAR CONTRACT PERIOD. PLANNING DOCUMENTS FROM THE COUNTY HUMAN SERVICE AND TRIBAL AGENCIES ARE SUBMITTED TO THE DIVISION, WHICH RETAINS A COPY OF THE CURRENT YEAR WORK PLAN AND THE IMMEDIATE PAST YEAR WORK PLAN. SINCE THE PLANS DEVELOP A PROGRAM'S INTENT BEFORE IMPLEMENTATION, THEY ARE NOT GENERALLY USED AFTER THE CONTRACT PERIOD HAS ENDED. THEY DO NOT CONTAIN ANY MEASURABLE PERFORMANCE DATA.

DEFINITION: CLOSED IS DEFINED AS THE END OF THE CONTRACT YEAR.

EVENT = CLOSED

Dept #: /312/ Department Name: FOSTER CARE: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

RDA # RDA Title Retention Disposition PII

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00401000. KINSHIP CARE FILES EVT+15 DEST Y

PURPOSE: THESE FILES PROVIDE A RECORD OF THE APPLICATION PROCESS FROM A PERSON WHO APPLIES TO BECOME A KINSHIP CARE PROVIDER IN MILWAUKEE COUNTY OR CORRESPONDS WITH THE BUREAU OF PERMANENCE AND OUT OF HOME CARE REGARDING CASE SPECIFIC CONTENT FOR KINSHIP CARE APPLICANTS OR RECIPIENTS.

CONTENTS: CONSISTS OF THE RECORDS FOR PERSONS WHO APPLY TO AND COMPLETE THE PROCESS TO SERVE AS KINSHIP CARE PROVIDERS. THE FILES INCLUDE, BUT ARE NOT LIMITED TO, THE INITIAL INQUIRIES, THE FORMA APPLICATIONS, VARIOUS QUESTIONNAIRES, HOME ASSESSMENTS, NARRATIVE RECORDINGS, COURT REPORTS AND ORDERS, REFERENCE LETTERS, AGREEMENTS, COPIES OF MARRIAGE / BIRTH CERTIFICATES, CRIMINAL BACKGROUND AND RELATED CHECKS AND REPORTS, CORRESPONDENCE.

DEFINITION: CLOSED IS DEFINED AS WHEN THE KINSHIP CARE CASE IS CLOSED AND KINSHIP CARE SERVICES HAVE ENDED.

THESE ARE FILES THAT APPLY TO KINSHIP CARE APPLICANT OR PROVIDER, NOT CHILD IN KINSHIP CARE PLACEMENT.

EVENT = CLOSED / TERMINATED / DEATH

00781A00. INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN - FOSTER CARE EVT+6 DEST Y

PURPOSE: CONSISTS OF CORRESPONDENCE RELATED TO THE INTERSTATE PLACEMENTS OF NON-COMMITTED CHILDREN.

THESE FILES COVER CHILDREN EITHER COMING INTO OR GOING OUT OF WISCONSIN. PLACEMENTS CAN BE TO A RELATIVE, FOSTER OR GROUP HOME OR THERE MAY BE AN ADOPTIVE PLACEMENT. THE FILE MATERIAL COMES TO THE DIVISION FROM COUNTY OR PRIVATE CHILD WELFARE AGENCIES, JUVENILE COURTS OR ADOPTION AGENCIES AND IS DUPLICATIVE OF THE AGENCY'S FILES.

CONTENTS:  
\* HOME STUDIES  
\* SOCIAL HISTORIES  
\* COURT ORDERS  
\* PERMANENCY PLANS

Dept #: 312/ Department Name: FOSTER CARE: PERMANENCE AND OUT-OF-HOME CARE, BUREAU OF

RDA #	RDA Title	Retention	Disposition	PII
	* TREATMENT PLANS * POST-PLACEMENT REPORTS * CORRESPONDENCE BETWEEN INTERSTATE COMPACT AGENCIES			
	DEFINITION: CLOSED IS DEFINED AS FORMALLY CLOSED DUE TO THE COMPLETION OF SERVICES OR INACTIVE FOR A PERIOD OF TWO YEARS.			
	THIS RETENTION SCHEDULE IS SUPERSEDING 437-781, AMENDED IN JULY 2005, WHICH ESTABLISHES A 6-YEAR RETENTION FOR ALL ICPC CASE FILES.			
	EVENT = CLOSED			

Dept #: 314/ Department Name: PROGRAM INTEGRITY, BUREAU OF: SAFETY AND PERMANENCE, DIVI

RDA #	RDA Title	Retention	Disposition	PII
<u>00176000.</u>	<u>STATE / COUNTY / TRIBAL CONTRACT</u>	<u>EVT+6</u>	<u>DEST</u>	<u>N</u>
	PURPOSE: THESE ARE THE FILES OF THE AGREEMENTS BETWEEN THE STATE AND THE COUNTIES AND TRIBES TO PROVIDE FUNDING FOR LOCALLY PROVIDED HUMAN SERVICES. THE CONTRACTS ARE DONE EVERY YEAR ON A CALENDAR YEAR BASIS.			
	CONTENT: CONSISTS OF THE SIGNED COPIES OF THE CONTRACT AND ANY ADDENDA / EXTENSIONS FOR EACH COUNTY; SUPPORTING CORRESPONDENCE REGARDING THE CONTRACT AND ADDENDA; MISCELLANEOUS BUDGET AND FISCAL MATERIAL RELATING TO THE AGENCY ALLOCATIONS.			
	EVENT = END OF CONTRACT			
<u>01081000.</u>	<u>TITLE IV-E ELIGIBILITY</u>	<u>EVT+6</u>	<u>DEST</u>	<u>Y</u>
	PURPOSE: DOCUMENT THE ELIGIBILITY DETERMINATION AND CLAIMING FOR FEDERAL FOSTER CARE FUNDING OF ADOPTION ASSISTANCE AND FOSTER CARE CASES. THESE RECORDS ARE DEVELOPED AND MAINTAINED BY STATE-WIDE CONTRACT STAFF AND PARTS OF THE FILES ARE USED BY CENTRAL OFFICE STAFF.			
	CONTENT: THE FILES CONSISTS OF COPIES OF COURT ORDERS AND COURT REPORTS; CASE NARRATIVE OR NOTES; FINANCIAL PRINTOUTS FROM EDS, CARES, AND DWD; PLACEMENT INFORMATION IN HSRs AND WISACWIS; STATEWIDE ELIGIBILITY UNIT DOCUMENTS COMPLETED BY COUNTY / STATE WORKERS RELATED TO FINANCIAL, FAMILY AND PLACEMENT INFORMATION; AND RELATED SUPPORTING CORRESPONDENCE FROM COUNTY / STATE WORKERS AND CONTRACT STAFF REGARDING THE CASES.			
	DEFINITIONS: EDS = ELECTRONIC DATA SYSTEM CARES = CLIENT ASSISTANCE FOR REEMPLOYMENT & ECONOMIC SUPPORT DWD = DEPARTMENT OF WORKFORCE DEVELOPMENT HSRS = HUMAN SERVICES REPORTING SYSTEM EWISACWIS = WISCONSIN STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM SEU / MEU = STATEWIDE ELIGIBILITY UNIT / MILWAUKEE ELIGIBILITY UNIT (TITLE IV-E ELIGIBILITY FILES)			
	THE ORIGINAL RECORD IS RETAINED WITH THE CHILD PROTECTIVE SERVICES CASE FILE RDA 1057.			
	EVENT = CASE IS CLOSED BY THE DEPARTMENT OF CHILDREN AND FAMILIES			

<u>01087000.</u>	<u>WISACWIS -- SOCIAL SERVICES CASE RECORD</u>	<u>EVT+20</u>	<u>DEST</u>	<u>Y</u>
	PART 1 - INFORMATION SYSTEM OVERVIEW			
	PURPOSE: In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.			

**HARDWARE:**

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

**SOFTWARE:**

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

**SYSTEM DOCUMENTATION:**

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'

Disposition: Destroy

**SECURITY LEVEL:**

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
Division of Management and Technology  
Bureau of Information Technology Systems  
1 W. Wilson Street  
Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

RDA #	RDA Title	Retention	Disposition	PII
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**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

- AFCARS: Adoption and Foster Care Analysis Reporting System
- BITS: Bureau of Information Technology Systems (DHFS/DMT)
- BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)
- BPP: Bureau of Programs and Policies (DHFS/DCFS)
- Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently
- Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.
- CPS: Child Protective Services
- Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.
- Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored
- DCFS: Division of Children and Family Services (DHFS)
- DHFS: Department of Health and Family Services
- DMT: Division of Management and Technology (DHFS)
- DOC: Department of Corrections
- EFT: Electronic Funds Transfer
- Formats: Includes file and database formats; the manner in which the data is arranged.
- ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)
- NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.
- Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.
- OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)
- OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)
- PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.
- RCC: Residential Care Center for Children and Youth
- TPR: Termination of Parental Rights

**PART 2 - DATABASE RDA**

**PURPOSE**

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWiSACWIS is a State-administered system. eWiSACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWiSACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

**HARDWARE / SOFTWARE REQUIREMENTS FOR eWiSACWIS, eWReports and ePASS**

- Workstation Operating System:
  - o Windows NT, Win2000 Operating System or later
  - o Windows 95, 98, XP or later
- Workstation Hardware:
  - o Pentium III class machine (450 MHz or greater) (For best performance)
  - o 128 MB Ram (For best performance )
  - o 1 GB+ of free space on hard drive (For best performance)
  - o SVGA Monitor (800 x 600 Resolution) (Required)
  - o Mouse (Required)
- Workstation Application Software:
  - o MS Word 97 or newer version (Required)
  - o Internet Explorer v5.5 or newer version (Required)
- Internet Connectivity:
  - o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

**INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:**

Currently, the maintenance contractor CGI-AMS does all development changes.

**UPDATES - FREQUENCY AND COMPLEXITY:**

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours

RDA #	RDA Title	Retention	Disposition	PII
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old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

**RETENTION:**

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

**INPUTS / OUTPUTS: (both machine readable and paper)**

Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

**RETENTION:**

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

**OUTPUT:**

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

**TEMPLATES AND NOTIFICATIONS:**

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

T-Template

Adoption Assistance Approval Letter to Administrator N

Adoption Assistance Denial Letter N

Adoption Assistance Approval letter to Adoptive Family N

Adoption Case Plan N

Case Closure Denial Solutions N

Case Closure Errors Report N

Case Closure Summary N

Case Plan N

Case Progress Evaluation N

CIA Confirmation Report N

Cover Letter for Adoption Packet N

Family Assessment N

Family Assessment Summary N

Family Risk Assessment Of Future Abuse / Neglect N

Family Strengths and Needs Assessment N

Foster Parent Notice - Confidentiality of Records N



RDA #	RDA Title	Retention	Disposition	PII
	Initial Assessment - Secondary Caregivers N			
	Initial Assessment Narrative N			
	Modified Initial Assessment - Primary Caregivers N			
	Notice of Meeting N			
	Notice of Meeting Cancellation N			
	Notice of Rescheduling of Meeting N			
	Recruitment Event Participant List N			
	Recruitment Labels N			
	Screening Acceptance Form N			
	Screening Denial Form N			
	30 Days Notice to Foster Parents T			
	90 Days Court Review Report T			
	Acceptance Letter Custody and Guardianship of Child T			
	Admin Review Letter to Child T			
	Admin Review Letter to Courts T			
	Admin Review Letter to District Attorney T			
	Admin Review Letter to Foster Family T			
	Admin Review Letter to Guardian Ad Litem T			
	Admin Review Notice to Child T			
	Admin Review Notice to District Attorney T			
	Admin Review Notice to Foster Family T			
	Admin Review Notice to Guardian Ad Litem T			
	Admin Review Notice to Tribal Representative T			
	Administrative Review Hearing Letter T			
	Adoptee/Individual Face Sheet T			
	Adoption Acceptance Letter T			
	Adoption Assistance Agreement Amendment T			
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			

RDA #	RDA Title	Retention	Disposition	PII
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			

RDA #	RDA Title	Retention	Disposition	PII
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			
	Review of The Permanency Plan T			
	Revocation Letter T			
	Risk Reassessment for Youth in RCC or JCI T			
	Safety Analysis and Plan T			
	Safety Assessment T			
	Safety Case Closure T			
	Safety Cause Analysis T			
	Safety Services Staffing Results T			
	Screening for Child's Status as Indian T			
	SDM Information / Data Reporting Summary T			
	Serious Incident Report T			
	Service Intake Referral Information T			
	Service Intake Referral Information for CPS (Service Intake Referral Information) T			
	Service Intake Summary T			
	Service Request and Referral T			
	Services Intake Summary T			
	Services Intake Summary template for CPS (Service Intake Summary) T			
	Services Referral T			

RDA #	RDA Title	Retention	Disposition	PII
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Services Referral T  
 Services Report T  
 Services Report Additional Information T  
 Subsidized Guardianship Agreement T  
 Support Services Referral T  
 Sustaining Care Contract T  
 Temporary Guardianship Worksheet T  
 Temporary Physical Custody Request T  
 Training Information Letter T  
 Treatment Foster Home License T  
 Visiting Plan T  
 Voluntary Agreement Form T

**OUTPUT - REPORTS: (machine readable and paper)**

Purpose: To provide organized data on the various programs supported by eWiSACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.

The following is a list of the standards reports available from WiSACWIS:

**DAILY REPORTS**

Case Closure SM050a Daily Case Closure  
 Trust Accounts FM0702a-b EFT Ledger Exceptions  
 Trust Accounts FM0702b Trust Account Reconciliation  
 Trust Accounts FM0705 KIDS Daily Data Compare

**WEEKLY FINANCIAL REPORTS**

Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b01 New Overpayments  
 Process Payments FM0102 Episode Driven Payments

**WEEKLY ADOPTIONS REPORTS**

Out of Home Placement / In Home Services  
 SM10a12 Additional Info Due from Family

**MEDIAN LENGTH OF STAY REPORTS**

Out of Home Placement / In Home Services  
 SM10a21 Median Length of Stay

**ON-DEMAND REPORTS**

Assessment SM06a01 Initial Assessment Activity  
 Assessment SM06a02 BMCW Summary Statistics  
 Maintain Case SM04a03 Ongoing Services Site Activity  
 Maintain Case SM04a04 Safety Services Site Activity  
 Maintain Case SM04a05 Return of Custody Listing  
 Maintain Case SM04a06 Adoption Elapsed Time per TPR  
 Process Payments FM0105 Financial Payment Reconciliation  
 Trust Accounts FM0704b Trust Account Deposit History

**PREPAYMENTS REPORTS**

Process Payments FM0103 Prepayment Verification

**MONTHLY FINANCIAL REPORTS**

Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT

RDA #	RDA Title	Retention	Disposition	PII
	Issue / Reconcile Checks FM0211 Kinship Care High Payments			
	Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost			
	Issue / Reconcile Checks FM02vw Voucher Worksheet			
	Overpayment Adjustments FM02b01 New Overpayments			
	Overpayment Adjustments FM02b02 Outstanding Overpayments			
	Overpayment Adjustments FM02b03 Overpayments Sent to Collections			
	Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run			
	Process Payments CM0101 18 Year Old Report			
	Process Payments FM0101 Clients in Adoptive Placements Turning 19			
	Process Payments FM0102 Episode Driven Payments			
	Process Payments FM0104 Wraparound Payments			
	Process Payments FM0203 Monthly Foster Care and Kinship Payments			
	Process Payments PM02a00 Birthday Report			
	Reimbursements FM04a01 Case Counts			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	Reimbursements FM04a03 Overpayments with Trust Accounts			
	Reimbursements FM04a05 Eligibility Based Days of Care			
	Reimbursements FM04a08 Pre-Two Year Deduction			
	Reimbursements FM04a10 Payment Based Days of Care			
	Trust Accounts FM0703b Placement Ending			
	Trust Accounts FM0706b Trust Account Draw-down			
	MONTHLY TRUST ACCOUNT REPORTS			
	Trust Accounts FM0701b Trust Account Current Balance			
	Trust Accounts FM0705b Trust Account Balances for Closed Cases			
	MONTHLY ADOPTIONS REPORTS			
	Out of Home Placement / In Home Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			
	Provider Management PM04a05 Monthly Application Statistics			
	Provider Management PM04a06 Monthly Licensing Statistics			
	Provider Management PM04a08 Expiring non-CHIPS Kinship Homes			
	Provider Management PM1001 Monthly Recruitment Report			
	MONTHLY MISCELLANEOUS PLACEMENT REPORTS			
	Eligibility FM0301 New Placement DCHS			
	Eligibility FM0302 Eligibility Detail Sign Off			
	Eligibility FM0303 Eligibility Summary Sign Off			
	Out of Home Placement / In Home Services			
	SM10a31 Kinship Care Counts			
	MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Access SM0100 Intake Report			
	Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State			
	Federal PEP Reporting IN0305 Assess Data Quality			
	Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State			
	Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State			
	Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State			

RDA #	RDA Title	Retention	Disposition	PII
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Federal PEP Reporting SM0802 Perm Plan Detail  
 Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State  
 Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State  
 Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only  
 Placement SM10a31 Kinship Care County  
 Placement SM10a32 Placement Detail  
 QUARTERLY REIMBURSEMENT REPORTS  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 QUARTERLY FEDERAL REPORTS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 YEARLY OUTCOME MEASUREMENT REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs

RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processes including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals

RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded  
 Contracts & Financial Records  
 All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's  
 Correspondence  
 RDA 437-835B -Correspondence Routine  
 Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.



PART 1 - INFORMATION SYSTEM OVERVIEW

PURPOSE:

In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

HARDWARE:

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

SOFTWARE:

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
 Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

SYSTEM DOCUMENTATION:

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'  
 Disposition: Destroy

SECURITY LEVEL:

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

ACCESS

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

AUTHORITY FOR RELEASE OF INFORMATION

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

TECHNICAL HOSTING PROVIDER - Name and Location  
 Department of Health and Family Services

RDA #	RDA Title	Retention	Disposition	PII
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Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWisACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWisACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

AFCARS: Adoption and Foster Care Analysis Reporting System

BITS: Bureau of Information Technology Systems (DHFS/DMT)

BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)

BPP: Bureau of Programs and Policies (DHFS/DCFS)

Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently

Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.

CPS: Child Protective Services

Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.

Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored

DCFS: Division of Children and Family Services (DHFS)

DHFS: Department of Health and Family Services

DMT: Division of Management and Technology (DHFS)

DOC: Department of Corrections

EFT: Electronic Funds Transfer

Formats: Includes file and database formats; the manner in which the data is arranged.

ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)

NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.

Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.

OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)

OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)

PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.

RCC: Residential Care Center for Children and Youth

TPR: Termination of Parental Rights

**PART 2 - DATABASE RDA**

**PURPOSE**

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWisACWIS is a State-administered system. eWisACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWisACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

**HARDWARE / SOFTWARE REQUIREMENTS FOR eWisACWIS, eWReports and ePASS**

Workstation Operating System:

- o Windows NT, Win2000 Operating System or later
- o Windows 95, 98, XP or later

Workstation Hardware:

- o Pentium III class machine (450 MHz or greater) (For best performance)
- o 128 MB Ram (For best performance)

RDA #	RDA Title	Retention	Disposition	PII
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- o 1 GB+ of free space on hard drive (For best performance)
- o SVGA Monitor (800 x 600 Resolution) (Required)
- o Mouse (Required)
- Workstation Application Software:
- o MS Word 97 or newer version (Required)
- o Internet Explorer v5.5 or newer version (Required)
- Internet Connectivity:
- o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:  
Currently, the maintenance contractor CGI-AMS does all development changes.

UPDATES - FREQUENCY AND COMPLEXITY:  
New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

RETENTION:

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

INPUTS / OUTPUTS: (both machine readable and paper)  
Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

RETENTION:

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

OUTPUT:

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

TEMPLATES AND NOTIFICATIONS:

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

RDA #	RDA Title	Retention	Disposition	PII
	T-Template			
	Adoption Assistance Approval Letter to Administrator N			
	Adoption Assistance Denial Letter N			
	Adoption Assistance Approval letter to Adoptive Family N			
	Adoption Case Plan N			
	Case Closure Denial Solutions N			
	Case Closure Errors Report N			
	Case Closure Summary N			
	Case Plan N			
	Case Progress Evaluation N			
	CIA Confirmation Report N			
	Cover Letter for Adoption Packet N			
	Family Assessment N			
	Family Assessment Summary N			
	Family Risk Assessment Of Future Abuse / Neglect N			
	Family Strengths and Needs Assessment N			
	Foster Parent Notice - Confidentiality of Records N			
	Initial Assessment - Secondary Caregivers N			
	Initial Assessment Narrative N			
	Modified Initial Assessment - Primary Caregivers N			
	Notice of Meeting N			
	Notice of Meeting Cancellation N			
	Notice of Rescheduling of Meeting N			
	Recruitment Event Participant List N			
	Recruitment Labels N			
	Screening Acceptance Form N			
	Screening Denial Form N			
	30 Days Notice to Foster Parents T			
	90 Days Court Review Report T			
	Acceptance Letter Custody and Guardianship of Child T			
	Admin Review Letter to Child T			
	Admin Review Letter to Courts T			
	Admin Review Letter to District Attorney T			
	Admin Review Letter to Foster Family T			
	Admin Review Letter to Guardian Ad Litem T			
	Admin Review Notice to Child T			
	Admin Review Notice to District Attorney T			
	Admin Review Notice to Foster Family T			
	Admin Review Notice to Guardian Ad Litem T			
	Admin Review Notice to Tribal Representative T			
	Administrative Review Hearing Letter T			
	Adoptee/Individual Face Sheet T			
	Adoption Acceptance Letter T			
	Adoption Assistance Agreement Amendment T			
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			

RDA #	RDA Title	Retention	Disposition	PII
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			

RDA #	RDA Title	Retention	Disposition	PII
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			
	Review of The Permanency Plan T			



RDA #	RDA Title	Retention	Disposition	PII
	<p>Revocation Letter T</p> <p>Risk Reassessment for Youth in RCC or JCI T</p> <p>Safety Analysis and Plan T</p> <p>Safety Assessment T</p> <p>Safety Case Closure T</p> <p>Safety Cause Analysis T</p> <p>Safety Services Staffing Results T</p> <p>Screening for Child's Status as Indian T</p> <p>SDM Information / Data Reporting Summary T</p> <p>Serious Incident Report T</p> <p>Service Intake Referral Information T</p> <p>Service Intake Referral Information for CPS (Service Intake Referral Information) T</p> <p>Service Intake Summary T</p> <p>Service Request and Referral T</p> <p>Services Intake Summary T</p> <p>Services Intake Summary template for CPS (Service Intake Summary) T</p> <p>Services Referral T</p> <p>Services Referral T</p> <p>Services Report T</p> <p>Services Report Additional Information T</p> <p>Subsidized Guardianship Agreement T</p> <p>Support Services Referral T</p> <p>Sustaining Care Contract T</p> <p>Temporary Guardianship Worksheet T</p> <p>Temporary Physical Custody Request T</p> <p>Training Information Letter T</p> <p>Treatment Foster Home License T</p> <p>Visiting Plan T</p> <p>Voluntary Agreement Form T</p> <p>OUTPUT - REPORTS: (machine readable and paper)</p> <p>Purpose: To provide organized data on the various programs supported by eWISACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.</p> <p>The following is a list of the standards reports available from WiSACWIS:</p> <p>DAILY REPORTS</p> <p>Case Closure SM050a Daily Case Closure</p> <p>Trust Accounts FM0702a-b EFT Ledger Exceptions</p> <p>Trust Accounts FM0702b Trust Account Reconciliation</p> <p>Trust Accounts FM0705 KIDS Daily Data Compare</p> <p>WEEKLY FINANCIAL REPORTS</p> <p>Issue / Reconcile Checks FM0201 Pending Checks Payee Listing</p> <p>Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance</p> <p>Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care</p> <p>Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship</p> <p>Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT</p> <p>Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing</p> <p>Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance</p> <p>Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care</p> <p>Issue / Reconcile Checks FM02vw Voucher Worksheet</p> <p>Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship</p> <p>Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT</p> <p>Overpayment Adjustments FM02b01 New Overpayments</p> <p>Overpayment Adjustments FM02b02 Outstanding Overpayments</p> <p>Overpayment Adjustments FM02b03 Overpayments Sent to Collections</p> <p>Overpayment Adjustments FM02b01 New Overpayments</p> <p>Process Payments FM0102 Episode Driven Payments</p> <p>WEEKLY ADOPTIONS REPORTS</p> <p>Out of Home Placement / In Home Services</p> <p>SM10a12 Additional Info Due from Family</p> <p>MEDIAN LENGTH OF STAY REPORTS</p> <p>Out of Home Placement / In Home Services</p> <p>SM10a21 Median Length of Stay</p> <p>ON-DEMAND REPORTS</p> <p>Assessment SM06a01 Initial Assessment Activity</p> <p>Assessment SM06a02 BMCW Summary Statistics</p> <p>Maintain Case SM04a03 Ongoing Services Site Activity</p> <p>Maintain Case SM04a04 Safety Services Site Activity</p>			

RDA #	RDA Title	Retention	Disposition	PII
	Maintain Case SM04a05 Return of Custody Listing			
	Maintain Case SM04a06 Adoption Elapsed Time per TPR			
	Process Payments FM0105 Financial Payment Reconciliation			
	Trust Accounts FM0704b Trust Account Deposit History			
	PREPAYMENTS REPORTS			
	Process Payments FM0103 Prepayment Verification			
	MONTHLY FINANCIAL REPORTS			
	Issue / Reconcile Checks FM0201 Pending Checks Payee Listing			
	Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT			
	Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing			
	Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT			
	Issue / Reconcile Checks FM0211 Kinship Care High Payments			
	Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost			
	Issue / Reconcile Checks FM02vw Voucher Worksheet			
	Overpayment Adjustments FM02b01 New Overpayments			
	Overpayment Adjustments FM02b02 Outstanding Overpayments			
	Overpayment Adjustments FM02b03 Overpayments Sent to Collections			
	Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run			
	Process Payments CM0101 18 Year Old Report			
	Process Payments FM0101 Clients in Adoptive Placements Turning 19			
	Process Payments FM0102 Episode Driven Payments			
	Process Payments FM0104 Wraparound Payments			
	Process Payments FM0203 Monthly Foster Care and Kinship Payments			
	Process Payments PM02a00 Birthday Report			
	Reimbursements FM04a01 Case Counts			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	Reimbursements FM04a03 Overpayments with Trust Accounts			
	Reimbursements FM04a05 Eligibility Based Days of Care			
	Reimbursements FM04a08 Pre-Two Year Deduction			
	Reimbursements FM04a10 Payment Based Days of Care			
	Trust Accounts FM0703b Placement Ending			
	Trust Accounts FM0706b Trust Account Draw-down			
	MONTHLY TRUST ACCOUNT REPORTS			
	Trust Accounts FM0701b Trust Account Current Balance			
	Trust Accounts FM0705b Trust Account Balances for Closed Cases			
	MONTHLY ADOPTIONS REPORTS			
	Out of Home Placement / In Home Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			
	Provider Management PM04a05 Monthly Application Statistics			

RDA #	RDA Title	Retention	Disposition	PII
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Provider Management PM04a06 Monthly Licensing Statistics  
 Provider Management PM04a08 Expiring non-CHIPS Kinship Homes  
 Provider Management PM1001 Monthly Recruitment Report  
 MONTHLY MISCELLANEOUS PLACEMENT REPORTS  
 Eligibility FM0301 New Placement DCHS  
 Eligibility FM0302 Eligibility Detail Sign Off  
 Eligibility FM0303 Eligibility Summary Sign Off  
 Out of Home Placement / In Home Services  
 SM10a31 Kinship Care Counts  
 MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS  
 Access SM0100 Intake Report  
 Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State  
 Federal PEP Reporting IN0305 Assess Data Quality  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM0802 Perm Plan Detail  
 Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State  
 Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State  
 Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only  
 Placement SM10a31 Kinship Care County  
 Placement SM10a32 Placement Detail  
 QUARTERLY REIMBURSEMENT REPORTS  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 QUARTERLY FEDERAL REPORTS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 YEARLY OUTCOME MEASUREMENT REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processs including, but not limited to, e-mail to

RDA #	RDA Title	Retention	Disposition	PII
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submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.

RDA 90500005 - Transitory Files

Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals

RDA 437-961 - Manuals - Official / Custodian Copy

Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.

RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material

Retention: Destroy after superseded

Contracts & Financial Records

All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's

Correspondence

RDA 437-835B -Correspondence Routine

Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

<b><u>01087B00.</u></b>	<b><u>WISACWIS -- ADOPTION DATA</u></b>	<b><u>EVT+20</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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PART 1 - INFORMATION SYSTEM OVERVIEW

PURPOSE:

In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice.

eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users.

The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

HARDWARE:

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

SOFTWARE:

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.

Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

SYSTEM DOCUMENTATION:

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'

Disposition: Destroy

SECURITY LEVEL:

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

ACCESS

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
 Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

AFCARS: Adoption and Foster Care Analysis Reporting System

BITS: Bureau of Information Technology Systems (DHFS/DMT)

BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)

BPP: Bureau of Programs and Policies (DHFS/DCFS)

Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently

Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.

CPS: Child Protective Services

Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.

Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored

DCFS: Division of Children and Family Services (DHFS)

DHFS: Department of Health and Family Services

DMT: Division of Management and Technology (DHFS)

DOC: Department of Corrections

EFT: Electronic Funds Transfer

Formats: Includes file and database formats; the manner in which the data is arranged.

ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)

NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.

Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.

OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)

OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)

PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.

RCC: Residential Care Center for Children and Youth

TPR: Termination of Parental Rights

**PART 2 - DATABASE RDA**



**PURPOSE**

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWiSACWIS is a State-administered system. eWiSACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWiSACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

**HARDWARE / SOFTWARE REQUIREMENTS FOR eWiSACWIS, eWReports and ePASS**

**Workstation Operating System:**

- o Windows NT, Win2000 Operating System or later
- o Windows 95, 98, XP or later

**Workstation Hardware:**

- o Pentium III class machine (450 MHz or greater) (For best performance)
- o 128 MB Ram (For best performance )
- o 1 GB+ of free space on hard drive (For best performance)
- o SVGA Monitor (800 x 600 Resolution) (Required)
- o Mouse (Required)

**Workstation Application Software:**

- o MS Word 97 or newer version (Required)
- o Internet Explorer v5.5 or newer version (Required)

**Internet Connectivity:**

- o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

**INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:**

Currently, the maintenance contractor CGI-AMS does all development changes.

**UPDATES - FREQUENCY AND COMPLEXITY:**

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

**RETENTION:**

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

**INPUTS / OUTPUTS: (both machine readable and paper)**

Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

**RETENTION:**

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

**OUTPUT:**

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.



RDA #	RDA Title	Retention	Disposition	PII
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RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

TEMPLATES AND NOTIFICATIONS:

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

T-Template

Adoption Assistance Approval Letter to Administrator N

Adoption Assistance Denial Letter N

Adoption Assistance Approval letter to Adoptive Family N

Adoption Case Plan N

Case Closure Denial Solutions N

Case Closure Errors Report N

Case Closure Summary N

Case Plan N

Case Progress Evaluation N

CIA Confirmation Report N

Cover Letter for Adoption Packet N

Family Assessment N

Family Assessment Summary N

Family Risk Assessment Of Future Abuse / Neglect N

Family Strengths and Needs Assessment N

Foster Parent Notice - Confidentiality of Records N

Initial Assessment - Secondary Caregivers N

Initial Assessment Narrative N

Modified Initial Assessment - Primary Caregivers N

Notice of Meeting N

Notice of Meeting Cancellation N

Notice of Rescheduling of Meeting N

Recruitment Event Participant List N

Recruitment Labels N

Screening Acceptance Form N

Screening Denial Form N

30 Days Notice to Foster Parents T

90 Days Court Review Report T

Acceptance Letter Custody and Guardianship of Child T

Admin Review Letter to Child T

Admin Review Letter to Courts T

Admin Review Letter to District Attorney T

Admin Review Letter to Foster Family T

Admin Review Letter to Guardian Ad Litem T

Admin Review Notice to Child T

Admin Review Notice to District Attorney T

Admin Review Notice to Foster Family T

Admin Review Notice to Guardian Ad Litem T

Admin Review Notice to Tribal Representative T

Administrative Review Hearing Letter T

Adoptee/Individual Face Sheet T

Adoption Acceptance Letter T

Adoption Assistance Agreement Amendment T

Adoption Assistance Payment Authorization T

Adoption Assistance Program Child And Family Summary T

Adoption Family Assessment And Re-Assessment T

Adoption Home Assessment Suspension T

Adoption Home Study Approval T

Adoption Home Study Approval for Specific Child T

Adoption Placement Match T

Adoptive Family Placement Agreement T

Adoptive Family Support Plan T

Adoptive Home Assessment Results T

Amendment increase-Fiscal letter T

Approval for Travel Letter T

Authorization for School Functions Letter T

Autorización Para Revelar Información Confidencial T

Blank Text Template T

RDA #	RDA Title	Retention	Disposition	PII
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			

RDA #	RDA Title	Retention	Disposition	PII
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			

RDA #	RDA Title	Retention	Disposition	PII
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			
	Review of The Permanency Plan T			
	Revocation Letter T			
	Risk Reassessment for Youth in RCC or JCI T			
	Safety Analysis and Plan T			
	Safety Assessment T			
	Safety Case Closure T			
	Safety Cause Analysis T			
	Safety Services Staffing Results T			
	Screening for Child's Status as Indian T			
	SDM Information / Data Reporting Summary T			
	Serious Incident Report T			
	Service Intake Referral Information T			
	Service Intake Referral Information for CPS (Service Intake Referral Information) T			
	Service Intake Summary T			
	Service Request and Referral T			
	Services Intake Summary T			
	Services Intake Summary template for CPS (Service Intake Summary) T			
	Services Referral T			
	Services Referral T			
	Services Report T			
	Services Report Additional Information T			
	Subsidized Guardianship Agreement T			
	Support Services Referral T			
	Sustaining Care Contract T			
	Temporary Guardianship Worksheet T			
	Temporary Physical Custody Request T			
	Training Information Letter T			
	Treatment Foster Home License T			
	Visiting Plan T			
	Voluntary Agreement Form T			
	OUTPUT - REPORTS: (machine readable and paper)			
	Purpose: To provide organized data on the various programs supported by eWiSACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.			
	The following is a list of the standards reports available from WiSACWIS:			
	DAILY REPORTS			
	Case Closure SM050a Daily Case Closure			
	Trust Accounts FM0702a-b EFT Ledger Exceptions			
	Trust Accounts FM0702b Trust Account Reconciliation			
	Trust Accounts FM0705 KIDS Daily Data Compare			
	WEEKLY FINANCIAL REPORTS			
	Issue / Reconcile Checks FM0201 Pending Checks Payee Listing			
	Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT			
	Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing			
	Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care			
	Issue / Reconcile Checks FM02vw Voucher Worksheet			
	Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT			
	Overpayment Adjustments FM02b01 New Overpayments			
	Overpayment Adjustments FM02b02 Outstanding Overpayments			
	Overpayment Adjustments FM02b03 Overpayments Sent to Collections			

RDA #	RDA Title	Retention	Disposition	PII
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Overpayment Adjustments FM02b01 New Overpayments  
 Process Payments FM0102 Episode Driven Payments  
 WEEKLY ADOPTIONS REPORTS  
 Out of Home Placement / In Home  
 Services  
 SM10a12 Additional Info Due from Family  
 MEDIAN LENGTH OF STAY REPORTS  
 Out of Home Placement / In Home  
 Services  
 SM10a21 Median Length of Stay  
 ON-DEMAND REPORTS  
 Assessment SM06a01 Initial Assessment Activity  
 Assessment SM06a02 BMCW Summary Statistics  
 Maintain Case SM04a03 Ongoing Services Site Activity  
 Maintain Case SM04a04 Safety Services Site Activity  
 Maintain Case SM04a05 Return of Custody Listing  
 Maintain Case SM04a06 Adoption Elapsed Time per TPR  
 Process Payments FM0105 Financial Payment Reconciliation  
 Trust Accounts FM0704b Trust Account Deposit History  
 PREPAYMENTS REPORTS  
 Process Payments FM0103 Prepayment Verification  
 MONTHLY FINANCIAL REPORTS  
 Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Issue / Reconcile Checks FM0211 Kinship Care High Payments  
 Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run  
 Process Payments CM0101 18 Year Old Report  
 Process Payments FM0101 Clients in Adoptive Placements Turning 19  
 Process Payments FM0102 Episode Driven Payments  
 Process Payments FM0104 Wraparound Payments  
 Process Payments FM0203 Monthly Foster Care and Kinship Payments  
 Process Payments PM02a00 Birthday Report  
 Reimbursements FM04a01 Case Counts  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 Reimbursements FM04a03 Overpayments with Trust Accounts  
 Reimbursements FM04a05 Eligibility Based Days of Care  
 Reimbursements FM04a08 Pre-Two Year Deduction  
 Reimbursements FM04a10 Payment Based Days of Care  
 Trust Accounts FM0703b Placement Ending  
 Trust Accounts FM0706b Trust Account Draw-down  
 MONTHLY TRUST ACCOUNT REPORTS  
 Trust Accounts FM0701b Trust Account Current Balance  
 Trust Accounts FM0705b Trust Account Balances for Closed Cases  
 MONTHLY ADOPTIONS REPORTS  
 Out of Home Placement / In Home  
 Services  
 SM10a10 Adoption Assistance Cancellations  
 Out of Home Placement / In Home  
 Services  
 SM10a11 Adoption Assistance Additions  
 Out of Home Placement / In Home  
 Services  
 SM10a16 Adoption Agreement Amendment Expiration Reminder  
 Out of Home Placement / In Home  
 Services  
 SM10a17 Adoption Amendment Expiration Dates  
 Out of Home Placement / In Home  
 Services  
 SM10a18 Adoption Assistance Amendments Summary to Date  
 MONTHLY STATISTICS REPORTS

RDA #	RDA Title	Retention	Disposition	PII
	Case Closure SM0501a Closed Cases Monthly Information and Referral SM0301 Information and Referrals Out of Home Placement / In Home Services SM10a02 Intake Report Placement CM2102 AFCARS Error Placement CM2104 AFCARS Adoption Error Provider Management PM02a01 Foster Homes by Worker and Status Provider Management PM02a02 Foster Home Activity by Worker Provider Management PM02a03 Foster Home Counts and Vacancy Rate Provider Management PM02a04 Adoptive Homes Approved and Available Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete Provider Management PM02a07 Adoptions Monthly Statistics Provider Management PM04a05 Monthly Application Statistics Provider Management PM04a06 Monthly Licensing Statistics Provider Management PM04a08 Expiring non-CHIPS Kinship Homes Provider Management PM1001 Monthly Recruitment Report MONTHLY MISCELLANEOUS PLACEMENT REPORTS Eligibility FM0301 New Placement DCHS Eligibility FM0302 Eligibility Detail Sign Off Eligibility FM0303 Eligibility Summary Sign Off Out of Home Placement / In Home Services SM10a31 Kinship Care Counts MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS Access SM0100 Intake Report Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State Federal PEP Reporting IN0305 Assess Data Quality Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State Federal PEP Reporting SM0802 Perm Plan Detail Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only Placement SM10a31 Kinship Care County Placement SM10a32 Placement Detail QUARTERLY REIMBURSEMENT REPORTS Reimbursements FM04a02 Benefits Payments Reimbursements FM04a04 Title IV-E Audit QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS Federal Outcome Reporting SM06a03 Recurrence of Maltreatment Federal Outcome Reporting SM10a20 Time to Adoption Federal Outcome Reporting SM10a22 Time to Reunification Federal Outcome Reporting SM10a23 Maltreatment in OHC Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care Federal Outcome Reporting SM10a25 Placement Stability Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State Federal PEP Reporting SM07a01 Use of Education Screen Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State Federal PEP Reporting SM10a28a / b / c ICWA Notification Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State Placement SM10a29a / b / c Independent Living County / OPEP / State QUARTERLY FEDERAL REPORTS Placement CM2103 AFCARS Adopt Placement IN0302 Child NCANDS Placement IN0304 Agency NCANDS YEARLY OUTCOME MEASUREMENT REPORTS Federal Outcome Reporting SM06a03 Recurrence of Maltreatment Federal Outcome Reporting SM10a20 Time to Adoption Federal Outcome Reporting SM10a22 Time to Reunification Federal Outcome Reporting SM10a23 Maltreatment in OHC Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care Federal Outcome Reporting SM10a25 Placement Stability Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State Federal PEP Reporting SM10a28a / b / c ICWA Notification Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State Federal PEP Reporting SM07a01 Use of Education Screen Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State Placement SM10a29a / b / c Independent Living County / OPEP / State			



RDA #	RDA Title	Retention	Disposition	PII
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ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

**OTHER RECORDS FOR ADDITIONAL REFERENCE:**

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processes including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals  
 RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded  
 Contracts & Financial Records  
 All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's  
 Correspondence  
 RDA 437-835B -Correspondence Routine  
 Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

<u>01087C00.</u>	<u>WISACWIS -- NOTIFICATIONS</u>	<u>EVT</u>	<u>DEST</u>	<u>Y</u>
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**PART 1 - INFORMATION SYSTEM OVERVIEW**

**PURPOSE:**  
 In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

**HARDWARE:**  
 Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

**SOFTWARE:**  
 Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
 Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

**SYSTEM DOCUMENTATION:**

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'  
 Disposition: Destroy

**SECURITY LEVEL:**  
 The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are

changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
 Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

- AFCARS: Adoption and Foster Care Analysis Reporting System
- BITS: Bureau of Information Technology Systems (DHFS/DMT)
- BMCV: Bureau of Milwaukee Child Welfare (DHFS/DCFS)
- BPP: Bureau of Programs and Policies (DHFS/DCFS)
- Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently
- Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.
- CPS: Child Protective Services
- Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.
- Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored
- DCFS: Division of Children and Family Services (DHFS)
- DHFS: Department of Health and Family Services
- DMT: Division of Management and Technology (DHFS)
- DOC: Department of Corrections
- EFT: Electronic Funds Transfer
- Formats: Includes file and database formats; the manner in which the data is arranged.
- ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)
- NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children

known to State child protective services agencies.  
Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.  
OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)  
OPEP: Office of Program Evaluation and Planning (DHFS/DCFSS)  
PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.  
RCC: Residential Care Center for Children and Youth  
TPR: Termination of Parental Rights

PART 2 - DATABASE RDA

PURPOSE

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWiSACWIS is a State-administered system. eWiSACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWiSACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

HARDWARE / SOFTWARE REQUIREMENTS FOR eWiSACWIS, eWReports and ePASS

Workstation Operating System:

- o Windows NT, Win2000 Operating System or later
- o Windows 95, 98, XP or later

Workstation Hardware:

- o Pentium III class machine (450 MHz or greater) (For best performance)
- o 128 MB Ram (For best performance )
- o 1 GB+ of free space on hard drive (For best performance)
- o SVGA Monitor (800 x 600 Resolution) (Required)
- o Mouse (Required)

Workstation Application Software:

- o MS Word 97 or newer version (Required)
- o Internet Explorer v5.5 or newer version (Required)

Internet Connectivity:

- o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:

Currently, the maintenance contractor CGI-AMS does all development changes.

UPDATES - FREQUENCY AND COMPLEXITY:

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

RETENTION:

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

INPUTS / OUTPUTS: (both machine readable and paper)

Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

RETENTION:

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

RDA #	RDA Title	Retention	Disposition	PII
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Data covered by RDA 437-1087

OUTPUT:

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

TEMPLATES AND NOTIFICATIONS:

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

T-Template

Adoption Assistance Approval Letter to Administrator N

Adoption Assistance Denial Letter N

Adoption Assistance Approval letter to Adoptive Family N

Adoption Case Plan N

Case Closure Denial Solutions N

Case Closure Errors Report N

Case Closure Summary N

Case Plan N

Case Progress Evaluation N

CIA Confirmation Report N

Cover Letter for Adoption Packet N

Family Assessment N

Family Assessment Summary N

Family Risk Assessment Of Future Abuse / Neglect N

Family Strengths and Needs Assessment N

Foster Parent Notice - Confidentiality of Records N

Initial Assessment - Secondary Caregivers N

Initial Assessment Narrative N

Modified Initial Assessment - Primary Caregivers N

Notice of Meeting N

Notice of Meeting Cancellation N

Notice of Rescheduling of Meeting N

Recruitment Event Participant List N

Recruitment Labels N

Screening Acceptance Form N

Screening Denial Form N

30 Days Notice to Foster Parents T

90 Days Court Review Report T

Acceptance Letter Custody and Guardianship of Child T

Admin Review Letter to Child T

Admin Review Letter to Courts T

Admin Review Letter to District Attorney T

Admin Review Letter to Foster Family T

Admin Review Letter to Guardian Ad Litem T

Admin Review Notice to Child T

Admin Review Notice to District Attorney T

Admin Review Notice to Foster Family T

Admin Review Notice to Guardian Ad Litem T

Admin Review Notice to Tribal Representative T

Administrative Review Hearing Letter T

Adoptee/Individual Face Sheet T

Adoption Acceptance Letter T

Adoption Assistance Agreement Amendment T

RDA #	RDA Title	Retention	Disposition	PII
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			

RDA #	RDA Title	Retention	Disposition	PII
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			



RDA #	RDA Title	Retention	Disposition	PII
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Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T  
 Petition To Change Placement, Revise/Extend Dispositional Order T  
 Petition To Revise Dispositional Order T  
 Placement Difficulties and Disruption T  
 Prior County Involvement T  
 Protective Plan T  
 Protective Service Report T  
 Protective Service Report T  
 Quarterly Supervision Report T  
 Receipt for Medical Records T  
 Recommendation for Adoption T  
 Recruitment Comments T  
 Referral for Independent Living Skills Program T  
 Referral For Termination of Parental Rights T  
 Referral for Termination of Parental Rights T  
 Referral to out of home care child characteristics and needs T  
 Relative Assessment T  
 Re-License Denial Letter T  
 Reporter Narrative T  
 Reporter Narrative T  
 Request for Confirmation of Child's Indian Status T  
 Request for Emergency Detention or Pick-Up Order T  
 Request for Petition In Need of Protective or Services T  
 Request for Petition of Child in Need of Protection or Services T  
 Request for Petition of Child In Need of Protection or Services - Non-Emergency T  
 Request Referral T  
 Request To Transfer Legal Guardianship T  
 Response Priority Tree T  
 Return Custody to County Court Letter T  
 Review of The Permanency Plan T  
 Revocation Letter T  
 Risk Reassessment for Youth in RCC or JCI T  
 Safety Analysis and Plan T  
 Safety Assessment T  
 Safety Case Closure T  
 Safety Cause Analysis T  
 Safety Services Staffing Results T  
 Screening for Child's Status as Indian T  
 SDM Information / Data Reporting Summary T  
 Serious Incident Report T  
 Service Intake Referral Information T  
 Service Intake Referral Information for CPS (Service Intake Referral Information) T  
 Service Intake Summary T  
 Service Request and Referral T  
 Services Intake Summary T  
 Services Intake Summary template for CPS (Service Intake Summary) T  
 Services Referral T  
 Services Referral T  
 Services Report T  
 Services Report Additional Information T  
 Subsidized Guardianship Agreement T  
 Support Services Referral T  
 Sustaining Care Contract T  
 Temporary Guardianship Worksheet T  
 Temporary Physical Custody Request T  
 Training Information Letter T  
 Treatment Foster Home License T  
 Visiting Plan T  
 Voluntary Agreement Form T

**OUTPUT - REPORTS: (machine readable and paper)**

Purpose: To provide organized data on the various programs supported by eWiSACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.

The following is a list of the standards reports available from WiSACWIS:

**DAILY REPORTS**

Case Closure SM050a Daily Case Closure  
 Trust Accounts FM0702a-b EFT Ledger Exceptions  
 Trust Accounts FM0702b Trust Account Reconciliation  
 Trust Accounts FM0705 KIDS Daily Data Compare

RDA # RDA Title Retention Disposition PII

WEEKLY FINANCIAL REPORTS

Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b01 New Overpayments  
 Process Payments FM0102 Episode Driven Payments

WEEKLY ADOPTIONS REPORTS

Out of Home Placement / In Home  
 Services  
 SM10a12 Additional Info Due from Family

MEDIAN LENGTH OF STAY REPORTS

Out of Home Placement / In Home  
 Services  
 SM10a21 Median Length of Stay

ON-DEMAND REPORTS

Assessment SM06a01 Initial Assessment Activity  
 Assessment SM06a02 BMCW Summary Statistics  
 Maintain Case SM04a03 Ongoing Services Site Activity  
 Maintain Case SM04a04 Safety Services Site Activity  
 Maintain Case SM04a05 Return of Custody Listing  
 Maintain Case SM04a06 Adoption Elapsed Time per TPR  
 Process Payments FM0105 Financial Payment Reconciliation  
 Trust Accounts FM0704b Trust Account Deposit History

PREPAYMENTS REPORTS

Process Payments FM0103 Prepayment Verification

MONTHLY FINANCIAL REPORTS

Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Issue / Reconcile Checks FM0211 Kinship Care High Payments  
 Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run  
 Process Payments CM0101 18 Year Old Report  
 Process Payments FM0101 Clients in Adoptive Placements Turning 19  
 Process Payments FM0102 Episode Driven Payments  
 Process Payments FM0104 Wraparound Payments  
 Process Payments FM0203 Monthly Foster Care and Kinship Payments  
 Process Payments PM02a00 Birthday Report  
 Reimbursements FM04a01 Case Counts  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 Reimbursements FM04a03 Overpayments with Trust Accounts  
 Reimbursements FM04a05 Eligibility Based Days of Care  
 Reimbursements FM04a08 Pre-Two Year Deduction  
 Reimbursements FM04a10 Payment Based Days of Care  
 Trust Accounts FM0703b Placement Ending  
 Trust Accounts FM0706b Trust Account Draw-down

MONTHLY TRUST ACCOUNT REPORTS

Trust Accounts FM0701b Trust Account Current Balance  
 Trust Accounts FM0705b Trust Account Balances for Closed Cases

MONTHLY ADOPTIONS REPORTS

Out of Home Placement / In Home

RDA #	RDA Title	Retention	Disposition	PII
	Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home			
	Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home			
	Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home			
	Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home			
	Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home			
	Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			
	Provider Management PM04a05 Monthly Application Statistics			
	Provider Management PM04a06 Monthly Licensing Statistics			
	Provider Management PM04a08 Expiring non-CHIPS Kinship Homes			
	Provider Management PM1001 Monthly Recruitment Report			
	MONTHLY MISCELLANEOUS PLACEMENT REPORTS			
	Eligibility FM0301 New Placement DCHS			
	Eligibility FM0302 Eligibility Detail Sign Off			
	Eligibility FM0303 Eligibility Summary Sign Off			
	Out of Home Placement / In Home			
	Services			
	SM10a31 Kinship Care Counts			
	MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Access SM0100 Intake Report			
	Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State			
	Federal PEP Reporting IN0305 Assess Data Quality			
	Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State			
	Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State			
	Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State			
	Federal PEP Reporting SM0802 Perm Plan Detail			
	Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State			
	Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State			
	Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only			
	Placement SM10a31 Kinship Care County			
	Placement SM10a32 Placement Detail			
	QUARTERLY REIMBURSEMENT REPORTS			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Federal Outcome Reporting SM06a03 Recurrence of Maltreatment			
	Federal Outcome Reporting SM10a20 Time to Adoption			
	Federal Outcome Reporting SM10a22 Time to Reunification			
	Federal Outcome Reporting SM10a23 Maltreatment in OHC			
	Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care			
	Federal Outcome Reporting SM10a25 Placement Stability			
	Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State			
	Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State			
	Federal PEP Reporting SM07a01 Use of Education Screen			
	Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State			
	Federal PEP Reporting SM10a28a / b / c ICWA Notification			
	Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State			
	Placement SM10a29a / b / c Independent Living County / OPEP / State			
	QUARTERLY FEDERAL REPORTS			
	Placement CM2103 AFCARS Adopt			
	Placement IN0302 Child NCANDS			

RDA #	RDA Title	Retention	Disposition	PII
	Placement IN0304 Agency NCANDS YEARLY OUTCOME MEASUREMENT REPORTS Federal Outcome Reporting SM06a03 Recurrence of Maltreatment Federal Outcome Reporting SM10a20 Time to Adoption Federal Outcome Reporting SM10a22 Time to Reunification Federal Outcome Reporting SM10a23 Maltreatment in OHC Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care Federal Outcome Reporting SM10a25 Placement Stability Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State Federal PEP Reporting SM10a28a / b / c ICWA Notification Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State Federal PEP Reporting SM07a01 Use of Education Screen Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State Placement SM10a29a / b / c Independent Living County / OPEP / State ANNUAL AFCARS Placement CM2103 AFCARS Adopt Placement IN0302 Child NCANDS Placement IN0304 Agency NCANDS ANNUAL NCANDS REPORTS Placement IN0302 Child NCANDS Placement IN0304 Agency NCANDS			

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs

RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processes including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals

RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded  
 Contracts & Financial Records  
 All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's  
 Correspondence  
 RDA 437-835B -Correspondence Routine  
 Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

01087D00.      WISACWIS -- TEMPLATES      EVT      DEST      Y

PART 1 - INFORMATION SYSTEM OVERVIEW

PURPOSE:

In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

HARDWARE:

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

SOFTWARE:

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
 Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

**SYSTEM DOCUMENTATION:**

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'

Disposition: Destroy

**SECURITY LEVEL:**

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
 Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

AFCARS: Adoption and Foster Care Analysis Reporting System  
 BITS: Bureau of Information Technology Systems (DHFS/DMT)  
 BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)  
 BPP: Bureau of Programs and Policies (DHFS/DCFS)  
 Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently  
 Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new



pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.

CPS: Child Protective Services

Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.

Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored

DCFS: Division of Children and Family Services (DHFS)

DHFS: Department of Health and Family Services

DMT: Division of Management and Technology (DHFS)

DOC: Department of Corrections

EFT: Electronic Funds Transfer

Formats: Includes file and database formats; the manner in which the data is arranged.

ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)

NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.

Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.

OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)

OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)

PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.

RCC: Residential Care Center for Children and Youth

TPR: Termination of Parental Rights

PART 2 - DATABASE RDA

PURPOSE

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWisACWIS is a State-administered system. eWisACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWisACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

HARDWARE / SOFTWARE REQUIREMENTS FOR eWisACWIS, eWReports and ePASS

- Workstation Operating System:
  - o Windows NT, Win2000 Operating System or later
  - o Windows 95, 98, XP or later
- Workstation Hardware:
  - o Pentium III class machine (450 MHz or greater) (For best performance)
  - o 128 MB Ram (For best performance )
  - o 1 GB+ of free space on hard drive (For best performance)
  - o SVGA Monitor (800 x 600 Resolution) (Required)
  - o Mouse (Required)
- Workstation Application Software:
  - o MS Word 97 or newer version (Required)
  - o Internet Explorer v5.5 or newer version (Required)
- Internet Connectivity:
  - o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:

Currently, the maintenance contractor CGI-AMS does all development changes.

UPDATES - FREQUENCY AND COMPLEXITY:

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWisACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

RETENTION:



RDA #	RDA Title	Retention	Disposition	PII
	RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases			
	RDA 437-1087A Demographic Data in Case Record - Retain until superseded			
	RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records			
	<p>INPUTS / OUTPUTS: (both machine readable and paper)            Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.</p>			
	<p>RETENTION:</p> <p>INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.</p> <p>Data covered by RDA 437-1087</p> <p>OUTPUT:</p> <p>RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.</p> <p>RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.</p> <p>RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.</p> <p>RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.</p> <p>RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.</p> <p>RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.</p>			
	<p>TEMPLATES AND NOTIFICATIONS:            The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.</p> <p>The following is a list of system templates and notifications.</p> <p>FORMS in eWiSACWIS - Input and Output Documents</p> <p>TITLE            TYPE            N-Notification            T-Template</p> <p>Adoption Assistance Approval Letter to Administrator N            Adoption Assistance Denial Letter N            Adoption Assistance Approval letter to Adoptive Family N            Adoption Case Plan N            Case Closure Denial Solutions N            Case Closure Errors Report N            Case Closure Summary N            Case Plan N            Case Progress Evaluation N            CIA Confirmation Report N            Cover Letter for Adoption Packet N            Family Assessment N            Family Assessment Summary N            Family Risk Assessment Of Future Abuse / Neglect N            Family Strengths and Needs Assessment N            Foster Parent Notice - Confidentiality of Records N            Initial Assessment - Secondary Caregivers N            Initial Assessment Narrative N            Modified Initial Assessment - Primary Caregivers N            Notice of Meeting N            Notice of Meeting Cancellation N            Notice of Rescheduling of Meeting N            Recruitment Event Participant List N            Recruitment Labels N            Screening Acceptance Form N            Screening Denial Form N            30 Days Notice to Foster Parents T            90 Days Court Review Report T</p>			

RDA #	RDA Title	Retention	Disposition	PII
	Acceptance Letter Custody and Guardianship of Child T			
	Admin Review Letter to Child T			
	Admin Review Letter to Courts T			
	Admin Review Letter to District Attorney T			
	Admin Review Letter to Foster Family T			
	Admin Review Letter to Guardian Ad Litem T			
	Admin Review Notice to Child T			
	Admin Review Notice to District Attorney T			
	Admin Review Notice to Foster Family T			
	Admin Review Notice to Guardian Ad Litem T			
	Admin Review Notice to Tribal Representative T			
	Administrative Review Hearing Letter T			
	Adoptee/Individual Face Sheet T			
	Adoption Acceptance Letter T			
	Adoption Assistance Agreement Amendment T			
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			

RDA #	RDA Title	Retention	Disposition	PII
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			

RDA #	RDA Title	Retention	Disposition	PII
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			
	Review of The Permanency Plan T			
	Revocation Letter T			
	Risk Reassessment for Youth in RCC or JCI T			
	Safety Analysis and Plan T			
	Safety Assessment T			
	Safety Case Closure T			
	Safety Cause Analysis T			
	Safety Services Staffing Results T			
	Screening for Child's Status as Indian T			
	SDM Information / Data Reporting Summary T			
	Serious Incident Report T			
	Service Intake Referral Information T			
	Service Intake Referral Information for CPS (Service Intake Referral Information) T			
	Service Intake Summary T			
	Service Request and Referral T			
	Services Intake Summary T			
	Services Intake Summary template for CPS (Service Intake Summary) T			
	Services Referral T			
	Services Referral T			
	Services Report T			
	Services Report Additional Information T			
	Subsidized Guardianship Agreement T			
	Support Services Referral T			
	Sustaining Care Contract T			
	Temporary Guardianship Worksheet T			
	Temporary Physical Custody Request T			
	Training Information Letter T			
	Treatment Foster Home License T			
	Visiting Plan T			
	Voluntary Agreement Form T			

OUTPUT - REPORTS: (machine readable and paper)

Purpose: To provide organized data on the various programs supported by eWISACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.

The following is a list of the standards reports available from WISACWIS:

DAILY REPORTS

- Case Closure SM050a Daily Case Closure
- Trust Accounts FM0702a-b EFT Ledger Exceptions
- Trust Accounts FM0702b Trust Account Reconciliation
- Trust Accounts FM0705 KIDS Daily Data Compare

WEEKLY FINANCIAL REPORTS

- Issue / Reconcile Checks FM0201 Pending Checks Payee Listing
- Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance
- Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care
- Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship
- Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT
- Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing
- Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance
- Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care
- Issue / Reconcile Checks FM02vw Voucher Worksheet
- Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship
- Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT
- Overpayment Adjustments FM02b01 New Overpayments
- Overpayment Adjustments FM02b02 Outstanding Overpayments
- Overpayment Adjustments FM02b03 Overpayments Sent to Collections
- Overpayment Adjustments FM02b01 New Overpayments
- Process Payments FM0102 Episode Driven Payments

WEEKLY ADOPTIONS REPORTS

- Out of Home Placement / In Home Services
- SM10a12 Additional Info Due from Family

MEDIAN LENGTH OF STAY REPORTS

- Out of Home Placement / In Home Services
- SM10a21 Median Length of Stay

ON-DEMAND REPORTS

- Assessment SM06a01 Initial Assessment Activity
- Assessment SM06a02 BMCW Summary Statistics
- Maintain Case SM04a03 Ongoing Services Site Activity
- Maintain Case SM04a04 Safety Services Site Activity
- Maintain Case SM04a05 Return of Custody Listing
- Maintain Case SM04a06 Adoption Elapsed Time per TPR
- Process Payments FM0105 Financial Payment Reconciliation
- Trust Accounts FM0704b Trust Account Deposit History

PREPAYMENTS REPORTS

- Process Payments FM0103 Prepayment Verification

MONTHLY FINANCIAL REPORTS

- Issue / Reconcile Checks FM0201 Pending Checks Payee Listing
- Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance
- Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care
- Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship
- Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT
- Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing
- Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance
- Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care
- Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship
- Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT
- Issue / Reconcile Checks FM0211 Kinship Care High Payments
- Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost
- Issue / Reconcile Checks FM02vw Voucher Worksheet
- Overpayment Adjustments FM02b01 New Overpayments
- Overpayment Adjustments FM02b02 Outstanding Overpayments
- Overpayment Adjustments FM02b03 Overpayments Sent to Collections
- Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run
- Process Payments CM0101 18 Year Old Report
- Process Payments FM0101 Clients in Adoptive Placements Turning 19
- Process Payments FM0102 Episode Driven Payments
- Process Payments FM0104 Wraparound Payments
- Process Payments FM0203 Monthly Foster Care and Kinship Payments

RDA #	RDA Title	Retention	Disposition	PII
	Process Payments PM02a00 Birthday Report			
	Reimbursements FM04a01 Case Counts			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	Reimbursements FM04a03 Overpayments with Trust Accounts			
	Reimbursements FM04a05 Eligibility Based Days of Care			
	Reimbursements FM04a08 Pre-Two Year Deduction			
	Reimbursements FM04a10 Payment Based Days of Care			
	Trust Accounts FM0703b Placement Ending			
	Trust Accounts FM0706b Trust Account Draw-down			
	MONTHLY TRUST ACCOUNT REPORTS			
	Trust Accounts FM0701b Trust Account Current Balance			
	Trust Accounts FM0705b Trust Account Balances for Closed Cases			
	MONTHLY ADOPTIONS REPORTS			
	Out of Home Placement / In Home Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			
	Provider Management PM04a05 Monthly Application Statistics			
	Provider Management PM04a06 Monthly Licensing Statistics			
	Provider Management PM04a08 Expiring non-CHIPS Kinship Homes			
	Provider Management PM1001 Monthly Recruitment Report			
	MONTHLY MISCELLANEOUS PLACEMENT REPORTS			
	Eligibility FM0301 New Placement DCHS			
	Eligibility FM0302 Eligibility Detail Sign Off			
	Eligibility FM0303 Eligibility Summary Sign Off			
	Out of Home Placement / In Home Services			
	SM10a31 Kinship Care Counts			
	MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Access SM0100 Intake Report			
	Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State			
	Federal PEP Reporting IN0305 Assess Data Quality			
	Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State			
	Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State			
	Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State			
	Federal PEP Reporting SM0802 Perm Plan Detail			
	Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State			
	Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State			
	Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only			
	Placement SM10a31 Kinship Care County			
	Placement SM10a32 Placement Detail			
	QUARTERLY REIMBURSEMENT REPORTS			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Federal Outcome Reporting SM06a03 Recurrence of Maltreatment			



RDA #	RDA Title	Retention	Disposition	PII
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Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 QUARTERLY FEDERAL REPORTS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 YEARLY OUTCOME MEASUREMENT REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

**OTHER RECORDS FOR ADDITIONAL REFERENCE:**

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processes including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals  
 RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded  
 Contracts & Financial Records  
 All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's  
 Correspondence  
 RDA 437-835B -Correspondence Routine  
 Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

**01087E00.** **WISACWIS -- REPORTS** **EVT** **DEST** **Y**

**PART 1 - INFORMATION SYSTEM OVERVIEW**

**PURPOSE:**  
 In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile

RDA # RDA Title Retention Disposition PII

Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

**HARDWARE:**

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

**SOFTWARE:**

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

**SYSTEM DOCUMENTATION:**

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'  
Disposition: Destroy

**SECURITY LEVEL:**

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
Division of Management and Technology  
Bureau of Information Technology Systems  
1 W. Wilson Street  
Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means

- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

- AFCARS: Adoption and Foster Care Analysis Reporting System
- BITS: Bureau of Information Technology Systems (DHFS/DMT)
- BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)
- BPP: Bureau of Programs and Policies (DHFS/DCFS)
- Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently
- Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.
- CPS: Child Protective Services
- Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.
- Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored
- DCFS: Division of Children and Family Services (DHFS)
- DHFS: Department of Health and Family Services
- DMT: Division of Management and Technology (DHFS)
- DOC: Department of Corrections
- EFT: Electronic Funds Transfer
- Formats: Includes file and database formats; the manner in which the data is arranged.
- ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)
- NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.
- Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.
- OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)
- OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)
- PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.
- RCC: Residential Care Center for Children and Youth
- TPR: Termination of Parental Rights

**PART 2 - DATABASE RDA**

**PURPOSE**

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWiSACWIS is a State-administered system. eWiSACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWiSACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

**HARDWARE / SOFTWARE REQUIREMENTS FOR eWiSACWIS, eWReports and ePASS**

- Workstation Operating System:
  - o Windows NT, Win2000 Operating System or later
  - o Windows 95, 98, XP or later
- Workstation Hardware:
  - o Pentium III class machine (450 MHz or greater) (For best performance)
  - o 128 MB Ram (For best performance)
  - o 1 GB+ of free space on hard drive (For best performance)
  - o SVGA Monitor (800 x 600 Resolution) (Required)
  - o Mouse (Required)
- Workstation Application Software:
  - o MS Word 97 or newer version (Required)
  - o Internet Explorer v5.5 or newer version (Required)
- Internet Connectivity:
  - o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

**INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:**

Currently, the maintenance contractor CGI-AMS does all development changes.

**UPDATES - FREQUENCY AND COMPLEXITY:**

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or

RDA #	RDA Title	Retention	Disposition	PII
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volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

**RETENTION:**

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

**INPUTS / OUTPUTS: (both machine readable and paper)**

Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

**RETENTION:**

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

**OUTPUT:**

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

**TEMPLATES AND NOTIFICATIONS:**

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

T-Template

Adoption Assistance Approval Letter to Administrator N

Adoption Assistance Denial Letter N

Adoption Assistance Approval letter to Adoptive Family N

Adoption Case Plan N

Case Closure Denial Solutions N

Case Closure Errors Report N

Case Closure Summary N

Case Plan N

Case Progress Evaluation N

CIA Confirmation Report N

Cover Letter for Adoption Packet N

Family Assessment N

Family Assessment Summary N

RDA #	RDA Title	Retention	Disposition	PII
	Family Risk Assessment Of Future Abuse / Neglect N			
	Family Strengths and Needs Assessment N			
	Foster Parent Notice - Confidentiality of Records N			
	Initial Assessment - Secondary Caregivers N			
	Initial Assessment Narrative N			
	Modified Initial Assessment - Primary Caregivers N			
	Notice of Meeting N			
	Notice of Meeting Cancellation N			
	Notice of Rescheduling of Meeting N			
	Recruitment Event Participant List N			
	Recruitment Labels N			
	Screening Acceptance Form N			
	Screening Denial Form N			
	30 Days Notice to Foster Parents T			
	90 Days Court Review Report T			
	Acceptance Letter Custody and Guardianship of Child T			
	Admin Review Letter to Child T			
	Admin Review Letter to Courts T			
	Admin Review Letter to District Attorney T			
	Admin Review Letter to Foster Family T			
	Admin Review Letter to Guardian Ad Litem T			
	Admin Review Notice to Child T			
	Admin Review Notice to District Attorney T			
	Admin Review Notice to Foster Family T			
	Admin Review Notice to Guardian Ad Litem T			
	Admin Review Notice to Tribal Representative T			
	Administrative Review Hearing Letter T			
	Adoptee/Individual Face Sheet T			
	Adoption Acceptance Letter T			
	Adoption Assistance Agreement Amendment T			
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			

RDA #	RDA Title	Retention	Disposition	PII
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			



RDA #	RDA Title	Retention	Disposition	PII
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			
	Review of The Permanency Plan T			
	Revocation Letter T			
	Risk Reassessment for Youth in RCC or JCI T			
	Safety Analysis and Plan T			
	Safety Assessment T			
	Safety Case Closure T			
	Safety Cause Analysis T			
	Safety Services Staffing Results T			
	Screening for Child's Status as Indian T			
	SDM Information / Data Reporting Summary T			
	Serious Incident Report T			
	Service Intake Referral Information T			
	Service Intake Referral Information for CPS (Service Intake Referral Information) T			
	Service Intake Summary T			
	Service Request and Referral T			

RDA #	RDA Title	Retention	Disposition	PII
	<p>Services Intake Summary T            Services Intake Summary template for CPS (Service Intake Summary) T            Services Referral T            Services Referral T            Services Report T            Services Report Additional Information T            Subsidized Guardianship Agreement T            Support Services Referral T            Sustaining Care Contract T            Temporary Guardianship Worksheet T            Temporary Physical Custody Request T            Training Information Letter T            Treatment Foster Home License T            Visiting Plan T            Voluntary Agreement Form T</p> <p>OUTPUT - REPORTS: (machine readable and paper)            Purpose: To provide organized data on the various programs supported by eWISACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.</p> <p>The following is a list of the standards reports available from WISACWIS:</p> <p>DAILY REPORTS            Case Closure SM050a Daily Case Closure            Trust Accounts FM0702a-b EFT Ledger Exceptions            Trust Accounts FM0702b Trust Account Reconciliation            Trust Accounts FM0705 KIDS Daily Data Compare</p> <p>WEEKLY FINANCIAL REPORTS            Issue / Reconcile Checks FM0201 Pending Checks Payee Listing            Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance            Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care            Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship            Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT            Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing            Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance            Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care            Issue / Reconcile Checks FM02vw Voucher Worksheet            Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship            Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT            Overpayment Adjustments FM02b01 New Overpayments            Overpayment Adjustments FM02b02 Outstanding Overpayments            Overpayment Adjustments FM02b03 Overpayments Sent to Collections            Overpayment Adjustments FM02b01 New Overpayments            Process Payments FM0102 Episode Driven Payments</p> <p>WEEKLY ADOPTIONS REPORTS            Out of Home Placement / In Home Services            SM10a12 Additional Info Due from Family</p> <p>MEDIAN LENGTH OF STAY REPORTS            Out of Home Placement / In Home Services            SM10a21 Median Length of Stay</p> <p>ON-DEMAND REPORTS            Assessment SM06a01 Initial Assessment Activity            Assessment SM06a02 BMCW Summary Statistics            Maintain Case SM04a03 Ongoing Services Site Activity            Maintain Case SM04a04 Safety Services Site Activity            Maintain Case SM04a05 Return of Custody Listing            Maintain Case SM04a06 Adoption Elapsed Time per TPR            Process Payments FM0105 Financial Payment Reconciliation            Trust Accounts FM0704b Trust Account Deposit History</p> <p>PREPAYMENTS REPORTS            Process Payments FM0103 Prepayment Verification</p> <p>MONTHLY FINANCIAL REPORTS            Issue / Reconcile Checks FM0201 Pending Checks Payee Listing            Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance            Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care            Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship            Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT            Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing            Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance</p>			

RDA #	RDA Title	Retention	Disposition	PII
	Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT			
	Issue / Reconcile Checks FM0211 Kinship Care High Payments			
	Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost			
	Issue / Reconcile Checks FM02vw Voucher Worksheet			
	Overpayment Adjustments FM02b01 New Overpayments			
	Overpayment Adjustments FM02b02 Outstanding Overpayments			
	Overpayment Adjustments FM02b03 Overpayments Sent to Collections			
	Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run			
	Process Payments CM0101 18 Year Old Report			
	Process Payments FM0101 Clients in Adoptive Placements Turning 19			
	Process Payments FM0102 Episode Driven Payments			
	Process Payments FM0104 Wraparound Payments			
	Process Payments FM0203 Monthly Foster Care and Kinship Payments			
	Process Payments PM02a00 Birthday Report			
	Reimbursements FM04a01 Case Counts			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	Reimbursements FM04a03 Overpayments with Trust Accounts			
	Reimbursements FM04a05 Eligibility Based Days of Care			
	Reimbursements FM04a08 Pre-Two Year Deduction			
	Reimbursements FM04a10 Payment Based Days of Care			
	Trust Accounts FM0703b Placement Ending			
	Trust Accounts FM0706b Trust Account Draw-down			
	MONTHLY TRUST ACCOUNT REPORTS			
	Trust Accounts FM0701b Trust Account Current Balance			
	Trust Accounts FM0705b Trust Account Balances for Closed Cases			
	MONTHLY ADOPTIONS REPORTS			
	Out of Home Placement / In Home Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			
	Provider Management PM04a05 Monthly Application Statistics			
	Provider Management PM04a06 Monthly Licensing Statistics			
	Provider Management PM04a08 Expiring non-CHIPS Kinship Homes			
	Provider Management PM1001 Monthly Recruitment Report			
	MONTHLY MISCELLANEOUS PLACEMENT REPORTS			
	Eligibility FM0301 New Placement DCHS			
	Eligibility FM0302 Eligibility Detail Sign Off			
	Eligibility FM0303 Eligibility Summary Sign Off			
	Out of Home Placement / In Home Services			
	SM10a31 Kinship Care Counts			
	MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Access SM0100 Intake Report			
	Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State			
	Federal PEP Reporting IN0305 Assess Data Quality			

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Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM0802 Perm Plan Detail  
 Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State  
 Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State  
 Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only  
 Placement SM10a31 Kinship Care County  
 Placement SM10a32 Placement Detail  
 QUARTERLY REIMBURSEMENT REPORTS  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 QUARTERLY FEDERAL REPORTS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 YEARLY OUTCOME MEASUREMENT REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processes including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals  
 RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded

Contracts & Financial Records  
 All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's

Correspondence  
 RDA 437-835B -Correspondence Routine

RDA #	RDA Title	Retention	Disposition	PII
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Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

<b>01087F00.</b>	<b><u>WISACWIS -- REPORTS</u></b>	<b><u>EVT+1</u></b>	<b><u>DEST</u></b>	<b><u>Y</u></b>
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**PART 1 - INFORMATION SYSTEM OVERVIEW**

**PURPOSE:**

In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

**HARDWARE:**

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

**SOFTWARE:**

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
 Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

**SYSTEM DOCUMENTATION:**

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'  
 Disposition: Destroy

**SECURITY LEVEL:**

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**



RDA #	RDA Title	Retention	Disposition	PII
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Department of Health and Family Services  
 Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

- At least every four years, a technology lifecycle review will be performed to:
- o Assess all data storage technologies, formats, and code sets for technical viability
  - o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
  - o Mitigate risk through appropriate means
  - o Test and verify all migrated technologies, formats, and code sets
  - o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

- AFCARS: Adoption and Foster Care Analysis Reporting System
- BITS: Bureau of Information Technology Systems (DHFS/DMT)
- BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)
- BPP: Bureau of Programs and Policies (DHFS/DCFS)
- Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently
- Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.
- CPS: Child Protective Services
- Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.
- Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored
- DCFS: Division of Children and Family Services (DHFS)
- DHFS: Department of Health and Family Services
- DMT: Division of Management and Technology (DHFS)
- DOC: Department of Corrections
- EFT: Electronic Funds Transfer
- Formats: Includes file and database formats; the manner in which the data is arranged.
- ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)
- NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.
- Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.
- OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)
- OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)
- PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.
- RCC: Residential Care Center for Children and Youth
- TPR: Termination of Parental Rights

**PART 2 - DATABASE RDA**

**PURPOSE**

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWiSACWIS is a State-administered system. eWiSACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWiSACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

**HARDWARE / SOFTWARE REQUIREMENTS FOR eWiSACWIS, eWReports and ePASS**

- Workstation Operating System:
- o Windows NT, Win2000 Operating System or later
  - o Windows 95, 98, XP or later
- Workstation Hardware:
- o Pentium III class machine (450 MHz or greater) (For best performance)



RDA #	RDA Title	Retention	Disposition	PII
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- o 128 MB Ram (For best performance )
- o 1 GB+ of free space on hard drive (For best performance)
- o SVGA Monitor (800 x 600 Resolution) (Required)
- o Mouse (Required)
- Workstation Application Software:
  - o MS Word 97 or newer version (Required)
  - o Internet Explorer v5.5 or newer version (Required)
- Internet Connectivity:
  - o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:  
 Currently, the maintenance contractor CGI-AMS does all development changes.

UPDATES - FREQUENCY AND COMPLEXITY:  
 New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

RETENTION:

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

INPUTS / OUTPUTS: (both machine readable and paper)  
 Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

RETENTION:

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

OUTPUT:

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

TEMPLATES AND NOTIFICATIONS:

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents  
 TITLE  
 TYPE

RDA #	RDA Title	Retention	Disposition	PII
	N-Notification			
	T-Template			
	Adoption Assistance Approval Letter to Administrator N			
	Adoption Assistance Denial Letter N			
	Adoption Assistance Approval letter to Adoptive Family N			
	Adoption Case Plan N			
	Case Closure Denial Solutions N			
	Case Closure Errors Report N			
	Case Closure Summary N			
	Case Plan N			
	Case Progress Evaluation N			
	CIA Confirmation Report N			
	Cover Letter for Adoption Packet N			
	Family Assessment N			
	Family Assessment Summary N			
	Family Risk Assessment Of Future Abuse / Neglect N			
	Family Strengths and Needs Assessment N			
	Foster Parent Notice - Confidentiality of Records N			
	Initial Assessment - Secondary Caregivers N			
	Initial Assessment Narrative N			
	Modified Initial Assessment - Primary Caregivers N			
	Notice of Meeting N			
	Notice of Meeting Cancellation N			
	Notice of Rescheduling of Meeting N			
	Recruitment Event Participant List N			
	Recruitment Labels N			
	Screening Acceptance Form N			
	Screening Denial Form N			
	30 Days Notice to Foster Parents T			
	90 Days Court Review Report T			
	Acceptance Letter Custody and Guardianship of Child T			
	Admin Review Letter to Child T			
	Admin Review Letter to Courts T			
	Admin Review Letter to District Attorney T			
	Admin Review Letter to Foster Family T			
	Admin Review Letter to Guardian Ad Litem T			
	Admin Review Notice to Child T			
	Admin Review Notice to District Attorney T			
	Admin Review Notice to Foster Family T			
	Admin Review Notice to Guardian Ad Litem T			
	Admin Review Notice to Tribal Representative T			
	Administrative Review Hearing Letter T			
	Adoptee/Individual Face Sheet T			
	Adoption Acceptance Letter T			
	Adoption Assistance Agreement Amendment T			
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			

RDA #	RDA Title	Retention	Disposition	PII
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			

RDA #	RDA Title	Retention	Disposition	PII
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			

RDA #	RDA Title	Retention	Disposition	PII
	Review of The Permanency Plan T			
	Revocation Letter T			
	Risk Reassessment for Youth in RCC or JCI T			
	Safety Analysis and Plan T			
	Safety Assessment T			
	Safety Case Closure T			
	Safety Cause Analysis T			
	Safety Services Staffing Results T			
	Screening for Child's Status as Indian T			
	SDM Information / Data Reporting Summary T			
	Serious Incident Report T			
	Service Intake Referral Information T			
	Service Intake Referral Information for CPS (Service Intake Referral Information) T			
	Service Intake Summary T			
	Service Request and Referral T			
	Services Intake Summary T			
	Services Intake Summary template for CPS (Service Intake Summary) T			
	Services Referral T			
	Services Referral T			
	Services Report T			
	Services Report Additional Information T			
	Subsidized Guardianship Agreement T			
	Support Services Referral T			
	Sustaining Care Contract T			
	Temporary Guardianship Worksheet T			
	Temporary Physical Custody Request T			
	Training Information Letter T			
	Treatment Foster Home License T			
	Visiting Plan T			
	Voluntary Agreement Form T			
	OUTPUT - REPORTS: (machine readable and paper)			
	Purpose: To provide organized data on the various programs supported by eWisACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.			
	The following is a list of the standards reports available from WisACWIS:			
	DAILY REPORTS			
	Case Closure SM050a Daily Case Closure			
	Trust Accounts FM0702a-b EFT Ledger Exceptions			
	Trust Accounts FM0702b Trust Account Reconciliation			
	Trust Accounts FM0705 KIDS Daily Data Compare			
	WEEKLY FINANCIAL REPORTS			
	Issue / Reconcile Checks FM0201 Pending Checks Payee Listing			
	Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT			
	Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing			
	Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care			
	Issue / Reconcile Checks FM02vw Voucher Worksheet			
	Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT			
	Overpayment Adjustments FM02b01 New Overpayments			
	Overpayment Adjustments FM02b02 Outstanding Overpayments			
	Overpayment Adjustments FM02b03 Overpayments Sent to Collections			
	Overpayment Adjustments FM02b01 New Overpayments			
	Process Payments FM0102 Episode Driven Payments			
	WEEKLY ADOPTIONS REPORTS			
	Out of Home Placement / In Home			
	Services			
	SM10a12 Additional Info Due from Family			
	MEDIAN LENGTH OF STAY REPORTS			
	Out of Home Placement / In Home			
	Services			
	SM10a21 Median Length of Stay			
	ON-DEMAND REPORTS			
	Assessment SM06a01 Initial Assessment Activity			
	Assessment SM06a02 BMCW Summary Statistics			
	Maintain Case SM04a03 Ongoing Services Site Activity			

RDA #	RDA Title	Retention	Disposition	PII
	Maintain Case SM04a04 Safety Services Site Activity			
	Maintain Case SM04a05 Return of Custody Listing			
	Maintain Case SM04a06 Adoption Elapsed Time per TPR			
	Process Payments FM0105 Financial Payment Reconciliation			
	Trust Accounts FM0704b Trust Account Deposit History			
	PREPAYMENTS REPORTS			
	Process Payments FM0103 Prepayment Verification			
	MONTHLY FINANCIAL REPORTS			
	Issue / Reconcile Checks FM0201 Pending Checks Payee Listing			
	Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT			
	Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing			
	Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance			
	Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care			
	Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship			
	Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT			
	Issue / Reconcile Checks FM0211 Kinship Care High Payments			
	Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost			
	Issue / Reconcile Checks FM02vw Voucher Worksheet			
	Overpayment Adjustments FM02b01 New Overpayments			
	Overpayment Adjustments FM02b02 Outstanding Overpayments			
	Overpayment Adjustments FM02b03 Overpayments Sent to Collections			
	Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run			
	Process Payments CM0101 18 Year Old Report			
	Process Payments FM0101 Clients in Adoptive Placements Turning 19			
	Process Payments FM0102 Episode Driven Payments			
	Process Payments FM0104 Wraparound Payments			
	Process Payments FM0203 Monthly Foster Care and Kinship Payments			
	Process Payments PM02a00 Birthday Report			
	Reimbursements FM04a01 Case Counts			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	Reimbursements FM04a03 Overpayments with Trust Accounts			
	Reimbursements FM04a05 Eligibility Based Days of Care			
	Reimbursements FM04a08 Pre-Two Year Deduction			
	Reimbursements FM04a10 Payment Based Days of Care			
	Trust Accounts FM0703b Placement Ending			
	Trust Accounts FM0706b Trust Account Draw-down			
	MONTHLY TRUST ACCOUNT REPORTS			
	Trust Accounts FM0701b Trust Account Current Balance			
	Trust Accounts FM0705b Trust Account Balances for Closed Cases			
	MONTHLY ADOPTIONS REPORTS			
	Out of Home Placement / In Home Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			



RDA #	RDA Title	Retention	Disposition	PII
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Provider Management PM04a05 Monthly Application Statistics  
 Provider Management PM04a06 Monthly Licensing Statistics  
 Provider Management PM04a08 Expiring non-CHIPS Kinship Homes  
 Provider Management PM1001 Monthly Recruitment Report  
 MONTHLY MISCELLANEOUS PLACEMENT REPORTS  
 Eligibility FM0301 New Placement DCHS  
 Eligibility FM0302 Eligibility Detail Sign Off  
 Eligibility FM0303 Eligibility Summary Sign Off  
 Out of Home Placement / In Home  
 Services  
 SM10a31 Kinship Care Counts  
 MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS  
 Access SM0100 Intake Report  
 Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State  
 Federal PEP Reporting IN0305 Assess Data Quality  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM0802 Perm Plan Detail  
 Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State  
 Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State  
 Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only  
 Placement SM10a31 Kinship Care County  
 Placement SM10a32 Placement Detail  
 QUARTERLY REIMBURSEMENT REPORTS  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 QUARTERLY FEDERAL REPORTS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 YEARLY OUTCOME MEASUREMENT REPORTS  
 Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State  
 ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.

RDA #	RDA Title	Retention	Disposition	PII
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Transitory Files Information documenting the data acquisition, editing and affirmation processes including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.

RDA 90500005 - Transitory Files

Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

**Manuals**

RDA 437-961 - Manuals - Official / Custodian Copy

Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.

RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material

Retention: Destroy after superseded

**Contracts & Financial Records**

All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's

**Correspondence**

RDA 437-835B -Correspondence Routine

Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

<u>01087G00.</u>	<u>WISACWIS -- REPORTS</u>	<u>EVT+3</u>	<u>DEST</u>	<u>Y</u>
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**PART 1 - INFORMATION SYSTEM OVERVIEW**

**PURPOSE:**

In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice.

eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users.

The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

**HARDWARE:**

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

**SOFTWARE:**

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.

Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

**SYSTEM DOCUMENTATION:**

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'

Disposition: Destroy

**SECURITY LEVEL:**

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant

access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
 Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

- AFCARS: Adoption and Foster Care Analysis Reporting System
- BITS: Bureau of Information Technology Systems (DHFS/DMT)
- BMCV: Bureau of Milwaukee Child Welfare (DHFS/DCFS)
- BPP: Bureau of Programs and Policies (DHFS/DCFS)
- Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently
- Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.
- CPS: Child Protective Services
- Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.
- Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored
- DCFS: Division of Children and Family Services (DHFS)
- DHFS: Department of Health and Family Services
- DMT: Division of Management and Technology (DHFS)
- DOC: Department of Corrections
- EFT: Electronic Funds Transfer
- Formats: Includes file and database formats; the manner in which the data is arranged.
- ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)
- NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.
- Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.
- OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)
- OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)
- PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.
- RCC: Residential Care Center for Children and Youth
- TPR: Termination of Parental Rights

**PART 2 - DATABASE RDA**

**PURPOSE**

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWiSACWIS is a State-administered system. eWiSACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWiSACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

**HARDWARE / SOFTWARE REQUIREMENTS FOR eWiSACWIS, eWReports and ePASS**

**Workstation Operating System:**

- o Windows NT, Win2000 Operating System or later
- o Windows 95, 98, XP or later

**Workstation Hardware:**

- o Pentium III class machine (450 MHz or greater) (For best performance)
- o 128 MB Ram (For best performance )
- o 1 GB+ of free space on hard drive (For best performance)
- o SVGA Monitor (800 x 600 Resolution) (Required)
- o Mouse (Required)

**Workstation Application Software:**

- o MS Word 97 or newer version (Required)
- o Internet Explorer v5.5 or newer version (Required)

**Internet Connectivity:**

- o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

**INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:**

Currently, the maintenance contractor CGI-AMS does all development changes.

**UPDATES - FREQUENCY AND COMPLEXITY:**

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWiSACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

**RETENTION:**

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

**INPUTS / OUTPUTS: (both machine readable and paper)**

Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

**RETENTION:**

INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

**OUTPUT:**

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA #	RDA Title	Retention	Disposition	PII
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RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

TEMPLATES AND NOTIFICATIONS:

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWISACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

T-Template

Adoption Assistance Approval Letter to Administrator N

Adoption Assistance Denial Letter N

Adoption Assistance Approval letter to Adoptive Family N

Adoption Case Plan N

Case Closure Denial Solutions N

Case Closure Errors Report N

Case Closure Summary N

Case Plan N

Case Progress Evaluation N

CIA Confirmation Report N

Cover Letter for Adoption Packet N

Family Assessment N

Family Assessment Summary N

Family Risk Assessment Of Future Abuse / Neglect N

Family Strengths and Needs Assessment N

Foster Parent Notice - Confidentiality of Records N

Initial Assessment - Secondary Caregivers N

Initial Assessment Narrative N

Modified Initial Assessment - Primary Caregivers N

Notice of Meeting N

Notice of Meeting Cancellation N

Notice of Rescheduling of Meeting N

Recruitment Event Participant List N

Recruitment Labels N

Screening Acceptance Form N

Screening Denial Form N

30 Days Notice to Foster Parents T

90 Days Court Review Report T

Acceptance Letter Custody and Guardianship of Child T

Admin Review Letter to Child T

Admin Review Letter to Courts T

Admin Review Letter to District Attorney T

Admin Review Letter to Foster Family T

Admin Review Letter to Guardian Ad Litem T

Admin Review Notice to Child T

Admin Review Notice to District Attorney T

Admin Review Notice to Foster Family T

Admin Review Notice to Guardian Ad Litem T

Admin Review Notice to Tribal Representative T

Administrative Review Hearing Letter T

Adoptee/Individual Face Sheet T

Adoption Acceptance Letter T

Adoption Assistance Agreement Amendment T

Adoption Assistance Payment Authorization T

Adoption Assistance Program Child And Family Summary T

Adoption Family Assessment And Re-Assessment T

Adoption Home Assessment Suspension T

Adoption Home Study Approval T

Adoption Home Study Approval for Specific Child T

Adoption Placement Match T

Adoptive Family Placement Agreement T

Adoptive Family Support Plan T

Adoptive Home Assessment Results T

Amendment increase-Fiscal letter T

Approval for Travel Letter T

Authorization for School Functions Letter T

Autorización Para Revelar Información Confidencial T

RDA #	RDA Title	Retention	Disposition	PII
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			



RDA #	RDA Title	Retention	Disposition	PII
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			

RDA #	RDA Title	Retention	Disposition	PII
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- Referral for Termination of Parental Rights T
- Referral to out of home care child characteristics and needs T
- Relative Assessment T
- Re-License Denial Letter T
- Reporter Narrative T
- Reporter Narrative T
- Request for Confirmation of Child's Indian Status T
- Request for Emergency Detention or Pick-Up Order T
- Request for Petition In Need of Protective or Services T
- Request for Petition of Child in Need of Protection or Services T
- Request for Petition of Child In Need of Protection or Services - Non-Emergency T
- Request Referral T
- Request To Transfer Legal Guardianship T
- Response Priority Tree T
- Return Custody to County Court Letter T
- Review of The Permanency Plan T
- Revocation Letter T
- Risk Reassessment for Youth in RCC or JCI T
- Safety Analysis and Plan T
- Safety Assessment T
- Safety Case Closure T
- Safety Cause Analysis T
- Safety Services Staffing Results T
- Screening for Child's Status as Indian T
- SDM Information / Data Reporting Summary T
- Serious Incident Report T
- Service Intake Referral Information T
- Service Intake Referral Information for CPS (Service Intake Referral Information) T
- Service Intake Summary T
- Service Request and Referral T
- Services Intake Summary T
- Services Intake Summary template for CPS (Service Intake Summary) T
- Services Referral T
- Services Referral T
- Services Report T
- Services Report Additional Information T
- Subsidized Guardianship Agreement T
- Support Services Referral T
- Sustaining Care Contract T
- Temporary Guardianship Worksheet T
- Temporary Physical Custody Request T
- Training Information Letter T
- Treatment Foster Home License T
- Visiting Plan T
- Voluntary Agreement Form T

**OUTPUT - REPORTS: (machine readable and paper)**

Purpose: To provide organized data on the various programs supported by eWISACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.

The following is a list of the standards reports available from WiSACWIS:

**DAILY REPORTS**

- Case Closure SM050a Daily Case Closure
- Trust Accounts FM0702a-b EFT Ledger Exceptions
- Trust Accounts FM0702b Trust Account Reconciliation
- Trust Accounts FM0705 KIDS Daily Data Compare

**WEEKLY FINANCIAL REPORTS**

- Issue / Reconcile Checks FM0201 Pending Checks Payee Listing
- Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance
- Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care
- Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship
- Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT
- Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing
- Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance
- Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care
- Issue / Reconcile Checks FM02vw Voucher Worksheet
- Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship
- Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT
- Overpayment Adjustments FM02b01 New Overpayments
- Overpayment Adjustments FM02b02 Outstanding Overpayments

RDA #	RDA Title	Retention	Disposition	PII
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Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b01 New Overpayments  
 Process Payments FM0102 Episode Driven Payments  
 WEEKLY ADOPTIONS REPORTS  
 Out of Home Placement / In Home Services  
 SM10a12 Additional Info Due from Family  
 MEDIAN LENGTH OF STAY REPORTS  
 Out of Home Placement / In Home Services  
 SM10a21 Median Length of Stay  
 ON-DEMAND REPORTS  
 Assessment SM06a01 Initial Assessment Activity  
 Assessment SM06a02 BMCW Summary Statistics  
 Maintain Case SM04a03 Ongoing Services Site Activity  
 Maintain Case SM04a04 Safety Services Site Activity  
 Maintain Case SM04a05 Return of Custody Listing  
 Maintain Case SM04a06 Adoption Elapsed Time per TPR  
 Process Payments FM0105 Financial Payment Reconciliation  
 Trust Accounts FM0704b Trust Account Deposit History  
 PREPAYMENTS REPORTS  
 Process Payments FM0103 Prepayment Verification  
 MONTHLY FINANCIAL REPORTS  
 Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Issue / Reconcile Checks FM0211 Kinship Care High Payments  
 Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run  
 Process Payments CM0101 18 Year Old Report  
 Process Payments FM0101 Clients in Adoptive Placements Turning 19  
 Process Payments FM0102 Episode Driven Payments  
 Process Payments FM0104 Wraparound Payments  
 Process Payments FM0203 Monthly Foster Care and Kinship Payments  
 Process Payments PM02a00 Birthday Report  
 Reimbursements FM04a01 Case Counts  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 Reimbursements FM04a03 Overpayments with Trust Accounts  
 Reimbursements FM04a05 Eligibility Based Days of Care  
 Reimbursements FM04a08 Pre-Two Year Deduction  
 Reimbursements FM04a10 Payment Based Days of Care  
 Trust Accounts FM0703b Placement Ending  
 Trust Accounts FM0706b Trust Account Draw-down  
 MONTHLY TRUST ACCOUNT REPORTS  
 Trust Accounts FM0701b Trust Account Current Balance  
 Trust Accounts FM0705b Trust Account Balances for Closed Cases  
 MONTHLY ADOPTIONS REPORTS  
 Out of Home Placement / In Home Services  
 SM10a10 Adoption Assistance Cancellations  
 Out of Home Placement / In Home Services  
 SM10a11 Adoption Assistance Additions  
 Out of Home Placement / In Home Services  
 SM10a16 Adoption Agreement Amendment Expiration Reminder  
 Out of Home Placement / In Home Services  
 SM10a17 Adoption Amendment Expiration Dates  
 Out of Home Placement / In Home Services  
 SM10a18 Adoption Assistance Amendments Summary to Date

RDA # RDA Title Retention Disposition PII

MONTHLY STATISTICS REPORTS

Case Closure SM0501a Closed Cases Monthly  
 Information and Referral SM0301 Information and Referrals  
 Out of Home Placement / In Home Services  
 SM10a02 Intake Report  
 Placement CM2102 AFCARS Error  
 Placement CM2104 AFCARS Adoption Error  
 Provider Management PM02a01 Foster Homes by Worker and Status  
 Provider Management PM02a02 Foster Home Activity by Worker  
 Provider Management PM02a03 Foster Home Counts and Vacancy Rate  
 Provider Management PM02a04 Adoptive Homes Approved and Available  
 Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete  
 Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete  
 Provider Management PM02a07 Adoptions Monthly Statistics  
 Provider Management PM04a05 Monthly Application Statistics  
 Provider Management PM04a06 Monthly Licensing Statistics  
 Provider Management PM04a08 Expiring non-CHIPS Kinship Homes  
 Provider Management PM1001 Monthly Recruitment Report

MONTHLY MISCELLANEOUS PLACEMENT REPORTS

Eligibility FM0301 New Placement DCHS  
 Eligibility FM0302 Eligibility Detail Sign Off  
 Eligibility FM0303 Eligibility Summary Sign Off  
 Out of Home Placement / In Home Services

SM10a31 Kinship Care Counts

MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS

Access SM0100 Intake Report  
 Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State  
 Federal PEP Reporting IN0305 Assess Data Quality  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM0802 Perm Plan Detail  
 Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State  
 Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State  
 Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only  
 Placement SM10a31 Kinship Care County  
 Placement SM10a32 Placement Detail

QUARTERLY REIMBURSEMENT REPORTS

Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit

QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS

Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Placement SM10a29a / b / c Independent Living County / OPEP / State

QUARTERLY FEDERAL REPORTS

Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

YEARLY OUTCOME MEASUREMENT REPORTS

Federal Outcome Reporting SM06a03 Recurrence of Maltreatment  
 Federal Outcome Reporting SM10a20 Time to Adoption  
 Federal Outcome Reporting SM10a22 Time to Reunification  
 Federal Outcome Reporting SM10a23 Maltreatment in OHC  
 Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care  
 Federal Outcome Reporting SM10a25 Placement Stability  
 Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State  
 Federal PEP Reporting SM10a28a / b / c ICWA Notification  
 Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State  
 Federal PEP Reporting SM07a01 Use of Education Screen  
 Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State  
 Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State

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Placement SM10a29a / b / c Independent Living County / OPEP / State  
 ANNUAL AFCARS  
 Placement CM2103 AFCARS Adopt  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS  
 ANNUAL NCANDS REPORTS  
 Placement IN0302 Child NCANDS  
 Placement IN0304 Agency NCANDS

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processs including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals  
 RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded  
 Contracts & Financial Records  
 All contracts and financial records specific to WiSACWIS are covered by General Fiscal RDA's  
 Correspondence  
 RDA 437-835B -Correspondence Routine  
 Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

**01087H00.**      **WISACWIS -- REPORTS**      **EVT+6**      **DEST**      **Y**

PART 1 - INFORMATION SYSTEM OVERVIEW

PURPOSE:

In 1993, federal legislation authorized and partially funded state efforts to create comprehensive child welfare data collection and, at the discretion of the state, case management systems. These systems were to be called SACWIS (Statewide Automated Child Welfare Information Systems) and allowed states to meet AFCARS (Adoption and Foster Care Analysis and Reporting System) requirements but would also expand the scope of the system to support case management and to be built around standards of practice. eWiSACWIS is the first-ever DHFS-deployed application providing robust and integrated case management functionality to end users. The application supports the case management and monitoring of child welfare services including initial assessment, family reunification and support services, foster care and adoption assistance, and case/permanency planning while interfacing with other state and county systems. eWiSACWIS supports the following state-wide programs: Foster Care, Child and Family Services, Juvenile Justice (primarily out-of-home care), Interstate Compact on the Placement of Children, Adoption, Child Protective Services, Independent Living and Milwaukee County Safety Services.

HARDWARE:

Web-based information system using Java J2EE specifications and Apache Struts framework. It is multi-tiered architecture utilizing IBM WebSphere Application Server and Oracle Database Server. Authentication uses Novell iChain and eDirectory (LDAP) servers. Operating systems include Windows 2000 Server and Sun Solaris 8. The architecture has fail-over, load balancing and redundancy built-in.

SOFTWARE:

Application: JAVA online component programming language, JSP's / HTML / JavaScript for online presentation, Cobol as the batch component programming language and Oracle 81 on Win2000 as the application database server.  
 Network: Deployed using IBM WebSphere Application Server requiring Internet access. Secured using Novell iChain and eDirectory (LDAP) servers. Desktop: MS Windows Desktop OS independent, requires Microsoft IE 5.5 or better and MS Word97 or better.

SYSTEM DOCUMENTATION:

System documentation is maintained by the system maintenance vendor, currently CGI/AMS. The system documentation requirement is written into the maintenance contract. Documentation is maintained for the life of the system.

RDA 437-352: (FOR REFERENCE ONLY) Documentation of Computer Applications

Retention: Retain 2 years after closed, which is defined as 'Application is closed/terminated and will no longer be referenced for any purpose including audit purposes.'  
 Disposition: Destroy

SECURITY LEVEL:

The database security is such that external users can access the eWiSACWIS Database via WebSphere (the online eWiSACWIS

System) server. However, they cannot access the database without proper login. Default passwords for all Oracle system accounts are changed and unused system accounts are locked.

**ACCESS**

eWiSACWIS utilizes the State of Wisconsin internet security. The State's Web Access Management System (WAMS) allows authorized individuals (county social workers, state adoption and foster care staff and Bureau of Milwaukee Child Welfare intake, initial assessment and on-going case workers) to access State Internet applications using the same means of identification for all State Web applications. The security in eWiSACWIS is set up for each individual based on his or her agency functions. The security limits who has access and what information can be accessed by the user, based on their log-in ID. Each county is responsible for assuring that active caseworkers have appropriate access and that caseworkers who are no longer active are removed. DCFS will initiate a quarterly verification review process with agency Security Delegates. The caseworker's Wisconsin User ID and password verifies identity so that he/she is provided with access to his or her information and services and to prevent access by unauthorized individuals. Caseworkers register, using the same e-mail account and naming convention that is used for eWiSACWIS. The registration process consists of three main components: the first is the selfregistration to create a WAMS account with the State of Wisconsin; the second is having a supervisor create the new caseworker record in eWiSACWIS; the third is the ePASS request by the county Security Delegate to grant access to the eWiSACWIS application. Final security is determined by the DCFS Security Liaison.

**AUTHORITY FOR RELEASE OF INFORMATION**

Section 48.78, Wis. Stats., allows the release of general social services records to other governmental agencies in order to allow those agencies to perform their statutory responsibilities. Section 48.981(7)(a), Wis. Stats., grants the authority to allow disclosure of child abuse and neglect records to "A federal agency, state agency of this state or any other state or local government unit located in this state or any other state that has a need for a report or record in order to carry out its responsibility to protect children from abuse or neglect or to protect unborn children from abuse." Section 48.981(7)(9a)2 Wis. Stats., allows authorized staff of a county department to have access to CPS information. Accordingly, staff of a county may have access to CPS information via WiSACWIS; however, because only authorized county staff may have access to this information, any WiSACWIS access must be restricted appropriately.

**TECHNICAL HOSTING PROVIDER - Name and Location**

Department of Health and Family Services  
 Division of Management and Technology  
 Bureau of Information Technology Systems  
 1 W. Wilson Street  
 Madison WI 53701

**MIGRATION PLAN**

Periodic reviews of all eWiSACWIS data storage technologies, formats, and code sets will be performed to assure that identified risks to data access, accuracy, authentication, reliability, legibility, and readability are appropriately mitigated. Additional assessments will be conducted for specific portions of the system if an urgent situation is encountered.

At least every four years, a technology lifecycle review will be performed to:

- o Assess all data storage technologies, formats, and code sets for technical viability
- o Perform risk and cost benefit assessments to identify obsolete technologies, formats, and code sets
- o Mitigate risk through appropriate means
- o Test and verify all migrated technologies, formats, and code sets
- o Prepare budget requests as necessary to assure that resources are available for risk mitigation

**DISASTER RECOVERY PROCEDURES**

For the data submission/acquisition process and eWiSACWIS Oracle database, normal DHFS system back-up and recovery procedures are used.

**DEFINITIONS:**

AFCARS: Adoption and Foster Care Analysis Reporting System

BITS: Bureau of Information Technology Systems (DHFS/DMT)

BMCW: Bureau of Milwaukee Child Welfare (DHFS/DCFS)

BPP: Bureau of Programs and Policies (DHFS/DCFS)

Character Code Sets: Program language such as ASCII, EBCDIC, and UNICODE which allow data to be stored more efficiently

Copy Over: Copy over functionality - user-entered information in an approved/on-going piece of work can be copied over into a new pending piece of work so the information can be edited without having to start from scratch. The previously approved/ongoing piece of work becomes an historical record in the system.

CPS: Child Protective Services

Data look-up tables: Together or individually hold electronic records subject to ADM 12, Electronic Records Management - Standards and Requirements.

Data Storage Technologies: Technologies such as electronic (tapes, discs) and hardware (PC, mainframe, network servers) that enable data to be stored

DCFS: Division of Children and Family Services (DHFS)

DHFS: Department of Health and Family Services

DMT: Division of Management and Technology (DHFS)

DOC: Department of Corrections

EFT: Electronic Funds Transfer

Formats: Includes file and database formats; the manner in which the data is arranged.

ICWA Indian Child Welfare Act JCI Juvenile Correctional Institution (DOC)



RDA #	RDA Title	Retention	Disposition	PII
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NCANDS National Child Abuse & Neglect Data System. Primary source of national information on abused and neglected children known to State child protective services agencies.  
 Notifications & Templates: Forms in the system. Notifications prefill when launched, can be created at any time, and can be printed out but not saved. Templates have both prefill and user-entered fields and are saved in the system.  
 OHC: Out of Home Care (Foster Care, Treatment Foster Care, Group Care, and Residential Care)  
 OPEP: Office of Program Evaluation and Planning (DHFS/DCFS)  
 PEP: Program Enhancement Plan - performance outcome strategies to address Wisconsin child welfare program issues in need of enhancement as a result of federal reviews.  
 RCC: Residential Care Center for Children and Youth  
 TPR: Termination of Parental Rights

PART 2 - DATABASE RDA

PURPOSE

To maintain an electronic repository of information on child welfare cases, including but not limited to, financial, legal, social/ family history, placement history, and adoption information. eWisACWIS is a State-administered system. eWisACWIS is a comprehensive automated case management tool that supports caseworkers' child welfare case management practice, including foster care and adoption assistance. eWisACWIS supports the reporting of data to the federal Adoption and Foster Care Analysis Reporting System (AFCARS) and National Child Abuse and Neglect Data System (NCANDS).

HARDWARE / SOFTWARE REQUIREMENTS FOR eWisACWIS, eWReports and ePASS

Workstation Operating System:

- o Windows NT, Win2000 Operating System or later
- o Windows 95, 98, XP or later

Workstation Hardware:

- o Pentium III class machine (450 MHz or greater) (For best performance)
- o 128 MB Ram (For best performance )
- o 1 GB+ of free space on hard drive (For best performance)
- o SVGA Monitor (800 x 600 Resolution) (Required)
- o Mouse (Required)

Workstation Application Software:

- o MS Word 97 or newer version (Required)
- o Internet Explorer v5.5 or newer version (Required)

Internet Connectivity:

- o ISP connectivity with T1 speed or greater (1.5 Mbps) (For best performance)

INDIVIDUALS WITH CHANGE / MODIFICATION RIGHTS:

Currently, the maintenance contractor CGI-AMS does all development changes.

UPDATES - FREQUENCY AND COMPLEXITY:

New data is entered daily for the on-line application. New releases are developed on a quarterly basis that may change the type or volume of information entered into the application.

The DHFS eWisACWIS production database (PSAC) is reserved for data entry and reports that require data that is less than 48 hours old. System data may be stored in a reports server or data warehouse for purposes of producing standards reports, ad hoc reports and data files. The reports server and data warehouse are refreshed with PSAC information on a regular basis, with refreshes done as frequently as daily depending on the type of information. A replication database (REPL) consisting of county-specific data is available for use by counties. The REPL database is designed for use with county interfaces and for locally produced reporting. A user with access to the tables in this database can use any third party tool (e.g., MS Access, MS Excel, Crystal Reports) to create and run reports.

Data entered into the system and associated with a particular child or other person constitutes the case record for that child or other person.

RETENTION:

RDA 437-1087 Social Services Case Record - Retain 20 years after case is closed or activity ceases

RDA 437-1087A Demographic Data in Case Record - Retain until superseded

RDA 437-1087B Adoption Data - Retain 20 years after case is closed or activity ceases. Adoption information is transferred to other sources for permanent retention per HFS 53.07 Adoption Records

INPUTS / OUTPUTS: (both machine readable and paper)

Purpose: To provide for consistency in the provision of services in all counties. Individual county agencies are allowed to make some changes to statewide forms to accommodate their specific needs.

RETENTION:

RDA #	RDA Title	Retention	Disposition	PII
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INPUT: Case data - entered directly by authorized county, Bureau of Milwaukee Child Welfare and Adoption case workers.

Data covered by RDA 437-1087

OUTPUT:

RDA 437-1087C Notifications - prefill when launched; can be created at any time and sent to clients/agencies. Notifications are saved in the system and become part of the case record.

RDA 437-1087D Templates - both prefill and user-entered fields; are saved in the system.

RDA 437-1087E Reports - Reports can be generated weekly, monthly, quarterly or annually depending on the type of information. Reports can be generated on a standard run cycle, on demand or on an ad hoc basis. Retain until superseded.

RDA 437-1087F Reports - Quarterly or less frequently. Retain 12 months and destroy as confidential.

RDA 437-1087G Reports - Annual. Retain 3 years and destroy as confidential.

RDA 437-1087H Reports - Federal. Retain 6 years and destroy as confidential.

TEMPLATES AND NOTIFICATIONS:

The system contains a number of templates, or system versions of forms, that are pre-filled with data from the system or test entered by system users. The system also contains notifications, such as letters. The templates and notifications are part of the case record and are covered by RDA 437-1087.

The following is a list of system templates and notifications.

FORMS in eWiSACWIS - Input and Output Documents

TITLE

TYPE

N-Notification

T-Template

Adoption Assistance Approval Letter to Administrator N

Adoption Assistance Denial Letter N

Adoption Assistance Approval letter to Adoptive Family N

Adoption Case Plan N

Case Closure Denial Solutions N

Case Closure Errors Report N

Case Closure Summary N

Case Plan N

Case Progress Evaluation N

CIA Confirmation Report N

Cover Letter for Adoption Packet N

Family Assessment N

Family Assessment Summary N

Family Risk Assessment Of Future Abuse / Neglect N

Family Strengths and Needs Assessment N

Foster Parent Notice - Confidentiality of Records N

Initial Assessment - Secondary Caregivers N

Initial Assessment Narrative N

Modified Initial Assessment - Primary Caregivers N

Notice of Meeting N

Notice of Meeting Cancellation N

Notice of Rescheduling of Meeting N

Recruitment Event Participant List N

Recruitment Labels N

Screening Acceptance Form N

Screening Denial Form N

30 Days Notice to Foster Parents T

90 Days Court Review Report T

Acceptance Letter Custody and Guardianship of Child T

Admin Review Letter to Child T

Admin Review Letter to Courts T

Admin Review Letter to District Attorney T

Admin Review Letter to Foster Family T

Admin Review Letter to Guardian Ad Litem T

Admin Review Notice to Child T

Admin Review Notice to District Attorney T

Admin Review Notice to Foster Family T

Admin Review Notice to Guardian Ad Litem T

Admin Review Notice to Tribal Representative T

Administrative Review Hearing Letter T

Adoptee/Individual Face Sheet T

Adoption Acceptance Letter T

RDA #	RDA Title	Retention	Disposition	PII
	Adoption Assistance Agreement Amendment T			
	Adoption Assistance Payment Authorization T			
	Adoption Assistance Program Child And Family Summary T			
	Adoption Family Assessment And Re-Assessment T			
	Adoption Home Assessment Suspension T			
	Adoption Home Study Approval T			
	Adoption Home Study Approval for Specific Child T			
	Adoption Placement Match T			
	Adoptive Family Placement Agreement T			
	Adoptive Family Support Plan T			
	Adoptive Home Assessment Results T			
	Amendment increase-Fiscal letter T			
	Approval for Travel Letter T			
	Authorization for School Functions Letter T			
	Autorización Para Revelar Información Confidencial T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	Blank Text Template T			
	BMCW Recommendation for Adoption T			
	BMCW Report of Adoption Investigation T			
	Case Finding Determinations T			
	Case Note Report in Word Format T			
	Child Adoption Assessment T			
	Child Protective Services Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child Welfare Report T			
	Child's Biological Family History T			
	Child's Removal From Foster Home Child in Home for Less Than Six Months T			
	Child's Removal From Foster Home Child in Home for More Than Six Months T			
	Clark Count Child Welfare Report T			
	Client Face Sheet T			
	Concurrent Planning Referral T			
	Confidential Information Release Authorization T			
	Confirmation of Needs T			
	Consent to Adoption T			
	Consent to Termination of Parental Rights (Affidavit) T			
	Consent to Termination of Parental Rights (Judicial) T			
	Consent to Use Mother's Name for Publication T			
	County Child Welfare / Juvenile Justice Assessment T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order T			
	Court Report for Extension of Dispositional Order - Child in Out of Home Care T			
	Court Report for Extension of Dispositional Order - Child in Parental Home T			
	Court Report for Extension of Dispositional Order - Children in Parental Home T			
	Court Report for Extension of Dispositional Report T			
	Court Report for Extension of Dispositional Order - Child(ren) in Out of Home Care T			
	Court Report for Permanency Plan Hearing - Child Out of Home Care T			
	Court Report for Terminations of Parental Rights T			
	Court Report for Transfer of Legal Guardianship T			
	Custody Evaluation T			
	Delinquency Assessment and Court Report T			
	Delinquency Risk Assessment T			
	Delinquency Youth and Family Assessment T			
	Delinquent Youth Risk Reassessment and Progress Summary T			
	Delinquent Youth Risk Reassessment for Youth in Community-Based Programs or on County Supervision T			
	Dispositional Order Revision Request T			
	Dispositional Report to The Court - Child in Out of Home Care T			
	Eligibility History T			
	Eligibility History T			
	Face Sheet T			
	Face Sheet of Court Report T			
	Family Fact Sheet T			
	Family Interaction Plan T			
	Final Family Assessment T			
	Foster Care Rate Setting Results T			
	Foster Care Uniform Rate Setting T			
	Foster Family Assessment and Re-Assessment T			
	Foster Home / Treatment Foster Home Licensure Notification T			
	Foster Home License T			

RDA #	RDA Title	Retention	Disposition	PII
	Foster Home Study Request T			
	Foster Rate Setting Appeal Notification T			
	Foster/Group Home Child Placement Notification T			
	Guardian Family Assessment T			
	Guidelines for Family Visit Plan T			
	HFS 38/56 Rule Violation T			
	Hold Notice Letter T			
	Home Inquiry Comments T			
	Home Study In Response to Pro Se Petition T			
	ICPC Relative-Parent Home Study T			
	ICW Cover Letter T			
	In home Services Cover Sheet T			
	In Home Services Cover Sheet T			
	Individualized Adoptability Report T			
	Info. for Foster Parent Part A T			
	Info. for Foster Parent Part B T			
	Informal Disposition Agreement (In Need of Protection or Services) T			
	Information for Foster Parents T			
	Initial Assessment - Primary Caregivers T			
	Invoice Request T			
	Judicial Review Court Letter Child 12 Over T			
	Judicial Review Court Letter Child 12 Over T			
	Juvenile Justice Assessment of Family T			
	Juvenile Justice Case Plan T			
	Juvenile Justice Case Plans T			
	Juvenile Justice Case Progress Evaluation T			
	Juvenile Justice Case Review/Closing Narrative T			
	Juvenile Justice Court Report T			
	Juvenile Justice Face Sheet T			
	Kinship Care Denial of Payment and Appeal Right T			
	Kinship Care Long - Term Agreement T			
	Kinship Care Notice of Assignment of Child Support T			
	Kinship Care Referral T			
	Kinship Care Referral for Child Support Services T			
	Letter to District Attorney T			
	License Denial Letter T			
	License Renewal Letter T			
	Mandated Relative / Reporter Notice - Screened Out T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated Relative Reporter Notice - Outcome of Initial Assessment T			
	Mandated/Relative Reporter Notice T			
	Medical / School Authorization Letter T			
	Medical Records Request Letter T			
	Milwaukee Home Inquiry Comments T			
	Modified Initial Assessment - Primary Caregivers T			
	Not Able to Substantiate Notice T			
	Notice and Order of Hearing (For Publication) T			
	Notice of Change in Placement T			
	Notice of Child Maltreatment Determination and Right to Appeal T			
	Notice of Intent Not To Pursue Extension of Dispositional Order T			
	Notice of Involuntary Child Custody Proceeding Involving an Indian Child T			
	Notification of a child leaving a licensed placement T			
	Notification of Returning to Original Agreement Amount T			
	Notify Mandated Reporter T			
	Objection Notice T			
	Objection Notice-CFS2129N T			
	Order for Adoption T			
	Order for Adoptive Placement T			
	Order for Hearing and Investigation/Screening Adoption T			
	Order for Return of Legal Custody to County T			
	Order Hearing and Investigation of Adoption or Adoptive Placement T			
	Original Dispositional Report to the Court T			
	Out of Home Care Unit Support Plan T			
	Out of Home Care Unit Support Plan Evaluation/Revision T			
	Out of Home Safety Plan T			
	Outcome of Selection Letter T			
	Out-Of-Home Care Reimbursement Application And Determination-Supplement T			
	Permanency Plan T			
	Permanency Plan - TPR / Guardianship T			
	Petition for Adoption T			
	Petition for Adoptive Placement T			
	Petition for Appointment of Relative as Guardian/Notice of Hearing T			
	Petition for Change in Placement T			
	Petition For Transfer Of Legal Custody T			

RDA #	RDA Title	Retention	Disposition	PII
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Child Abuse) T			
	Petition in Juvenile Court for Temporary Restraining Order and/or Injunction (Harassment) T			
	Petition To Change Placement, Revise/Extend Dispositional Order T			
	Petition To Revise Dispositional Order T			
	Placement Difficulties and Disruption T			
	Prior County Involvement T			
	Protective Plan T			
	Protective Service Report T			
	Protective Service Report T			
	Quarterly Supervision Report T			
	Receipt for Medical Records T			
	Recommendation for Adoption T			
	Recruitment Comments T			
	Referral for Independent Living Skills Program T			
	Referral For Termination of Parental Rights T			
	Referral for Termination of Parental Rights T			
	Referral to out of home care child characteristics and needs T			
	Relative Assessment T			
	Re-License Denial Letter T			
	Reporter Narrative T			
	Reporter Narrative T			
	Request for Confirmation of Child's Indian Status T			
	Request for Emergency Detention or Pick-Up Order T			
	Request for Petition In Need of Protective or Services T			
	Request for Petition of Child in Need of Protection or Services T			
	Request for Petition of Child In Need of Protection or Services - Non-Emergency T			
	Request Referral T			
	Request To Transfer Legal Guardianship T			
	Response Priority Tree T			
	Return Custody to County Court Letter T			
	Review of The Permanency Plan T			
	Revocation Letter T			
	Risk Reassessment for Youth in RCC or JCI T			
	Safety Analysis and Plan T			
	Safety Assessment T			
	Safety Case Closure T			
	Safety Cause Analysis T			
	Safety Services Staffing Results T			
	Screening for Child's Status as Indian T			
	SDM Information / Data Reporting Summary T			
	Serious Incident Report T			
	Service Intake Referral Information T			
	Service Intake Referral Information for CPS (Service Intake Referral Information) T			
	Service Intake Summary T			
	Service Request and Referral T			
	Services Intake Summary T			
	Services Intake Summary template for CPS (Service Intake Summary) T			
	Services Referral T			
	Services Referral T			
	Services Report T			
	Services Report Additional Information T			
	Subsidized Guardianship Agreement T			
	Support Services Referral T			
	Sustaining Care Contract T			
	Temporary Guardianship Worksheet T			
	Temporary Physical Custody Request T			
	Training Information Letter T			
	Treatment Foster Home License T			
	Visiting Plan T			
	Voluntary Agreement Form T			

**OUTPUT - REPORTS: (machine readable and paper)**

Purpose: To provide organized data on the various programs supported by eWiSACWIS. The outputs include, but are not limited to, reports on financial issues such as payments, caseloads and case activity, program outcomes such as time in foster care and completion of adoptions, and program performance measures. Reports are produced for federal, state and county use and may be generated on a standard report cycle or on demand by system users.

The following is a list of the standards reports available from WiSACWIS:

**DAILY REPORTS**

- Case Closure SM050a Daily Case Closure
- Trust Accounts FM0702a-b EFT Ledger Exceptions
- Trust Accounts FM0702b Trust Account Reconciliation

RDA # RDA Title Retention Disposition PII

Trust Accounts FM0705 KIDS Daily Data Compare  
 WEEKLY FINANCIAL REPORTS  
 Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b01 New Overpayments  
 Process Payments FM0102 Episode Driven Payments  
 WEEKLY ADOPTIONS REPORTS  
 Out of Home Placement / In Home Services  
 SM10a12 Additional Info Due from Family  
 MEDIAN LENGTH OF STAY REPORTS  
 Out of Home Placement / In Home Services  
 SM10a21 Median Length of Stay  
 ON-DEMAND REPORTS  
 Assessment SM06a01 Initial Assessment Activity  
 Assessment SM06a02 BMCW Summary Statistics  
 Maintain Case SM04a03 Ongoing Services Site Activity  
 Maintain Case SM04a04 Safety Services Site Activity  
 Maintain Case SM04a05 Return of Custody Listing  
 Maintain Case SM04a06 Adoption Elapsed Time per TPR  
 Process Payments FM0105 Financial Payment Reconciliation  
 Trust Accounts FM0704b Trust Account Deposit History  
 PREPAYMENTS REPORTS  
 Process Payments FM0103 Prepayment Verification  
 MONTHLY FINANCIAL REPORTS  
 Issue / Reconcile Checks FM0201 Pending Checks Payee Listing  
 Issue / Reconcile Checks FM0206w Pending Checks Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0208w Pending Checks Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0212 Pending Checks Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0214 Pending Checks Payee Listing EFT  
 Issue / Reconcile Checks FM0202 Monthly PreAudit Payee Listing  
 Issue / Reconcile Checks FM0207w Monthly PreAudit Payee Listing Adoption Assistance  
 Issue / Reconcile Checks FM0209w Monthly PreAudit Payee Listing State Foster Care  
 Issue / Reconcile Checks FM0213 Monthly PreAudit Payee Listing Subsidized Guardianship  
 Issue / Reconcile Checks FM0215 Monthly PreAudit Payee Listing EFT  
 Issue / Reconcile Checks FM0211 Kinship Care High Payments  
 Issue / Reconcile Checks FM0220m / p Children Payments per Month and Out of Home Care Cost  
 Issue / Reconcile Checks FM02vw Voucher Worksheet  
 Overpayment Adjustments FM02b01 New Overpayments  
 Overpayment Adjustments FM02b02 Outstanding Overpayments  
 Overpayment Adjustments FM02b03 Overpayments Sent to Collections  
 Overpayment Adjustments FM02b04 Payments and Adjustments for Check Run  
 Process Payments CM0101 18 Year Old Report  
 Process Payments FM0101 Clients in Adoptive Placements Turning 19  
 Process Payments FM0102 Episode Driven Payments  
 Process Payments FM0104 Wraparound Payments  
 Process Payments FM0203 Monthly Foster Care and Kinship Payments  
 Process Payments PM02a00 Birthday Report  
 Reimbursements FM04a01 Case Counts  
 Reimbursements FM04a02 Benefits Payments  
 Reimbursements FM04a04 Title IV-E Audit  
 Reimbursements FM04a03 Overpayments with Trust Accounts  
 Reimbursements FM04a05 Eligibility Based Days of Care  
 Reimbursements FM04a08 Pre-Two Year Deduction  
 Reimbursements FM04a10 Payment Based Days of Care  
 Trust Accounts FM0703b Placement Ending  
 Trust Accounts FM0706b Trust Account Draw-down  
 MONTHLY TRUST ACCOUNT REPORTS  
 Trust Accounts FM0701b Trust Account Current Balance  
 Trust Accounts FM0705b Trust Account Balances for Closed Cases  
 MONTHLY ADOPTIONS REPORTS



RDA #	RDA Title	Retention	Disposition	PII
	Out of Home Placement / In Home Services			
	SM10a10 Adoption Assistance Cancellations			
	Out of Home Placement / In Home Services			
	SM10a11 Adoption Assistance Additions			
	Out of Home Placement / In Home Services			
	SM10a16 Adoption Agreement Amendment Expiration Reminder			
	Out of Home Placement / In Home Services			
	SM10a17 Adoption Amendment Expiration Dates			
	Out of Home Placement / In Home Services			
	SM10a18 Adoption Assistance Amendments Summary to Date			
	MONTHLY STATISTICS REPORTS			
	Case Closure SM0501a Closed Cases Monthly			
	Information and Referral SM0301 Information and Referrals			
	Out of Home Placement / In Home Services			
	SM10a02 Intake Report			
	Placement CM2102 AFCARS Error			
	Placement CM2104 AFCARS Adoption Error			
	Provider Management PM02a01 Foster Homes by Worker and Status			
	Provider Management PM02a02 Foster Home Activity by Worker			
	Provider Management PM02a03 Foster Home Counts and Vacancy Rate			
	Provider Management PM02a04 Adoptive Homes Approved and Available			
	Provider Management PM02a05 Open Home Assessments - Elapsed Time to Complete			
	Provider Management PM02a06 Home Assessments Completed - Elapsed Time to Complete			
	Provider Management PM02a07 Adoptions Monthly Statistics			
	Provider Management PM04a05 Monthly Application Statistics			
	Provider Management PM04a06 Monthly Licensing Statistics			
	Provider Management PM04a08 Expiring non-CHIPS Kinship Homes			
	Provider Management PM1001 Monthly Recruitment Report			
	MONTHLY MISCELLANEOUS PLACEMENT REPORTS			
	Eligibility FM0301 New Placement DCHS			
	Eligibility FM0302 Eligibility Detail Sign Off			
	Eligibility FM0303 Eligibility Summary Sign Off			
	Out of Home Placement / In Home Services			
	SM10a31 Kinship Care Counts			
	MONTHLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Access SM0100 Intake Report			
	Federal PEP Reporting CM0601a / b / c Ongoing Contacts County / OPEP / State			
	Federal PEP Reporting IN0305 Assess Data Quality			
	Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State			
	Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State			
	Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State			
	Federal PEP Reporting SM0802 Perm Plan Detail			
	Federal PEP Reporting SM10a27a / b / c ASFA County / OPEP / State			
	Federal PEP Reporting SM10a30a / b / c Siblings in Placement County / OPEP / State			
	Placement SM1701a / b / c Subsidized Guardianship Milwaukee / OPEP / State-runs for Milwaukee County only			
	Placement SM10a31 Kinship Care County			
	Placement SM10a32 Placement Detail			
	QUARTERLY REIMBURSEMENT REPORTS			
	Reimbursements FM04a02 Benefits Payments			
	Reimbursements FM04a04 Title IV-E Audit			
	QUARTERLY PROGRAM ENHANCEMENT PLAN REPORTS			
	Federal Outcome Reporting SM06a03 Recurrence of Maltreatment			
	Federal Outcome Reporting SM10a20 Time to Adoption			
	Federal Outcome Reporting SM10a22 Time to Reunification			
	Federal Outcome Reporting SM10a23 Maltreatment in OHC			
	Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care			
	Federal Outcome Reporting SM10a25 Placement Stability			
	Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State			
	Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State			
	Federal PEP Reporting SM07a01 Use of Education Screen			
	Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State			
	Federal PEP Reporting SM10a28a / b / c ICWA Notification			
	Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State			
	Placement SM10a29a / b / c Independent Living County / OPEP / State			
	QUARTERLY FEDERAL REPORTS			
	Placement CM2103 AFCARS Adopt			

RDA #	RDA Title	Retention	Disposition	PII
	Placement IN0302 Child NCANDS Placement IN0304 Agency NCANDS YEARLY OUTCOME MEASUREMENT REPORTS Federal Outcome Reporting SM06a03 Recurrence of Maltreatment Federal Outcome Reporting SM10a20 Time to Adoption Federal Outcome Reporting SM10a22 Time to Reunification Federal Outcome Reporting SM10a23 Maltreatment in OHC Federal Outcome Reporting SM10a24 Re-entry into Out of Home Care Federal Outcome Reporting SM10a25 Placement Stability Federal PEP Reporting SM0801a / b / c Ongoing Case Planning County / OPEP / State Federal PEP Reporting SM10a28a / b / c ICWA Notification Federal PEP Reporting SM13a01a / b / c Use of Medical Screen County / OPEP / State Federal PEP Reporting SM07a01 Use of Education Screen Federal PEP Reporting SM06b01a / b / c CPS Safety & Service Response Report County / OPEP / State Federal PEP Reporting SM06a05a / b / c CPS Assessment Timelines County / OPEP / State Placement SM10a29a / b / c Independent Living County / OPEP / State ANNUAL AFCARS Placement CM2103 AFCARS Adopt Placement IN0302 Child NCANDS Placement IN0304 Agency NCANDS ANNUAL NCANDS REPORTS Placement IN0302 Child NCANDS Placement IN0304 Agency NCANDS			

OTHER RECORDS FOR ADDITIONAL REFERENCE:

Logs  
 RDA 90500003 - Tracking and Control Records  
 Retention: Event. Delete when no longer needed.  
 Transitory Files Information documenting the data acquisition, editing and affirmation processs including, but not limited to, e-mail to submitters generated during the data acquisition process to confirm receipt of raw data files and notify submitters that electronic reports are available.  
 RDA 90500005 - Transitory Files  
 Retention: Event. Destroy when three months old or when no longer needed, whichever is sooner.

Manuals  
 RDA 437-961 - Manuals - Official / Custodian Copy  
 Retention: Retain 3 years after closed (defined as when the described activity/policy is no longer viable) and destroy.  
 RDA 437-961A -Manuals - Official / Custodian Copy: Superseded Material  
 Retention: Destroy after superseded

Contracts & Financial Records  
 All contracts and financial records specific to WisACWIS are covered by General Fiscal RDA's

Correspondence  
 RDA 437-835B -Correspondence Routine  
 Retention: Retain until event (obsolete, superseded or administrative value has been met) and destroy. Not to exceed 6 months.

RDA #	RDA Title	Retention	Disposition	PII
<u>00265000.</u>	<u>DIVISION PROGRAM SURVEYS</u>	<u>EVT+0/3</u>	<u>DEST</u>	<u>Y</u>
	THESE RECORDS CONSIST OF SURVEYS RELATING TO THE PROGRAMS MANAGED BY THE DIVISION OF FAMILY & ECONOMIC SECURITY OR ITS EQUIVALENT. SUBJECTS INCLUDE, BUT ARE NOT LIMITED TO: WISCONSIN WORKS (W-2), CHILD SUPPORT, CHILD CARE, FOOD STAMP EMPLOYMENT AND TRAINING (FSET). THE SURVEY MATERIAL MAY INCLUDE THE ORIGINAL SURVEY QUESTIONNAIRE AS WELL AS THE DATA REPORT.  THESE SURVEYS HAVE IMMEDIATE AND ON-GOING ADMINISTRATIVE VALUE AS WELL AS HISTORICAL VALUE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES ADMINISTERED BY THE DIVISION. THE SURVEYS PROVIDE DOCUMENTATION TO THE DIVISION REGARDING THE CURRENT LAW, POLICIES AND PROCEDURES OF THE PROGRAMS AND ITS IMPACT ON THE PUBLIC.  EVENT = ENTERED INTO DATA SYSTEM.			
<u>00265A00.</u>	<u>DIVISION PROGRAM SURVEYS</u>	<u>EVT+7</u>	<u>SHSW</u>	<u>Y</u>
	THE COMPUTER SOFTWARE PROGRAM / ELECTRONIC DATA FILE IS WHERE THE SURVEY DOCUMENTATION IS ENTERED AND TALLIED.			

Dept #: 400/ Department Name: WORKING FAMILIES, BUREAU OF: FAMILY AND ECONOMIC SECURITY

RDA # RDA Title Retention Disposition PII

THESE RECORDS CONSIST OF SURVEYS RELATING TO THE PROGRAMS MANAGED BY THE DIVISION OF FAMILY & ECONOMIC SECURITY OR ITS EQUIVALENT. SUBJECTS INCLUDE, BUT ARE NOT LIMITED TO: WISCONSIN WORKS (W-2), CHILD SUPPORT, CAHILD CARE, FOOD STAMP EMPLOYMENT TRAINING (FSET). THE SURVEY MATERIAL MAY INCLUDE THE ORIGINAL SURVEY QUESTIONNAIRE AS WELL AS THE DATA REPORT.

THESE SURVEYS HAVE IMMEDIATE AND ON-GOING ADMINSTRATIVE VALUE AS WELL AS HISTORICAL VALUE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES OF THE PROGRAMS ADMINISTERED BY THE DIVISION. THE SURVEYS PROVIDE DOCUMENTATION TO THE DIVISION REGARDING THE CURRENT LAW, POLICIES AND PROCEDURES OF THE PROGRAMS AND ITS IMPACT ON THE PUBLIC.

EVENT = COMPLETED

00288000. CUSTOMER SURVEYS -- PARTICIPANTS AND EMPLOYERS EVT+0/3 DEST N

THESE RECORDS CONSIST OF PAPER SURVEYS DISTRIBUTED BY THE DIVISION AND W-2 PARTNERS. DATA COLLECTED IS USED TO MEASURE THE SATISFACTION OF CUSTOMERS OR PARTNERS WITH THE SERVICES THEY RECEIVED FROM THE DIVISION OR LOCAL AGENCIES. DATA FROM THE PAPER SURVEYS ARE KEYED TO CREATE AN ELECTRONIC FILE WHICH BECOMES THE OFFICIAL RECORDS FOR THIS RECORD SERIES.

THE DOCUMENTS ARE PAPER. PAPER WILL BE MANAGED AND DISPOSED OF PER THE RDA IN THE USUAL MANNER.

EVENT = ENTERED INTO DATA SYSTEM.

00288A00. CUSTOMER SURVEYS -- PARTICIPANT DATA FILES AND RESULTS EVT+25 DEST N

THESE RECORDS CONSIST OF DATA FILES CREATED FROM PAPER SURVEYS AND DATA RESULTS CONDUCTED BY DIVISION STAFF, UTILIZING DATA FILES FROM PAPER SURVEYS THAT WERE DISTRIBUTED BY THE DIVISION OR LOCAL AGENCIES. RECORDS ALSO INCLUDE THE ANALYSIS OF THE SURVEY DATA.

EVENT = DATE OF EVENT

Dept #: 460/ Department Name: CHILD SUPPORT, BUREAU OF: FAMILY AND ECONOMIC SECURITY, DI

RDA # RDA Title Retention Disposition PII

00371000. CHILD SUPPORT MAINTENANCE & FINANCIAL RECORDS EVT+27 DEST Y

Kids Information Data System (KIDS) is the official repository of child support payments for the family court system per Wis. Stats. § 767.57(1). Revisions to child support orders can occur until the youngest child reaches 18 years old, or 19 if still attending high school. If all support under the order was not paid on time, Wisconsin law establishes a statute of limitations for commencing new actions to collect the past-due support. The statute of limitations for child support actions expires 20 years after the youngest child reaches the age of majority. Many child support orders continue to have a balance due after the statute of limitations expires. Although there is no ability to file a new action to enforce the order after the expiration of the statute of limitations, it is still possible to collect on these amounts.

KIDS stores all data in DB2 database tables:

- Participant data - detailed information pertaining to case participants. Ideally, we have only one participant record for each individual, regardless of how many IV-D cases a participant is involved in.
- IV-D Case data - A IV-D case is the basic unit of child support enforcement.
- Court Case data - A court case is the legal basis for a child support enforcement case.
- Third Party data - These are agencies, courts, employers, insurance companies and other entities represented in the KIDS third party tables.
- Worker data - This table stores data pertaining to KIDS users; and uses this data to determine the functions users are allowed to access.

Box 16: Wisconsin Stat. § 49.83

EVENT = Retain 27 years after youngest child reaches 18 years old, or 19 if still attending high school; or 7 years after date of last payment, whichever is longer.

Dept #: /500/ Department Name: ADMINISTRATOR'S OFFICE: MANAGEMENT SERVICES, DIVISION OF

RDA # RDA Title Retention Disposition PII

00269000. CIVIL RIGHTS COMPLIANCE EVT+7 SHSW Y

THESE RECORDS CONSIST OF, BUT IS NOT LIMITED TO, THE DEPARTMENT CIVIL RIGHTS COMPLIANCE (CRC) DOCUMENTS WITH FEDERAL AGENCIES, DEPARTMENT CRC PLAN REQUIREMENTS FOR FUNDING RECIPIENTS, INCLUDING EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION AND LIMITED ENGLISH PROFICIENCY; CIVIL RIGHTS PLANS SUBMITTED BY DIVISION FUNDING RECIPIENTS FOR APPROVAL; MONITORING FORMATS AND REPORTS OF DEPARTMENT CRC MONITORING OF FUNDING RECIPIENTS; DEPARTMENT CR COMPLAINT RECORDS AND TRAINING MATERIALS, AND ALL WORKING PAPERS.

THESE DOCUMENTS MAY BE IN EITHER PAPER OR ELECTRONIC COPY. PAPER WILL BE MANAGED AND DISPOSED OF PER HTE RDA IN THE USUAL MANNER; ELECTRONIC COPY WILL BE MANAGED IN THE DIVISION ELECTRONIC RECORDS SYSTEM (ARMS) AND DISPOSED OF PER THE RDA. ELECTRONIC FILES WILL BE BURNED TO A CD FOR TRANSFER TO THE STATE HISTORICAL SOCIETY.

EVENT = CLOSED / TERMINATED / DEATH

00309000. RETURNED MAIL - TAX INTERCEPT PROGRAM EVT+0/6 DEST Y

THESE RECORDS CONSIST OF THE TAX INTERCEPT NOTICES THAT ARE RETURNED TO THE DIVISION OF ENTERPRISE SOLUTIONS AS UNDELIVERABLE. THE TAX INTERCEPT PROGRAM IS SET UP SO THAT INDIVIDUALS ARE NOTIFIED OF THE STATE'S INTENT TO OFFSET THEIR FEDERAL AND OR STATE INCOME TAX REFUNDS. THE ADDRESSES ARE OBTAINED BY THE IRS FOR THESE NOTICES. WHEN THESE NOTICES ARE RETURNED TO DES AS UNDELIVERABLE, IRS SAFEGUARD REQUIREMENTS AS STATED IN IRS PUBLICATION 1075 REQUIRE THAT THEY BE DESTROYED BY SHREDDING.

EVENT = CLOSED: CLOSED IS DEFINED AS WHEN THE RETURNED NOTICES HAVE BEEN ENTERED INTO THE INDIVIDUAL'S COMPUTER RECORD.

00352000. DELINQUENT OVERPAYMENT COLLECTIONS EVT+4 DEST Y

Purpose: The Collections Section collects overpayments of public assistance benefits, including Aid to Families with Dependent Children (AFDC), Child Care, FoodShare, Job Access Loans, Medical Assistance, SeniorCare and W-2 (or their equivalents), in coordination with local agencies. When an overpayment occurs, the local agency establishes a claim for the overpayment in the Benefit Recovery (BV), a subsystem of the Client Assistance for Re-employment and Economic Support (CARES) system. All repayments are tracked in BV (Benefit Recover-Subsystem of CARES).

If a claim becomes delinquent, it is sent to the Central Recoveries Enhanced System (CRES). From this system, the Public Assistance Collection Unit monitors the delinquent claims and determines if they are eligible for further collection actions such as state and federal Tax Intercept, Levy or Warrant and execution for delinquent claims.

Paper records are scanned and the imaged file is stored in the Edocs System and are retained until scanning. After the electronic records have been verified the hard copies can be destroyed confidential. Contents include: Tax Intercept and Levy: Notices; Letters (e.g. standard, custom, appeal); Files (e.g. intercept, pre-offset, collection); and Reports (e.g. documented debt EOS or CRES reports) or their equivalents sent between DCF, Debtor, State department of Revenue (DOR), or the Federal Treasury Offset Program (TOP).

EVENT: Delinquent claim is satisfied.

Dept #: /800/ Department Name: CHILDREN'S TRUST FUND

RDA # RDA Title Retention Disposition PII

00742000. PREVENTION BD MEETING FOLDERS CR+1 SHSW Y

CONSISTS OF MEETING FOLDERS FOR THE CHILDREN'S TRUST FUND / CHILD ABUSE & NEGLECT PREVENTION BOARD. THE BOARD MEETS BI-MONTHLY. THESE FOLDERS CONTAIN THE AGENDA, AGENDA NOTES AND ALL HAND-OUTS FOR THE CURRENT MEETING, ALONG WITH MINUTES OF THE PREVIOUS MEETING.

EVENT = CR + 1 YEAR AND TRANSFER TO STATE ARCHIVES (WHS)

00742A00. PREVENTION BD MEETING NOTEBOOKS CR+10 DEST N

CONSISTS OF THE NOTEBOOKS OF CHILDREN'S TRUST FUND / CHILD ABUSE NEGLECT & PREVENTION BOARD MEETINGS. THESE NOTEBOOKS ARE MAINTAINED AT THE CHILDREN'S TRUST FUND OFFICE. THEY CONTAIN THE MINUTES FROM EACH OF THE BI-MONTHLY BIARD MEETINGS, ALONG WITH THE STATEMENT OF PURPOSE, BY-LAWS AND TREASURER'S REPORTS.

EVENT = CR + 10 YEARS AND DESTROY

Dept #: /800/

Department Name: CHILDREN'S TRUST FUND

RDA #	RDA Title	Retention	Disposition	PII
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