

## STAFF IDENTIFICATION KEY INSTRUCTIONS FOR USE

Per the statutes listed below, the department is required to protect the confidentiality of staff information. Use of a key is mandatory, but this is not a required form. You may use staff record checklists, child record checklists, or any other key to meet the requirement.

Per 48.657(1), Wis.Stats., the department may not disclose the identity of any employee of the child care center when providing information about violations of statutes, rules, or provisions of licensure. Therefore, if the licensing specialist needs to refer to a staff person in a noncompliance statement or enforcement document, the licensing specialist shall enter the staff person's name and position name into the "Staff / Family Member / Other Adult" column and use the corresponding letter to identify the staff person throughout that document. **Child Care Certification:** While not a statutory requirement, maintaining the confidentiality of any employee is considered best practice and DCF-F-CFS0294-E's issued to certified operators should not disclose employee names.

Per 48.78, Wis. Stats., the department, a licensed child care center, or a certified child care program may not disclose any information about children in care; therefore, if the licensing specialist / certification worker needs to refer to a child (or parent of a child) in a noncompliance statement or enforcement document, the licensing specialist / certification worker shall enter the child's (or parent's) name into the "Child Name / Birthdate" and "Staff / Family Member / Other Adult" columns and use the corresponding number to identify the child (or parent) throughout that document.

**Date field:** The date field is dependent upon the reason for use. The date should match the date of the document to which it is attached.

- If it will be attached to a Noncompliance Statement based on a site visit - use the date of the site visit.
- If it will be attached to a Noncompliance Statement issued with no site visit - use the date the Noncompliance was issued.
- If an Enforcement Document will be completed without issuing a Noncompliance Statement - use the date the enforcement action was taken (licensing only).
- If a Compliant Document will be completed without issuing a Noncompliance Statement - use the date of the complaint document.

Attach a copy of the identification key to the file copy of the document. Note: This key may also be used when writing complaint findings in order to avoid the need to redact names for an open records request.

**STAFF IDENTIFICATION KEY**  
**CONFIDENTIAL INFORMATION - DO NOT POST**

**Use of form:** Use of this form is voluntary, however, because Noncompliance Statements and Correction Plans are posted on the Child Care Finder website, a key must be used to protect the confidentiality of children and staff name for noncompliance statements and other documents.

**Instructions - Licensed programs:** Noncompliance Statement and Correction Plan (DCF-F-CFS0294-E) and enforcement action documents must be posted next to the license certificate. However, this identification key contains confidential information, and **must not be posted** next to those documents. Post the attached document as required and keep this identification key on file for reference purposes.

**Instructions - Certified programs:** Noncompliance Statement and Correction Plan (DCF-F-CFS-2094-E) are not required to be posted next to the certificate. If you choose to post your Noncompliance Statement and Correction Plans, do not post this document. It contains confidential information and should be kept on file for reference purposes.

Name - Facility / Program North Country Montessori	Facility ID / Provider Number 1014918 / 7000585527-001	Date 2/21/2025
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Form completed as attachment to  Noncompliance Document

**STAFF / FAMILY MEMBER / OTHER ADULT**

<b>ID</b>	<b>NAME</b>	<b>POSITION</b>
001	Katie Drewitz	Teacher - Lead
002	Mary Congdon	Teacher - Lead