

Filed Aug 12, 1960

PW MH 60-10

C E R T I F I C A T E

STATE OF WISCONSIN)
DEPARTMENT OF PUBLIC WELFARE) SS

TO ALL TO WHOM THESE PRESENTS SHALL COME,
GREETINGS:

I, Wilbur J. Schmidt, Director of the State Department of Public Welfare, and custodian of the official records of said department, do hereby certify that the annexed rule relating to minimum standards for community mental health clinics qualifying for state aid was duly approved and adopted by this department on August 10, 1960.

I further certify that said copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the department at the State Office Building, in the city of Madison, this 11th day of August, A.D. 1960.

Wilbur J. Schmidt
Wilbur J. Schmidt, Director
STATE DEPARTMENT OF PUBLIC WELFARE

ORDER OF THE
STATE DEPARTMENT OF PUBLIC WELFARE
ADOPTING RULE PW-MH 60.10

Pursuant to authority vested in the State Department of Public Welfare by Section 51.36 (8) (d), Wis. Stats. 1959, the State Department of Public Welfare hereby adopts Rule PW-MH 60.10, as follows:

RULE NO. PW-MH 60.10

MINIMUM STANDARDS FOR COMMUNITY MENTAL HEALTH CLINICS QUALIFYING FOR STATE AID

(1) PROGRAM CONTENT. A community mental health clinic is a medical facility established to help prevent mental and emotional illness in the community and to diagnose and treat the mental and emotional illnesses of children and adults. In order to qualify for continuing State aid, each clinic must develop its range of services to cover the functions specified in Section 51.36 (4), Wisconsin Statutes.

(2) TIME COVERAGE. The clinic shall be open for service not less than 35 hours per week.

(3) STAFF. (a) In order to perform the services required, the clinical staff team must include a psychiatrist, clinical psychologist, and psychiatric social worker, together with secretarial assistance.

(b) During the clinics initial four years after approval, the following minimum standards of staff coverage will apply:

1. Full-time receptionist or secretary.
2. Full-time psychiatric social worker.
3. Half-time clinical psychologist.
4. Psychiatrist, equivalent of one full day per week.

(c) For continuing approval after four years, the following standards of staff coverage will apply:

1. Full-time receptionist or secretary.
2. Full-time psychiatric social worker.
3. Full-time clinical psychologist.
4. Not less than half-time psychiatrist.

(d) The foregoing standards may, in certain situations, be satisfied by combinations of persons for each listed position.

(e) After final approval, a clinic shall report to the State Department of Public Welfare whenever its staff coverage falls below applicable minimum standards. Six months from the time of such report, there shall be a review of the clinic's efforts to fill necessary vacancies, and if at the end of one year such standards are not met, the clinic will no longer be eligible for State aid, except that the Director of the State Department of Public Welfare may in his discretion approve continuing eligibility on a temporary or emergency basis.

(4) PROFESSIONAL QUALIFICATIONS. (a) Minimum professional standards are herein prescribed for the positions listed, and State aid will not be available for professional personnel who do not meet the qualifications. The positions of staff psychiatrist and staff psychiatric social worker may be filled only in those situations where professional supervision in the respective disciplines is assured by the clinic staff.

1. Psychiatrist, Director

- a. A physician licensed to practice medicine and surgery in Wisconsin.
- b. His credentials shall meet the formal requirements for eligibility for examination as a specialist in psychiatry as established by the American Board of Psychiatry and Neurology.
- c. He shall have had at least six months of supervised work in a child psychiatry training program or equivalent experience in a child guidance program.

2. Psychiatrist, Staff

- a. A physician licensed to practice medicine and surgery in Wisconsin.
- b. His credentials shall include completion of the formal training requirements as established by the American Board of Psychiatry and Neurology.

3. Psychologist, Supervisory (Chief)

- a. A doctoral degree in psychology from an accredited college or university, with specialization in clinical psychology.
- b. One year of post-doctoral experience in a setting providing services to children which utilizes a team approach of psychiatry, psychiatric social work and clinical psychology.

4. Psychologist, Staff

- a. A master's degree in psychology from an accredited college or university, with specialization in clinical psychology.
- b. Two years of supervised experience in a setting providing a team approach of psychiatry, psychiatric social work and clinical psychology, preferably one year of which shall be in work with children.

5. Psychiatric Social Worker, Chief

- a. A master's degree from an accredited school of social work.
- b. At least two years of supervised experience in a psychiatric setting following the master's training and an additional year of supervisory, consultative or administrative experience in social work.

6. Psychiatric Social Worker, Staff

- a. A master's degree from an accredited school of social work.

~~(b)~~ b. For clinic personnel employed by clinics operating on August 23, 1959, the State Department of Public Welfare shall, at the time of the original application for State aid, give consideration to the substitution of training and experience of personnel who do not meet the minimum as stated in 4 (a).

~~(c)~~ c. When a clinic is uncertain about the eligibility for reimbursement of a prospective employee, the Department of Public Welfare is responsible for evaluating the qualifications of the applicant and for determining whether or not they meet the intent of the standards.

(5) PHYSICAL FACILITIES. The Board of Directors and the director of the clinic shall be responsible for planning on a continuing basis for physical facilities which provide an adequate setting for professional work in carrying out the clinical program.

Recommended:

The clinic should have adequate space, light, ventilation, heat, plumbing and furnishings.

- (a) The clinic should be located geographically where no undue hardship will be experienced in reaching it; i.e., it should be convenient to both public and private transportation; it should be situated within a setting which will not preclude its use by local residents, including accessibility to schools and other related community agencies.
- (b) The clinic should have a waiting room.
- (c) The secretary and/or receptionist--should have space which is in or adjacent to the waiting room. There should be space for clinic records kept in locked files with appropriate safeguards for maintaining confidentiality.

- (d) Professional staff--each staff person should have an office which provides the patient with privacy to the degree that the patient should not be seen or heard by other staff or patients during an interview.

The furnishings of each office should be appropriate to its functions.

- (e) Play Therapy Room--a separate play therapy room may be desirable dependent upon the number of professional persons engaged in this activity. It will also depend upon the size of the professional offices and the needs of the professional personnel.

Minimum play therapy room furnishings -

1. Storage space for play equipment
2. Work-play space either in the form of a table and/or on top of storage cabinets
3. Running water and sink with drain available.
4. Selected play equipment

(f) Conference Room. A separate conference room should be provided for staff and board meetings and for various teaching and consultative functions.

(6) CLINIC RECORDS. A case record shall be maintained on each patient accepted for evaluation or treatment. The clinic staff, with approval of the Board of Directors, shall determine the type and method of maintaining such case records consistent with the needs of the clinic and professional standards.

(7) STATISTICAL REPORTS. In addition to such special reports as the State Department of Public Welfare may require, or the clinics may wish to submit, the following report shall be filed with the department:

Annual report of clinic activity to clinic board and the community in accordance with Section 51.36 (7) (d), Statutes 1959.

(8) PERSONNEL. Specific personnel practices and policies shall be determined by the clinic board in consultation with the director of the clinic and shall include such items as employment procedures, work hours, vacation, sick leave, insurances, termination and retirement. These shall be in written form and be made known to those responsible for the clinic program.

Recommended.

The details of personnel practices and policies should be consistent with those of the community in which the clinic

is located. In situations where policies are not established, the clinic may adopt or adapt standards set forth under State Civil Service.