



Wisconsin DVR

DVR Service Agreements

- Current DVR Service Agreement expires 6/30/09.
- New Agreement beginning **7/1/09 to 6/30/10** will be sent to Vendors beginning early April 2009.
- The start date of the Service Agreement will be 7/1/09 or the date of the DVR signature, if signed after 7/1/09.



Wisconsin DVR

**To Become A Vendor For DVR and/or
update vendor information contact:**

Janis Caruso Lugo,

**DVR Quality Assurance & Contract
Specialist:**

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DVR Service Agreement

- DVR staff have been directed not to add a Vendor to our Service Agreement Vendors List, or authorize services to a Vendor who does not have an approved and DVR signed Service Agreement.
- Vendors cannot provide services under the DVR Service Agreement until this Agreement has been approved and signed off by DVR.



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Vendor Name

Vendor name on your Contract and/or Service Agreement with DVR must match:

1. Vendor Name on your W-9 Form that you submitted to the DWD Bureau of Finance
2. Vendor Name on your invoice
3. Vendor Name on the DVR Vendors List

This is necessary in order to have an accurate expenditure trail for State/DVR audit purposes.



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Electronic Reports and Data Security; Vendor Security Awareness Training

- Reference Attachment #1, Items #2 and #3 of Service Agreement and/or Specialized Contract. Handout on encryption information.
- In this age of electronic equipment and consumer data saved on this equipment, DVR has put in place several assurances so that consumer information is safeguarded, and Vendors are in compliance.



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Vendor Security Awareness Training

- Vendors who have a DVR Contract, Service Agreement, Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA) that includes sharing or use of consumer personal information are required to complete the DWD Vendor Security Awareness Training.



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Vendor Security Awareness Training

- If an agency or organization has an approved MOU or MOA with DVR that does not include the sharing of individual consumer data, completion of the DWD Security Training is not required.
- Agencies are welcome to complete the training if they so wish.



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Vendor Security Awareness Training

- There are two Modules:
 1. Security Awareness Training Module #1
 2. Security Awareness Training Module #2
- The online training can be accessed at:

<http://workweb.dwd.state.wi.us/DWDTraining>



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Vendor Security Awareness Training

- Vendor must submit to DVR a copy of the Training Certificate for each Module with their signed DVR Service Agreement, Contract, MOU or MOA.



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Questions?



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