WISCONSIN | ePDMP

LAW ENFORCEMENT USER GUIDE

JANUARY 2024

WI Department of Safety and Professional Services
Prescription Drug Monitoring Program
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Section 1: Overview

The ePDMP is a tool to help combat the ongoing prescription drug abuse epidemic in Wisconsin. By providing valuable information about monitored prescription drugs that are dispensed in the state, it aids healthcare professionals in their prescribing and dispensing decisions. The ePDMP also fosters the ability of pharmacies, healthcare professionals, law enforcement agencies, and public health officials to work together to reduce the misuse, abuse, and diversion of monitored prescription drugs.

Monitored prescription drug, as defined by Wis. Stat. 961.385(1)(ag), means a substance identified in s. 961.16, 961.18, 961.20, or 961.22 or a drug identified by the Board by rule as having a substantial potential for abuse. Currently, the WI ePDMP collects dispensing information for prescription drugs that are in schedules II-V and prescription drugs identified by the Controlled Substances Board for having a substantial potential for abuse. The WI ePDMP contains dispensing information for monitored prescription drugs dispensed in Wisconsin by in-state or out-of-state pharmacies, including mail order.

Not all prescriptions drugs are reported to the WI ePDMP. Common exclusions include the following:

1) Prescription drugs not covered by the definition of a monitored prescription drug.
2) Monitored prescription drugs, such as methadone and buprenorphine, dispensed by federally funded opioid treatment programs due to federal regulations that prohibit reporting to state PDMPs.
3) Monitored drugs administered directly to a patient.
4) Monitored drugs dispensed by a veterinary clinic.

Duty to Report for Law Enforcement

Wis. Stat. 961.37 became effective on March 18, 2016 and created a duty for law enforcement agencies to submit information to the WI ePDMP in four specific situations. The WI ePDMP is then responsible for disseminating that information to relevant healthcare users of the WI ePDMP. The following events require law enforcement to submit an alert to the WI ePDMP:

1) Suspected Violation of the Controlled Substances Act Involving a Monitored prescription Drugs
2) Suspected Fatal Narcotic (as defined by Wis. Stat. 961.01(15)) Related Overdose
3) Suspected Non-Fatal Opioid-Related Drug Overdose as defined by Wis. Stat. 256.40 (1)(d)
4) Report of Stolen Controlled Substance Prescription

Tool for Investigations

Law enforcement may request access to WI ePDMP data under the following circumstances:
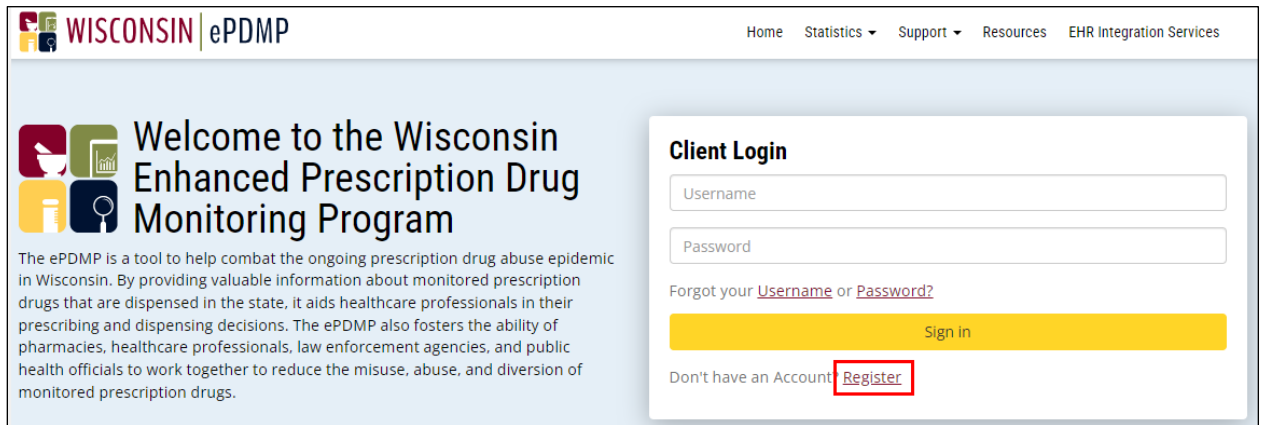
The law enforcement department or agency or prosecutorial unit is engaged in an active and specific investigation or prosecution of a violation of state or federal law involving prescribed monitored drugs and the information requested is reasonably related to that investigation or prosecution; or the law enforcement department or agency or prosecutorial unit is monitoring the patient as part of a drug court, as defined in s. 165.955 (1), Wis. Stat.

Disclaimer

The Controlled Substances Board and the Department of Safety and Professional Services (DSPS) make no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the information stored in the WI ePDMP and expressly disclaim liability for errors and omissions in the information. Information obtained from the WI ePDMP is meant to guide and inform investigations related to the patient, prescriber, and/or pharmacy. WI ePDMP should not be used as evidence or for purposes other than an active and specific investigation.

Section 2: Requesting a WI ePDMP Account

1. To request a WI ePDMP account, visit pdmp.wi.gov and select Register

2. Select Law Enforcement/Prosecutorial Unit from the Account Type.

3. Provide your name, position, employer information and contact information. Contact information must be linked to your employer. Accounts listing personal contact information will not be approved.
4. **Employees of the same department or agency may not share an account to access the WI ePDMP**. Accounts are granted to individuals. Separate accounts must be created for each employee.
5. Accept the User Terms and Conditions.
6. You will receive an email once your request for access to the WI ePDMP has been reviewed and approved by DSPS staff.

By accepting the User Terms and Conditions you are confirming that you understand and agree that:

- The law enforcement department or agency or prosecutorial unit is engaged in an active and specific investigation or prosecution of a violation of state or federal law involving prescribed controlled substances and the information requested is reasonably related to that investigation or prosecution. OR The law enforcement department or agency or prosecutorial unit is monitoring the patient as part of a drug court, as defined in s. 165.955 (1), Wis. Stat.
- You will treat the information obtained from the PDMP as a medical record and will protect the information in your possession in accordance with federal and state laws governing health care information.
- You will not disclose information obtained from the PDMP for any purpose other than the limited purpose for which the information was released to you.
- You will not disclose information obtained from the PDMP to anyone not employed by or contracted by the law enforcement department or agency or prosecutorial unit on behalf of which you lawfully obtained the information.
- You understand that inappropriate access or disclosure of information obtained from the PDMP is a violation of state law, which may result in criminal, civil and administrative sanctions, including suspension or revocation of your access to the PDMP application, up to a $25,000 fine, and up to nine months of imprisonment.

Section 3: Duty to Report - Entering a Law Enforcement Alert

Wis. Stat. 961.37 became effective on March 18, 2016. It creates a duty for law enforcement agencies to submit information to the WI ePDMP in four specific situations. The situations described in the law are when a law enforcement officer:

1) Reasonably suspects that a violation of the Controlled Substances Act involving a monitored prescribed drug is occurring or has occurred.
2) Believes someone is undergoing or has immediately prior experienced an opioid-related drug overdose as defined by Wis. Stat. 256.40 (1)(d).
3) Believes someone died as a result of using a narcotic drug as defined by Wis. Stat. 961.01(15).
4) Receives a report of a stolen controlled substance prescription.

Once the submission is reviewed and approved by DSPS staff, an alert will be tied to the WI ePDMP patient report and viewable by Healthcare Professional users of the WI ePDMP. In addition, prescribing healthcare professional(s) who have previously prescribed to the individual will be notified by the WI ePDMP that a new law enforcement alert has been associated with an individual they have prescribed to

in the past. Contact information of the Law Enforcement user who created the alert will be displayed to Healthcare Professional users of the WI ePDMP as part of the alert detail.

Alert on WI ePDMP Patient Report

Alert Detail displayed to authorized users of WI ePDMP

How to Enter a Law Enforcement Alert
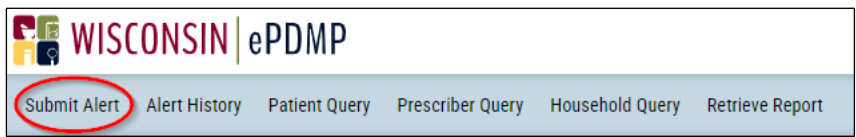
1. Select Submit Alert from the WI ePDMP toolbar.
2. Use the dropdown to select the alert type.
3. Enter the name and date of birth of the person for which the alert should be created. This is the patient record that the alert will appear on in the WI ePDMP.
   - If the event involved multiple people, multiple alerts must be created.
   - If the event involved multiple prescriptions drugs but one individual, only one alert needs to be created.
4. Enter the date of the event.
5. If applicable/available, enter the information from the prescription label. Additional drug detail may be included in the comments field.
6. Enter additional comments that may be relevant for a healthcare professional reviewing the alert, such as the case number. To ensure no undue harm to the reputational interests of the person

affected by the event or any other individual identified in the alert, information should be short, objective, and fact-based.

7. Click Submit. The alert status will be Pending until the alert is reviewed by DSPS staff.

DSPS Approval of Law Enforcement Alerts

All alerts are reviewed by DSPS staff before being associated with a WI ePDMP patient report. The Law Enforcement user will receive an email notice once the alert has been processed. The email notice may include comments about correcting errors or the need to resubmit the alert.

Alert Status	Description
Approved	Has been approved DSPS staff, associated with a WI ePDMP patient report and notice provided to relevant prescribers.
Denied	Common reasons for an alert to be denied: 1. Does not match the name/date of birth of a record in the WI ePDMP 2. Has an error in the data entry (such as first and last name entered in the incorrect fields) that is preventing a match 3. Appears to use the wrong alert type 4. Contains details that indicate the alert does not meet the statutory criteria for a WI ePDMP alert

History of Submitted Law Enforcement Alerts

1. Law Enforcement users can access a history of all alerts submitted to the WI ePDMP by selecting Alert History from the toolbar.
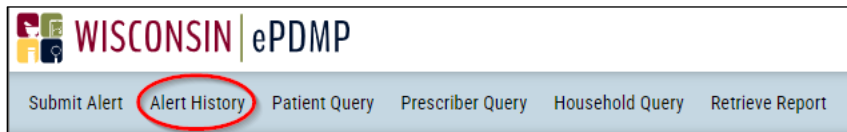
2. Adjust the Start and End Dates to expand or further limit the history of alerts displayed. The detail of the Alert History grid can be exported to a .csv file by selecting Export.

3. Clicking Review will display the full details of the alert including DSPS comments for alerts with a status of Denied.

NOTE: the DSPS comments may request that the alert be re-entered in order to be correctly associated with a WI ePDMP patient report or for the Law Enforcement user to enter additional alerts.

Aggregate county level data on the number of law enforcement alerts submitted to the WI ePDMP can be found on the WI ePDMP Public Statistics Dashboard at pdmp.wi.gov/statistics/law-enforcement-alerts.

Section 4: WI ePDMP Query Request

Wis. Stat. 961.385(2)(cm)3 allows law enforcement to request access to WI ePDMP data under one of the following circumstances:

1. The law enforcement department or agency or prosecutorial unit is engaged in an active and specific investigation or prosecution of a violation of state or federal law involving prescribed controlled substances and the information requested is reasonably related to that investigation or prosecution;
   OR
2. The law enforcement department or agency or prosecutorial unit is monitoring the patient as part of a drug court, as defined in s. 165.955 (1), Wis. Stat.

Required Attestation Document

Each request for WI ePDMP data must be accompanied by an attestation document on agency letterhead that includes the following details:

1. Name and date of birth of patient, name and DEA and/or NPI number of prescriber, or household address
2. Date range of the WI ePDMP data that is being requested
3. A statement attesting that the information is being requested as part of an active and specific investigation or prosecution of a violation of any state or federal law involving a monitored prescription drug and that the information being requested is reasonably related to that investigation or prosecution
4. Reference to the specific violation citation or case number
5. Signature

Sumbitting a Query Request

1. To sumbit a query request select the type of query from the WI ePDMP toolbar.
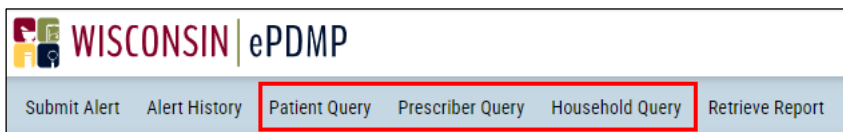
Patient Query

Complete the fields for a Patient Query.

Use the Add an Alias feature to include additional names that may have been used by the patient.

Patient Query

ℹ All Fields Are Required

Start Date	End Date

First Name	Last Name	Date of Birth
		MM/DD/YYYY

➕ Add an Alias

Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.

➕ Upload File

Cancel   Submit

Household Query

Household queries will return data on all patients with monitored prescription drugs in the household.

Additional justification may be requested by DSPS for household queries.

Household Query

Start Date	End Date

Patient Household Information

Address	City	Zip Code

Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.

➕ Upload File

Cancel   Submit

Prescriber Query

Prescriber Reports will include all dispensing detail for a prescriber.

Prescriber Report

Start Date	End Date

DEA Number	NPI

✔ Check DEA Number   ✔ Check NPI

Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.

➕ Upload File

Cancel   Submit

2. An attestation document must be uploaded with each WI ePDMP query request.

Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.

2401231714_01122024_Attestation.docx (11829)

Your file has been successfully added.
100%

Cancel   Submit

3. If there are no records in the WI ePDMP for a submitted name and date of birth for a patient query, a message will be displayed immediately informing the requestor that there are no records. All requests will remain in Pending status until reviewed by DSPS staff. An email notice will be sent

to the email associated with the query requestor's WI ePDMP account once the request has been processed by DSPS staff.

Retrieving a WI ePDMP Report

1. To retrieve a report, select Retrieve Report from the WI ePDMP toolbar.
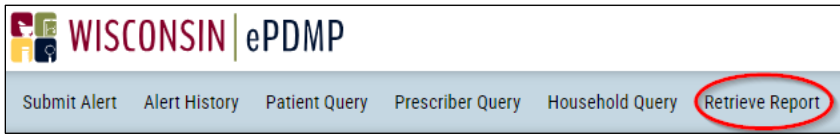
2. Select Review Report to load the WI ePDMP data requested.
   The reports will show in the queue for 45 days from the date of the request. After that time, it will be removed from the queue.

Query Reports

Search [ ] ⟳ Refresh ⬇ Export

Query Id	Status	Report Type	Created	Start Date	End Date	Actions
PQ32823-YVBLXV0U	Approved	Patient	11/24/2023	11/23/2020	11/23/2023	Review Report / Documentation / Skip
PQ32823-N1PNG1X2	Denied	Patient	11/24/2023	11/23/2021	11/23/2023	Documentation / View Denial

3. Patient queries will provide access to the WI ePDMP Patient Report.

Patient Demographics
Patient alerts, if any have been tied to the patient report, are not displayed. Alerts including data-driven and law enforcement entered alerts are restricted information only available to Healthcare Professional users.

Patient History Report Results

SHERLOCK HOLMES

Age: 69
Gender: Male
DOB: 01/06/1954
Latest Address:
4200 E. Main Street, MADISON, WI 53719

The map plots the patient's home address, pharmacies and prescribers.

▼ Prescription History Locations

Leaflet | © OpenStreetMap contributors
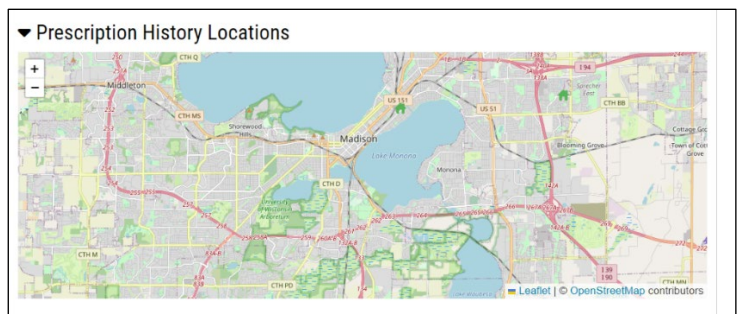
Total Opioids Daily Dose
This chart displays the estimated daily Morphine Milligram Equivalent (MME) for current opioid dispensings and shows any overlap with dispensings of benzodiazepines.

Section 5: Frequently Asked Questions

WI ePDMP FAQ: Law Enforcement Duty to Report

Who at a law enforcement agency can submit a law enforcement Alert to the WI ePDMP?
The law does not require any specific individual at an agency to submit the reports to the WI ePDMP. Therefore, each agency may designate a person or people to submit reports to the WI ePDMP. The contact information associated with the account that submitted the report will be included in the alert detail displayed to WI ePDMP Healthcare Professional users.

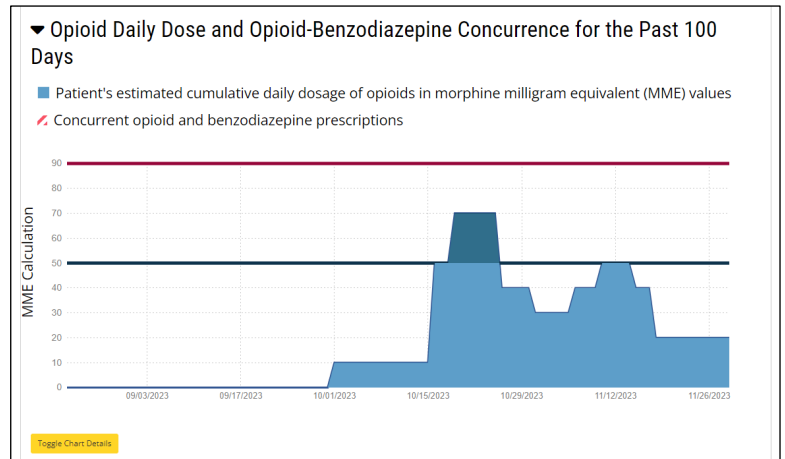**How are the law enforcement alerts used by the WI ePDMP?**
The WI ePDMP is required to disseminate the alert detail to relevant WI ePDMP users. This is accomplished in two ways. First, the WI ePDMP displays the alert as part of that individual's WI ePDMP patient report, making the information available to Healthcare Professional users. Second, prescribing healthcare professional(s) who have previously prescribed to the individual will be notified by the WI ePDMP that a new law enforcement alert has been associated with an individual they have prescribed to in the past.

How often are law enforcement agencies required to submit reports to the WI ePDMP?
The law does not establish frequency or timeframe during which agencies must submit a report to the WI ePDMP. DSPS staff process reports submitted to the WI ePDMP daily.

How soon after an investigation closes does law enforcement need to submit an alert to the WI ePDMP?
The law does not indicate a timeframe during which agencies must submit an alert to the WI ePDMP once an investigation is closed. However, timely reporting of the event to the WI ePDMP assists in the usefulness of the alert information for prescribing healthcare professionals who access the WI ePDMP.

Do law enforcement agencies have to submit alerts for events involving non-prescription controlled substances?
It depends on the type of alert.
1. For an alert type of Suspected Violation of the Controlled Substances Act Involving a Prescribed Drug or Report of Stolen Controlled Substance Prescription, *only events involving a monitored*

prescription drug need to be reported to the WI ePDMP.
Monitored Prescription Drug is defined by [Wis. Stat. 961.385(1)(ag)](#) and means a substance identified in s. [961.16](#), [961.18](#), [961.20](#), or [961.22](#) or a drug identified by the board by rule as having a substantial potential for abuse. If the Suspected Violation of the Controlled Substances Act Involving a Prescribed Drug or Report of Stolen Controlled Substance Prescription does not involve a monitored prescription drug it does not fit the criteria for a WI ePDMP alert.

2. 2. For an alert type of Suspected Fatal Narcotic Overdose or Suspected Non-Fatal Opioid-Related Drug Overdose, *events involving both prescription and non-prescription opioid controlled substances need to be reported to the WI ePDMP*. Reference [Wis. Stat. 961.01(15)](#) for the definition of "narcotic". Reference [Wis. Stat. 256.40 (1)(d)](#) for the definition of "opioid-related drug overdose".

Why was the Report of a Stolen Controlled Substance Prescription alert that I submitted involving Gabapentin denied?
Effective September 1, 2021 Gabapentin became a non-scheduled monitored drug in the State of Wisconsin. Since it has not been scheduled as a controlled substance, a Report of a Stolen Controlled Substance Prescription involving only Gabapentin would be denied.

If Gabapentin is not a controlled substance, can I submit any alert types involving it?
Gabapentin is neither an opioid/narcotic nor a controlled substance. Therefore, if it is the only drug involved, the following alert types would be denied: Suspected Non-Fatal Opioid-Related Drug Overdose, Suspected Fatal Narcotic Overdose, or Report of a Stolen Controlled Substance Prescription. Gabapentin can be the lone drug entered in a Suspected Violation of the Controlled Substances Act involving Prescription Drugs alert type.

How long will alerts submitted to the WI ePDMP be retained?
Alerts sent to the WI ePDMP are retained just like data submitted to the WI ePDMP by pharmacies and other dispensers as required by law.

Does a patient have access to the details of the law enforcement alert?
Individuals may request access to their WI ePDMP patient reports by submitting a Patient PDMP Data Request Form to DSPS. The WI ePDMP patient report released to an individual will include any law enforcement alerts associated with the patient report.

Are alerts subject to open records requests?
No, WI ePDMP records are not subject to open records requests per [Wis. Stat. 961.385 (4)](#).

If a Report of Stolen Monitored Prescription Drug alert involves multiple prescription drugs, does a separate alert need to be created for each prescription?
No. Multiple drugs names can be listed in the Drug Name field under Prescription Label Information or added in the comments field.

Who should be listed as the Person Affected?
The name listed as the Person Affected will determine which WI ePDMP patient report displays the alert. For an overdose event, the Person Affected will be the individual who experienced the overdose event. For a suspected violation of the controlled substance act involving a monitored prescription drug,

the Person Affected will be the individual suspected of violating the controlled substance act involving a monitored prescription drug. For a report of a stolen monitored prescription drug, the Person Affected will be the person to whom the monitored prescription drug was prescribed.

Can I submit one alert that will link the alert to multiple patient records?
No. If an event has multiple people affected, a separate alert must be entered for each individual.

Why was my alert denied?
Details on why DSPS denied an alert will be provided in the email notification sent to the Law Enforcement user and can also be found in the WI ePDMP using the Alert History. Common reasons for an alert to be denied include: 1) the name and date of birth are not found in the WI ePDMP and cannot be associated with a WI ePDMP patient report 2) there is an error in the order of data entry or a typographical error in the name or date of birth 3) the event type of Report of Stolen Monitored Prescription Drug or Suspected Violation of the Controlled Substance Act involving a Monitored Prescription Drug is selected but the event details indicate the event involved drugs that do not meet the definition in Wis. Stat. 961.385(1)(ag) of a monitored prescription drug.

How do I correct a previously submitted alert?
Submit a new alert and indicate in the comments section that it should replace a previous alert or contact pdmp@wi.gov for assistance.

Why is a healthcare professional contacting me about a law enforcement alert?
The WI ePDMP serves as an interdisciplinary communication tool fostering coordination between healthcare professionals and law enforcement.

WI ePDMP FAQ: Query Requests

Why is there a message that there are no records in the WI ePDMP?
There are several reasons why there may not be a patient match for a query request:
1. The first name and last name are not entered in the correct fields.
2. The date of birth is not accurate.
3. An alternate name spelling was used on the dispensing data. Use the Add Alias feature to search for name variations.
4. If there is still no match, the WI ePDMP does not have data for monitored prescription drugs being dispensed to that individual in Wisconsin.

Why are the prescription medications law enforcement would expect to see in the patient report not appearing?
There are several reasons why prescription medications may not appear in the patient report, which include, but are not limited to:

1) The prescription drug does not meet the definition of a monitored prescription drug as defined by Wis. Stat. 961.385(1)(ag). Not all prescriptions drugs are reported to the WI ePDMP. Only those that are in schedules II-V are in the WI ePDMP.
2) The prescription drug was dispensed by a federally funded opioid treatment program (OTP). Federal regulations prohibit OTPs from submitting to state PDMPs.
3) The patient report is under a different spelling of the first or last name.
4) The prescription drug was not dispensed in Wisconsin.

Why can't the WI ePDMP data be used as evidence?
The WI ePDMP is a compilation of data submitted to it by dispensers, and information
in the PDMP should correspond to original records kept by prescribers and dispensers. The Controlled
Substances Board and the Department of Safety and Professional Services make no claims, promises, or
guarantees about the accuracy, completeness, or adequacy of the information stored in the PDMP and
expressly disclaim liability for errors and omissions in the information.