



WISCONSIN | ePDMP

User Guide: Law Enforcement

This user guide provides the information specific to Law Enforcement users of the Wisconsin Prescription Drug Monitoring Program (WI ePDMP).

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FOR ADDITIONAL INFORMATION

Web: pdmp.wi.gov
Email: pdmp@wi.gov

WI ePDMP User Guides can be found at:
<https://pdmp.wi.gov/training-materials>

Section 1: Overview

The Wisconsin Prescription Drug Monitoring Program (WI ePDMP) is a tool to help combat the ongoing prescription drug abuse epidemic in Wisconsin. By providing valuable information about controlled substance prescriptions in schedules II-V that are dispensed in Wisconsin, the WI ePDMP can aid healthcare professionals in their prescribing and dispensing decisions. The WI ePDMP 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 controlled substance 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 only collects dispensing information for prescription drugs that are in schedules II-V. The WI ePDMP contains dispensing information for monitored prescription drugs dispensed by pharmacies in Wisconsin, including out-of-state, mail order and Veterans Affairs pharmacies.

Not all prescription 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 Drug
- 2) Suspected Narcotic (as defined by [Wis. Stat. 961.01\(15\)](#)) Related Death
- 3) Suspected Opioid-Related Overdose (Non-Fatal) 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:

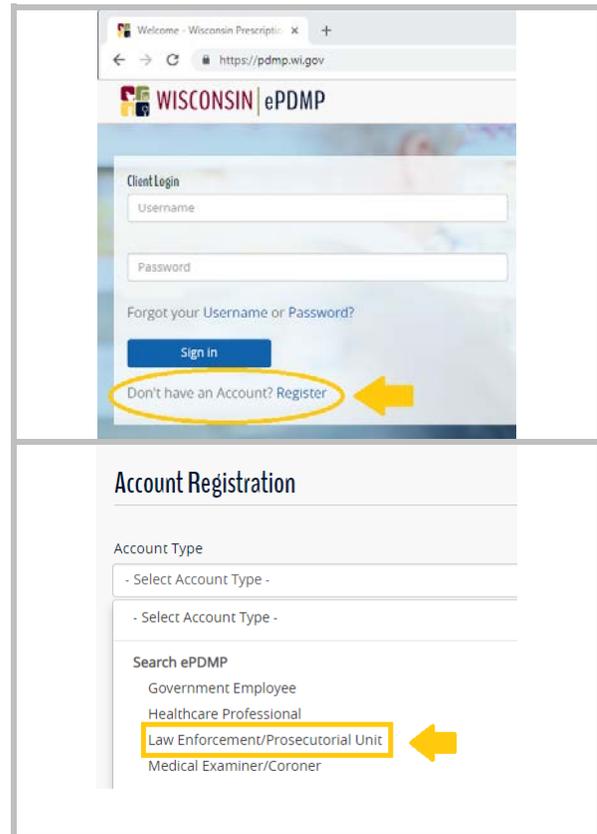
- 1) The law enforcement department or agency or prosecutorial unit is engaged in an active and specific investigation or prosecution of a violation of state or federal law involving prescribed controlled substances and the information requested is reasonably related to that investigation or prosecution;
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.](#)

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 as 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

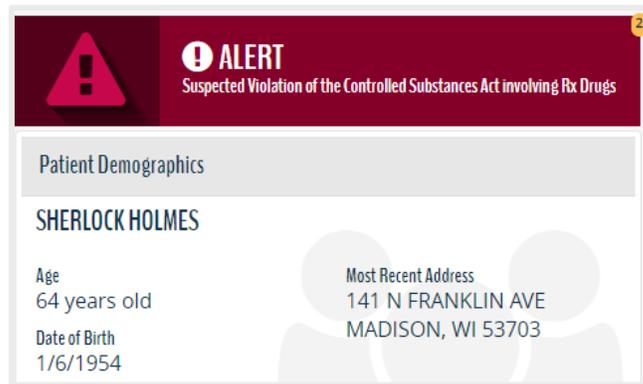
Overview

[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 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 users of the WI ePDMP as part of the alert detail.

Alert Banner on WI ePDMP Patient Report



ALERT
Suspected Violation of the Controlled Substances Act involving Rx Drugs

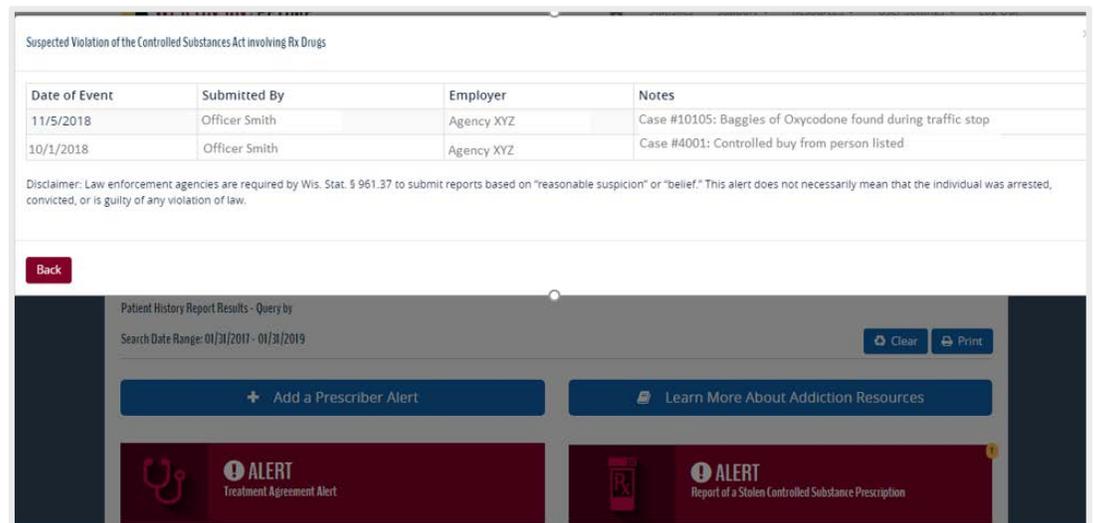
Patient Demographics

SHERLOCK HOLMES

Age: 64 years old
Date of Birth: 1/6/1954

Most Recent Address: 141 N FRANKLIN AVE, MADISON, WI 53703

Alert Detail displayed to authorized users of WI ePDMP



Suspected Violation of the Controlled Substances Act involving Rx Drugs

Date of Event	Submitted By	Employer	Notes
11/5/2018	Officer Smith	Agency XYZ	Case #10105: Baggies of Oxycodone found during traffic stop
10/1/2018	Officer Smith	Agency XYZ	Case #4001: Controlled buy from person listed

Disclaimer: Law enforcement agencies are required by Wis. Stat. § 961.37 to submit reports based on "reasonable suspicion" or "belief." This alert does not necessarily mean that the individual was arrested, convicted, or is guilty of any violation of law.

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Patient History Report Results - Query by
Search Date Range: 01/31/2017 - 01/31/2019

Clear Print

+ Add a Prescriber Alert Learn More About Addiction Resources

ALERT Treatment Agreement Alert **ALERT** Report of a Stolen Controlled Substance Prescription

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: <ol style="list-style-type: none"> 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 that the alert does not meet the statutory criteria for a WI ePDMP alert

History of Submitted Law Enforcement Alerts

Law Enforcement users can access a history of all alerts submitted to the WI ePDMP by selecting Alert History from the toolbar.



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.

Submitted Law Enforcement Alerts							
Date Entered Sorted	Alert ID	Alert Type	Person Affected Last Name	Person Affected First Name	Status	Date of Status	Actions
01/07/2019	LA6FDE3890	Report of a Stolen Controlled Substance Prescription	Smith	Jane	Approved	01/09/2019	Review
01/07/2019	LA5FC3DC5F	Report of a Stolen Controlled Substance Prescription	Jones	John	Approved	01/09/2019	Review
01/07/2019	LA0FE0B537	Suspected Violation of the Controlled Substances Act involving Rx Drugs	Moriarty	Jim	Denied	01/09/2019	Review
01/12/2019	LA32FD1D69	Suspected Non-Fatal Opioid-Related Drug Overdose	William	David	Approved	01/14/2019	Review

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.

Alert Type Report of a Stolen Controlled Substance Prescription		
Law Enforcement Date Entered 01/07/2019 Alert ID LA2200661E Status Denied Date of Status 01/09/2019 Admin Comments NO MATCH: The person affected by the event in your report does not match any records currently maintained by the WI ePDMP. If you believe you made an error in the name or DOB, please correct the error by creating a new alert.	Person Affected by the Event Person Affected First Name Jim Person Affected Last Name Moriarty Person Affected Date of Birth 01/06/1956 Date of Event 01/02/2019 Submitter Comments Case number 98-001. Moriarty is visiting from out of state and reports medication was stolen from unlocked vehicle.	Patient Information Patient First Name Jim Patient Last Name Moriarty Patient Date of Birth 01/06/1956 Prescriber First Name Jennifer Prescriber Last Name Smith Prescription Number 98765 Drug Name(s) Hydrocodone 5 mg

Once approved, only PDMP Administrators may remove a Law Enforcement Alert. Please contact PDMP@wisconsin.gov if you need assistance updating or removing an alert.

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 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. If possible, reference to the specific violation citation or case number
5. Signature

Submitting a Query Request

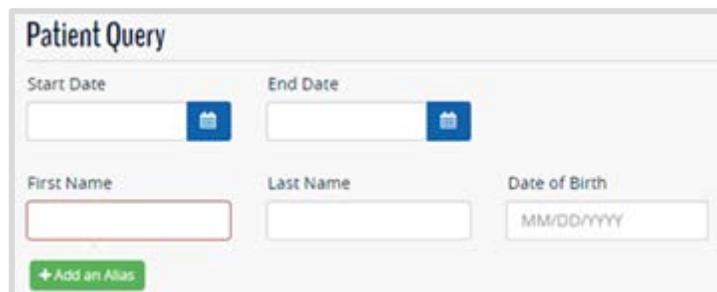
1. To submit a query request select the type of query from the WI ePDMP toolbar.



Patient Query

Complete the fields for a Patient Query.

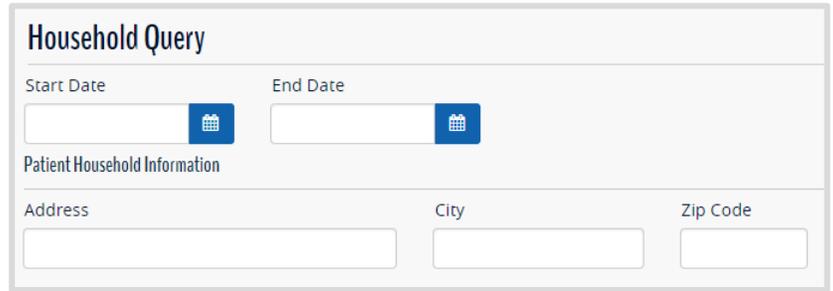
Use the Add an Alias feature to include additional names that may have been used by the patient.



Household Query

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

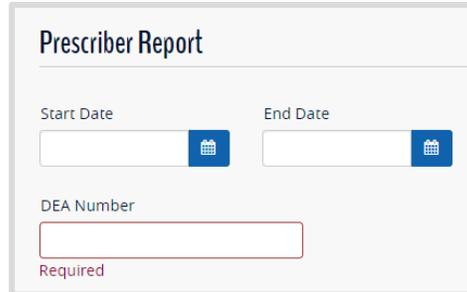
Additional justification may be requested by DSPS for household queries.



The screenshot shows a form titled "Household Query". It has two date fields: "Start Date" and "End Date", each with a calendar icon. Below these is a section titled "Patient Household Information" containing three text input fields: "Address", "City", and "Zip Code".

Prescriber Query

Prescriber Reports will include all dispensing detail for a prescriber.



The screenshot shows a form titled "Prescriber Report". It has two date fields: "Start Date" and "End Date", each with a calendar icon. Below these is a "DEA Number" text input field with a red border and the word "Required" written below it.

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.

Choose file to add

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.

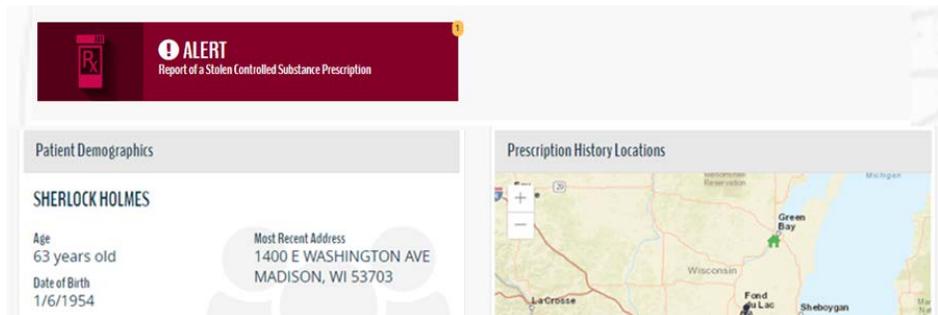
Query Reports							
				Search	Refresh	Columns	Export
Query Id	Status	Report Type	Created	Start Date	End Date	Actions	
PQ01819-H2VZNLIK	Approved	Patient	01/18/2019	01/01/2013	01/18/2019	Review Report Documentation Skip	

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

Patient Demographics

If there are data driven or law enforcement entered alerts, those will appear over the patient name and address. Clicking on the alert will provide additional detail.

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



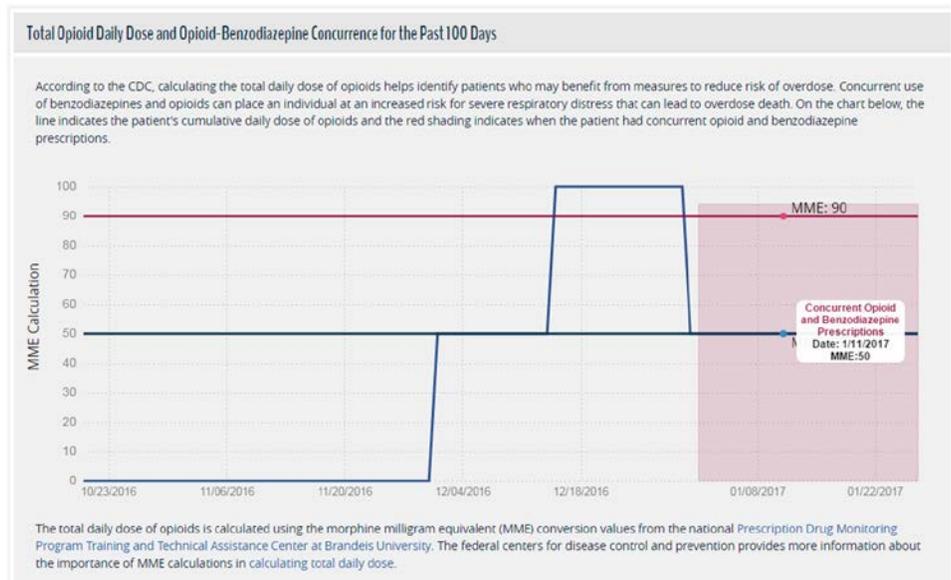
ALERT
Report of a Stolen Controlled Substance Prescription

Patient Demographics
SHERLOCK HOLMES
 Age: 63 years old
 Date of Birth: 1/6/1954
 Most Recent Address: 1400 E WASHINGTON AVE, MADISON, WI 53703

Prescription History Locations

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.



Dispensing History Details

The grid provides details on the dispensing of monitored prescription drugs, including the drug detail, drug class, quantity dispensed, prescriber, dispenser and payment type.

The detail of the Dispensing History can be exported to a .csv file for further manipulation by selecting Export.

Dispensing History Details							
In State							
Search						Refresh Columns Export	
Drug Details	Drug Class	Drug Qty	Rx Dates	Prescriber	Dispenser	Patient	Patient Details
Clonazepam 0.5MG / Tablet Rx# 111	Benzodiazepine	Qty: 30 Days: 30 Refills: 0	Prescribed: 5/1/2018 Dispensed: 5/1/2018	SMITH, JOE 10 1 ST AVE ANYTOWN WI 54321	XYZ PHARMACY 123 MAIN ST, ANYTOWN WI 54321	HOLMES, SHERLOCK DOB: 1/6/1954	1400 E WASHINGTON AVE MADISON WI, 53703 Pay Type: Commercial Insurance
Hydrocodone- Acetaminophen 10MG / Tablet Rx# TEST123	Opioid	Qty: 10 Days: 10 Refills: 0	Prescribed: 11/14/2015 Dispensed: 11/14/2015	JONES, JOHN 543 MAIN AVE ANYTOWN WI 54321	XYZ PHARMACY 123 MAIN ST, ANYTOWN WI 54321	HOLMES, SHERLOCK DOB: 1/6/1954	1400 E WASHINGTON AVE MADISON WI, 53703 Pay Type: Commercial Insurance

NOTE: Date Dispensed may not be representative of the exact date the patient received the dispensing. Pharmacies are required to submit a date dispensed; however, state statute defines “dispense” as either the packaging and labeling of a drug or the actual delivery of the drug. See [Wis. Stat. 961.385\(1\)\(af\)](#).

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 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 it available to any WI ePDMP user views that patient report. 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. 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".

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.

What does “stolen controlled substance prescription” mean?

Under the pharmacy statute, [Wis. Stat 450.01](#), “prescription” means “a drug or device prescribed by a practitioner.” Therefore, a stolen controlled substance prescription is the drug itself (e.g., pills, syrup, bottle).

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 prescription drugs are reported to the WI ePDMP. Only those that are in schedules II-V are in the WI ePDMP. Sites like [drugs.com](#) can be a helpful resource to determine if a drug is scheduled.
- 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.

How does law enforcement request data for prescription medications dispensed in a neighboring state?

The WI ePDMP is only authorized to release PDMP data from neighboring state PDMPs to healthcare professionals. Questions about law enforcement access to other states' PDMP data should be directed to the individual state.

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.