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**State of Wisconsin
Governor Scott Walker**

**TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

**FROM: Kath McGurk, Director
Bureau of Early Learning and Policy
Division of Early Care and Education
Department of Children and Families**

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| DECE/BELP OPERATIONS MEMO | | | | | |
| No: 15-33 | | | | | |
| DATE: 09/30/2015 | | | | | |
| FS | <input type="checkbox"/> | MA | <input type="checkbox"/> | BC+ | <input type="checkbox"/> |
| SC | <input type="checkbox"/> | CTS | <input type="checkbox"/> | FSET | <input type="checkbox"/> |
| BC+ Basic | <input type="checkbox"/> | BC+ CORE | <input type="checkbox"/> | | |
| CC | <input checked="" type="checkbox"/> | W-2 | <input type="checkbox"/> | EA | <input type="checkbox"/> |
| CF | <input type="checkbox"/> | JAL | <input type="checkbox"/> | JC | <input type="checkbox"/> |
| RAP | <input type="checkbox"/> | WIA | <input type="checkbox"/> | Other | <input type="checkbox"/> * |
| | | | | EP | |

SUBJECT: Policy Change for Documents Stored in Electronic Case File

CROSS REFERENCE: CC Manual Section 1.1.8 (Updated 12/10/2013)

EFFECTIVE DATE: SEPTEMBER 30, 2015

PURPOSE: To communicate policy changes for confidential documents stored in the Electronic Case Filing (ECF) system.

BACKGROUND: Previous Child Care policy Manual 1.1.8 stated that information related to the following health related issues is considered confidential and must be stored in a sealed envelope in a paper file and not scanned into ECF:

- AODA treatment
- Mental health treatment
- Domestic violence counseling
- HIV/AIDS
- Medical conditions including Test Results
- All medical records covered under H.I.P.P.A.

And any further detailed information on:

- Details of Assessments
- Medical Test Results
- Treatment Notes
- Medical Diagnosis

This policy is now obsolete and will be removed from the Child Care manual.

NEW POLICY UPDATED IN CC MANUAL 1.1.4: These documents can now be scanned into ECF and coded as confidential. Any documents coded as confidential can only be viewed by the primary caseworker and that caseworker's immediate supervisor.

Please refer to the Electronic Case File (ECF) Handbook sections [1.7.1](#) and [1.7.2](#) for additional information on scanning Restricted Documents.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf

For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Help desk at: childcare@wisconsin.gov or (608) 264-1657.

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DCF/DECE/BELP/MRD