




Division of Safety and Permanence

DSP Numbered Memo Series 2023-13

June 14, 2023

To: DCF/DMCPS Administrator
 DCF Area Administrators
 Child Placing Agency Directors
 Child Welfare Agency Directors
 County Departments of Community Programs Directors
 County Departments of Human Services Directors
 County Departments of Social Services Directors
 Private Child Placing Agencies
 Residential Care Center Providers
 Shelter Care Providers
 Tribal Chairpersons

From: Wendy Henderson 
 Administrator

Re: **Confidentiality and Access to eWiSACWIS and Child Welfare Data Systems**

PURPOSE

This numbered memo replaces DCFS Memo 2007-03 concerning confidentiality and access to eWiSACWIS. This memo and the attached **Access and Confidentiality Policy for Child Welfare Data Systems** serve to update DCF’s policies and expectations on appropriate use and broaden the policy to include all child welfare data systems developed and maintained by DCF, including eWiSACWIS and the SYNC provider portal. The attached policy is updated to reflect current technologies and best practices, and to include access and appropriate use of the new SYNC provider portal.

BACKGROUND

SYNC (Supporting Youth and Children) is a secure web portal developed and maintained by DCF to provide county child welfare agencies and out of home care providers a secure platform to exchange and maintain records for youth in or seeking placement in out of home care. Initial release of SYNC pertains to group care providers, though its application may expand to other out of home care providers in the future. Section IV outlines the responsibilities of county child welfare professionals to share only appropriate information in a referral to a prospective out of home care provider based on federal and state laws, Wisconsin child welfare standards, and DCF 37.





POLICY AND PROCEDURE REQUIREMENTS

The updated Access and Confidentiality Policy applies to all users of child welfare data systems developed or maintained by DCF, including all users of eWiSACWIS and SYNC. Users must read and agree to abide by the attached policy before accessing or using any system covered by the policy. The relevant access agreement and/or user agreement of each child welfare data system refers to the attached Access and Confidentiality Policy, inclusive of updates.

The effective date of the attached policy is June 28, 2023.

eWiSACWIS DOCUMENTATION

The attached Access and Confidentiality Policy covers all use of eWiSACWIS, but no additional documentation is required as part of this policy. The policy specifically outlines the responsibilities of users when exchanging confidential information between child placing agencies using eWiSACWIS and out of home care providers using SYNC.

ACTION SUMMARY

This policy must be made available to users of child welfare data systems and their supervisors and managers, to ensure that users are aware of the requirements, best practices, and professional standards for appropriate use.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: DCF Service Desk
608-264-6323
Toll Free: 855-264-6323
dcfservicedesk@wisconsin.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments: [Access and Confidentiality Policy for Child Welfare Data Systems](#)