

(e) *Volunteers.* If volunteers are used, the agency shall assign an appropriate staff member to evaluate and supervise them and to develop a plan for their orientation, training and use.

(3) **STAFF DEVELOPMENT AND IN-SERVICE TRAINING.** (a) The agency shall have within one year of original licensure, written material concerning the process and content of orientation, staff development and in-service training programs for agency employes.

(b) These programs shall include provision for the development of a working knowledge of these rules as they pertain to individual responsibilities of each employe.

History: Cr. Register, August, 1957, No. 20, eff. 9-1-57; r. and recr. Register, September, 1970, No. 177, eff. 4-1-71; rehin. from PW-CY 40.43 and am. (2) (c) 5. and 6. and (d), Register, September, 1982, No. 321, eff. 10-1-82.

HSS 54.04 Social services. (1) GENERAL REQUIREMENTS. (a) The agency shall provide services to children who need and seek its care without discrimination on the basis of race, color, or national origin.

(b) Each agency shall:

1. Adopt written intake policies.
2. Secure and record information which substantiates the planning for the child.
3. Accept a child for placement only when legally authorized to do so.
4. Obtain from the parent or guardian of every child accepted for care a written authorization for emergency surgical care, for necessary vaccinations and immunizations, for routine medical examinations and treatment.

(c) The agency shall substantiate that continuing social services to the child, to his parents and to the foster parents on a planned basis are provided while the child is in placement.

(d) Adopt written policies for placement and discharge from service.

(e) When the agency is terminating its responsibility to the child release the child only to a person or agency authorized to accept the child.

(f) Requirements to be met by licensee in order to place children in boarding care. A child welfare agency with authority to place children in licensed foster homes and to license foster homes (s. 48.61 (3) and (7), Stats.) shall:

1. Have a social service supervisory staff of one or more persons who meet the requirements of s. HSS 54.03 (2) (c) 2 and have at least one year's experience in the study of foster homes, licensing, placement and supervision of foster care.

2. License only homes which meet the foster home rules.

3. Place children only in homes which meet the foster home rules.

4. Place and/or supervise a minimum of 5 children a year in foster care, exclusive of adoptive placement.

5. Assign the responsibility for supervision to one staff person when there are fewer than 20 children in foster care.

6. Place no child under the care of the agency in the home of a staff person employed by the agency or a member of the board of directors. This does not pertain to persons whose only employment by the agency is in the foster parent role.

7. Maintain individual foster home records for each home used by the agency which includes signed applications and agreements.

8. Establish an administrative plan for periodic review of children in boarding home placement.

(g) Requirements to be met by licensee in order to accept guardianship. A child welfare agency with authority to accept guardianship and place children for adoption under ss. 48.43 (1), 48.61 (5) and 48.70 (4), Stats., shall:

1. Furnish evidence of providing a service to cover a geographic area with no less than a 50 mile radius or 200,000 population base.

2. Have a social service supervisory staff of one or more persons available, who, in addition to meeting the requirements of s. HSS 54.03 (2) (c) 2, have one year's experience in the study, placement, and postplacement services in an agency authorized to place children for adoption.

3. Place at least 15 children in adoption a year.

4. If fewer than 20 children are under supervision or placed within one year, assign this responsibility to one staff person.

5. Assign to one worker no less than 5 placements a year.

6. Accept applicants only from the geographical area covered by the license.

7. Set intake policies for the acceptance of children and prospective adoptive families.

8. Establish an administrative plan for a periodic review of children in the agency's guardianship.

9. When a child is determined ready for placement he shall be placed within 3 months by the guardianship agency or referred to another agency or resource for placement.

10. Provide postplacement services to the adoptive family for the purpose of effecting a successful integration of the child into the family.

11. Maintain a record of the study of the adoptive home and of the placement and postplacement services.

12. Require workers to inform prospective adoptive parents interested in adopting a special needs child about the subsidized adoption program and that they may submit an application for an adoption subsidy.

13. Comply with ch. HSS 53 regarding adoption information search and disclosure to adoptees and disclosure of medical, genetic and non-identifying social history information to the courts, adoptees, adoptive parents or birth parents.

(2) PROGRAM OF CHILD CARE. (a) *Education*. The agency shall be responsible for providing opportunities for academic and vocational training.

(b) *Health care*. The agency shall:

1. See that each child has a thorough health appraisal and a rehabilitative health program as indicated.

2. Have on file the written authorization from parent or guardian as required in sub. (1) (b) 4.

3. Provide for consultation to staff in the areas of medical, dental, psychological and psychiatric need.

4. Obtain, when needed, psychiatric and psychological services including tests and examinations.

(c) *Admission examination—health qualifications*. Each child shall have a physical examination from a qualified physician within 90 days prior to the initial acceptance for placement. If the foregoing has not occurred, the examination shall be given within 48 hours after acceptance.

1. Prior to placement the child shall have been observed by a person competent to recognize common signs of communicable diseases.

2. It shall be determined that each child is adequately immunized against the following diseases:

a. Diphtheria

b. Polio

c. Tetanus

d. Whooping cough (if under 5 years)

e. Measles (rubeola)

f. German measles (rubella)

g. Mumps

3. Each child shall have been given a tuberculin test, and chest X-ray if indicated, within 6 months prior to acceptance.

4. All medical reports, i.e., physical examinations, tests and recommendations shall be in writing and filed with the agency.

(d) *Medical examinations*. Each agency shall provide for each child annually a health examination covering the areas included on a department prescribed form.

(e) *Medical care*. 1. Each agency shall have a plan and make provisions for prompt treatment in illnesses and for carrying out corrective measures and treatment of remedial defects or deformities.

2. Procedures for hospitalization shall be established.

(f) *Dental care*. 1. Each agency shall provide for regular dental examinations and treatment including necessary prophylaxis, repairs and extractions.

2. Each child over 3 shall have a thorough dental examination as soon as practical after acceptance for care and at intervals thereafter not exceeding 6 months after the last examination or completion of treatment.

(g) *Eye care.* Children who are in need of glasses shall have refractions at a minimum of once every 2 years and shall be supplied with glasses as required.

(h) *Special care.* Foster parents shall be informed of the expected precautions to be taken in the care of sick children and in the handling of medicines and prescriptions.

(i) *Medical records.* A health record shall be maintained for each child covering the following health history:

1. Pre-natal and birth history.
2. Developmental history.
3. Previous illness, injuries and surgery.
4. Immunizations and tests.
5. Social, emotional and environmental history of the child.
6. Height and weight record.
7. Health history of the child's family including mental, or emotional problems.

(j) *Clothing.* The agency shall furnish each child with clothing which is individually selected and fitted, appropriate to the season and comparable to that of other children in the community.

History: Cr. Register, August, 1957, No. 20, eff. 9-1-57; r. and recr. Register, September, 1970, No. 177, eff. 4-1-71; am. (2) (c) 1. b., Register, December, 1972, No. 204, eff. 1-1-73; renum. from PW-CY 40.43 and am. (1) (f) 1., (g) (intro.) and 2. and (2) (b) 2., Register, September, 1982, No. 321, eff. 10-1-82; cr. (1) (g) 12., Register, January, 1984, No. 337, eff. 2-1-84; cr. (1) (g) 13., Register, October, 1984, No. 346, eff. 11-1-84.

HSS 54.05 Records and reports. (1) GENERAL REQUIREMENTS. Each agency shall maintain records and submit reports prescribed by the department. Authorized representatives of the department shall have access to all records pertinent to licensing and to specific adoption searches and disclosure of the adoption search information.

(2) RECORDS. (a) Each agency shall maintain:

1. A permanent register with identifying information of all children accepted for service or placement.
2. Individual case records for each child served and his family.
 - a. These records shall contain vital statistics information for the child, his parents and siblings, source of referral, date of acceptance and terms.
 - b. The original social study and investigation.
 - c. Legal documents pertinent to legal custody and guardianship such as birth records and court reports.

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d. Written agreements with parents, guardians or legal custodians. (The consent and authorization for necessary medical or surgical care may be kept separate in the health record.)

e. School reports.

f. Recording of progress of casework and/or treatment plan with child and family.

3. Individual foster home records for each foster home used by the agency which include signed applications and agreements.

4. Individual records of studied adoptive applicants.

5. Personnel records.

6. Financial reports and audits.

(b) All records shall be kept in a safe place protected from fire damage, theft and unauthorized scrutiny.

(c) All adoption records shall be maintained in a separate file and in a manner that ensures confidentiality.

1. The agency shall establish written procedures governing access to the files.

2. The agency shall establish written procedures which ensure that information is released only in accordance with ss. 48.432, 48.433 and 48.93, Stats., and ch. HSS 53.

(3) REPORTS. (a) Each agency shall submit statistical reports as required by the department under s. 48.67 (3), Stats.

(b) Each agency shall make a report to the department within 48 hours after the occurrence of an unusual incident such as a major fire which is defined as one which requires the services of a fire department, or the death or serious injury of a child, a serious injury being defined as one which requires the hospitalization of the child.

History: Cr. Register, August, 1957, No. 20, eff. 9-1-57; r. and rec. Register, September, 1970, No. 177, eff. 4-1-71; renum. from PW-CY 40.44, Register, September, 1982, No. 321, eff. 10-1-82; am. (1) and cr. (2) (c), Register, October, 1984, No. 346, eff. 11-1-84.