

Chapter HFS 52

RESIDENTIAL CARE CENTERS FOR CHILDREN AND YOUTH

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Note: Chapter HFS 52 was renumbered chapter HFS 52 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, June, 1999, No. 522. Chapter HFS 52 was repealed and recreated, Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter I – General Provisions

HFS 52.01 Authority and purpose. This chapter is promulgated under the authority of s. 48.67, Stats., to ensure that residential care centers for children and youth protect and promote the health, safety and welfare of residents, respect the rights of individual residents, provide the most appropriate conditions possible for each resident, help each resident develop socially acceptable patterns of behavior, develop resident treatment plans consistent with the state's permanency planning policy to support the integrity of the family, and help each resident return as quickly as possible to his or her family or attain another placement providing long-term stability.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.02 Applicability. (1) SCOPE. This chapter applies to the department, to applicants for a license to operate a residential care center for children and youth and to all licensed residential care centers for children and youth, except as provided in s. HFS 52.57 for type 2 residential care center programs, in s. HFS 52.58 for short-term programs and in s. HFS 52.59 for respite care services programs.

(2) EXCEPTIONS. (a) The department may grant an exception to a nonstatutory requirement of this chapter if the department determines that the exception will not jeopardize the health, safety or welfare of any child or young adult served by the center. A request for an exception shall be made in writing. The request shall justify the exception and describe the alternative provision that meets the intent of the requirement.

Note: A request for an exception to a requirement of this chapter should be sent to the licensing representative of the Department's Division of Children and Family Services. See Appendix D for the address of the field office for your area.

(b) The department may impose one or more specific conditions on any exception granted under this subsection to protect the health, safety or welfare of residents. Violation of a condition is a violation of this chapter.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.03 Definitions. In this chapter:

(1) "Aftercare" means follow-up services provided to a young person after he or she is discharged from a center.

(2) "Center" means a residential care center for children and youth.

Note: Residential care centers for children and youth were formerly called child care institutions (CCIs) and in ch. 48, Stats., are referred to as child welfare agencies.

(3) "Child-placing agency" or "placing agency" means any agency that is required to be licensed under s. 48.60, Stats., and ch. HFS 54, to place children into adoptive homes, foster homes or group homes, to accept guardianship of children or to license foster homes, or a county department with powers and duties as defined under s. 48.57, Stats., the department or the Wisconsin department of corrections or any other lawful placement authority.

(4) "County department" means a county department of social services under s. 46.21, 46.215 or 46.22, Stats., or a county department of human services under s. 46.23, Stats.

(5) "Department" means the Wisconsin department of health and family services.

(6) "Full-time staff" means a center staff member who works 40 or more hours per week in the same staff position or 2 or more part-time staff members who together work in the same staff position 40 or more hours per week.

(7) "Guardian" means a person appointed by a court under ch. 880, Stats., to have the duties and authority of guardianship described under s. 48.023, Stats., or ch. 880, Stats., or as defined under s. 938.02 (8), Stats.

(8) "HealthCheck provider" means a provider of health assessment and evaluation services certified under s. HFS 105.37 (1) (a).

(9) "Informed consent" or "consent" means signed written consent which is voluntary and based on understanding by a person 18 years of age or older or a minor resident as provided under law who is competent and who understands the terms of the consent, and as otherwise provided under law by the resident's parent, guardian or legal custodian or as provided under a court order or other lawful authority.

(10) "Legal custodian" has the meaning specified in s. 48.02 (11), Stats., or in s. 938.02 (11), Stats.

(11) "Legal custody" has the meaning specified in s. 48.02 (12), Stats., or in s. 938.02 (12), Stats.

(12) "License" means written permission of the department for a center to operate, consisting of a license certificate which shows the location of the center, identifies the licensed premises and lists licensing provisions, and a licensing letter of transmittal that includes any special conditions.

(13) "Licensee" means the person, partnership, sole proprietorship, corporation or other legal entity to which a license is issued under this chapter and which has final responsibility and authority to operate the center.

(14) "Licensing representative" means a department employe responsible for licensing residential care centers.

(15) "Medical assistance" means the assistance program operated by the department under ss. 49.43 to 49.497, Stats., and chs. HFS 101 to 108.

(16) "NFPA" means the National Fire Protection Association.

(17) "Parent" has the meaning specified in s. 48.02 (13), Stats., or in s. 938.02 (13), Stats.

(18) "Permanency plan" means a plan required under s. 48.38 (2), Stats., that is designed to ensure that a child placed in a residential care center is reunified with his or her family whenever appropriate, or that the child quickly attains a placement or home providing long-term stability.

(19) "Physician" has the meaning prescribed in s. 448.01 (5), Stats.

(20) "Professional" means a person who is a Wisconsin certified alcohol or drug abuse counselor or a person with at least a bachelor's degree from an accredited college or university who has specialized training to do therapy or counseling or to provide other treatment services or a social worker licensed under s. 457.08, Stats.

(21) "Psychiatrist" means a physician licensed under ch. 448, Stats., to practice medicine and surgery who has satisfactorily completed 3 years of residency training in psychiatry or child psychiatry in a program approved by the accreditation council for graduate medical education and is either certified or eligible for certification by the American board of psychiatry and neurology.

(22) "Resident" means a person placed while under 18 years of age or a person placed when 18, 19 or 20 years of age and under juvenile court jurisdiction or a person under age 18 and placed under a contract or agreement with a parent or guardian or placed under a court order, who was admitted to and resides in a center.

(23) "Residential care center for children and youth" or "center" or "RCC" means a residential facility required to be licensed as a child welfare agency under s. 48.60, Stats., that provides treatment and custodial services for children, youth and young adults ages 18, 19 or 20.

(24) "Staff person" means a person who is either employed by a center or under contract for a center to perform the functions identified in s. HFS 52.12 (1) (a) or (2) (i).

(25) "Treatment plan" means a written plan of services to meet the specific treatment goals and needs of an individual resident.

(26) "Type 2 residential care center" means a center designated by the department of corrections as a type 2 child caring institution that is approved by the department to operate under its residential care center license to provide care and maintenance for juveniles who have been placed in the residential care center under the supervision of the department of corrections or a county department under s. 938.34 (4d), Stats.

(27) "Type 2 status" has the meaning specified under s. 938.539, Stats., and includes the status given by the court to a youth who is placed by the court in a type 2 residential care center.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter II – Administration

HFS 52.11 Licensee responsibilities. A licensee shall protect and promote the health, safety and welfare of children, youth and young adults served and meet all applicable requirements under this chapter. If this chapter does not specify who should complete a task or function, the licensee shall make the necessary arrangements to achieve and maintain compliance. The licensee shall do all of the following:

(1) **TABLE OF ORGANIZATION.** Maintain an up-to-date table of organization showing the center's administrative and staffing structure with position titles and lines of authority.

(2) **STAFFING SCHEDULE.** Maintain an up-to-date staffing schedule showing usual staffing patterns for each day of the week for all staff who work with residents and for all staff responsible for the administration of center operations.

(3) **OPERATION OF CENTER.** (a) Operate the center in accordance with the provisions of the center's license and in compliance with this chapter.

(b) Comply with all applicable federal, state and local laws as determined by those authorities.

(4) **NOTIFICATION OF DEPARTMENT.** (a) Notify the department in writing within one week after there is a change in the person filling the center director position.

(b) Notify the department in writing before making any general change affecting center organization, administration or operation or in the center's treatment program as described in the center's program statement and operating plan under s. HFS 52.41 (1). A general change is one that affects the overall structure of how a center is organized, administered or operated or in how a treatment program or approach is delivered.

(c) Notify the department in writing and receive approval from the department before serving a resident population that has different needs or disabilities than the resident population described in the agency plan under s. HFS 52.41 (1) (a) 3.

(5) **BONDING OF CERTAIN EMPLOYEES.** Carry a bond on any staff person who has access to the center's financial accounts and on persons permitted to sign checks or manage funds.

(6) **FINANCIAL MANAGEMENT.** Establish rates according to department budget instructions and guidelines, arrange for an annual audit report for the center from an independent certified public accountant in accordance with s. 46.036, Stats., and that is acceptable to the department and, on request of the department, provide the department with center financial records.

(7) **COMMUNITY ADVISORY COMMITTEE.** Make a "good faith effort" to establish and maintain a community advisory committee, pursuant to s. 48.68 (4), Stats.

(8) **MEETING WITH THE DEPARTMENT.** Meet with the department at the department's request.

(9) **KEEPING COPIES OF WRITTEN COMPLAINTS, GRIEVANCES.** Keep copies of all written complaints and grievances received under ss. 48.745 and 51.61, Stats., and reports of investigations made and of resolutions of complaints and grievances.

(10) **NOTIFICATION OF PARENTS AND DEPARTMENT RELATED TO RESIDENTS.** (a) Notify a resident's parent or guardian, legal custodian, placing person or placing agency and the department as soon as possible of any injury requiring the resident's hospitalization or causing the death of the resident or relocation of the resident off center licensed premises or any reported incident of abuse or neglect under s. 48.981, Stats.

(b) Report to the department on a form prescribed by the department within 24 hours after the death of a resident when reasonable cause exists to believe that the death was related to the use of a physical restraint or a psychotropic medication or was a suicide, as required under s. 48.60 (5) (a), Stats.

(11) **FIRE REPORTING.** Notify the department as soon as possible of any fire that requires the services of the fire department or incidents which require police intervention.

(12) **INCIDENT REPORTING.** Provide a report in writing to the department describing the events leading up to and including the occurrence of any incident under sub. (10) (a) or (11), within 48 hours after occurrence of the incident. The center shall retain a copy of the report.

(13) **FILING PLAN WITH DEPARTMENT BEFORE CLOSING.** When the center is being closed, notify and file a plan with the department at least 60 days before the closing date for the placement of center residents. The plan shall include procedures for terminating operations and time limits for notifying parents or guardians and county departments or other agencies responsible for the residents in care.

(14) **OTHER NOTIFICATIONS AND REPORTING REQUIRED BY DEPARTMENT.** Comply with all other notifications and reporting the department determines appropriate such as for an incident involving the death or serious injury of a resident, a serious incident involving law enforcement, a reported incident of child abuse or neglect, a suicide attempt by a resident or a medication error adversely affecting a resident.

(15) **LIABILITY INSURANCE COVERAGE.** Carry general and professional liability insurance coverage with limits of not less than \$250,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 for property damage.

(16) **COMPLIANCE WITH PROGRAM STATEMENT AND OPERATING PLAN.** Follow all policies and procedures in the center's program statement and operating plan under s. HFS 52.41 (1) and as otherwise required in this chapter or required by the department to fulfill the intent of this chapter.

(17) **COMPLIANCE WITH CAREGIVER BACKGROUND CHECK LAW.** Ensure that the center complies with ch. HFS 12, relating to background information checks on persons who will have access to center residents, and not hire, contract with or otherwise retain a person to work in any position where the person would have direct, regular contact with residents, if the person because of a specified past action is prohibited from working with residents.

Note: Make all notifications to the Department required under this subsection and send all reports and plans required under this subsection to the appropriate field office of the Division of Children and Family Services listed in Appendix D.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.12 Personnel. (1) STAFFING. (a) A center shall have all of the following personnel:

1. A director employed by the center who is responsible for center operations.
2. One or more social work case work supervisors responsible for assessment and supervision of case work, service coordination and case management activities of resident services case managers through resident treatment planning reviews, case staffings and treatment record reviews.
3. One or more resident services case managers responsible for individual and group counseling of residents and individual counseling of residents and their families along with case work efforts involving residents and their families in planning, implementing and coordinating services and resources.
4. One or more resident care worker supervisors responsible for supervising and assessing resident care workers as they interact with residents and provide for the day-to-day care and supervision of residents.
5. One or more resident care workers responsible for direct care, nurturing and supervision of the residents.
6. Staff responsible for the center's recreation program.
7. Staff responsible for educational services when the center has an on-grounds education program.

(b) A center shall have the following services available for residents, either provided by professionals on staff or under agreement with professionals who are consultants for the center:

1. Health care needs assessment and supervision of the delivery of center health care services by a physician.
2. Dental care needs assessment by a dentist.
3. Services of a psychologist licensed under ch. 455, Stats., or a psychiatrist.
4. Services of other appropriately qualified professionals such as speech communication or hearing impairment specialists or occupational or physical therapists as necessary to carry out resident treatment plans.

(c) The work schedule of a resident care worker shall:

1. Specify the worker's routine and regular hours.
2. Not allow for the regular scheduling of more than 40 hours of direct care responsibilities with residents each week, exclusive of resident sleeping time, or more than 50 hours per week exclusive of resident sleeping time when the resident care worker is covering for sick leave, vacations, resignations or terminations of other staff.
3. Allow each resident care worker working longer than an 8 hour shift to have at least 15 minutes of free time during each additional 2 hour period.

(2) **STAFF QUALIFICATIONS.** Staff hired or contracted for on or after September 1, 2000, to carry out the responsibilities under sub. (1) (a) shall have the following qualifications:

(a) The center director under sub. (1) (a) 1. shall be an employee of the center, have a bachelor's degree from a college or university in business or public administration or a social or behavioral science or in a social services or human services field and have 2 years of successful related work experience in administration or supervision.

(b) The social work case work supervisor under sub. (1) (a) 2. shall be an employee of the center, have a master's degree in social work from a school of social work or in a behavioral science with 2 years of supervised work experience in a family or child welfare agency, have experience in working with the kind of populations the center serves and provide evidence of supervisory knowledge and skills.

(c) The resident services case manager under sub. (1) (a) 3. shall have education and experience which are specifically related to the client population to be served. That education and experience shall consist of the following for the type of population served:

1. Under this subdivision social or behavioral science field includes a degree in social work, sociology, psychology, speech communication or special education with certification for emotional disturbance or learning disabilities. For work with residents who are receiving services primarily for correctional aftercare or emotional disturbance, the resident services case manager shall have one of the following qualifications:

a. A master's degree in a social or behavioral science field with field work experience or employment experience working with children or families.

b. A bachelor's degree in a social or behavioral science field and either 2 years of employment experience in human services counseling involving children and families or at least 500 hours of supervised family or child contact therapy hours.

2. Under this subdivision a social or behavioral science field includes a degree in those fields specified under subd. 1. For work with residents who are receiving services primarily for alcohol or drug problems, the resident services case manager shall have one of the following qualifications:

a. A bachelor's degree in a social or behavioral science field and Wisconsin certification as an alcohol and drug counselor or

meeting the qualifications of a registered alcohol and drug counselor I from the Wisconsin alcohol council certification board.

b. An advanced professional degree in a social or behavioral science field from a college or university with at least 6 credits in courses offering content in alcohol and drug abuse treatment and counseling practicum or field experience.

c. A bachelor's degree in a social or behavioral science field from a college or university and 6 credits in courses offering content in alcohol and drug abuse treatment and counseling practicum or field experience.

d. A bachelor's degree in a social or behavioral science field from a college or university and 2 years of experience working with children in alcohol and drug abuse counseling.

3. For work with residents who are receiving services primarily for a developmental disability, the resident services case manager shall have the following education and experience qualifications:

a. A degree in a social or behavioral science field. Under this subparagraph a social or behavioral science field includes a degree in social work, sociology, psychology, speech communication, special education, physical therapy or occupational therapy.

b. Specialized training or one year of employment experience in treating or working with developmentally disabled persons.

(d) The resident care worker supervisor under sub. (1) (a) 4. shall be an employe of the center and meet one of the following qualifications:

1. Possess the qualifications described under par. (c) for working with the type of population served.

2. Have 3 years of experience in public or private institutional child care for the type of population the center serves, and have one year of experience as a supervisor or satisfactory completion of at least one course for credit in supervisory skill development and personnel management or have 40 hours of documented in-service training involving supervisory skill development and personnel management.

3. Have 2 years of experience in licensed institutional child care and be certified as a child and youth care worker meeting standards of the national organization of child and youth care workers association.

(e) A resident care worker under sub. (1) (a) 5. shall be an employe of the center, have a high school diploma or equivalent and be at least 18 years old and at least 2 years older than the oldest resident. The resident care worker shall also meet one of the following qualifications:

1. Have a bachelor's or associate degree from a college or university with a focus on child and youth care work or in a social or behavioral science field.

2. Have at least one year of successful experience working in a recognized child welfare residential setting for the type of resident population served by the center.

3. Be certified as a child and youth care worker under the standards of the national organization of child and youth care workers association or other department-recognized certifying authority.

4. Have completed a supervised traineeship program under sub. (5) (g).

(f) A person under sub. (1) (a) 6. responsible for center recreational programming under s. HFS 52.41 (4) shall meet the qualifications of a resident care worker under par. (e) and have demonstrated proficiency and at least 3 months experience conducting activities in one or more recreational program areas appropriate for populations served by the center.

(g) Education staff under sub. (1) (a) 7., shall meet Wisconsin department of public instruction qualifications for the students served.

(h) Each staff person working for a center shall, where a college or university degree is required under this subsection, have the degree from an accredited college or university.

Note: For a list of accredited institutions of higher education in the Midwest, see "NCA Quarterly - Accredited Institutions of Post-Secondary Education" available from the North Central Associates of Colleges and Schools, 159 North Dearborn St., Chicago, Illinois 60601.

(i) A center that hires or contracts for staff not identified under sub. (1) (a) having direct care or service involvement with residents shall, for those staff, also meet the requirements for employment applications under sub. (3), job descriptions and standards and confidentiality notification under sub. (4), staff training under sub. (5), staff supervision under sub. (6), child abuse and neglect reporting under sub. (9) and personnel records under sub. (10).

(3) EMPLOYMENT APPLICATIONS AND GENERAL QUALIFICATIONS. (a) Before a center hires or contracts for any new staff, the center shall verify and document the qualifications of applicants considered for employment or service.

(b) A center shall require an applicant for employment to complete and sign an application form. From the required application materials, the center shall obtain:

1. The names of 2 persons not related to the prospective staff person who can vouch for the good character of the prospective staff person.

2. Employment references. The center shall verify that the applicant was employed by persons listed as employers during the past 5 years.

3. A completed HFS 64 background information disclosure form and background record checks as required under s. 48.685, Stats., and ch. HFS 12.

4. Educational background information.

(c) Upon receipt of an application, a center shall check references either by letter or phone and shall document the date of contact, the person making the contact and the person contacted and shall summarize the conversation concerning the character and experience of the person that would permit a judgment to be made about hiring or contracting, and what the relationship of the reference is to the prospective staff person or how the reference knows that person.

(d) The center shall comply with the background records check provisions under ch. HFS 12 for the hiring or contracting of center staff who will have access to residents, including, as applicable, not hiring or contracting with a person to work in any position where the person would have direct, regular contact with residents if the person answers "yes" to any question on the HFS 64 background information form which would bar that person.

Note: Refer to s. HFS 52.62 (1), General Conditions for Approval of License, with regard to the applicant or licensee being found fit and qualified to provide care to children and youth.

(e) A center shall require that each staff person before working with residents present a statement from a physician covering at least the areas included in department form CFS 384 indicating that the staff person does not have a communicable disease, illness or disability which would interfere with the staff person's ability to work with or care for residents.

(f) All staff shall have the ability and emotional stability to carry out their assigned functions and duties. Center staff whose behavior or mental or physical condition gives reasonable concern for safety of residents may not be in contact with residents in care. If, at any time, a center suspects or has reason to believe that the physical or mental health of a center employe or other person on the premises may pose a threat to the health, safety, or welfare of a resident in care, the center shall require an alcohol or drug abuse assessment or a physical or mental health evaluation of the person.

(4) JOB DESCRIPTIONS AND STANDARDS. A center shall provide each new staff member under sub. (1) (a) or (2) (i) with all of the

following materials and place copies dated and signed by the staff member in the staff member's personnel record:

(a) A job description specifying the staff member's roles and responsibilities.

(b) Individual performance standards, including expected staff conduct toward residents.

(c) A copy of a department form for reporting suspected child abuse or neglect.

(d) A statement calling attention to requirements under s. 48.78 or 938.78, Stats., and s. 51.30, Stats., for maintaining resident confidentiality.

(5) STAFF TRAINING. (a) *Approved by department.* At the time of initial licensure and every 2 years thereafter, a center, prior to implementing training required under this subsection, shall submit to the department, for approval, a description of the process and content of orientation and initial training, including the number of training hours for all new staff who work with residents and a plan for establishing and meeting ongoing training needs for all staff who work with residents.

(b) *Orientation.* Before a new staff member is permitted to work independently with residents, the center shall provide orientation training for the new staff member covering at least all of the following areas:

1. Overall center philosophy and program goals.
2. Organization and management of the center, including administrative procedures.
3. The nature of residents' emotional and physical needs.
4. Expected staff conduct toward residents, expected resident conduct, the center's house rules for residents required under s. HFS 52.42 (3) (f) and center behavior management techniques.
5. Observing and reporting resident behavior.
6. Resident rights and grievance procedures.
7. Identification and reporting of child abuse and neglect.
8. Laws on confidentiality of personally identifiable information.
9. Center procedures for reporting missing persons.
10. Fire safety and evacuation procedures.
11. Emergency medical procedures and center emergency security measures and procedures.
12. Sanitation and hygiene practices including the nature, causes, transmission and prevention of hepatitis B, human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS) and the legal, social and psychological aspects of those conditions.

(c) *Initial training.* A center shall document that a new staff member who works with residents has already received training in the following areas or the center shall provide at least 40 hours of training covering those subjects within 6 months after the staff member begins work at the center:

1. Developmental care.
2. Creating a therapeutic milieu.
3. Human sexuality.
4. Teamwork.
5. Working with groups.
6. Crisis intervention.
7. Family relationships and the impact of separation from the family.
8. Suicide prevention, including identification of signs and center response measures.
9. Fire safety and evacuation, with training provided by a Wisconsin vocational, technical and adult education college.
10. Sensitivity to racial and cultural differences among residents.

(d) *Working with monitor.* A newly hired resident care worker who meets one of the qualifications under sub. (2) (e) 1. to 3. may not assume independent responsibility for residents until completing 80 hours of work with residents during which assistance and guidance is provided by an experienced center resident care worker.

(e) *Educational program orientation.* A center shall provide orientation training on the center's educational program required under s. HFS 52.41 (1) (b) to center staff responsible for resident educational services before staff provide those services to residents.

(f) *Continuing training.* A center shall provide or arrange for continuing training for staff so that staff competencies necessary to meet the needs of residents are maintained and enhanced. The center shall do all of the following:

1. Determine continuing training needs through staff performance reviews and assessments.
2. Provide or arrange for at least 24 hours of continuing training annually for every staff member working with residents. Training provided or arranged by the center under pars. (b) and (c) may be counted towards the required 24 hours of annual training but not training received by a staff member from a previous employer.

(g) *Traineeship.* 1. The center shall establish a traineeship for a new resident care worker who is not otherwise qualified under sub. (2) (e) 1. to 3. The trainee shall be required to work with an experienced resident care worker for at least the first 160 hours of work with residents.

2. When a traineeship program required under sub. (2) (e) 4. has been completed, the center shall note this in the resident care worker's personnel record. Documentation shall include the beginning and ending dates of the traineeship, the name of the experienced staff member who worked with the trainee and assessment of the strengths and competencies of the resident care worker by the resident care worker supervisor.

3. If, as part of the traineeship, the topics under sub. (5) (c) are covered, this training may be counted towards meeting the requirement under sub. (5) (c).

(h) *Documentation of training.* A center shall document in each staff member's personnel record all orientation and training received by the staff member. Documentation shall include dates of training and who provided the training.

(6) STAFF SUPERVISION. (a) A center shall provide for appropriate supervision of staff as follows:

1. There shall be at least one full-time equivalent social work case work supervisor as described under sub. (1) (a) 2. for no more than 8 full-time resident services case manager staff under sub. (1) (a) 3.

2. There shall be at least one full-time equivalent resident care worker supervisor as described under sub. (1) (a) 4. for no more than 8 full-time equivalent resident care workers under sub. (1) (a) 5.

3. The center director or professional designee shall supervise the remaining staff and consultant and service staff under subs. (1) and (2) (i).

4. The center director shall ensure that when a supervisor is absent, each staff member supervised by that person knows to whom he or she reports.

(b) Staff supervision shall include both of the following:

1. A written performance review and assessment of a staff member at least once in the staff person's first 6 months with the center and annually thereafter.

2. Filing a copy of the performance review and assessment and any written response of the staff person to it in the staff person's personnel record.

(7) VOLUNTEERS AND STUDENT INTERNS. A center that accepts unpaid college students on field placement or volunteers to provide services to residents shall do all of the following:

(a) Verify the individual's qualifications to work with residents through character reference checks and background verification and a signed statement under sub. (3) (b) and (c), a caregiver background records check under sub. (3) (d) and a physician's statement under sub. (3) (e).

(b) Maintain a list of volunteers and students on field placement working in the center and have a written description of the job responsibilities of each. The center shall provide a copy of a particular student's or volunteer's job responsibilities to the student or volunteer. The description shall include the following:

1. A statement of the purpose of the student's or volunteer's involvement, role and responsibilities.

2. Identification of a staff member meeting, at minimum, the requirements under sub. (2) for a resident care worker who will supervise the student or volunteer.

3. An indication of the extent to which the student or volunteer will be able to contribute to development of a resident's service plan or plan progress reviews.

(c) Orient students and volunteers on subjects listed under sub. (5) (b) before permitting them to work with residents.

(d) Have each student or volunteer sign a department-provided statement acknowledging the student or volunteer's responsibility for reporting any suspected child abuse and neglect under sub. (9) and for maintaining confidentiality of resident record information in accordance with s. 48.78 or 938.78, Stats., and s. 51.30, Stats.

(e) Maintain a personnel record on each student and volunteer. The record shall contain the documentation required in this subsection. The center shall maintain the record for 5 years after last date of service.

(f) Follow a policy of not using volunteers or students to replace staff required under sub. (1).

(8) EXTERNAL PROFESSIONAL SERVICES. (a) A center may contract for or otherwise arrange for professional services not provided by the center when necessary for implementation of a resident's treatment plan. If a center does contract for or otherwise arrange for external professional services, the center shall do all of the following:

1. Maintain a list of all external professional service providers.

2. Require that each external professional service provider have the appropriate license or certification.

3. Require that each external professional service provider provide written reports to the center on the resident's progress.

(b) A center arranging for an outside specialist or consultant to treat or advise about treating a dysfunctional behavior or condition of a resident shall notify the child's placing person or agency in writing if the outside specialist or consultant states that the resident needs follow-along and support services. The center shall inform the placing person or agency of specialist or consultant recommendations for the resident including the needs, types of follow-along or support services and the amount of recommended time needed for those efforts. Center staff shall document the recommendations and notification in the resident's treatment record.

(9) CHILD ABUSE AND NEGLECT REPORTING. (a) A center shall at all times protect residents from abuse or neglect.

(b) A center shall require each staff member, student intern and volunteer to read and sign a statement provided by the department which describes the individual's responsibility to report suspected child abuse or neglect as required under s. 48.981 (2) and (3), Stats.

(c) A center shall have written policies and procedures for reporting to the appropriate local county social or human services department or law enforcement agency when there is reasonable cause to suspect that a child has been abused or neglected. The policies and procedures shall include:

1. Notifying the child's placing person or agency and the department licensing representative of possible abuse or neglect and the basis for that suspicion.

2. Meeting reporting requirements in s. 48.981 (2) and (3), Stats.

3. Prohibiting imposition of a sanction or any reprisal against a person for reporting suspicion of child abuse or neglect.

(d) When child abuse or neglect is reported, the center shall take necessary steps to protect the resident until a finding is made.

(10) PERSONNEL RECORDS. (a) *General personnel records.* A center shall maintain a personnel record for each staff member under subs. (1) (a) and (2) (i). The record shall contain, at minimum, the following information:

1. The staff member's application for employment under sub. (3) (b).

2. Copies of the staff member's job description and the performance standards and conduct expectations relating to that job required under sub. (4) (a) and (b).

3. Documentation of information obtained from a staff member's references required under sub. (3) (c).

4. The department-prescribed background information disclosure form, signed as required under sub. (3) (d).

5. A history of the staff member's employment at the center, with starting and ending dates for each position.

6. A copy of the signed department form under sub. (4) (c) for reporting suspected child abuse and neglect.

7. A copy of the background records checks required under sub. (3) (d).

8. A copy of the statement under sub. (4) (d), signed by the staff member, about the need to maintain confidentiality of personally identifiable information about residents.

9. Copies of completed performance reviews and assessments under sub. (6) (b).

10. A description of training received under sub. (5) (h).

11. Authorization to administer medications, if applicable, as required under s. HFS 52.46 (2) (a) 3.

(b) *Health record.* A center shall separately maintain a health record for each staff member containing health history, any physical or mental health evaluation under sub. (3) (f) and the physician's statement required under sub. (3) (e).

(c) *Retention.* A center shall maintain the personnel file of each staff member for 5 years after the date on which the staff member terminates employment with the center.

History: Cr, Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.13 Administrative records. (1) **TYPES OF RECORDS.** A licensee shall assemble and maintain all of the following administrative records:

(a) A document describing the governing structure of the center and, if they exist, the charter, articles of incorporation and by-laws of the governing body.

(b) The names and positions of persons authorized to sign agreements and submit official documentation concerning the center to the department.

(c) The table of organization and staffing schedules for the center as required under s. HFS 52.11 (1) and (2).

(d) Audit reports required under s. HFS 52.11 (6), retained for 5 years.

(e) Incident reports under s. HFS 52.11 (12) of a fire or other disaster, retained for 5 years.

(f) Copies of general and professional liability insurance policies required under s. HFS 52.11 (15).

(g) The list required under s. HFS 52.12 (8) (a) 1. of all external professional service providers the center uses.

(h) Personnel records under s. HFS 52.12 (10), retained for 5 years after the employee leaves the center.

(i) The center's program statement and operating plan and updates to it required under s. HFS 52.41 (1), and as otherwise required under s. HFS 52.58 (3) or 52.59 (4), as well as copies of current written policies and procedures otherwise required by this chapter.

(j) Menus for the last 30 days as required under s. HFS 52.44 (3) (b).

(k) Driver records required under s. HFS 52.47 (4) for center drivers.

(L) Documentation required under s. HFS 52.44 (4) (d) of annual in-service training of food service personnel.

(m) Copy of vehicle insurance liability policy required under s. HFS 52.47 (6) (a) 1. and vehicle safety inspection forms required under s. HFS 52.47 (6) (a) 1.

(n) Police accident reports under s. HFS 52.47 (7).

(o) Reports of building inspections required under s. HFS 52.51 (1) (b) and construction approvals required under s. HFS 52.51 (1) (c), retained for 5 years.

(p) Records of fire drills, center fire inspections, smoke detector tests and sprinkler system inspections required under s. HFS 52.55 (2) (b), (3), (4) (c) and (7) and annual heating system inspection and service reports required under s. HFS 52.56 (2) (b), retained for 5 years.

(q) Water sample test results under s. HFS 52.56 (1) and records of tornado practice exercises required under s. HFS 52.56 (23) (c), retained for 5 years.

(r) Copies of all need determination documentation and approvals within the past 5 years under s. HFS 52.61.

(2) RECORDS MAINTAINED ON-SITE. The administrative records listed under sub. (1) (c), (e), (g) to (k), (n), (p) and (q) shall be maintained on-site at the center location to which they apply.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter III – Admission, Treatment and Planning and Discharge

HFS 52.21 Admission. (1) POLICIES AND PROCEDURES.

(a) A center shall have written resident admission policies and procedures that describe the primary presenting problems and range of behaviors of residents which the center will treat and center procedures for admitting a resident. Before a prospective resident is admitted to a center, center professional staff shall evaluate the needs of the prospective resident using information and procedures described in the agency program statement and operating plan and determine whether the center is able to meet the identified needs of the prospective resident.

(2) ADMISSION SCREENING REPORT. Center professional staff shall complete a written, dated and signed admission screening report on a resident which includes a preadmission review and identification of the prospective resident's primary presenting problems and a statement recommending reasons for or against admission based on the ability of the center to meet the prospective resident's needs.

(3) CONDITIONS. A center may admit a prospective resident if the center can meet the prospective resident's needs, as determined by the admission screening report under sub. (2) and if the following conditions are met:

(a) *Interstate placements.* In accepting a prospective resident from outside the state of Wisconsin, the center has received prior written approval under the interstate compact on the placement of

children under s. 48.988, Stats., and has received information on the prospective resident's social, medical and educational history.

(b) *Child under age 7.* In admitting a child age 6 or under, the center has received prior written approval from the department. A center shall meet any additional requirements determined appropriate by the department for the care and treatment of a child age 6 or under.

(c) *Consent for medical care.* The center has obtained written consent for medical services as required under sub. (4).

(d) *Serving adults.* In admitting residents age 18 or over:

1. The number of residents who are 18 to 20 years of age are fewer than 5 or, if 5 or more, the center is also licensed under ch. HFS 83 as a community based residential facility (CBRF).

2. The center program statement under s. HFS 52.41 (1) describes how all of the following are achieved:

a. Center program compatibility between children and adult residents.

b. Age appropriate grouping in center activities and living arrangements.

c. Child-to-adult transitional programming.

(4) SERVICE CONTRACTS. As permitted under s. 48.61 (2), Stats., a center may enter into a contract with a prospective resident's parent or guardian or a contract or other agreement with the prospective resident's legal custodian or placing person or agency, if not the same, for the center to provide services for a person admitted to the center. The center shall maintain all service contracts and agreements for a resident either in the resident's treatment record or in an administrative record. A contract or other agreement shall include all of the following:

(a) Expectations and responsibilities of both parties, including a clear division of responsibility and authority between the center and the parent or guardian, legal custodian and placing person or agency, if not the same, for decisions on resident treatment plan services and activities, including any changes in them, both inside and outside the center, as described in the resident's treatment plan under s. HFS 52.22 (2) (b).

(b) The financial arrangements for the resident, and provision for periodic review of case plan progress under s. HFS 52.22 (3).

(c) Visiting plans by parents and other persons important to the resident.

(5) INFORMED CONSENT FOR MEDICAL AND DENTAL SERVICES.

(a) Before a center may admit a prospective resident, the center shall obtain written, signed informed consent that gives the center health care consultant or resident's physician the following authority:

1. Authority to order or provide to the resident routine medical services and procedures, including scheduled immunizations and dental services and non-prescription and prescription medications.

2. Authority to delegate and supervise administration of medications by center-authorized staff and for staff to handle and provide the medication to the resident and observe self-administration of the medication by the resident.

3. Authority to obtain other medical information on the resident.

4. Authority to provide or order when there is a life-threatening situation, emergency medical procedures, including surgery, when it is not possible to immediately reach the person or authority authorized to give signed written specific informed consent.

(b) The consent under par. (a) does not cover administration of psychotropic medications, major surgery not of an emergency nature or major dental work. Consent for these shall be obtained in accordance with the provisions of this chapter.

(6) PRE-PLACEMENT VISIT. A center shall arrange, whenever possible, with the placing person or agency for a pre-placement visit for the prospective resident and, whenever possible, shall invite the parent or guardian to participate. During a pre-place-

ment visit, center staff shall provide the prospective resident and his or her parent or guardian with an orientation to the center's program.

(7) **ADJUSTMENT FACILITATION.** At the time of admission, center staff shall do all of the following:

(a) Orient the new resident and his or her parent or guardian and legal custodian to the center's facilities and program, if this was not done under sub. (6).

(b) Help the new resident to adjust to the effects of separation from his or her family and to center placement.

(c) Give the new resident and his or her parent or guardian and legal custodian copies of the house rules, including rules on visiting, expected behavior and sanctions for misbehaving and resident rights and grievance and complaint procedures, with explanations of them.

(8) **HEALTH SCREENING.** (a) *Examination.* Upon admission of a new resident, a center shall do one of the following:

1. Obtain either from a certified HealthCheck provider or licensed physician the results of a physical examination of the young person comparable to a comprehensive HealthCheck screening, that has taken place within one year before admission, and from a licensed dentist the results of a dental examination of the young person that was done within one year before admission.

2. Arrange for a health examination of the new resident to take place within 2 working days after admission, and a dental examination to take place within 90 days after admission. The health examination shall cover the areas prescribed in a form provided by the department.

Note: Copies of the Department's age-appropriate HealthCheck examination forms can be obtained from any local public health agency or any field office of the Department's Division of Children and Family Services.

(b) *Observation.* An observation shall be made on each person at the time of his or her admission to the center by a person capable of recognizing common signs of communicable disease or other evidence of ill health. If the person admitted shows overt signs of communicable disease or other evidence of ill health, the center shall make arrangements for immediate examination by a physician. If the person admitted has a risk of having a sexually transmitted disease because of recent sexual abuse history or sexual activity, the center shall immediately consult with a physician and follow whatever precautionary measures are recommended by the physician and shall make arrangements for examination by a physician to take place as soon as possible.

(9) **REGISTER.** The center shall maintain a register of all residents. The register shall contain the date of admission and resident identifying information including name, birthdate, sex, the name and address of the placing person or agency and the name and address of a parent or guardian and legal custodian or, if the resident is an adult, the name and address of the lawful placing authority. If the resident is from another state, the register shall also identify the state.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.22 Assessment and treatment planning and review. (1) **TIMELINESS.** Within 30 days after resident center admission, center professional staff and, as necessary, outside consultants, shall conduct an initial assessment of the resident's treatment and service needs and, based on that assessment, shall develop for the resident a written treatment plan. In developing the treatment plan, center staff shall, if possible, involve all of the following:

(a) The placing person or agency.

(b) Resident care worker staff who work with the resident.

(c) The resident, if 12 years of age or older.

(d) If a resident is a minor, the resident's parents or guardian and legal custodian, if any, or other persons important to the resident or, if the resident is a young adult, other authorities or agen-

cies involved in the young adult's placement or, with the young adult's consent, other persons important to the young adult.

(2) **ASSESSMENT AND TREATMENT PLAN DEVELOPMENT.** (a) Based on the initial assessment under sub. (1) (intro.), the treatment plan for a new resident shall address the resident's strengths and weaknesses in all of the following areas:

1. Behavioral functioning.

2. Psychological or emotional adjustment.

3. Personal and social development.

4. Familial relationships and family history.

5. Medical and health needs as indicated by the health screening under s. HFS 52.21 (8).

6. Educational and vocational needs.

7. Independent living skills and adaptive functioning.

8. Recreational interests and abilities.

(b) The treatment plan shall be time-limited, goal-oriented and individualized to meet the specific needs of the resident as identified from the assessment and shall include all of the following components:

1. The resident's treatment goals and permanency planning goals which specify whether the resident is to return as quickly as possible to his or her family or attain another placement providing long-term stability.

2. A statement of behavioral or functional objectives that specifies behaviors to be changed, eliminated or modified, and includes projected achievement dates, with measurable indicators or criteria for monitoring progress and assessing achievement of treatment goals. The statement shall identify all staff responsible for working with the resident in achieving the objectives.

3. Conditions for discharge of the resident.

4. When applicable, a description of any specialized service contracted by the center for the resident under s. HFS 52.12 (8).

5. Identification of services and their arrangements on behalf of the resident and his or her family.

(c) 1. A treatment plan shall be dated and signed by center staff who participated and by the placing person or agency when participating.

2. A copy of the center's dated and signed treatment plan shall be provided to the resident's placing person or agency and upon request, anyone else participating in the treatment planning process.

(3) **IMPLEMENTATION AND REVIEW.** (a) A resident's services case manager shall coordinate, monitor and document the following in the resident's treatment record during implementation of the resident's treatment plan:

1. Assessment of the resident's progress in response to treatment, in dated summary form, using criteria found in the resident's treatment plan.

2. Significant events relating to implementation of the resident's treatment plan.

(b) The center, if possible with the staff and consultants who participated in the resident's assessment and treatment plan development, shall conduct treatment plan reviews as follows:

1. At least once every 3 months for progress being made toward meeting the goals described in the resident's treatment plan.

2. As necessary, consistent with resident treatment plan goals and the permanency planning goals of the placing person or agency.

(c) Center staff shall record in the resident's treatment record the results of all treatment plan reviews, the date of each review and the names of participants.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.23 Discharge and aftercare. (1) **POLICIES AND PROCEDURES.** A center shall have written policies and procedures

which explain the process for discharge of a resident. Those policies and procedures shall ensure that center professional staff document and date in the resident's treatment record all of the following:

(a) That center professional staff have attempted involvement of the resident, if able to understand, and the resident's parents or guardian and legal custodian, if any, and placing person or agency, if different, in developing the plan for aftercare.

(b) That center professional staff have prepared in writing, at least 30 days before the planned discharge of the resident, an aftercare plan for the resident that includes all of the following:

1. Identification of persons and agencies participating in development of the aftercare plan.

2. Recommendations for continuing or additional services and identification of service providers.

3. The name, address and telephone number of the person or agency to receive the former resident upon discharge and the relationship, if any, of the former resident to that person or the head of that agency.

(c) That center professional staff have provided copies of the aftercare plan to the resident, if able to understand, and the resident's parents, guardian and legal custodian and placing person or agency if not the same.

(2) **PREPARATION FOR DISCHARGE.** (a) The center shall document in the resident's treatment record efforts made by center staff to prepare the resident and the resident's family for discharge including but not limited to, discussing with them their feelings about becoming a family unit again or, where applicable, efforts to help the resident and resident's family adjust to a different placement or living arrangement.

(b) Each resident who has not had a health examination within the periodicity schedule of the medical assistance HealthCheck program shall have a complete health examination before discharge.

(c) The center shall ensure that at discharge a resident's personal clothing and belongings go with him or her.

(3) **DISCHARGE SUMMARY.** The center shall send to the placing person or agency within 30 days following the resident's discharge a copy of the former resident's discharge summary and place a copy in the former resident's treatment record. The discharge summary shall include all of the following:

(a) The date and reason for discharge.

(b) A summary of services provided during care.

(c) An assessment of goal achievement.

(d) A description of remaining needs.

(4) **ADDITIONAL PROVISIONS FOR RESIDENTS FROM OUT-OF-STATE.** The center shall notify the department's interstate compact office at the end of each month of all out-of-state resident discharges from the center for that month, who received each resident at discharge and the destination of the resident at discharge.

Note: Mail or fax written information of the above to: Interstate Compact on Placement of Children, Division of Children and Family Services, 1 West Wilson St., P.O. Box 7851, Madison, WI 53707-7851. The fax number is (608) 264-6750 - attn. ICPC.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter IV - Resident Rights

HFS 52.31 Resident rights and grievance procedure. (1) **APPLICABILITY.** (a) Residents receiving services for a mental illness, alcohol or drug abuse or a developmental disability have the patient rights under s. 51.61, Stats., and ch. HFS 94 and shall have access to grievance resolution procedures that meet standards set out in subch. III of ch. HFS 94. Other residents receiving treatment services under this chapter who are not specifically identified as coming under s. 51.61, Stats., and ch. HFS 94 shall have rights that are comparable and access to grievance resolution procedures that are comparable.

(b) A resident's rights under this section are subject to the rights, duties and responsibilities of the resident's parent or guardian and legal custodian, if any. A resident's rights are also subject to the terms and conditions of any court order or other lawful authority governing the conduct of the resident and subject to any limitations or denial of a right allowed under s. 51.61, Stats., ch. HFS 94 and this section.

(c) Center staff at the time of a resident's admission or within 48 hours after admission shall give the resident, if able to understand, and the resident's parents or guardian and legal custodian, if any, an explanation, both orally and in writing, of resident rights under s. 51.61, Stats., ch. HFS 94 and this section.

(2) **COMPLIANCE ASSURANCE.** The center director shall ensure that all staff who work with residents are aware of the requirements of this section. The director shall also ensure that staff are aware of the requirements of s. 48.78 or 938.78, Stats., s. 51.30, Stats., and ch. HFS 92 on confidentiality and s. 51.61, Stats., and ch. HFS 94 on patient rights and the rights otherwise accorded under this section and the criminal and civil penalties for violating those statutes and rules. The rights and grievance procedures shall be posted in a conspicuous location in each living unit in the center.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter V - Program Operation

HFS 52.41 Center program. (1) **PROGRAM STATEMENT AND OPERATING PLAN.** Each center shall have a written program statement describing center treatment purpose, philosophy, approach and methods used and services available, and a written operating plan describing available treatment and services as specified under pars. (a) to (c). A center shall give a copy of the current center program statement and, upon request, the center operating plan, and all updates, to each resident's placing person or agency and, if not the same, the resident's parents or guardian and legal custodian, if any. A center's operating plan shall describe all of the following:

(a) **Treatment.** Treatment program policies and procedures covering all of the following:

1. Treatment purpose, philosophy and services.

2. Qualifications of staff responsible for planning and carrying out treatment procedures.

3. The population served by age and sex and by type, such as developmentally disabled, emotionally disturbed, alcohol or drug abusing, juvenile delinquent or correctional aftercare, and the range or types of behaviors or conditions for which the center's treatment procedures and techniques are appropriate.

4. Pre-screening procedures used for determining appropriateness of admission.

5. Procedures used to involve the resident and the resident's parents or guardian and legal custodian, if any, in resident assessment and treatment planning including identification of the means used to foster positive relationships between the resident and the resident's family or guardian that are supportive of the resident in reaching treatment plan and permanency plan goals.

6. How the center will implement and review specific provisions of the resident's treatment plan, court order and permanency plan developed under s. 48.38, Stats., including how the center will coordinate efforts with the placing person or agency and other involved persons or agencies.

7. Methods used by the center for determining when treatment goals are achieved, or that treatment is ineffective or detrimental for a particular resident.

8. Resident conduct as governed by center behavior management and control procedures or measures including house rules covering policies on resident overnight visits outside the center and off-grounds privileges and any resident rights limitations

under s. HFS 52.31 prohibiting such things as gang-related clothing or therapeutically contraindicated items.

9. A list of daily activities available to residents including educational and recreational activities.

10. Procedures which ensure clear communication between resident care workers on one shift and the resident care workers on the next shift regarding any significant incident involving a resident they supervise in common such as running away, an incident of abuse or neglect pursuant to s. 48.981, Stats., a behavior that injures the resident or others, an accident requiring medical attention, intentional property damage, any crisis intervention physical hold restraint or physically enforced separation as defined under s. HFS 52.42 (1) or any other incident of a serious nature. The procedures shall include documenting any incident involving a resident and the date and time it occurred in the resident's case record and, if pertinent to resident treatment, in the resident's treatment record progress notes.

11. Methods used by the center to evaluate its treatment program.

(b) *Educational program services.* Educational program services that coordinate a resident's educational programming with the school from which the resident came upon admission and the school which will receive the resident after center discharge and that cover all of the following:

1. Procedures for referring residents to public schools when not part of an on-grounds program.

2. Procedures for relating each resident's treatment plan goals under s. HFS 52.22 (2) (b) to educational goals and services based on the resident's needs.

3. Identification of all center staff, schools and agencies responsible for resident education.

4. Provision for either the center case work supervisor or a resident's services case manager to coordinate efforts with persons responsible for the resident's education. This shall include arranging, where possible, for educational personnel to participate in assessment of a new resident's needs and development of the resident's treatment plan under s. HFS 52.22 (2) and treatment plan implementation and review conferences under s. HFS 52.22 (3) (b). Center staff identified under subd. 3., shall ensure that a report of the resident's educational assessment and progress is given to the school or persons responsible for the individual's education following discharge from the center.

5. Procedures and timelines for assessing the educational progress of each resident. The procedures shall identify center staff involved in educational assessment, and how assessment information will be used in the review, implementation and revision of a particular resident's treatment plan and educational services.

6. Arrangements for provision of vocational training opportunities under s. 118.15 (1) (b), Stats.

7. Compliance with applicable parts of ss. 115.815, 115.83, 115.85 and 118.165, Stats., and cooperation with the Wisconsin department of public instruction in providing regular or exceptional educational services to residents.

(c) *Health care services.* Health care services provided to residents that include needed preventive, routine and emergency medical and dental care through all of the following:

1. Assessment on a regular basis of the general health and dental needs of each resident.

2. Education of residents by someone medically knowledgeable about the hazards of tobacco use, drugs and alcohol abuse and, where appropriate, about human sexuality, family planning materials and services, sexually transmitted diseases and how the human immunodeficiency virus (HIV) is transmitted.

3. Immunization of residents, unless otherwise directed in writing by a physician, according to ch. HFS 144.

4. Arrangement with a physician or a clinic employing a physician to serve as consultant for health care arranged by the center for residents.

5. Provision for psychological testing, psychiatric examination and treatment as necessary to meet a resident's needs by having consultation and services available from a psychiatrist licensed as a physician under ch. 448, Stats., or a psychologist licensed under ch. 455, Stats.

6. Provision for at least 2 dental examinations and cleanings for each resident each year and for other dental examinations and services for residents, as needed, from a dentist licensed under ch. 447, Stats., or a clinic employing dentists licensed under ch. 447, Stats.

7. Availability of emergency medical services 24 hours a day, 7 days a week.

8. Explanation given to a resident in language suitable to the resident's age and understanding about any medical treatment he or she will receive.

9. Policies and procedures for hospitalizing a resident, for providing first aid to a resident and for administration of medications in accordance with s. HFS 52.46 (2).

10. Identification of the circumstances that constitute a medical emergency, and instructions to staff on action to take when suspecting the existence of a medical emergency.

11. Compliance with ch. HFS 145 for the control and reporting of communicable diseases.

12. Arrangements for the center's health care consultant under subd. 4. to annually document and date a review of the adequacy of center health care service delivery including center procedures for administration, storage and disposal of medications as provided under s. HFS 52.46 (3).

(2) **PROGRAM PLANNING AND SCHEDULING.** (a) A center shall have a written daily program of general activities which meet the developmental needs of the residents.

(b) The program of activities shall provide each resident with experiences which encourage self-esteem and a positive self-image through:

1. Leisure-time activities,

2. Social interaction within the center and, if appropriate, the community.

3. Self-expression and communication.

4. Gross and fine motor development.

5. Daily living activities, including but not limited to, grooming and hygiene, toileting and common household chores such as making beds, cooking and washing clothes.

6. Interpersonal relations with peers, family, friends, staff and where possible and as appropriate, members of the opposite sex.

7. Opportunity for paid work within the constraints of child labor laws, resident rights and the resident's treatment plan.

(c) A center shall make maximum use of small groups to aid individual residents in preserving or attaining a sense of personal identity in daily living. The center shall:

1. Group residents according to age, developmental levels and social needs, with the ages of residents being primarily within a 4 year age range but not to exceed a 6 year age range.

2. Group residents under supervision of their own resident care worker and give a group opportunities to form and attain group self-identity in daily living and social activities.

(d) A center shall ensure that nonambulatory residents:

1. Spend a major portion of the daytime hours out of bed.

2. Spend a portion of the daytime hours out of their bedroom area.

3. Have planned daily activity and exercise periods.

4. Are able to move around by various methods and devices whenever possible.

(3) STAFF-TO-RESIDENT RATIO. (a) Resident care workers meeting the qualifications under s. HFS 52.12 (2) (e) shall be responsible for daily supervision of residents and providing nurturing and direct care for residents. Inexperienced resident care workers required to take the traineeship program under s. HFS 52.12 (2) (e) 4. and (5) (g) may only be counted in the ratios under pars. (b) 1. and 2. if they work along with an experienced resident care worker meeting the qualifications under s. HFS 52.12 (2) (e) 1. to 3.

(b) A center shall have sufficient staff to provide the services identified in its program statement to meet the care needs of residents and to comply with all of the following:

1. Maintain a ratio while residents are awake and on the licensed premises of one resident care worker, or other professional staff member substituting for a resident care worker, for every 8 residents.

Note: Section HFS 52.55 (1) (b) 1., relating to fire safety, also requires a center to have evacuation plan procedures that provide, in the event of a fire, for the safe conveyance by staff of all residents from the center in one trip.

2. Maintain a ratio during resident sleeping hours of one resident care worker for every 15 residents. Any building housing 11 or more residents shall require an awake overnight resident care worker in that building. Where a center has 25 or more residents on the premises of any one licensed location and no building on that location houses more than 10 residents, there shall be at least one resident care worker awake and on duty overnight for that location. Resident care workers on staff during nighttime resident sleeping hours shall be within hearing or call of every resident without reliance on the use of electronic monitoring devices.

3. Have at least one staff person who meets the qualifications of a resident care worker on duty at all times in each congregate living area when residents are present. In this subdivision, "congregate living area" means any area in a center used for living or recreation but not including a bedroom, a bathroom or a hallway.

4. Have written procedures for handling an emergency such as procedures for calling in extra staff, securing the assistance of law enforcement authorities or emergency medical personnel and alerting center staff and assigning them roles in response to the emergency.

(c) A center shall have one full-time equivalent resident services case manager under s. HFS 52.12 (1) (a) 3., for no more than 16 residents. When case managing fewer than 16 residents, case management time provided by a resident services case manager shall be the equivalent of 2 1/2 hours of casework time for each resident on his or her caseload per week and as necessary for adequate case management.

(d) A center may not house children of staff with residents.

(4) RECREATION. (a) A center shall provide leisure and recreational programming suitable for the ages, abilities and interests of the center's residents. This programming shall be consistent with the center's overall program goals and shall offer residents a variety of indoor and outdoor recreational activities.

(b) A center shall have well drained outdoor recreation areas that are free of hazards.

(5) RELIGIOUS PRACTICES. A center shall provide residents with opportunities for voluntary religious expression and participation. The center shall:

(a) Have written policies on religious training.

(b) Obtain the written consent of the resident's parent or guardian for church attendance and religious instruction when agency practice varies from that of the resident or the resident's family.

(c) Arrange for residents to participate in religious exercises in the community whenever possible.

(6) CENTER APPLIED POLICIES AND PROCEDURES. Center policies and procedures affecting residents and their interests shall be applied in a consistent and fair manner.

(7) OTHER SERVICES. (a) A center may operate on the center grounds other services or enterprises not governed by the center's license only if the center obtains the written consent of the department. Examples of other center nonresident services that may be allowed by the department to operate on center grounds are shelter care services, outpatient counseling services, day treatment services and day student educational services.

(b) A center which provides temporary shelter care services need not obtain a separate shelter care license under ch. HFS 59 if the personnel requirements in s. HFS 52.12 or 59.04, the child care requirements found in s. HFS 59.05, the requirements for records and reports found in s. HFS 59.07 and the physical plant standards in subch. VI of this chapter or in s. HFS 59.06 are met.

(8) RESIDENT ACCOUNTS AND RESTITUTION PLAN. (a) The center shall have procedures for maintaining and managing a separate account for each resident's money and as applicable, shall comply with the provisions under s. 51.61 (1) (v), Stats.

(b) The center shall, as applicable, have in place a restitution plan for a resident and as applicable, that is coordinated with any other restitution ordered by a court or as part of an agreement under ch. 938, Stats., that describes procedures for deducting sums from a resident's account or earnings as restitution for damages done by the resident. Deductions made for restitution shall be in accordance with a restitution plan as follows:

1. Before a center may withhold a part of a resident's earnings or account balance, a restitution plan shall be made a part of the resident's treatment record.

2. The restitution plan shall take into consideration the resident's ability to pay or be as prescribed under court order.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.42 Behavior management and control.

(1) DEFINITIONS. In this section:

(a) "Behavior management and control" means techniques, measures, interventions and procedures applied in a systematic fashion to prevent or interrupt a resident's behavior which threatens harm to the resident or others or to property and which promote positive behavioral or functional change fostering resident self-control.

(b) "Informed consent document" means a document signed by a resident's parent or guardian and legal custodian or under a court order or under another lawful authority which gives written informed consent for use of a locked unit for a resident based on the following:

1. Stated reasons why the intervention is necessary and why less restrictive alternatives are ineffective or inappropriate.

2. The behaviors needing modification.

3. The behavior outcomes desired.

4. The amount of time in each day and length of time in days or months the resident is expected to remain in the locked unit.

5. The time period for which the informed consent is effective.

6. The right to withdraw informed consent at any time verbally or in writing and possible consequences for the center and resident if consent is withdrawn.

(c) "Locked unit" means a ward or wing designated as a protective environment in which treatment and services are provided and which is secured by means of a key lock in a manner that prevents residents from leaving the unit at will. A facility locked for purposes of external security is not a locked unit provided that residents may exit at will.

(d) "Physical crisis intervention" means that a staff member physically intervenes with a resident when the resident's behavior is imminently dangerous to life, health or safety of the resident or others, or threatens significant destruction of property.

(e) "Physically enforced separation" means that a resident is temporarily physically removed to a time-out room or area including, where applicable, a locked unit. "Physically enforced separation" does not include sending a resident on the resident's own volition to the resident's room or another area for a cooling off period as part of a de-escalation technique.

(f) "Physical hold restraint" means that a resident is temporarily physically restrained by a staff member.

(g) "Time-out room" means a designated room used for temporarily holding a resident who is in physically enforced separation from other residents.

(2) **MONITOR AND REVIEW RESPONSIBILITY.** (a) A center shall assign to a professional staff member the responsibility to monitor and review, on an ongoing basis, the use of all center behavior management measures identified under par. (b) for appropriateness and consistency.

(b) Monitoring and review shall cover violation of house rules and their resulting consequences, the use of physical hold restraint and physically enforced separation in crisis intervention, the use of a locked unit when used to facilitate a resident's treatment plan under sub. (7) (a) 3., and all related center policies and procedures.

(3) **CONDUCT OF RESIDENTS.** A center shall have written policies and procedures covering the conduct expected of residents. The policies and procedures shall do all of the following:

(a) Promote the growth, development and independence of residents.

(b) Address the extent to which a resident's choice will be accommodated in daily decision making. There shall be an emphasis on self-determination and self-management.

(c) Specify center behavior management techniques and approaches available to change, eliminate or modify the behaviors or conditions identified in the center's program statement and operating plan required under s. HFS 52.41 (1).

(d) Specify criteria for levels of supervision of activities, including off-grounds activities. These criteria shall be directed at protecting the safety and security of residents, center staff, visitors and the community.

(e) Provide for making a record of a resident's off-grounds activities. The record shall include where the resident will be, duration of the visit, the name, address and phone number of the person responsible for the resident and expected time of the resident's return.

(f) Specify house rules for the residents. The house rules shall include all of the following:

1. A general description of acceptable and unacceptable conduct.
2. Curfew requirements.
3. A resident's individual freedoms when the resident is involved in recreational or school activities away from the center.
4. Consequences for a resident who violates a house rule.

Note: There is a difference between a patient right and a privilege. Deprivation of a privilege such as watching television, playing video games, going to the movies or involvement in some other recreational activity may be used as a disciplinary measure.

(g) Provide for distribution of the house rules to all staff and to all residents and their parents or guardians.

(4) **PROHIBITED MEASURES.** Center staff may not employ any cruel or humiliating measure such as any of the following:

- (a) Physically hitting or harming a resident.
- (b) Requiring physical exercise such as running laps or doing push-ups or other activities causing physical discomfort such as squatting or bending, or requiring a resident to repeat physical movements or assigning the resident unduly strenuous physical work.
- (c) Verbally abusing, ridiculing or humiliating a resident.

(d) Denying shelter, clothing, bedding, a meal, or a menu item, center program services, emotional support, sleep or entry to the center.

(e) Use of a chemical or physical restraint or physically enforced separation or a time-out room as punishment.

(f) Authorizing or directing another resident to employ behavior management techniques on a resident.

(g) Penalizing a group for an identified group member's misbehavior.

(5) **CRISIS INTERVENTION.** (a) *Conditions for physical crisis intervention.* A center staff member may physically intervene in a crisis situation affecting a resident only if all of the following conditions are present:

1. Use of physical hold restraint or physically enforced separation takes place as a last resort when the resident's behavior is imminently dangerous to life, health or safety of the resident or others or threatens significant destruction of property.

2. De-escalation techniques, such as a supportive staff response during the anxiety stage, where possible, are used before physical intervention techniques are used.

3. The staff member has completed a department-approved crisis intervention training course.

4. Physical hold restraint or physically enforced separation is not used for the convenience of staff or as a punitive measure.

5. Physically enforced separation in a time-out room is not used as a substitute for supervision of a resident at risk of running away.

6. Physical hold restraint or physically enforced separation used as a physical crisis intervention may be for no longer than the time necessary for the resident to calm down and be able to reenter the general center environment.

7. The person designated under sub. (2) (a) shall receive a written incident report required under sub. (6), of each use of physical hold restraint or physically enforced separation by a staff member.

(b) *Conditions for using physically enforced separation for crisis intervention.* Use of physically enforced separation shall meet the following additional conditions:

1. The staff member using physically enforced separation of a resident shall review need for continued use every 10 minutes while the resident is in physically enforced separation and shall log the time of each review and the emotional status of the resident.

2. Except as otherwise provided for a locked unit under sub. (7) (a) 2. b., initial use of physically enforced separation may not extend for more than one hour without authorization from the center director or a professional staff person designated by the center director.

3. Except as otherwise provided for a locked unit under sub. (7) (a) 2. b., if a resident is authorized under subd. 2. to be in physically enforced separation for more than one hour and the physically enforced separation lasts for more than 2 hours, or if the resident experiences multiple episodes in a day which prompt use of physically enforced separation for a cumulative period of more than 2 hours during the day, center staff shall consider the need to arrange another more appropriate placement for the resident.

4. Physical hold restraint on a resident shall not be used to circumvent the requirement of the one hour limit for using a time-out room or a locked unit.

5. A resident may be kept in physically enforced separation only by means of one of the following:

- a. A time-out room where the door is latched by positive pressure applied by a staff member's hand without which the latch would spring back allowing the door to open of its own accord.

b. A time-out room where the staff member holds the door to the time-out room shut.

c. A time-out room where the staff member is in a position in the doorway to prevent the resident's leaving.

d. A staff member is in a position to prevent a resident from leaving a designated area.

e. A time-out room which does not use a key lock, pad lock or other lock of similar design and has a type of lock such as a dead bolt lock, magnetic door lock or lock which only requires the turn of a knob to unlock the door, where a staff member is located next to the time-out room door and has the means to unlock the door immediately, if necessary, and that otherwise meets the requirements of this section and s. Comm 51.15 (3).

f. In a locked unit that otherwise meets the requirements of this section and the provisions for use of locked units for crisis intervention under sub. (7) (a) 2.

6. A resident placed in a time-out room shall be under supervision and shall be free from materials in the room which could represent a hazard to the resident or to others. A time-out room may hold only one resident at a time.

7. A time-out room shall have adequate ventilation and, if there is a door, a shatter-proof observation window on or adjacent to the door. The window's location shall allow for observation of all parts of the room. The room's location shall be within hearing or call to a living area or other area of activity. The time-out room shall have at least 48 square feet of floor space with a ceiling height of not less than 8 feet and a width of at least 6 feet. A time-out room may not include a box or other compartment that represents a stand alone unit within the facility. The time-out room shall be an architectural or permanent part of the building structure.

(6) PHYSICAL CRISIS INTERVENTION INCIDENT REPORTS. (a) For each incident where physical hold restraint or physically enforced separation of a resident was necessary, the staff person on duty shall document in an incident report the following:

1. The resident's name, age and sex.

2. A description of the incident.

3. The date, time and location of the incident and methods used to address the resident's behavior, including duration of each crisis intervention episode.

4. Results achieved from methods used to address resident behavior.

5. The name of each staff member involved in using the technique or approach with the resident at the time of the incident or when the incident was discovered.

6. Injuries received by either the resident or a staff member in using physically enforced separation or physical hold restraint, how the injuries happened and any medical care provided.

(b) In each building housing residents, center staff shall maintain a log of written reports of incidents involving residents. The report of an incident shall include at least the information under par. (a) 1 to 3.

(c) Resident care staff at the beginning of each shift shall be informed of or review incident reports occurring since their last shift. A copy of each incident report concerning a resident shall be placed in the resident's treatment record.

(7) USE OF LOCKED UNITS. (a) *Conditions for use.* No resident may be placed in a locked unit unless the center has first obtained department approval to operate a locked unit, the locked unit meets the requirements of this subsection and one of the following applies:

1. Use of a locked unit is ordered by a physician, to protect the health of the resident or other residents.

2. Use of a locked unit is for purposes of ensuring physically enforced separation when intervening in a crisis involving the resident. Use of a locked unit to deal with a crisis may take place provided that the following conditions are met:

a. Use is as a crisis intervention physically enforced separation under sub. (5).

b. Use of a locked unit for crisis intervention physically enforced separation may not extend beyond one hour except with written authorization from a physician, a psychologist licensed under ch. 455, Stats., or an independent clinical social worker certified under s. 457.08 (4), Stats. After review of the resident's condition, new written orders, where necessary, may be issued for up to 24 hours. The resident shall be released from the physically enforced separation as quickly as possible. In this subdivision paragraph, "as quickly as possible" means as soon as the resident is calm and no longer a danger to self or others.

c. Use is followed by a review of the need for development of goals and objectives in the resident's treatment plan to govern the use of locked unit physically enforced separation or to minimize or eliminate its need.

3. Use of a locked unit is part of a behavior management and control program described in the resident's treatment plan provided that the following conditions are met:

a. The resident exhibits or recently has exhibited severely aggressive or destructive behaviors that place the resident or others in real or imminent danger and the lack of the locked unit prevents treatment staff from being able to treat the resident.

b. A physician, a psychologist licensed under ch. 455, Stats., or an independent clinical social worker certified under s. 457.08 (4), Stats., who is knowledgeable about contemporary use of locked unit treatment intervention gives written approval included in the resident's treatment record for its use.

c. The goals, objectives and approaches in the resident's treatment plan support its use. Goals and objectives shall be directed at reducing or eliminating the need for use of a locked unit.

d. The parent or guardian and legal custodian of the resident if a minor, gives informed consent in writing to the use of a locked unit or the locked unit intervention is ordered by a court or other lawful authority.

e. The resident has no known medical or mental health condition which would place the resident at risk of harm from being placed in a locked unit as evidenced by a statement from a physician.

(b) *Record.* The center shall maintain a written record of the following information on locked unit use under par. (a) 3, in the resident's treatment record:

1. The name and age of the resident.

2. The date or dates the resident is in a locked unit and the length of time each day.

3. At least weekly assessment for continued need for locked unit use.

(c) *Supervision.* Appropriately trained staff shall directly supervise use of a locked unit. Appropriately trained staff are staff who have received the training under s. HFS 52.12 (5) (b) 4. and (c).

(d) *Center locked unit policies and procedures.* A center with a locked unit shall have written policies and procedures that include all of the following:

1. Except as provided in this subsection, no resident may be housed in a locked unit.

2. A resident may be in a locked unit only if there is a written informed consent document signed by the resident's parent or guardian and legal custodian or by an order of a court or other lawful authority or as provided under subd. 5. A copy of the informed consent document, court order or document from another lawful authority shall be filed in the resident's treatment record.

3. Parent or guardian and legal custodian written informed consent to placement of a resident in a locked unit shall be effective for no more than 45 days from the date of the consent and may be withdrawn sooner unless otherwise specified in a court order or by another lawful authority. Parent or guardian and legal custo-

dian written informed consent for continued use of a locked unit may be renewed for 30 day periods except as otherwise specified in a court order or by another lawful authority. Each renewal of informed consent shall be through a separate written informed consent document.

4. Except as otherwise specified in a court order or by another lawful authority, the parent or guardian or the legal custodian may withdraw his or her written informed consent to the resident being placed in a locked unit at any time, orally or in writing. The resident shall be transferred to an unlocked unit promptly following withdrawal of informed consent.

5. In an emergency such as when a resident runs away, is being held for movement to secure detention until police arrive or has attempted suicide, the resident may be placed in a locked unit without parent or guardian or legal custodian consent. The parent or guardian and legal custodian shall be notified as soon as possible and written authorization for continued use of the locked unit shall be obtained from the parent or guardian and legal custodian within 24 hours. No resident kept in a locked unit under this subdivision may be kept in the locked unit for more than an additional 72 hours unless a written informed consent document signed by the parent or guardian and legal custodian authorizing continued locked unit use is obtained.

6. Prior to use of a locked unit, written approval to lock exit access doors of the unit is obtained from the Wisconsin department of commerce in accordance with s. Comm 51.15 (3).

7. All staff members supervising residents in a locked unit shall have the means to unlock the unit immediately if this is necessary.

8. A locked unit shall be free of furnishings that could be used by a resident in a harmful way and shall have adequate ventilation.

9. A center shall provide in each locked unit one resident care worker with no assigned responsibilities other than direct supervision of the residents. During hours when residents are awake there shall be one resident care worker for every 4 residents and one resident care worker for every 6 residents during sleeping hours. Staff shall be present in the locked unit with residents and shall have the means to immediately summon additional staff.

(8) **BEHAVIOR MODIFICATION AND CONTROL MEASURES.** (a) A center may not use intrusive and restrictive behavior management techniques such as behavior-modifying drugs or other forms of physical restraint as defined under s. 48.599 (1), Stats., not identified in this section unless the center receives approval for their use from the department and where applicable, procedures in accordance with provisions found in this chapter are followed:

(b) Use of locked rooms for physically enforced separation of residents other than as provided under sub. (5) for crisis intervention is prohibited.

(c) A center may not use on a resident any aversive measure that is painful or discomforting to a resident or any measures that are dangerous or potentially injurious to a resident.

(9) **ABSENCE OF RESIDENTS WITHOUT PERMISSION.** A center shall have written policies and procedures for notifying the appropriate local law enforcement agency that a resident has left the center without permission or fails to return to the center after an approved leave. The procedures shall specify all of the following:

(a) How the determination is made that a resident is missing.

(b) The name of the local law enforcement agency and the name of the agency, if different, that is to be notified in order for it to file a missing person report with the crime information bureau of the Wisconsin department of justice.

(c) The name of the staff member who will promptly notify the law enforcement agency identified under par. (b) of the resident's absence, as well as the resident's parent or guardian and legal custodian, if any, and the placing person or agency, if not the same.

(d) Notification of the department's interstate compact office at least within 48 hours of an out-of-state resident's absence.

Note: For notification of Wisconsin's Interstate Compact Office, phone: (608) 267-2079.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.43 Education. (1) **CLASSROOM SPACE.** On-grounds school programs shall have classroom space that is in compliance with the requirements of ch. Comm 56.

(2) **STUDY SPACE.** A center shall provide residents with appropriate space and supervision for quiet study after school hours.

(3) **ACCESS TO EDUCATIONAL RESOURCES.** A center shall provide or arrange for resident access to up-to-date reference materials and other educational resources. These educational materials and resources shall meet the educational needs of residents.

(4) **OUT-OF-STATE RESIDENTS.** A center admitting persons through Wisconsin's interstate compact on placement of children from other states shall have on file educational history and achievement reports for those admissions. A center serving out-of-state residents with exceptional educational needs shall in addition comply with s. 48.60 (4), Stats., on payment of educational charges.

(5) **EDUCATIONAL RECORD.** A center shall maintain a separate educational record for each resident as part of the resident's case record. The educational record shall include the results of educational assessments, educational goals and progress reports.

Note: See s. HFS 52.41 (1) (b) for educational program service requirements described in a center's operating plan.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.44 Nutrition. (1) **MEALS AND SNACKS.** (a) A center shall provide or arrange for each resident to receive at least 3 meals each day. Meals shall be served at regular times comparable to normal mealtimes in the community.

(b) Food served at a meal shall consist of adequate portions based on the ages of residents. Lunch and breakfast meals shall follow the meal pattern requirements for the national school lunch program as provided by the U.S. department of agriculture and included in Appendix C of this chapter. Dinner meals shall be comparable to the lunch meal pattern requirements.

(c) Nutritious snacks shall be provided between meals to residents at the center as follows:

1. For residents between breakfast and lunch if there are more than 4 hours between those meals, and between lunch and dinner.

2. For all residents, an evening snack.

3. When a resident's nutritional care plan under sub. (2) (c) indicates a need for snacks.

(2) **RESIDENTS WITH SPECIAL DIETARY NEEDS.** A center shall maintain an up-to-date list of residents with special nutritional or dietary needs as determined by a physician or dietitian, and shall do all of the following:

(a) Provide food supplements or modified diets as ordered by a physician for a resident who has special dietary needs.

(b) Have procedures for recording diet orders and changes and for sending diet orders and changes to kitchen personnel.

(c) Include a nutritional care plan in the health record of a resident with special nutritional or dietary needs. The plan shall include a problem statement, nutritional goals or dietary goals, a plan of action and procedures for follow-up. The nutritional care plan shall be reviewed and approved by a registered dietitian.

(d) Provide adaptive self-help devices to residents as needed and instruct residents on their use.

(e) Observe resident food and fluid intake. Review acceptance by a resident of a diet, and report any significant deviations from a resident's normal eating pattern to the resident's physician.

(f) Assist residents with food and fluid intake as necessary according to the nutritional care plan, including where applicable such tasks as instructing a resident on how to eat and take fluids as independently as possible and protecting a resident from choking which may occur because of a physiological or behavioral eating disorder.

Note: An example of a food that has been fatal is peanut butter sandwiches for a Down Syndrome individual with uncontrollable eating habits.

(g) Provide vitamin and mineral supplements when ordered by a physician.

(3) MENUS. A center shall do all of the following:

(a) Plan meals and snacks in advance of the date of service and prepare menus in writing that specify the actual food to be served.

(b) Post the menu for the day and next day in the food serving area or in another place where residents can read it.

(c) Keep menus on file for the last 30 days of service.

(d) When it is necessary to substitute another item for an item on a posted menu, ensure that the replacement item has the same nutritional value as the item replaced. The center shall provide for menu substitutes where religious beliefs prohibit consumption of certain food items such as pork for Jewish or Muslim residents or meat products on Lenten Fridays or other designated days of fast for Catholic residents.

(4) FOOD SERVICE PERSONNEL. (a) In this subsection, "food service personnel" means staff who prepare breakfast, lunch, dinner and snacks for center residents.

(b) If a center has its own food service personnel, the food service personnel shall be age 18 or over and meet the requirements of s. HFS 190.09 (1).

(c) The director of a center shall appoint a food service director who shall be responsible for complying with this section and ch. HFS 190 as it relates to food service.

(d) A center shall provide all center food service personnel in-service training annually. Training topics shall relate to proper food handling procedures, maintenance of sanitary conditions and food service arrangements. Training shall be documented and the documentation kept on file at the center.

(5) FOOD SERVICE. (a) A center shall meet the requirements of s. HFS 190.09 (2) to (9).

(b) A center shall provide nutritious packed lunches for residents who are in school or vocational or work programs when on-site lunches are not available. The center shall make provision for holding a meal for a resident who returns to the center after a meal is served.

(c) No resident may be force-fed or otherwise coerced to eat against the resident's will except by order of a physician.

(d) A staff person trained in the Heimlich maneuver for choking victims shall be present at mealtimes.

(e) Residents shall have at least 30 minutes to finish a meal, and a resident with an eating disorder shall have as much time as is necessary to finish the meal.

(f) The dining room in a center shall be clean, well-lighted and ventilated and shall offer a comfortable atmosphere for dining.

(g) A center may not use disposable dinnerware at meals on a regular basis, except when it documents that use of disposable dinnerware for a particular resident is necessary to protect the health or safety of the resident or others.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.45 Health. (1) **ONGOING CARE.** (a) A center shall arrange a physical examination comparable to a comprehensive HealthCheck screening for each resident at intervals recommended by the medical assistance program for HealthCheck screening, except if a resident is privately insured. A privately insured resident shall be reexamined no less frequently than as required by HealthCheck or in accordance with policy coverage. The physical examination shall be conducted by a HealthCheck provider or by a physician and shall document areas found on department HealthCheck age-appropriate forms.

(b) A center shall arrange a thorough dental examination for each resident at intervals recommended by the medical assistance program for HealthCheck screening, except if a resident is pri-

vately insured. A privately insured resident shall be reexamined no less frequently than as required by HealthCheck or in accordance with policy coverage. The dental examination shall be conducted by a licensed dentist.

(c) A center shall arrange and provide for necessary remedial and corrective measures for every resident as soon as possible after a physical or dental examination which indicates need for remedial or corrective measures.

(d) A center shall have in each building housing residents when residents are present, at least one staff member certified by the American red cross to administer first aid and certified by the American red cross or American heart association to administer cardiopulmonary resuscitation (CPR). The center shall keep all staff certifications current and shall maintain documentation of all certifications.

(e) There shall be a first aid kit on every floor level of every center building housing residents, in buildings where resident activities take place and in every vehicle used to transport residents. The first aid kit shall be placed where it is inaccessible to residents but accessible to staff. Contents of first aid kits shall meet recommendations of the American red cross. A first aid kit shall be inventoried and resupplied after each use.

(f) A center shall separate an ill resident from other residents only if necessary because of the severity of the illness and if it is contagious or infectious, or when requested by the ill resident.

(2) BASIC SANITATION AND HYGIENE PRACTICES. Center staff shall follow the guidelines in appendix A to prevent transmission of infection from all blood or other body fluid exposures.

(3) PREGNANT RESIDENTS OR RESIDENT MOTHERS. (a) If a center serves pregnant residents or residents who are mothers who keep their babies at the center, the center shall do all of the following:

1. Refer those residents for enrollment to the women, infants and children (WIC) supplemental food and nutrition counseling program.

2. Ensure that pregnant residents receive prenatal health care.

3. Ensure that resident mothers and their infant or toddler children receive health care through a HealthCheck provider or, if through private insurance, a physician, according to the frequency recommended under medical assistance program HealthCheck guidelines or as described by the private insurance policy.

(b) A center which serves residents who are mothers with infants or toddlers shall comply with s. HFS 45.07, family day care standards for infant and toddler care. The center shall provide an additional 35 square feet of resident living space for each infant and toddler in addition to the resident living space required under s. HFS 52.52 (1).

(4) HEALTH CARE RECORD. A center shall maintain a separate health care record as part of each resident's case record. The health care record shall include all of the following:

(a) The signed written consent required under s. HFS 52.21 (5).

(b) The dates and results of all physical health, mental health and dental examinations.

(c) The resident's health history and, if applicable, medications history prior to admission and during the resident's stay at the center.

(d) Information about any of the following medical procedures received while the young person was a resident of the center, including dates, person administering and results:

1. Immunizations.
2. Laboratory tests.
3. Routine health care examinations and treatment.
4. Emergency health care examinations and treatment.
5. Dental examinations and treatment.

(e) The medications administration record required under s. HFS 52.46 (4).

(f) If applicable, the nutritional care plan required under s. HFS 52.44 (2) (c).

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.46 Medications. (1) DEFINITIONS. In this section:

(a) "General supervision" means regular coordination, direction and inspection of the exercise of delegation of medication administration by a physician or registered nurse of someone who is not licensed to administer medications.

(b) "Staff administration" means proper administration of medication to a resident by center nonmedically nonlicensed staff under a valid medical order from a medically licensed practitioner who specifically designates, trains and supervises center staff administration of medications.

(c) "Staff monitoring of self-administration" means handing the medication to the resident by center staff according to physician and medication label instructions and observing and ensuring the proper ingestion, injection, application or inhalation of the medication by the resident.

(2) MEDICATIONS ADMINISTRATION. Each staff person responsible for administering or monitoring resident use of medications shall receive a copy of the center policies and procedures required under s. HFS 52.41 (1) (c) 9. for medication administration and monitoring and shall be knowledgeable of them. The policies and procedures shall include:

(a) For all medications, all of the following:

1. Having written informed consent on file as required under s. HFS 52.21 (5).

2. Having information in each resident's health record about any health allergies or health-related restrictions.

3. Having on file written authorization from a physician or registered nurse for each staff person permitted to administer medications or to monitor self-administration of medications.

4. Instructions for center staff concerning administration of medications and monitoring of resident self-administration of medications, secure storage of medications and recording medication administration information as required under sub. (4) (a) in the resident's health record.

5. Immediate notification of the resident's attending physician in the event of a medication error or adverse drug reaction.

6. Medications may only be made available when an individual authorized by the center is present.

(b) For prescription medications, all of the following:

1. Requiring that a medication be administered by center staff to a resident only when:

a. The resident's attending physician or center medical consultant provides center staff with clear written instructions for administering the medication and authorizes specific center staff to administer the medication.

b. The administration takes place under the general supervision of a physician or registered nurse.

c. The label on the medication container gives clear instruction for administration of the medication and, if not clear, center staff contact the physician or pharmacy for clarification before administration of the medication.

2. Allowing a medication, including a self-injectable medication, to be self-administered by a resident only while the resident is under direct supervision of center staff and if self-administration is authorized in writing from the prescribing physician or center medical consultant under s. HFS 52.41 (1) (c) 4., and that authorization is confirmed by review of the authorization for self-administration by center staff before allowing self-administration by a resident.

3. Providing information to a resident and the resident's resident care workers and resident services case manager about any medication prescribed for the resident and when a physician orders or changes the resident's medication. Information provided shall include expected benefits and potential adverse side effects which may affect the resident's overall treatment and, for staff, what to do if the resident refuses medication.

4. Instructions for center staff on what to look for in monitoring physical or mental changes to a resident that may occur from a medication, what to do if physical or mental changes are observed and recording them in the resident's health record.

5. Arranging a second medical consultation when a resident or the resident's parent or guardian or legal custodian, if any, has concerns about any medication received by the resident or the resident's medication plan.

6. Having the resident's physician or center medical consultant review a resident's prescription medications when there are noted adverse effects from the medication. Documentation showing the date of review and reviewer's name shall appear in the resident's health record.

7. Ensuring that any use-as-needed medication is based on an assessment by a physician or registered nurse and is approved by either a physician or registered nurse.

8. Arranging for administration of prescribed medications to a resident when the resident is away from the center, for example, at school or on a home visit. A resident may not be given access to medications if there is a possibility that the resident may harm self through abuse or overdose.

(3) MEDICATIONS STORAGE. (a) A center shall comply with all the following requirements for storage of medications:

1. All medications shall be kept in the original container or, when authorized in writing by a physician, in a dispensing container, and shall:

a. If a prescription medication, be labeled with the expiration date and information required under s. 450.11 (4), Stats.

b. If a non-prescription medication, be labeled with the name of the medication, directions for use, expiration date and the name of the resident taking the medication.

2. Medications shall be kept in locked cabinets or containers and under proper conditions of sanitation, temperature, light, moisture and ventilation to prevent deterioration.

3. Medications used externally and medications taken internally shall be stored on separate shelves or in separate cabinets.

4. Medications stored in a refrigerator containing other items shall be stored in a separate locked compartment.

5. Medications may not be stored with disinfectants or poisons.

(b) A center shall immediately destroy all outdated prescription and over-the-counter medications and all prescription medication no longer in use. The center shall maintain a log of the medication destroyed, who destroyed it and what amount was destroyed.

(4) MEDICATIONS ADMINISTRATION RECORD. (a) A center shall have in each resident's health record a written medications administration record which lists each prescribed and over-the-counter medication the resident receives. The record shall contain the following information:

1. For an over-the-counter medication, the resident's name, type of medicine, reason for use, time and day of administration and staff person authorizing its use.

2. For a prescription medication, all of the following:

a. The name of the resident.

b. The generic or commercial name of the medication.

c. The date the medication was prescribed.

d. The name and telephone number of the prescribing physician to call in case of a medical emergency.

e. The reason the medication was prescribed.

f. The dosage.

g. The time or times of day for administering the medication. Staff shall document all medication administered with the date and time of administration or, if not administered, with the date and time of resident refusal to take it.

h. The method of administration, such as orally or by injection.

i. The name of the center-authorized person who administered or monitored resident self-administration of the medication.

j. Any adverse effects observed.

k. Any medication administration errors and corrective or other action taken.

(b) The center shall have a copy of a resident's medication administration record readily available for all center authorized personnel responsible for administering medications to the resident.

(5) PSYCHOTROPIC MEDICATIONS. (a) *Definition.* In this subsection, "psychotropic medication" means any drug that affects the mind and is used to manage inappropriate resident behavior or psychiatric symptoms, which may include an antipsychotic, an antidepressant, lithium carbonate or a tranquilizer.

Note: This definition does not include a drug that can be used to manage inappropriate symptoms when it is prescribed only for a different medical use, such as carbamazepine (Tegretol), which is usually used for control of seizures but may be used to control labile behavior, and propranolol (Inderal), which is usually used to control high blood pressure but may be used to control anxiety states or side effects from antipsychotic medication.

(b) *Rights of patients.* A center shall comply with the provisions of s. 51.61 (1) (g) and (h), Stats., for all residents who are prescribed psychotropic medications.

(c) *Non-emergency procedures.* A center serving a resident for whom psychotropic medications are prescribed shall ensure that all of the following requirements are met:

1. Arrangements have been made for a physician to perform an initial medical work up or conduct a medical screening of the resident for the type of psychotropic medication to be prescribed for the resident. If the prescribing physician is not a board-certified pediatrician or psychiatrist, consultation shall be obtained from a board-certified pediatrician or psychiatrist.

2. The resident, if 14 years of age or older, and the resident's parent or guardian and legal custodian shall have signed written consent forms as required under s. HFS 94.03.

3. The center has obtained from the prescribing physician and filed in the resident's treatment record a written report at least within the first 45 days after the resident has first received a psychotropic medication and at least every 60 days thereafter. The report shall state in detail all of the following:

a. Reasons for the initial use of the medication.

b. Reasons for continuing, discontinuing or changing the medication.

c. Any recommended change in treatment goals or program.

d. The physician's actual observation of the resident and reaction to staff reports on the resident.

4. The method and procedures for administering or monitoring resident self-administration of a psychotropic medication shall have been approved by either the prescribing physician or a psychiatrist.

(d) *Emergency procedures.* For emergency administration of a psychotropic medication to a resident, a center shall do all of the following:

1. Have authorization from a physician.

2. Whenever feasible, obtain written informed consent before using the medication from the resident's parent or guardian and legal custodian, if any, and from the resident if 14 years of age or older.

3. Comply with the center's emergency medical procedures under s. HFS 52.41 (1) (c) 10.

4. If written informed consent of the resident's parent or guardian and legal custodian, if any, was not obtained before administration of the medication, notify by phone the parent or guardian and legal custodian if any, as soon as possible following emergency administration, and document the dates, times and persons notified in the resident's treatment record.

5. Document in the resident's treatment record the physician's reasons for ordering emergency administration of psychotropic medication.

(e) *Revocation of consent or refusal to take.* 1. A resident, if 14 years of age or older, or a resident's parent or guardian or legal custodian, if any, may at any time revoke consent for non-emergency use of psychotropic medications, as provided under s. HFS 94.03.

2. When a consent is revoked, the center shall do all of the following:

a. Stop administration of the medication in accordance with good medical practice for withdrawal of the specific medication.

b. Inform the prescribing physician and the placing person or agency of consent revocation and document the revocation in the resident's treatment record.

3. When a resident refuses to take a prescribed psychotropic medication, the center shall do all of the following:

a. Document in the resident's treatment record the resident's reasons for refusal and have 2 staff members who personally witnessed the refusal sign a written statement to that effect.

b. Notify the resident's physician.

c. Notify the parent or guardian and legal custodian, if any, and the resident's placing person or agency, if different. Notification shall be immediate if the resident's refusal threatens the resident's well-being and safety.

(f) *Administration standards.* In administering psychotropic medications, a center shall comply with requirements for administration of prescription medications in this section and clinically acceptable standards for good medical practice. Conformance to guidelines of the department's division of care and treatment facilities for use and monitoring of the effects of psychotropic medications satisfies the requirement for clinically acceptable standards and for good medical practice.

Note: For a copy of the guidelines for use and monitoring of psychotropic medications, write: Bureau of Regulation and Licensing, P.O. Box 8916, Madison, WI 53708.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.47 Transportation. (1) APPLICABILITY. This section applies to transportation of residents by any of the following:

(a) Center-owned or leased vehicles.

(b) Vehicles driven by volunteers, student interns or center staff.

(c) Center-contracted transportation.

(2) SCHOOL BUSES. A school bus, as defined in s. 340.01 (56), Stats., that is used to transport residents shall be in compliance with ch. Trans 300.

(3) DRIVER INFORMATION. (a) When a center provides transportation, the name of each driver, type of license held and the date of expiration of the license shall be on file at the center.

(b) When a center contracts for transportation services, the center shall have on file the name, address and telephone number of the contracting firm and the name and home telephone number of a representative of the firm.

(4) DRIVER QUALIFICATIONS. (a) The driver of a center-operated or center-contracted vehicle shall hold a current valid operator's license for the type of vehicle being driven, be at least 18 years of age and have one year of experience as a licensed driver.

(b) A center shall obtain and keep on file before initial service and annually thereafter a copy of each center driver's driving record.

(c) Before a driver may transport residents, the center shall check the driver's driving record for any reckless driving safety violation under s. 346.62, Stats., and for operation of a motor vehicle under the influence of an intoxicant or other drug under s. 346.63, Stats. A driver having a driving record with any of these violations in the last 12 months may not transport residents.

Note: For a copy of a driver's driving record, contact the Bureau of Driver Services, Department of Transportation, P.O. Box 7918, Madison, Wisconsin 53707.

(5) **VEHICLE CAPACITY AND SUPERVISION.** (a) A center shall provide one adult supervisor in a vehicle in addition to the driver in either of the following circumstances:

1. When transporting more than 2 residents unable to take independent action and having limited ability to respond to an emergency.

2. When transporting a resident with a recent history of physically aggressive or acting out behavior.

(b) A center vehicle may only carry as many passengers as the vehicle is rated for by the manufacturer.

(6) **VEHICLE.** (a) *Operation.* A vehicle used to transport residents shall meet all of the following conditions:

1. Be in safe operating condition and carry vehicle liability insurance with minimums no less than those provided in s. 121.53 (1), Stats. Once a year for a vehicle 2 years of age or older, the licensee shall place on file evidence of the vehicle's safe operating condition on a form provided by the department.

Note: Copies of Form CFS-52, Safety Inspection for Day Care Vehicles, may be obtained from any field office of the Department's Division of Children and Family Services. See Appendix D for addresses of the Division's field offices.

2. Be registered in Wisconsin.

3. Carry emergency information such as local police and ambulance service phone numbers and phone numbers of center personnel to notify in case of accident.

4. Be clean, uncluttered and free of obstructions on the floors, aisles and seats.

5. Be enclosed.

6. Have a Red Cross-approved first aid kit.

(b) *Seat belts.* Seat belts shall be available in vehicles as prescribed under s. 347.48 (1), Stats., and shall be worn by vehicle occupants as required under s. 347.48 (2m), Stats.

(c) *Doors locked.* Passenger doors shall be locked at all times when a vehicle transporting residents is moving.

(d) *No smoking.* Smoking is prohibited in vehicles while transporting residents.

(7) **ACCIDENT REPORT.** A center shall submit to the department a copy of the official police report of any accident involving a center vehicle transporting residents, within 5 days after occurrence of the accident.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.48 Clothing and laundry. (1) **CLOTHING.** Residents may wear their own clothing. Residents who do not have enough of their own clothing shall have appropriate non-institutional clothing of proper size furnished by the center. Each center shall do all of the following:

(a) Develop a list of clothing required for residents and maintain a resident's wardrobe at or above this level. The list shall be approved by the department.

(b) Furnish each resident with appropriate size clothing, appropriate to the season and comparable to that of other children, youth or young adults in the community, and arrange for each resident to participate in the selection and purchase of his or her own clothing to the maximum extent feasible. Each resident's clothing shall be identified as his or her own.

(c) Have shoes fitted to the individual resident and kept in good repair. Shoes that were worn by one resident shall not be given to another resident.

(2) **LAUNDRY.** Each resident shall have access to laundry service at reasonable intervals or to a washer and dryer.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.49 Resident records. (1) **GENERAL REQUIREMENTS.** (a) A center shall provide safeguards against loss or damage of resident records by fire, theft or destruction.

(b) Child-placing agencies and county departments shall have access to the case records of children they place.

(c) Student interns may have access to resident records only under the supervision of center staff and after signing the confidentiality statement under s. HFS 52.12 (7) (d).

(d) When a center closes, the center shall arrange for safe and secure storage of resident case records.

(2) **INDIVIDUAL CASE RECORDS.** (a) A center shall maintain a case record on a resident at the licensed location where the resident resides. A resident's case record is confidential and shall be protected from unauthorized examination pursuant to ss. 48.78 and 938.78, Stats., or, where applicable, s. 51.30 (4), Stats., and ch. HFS 92. The center shall maintain a resident's case record for 7 years after the resident's discharge or until the child reaches age 19, whichever is later.

(b) Each document in a resident's case record shall be legible, dated and signed by the person submitting the document. A resident's case record shall include all of the following:

1. A treatment record which contains all of the following:

a. A history of the resident and resident's family.

b. The pre-admission screening required under s. HFS 52.21 (2).

c. The written needs assessment and treatment plan required under s. HFS 52.22 (2).

d. Treatment progress notes and implementation and review documentation required under s. HFS 52.22 (3).

e. Progress reports on residents receiving non-center professional services, as required under s. HFS 52.12 (8) (a) 3. and, if applicable, follow-along or support efforts under s. HFS 52.12 (8) (b).

f. The aftercare plan required under s. HFS 52.23 (1) (b).

g. The discharge summary required under s. HFS 52.23 (3).

h. All signed written consents required under s. HFS 94.03, including consent to non-emergency use of psychotropic medications under s. HFS 52.46 (5) (c) 2. and consent for locked unit use under s. HFS 52.42 (7) (a) 3. d.

i. Documentation of denial of resident rights and copies of the resident's grievances and responses to them.

j. Incident reports under ss. HFS 52.41 (1) (a) 10. and 52.42 (6).

k. A recent photo of the resident.

L. Any report of child abuse or neglect under s. HFS 52.12 (9).

2. A health record which contains all of the following:

a. All health and medications information and documentation required under ss. HFS 52.45 and 52.46.

b. Written informed consents for medical services required under s. HFS 52.21 (5).

c. Documentation about any special nutritional or dietary needs identified by a physician or dietician, and a copy of the resident's nutritional care plan if required under s. HFS 52.44 (2) (c).

3. The educational record required under s. HFS 52.43 (5).

4. All of the following information:

a. The name, sex, race, religion, birth date and birth place of the resident.

b. The name, address and telephone number of the resident's parent or guardian and legal custodian, if any, at the time of admission.

c. The date the resident was admitted and the referral source.

d. Documentation of current court status if applicable, and current custody and guardianship arrangements. Documentation shall include copies of any court order, placement agreement or other authorization relating to the placement and care of the resident.

e. For a resident from another state, interstate compact approval for placement required under s. HFS 52.21 (3) (a).

f. Any records of vocational training or employment experiences.

g. Records on individual resident accounts under s. HFS 52.41 (8).

(3) OTHER RECORDS ON RESIDENTS. (a) A center shall maintain the following additional records relating to residents:

1. A register of all residents as required under s. HFS 52.21 (9). The register shall be kept permanently.

2. Records under s. HFS 52.11 (9) of all complaints and grievances received and of investigation of complaints and grievances conducted within the licensing period.

3. All reports to the department under s. HFS 52.11 (10) concerning the hospitalization or death of a resident.

(b) A center shall maintain the records under par. (a) 2. and 3. at least 5 years after the date of the final entry.

(4) ELECTRONIC RECORD STORAGE. A center may store records electronically if it obtains the approval of the department and follows department procedures.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter VI – Physical Environment and Safety

HFS 52.51 Buildings and grounds. (1) REQUIRED COMPLIANCE. (a) *Standards.* All buildings of a residential care center shall comply with the following requirements:

1. The applicable state building code requirements in chs. Comm 50 to 64.

2. All requirements in this subchapter, regardless of when a facility was built, except as otherwise provided in this subchapter.

(b) *Building inspections.* Before beginning operation as a residential care center, all buildings of the residential care center shall be inspected by the Wisconsin department of commerce and every 2 years thereafter by a certified building inspector and as needed.

(c) *Construction approval.* The licensee shall submit for approval to the department and to the department of commerce, division of safety and buildings, plans for any new buildings or for alterations which will affect the structural strength, area dimensions, safety or sanitary conditions of existing buildings. The center shall have in writing the approval of both the department and the department of commerce before letting contracts for construction.

Note: Send building plans to the appropriate Building, Grounds and Safety field office of the Department of Commerce and to your licensing representative at the appropriate field office listed in Appendix D.

(d) *Exclusive use of space.* Center living or work space designated on approved building plans for use by residents or staff may not be used for other purposes, except with approval of the department's licensing specialist.

(e) *Center grounds.* Center grounds shall be maintained in a clean and orderly condition and shall be free of refuse, debris and hazards.

(2) HOUSING BLIND AND DISABLED RESIDENTS. (a) Except as provided under par. (b), buildings housing residents unable to take independent action for self-preservation shall be of fire-resistive construction as defined in s. Comm s. 51.03 (1) and (2) or protected by a complete, automatic fire sprinkler system. Sprinkler systems installed shall have residential sprinkler heads or fast

response sprinkler heads. A sprinkler system shall meet the requirements of s. Comm 57.016 (2) (a) for a building of 16 or fewer beds or s. Comm 57.016 (2) (b) for a building with 17 or more beds. A sprinkler system shall be installed in accordance with the manufacturer's instructions.

Note: See s. HFS 52.55 (7) for inspection and maintenance requirements for sprinkler systems.

(b) Sprinklered residential living areas in a building shall be separated from adjacent non-sprinklered or non-fire proof construction areas in the same building by at least a 2-hour rated fire wall separation.

(c) A center which serves residents who are not able to walk or are able to walk only with crutches or other means of support shall comply with accessibility requirements found in appendix B of this chapter.

(3) INTERIOR DOORS. (a) Except for locked rooms or units under s. HFS 52.42, all interior doors, including those for closets, shall have fastenings or hardware that will allow opening from the inside with one hand without the use of a key.

(b) The design of a door equipped with a lock or latch shall permit opening the door from either side in case of emergency.

(c) In a building housing residents, an employe on each work shift shall have a key or other means of opening doors with locks or closing devices in that area.

(4) ACCESSIBILITY. Accessibility requirements in appendix B of this chapter shall be met for residents.

(5) ELECTRICAL. (a) Electrical wiring, outlets and fixtures shall be properly installed and maintained in safe working condition as required under ch. Comm 16.

(b) The minimum number of fixtures and outlets shall be as follows:

1. At least one approved ceiling or wall-type electric light fixture for every lavatory, bathroom, kitchen or kitchenette, dining room, laundry room and furnace room, with no less than 5 foot-candles of light at floor level in the center of the room, and with switches or equivalent devices for turning on at least one conveniently located light in each room and passageway to control the lighting in the area. The center may substitute a switched fixture for a ceiling or wall fixture in lavatories, bathrooms and dining rooms.

2. Duplex outlets as follows:

a. At least one outlet in each resident bedroom and in each laundry area and bathroom.

b. At least 2 outlets in any other habitable room including a dining room.

c. At least 3 outlets in the kitchen, with separate outlets for the refrigerator and electric stove.

3. Ground fault interrupt protection for any electrical outlet within 6 feet of a water source in a bathroom, kitchen area, laundry room or basement and on the exterior of the facility and in the garage.

(c) Extension cords may not be used inside buildings to provide regular electrical service. Where extension cords are used inside buildings, the center shall plug extension cords into underwriters laboratories (U.L.) approved fused convenience outlets or outlet banks.

(d) A center may not have any temporary wiring or exposed or abandoned wiring.

(e) Center electrical service inspections shall be completed by a certified inspector as required under s. Comm 16.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.52 General physical environment. (1) RESIDENT LIVING SPACE. (a) *Center buildings housing 9 or more residents.* Buildings constructed or other facilities converted to resident living space for 9 or more residents after February 1, 1971 shall contain resident living space at least equal to 60 square feet per resident. In this paragraph, "resident living space" means

indoor living and recreation space in addition to bedroom space and dining space and exclusive of hallways less than 7 feet in width, bathrooms, lockers, offices, storage rooms, latched or locked time-out rooms, locked units, staff rooms, furnace rooms, any unfinished part of a building and that part of the kitchen occupied by stationary equipment.

(b) *Center buildings housing 8 or fewer residents.* Center buildings housing 8 or fewer residents shall provide at least 200 square feet of combined resident living space, bedroom space and dining space for each occupant. In this paragraph, "resident living space" includes all areas of the house except an unfinished basement, attic, or similar areas not usually occupied in daily living.

(2) **DINING SPACE.** A center shall provide at least 15 square feet of dining space for each occupant.

(3) **WINDOWS.** (a) All windows through which sunlight enters shall have appropriate coverings, and all openable windows shall have insect-proof screens in the summer.

(b) A center which is licensed for the first time or moves to a new location after September 1, 2000 shall meet the window requirements of s. Comm 57.13.

(4) **TEMPERATURES AND AIRFLOW.** (a) The inside temperature of a center building for residents may not be lower than 67° F. (20° C.).

(b) 1. The inside temperature of a center building for residents may not be higher than 85° F (30° C.).

2. A center without a system to maintain the inside temperature below 85° F (30° C.) shall provide direct air circulation with electrical fans and have openable windows or provide fresh air flow or give residents access to air conditioned areas for heat relief.

(5) **FURNISHINGS.** Each room used by residents shall contain furnishings appropriate for the intended use of the room. Furnishings shall be safe for use by residents and shall present a comfortable and orderly appearance.

(6) **UPKEEP.** (a) Centers shall keep all rooms used by residents clean and well-ventilated.

(b) Residents shall be responsible only for the cleanliness of their bedrooms or living areas. A center may not hold residents responsible for the general cleanliness of the center.

(7) **TELEPHONE.** (a) A non-pay telephone shall be available for use by residents in each building housing residents.

(b) Each phone shall have emergency numbers posted near it for the fire department, police, hospital, physician, poison control center and ambulance service.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.53 Bath and toilet facilities. A center shall meet all of the following requirements for bath and toilet facilities and the use of them:

(1) (a) The center shall provide in buildings housing residents one toilet and either a tub or shower for every 8 residents or fraction thereof and one handwashing sink with hot and cold running water for every 4 residents or fraction thereof. At least one-half of the required toilets, tubs or showers and handwashing sinks shall be on the same floor or floors as the sleeping rooms.

(b) Where 9 or more residents reside in a building, the center shall also provide at least one toilet and handwashing sink with hot and cold running water near living rooms and recreation areas for every 8 residents or fraction thereof and provide separate bath and toilet facilities for staff.

(c) In buildings housing both male and female residents, the center shall provide separate bathrooms for each sex and provide separate combination toilet and handwashing sink facilities where center resident activities include both sexes.

(2) Bathroom facilities accessible only through a resident bedroom shall be counted only for the residents of the bedroom.

(3) Every room with a toilet shall have a handwashing sink with hot and cold running water.

(4) If a resident needs assistance in toileting and bathing, a center shall direct a staff member to provide that assistance.

(5) All sinks, tubs and showers shall have an adequate supply of hot and cold water. Hot water shall be regulated by a plumbing industry approved temperature control device such as a mixing valve. The temperature of water delivered at the tap may not exceed 110° F. (43° C.).

(6) All bath and toilet areas shall have good lighting and ventilation and be maintained in a sanitary condition. Safety strips shall be applied to the floors of tubs and showers to prevent slipping.

(7) Toilets, bathtubs and showers used by residents shall be equipped for privacy unless specifically contraindicated for a particular resident by that resident's treatment or care needs, and even then privacy in relation to other residents shall be provided.

(8) The center shall provide each resident with items, conditions and access necessary for personal hygiene and self-grooming including, but not limited to, all of the following:

(a) An individual toothbrush and tube of toothpaste.

(b) Access to a shower or bathtub daily, unless medically contraindicated.

(c) An individual hair brush and comb and regular services of a barber or beautician.

(d) Equipment and facilities for shaving and washing.

(e) Mirrors.

(f) Clean individual towels, washcloths and individually dispensed soap.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.54 Bedrooms. (1) **MINIMUM SPACE.** (a) *Single occupancy.* Each center bedroom for one resident shall have a minimum of 80 square feet of floor space except that if the resident is not able to walk or is able to walk only with crutches or other means of support the bedroom shall have a minimum of 100 square feet of floor space.

(b) *Shared occupancy.* Each center bedroom for more than one resident shall have a minimum of 60 square feet of floor space for each resident except that if a resident is not able to walk or is able to walk only with crutches or other means of support, the bedroom shall have a minimum of 80 square feet of floor space for each resident.

(2) **MAXIMUM NUMBER OF RESIDENTS.** No bedroom may accommodate more than the following:

(a) Four residents in a facility initially licensed before September 1, 2000.

(b) Two residents in a facility initially licensed on or after September 1, 2000.

(3) **WALLS OR PARTITIONS AND DOORS.** (a) Each bedroom shall be enclosed on 4 sides by walls or partitions. The walls or partitions shall be:

1. At least 6 feet in height in facilities initially licensed prior to September 1, 2000.

2. Floor-to-ceiling fixed partitions or walls in facilities initially licensed on or after September 1, 2000.

(b) Each bedroom shall have an outside wall with a window that is openable to the exterior.

(c) Each bedroom shall have a door.

(4) **PROHIBITED LOCATIONS.** A center may not locate a resident bedroom in an unfinished basement or attic or in any other area not normally used as a bedroom.

(5) **PROHIBITED USE.** (a) No bedroom may be used by anyone who is not an occupant of the bedroom to gain access to any other part of the center or any required exit.

(b) No resident bedroom may be used for purposes other than as sleeping and living space for bedroom occupants.

(6) **BEDS AND BEDDING.** (a) A center shall provide each resident with a single bed appropriate to the resident's needs. The bed may not be less than 36 inches wide or shorter than the height of the resident. A bed shall have all of the following:

1. A mattress that is firm, clean, comfortable and in good condition.

2. A mattress pad, 2 sheets, 2 blankets, a pillow case, a clean, comfortable pillow and a bedspread.

3. A mattress cover that is waterproof if the resident is incontinent.

(b) 1. A center shall provide a change of sheets and pillow case at least once a week for each resident.

2. A center shall provide a change in bedding immediately when a resident wets or soils the bed.

3. A center shall provide a complete change of bedding upon a change in bed occupancy.

(c) A bed may not be located closer than 18 inches to a hot contact type of heat source such as a hot water radiator.

(d) Beds shall be at least 3 feet apart at the head, foot and sides, except that a bunkbed shall be at least 5 feet apart at the sides from another bed. Bunk beds shall provide at least 36 inches of headroom between the bedroom ceiling and the top mattress. A triple decker bed may not be used.

(7) **STORAGE SPACE.** A center shall provide each resident with sufficient private space in or near the resident's bedroom for personal clothing and possessions. Each resident shall have a closet or wardrobe located in or next to the bedroom.

(8) **ASSIGNED BEDROOMS.** (a) In assigning a resident to a bedroom, a center shall consider the resident's age and developmental needs and be guided by any clinical recommendations.

(b) Male and female residents may not share the same bedroom.

(9) **SLEEPING SCHEDULE.** Residents shall have set routines for waking and sleeping. Each resident in the daily routine shall have available at least 8 hours of sleep.

(10) **DISABLED RESIDENTS.** Bedrooms for residents who are not able to walk or who can walk only with a means of support such as crutches shall be located on a floor level that has an exit discharging at grade level.

(11) **RESIDENT POSSESSIONS.** A center shall permit a resident to have personal furnishings and possessions in the resident's bedroom, unless contraindicated by the resident's treatment plan.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.55 Fire safety. (1) **EVACUATION PLAN.** A center in consultation with the local fire department shall develop a detailed flow chart type evacuation plan for each building with arrows pointing to exits. The center shall do all of the following:

(a) Post the evacuation plan for a building in a conspicuous place in the building.

(b) Be able to provide through plan procedures for both of the following:

1. Safe conveyance of all residents promptly from the center by staff in one trip.

2. Designated places away from the center to which all residents are evacuated or at which all are to meet so that it can be determined if all residents are out of danger.

(c) Make the evacuation plan familiar to all staff and residents upon their initial arrival at the center.

(2) **EVACUATION DRILLS.** (a) Each center shall conduct evacuation drills as follows:

1. An announced drill at least once every 2 months.

2. An unannounced drill at least every 6 months.

(b) A center shall maintain a log of all evacuation drills that records the date and time of each drill, the time required to evacuate the building and any problems associated with the evacuation.

(3) **FIRE DEPARTMENT INSPECTION.** A center shall arrange for the local fire department to conduct a fire inspection of the center each year. The center shall maintain on file a copy of inspection report.

(4) **SMOKE DETECTION SYSTEM.** (a) Smoke detectors shall be installed and in accordance with ss. Comm. 16 and 51.245 and this section. Individual smoke detectors shall be tested according to the manufacturer's instructions but not less than once a month. Interconnected smoke detectors shall be inspected and maintained in accordance with the manufacturer's or installer's instructions and shall be tested not less than every 3 months. The center shall keep a log of the tests with dates and times.

(b) A center built or initially licensed before 1982 shall have, at minimum, a battery operated smoke detection system meeting the requirements under pars. (a) and (c) 3. and 5.

(c) A center built in 1982 or later or a licensee moving a center to a different building after September 1, 2000 shall have an interconnected smoke detection system meeting all of the following requirements:

1. Except as provided under subd. 2., a building housing residents shall have, at a minimum, a smoke detection system to protect the entire building. That system shall either trigger alarms throughout the building or trigger an alarm located centrally. The alarm shall be audible throughout the building when the detector activates.

2. A building that has no more than 8 beds may have a radio-transmitting smoke detection system located in a central area of the building. That system shall trigger an audible alarm heard throughout the building.

3. A smoke detection system shall be installed in accordance with the manufacturer's instructions.

4. An interconnected smoke detection system installed on or after September 1, 2000 shall have a secondary power source.

5. A center shall have a smoke detector located in at least the following locations in each building housing residents:

a. In the basement.

b. At the head of every open stairway.

c. At the door on each floor level leading to every enclosed stairway.

d. In every corridor, spaced in accordance with the manufacturer's separation specifications.

e. In each common use room, including every living room, dining room, family room, lounge and recreation area.

f. In each sleeping area of each living unit or within 6 feet from the doorway of each sleeping area.

6. Smoke detectors shall not be installed in a kitchen.

(5) **STAIRWAY SMOKE CONTAINMENT.** A center shall provide floor-to-floor smoke cut-off through a one hour labeled fire-resistant self-closing door for open interior stairways and for all enclosed interior stairways at each floor level to provide floor to floor smoke separation.

(6) **HEAT SENSING DEVICES.** A center shall have heat-sensing devices in the kitchen and attic.

Note: It is recommended that a rate-of-rise heat detector be used in an attic rather than a fixed temperature heat detector. Rate-of-rise heat detectors respond to a fire sooner, particularly when it is cold outside. It is recommended that a fixed temperature heat detector be used in the kitchen.

(7) **SPRINKLER SYSTEM INSPECTION.** Where a sprinkler system has been installed under s. HFS 52.51 (2), the system shall be inspected and tested in accordance with NFPA Code 25. The center shall keep a copy of the certification of inspection on file.

(8) **FIRE SAFETY TRAINING.** All center staff shall take a technical college course or receive training from someone who has taken a technical college "train the trainer" course on fire safety and

evacuation developed for community-based residential facilities regulated under ch. HFS 83. New center staff shall take the training within 6 months after beginning work at the center. All center staff shall be familiar with all of the following:

- (a) Facility fire emergency plans and evacuation procedures.
- (b) Fire extinguisher use.
- (c) Fire prevention techniques.

(9) **FLAMMABLES.** (a) A center shall keep all flammable liquid fuels in separate buildings not attached to buildings housing residents. Flammable liquid fuels shall be inaccessible to residents. Storage and labeling of flammable liquid fuel containers shall meet requirements for portable tank storage in s. Comm 10.28. A center shall limit total storage to 10 gallons in each of the separate buildings, except for the contents of the gasoline tanks of motor vehicles.

(b) Other flammables such as paints, varnishes and turpentine shall be stored in fire-proof cabinets meeting the requirements of s. Comm 10.27. The center shall keep these flammables locked and inaccessible to residents, unless a flammable is used in an activity supervised by staff with experience in using these kinds of flammable liquids.

(10) **FIRE EXTINGUISHERS.** A center shall meet all of the following requirements for fire extinguishers:

(a) Buildings or areas in which flammable liquids are stored, and kitchen areas, shall have a fire extinguisher with a 2A, 40 BC rating.

(b) Other buildings shall have fire extinguishers with a minimum 2A, 10 BC, rating.

(c) The number, location, mounting, placement and maintenance of fire extinguishers shall comply with ss. Comm 51.22 and 57.18.

(d) Each floor used for resident activities shall have at least one fire extinguisher.

(11) **PROHIBITED HEATING AND COOKING DEVICES.** (a) Center buildings housing residents may not use portable space heaters or any device which has an open flame.

(b) Bedrooms may not contain cooking devices.

(12) **ISOLATION OF HAZARDS.** Centers shall comply with s. Comm 57.14 on isolation of hazards within buildings.

(13) **USE OF LISTED EQUIPMENT.** Smoke and heat detectors and sprinkler equipment installed under this section shall be listed by a nationally recognized laboratory that maintains periodic inspection of production of tested equipment. The list shall state that the equipment meets nationally recognized standards or has been tested and found suitable for use in a specified manner.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.56 General safety and sanitation. (1) **PRIVATE WELL WATER SUPPLY.** Use of a private well for the center's water supply is subject to approval by the Wisconsin department of natural resources as required by s. HFS 190.05 (2). Testing of water samples shall be done annually by the state laboratory of hygiene or a laboratory approved under ch. ATCP 77. Water samples from an approved well shall be taken between April and October. Water sample tests shall show that the water is safe to drink and does not present a hazard to health. Water sample test results shall be on file and available for review by the department.

(2) **MAINTENANCE.** (a) A center shall maintain all of its buildings, grounds, equipment and furnishings in a safe, orderly and proper state of repair and operation. Broken, run down, defective or inoperative furnishings and equipment shall be promptly repaired or replaced.

(b) The center's heating system shall be maintained in a safe condition as determined through an annual inspection by a certified heating system specialist, installer or contractor. The center shall keep on file copies of annual heating system inspection and service reports.

(3) **HAZARDOUS BUILDING MATERIALS.** Buildings shall be lead-safe if lead-based paint is present, shall have any friable asbestos maintained in good condition and shall be free of urea formaldehyde insulation and any other harmful material which can pose a hazard.

(4) **FLOORS.** The surface condition of all floors in a center shall be safe for resident use.

(5) **EXITS.** (a) *Egress requirements.* A center shall comply with s. Comm 57.03 for number and location of exits, with s. Comm 57.05 for type of exits, with s. Comm 57.09 for exit passageways and with s. Comm 57.10 for illumination of exits and exit signs.

(b) *Time delayed door locks.* Before a center installs time delayed door locks on exits, the center must first request and obtain department of commerce and department approval. Before a center installs time delayed door locks on any interior doors, the center must also request and obtain department of commerce and department approval.

(6) **WALKS.** Walks shall provide convenient all-weather access to buildings and shall be in a safe condition. Porches, elevated walkways and elevated play areas shall have barriers to prevent falls.

(7) **ROOMS BELOW GRADE.** Habitable rooms with floors below grade level shall be in compliance with s. Comm 57.11 (1), (3) and (4).

(8) **OCCUPANCY AND GARAGE SEPARATION.** Residential buildings shall be separated from attached garages by a one-hour rated fire wall separation that either abuts a ceiling in the garage that will withstand fire for one hour or extends up to the underside of the garage roof.

(9) **GLASS HAZARDS.** Areas of a building where the risk is high for residents either to run into windows or where impact on glass presents a risk or hazard shall have screening or safety glass resistant to shattering. Replacement glass in areas exposed to potential hazardous impact shall meet the standards in s. Comm 51.14.

(10) **PSYCHIATRIC SCREENING.** (a) In this subsection, "psychiatric screening" means heavy mesh wire or translucent non-breakable material placed over window openings to prevent egress.

(b) Psychiatric screening may be installed in areas where risk or hazard is greatest and in a way that preserves a reasonable living environment. Psychiatric screening installed in windows shall not hinder air exchange or the passage of light through the window.

(c) Before installing psychiatric screening, the center shall have department approval and shall obtain local fire department approval.

(11) **PROTECTIVE MEASURES.** The center shall provide screens or guards for all steam radiators, electric fans, electrical heating units and hot surfaces such as pipes. Fire detectors and emergency lights which could be vandalized by residents shall be protected by wire cages or by other acceptable means.

(12) **EMERGENCY POWER.** Buildings housing 20 or more residents shall have emergency power as required in s. Comm 16.

(13) **SEWAGE DISPOSAL.** A center shall use a municipal sewage system if one is available. If use of an independent or private sewage system is necessary, the installation shall comply with ch. NR 110.

(14) **SWIMMING POOLS.** Any center swimming pool shall comply with chs. Comm 90 and HFS 172.

(15) **POWER TOOLS AND EQUIPMENT.** Residents may not be permitted in areas where power tools or equipment are used, except when power tools are part of a supervised educational program or supervised work activity.

(16) **DANGEROUS MATERIALS.** Poisons and other harmful substances shall be prominently and distinctly labeled. Poisons and other harmful substances shall be stored under lock and key and made inaccessible to residents. The center shall take special pre-

cautions when poisons and other harmful substances are in use to prevent contamination of food or harm to residents.

(17) **SANITATION.** A center shall comply with sanitation standards under ch. HFS 190, except that a center having a kitchen serving 10 or fewer residents need not comply with s. HFS 190.09 (5) (d).

(18) **FIREARMS.** No firearms or ammunition may be on the center premises. Residents may not have in their possession personal knives or other implements, devices or substances that may threaten the safety of others.

(19) **CHEMICAL WEAPONS.** No chemical weapon such as mace may be kept on the premises of the center.

(20) **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES.** No alcoholic beverages or nonprescribed controlled substance may be consumed or stored on the premises of the center.

(21) **TOBACCO PRODUCTS.** (a) Each center shall have a written policy on staff use of tobacco on the center grounds. Smoking by center staff may only take place outside of licensed center buildings.

(b) Residents may not possess or use tobacco products.

(22) **EMERGENCY TRANSPORTATION.** A center shall have an operable motor vehicle immediately accessible for use in an emergency.

(23) **TORNADO PREPAREDNESS.** A center shall have a written plan for response to the threat of tornados. The plan shall be posted at a conspicuous location at the center. The center shall do all of the following:

(a) Orient new staff and residents upon their arrival to the center's tornado preparedness plan. Each year the center shall practice implementation of the plan once in the spring and once in the fall.

(b) Inform all staff members of their duties in the event that a tornado hits.

(c) Keep a record in writing of the date and time of each tornado practice exercise.

(24) **RECREATIONAL PURSUITS.** (a) *Camping facilities.* A residential care center for children, youth and young adults operating or using camping facilities shall comply with requirements for recreational camps established under ch. HFS 175, if applicable.

(b) *Adventure-based experiences.* 1. A center providing adventure-based experiences such as a ropes course, rock climbing, wilderness camping and hiking experiences to residents shall ensure that personnel leading and providing training to residents are trained and have experience for the type of adventure-based experience, and that equipment used in the experiences are properly installed, in good condition and in good working order.

2. Before a resident is permitted to participate in an adventure-based experience, the center shall ensure that the resident's medical history does not prohibit participation in the type of activity planned. If there is a question about a resident's ability to participate for medical reasons, the center shall not permit participation without the approval of the resident's physician and the resident's parent or guardian.

3. Staff-to-resident ratios shall be adequate to manage and supervise the experienced-based adventure based upon the number of residents and type of activity.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter VII – Specialized Programs

HFS 52.57 Exceptions and additional requirements for type 2 programs. (1) **APPLICABILITY AND AUTHORITY TO OPERATE.** A residential care center for children and youth designated by the Wisconsin department of corrections as a type 2 child caring institution may accept type 2 resident admissions only if approved by the department under the center's license to operate a type 2 program.

(2) **TYPE 2 PROGRAM COMPLIANCE.** (a) A residential care center for children and youth with a type 2 residential care center program shall comply with this chapter for youth who are admitted with type 2 status, except as otherwise provided under subs. (3) and (4), with type 2 provisions under ch. 938, Stats., and with any type 2-related policies and procedures and administrative rules that may be issued by the Wisconsin department of corrections.

(b) Violation of any type 2 related policy or procedure or administrative rule referenced in par. (a) constitutes a violation of this chapter.

(3) **TYPE 2 TEMPORARY REPLACEMENTS.** (a) *Applicability.* The provisions of this chapter apply for type 2 temporary replacements except for s. HFS 52.21 (1), (2), (4), (6), (7) and (8) (a) and ss. HFS 52.22 and HFS 52.23.

(b) *Type 2 temporary replacement into same center.* For type 2 replacements into a type 2 residential care center for a temporary placement lasting 10 days or less, the center shall document in the resident's record all of the following:

1. The name of the agency and person authorizing replacement along with the placement agreement outlining care arrangements, expectations and special conditions, if any, on the resident.

2. Reason or precipitating incident or incidents for replacement being imposed.

3. Behaviors which the resident has been advised will lead to a type I sanction placement.

4. Center-provided service efforts to treat reasons for the resident's type 2 replacement.

5. Any notable incidents by the resident during the resident's stay.

6. Summary assessment of resolution of the issues identified under subd. 4. at discharge.

7. Names of person and agency to which the resident was discharged.

(c) *Type 2 temporary replacement into a different type 2 center.* Type 2 replacement into a type 2 residential care center that is not the type 2 residential care center in which the resident was originally placed shall meet the requirements under sub. (2) as though the type 2 resident was a first time type 2 admission. The rule section exceptions under par. (a) do not apply under this paragraph.

(4) **TYPE 2 READMISSIONS.** (a) *Readmission within 6 months.* A type 2 residential care center shall comply with the provisions for short-term programs under s. HFS 52.58 for a type 2 readmission of a youth to the same residential care center from which the youth was discharged within the previous 6 months.

(b) *Readmission 6 months or more after being discharged or readmission to a different type 2 center.* A type 2 residential care center shall comply with sub. (2) when a type 2 readmission to the same residential care center occurs 6 months or more after the youth was discharged or when the youth is readmitted to a different type 2 residential care center.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.58 Exceptions and additional requirements for short-term programs. (1) **APPLICABILITY.** (a) A residential care center for children and youth may operate a short-term treatment program with approval of the department. This section applies to the operation of short-term treatment programs. A short-term treatment program shall comply with all provisions of this chapter except as provided in this section.

(b) The requirements of this section apply to short-term resident readmissions except that the assessment and treatment care plan for the resident under sub. (5) needs only be updated to reflect the resident's current treatment and care needs.

(2) **DEFINITIONS.** In this section:

(a) "Short-term resident admission" means a short-term resident whose stay at the center is expected to be 90 days or less or whose return to the center for another short-term stay readmission occurs 90 days or more from the resident's discharge from that

center or who is placed into a different center for short-term care readmission.

(b) "Short-term resident readmission" means a short-term resident whose readmission to the center for another short-term stay occurs less than 90 days from his or her discharge from that center and whose stay at the center may be of varying periodic episodes within a 90 day period.

(c) "Short-term treatment program" means a program of temporary residential care and treatment service delivery to a child or youth whose placement is transitional for purposes of assessment, treatment and planning for placement back into the community. "Short-term treatment program" does not include a respite care service program under s. HFS 52.59, or a crisis stabilization program certified under ch. HFS 34.

(3) PROGRAM STATEMENT. In place of the requirements for a program statement and operating plan under s. HFS 52.41 (1) (intro), (a) and (b), a center that operates a short-term treatment program shall have a treatment program statement that includes all of the following:

(a) A narrative covering treatment purpose, philosophy, approach and methods for short-term transitional placement into the community.

(b) Identification of short-term treatment program professional service providers and consultants involved in short-term transitional placement efforts that are center or community based.

(c) Identification of any coordinating service and placement agencies.

(d) A description of the extent to which the center's short-term program is compatible with or will operate separately, including in residential living arrangements, from the center's non-short-term residential program. If it will be operated separately, identification of the building or area in which the short-term program will be operated.

(e) A description of arrangements for continuing education of short-term residents.

(f) A description of health care arrangements for short-term residents, including the process for securing medical authorizations for general and emergency medical care including surgery.

(g) A description of recreational activities and programming available for short-term residents.

(4) ADMISSIONS. A center operating a short-term treatment program shall meet the provisions of s. HFS 52.21, except s. HFS 52.21 (5) (a) and (8) (a), and all of the following:

(a) *Obtaining authorizations.* For a short-term resident, the center as part of written admissions procedures shall obtain authorization from the parent or guardian of a resident for the center to do all of the following:

1. Provide or arrange for routine medical services and procedures, including dental services and non-prescription and prescription medications.

2. Obtain from a health care authority the authority to delegate and supervise administration of medications by center-authorized staff and for staff to handle and provide the medication to the resident and observe self-administration of the medication by the resident.

3. Obtain other medical information as needed on the resident.

4. Obtain written authorization to provide or order, when necessary, emergency medical procedures including surgery, when there is a life-threatening situation and it is not possible to immediately reach the parent or guardian authorized to give signed written specific informed consent.

(b) *Health screening.* Upon admission of a short-term resident, center staff shall do both of the following:

1. Observe the child for evidence of ill health. A staff person capable of recognizing common signs of communicable diseases or other evidence of ill health shall make this observation. The

new resident's temperature shall also be taken and evaluated. If the new resident shows overt signs of communicable disease or other evidence of ill health, the center shall make arrangements for immediate examination by a health care practitioner.

2. Arrange for or obtain the results of a complete physical examination comparable to a HealthCheck examination for each child in accordance with the HealthCheck periodicity schedule.

(c) *Preliminary care and treatment plan.* 1. Upon admission of a new short-term resident to a center for a short-term treatment program, the center shall develop a preliminary care and treatment plan for the new resident pending completion of the short-term program assessment and treatment plan under sub. (5) (b).

2. The preliminary care and treatment plan shall be based on the center's review of information received from the referral agency and the center's professional intake staff person's initial evaluation of the new resident's treatment and care needs.

3. The preliminary care and treatment plan shall be completed within 7 calendar days of a short-term resident's admission and shall identify or describe all of the following:

a. Referral agency goals and objectives for the resident, if any, and center care and treatment objectives for the resident.

b. The primary or immediate presenting behavior issues of the resident.

c. Center services to be provided to the resident to address those primary or immediate presenting behavior issues.

d. Any special immediate medical or dietary needs.

(5) ASSESSMENT, TREATMENT PLANNING AND DISCHARGE PLANNING. (a) *General.* A center's short-term treatment program shall meet the assessment and treatment planning requirements under par. (b), instead of those under s. HFS 52.22, for each resident. Center staff shall date and document meeting these requirements in each short-term resident's record.

(b) *Assessment and treatment and care planning.* A plan for a short-term care resident's care and treatment shall be developed within 15 calendar days of admission. The plan shall include all of the following:

1. Assessment. A documented assessment of the resident's needs both immediate and for transition to community placement. The assessment shall be conducted where possible with resident care worker staff who will work with the resident, the placing person or agency, the resident if 12 years of age or older, a center social worker and, as necessary, professional consultants. The assessment shall cover all of the following:

a. Presenting issues or problems. These may include behavioral functioning, emotional or psychological status, personal and social development and familial relationships.

b. Educational needs.

c. Recreational interests and abilities.

d. Perceived barriers or risks in making the transition to community placement.

e. Services necessary to address assessment areas.

2. Treatment and care plan. A dated treatment and care plan developed where possible by the persons or agencies identified under subd. 1. that is time-limited, goal-oriented and individualized to meet specific resident needs identified in the assessment under subd. 1. The plan shall include all of the following components:

a. Identification of staff and services to be provided or arranged by the center to meet the resident's needs.

b. A statement of behavioral or functional objectives that specifies resident behaviors to be addressed with the objectives focused on preparing the resident for transition to community based placement services and other placement arrangements.

c. Transitional planning arrangements with the placing agency which provide for continuity in programming when the resident is placed into the community.

d. Arrangements for continuing educational services and other programming during the youth's stay at the center.

3. Treatment plan implementation and review. a. A short-term resident's services case manager shall coordinate, monitor and document in the resident's treatment record a review and assessment of the treatment and care plan for the resident no later than 30 days after admission and at least every 30 days thereafter to determine the resident's readiness for community placement by considering the resident's strengths and suitability for community placement.

b. The review and assessment under subd. 3. shall identify the reason for continued placement at the center, any planning efforts for community placement, barriers to placement in the community and plans to eliminate those barriers and recommendations if any, for changes in transitional placement planning or in efforts to prepare the resident for community placement.

c. In documenting a review and assessment of the treatment and care plan for a resident, the resident's services case manager shall enter the date of the review and list the participants in the review.

(c) *Discharge planning.* A short-term treatment program need only comply with sub. (2) in s. HFS 52.23, and shall include documentation of all of the following in any discharge plan for a resident:

1. The date and reason for discharge.
2. New location of the resident.
3. A brief statement identifying resident readiness for discharge and placement elsewhere and remaining needs.
4. Name and title of person and agency to which the resident was discharged.
5. For an unplanned discharge, a brief summary or other documentation of the circumstances surrounding the discharge.

(6) **RESIDENT RECORDS.** A short-term treatment program shall meet the resident record requirements in this section and in s. HFS 52.49 except under s. HFS 52.49 (2) (b) 1. a. to g. and 3.

(7) **TRAINING AND EVALUATION.** (a) Initial training for staff of short-term treatment programs shall include training in the following areas:

1. Wrap around principles and philosophy.
2. Arranging for transitional care and transitional placement planning principles and methods.

(b) A center shall at least annually evaluate its short-term treatment care program through a center survey to be completed and returned to the center by referral sources. The center shall use the survey information to improve, as necessary, its short-term care program.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.59 Respite care services programs.

(1) **APPLICABILITY.** A residential care center for children and youth may operate a respite care services program with approval of the department. A residential care center for children and youth that chooses to provide respite care services shall comply with the provisions of this chapter except as stated in this section.

(2) **DEFINITIONS.** In this section:

(a) "Respite care" means temporary care for a child or youth with a disability or special care need, usually on behalf of a parent or regular caregiver for the purpose of providing relief to the parent or regular caregiver from the extraordinary and intensive demands of providing ongoing care for the child or youth, but also for when a parent or regular caregiver may be at risk of abusing a child or youth due to stress and, therefore, requires relief from caregiver duties, or the parent or regular caregiver is in a crisis situation that can be alleviated by providing temporary relief from caregiver duties.

(b) "Respite care services episode" or "episode" means a period of time during which respite care is provided to a parent or

regular caregiver by placing a child or youth, otherwise under the parent's or regular caregiver's care, at a residential care center.

(c) "Respite care services program" means a center-provided program of respite care services for a child or youth with a disability or special need on behalf of a parent or regular caregiver and includes, for the child or youth, individualized personal care and services at the level necessary to meet the child's or youth's immediate needs, along with room and board provided in comfortable surroundings.

(3) **EXCEPTIONS FOR RESPITE CARE PROGRAMS.** Respite care programs shall comply with all provisions of this chapter except the following:

- (a) Section HFS 52.21 (1), (2), (5) (a) and (8) (a).
- (b) Sections HFS 52.22 and 52.23.
- (c) Section HFS 52.41.
- (d) Section HFS 52.49 (2) (b) 1. a. to g. and 3.

(4) **PROGRAM STATEMENT.** A center accepting respite care clients shall have a program statement describing its respite care services program. The program statement shall cover at minimum all of the following:

- (a) The purposes for which respite care is provided and the type of population served.
- (b) Specific center assessment procedures and services available for care arrangements in assisting a child or youth admitted for respite care.
- (c) Compatibility of the respite care services program component with other programs of the center.
- (d) Staffing arrangements for respite care services.
- (e) Health care arrangements for respite care placements, including the process for securing medical authorizations for general and emergency medical care including surgery.
- (f) Recreational activities and programming for respite care placements.

(5) **ADMISSIONS.** A center operating a respite care services program shall have all of the following written policies and procedures for admission of a prospective respite care resident:

- (a) A policy regarding the type of respite care children or youth who can be served, such as those who are emotionally disturbed, physically handicapped, medically needy or developmentally disabled, including the specific types of developmental disabilities served.
- (b) Procedures for screening children and youth referred for respite care to ensure that they are appropriate for the center's respite care program.

(c) Procedures for obtaining parent or guardian written consents for emergency medical care and authorization for administration of medications.

(d) 1. Procedures for obtaining from the parent or other regular caregiver necessary and essential information for the temporary care of the child or youth which may include medical, behavioral, dietary or emotional concerns and appropriate responses or instructions. Assessment shall cover at minimum the following areas: eating, toileting, mobility, communication, health problems, behavioral issues, socialization, supervision needs and personal self-help.

2. Procedures for obtaining identifying information at the time of admission on the child or youth and family and information about current special needs of the child or youth, including usual day activities; transportation arrangements; any appointments; current health problems; special equipment used; communication issues; behavioral issues; eating habits, schedule and preferences; sleeping habits and any usual bedtime routine; toileting concerns; safety concerns; discipline or behavioral management recommendations; preferred leisure time activities; and any other comments from the parent or regular caregiver.

(e) Procedures as described under s. HFS 52.21 (7) for orienting a child or youth to the center's respite care program, available

care staff and room arrangements and assisting the child or youth in any adjustment issues to the child's or youth's temporary stay.

(f) Procedures for assigning specific care staff to a respite care child or youth.

(g) Procedures for contacting the parent or other regular caregiver regarding care questions or in emergency situations.

(h) A policy on who may pick up the child or youth at the end of respite care and policies and procedures for establishing the date and time at which the child or youth is to be picked up.

(i) Procedures for making a record of all of the child's or youth's personal belongings and medications upon arrival at the center.

(j) Procedures for maintaining a log with dates of all respite care episodes for each child.

(6) **STAFFING.** A center shall assign a staff person to have primary responsibility for the center's respite care services program. This person shall have experience in serving the type of disability or population the center serves. Staff-to-child ratios shall at minimum meet the ratio as otherwise prescribed in s. HFS 52.12 or be as needed to meet the needs of the respite care persons in care. The responsible staff person shall have access to medical, psychiatric, dietary and social services consultation as needed.

(7) **WRITTEN CARE PLAN.** (a) *Written care plan.* A center shall develop a written plan of care for each child or youth admitted to the center for respite care.

(b) *Planning for the child.* 1. The written care plan shall be prepared in consultation with the child's or youth's parent or other regular caregiver and prior to placement, except if the reason for placement is of a crisis emergency nature.

2. The written care plan shall provide for necessary service supports to meet social, emotional adjustment, medical and dietary needs, physical environment accommodation, means for the respite care child or youth to contact his or her parent or other regular caregiver, accommodations to meet physical handicaps such as requiring, if needed by the child or youth, a TTY device for the hearing impaired, handrails and visual devices, and a planned variety of recreational activities. The educational needs of the child shall be attended to while in placement as prescribed by the parent or other regular caregiver.

(c) *Length of stay.* A respite care placement shall not extend beyond 9 days per episode unless department approval is first obtained.

(8) **DISCHARGE.** For respite care residents, a center shall have a respite care discharge policy that provides for both of the following:

(a) Documenting in the respite care resident's care record the dates of respite care stay, a summary of the child's or youth's stay with any significant incidents noted and the name of the person to whom the child or youth was discharged.

(b) Giving a complete accounting in the respite care resident's care record of all personal belongings, medications and medical equipment that went with the child or youth upon discharge.

(9) **TRAINING AND EVALUATION.** (a) *Training.* 1. Training for staff of a respite care services program shall include training in the areas of arranging for transitional care and transitional placement planning principles and methods.

2. Staff shall have respite care training designed around the specific needs of individuals for which care is provided, such as autism, epilepsy, cerebral palsy and mental retardation. As part of this training, staff who have not already had some experience working with the type of individual to be cared for shall have at least 8 hours of supervised experience by someone who is knowledgeable in working with the type of individual or more than 8 hours if necessary to ensure the provision of competent care.

(b) *Evaluation.* A center shall evaluate respite care provided through a center survey to be completed by the parent or other regular caregiver and, if possible, the child or youth after each respite

care episode. The center shall use the survey information to improve, as necessary, its respite care services program, and shall keep these surveys on file for one year from their completion.

(10) **CLIENT RECORDS.** A center with a respite care services program shall meet the resident record requirements found under this section and under s. HFS 52.49, except requirements under s. HFS 52.49 (2) (b) 1. a. to g. and 3. A respite care resident's record shall include all documentation required under this section.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Subchapter VIII – Need Determination and License Application

HFS 52.61 Determination of need for additional beds. (1) **AUTHORITY AND PURPOSE.** This section is promulgated pursuant to s. 48.60 (3), Stats., to regulate the establishment of new residential care centers for children and youth and to control the expansion of existing residential care centers in order to ensure an adequate number and variety of facilities to meet the needs of Wisconsin children and youth who require out-of-home residential care and to prevent unnecessary expansion of residential care centers and the resulting increase in costs to Wisconsin citizens.

(2) **TO WHOM THE RULES APPLY.** This section applies to any new applicant for a license to operate a residential care center for children and youth and to existing residential care centers for children and youth wishing to expand the capacity of their facilities.

(3) **DEFINITION.** In this section, "applicant" means any person wishing to apply for a license to begin operation of a new residential care center for children and youth or any person wishing to expand the capacity of an existing residential care facility for children and youth. "Applicant" does not include a person who by reason of consolidation or other acquisition acquires control or ownership of beds when the consolidation or other acquisition results in no increase in or a reduction of the existing state-wide residential care center bed capacity.

(4) **CERTIFICATION OF NEED REQUIREMENT.** No person may apply for a license under s. HFS 52.62 (1) to operate a new residential care center for children and youth or for a license amendment under s. HFS 52.62 (3) to expand the bed capacity of an existing residential care center until the department has reviewed the need for the additional placement resources which would be created and has certified to the applicant in writing that a need exists for the proposed new placement resources.

(5) **DEMONSTRATION OF NEED.** To enable the department to make a determination of need for a new residential care center for children and youth or for additional beds at an existing residential care center for children and youth, the applicant shall submit all of the following documents and information to the department:

(a) A detailed plan for the operation of the proposed residential care center which includes all of the following:

1. The number, sex, and age range of the children to be served.
2. The type or types of needs or disabilities of children to be served.
3. The center staffing, including a list of full-time and part-time positions by job titles and numbers.
4. A description of the proposed program and treatment goals.
5. A proposed budget, including the current or projected per diem rate.
6. The location of the center and a drawing of the layout of the physical plant.

(b) A detailed written description of the methodology and findings which document the reasons why the unserved children under par. (a) cannot be served satisfactorily in less restrictive settings such as is in their own homes with treatment services provided to the children and their families, in specialized treatment foster homes or in group homes.

(c) Documentation meeting the criteria in sub. (7) (a) 2. that existing Wisconsin residential care center placement resources

are not adequate to meet the needs of Wisconsin children who require the type or types of care and treatment services the applicant proposes to provide. No beds occupied or to be occupied by children who are placed primarily for educational purposes may be considered in determining need under this section. Of the remaining beds, for purposes of determining need and establishing waiting lists, not more than 40% shall be considered available for out-of-state children.

(d) Information that supports the probability that a new or expanded center will be used by Wisconsin placement resources, and that an expanded center will attain and maintain an average monthly occupancy rate of 80% or more over the first 2 years of operation and that a new center will have an average monthly occupancy rate of not less than 80% at the end of the second year.

Note: The documents and information required by the Department to make a determination of need should be sent to the Bureau of Regulation and Licensing, P.O. Box 8916, Madison, WI 53708.

(6) PUBLICATION OF NOTICE - PARTY STATUS. (a) Upon receipt of the documents and information listed in sub. (5), the department shall publish a class 2 notice under ch. 985, Stats., in the official state newspaper designated under s. 985.04, Stats., and in a newspaper likely to give notice in the area of the proposed center. The notice shall include a statement that the department has received an application for a certificate of need to operate a new residential care center or to expand the bed capacity of an existing residential care center. The notice shall also include the number of additional beds, the geographic area to be served, the types of young people to be accepted for care, the services to be provided and program objectives.

(b) The notice shall invite the submission of written comments, factual data and reasons why the application should be granted or denied from any person within 30 days after the publication of the notice. The notice shall advise persons submitting written comments to indicate their interest in the application and whether the individual commentator wants to be considered for party status in any later proceedings.

(7) NEED DETERMINATION. (a) *Evaluation procedures.* 1. The department shall review the applicant's documents and information for completeness and may ask the applicant for additional materials or information that the department considers necessary for evaluation purposes.

2. Except as provided under subd. 3, the administrator of the department's division of children and family services or his or her designee shall make the need determination decision based on the following criteria:

a. The compatibility of the applicant's proposed plan of operation or expansion with the stated treatment goals for the program.

b. The validity of the research methodology used to document need for the proposed program.

c. The congruence of the conclusions reached in the applicant's needs research with department data on current county placement needs and available beds in existing residential care centers for children, youth and young adults providing similar services.

d. The correctness of the applicant's contention that the proposed center is more appropriate than less restrictive care arrangements for children, youth and young adults.

e. The applicant's documentation supporting the argument that existing Wisconsin residential care centers for children, youth and young adults are not adequate to meet the needs of Wisconsin children, youth and young adults who require the type or types of care and treatment services the applicant proposes to provide.

f. The applicant's documentation of the probability that the center, if expanded, will attain and maintain an average monthly occupancy rate of at least 80% for the first 2 years of operation or, if new, will attain an average monthly occupancy rate of at least 80% at the end of the second year of operation.

3. An application for expansion of an existing residential care center for children and youth by 3 or fewer additional beds shall be presumed to meet the criterion under subd. 2. d. unless at least one of the following is true:

a. The center submitted another application for expansion of bed capacity in the previous 2 years and that application was approved.

b. There is clear and convincing evidence that the criteria under subd. 2. have not been met.

(b) *Notice of determination.* 1. Within 90 calendar days after the date on which all required documents and information were received from an applicant, the department shall send written notice of its determination of need to the applicant and to anyone who commented under sub. (6) (b) on the application. The notice shall state the specific reason for the determination.

2. If the department determines that there is need for additional beds, the notice shall be accompanied by the department's certification that a need exists for the proposed new placement resources which entitles the person to apply for a license to operate a new center or to apply for an amended license that will permit the addition of beds at an existing center.

3. The duration of the approval under subd. 2 shall be limited to 18 months from the date that it is issued, except that the department may grant one 6-month extension if the approved applicant has a good reason for the delay in becoming operational and documents to the satisfaction of the department that it will be operational within that 6-month period. Any request for extension shall be filed before expiration of the initial 18-month period. If the proposed center is not operational during that 18-month time period, or the extended period, the need determination shall be considered invalid and the approval shall be cancelled. In this subdivision, "operational" means in regard to a new center that the center has been licensed under s. HFS 52.62 and that all approved beds meet requirements for operation, and in regard to expansion of an existing center that all additional beds meet requirements for operation and the center is licensed under s. HFS 52.62 to operate with the additional beds. An acceptable reason for an extension under this subdivision shall include unforeseen delay in obtaining adequate financing approval, in staffing or in construction.

(c) *Appeal.* 1. An applicant or a party adversely affected by a determination issued under par. (b) 1. may request an administrative hearing under s. 227.42, Stats., from the department of administration's division of hearings and appeals by submitting a written request for hearing to that office so that it arrives there within 30 days after the date of the notice under par. (b).

2. The standard of review for the hearing shall be whether the record contains the quantity and quality of evidence that a reasonable person could accept as adequate to support the decision.

Note: To request a hearing, submit the request to: Division of Hearings and Appeals, P.O. Box 7875, Madison, Wisconsin 53707-7875, or deliver it to the Division at 5005 University Ave., Room 201, Madison, WI.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.62 Licensing administration. (1) GENERAL CONDITIONS FOR APPROVAL OF LICENSE. An applicant for a license under this chapter shall complete all application forms truthfully and accurately and pay all fees and forfeitures due and owing prior to receiving a license. The department shall issue a residential care center license to an applicant within 60 days based upon receipt and department approval of a properly completed application, satisfactory department investigation and determination that the applicant is fit and qualified. Continued licensure requires a licensee to remain fit and qualified. In determining whether an applicant is fit and qualified, the department shall consider any history of civil or criminal violation of statutes or regulations of the United States, this state or any other state or other offenses substantially related to the care of children, youth or adults by the applicant, owner, manager, representative, employee, center resi-

dent or other individual directly or indirectly participating in the operation of the residential care center. This includes substantiated findings by a county social services or human services department of child abuse or neglect under s. 48.981, Stats., or substantiated reports of abuse of residents or patients under ch. 50, Stats., whether or not it results in criminal charges or convictions.

(2) INITIAL LICENSE APPLICATION. (a) A person wanting a license to operate a residential care center for children and youth shall apply on a form provided by the department and shall include all information requested on the form and all related materials and information required under par. (c), along with the license fee required under s. 48.615, Stats. A complete application includes completion of all information requested on the application form and all related materials and information required under par. (c) and the license fee.

Note: A copy of the application form may be obtained from the appropriate field office of the Department's Division of Children and Family Services. See Appendix D for addresses of the Division's field offices. The completed form and required related materials and information and the license fee should be returned to the same office.

(b) A complete application for a license shall be submitted to the department at least 60 days before the date proposed for the center to begin operating.

(c) An applicant for a license shall submit all of the following information and materials along with the completed application form:

1. A copy of the certificate of need under s. HFS 52.61 (7) (b).
2. A statement signed by the applicant agreeing to comply with this chapter.
3. A notarized statement signed by the applicant on a background information disclosure form, HFS-64, provided by the department concerning any specified criminal conviction or pending charge.
4. Diagrammatic floor plans of all center buildings showing all of the following:
 - a. The location of all exits.
 - b. All rooms to be used by residents with their dimensions and use.
 - c. The number of residents and the age range of residents proposed for each living area.
 - d. Rooms that are exclusively for male or female residents.
 - e. For bathrooms, the number of toilets, tubs or showers and washbasins.
5. A diagram of the outdoor area of the center showing dimensions and all buildings, and a map of the surrounding area showing the location of the center.
6. The names, addresses and telephone numbers of 3 persons, other than relatives, who personally know the applicant.
7. A completed department-provided checklist indicating that the applicant complies with all requirements for initial licensure.
8. A description of other licenses or certifications currently held or expected to be obtained by the applicant, or business enterprises that will be a part of the operation of the residential care center or operating on the grounds of the residential care center.
9. For an applicant operating any other type of licensed children's program or other human services program on the grounds of the center, a statement that describes how each program will remain separate and distinct.
10. A description of the organizational structure of the center, showing the chain of command and identifying staff members, with their titles and work schedules, who will be on the premises in charge of the center for all hours of operation. This document shall be signed by the applicant.

11. A copy of the report of an inspection by a local fire department or other fire safety inspection acceptable to the department showing approval of the facility for fire safety.

12. A copy of the approval of the center's electrical system by an inspector certified under ch. Comm 16.

13. If the center gets its water from a private well, a letter indicating that the water is safe to drink according to tests made on water from the private well, as required under s. HFS 52.56 (1).

14. A copy of the Wisconsin department of commerce building safety inspection approval or, if new construction, the Wisconsin department of commerce building construction approval.

15. A statement signed by the applicant specifying the geographical area to be served by the center, such as counties or states covered.

16. A financial statement with evidence of availability of funds to carry the center through the first year of operation.

(d) Within 30 working days after receiving a complete application, the department's licensing representative shall inspect the center to determine the applicant's ability to comply with this chapter.

(e) If the department, following its review of a license application and the results of the inspection under par. (d), finds that the applicant meets the requirements for a license established under this chapter and has paid the applicable fee referred to in s. 48.68 (1), Stats., the department shall issue a probationary license for 6 months in accordance with s. 48.69, Stats. The probationary license shall be issued after completion of the inspection under par. (d) and may be renewed for one 6-month period. If the center remains in satisfactory compliance with this chapter during the probationary license period, the department shall issue a regular license. The center shall post the license in a conspicuous place in the center where the public can see it.

(f) If the department, following its review of a license application and the results of the inspection under par. (d), finds that the applicant is not in compliance with this chapter, the department shall specify in writing to the applicant each area of noncompliance. The department's written response shall be sent to the applicant after the date of the inspection under par. (d). The applicant shall have an opportunity to come into compliance. When the applicant believes that all areas of noncompliance have been corrected, the applicant may request a re-inspection by the department's licensing representative. The department's licensing representative shall complete a new inspection of the center within 20 working days after being notified by the applicant that the center is ready to be re-inspected.

(3) LICENSE CONTINUATION. (a) *Non-expiring license.* A regular license shall be valid indefinitely, unless suspended or revoked by the department.

(b) *License continuation application.* 1. At least 60 days before the beginning date of every 2 year period of licensure, the department shall send a license continuation application to the licensee along with a notice of the license continuation fee required under s. 48.615, Stats.

2. At least 30 days before the continuation date of the license, the licensee shall submit to the department an application for continuance of the license in the form and containing the information that the department requires along with the license application fee required under s. 48.615, Stats., and any other fee owed under s. 48.685 (8), Stats., and any forfeiture under s. 48.715 (3) (a), Stats., or penalty under s. 48.76, Stats.

(c) *License continuation approval.* If the department establishes that the minimum requirements for a license under s. 48.67, Stats., are met, the application is approved, the applicable fees referred to in ss. 48.68 (1) and 48.685 (8), Stats., and any forfeiture under s. 48.715 (3) (a), Stats., or penalty under s. 48.76, Stats., are

paid, the department shall continue the license for an additional 2-year period.

(4) AMENDMENT TO LICENSE. (a) Before a licensee may make any change affecting a provision of its license, the licensee shall submit a written request to the department for approval of that change and shall receive approval from the department in the form of an amended license.

(b) Any of the following changes require amendment of the license:

1. A change in any of the licensee's powers and duties under s. 48.61, Stats., that are covered by the license.
2. A change in the maximum number of residents or in the sex or age range of residents which the center will serve.
3. A change in the type of resident population served such as emotionally disturbed, sexual offender, developmentally disabled, alcohol or drug dependent or delinquent.
4. A change in the name or address of the center.
5. A change in ownership or the name of the licensee.
6. Any other change as allowed under Wisconsin statutes.

(c) A licensee seeking to expand operations to increase the number of residents served under the existing license shall have been operating in substantial compliance with this chapter.

(5) LICENSE DENIAL OR REVOCATION. (a) The department may refuse to grant a license or may revoke a license if the applicant or licensee has violated any provision of this chapter or ch. 48 or 938, Stats., or fails to meet the minimum requirements of this chapter.

(b) The department may refuse to grant a license or may revoke a license if an applicant or licensee or a proposed or current employe, student intern or volunteer is any of the following:

1. A person who is the subject of a pending criminal charge for an action that directly relates to the care of children or activities of the center.
2. A person who has been convicted of a felony or misdemeanor or other offense which is substantially related to the care of children or activities of the center.
3. A person who has been determined to have abused or neglected a child pursuant to s. 48.981, Stats., or who has been determined to have committed an offense which is substantially related to the care of children or activities of the center.
4. A person against whom a finding of abuse, neglect, or misappropriation of property pursuant to ch. HFS 13 has been entered on the Wisconsin caregiver registry maintained by the department.
5. A person who has had a department-issued license revoked within the last 5 years.
6. A person who has a recent history of psychological or emotional disorder which suggests an inability to adequately handle the administrative affairs of the center or, for anyone having contact with the residents, presents a risk that the residents may be harmed or their well-being neglected. The department may require the person to submit to a psychological examination.
7. A person who is the subject of a court finding that the person has abandoned his or her child, has inflicted sexual or physical abuse on a child, or has neglected or refused, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter for his or her child or ward or a child in his or her care so as to seriously endanger the physical health of the child.
8. A person who has violated any provision of this chapter or ch. 48, Stats., or fails to meet the minimum requirements of this chapter.
9. A person who has made false statements on the background information disclosure form completed under the requirements of ch. HFS 12.

Note: Examples of charges and offenses the department will consider in making a determination under this paragraph that an act substantially relates to the care of children are: sexual assault; abuse of a resident of a facility; a crime against life and bodily security; kidnapping; abduction; arson of a building or of property other than a building; robbery; receiving stolen property from a child; a crime against sexual morality, such as enticing a minor for immoral purposes or exposing a minor to harmful materials; and interfering with the custody of a child. The list is illustrative. Other types of offenses may be considered.

(6) NOTICE TO DENY OR REVOKE A LICENSE. (a) If the department decides under sub. (5) to not grant a license or to revoke a license, the department shall notify the applicant or licensee in writing of its decision and the reasons for it. Revocation of a license shall take effect either immediately upon notification or 30 days after the date of the notice unless the decision is appealed under sub. (8); whether the revocation shall take effect immediately upon notification or 30 days after the date of the notice shall be determined in accordance with the criteria found in s. 48.715(4m)(a) and (b), Stats.

(b) Upon receipt of the notice of revocation and during any revocation proceedings that may result, the licensee may not accept for care any child not enrolled as of the date of receipt of the notice without written approval of the department's licensing representative.

(c) By the effective date of a license revocation, the licensee shall have arranged alternative placements for all residents. The arrangements shall be made in cooperation with each resident's parent or guardian and legal custodian or placing agency, if not the same. The licensee shall share this information with the licensing representative at least one week before the effective date of the license revocation.

(7) SUMMARY SUSPENSION OF A LICENSE. (a) Under the authority of s. 227.51 (3), Stats., the department shall summarily suspend a license and thereby close a residential care center when the department finds that this action is required to protect the health, safety, or welfare of children in care. A finding that summary suspension of a license is required to protect the health, safety or welfare of children in care may be based on, but is not limited to, any of the following:

1. Failure of the licensee to maintain or restore environmental protection for the residents, such as heat, water, electricity or telephone service.
2. The licensee, an employe, a volunteer, or any other person in regular contact with the children in care has been convicted of or has a pending charge for a crime against life or for a crime of bodily injury.
3. The licensee, an employe, a volunteer, or any other person in regular contact with the children in care has been convicted of a felony, misdemeanor, or other offense which is substantially related to the care of children or activities of the center or has a pending charge which is substantially related to the care of children or activities of the center.
4. The licensee, an employe, a volunteer, or any other person in regular contact with the children in care is the subject of a current investigation for alleged child abuse or neglect pursuant to s. 48.981, Stats., or has been determined to have abused or neglected a child pursuant to s. 48.981, Stats.
5. The licensee or a person under the supervision of the licensee has committed an action or has created a condition relating to the operation or maintenance of the center that directly threatens the health, safety, or welfare of any child under the care of the licensee.

(b) If the department's licensing representative determines that the safety of the residents requires their immediate relocation, the department shall order the licensee, orally and in writing, to find suitable temporary housing for the residents until arranging for their permanent relocation. The department shall further order the licensee, orally and in writing, to notify, for each resident, the placing person or agency and parent or guardian within 24 hours

after temporary housing arrangements for the resident have been made.

(c) An order summarily suspending a license and thereby closing a center may be a verbal order by a licensing representative of the department. Within 72 hours after the order takes effect, the department shall either permit the reopening of the center or proceed under sub. (5) to revoke the center's license. A preliminary hearing shall be conducted by the department of administration's division of hearings and appeals within 10 working days after the date of the initial order to close the center on the issue of whether the license shall remain suspended during revocation proceedings.

(8) **APPEAL OF DECISION TO DENY OR REVOKE A LICENSE.** (a) Any person aggrieved by the department's decision to deny a license or to revoke a license may request a hearing on the decision under s. 227.42, Stats.

(b) The request for a hearing shall be in writing and shall be filed with the department of administration's division of hearings and appeals within 10 days of the department's refusal to issue a license or the department's revocation of a license. A request for a hearing is considered filed upon its receipt by the department of administration's division of hearings and appeals.

Note: A request for hearing should be submitted by mail to the Division of Hearings and Appeals, P.O. Box 7875, Madison, Wisconsin 53707-7875, or should be delivered to the Division at 5005 University Ave., Room 201, Madison, WI, with a copy sent to the appropriate Division of Children and Family Services field office listed in Appendix D.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

HFS 52.63 Inspections and complaint investigations. (1) **INSPECTION.** Pursuant to s. 48.73, Stats., the department may visit and inspect any residential care center for children and youth at any time. A department licensing representative shall have unrestricted access to the premises identified in the license, including access to resident records and any other materials, and access to residents and other individuals having information on compliance by the center with this chapter.

(2) **COMPLAINT INVESTIGATION.** Under s. 48.745, Stats., any person having a complaint about a licensed center or a center operating without a license may submit that complaint to the department by telephone, letter or personal interview. A licensing representative of the department shall investigate each complaint. The department shall send a written report of the findings of that investigation to the complainant.

Note: A complaint should be sent, phoned in or delivered to the appropriate Division of Children and Family Services field office listed in Appendix D.

(3) **ENFORCEMENT ACTION.** The department may order any sanction or impose any penalty on a licensee in accordance with s. 48.685, 48.715 or 48.76, Stats.

History: Cr. Register, February, 2000, No. 530, eff. 9-1-00.

Note: Chapter HFS 52 was repealed and recreated, Register, February, 2000, No. 530, effective September 1, 2000. Until September 1, 2000, the following version of ch. HFS 52 is in effect:

Subchapter I—General Provisions and Licensing of Child Care Institutions

HFS 52.01 Introduction. (1) **STATEMENT OF INTENT.** The intent of these rules is to protect and promote the health, safety and welfare of children in the care of child care institutions in Wisconsin.

(2) **APPLICABILITY.** This chapter applies to all child care institutions.

(3) **EXCEPTIONS.** The department may make exceptions to any rule for licensing child care institutions when it is assured that granting such exceptions is not detrimental to the health, safety or welfare of children.

(4) **DEFINITIONS.** As used in this chapter:

(a) "Board of directors" means the policy-making body which governs a child care institution and is responsible for compliance with this chapter.

(b) "Child" means a person under 18 years of age, except that a person under continuing juvenile court jurisdiction who is over 17 years of age but has not yet attained the age of 21 is also considered a "child" for purposes of this chapter.

(c) "Child care institution" means a child welfare agency which regularly provides care and maintenance for children within the confines of its building.

Note: An agency having education as its primary purpose is deemed to be a child care institution when its pupils, in the ordinary course of events, do not return annually to the homes of their parents or guardians for at least 2 months of summer vacation. Exceptions to these rules may be considered for such agencies when the exceptions, in the department's opinion, do not jeopardize the health, safety and welfare of children.

(d) "Child welfare agency" means any person required to be licensed under s. 48.60, Stats.

(e) "Department" means the Wisconsin department of health and family services.

(f) "Division" means the department's division of children and family services.

(g) "Division of public health" means the department's division of public health.

(h) "Guardian" means the person or agency appointed by a court to make major decisions affecting a child, which may include consent to marriage, to enlistment in the armed forces, to major surgery and to adoption, or to manage the estate of a minor.

(i) "Legal custodian" means the person or agency to whom a court has transferred a child's legal custody, and who thereby has the right and duty to protect, train and discipline the child and to provide for the child's care needs. "Legal custody" has the meaning prescribed in s. 48.02 (12), Stats.

History: Cr. Register, August, 1982, No. 320, eff. 9-1-82.

HFS 52.02 Organization and administration. (1) **INCORPORATION.** Every child welfare agency shall be incorporated. Any agency incorporated outside of Wisconsin shall secure authorization from the secretary of state to do business in Wisconsin.

(2) **BOARD OF DIRECTORS.** (a) Every agency shall be governed by the board of directors which is responsible for the operation of the agency according to its defined purposes.

(b) If the agency is incorporated in another state, the board of directors shall:

1. Meet in Wisconsin at least once during the period for which the license is issued; or

2. Have a subcommittee of at least 3 Wisconsin residents one of whom shall be a member of the board. This subcommittee shall be responsible to the board of directors to see that board policies are carried out and that there is adherence to licensing rules.

(c) When requested, the board, or its subcommittee if it is in the category covered by par. (b), shall meet with the licensing representative.

(d) The board shall:

1. Define its responsibilities. These responsibilities shall include:

a. The establishment of policies to be followed by the institution and regular planned review of its policies and purposes to determine that the interests of children are being served.

b. Surveillance that the institution does not discriminate in its personnel practices, intake and services on the basis of race, color and national origin.

c. The exercise of trusteeship for property, investment and protection from liability.

d. Approval of the budget and responsibility for obtaining and disbursing of funds.

e. Employment of a qualified executive and delegation to that executive the responsibility for the administration of the institution and the employment of other staff members.

2. Meet at least semiannually and keep minutes of each meeting which shall be made a part of the permanent records of the institution.

3. Keep informed to insure that the institution fulfills its functions.

4. Consult with the department prior to the establishment of a new institution or the changing of a basic program of care of an existing institution.

5. Notify the department when there is a change in the executive of the institution and/or the board chairperson.

6. Notify the department of any major changes pending or occurring in the corporate structure, organization or administration of the agency.

(3) **APPLICATION.** (a) All applications for a license shall be on forms prescribed by the department, shall be signed by the chief officer of the board of directors and the institution executive and shall be submitted to the department.

(b) If the board is applying for a license for the first time a written notification indicating intent to operate shall be submitted at least 60 days prior to the date on which it proposes to begin operation.

(c) The formal application for the initial license shall be submitted before a first license is issued. The institution shall not begin operation as an institution until it receives such a license.

(d) The following material shall accompany the first application for a license:

1. A copy of the articles of incorporation and, if existent, a copy of the constitution and by-laws;

2. Evidence of the availability of funds to carry the institution through the first year of operation;

3. A statement of purposes which includes a description of the geographic area to be served, the types of children to be accepted for care, the services to be provided and the program objectives;

4. A description of the job responsibilities for each type of position proposed for the institution;

5. A proposed organization chart insuring that there will be staff in number and qualifications for the scope of the agency services;

6. A list of the board members; and

7. A copy of the certificate of need obtained under ss. HFS 52.50 to 52.55.

(e) Subsequent applications shall be submitted to the department:

1. At least 3 weeks prior to the expiration of the current licensing;

2. When an additional facility or new program which is subject to licensing is to be opened;

3. When the address of the facility is to be changed; and

4. When ownership of the institution is changed.

(f) The following material shall accompany subsequent applications for a license:

1. Copies of the annual reports published since the last license was issued;

2. The budget for the current fiscal year and the financial audit of the past year;

3. A list of the current members of the board of directors and its committees;

4. The number, names, qualifications and classifications of current staff;

5. A copy of the current staff organization chart;

6. A description of any program review and evaluation and changes in program content and purpose which have occurred since the last license was issued;

7. If the expiring license is provisional, a statement showing whether the requirements on which a provisional license was based have been met or, if not, plans for meeting them;

8. A copy of any revisions of personnel practices that have been made since the last license was issued; and

9. If the applicant desires to expand the bed capacity of an existing child care institution, a copy of the certificate of need obtained under ss. HFS 52.50 to 52.55.

(g) A written amendment to the license shall be secured from the department by the board of directors prior to any changes in the conditions of the current license.

(h) When a license is issued, the board shall display the certificate of license in a prominent place in the institution.

(i) Within 60 days after receiving a complete application for a child care institution license, the department shall either approve the application and issue the license or deny the application. If the application for a license is denied, the department shall give the applicant reasons, in writing, for the denial.

(4) FINANCING. (a) The board, with the executives, shall be responsible for the safety and judicious use of the funds of the institution. Policies and practices shall be in accord with sound budgeting, disbursement and audit control procedures.

(b) Each institution shall:

1. Have sufficient funds assured to carry a new institution through its first year of operation and be able to furnish evidence to that effect.

2. Have a sound plan of financing to assure sufficient funds to enable it to carry out its defined purposes and to provide proper care for children, as required by the administrative rules relating to licensing child welfare agencies.

3. Provide for annual audit of all accounts by a certified public accountant who is not in the employ of the agency nor a member of the board.

4. On request, provide the department with financial records or financial statements.

(c) The financial operation of the institution shall be based on an annual budget approved by the board. This budget shall reflect anticipated expenditures and sources of income.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and recr. Register, July, 1970, No. 175, eff. 2-1-71; renum. from PW-CY 40.51, Register, August, 1982, No. 320, eff. 9-1-82; cr. (3) (f), Register, October, 1985, No. 358, eff. 11-1-85; r. and recr. (3) (a), (d) and (f), Register, October, 1988, No. 394, eff. 11-1-88; correction in (2) (d) 5., made under s. 13.93 (2m) (b) 5., Stats., Register, June, 1995, No. 474.

HFS 52.03 Personnel administration. (1) PERSONNEL POLICIES. (a) Each institution shall have a written statement of personnel practices adopted by the board. The board shall review personnel practices at least every 2 years.

1. The following items shall be included in personnel practices and shall be submitted to the department for approval with the original application:

a. There shall be written descriptions of job responsibilities for all positions of 6 months or longer duration in the institution.

b. There shall be staff sufficient in number and qualifications for the scope of the institution's services.

2. Within one year from original licensure and every 2 years thereafter, the institution shall submit to the department for approval, written material concerning the process and content of orientation, staff development and in-service training programs for all institution employees. These programs shall include provision for the development of a working knowledge of these rules as they pertain to individual responsibilities.

(b) There shall be written policy statements available to all employees and made known to each employe at the time of employment including:

1. The method of wage adjustments.

2. Retirement program.

3. Health and other insurance programs.

4. Vacation, sick leave, holidays and leaves of absences.

5. Probationary status.

6. Termination procedures.

7. Agency chain of command.

8. Grievance procedures.

9. Employment outside the agency.

10. For the job classification for which application is being made:

a. Compensation.

b. Hours of work.

c. Description of job responsibilities.

d. Performance evaluation.

(c) A personnel record shall be maintained for each staff member and be available to the authorized licensing staff. The record shall include:

1. Employment application showing qualifications and experience.

2. Statement from previous employers and personal references.

3. Reports of job performance.

4. Medical reports.

5. Dates of employment, separation and reasons for separation.

(d) Resident staff shall have at least 2 hours free of all agency responsibility during each 24 hour day, and at least one consecutive 24 hour period of free time per week.

(2) PERSONNEL. (a) *General qualifications.* 1. All employees shall have the ability and emotional stability to carry out their assigned duties.

a. Character references from at least 2 people and references from previous employers within the last 5 years must be obtained for prospective employees.

b. References may be documented either by letter or verifications in the record of verbal contact giving dates, person making the contact and persons contacted and the contact content.

c. The institution shall review and investigate application information carefully to determine whether employment of the individual is in the best interests of children under its care.

2. Every staff member who has contact with children shall have a comprehensive physical examination, to include screening for tuberculosis and a serological test for syphilis, within one year before he or she begins work.

3. All persons shall be excluded from the institution when ill, including such conditions as serious upper respiratory infections and infectious lesions. Persons with contagious diseases such as, but not limited to mononucleosis, streptococcal and staphylococcal infections shall have a physician's release before returning to work.

4. No person with a health history of typhoid, paratyphoid, dysentery, or other diarrheal disease shall be employed in an agency until it is determined by appropriate tests that such person is not a carrier of these diseases.

(b) *Administrative staff.* 1. An administrator shall be employed who shall:

a. Possess a knowledge of child welfare services and a demonstrated actual or potential administrative skill and leadership.

b. Be a graduate of an accredited college or university with a minimum of 15 credits in the social sciences.

c. Have at least 2 years experience in an administrative or supervisory capacity.

2. The administrator's responsibilities to the board for administering the institution shall include:

a. Satisfactory management.

b. Keeping them informed of the program of the institution.

c. Preparing the annual budget for discussion and approval.

d. Responsibility for the operation of the program of child welfare in employment, supervision and discharge of staff.

3. If the executive also functions as casework or child care supervisor he or she shall meet the additional requirements for those classifications.

4. There shall be a qualified staff person to whom authority is delegated in the absence of the executive. The executive or a person to whom he or she has delegated responsibility, shall be available at all times.

(c) *Child care staff.* 1. Child care staff shall participate on an ongoing basis in either:

a. A department approved in-service training program conducted by the institution, or

b. College or university credit or non-credit courses related to child care.

2. The ratio of child care staff to children in care shall be dependent on the needs of the children, but the ratio of such staff to children shall not be less than the following schedule:

Age of child	Minimum ratio of staff to children during working hours
Infant to one year	1 to 3 children
One year to 2 1/2 years	1 to 4 children
2 1/2 to 3 years	1 to 6 children
3 to 4 years	1 to 10 children
4 years and over	1 to 12 children

Note: Child care staff are defined as those persons who are primarily responsible for the day to day living experience of children in care.

3. There shall be at least 2 child care staff members or persons properly substituting for them on duty in the institution at any time when there are 9 or more children present during waking hours.

4. When there are 8 or less children in care a second person who meets the qualifications for child care staff shall be available within 5 minutes.

5. At night there shall be a staff member within hearing or call of every 25 children or a fraction thereof, when they are asleep. In addition there shall be another adult who can be summoned in case of emergency.

a. If children under 6 are in care, the night time ratio of staff to children shall be no less than 1 to 15.

b. When infants under one year of age are in care, the night time ratio of staff to children shall be no less than 1 to 5.

c. When children are under 6 years of age, the staff members on duty shall be awake and remain in the immediate vicinity of the children.

6. The primary responsibility of child care staff shall be care of children. The institution shall not assign other responsibilities which interfere with this responsibility.

7. Responsibility for the supervision of child care staff shall be delegated to a person who is qualified for this position. This shall be a full time position if 8 or more child care staff are employed. Qualifications for this position shall include either:

a. The status of advanced social worker (See (d) 4.), or

b. A master's degree in a social science, or

c. Three years of experience in institutional child care plus 250 hours of documented in-service training.

(d) *Social service staff.* 1. The ratio of social service staff to children shall be dependent on the needs of the children, but, there shall be at least one social worker for every 25 children in the institution.

2. Institutions which provide care exclusively for mentally retarded children shall employ at least one social worker for every 50 children.

3. Director of social service or social work supervisor. a. Each institution shall employ as the director of social service or social work supervisor, one social worker with a master's degree from a recognized school of social work. In addition this person shall have knowledge of and skill in supervision and at least 2 years of supervised experience in a recognized child or family welfare agency.

b. The supervisory responsibility shall be handled by a full time agency employe if the institution employs 4 or more social workers. Such an employe could be carrying other functions on a limited basis if he is supervising between 4 and 8 social workers. Such a staff position shall not exceed supervision of more than 8 staff.

c. In a large program in which a director of social service is responsible for the supervision of one or more social worker supervisors, the director of social service shall have at least 2 years of supervisory experience in a recognized family or child welfare agency.

4. Advanced social worker. In agencies employing more than one social worker, at least 50% of the social workers shall be advanced social workers. An advanced social worker shall have:

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

b. Completed one year of graduate work in an accredited school of social work and have at least 2 years of supervised experience in child or family welfare, or

c. Graduated from an accredited college or university, completed at least 3 years of supervised experience in the field of child or family welfare, acquired 12 graduate credits in social work, and completed 250 hours of documented in-service training.

5. Social worker. Social workers shall have at least a bachelor's degree with a minimum of 15 credits in the social services and within 2 years of employment shall participate in at least 180 hours of documented in-service training.

6. Consultant services. The institution shall provide consultant services as required to meet the needs of the children. Consultants shall meet the standards of their professional groups.

(e) *Education staff.* 1. The administrator shall designate a qualified staff person to be responsible for determining that the education needs of each child in residence are met.

2. If the institution operates a school program it shall maintain a classroom ratio of at least one teacher for each 15 students.

3. Teachers employed in an institution shall:

a. Hold a bachelor's degree from an accredited college or

b. Be a graduate of an approved 2 year professional teacher education course and have a 2 year experience in a full time paid teaching position.

4. If teachers' aides are employed they shall meet the requirements for child care staff.

5. Education staff shall participate on an agency basis in either:

a. The institution in-service training program approved by the department, or

b. College or university credit or non-credit courses related to education.

(f) *Recreation and activity staff.* 1. The institution shall designate a staff person to be responsible for the development and coordination of the institution's recreation and activity programs.

2. The agency shall select recreation staff on the basis of experience in working with groups of children whose recreational needs and interests vary.

3. The agency may use child care staff as recreation or activity staff only if they possess skills ordinarily expected of recreation staff.

4. Recreation and activity staff shall participate on an ongoing basis in a department approved in-service training program.

(g) *Clerical staff.* The institution shall have clerical services to maintain correspondence, records, bookkeeping and files.

(h) *Other staff.* 1. The institution shall employ staff such as cooks, kitchen help, housekeepers, gardeners, janitors, laundresses, and seamstresses to carry on the daily housekeeping functions.

2. There shall be one person on the premises awake and on duty during the night in any institution having a population of over 25 children on the premises.

(i) *Volunteers.* 1. If volunteers are used, the agency shall assign an appropriate staff member to evaluate and supervise them and to develop a plan for their operation, training and use.

2. All volunteers having regular contact with children for more than 2 hours per week shall have annual chest X-rays or negative tuberculin tests. Volunteers who are in contact with children more than 20 hours in a week shall meet the health requirements for paid staff.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and recr. Register, July, 1970, No. 175, eff. 2-1-71, renum; from PW-CY 40.52 and am. (2) (d) 6, and (h) 2, Register, August, 1982, No. 320, eff. 9-1-82; am. (2) (a) 2, Register, June, 1983, No. 330, eff. 7-1-83; corrections made under s. 13.93 (2m) (b) 5, Stats., Register, June, 1995, No. 474.

HFS 52.04 Building, grounds and equipment. (1) **GENERAL REQUIREMENTS.** (a) All buildings of the child care institution shall comply with the state building code, chs. Comm 50 to 64, Wis. Adm. Code.

(b) Plans for new buildings or alterations which affect the structural strength, safety, or sanitary conditions of existing buildings, shall be submitted to the division of industrial safety and buildings, and to the department for approval. The agency shall have in writing the approval of both the department and the division of industrial safety and buildings before contracts are let.

(c) The institution shall comply with requirements established through the building inspections which the division of industrial safety and buildings will make at intervals not to exceed 2 years.

(d) The premises of an institution shall be used only for purposes which are compatible with the program of child care.

(e) Living and indoor recreation space to enhance physical and emotional health shall be provided. Buildings constructed or other facilities converted to child care after the effective date of these rules shall contain living and recreational space at least equal to the minimum amount of sleeping space required for licensing. This space shall be exclusive of hallways less than 7 feet in width, bathrooms, lockers, offices, storage rooms, isolation rooms, staff rooms, furnace rooms and that part of the kitchen occupied by stationary equipment.

(f) Safety glass which is resistant to shattering or screening approved by the department shall be installed in high risk areas where children are active such as recreation rooms and stair wells.

(g) There shall be telephone service in all buildings housing children.

(h) Any institution operating or using camping facilities shall comply with requirements for recreational camps established by the division of public health in ch. HFS 175.

(i) Institutions using or operating camp facilities between October and April shall comply with requirements of the building code and the heating, ventilation and air conditioning code issued by the division of industrial safety and buildings. Compliance with these requirements shall be determined through inspections of the division of industrial safety and buildings made at intervals not to exceed 2 years.

(2) **LOCATION.** The location of the institution shall be beneficial to health, safety and well-being of the children.

(3) **GENERAL SANITATION.** The institution shall comply with department sanitation requirements and with the recommendations of the division of public health when used as a consultant by the licensing agent.

(4) **WATER.** (a) The institution shall at all times have a safe adequate supply of running hot and cold water.

(b) Drinking water shall be supplied from an approved public water supply, if available.

(c) When water is obtained from a private well, the water supply shall meet the requirements of the division of public health, and its safety shall be determined by monthly testing of samples submitted to the state laboratory of hygiene, Madison, Wisconsin, or to a laboratory certified by the department of agriculture, trade and consumer protection.

(d) The use of common drinking utensils shall be prohibited. Sanitary drinking fountains shall be installed or individual drinking cups provided.

(5) **SEWAGE.** Sewage shall be disposed of through a municipal sewage system when available. When an independent or private system is necessary, the installation shall comply with the requirements of the public safety and buildings division of the Wisconsin department of commerce.

(6) **BATH AND TOILET FACILITIES.** (a) The institution shall:

1. Maintain bathrooms, toilets and wash basins in a sanitary condition. At least one-half of the facilities shall be on the same floor as the sleeping rooms.

2. Provide at least one wash basin in every toilet room.

3. Provide separate toilets and bathrooms for boys and girls 6 years of age and over.

4. Provide privacy and bath and toilet equipment of the appropriate height for the children using it.

5. Provide at least one tub and one shower; either separate or in combination with each other, in each living unit.

(b) An institution with 8 or less occupants shall meet the requirements with one complete bathroom, provided that all children under care are of the same sex. The term "complete bathroom" is intended to include a toilet stool, wash basin, and a bathtub or shower.

(c) An agency with 9 or more occupants shall:

1. Provide separate bath and toilet facilities for staff.

2. Provide one toilet for every 8 children, one tub or shower for every 8 children, and one wash basin for every 4 children.

3. Provide at least one toilet and wash basin near living rooms and recreation areas.

(d) All hot water pipes leading to bathing and washing facilities used for child care purposes shall be fitted with an approved temperature control device so that the water delivered does not exceed 105° F. The temperature control device shall be tamper proof and controlled only by authorized persons.

(7) **SLEEPING FACILITIES.** (a) The institution with 9 or more children shall:

1. Provide an area of at least 80 square feet within sleeping areas for one child.

2. Provide at least 60 square feet of floor space per child in sleeping areas that accommodate more than one child.

(b) The institution with 8 or less children shall:

1. Meet the requirements for space within sleeping areas with at least 35 square feet of floor space for each child occupying a bedroom if it also provides an average of 200 square feet or more of living space for each occupant of the institution including the children in care, staff and any members of the families to staff housed in the institution. The term "living space" is intended to include all areas of the house except an unfinished basement, attic or similar areas not usually occupied by the family in their daily living.

(c) Each institution shall:

1. Provide each child with his or her own bed which shall be at least 30 inches wide and adequate in length for his or her height.

2. Provide separate sleeping rooms for boys and girls 6 years and over.

3. House no more than 4 children in a sleeping area. In a remodeled setting, provide for permanent full or partial partitions at least 6 feet in height between at least every 4 beds.

4. Have beds at least 3 feet apart at the head, foot and sides. Have double decker beds, if used, at least 3 feet apart at the head and foot and at least 5 feet apart at the sides.

5. Provide each bed with level, substantial springs, a comfortable mattress, a pillow, 2 sheets and sufficient covering for comfort.

6. Provide a complete change of clean bed linen at least once a week. In addition, provide clean bed linen whenever soiled, and provide rubber sheeting for all children under 6 years of age and for all enuretic children.

(d) Each child shall have a closet, locker or bureau for clothing and personal belongings which shall be reserved for the child alone.

(8) **HEAT, LIGHT, VENTILATION AND SCREENING.** The institution shall:

(a) Meet heat, light and ventilation requirements established for institution facilities by the division of industrial safety and buildings.

(b) Provide a heating system that will maintain the temperature in living and sleeping quarters between 70-74° F. during the day and 67-70° F. during the night.

- (c) Provide appropriate coverings for windows through which sunlight enters.
- (d) Provide screens for open doorways and windows.
- (9) SAFETY AND PROTECTION FROM FIRE. The institution shall:
 - (a) Comply with the state building code relating to fire protection and safety.
 - (b) Develop a detailed plan of evacuation of buildings for use in case of fire and train staff in the use of this plan.
 - (c) Post printed procedures for evacuation in conspicuous places in buildings used by children and staff.
 - (d) Have fire drills at least once every 2 months and maintain an ongoing written record of fire drills for the past year.
 - (e) Train staff and children in the correct reporting of fires and in fire prevention. Train staff in how to extinguish small fires.
 - (f) Provide one fire extinguisher per 2000 square feet of floor area, and at least one extinguisher on each floor, including basements.
 - (g) Keep fire extinguishers charged and filled and have them inspected annually.
 - (h) Have all exits, doors, halls, and stairs well lighted and kept clear and ready for instant use. Provide exit signs and lights when required by the building code.
 - (i) Provide more than one exit leading to the outside of the building from each floor. Exit doors shall open outward and be equipped with panic hardware.
 - (j) Report to the department within 48 hours any fire on the premises which requires the services of a fire department.
 - (k) Provide a fire alarm system in compliance with building code requirements in all buildings used for sleeping by 20 or more persons.
 - (L) In buildings for more than 30 children, provide an emergency generator or other approved separate electrical supply system as required by the Wisconsin state electrical code.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and rec. Register, July, 1970, No. 175, eff. 2-1-71; renum. from PW-CY 40.53 and am. (1)(a) and (h), Register, August, 1982, No. 320, eff. 9-1-82; corrections made under s. 13.93 (2m) (b) 5., Stats., Register, June, 1995, No. 474.

HFS 52.05 Child care and development. (1) GENERAL REQUIREMENTS.

- (a) **Program requirements.** The institution shall:
 1. Develop programs which encourage the development of independence through avoiding regimentation of scheduling.
 2. Integrate the agency program with community activities so that children have opportunities to participate in normal community living patterns.
 3. Provide for the development and maintenance of constructive relationships with parents, brothers and sisters, relatives, staff and friends.
 4. Incorporate in its program a balance of spiritual and moral training, work, recreation and education.
 5. Make maximum use of small groups as an aid in individualizing the child and helping the child to attain a sense of personal identity.
- (b) Buildings shall be so structured or arranged that groups of children can be housed under supervision of their own child care staff, without gross intrusion from other similar groups.
- (c) In institutions licensed to house 9 or more children in a building, children of staff shall not be housed in the living quarters of children under care.
- (2) **PERSONAL HYGIENE.** The institution shall:
 - (a) Provide every child the opportunity to develop socially acceptable habits.
 - (b) Establish a climate in which each child learns the values of personal hygiene.
 - (c) Provide each child with his or her own toilet articles, including a toothbrush and comb, and with clean towels and washcloths not less than twice a week. Prohibit use of a common towel.
 - (d) Provide space for individual storage of toilet articles. Allow space to permit quick drying of towels and washcloths and separation from those of other children.
 - (e) Provide mirrors in bathrooms and living areas at appropriate levels and numbers to be easily accessible to all children.
- (3) **CLOTHING.** Each institution shall:
 - (a) Develop a list of clothing required for children and maintain the child's wardrobe at or above this level. This list shall be subject to the department's approval.
 - (b) 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. Each child's clothing shall be identified as his or her own.
 - (c) Have shoes fitted to the individual child and kept in good repair. Shoes already worn by one child shall not be given to another child.
 - (d) Arrange for children to participate in the selection and purchase of their clothing to the maximum extent feasible.
 - (e) Use donated clothing only if it is suitable and in good condition.
- (4) **WORK EXPERIENCE.** Each institution shall:
 - (a) Provide work experience for children that is appropriate to the age, health and abilities of the individual child. Work shall be assigned and supervision provided with the view to training and contributing to growth. Work shall not interfere with the child's time for school, study periods, play, sleep, normal community contacts or visits with family.
 - (b) Not use the children as substitutes for staff.
 - (c) Comply with the rules of the department of industry, labor and human relations on child labor, especially the use of dangerous machinery and hazardous employment. Operation of such machinery shall be in the immediate presence of an adult.
 - (d) Differentiate between chores which children are expected to perform as their share in the business of living together, specific work assignments available to children as a means of earning money, and jobs performed in or out of the institution to gain vocational training.
 - (e) Give children some choice in their chores and change routine duties often to provide a variety of experience.
 - (f) Provide every child of school age with an allowance either by gift or by earnings which he or she is permitted to spend at his or her own discretion.
- (5) **EXPLOITATION.** (a) No child shall be used for soliciting funds for the agency in any way which would be harmful or cause embarrassment to the child or family.

(b) The written consent of the parent of legal guardian shall be obtained prior to the agency using a child's picture or name in any form of written, visual or verbal communication system.

- (6) **DISCIPLINE AND CONTROL.** Each institution shall:
 - (a) Maintain current discipline policies in writing. They shall be aimed at changing attitudes and conduct and at helping the child understand and conform to established standards of behavior through inner control rather than by external pressure.
 - (b) Prohibit physical and verbal abuse, corporal punishment, ill treatment and harsh and humiliating punishment.
 - (c) Determine discipline on an individual basis and prohibit punishment of a group for an individual's offense.
 - (d) Not create a negative attitude for work by using it as an inappropriate disciplinary measure.
 - (e) Prohibit the withholding of meals, mail, or family visits as methods of discipline.
 - (f) Not permit a child to punish another child or group of children.
 - (g) Not use confinement except as a therapeutic measure when the child is in danger of harming himself or herself or the group, or is undergoing an emotional crisis. If confinement is used:
 1. Rooms used for confinement shall be constructed and equipped so that therapeutic use is maximized and risk of injury to children is minimized:
 - a. Windows shall be covered with psychiatric screening.
 - b. Steam or hot water radiators shall be covered.
 - c. Because confinement rooms are considered to be places of detention, the buildings in which they are located must be of fire resistant construction.
 - d. Doors shall be equipped with a window through which the occupant of the room can be observed.
 2. Written policies for the use of confinement shall be prepared, and included in in-service training.
 3. The agency shall maintain a log or record book on the use of confinement. This record shall include information on the circumstances leading to confinement, the period of time any child was confined and specific reasons for periods of confinement extending beyond one hour.
 4. Periods of time during which children are confined shall be kept at a minimum. While a child is confined, periodic checks at intervals not to exceed 15 minutes shall be made on the emotional state of the child and a decision made on whether or not the child can be released from confinement.
 5. The agency administrator shall designate appropriate members of the staff who may authorize confinement of a child. The administrator or designate must approve if confinement extends beyond one hour.
- (7) **HEALTH CARE.** (a) **General health program.** Each institution shall:
 1. Provide for the necessary remedial and corrective measures for every child as soon as possible after initial and periodic physical examinations.
 2. Have a written planned program of health supervision and medical and dental care.
 3. Prior to admission obtain from the parent or guardian of every child accepted for care a written authorization for emergency surgical and medical care, for necessary vaccinations and immunizations, for routine medical examinations and care. The authorization for emergency surgery is for use only in the event the parent or guardian cannot be reached in an emergency. Whenever non-emergency surgery is necessary, written permission for the specific surgery shall be obtained from the parent or guardian.
 4. Report any serious illness or hospitalization of a child to his or her parent or guardian and legal custodian.
- (b) **Health procedures on admission.** 1. A complete physical examination shall be given to each child within 90 days prior to or within 48 hours after admission. If a child has not been examined prior to admission the child shall be isolated from other children until the examination is completed. The examination shall cover items included on a department prescribed form.
 2. An observation shall be made of each child on arrival for admission by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. The child's temperature shall be taken and evaluated. If the child shows overt signs of communicable disease or other evidence of ill health, the institution shall make arrangements for immediate examination by a licensed physician.
- (c) **Immunization.** 1. Any child who has not received primary immunization prior to admission against any of the following diseases shall be so immunized within 30 days after admission.
 - a. Poliomyelitis
 - b. Diphtheria
 - c. Tetanus
 - d. Whooping cough (to age 6)
 - e. Measles (rubeola)
 - f. German measles (rubella)
 - g. Mumps
- 2. Necessary booster shots shall be administered to children on admission and while in care at time intervals recommended by the American academy of pediatrics or the division of public health.
- (d) **Health examination.** 1. The institution shall provide for each child an annual health examination covering the areas included on a department prescribed form.
 2. An institution with children under 6 years of age in care shall provide for them health examinations according to a schedule established by a responsible physician but not less than annually.
 3. Each child shall be given a complete health examination within a week prior to discharge unless a health examination has been given within the preceding 6 months.
- (e) **Medical care.** Each institution shall:

1. Arrange with a physician licensed in the state of Wisconsin or with a clinic employing such physicians to serve as the agency medical director or consultant and to be responsible for a program of medical care within the institution, including visits to the institution and office visits.

2. Establish written policies and procedures for hospitalization, first aid procedures and dispensing of medication.

3. Provide for prompt treatment of acute illness.

4. At the time of discharge, make available to the parents or to the agency responsible for planning for the future medical care of the child, a copy or summary of the child's health record.

(f) *Nursing care.* The institution shall:

1. Provide hospitalization for the ill child when need is determined by the attending physician.

2. Provide nursing care within the institution when such is prescribed by the attending physician.

3. Provide members of the child care staff with sufficient training to enable them to recognize the common symptoms of illness of children, to note any marked physical defects, and to administer simple remedial measures.

4. Give treatment and medication only upon the order of a physician, except for first aid treatment in case of emergency.

5. Keep all medication in locked cabinets.

(g) *Dental care.* Each institution shall:

1. Provide for adequate dental examinations and re-examinations and treatment, including necessary prophylaxis, repair and extraction.

2. Provide each child with a thorough dental examination either:

a. Within one month of admission if there has been no examination within the preceding 6 months, or

b. Within 6 months after the last examination prior to admission.

3. Arrange for re-examinations at intervals not exceeding 6 months after the last examination or completion of treatment.

4. Assure that X-rays recommended by the dentist working with the child are obtained.

5. Attempt to secure orthodontic and more extensive restorative dentistry when necessary to the health and well-being of the child.

6. Make available, at the time of discharge, to the parents or to the agency responsible for planning for the future dental care of the child, a copy or summary of the child's dental record.

(h) *First aid.* 1. At least one member of the child care staff who is qualified to administer first aid shall be available within the institution at all times.

2. The first aid training of staff shall be equivalent to that offered by American red cross.

3. Each institution shall have available for instant use in each living unit a first aid kit with contents to be determined by the medical director.

(i) *Health records.* The institution shall maintain on its premises a separate health record or a health section in the case record for each child which shall include:

1. The signed consent of parent or guardian. (See (a) 3.).

2. Reports of all required and additional examinations and the recommendations resulting from such examinations.

3. Previous and continuing health history of the child.

4. Record of illness, treatment and medication, and hospitalization.

5. Information concerning the following medical procedures, including dates of occurrences, results, and person administering:

a. immunizations and laboratory tests,

b. corrective treatments,

c. dental examinations and treatment.

(j) *Reports.* The institution shall report any injury to a child which required hospitalization or the death of any child to the division and to the parent or guardian and the legal custodian within 48 hours.

(k) *Rest.* The institution shall provide opportunity for 8 to 10 hours of uninterrupted sleep for each child according to individual needs.

(l) **FOOD AND NUTRITION.** (a) *Nutritional requirements.* Each institution shall:

1. Provide the children under care with wholesome appetizing food adequate to meet their daily nutritional requirements.

2. Recognize variations in appetite and encourage, but not force children to eat.

3. Provide supplementary food or modify diets as ordered by the physician for those children who have special needs.

4. Provide a dining area of at least 15 square feet per child.

5. Keep menus on file for one year and submit them on request of the department for review and evaluation by qualified nutritionists or dietitians. Menus shall specify the actual foods served. Any between meal snacks provided shall be included in the daily menu plan.

(b) *Food supply.* Each institution shall observe and apply the rules of the division of public health as they apply to food supply for restaurants.

(c) *Meal service.* Each institution shall:

1. Serve meals at recognized meal times and at least 3 times a day except when children obtain their noon meal at school.

2. Give consideration in planning meals to the religious practices and, whenever possible, the cultural pattern of the children.

3. Serve staff members who eat with the children the same food as that served to the children.

4. Help children develop good eating habits.

(d) *Personnel.* All employees who handle food or work in the food service area shall observe and follow the rules of the division of health for restaurants as they apply to personnel employed in food service areas.

(e) *Sanitation.* Each institution shall observe and apply the rules of the division of health for restaurants in relation to proper sanitation throughout the kitchen, food preparation, serving and dining areas.

(9) **RELIGIOUS TRAINING.** Each institution shall:

(a) Have written policies on religious training.

(b) Obtain parental consent for church attendance and religious instruction when the agency practice varies from that of the child or family.

(c) Whenever possible or appropriate, arrange for children to participate in religious exercises in the community.

(10) **Education.** (a) The institution shall evaluate and consider each child's education status in determining whether or not the agency is appropriate for caring for him or her.

Note: see s. HFS 52.03 (2)(e)

(b) Each institution shall:

1. Be responsible for providing opportunity for academic and vocational training as required in s. 118.15, Stats., and in accordance with abilities and needs of the children. Wisconsin statutes make compulsory school attendance applicable to both public and private schools.

2. Provide opportunity for specialized training of children who are unable to benefit from a community school program because of physical, mental, or emotional reasons.

3. When the agency's educational program is conducted on campus, design such program and facilities to meet the specific needs of the children and provide competent instruction.

4. Evaluate the educational progress of the individual child at least once a semester, to be part of an overall progress evaluation.

5. Arrange for children to attend school in the community whenever possible or appropriate to enable them to have normal contacts with other children and with the general life of the community. Children shall be given the opportunity to develop friendships with school mates living in the community and to visit with them on and off the premises.

6. When approved use available community facilities for vocational counseling and training.

7. Provide suitable reading material and facilities for undisturbed reading and study for all children wishing to read or having homework assignments.

8. Provide sex education by understanding persons who are knowledgeable and skilled in presenting the subject.

(11) **RECREATION AND ACTIVITY PROGRAMS AND LEISURE TIME.** Each institution shall:

(a) Plan its recreation and activity programs as an integral part of its total program in order to help children learn to use leisure time constructively and to develop new personal skills.

(b) Define recreation and activity objectives correlating them with overall program goals, indicate how these objectives are to be achieved and assign specific responsibility for implementing the recreation and activity programs.

(c) Provide for a varied recreation program under competent leadership. To bring children closer to the community, community recreational facilities shall be used when available and suitable.

(d) Consider participation for children in community youth serving groups, coeducational and camping activities.

(e) Provide indoor and outdoor recreation facilities.

(f) Provide a planned physical education program for those children who do not attend a community school.

(g) Provide that every child shall have some time to be alone if he or she wishes, places to go where he or she will not be disturbed, and an opportunity to exercise free choice of activities.

Note: See also s. HFS 52.03 (2)(f)

History: Cr. Register October, 1957, No. 22 eff. 11-1-57; r. and recr. Register, July, 1970, No. 175, eff. 2-1-71; am. (7) (c), 1., Register, December, 1972, No. 204, eff. 1-1-73; renum. from PW-CY 40.54 and am. (6) (a) 2. and (7) (i), Register, August, 1982, No. 320, eff. 9-1-82; corrections made under s. 13.93 (2m) (b) 1. and 5., Stats., Register, June, 1995, No. 474.

HFS 52.06 Social services. (1) **INTAKE AND ADMISSION.** (a) Each institution shall:

1. Develop intake policies in writing which clearly state types of services and specific programs offered by the agency, and procedures and information essential for application for admission.

2. Limit admission to children for whom the agency is qualified through staff, equipment, capacity and program to give adequate care.

3. Have on record, copies of the original consents, orders, agreements and authorizations retained by the referring agency, when another agency has legal custody, or guardianship, or is primarily responsible for planning for a child.

4. In other than emergency situations arrange for one or more pre-placement visits by the child, and when indicated and possible, by the parents if they retain guardianship. This requirement may be waived if the child lives more than 200 miles from the institution.

5. Obtain or develop a complete social study of the child before admission. In emergency placements, children shall be retained no longer than 60 days unless the study has been completed.

(b) The agency shall process each referral as quickly as possible. The referral agency or agent shall be informed of the decision on admission no more than one month after all required referral information has been obtained.

(c) When an institution accepts a child from another agency on a purchase of care basis, a written agreement shall be prepared outlining the respective responsibilities of each party as they concern the child and parents.

1. An institution providing temporary shelter care shall plan to keep the children in residence no longer than 60 days. No child shall remain in residence for more than 90 days. When a child's stay is expected to exceed 60 days, the agency shall report this in writing to the department, detailing plans for insuring replacement prior to the 90 day maximum.

2. This requirement shall also pertain to all children age 5 and under unless it has been determined by competent authority that the child's mental or emotional status requires residential care. Recommendation regarding acceptance of children under this condition shall be submitted to the department for approval.

(2) **SERVICES TO THE CHILD IN CARE.** (a) Each child in care shall receive regular social services provided by qualified social workers on the staff of the institution or by arrangement with another social service agency or agencies. When social service is provided by another agency, the institution shall be responsible for the adequacy of the service.

(b) The social service program shall be a continuing service to children. It shall begin prior to admission of the child, continue through his or her residence, and after discharge when appropriate.

(c) The social service program shall be directed toward helping the child adjust to life in the institution, making the experience a period of continuing physical, mental and emotional growth, and assisting the child to understand and accept his or her family relationships.

(d) The institution shall:

1. Evaluate the progress of the child at least every 6 months. The evaluations shall be made by social service staff together with other staff members having significant contact with the child. The evaluations in summarized form shall be included in the child's record and shall be shared with the legal custodian.

2. Make provision for psychological testing, psychiatric examination and treatment, and vocational counseling according to the child's needs.

(3) **RESPONSIBILITY TO THE LEGAL CUSTODIAN.** (a) The institution shall involve the legal custodian in planning for contacts with parents.

(b) The institution shall encourage contacts between parents and child except when those would be detrimental to the child's welfare or when permanent separation is planned.

(c) When visits are held at the institution, reasonable privacy shall be made available.

(4) **DISCHARGE FROM CARE.** (a) The institution shall give advance notice to the legal custodian before discharging a child from care.

Note: Minors in need of continuing care and who are under the jurisdiction of a juvenile court may remain in the institution setting until age 21.

(b) Discharge shall be part of a planned program worked out individually with the child, the parents and/or the legal custodian, and through staff participation.

(c) The institution shall provide pertinent health information to the parents or the agency receiving the child.

(5) **CASE RECORDS.** (a) Each institution shall maintain individual case records for children accepted for care. Case records shall be confidential and shall be protected from unauthorized examination. The maintenance of the case records shall be the responsibility of a properly designated staff person.

(b) Case records shall contain the following:

1. Pertinent information such as: child's full name, birthplace and birthdate; religion of parents and child; parents' full names including the mother's maiden name; date and place of parents' marriage; if parents are deceased, date, place and cause of death; if parents are divorced or separated, date and place of same; names, addresses and birthdates of other children in the family; names and addresses of near relatives; source of referral for care; date and reason for placement; financial terms.

2. Report of the original social study and investigation. This report shall include information concerning the religious, educational, economic and cultural background of the family. It shall also contain information about the child such as developmental and health history, personality, school placement and adjustment, previous placements, attitude toward separations, and family relationships.

3. Documents pertinent to current legal custody and guardianship status.

4. Written agreements with parents, guardians or legal custodians (other than medical care authorizations which are to be kept in the health records).

5. School reports, including grades, progress and adjustment.

6. Case recording or summarized reports of the child's progress and development while under care, of the work done with the family, of plans for discharge and after care and supervision. When casework service is being provided by another agency, the institution shall see that it is provided with periodical summary reports of the casework service given and plans for continuing service, staffings and case conferences.

7. Reports of child care staff concerning the child's adjustment.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57; r. and recr. Register, July, 1970, No. 175, eff. 2-1-71; renum. from PW-CY 40.55, Register, August, 1982, No. 320, eff. 9-1-82; corrections made under s. 13.93 (2m) (b) 5., Stats., Register, June, 1995, No. 474.

HFS 52.07 Records and reports. (1) **GENERAL REQUIREMENTS.** Each institution shall maintain records and submit reports prescribed by the department. Authorized representatives of the department shall have access to all reports pertinent to licensing.

(2) **RECORDS.** (a) Each institution shall maintain:

1. A register of all children currently receiving care. Included in the register shall be information concerning the name, sex, birthdate and legal custodian.

2. Individual case records for all children accepted for care. These records shall be maintained for at least 5 years after a child is discharged from care. (See s. HFS 52.06 (5) (b)).

3. Health records of children. (See s. HFS 52.05(7)(i)).

4. Personnel records. (See s. HFS 52.03(1)(c)).

5. Financial reports and audits. (See s. HFS 52.02 (4)(b)).

6. Copies of menus of all meals served. (See s. HFS 52.05 (8) (a) 5.).

7. Records of fire drills held. (See s. HFS 52.04 (9) (d)).

8. Log on the use of isolation rooms. (See s. HFS 52.05 (6) (g) 3.).

(b) All records shall be protected against fire damage, theft, and unauthorized inspection.

(3) **REPORTS.** Each institution shall submit to the department:

(a) Reports as required under s. 48.66 (3), Stats.

(b) A special report within 48 hours after the occurrence of an unusual incident such as a major fire or the death or serious injury of any child. (See ss. HFS 52.04 (9) (j) and 52.05 (7) (j)). "Major fire" means a fire requiring the services of a fire department. "Serious injury" means an injury requiring hospitalization.

History: Cr. Register, August, 1982, No. 320, eff. 9-1-82.

Subchapter II—Determination of Need for Additional Child Care Institution Beds

Note: Sections HFS 52.50 to 52.52 were created as emergency rules effective 6-27-86.

HFS 52.50 Introduction. (1) **AUTHORITY AND PURPOSE.** Sections HFS 52.50 to 52.55 are promulgated pursuant to s. 48.60 (3), Stats., to regulate the establishment of new child care institutions and to control the expansion of existing child care institutions in order to ensure an adequate number and variety of facilities to meet the needs of Wisconsin children who require out-of-home residential care and to prevent unnecessary expansion of child care institutions and the resulting increase in costs to Wisconsin citizens.

(2) **TO WHOM THE RULES APPLY.** This subchapter applies to all new applicants for a child care institution license and to existing child care institution licensees wishing to expand the child care capacity of their facilities.

History: Cr. Register, October, 1988, No. 394, eff. 11-1-88.

HFS 52.51 Definition. In this subchapter, "applicant" means any person wishing to apply for a license to begin operation of a new child care institution or any person wishing to expand the capacity of an existing child care institution. "Applicant" does not include a person who by reason of consolidation or other acquisition acquires control or ownership of child care institution beds, which consolidation or other acquisition results in no increase in or a reduction of the existing state-wide child care institution bed capacity.

History: Cr. Register, October, 1988, No. 394, eff. 11-1-88.

HFS 52.52 Certification of need requirement. (1) No person may apply for a license under s. HFS 52.02 (3) (a) to (d) to operate a new child care institution or for a license amendment under s. HFS 52.02 (3) (g) to expand the bed capacity of an existing child care institution until the department has reviewed the need for the additional placement resources which would be created and has certified to the applicant in writing that a need exists for the proposed new placement resources.

(2) The department shall give the applicant a copy of this subchapter and any informational material relating to the application and evaluation of need process.

History: Cr. Register, October, 1988, No. 394, eff. 11-1-88.

HFS 52.53 Demonstration of need. To enable the department to make a determination of need for a new child care institution or for additional beds at an existing child care institution, the applicant shall submit the following documentation materials to the department:

(1) A detailed plan for the operation of the proposed child care institution which includes:

(a) The number, sex and age range of the children to be served;

(b) The type or types of needs or disabilities of children to be served;

(c) The facility staffing, including a list of full-time and part-time positions by job titles and numbers;

(d) A description of the proposed program and treatment goals;

(e) A proposed budget, including the current or projected per diem rate; and

(f) The location of the facility and a drawing of the layout of the physical plant;

(2) A detailed written description of the methodology and findings which document the reasons why the unserved children under sub. (1) (a) cannot be served satisfactorily in less restrictive settings such as in their own homes with treatment services provided to the children and their families, in specialized treatment foster homes or in group homes;

(3) Documentation that existing Wisconsin child care institution placement resources are not adequate to meet the needs of Wisconsin children who require the type or types of care and treatment services the applicant proposes to provide. No beds occupied or to be occupied by children who are placed primarily for educational purposes may be considered in determining need under this section. Of the remaining beds, for purposes of determining need and establishing waiting lists, not more than 40% shall be considered available for out-of-state children; and

(4) Information that supports the probability that the new or expanded facility will be used by Wisconsin placement sources, and that an expanded facility will attain and maintain an average monthly occupancy rate of 80% or more over the first 2 years of operation and that a new facility will have an average monthly occupancy rate of not less than 80% at the end of the second year.

Note: Applicants should send their plan of operation and documentation of need for additional placement resources to: Bureau of Regulation and Licensing, Division of Children and Family Services, P.O. Box 8916, Madison, WI 53708.

History: Cr. Register, October, 1988, No. 394, eff. 11-1-88.

HFS 52.54 Publication of notice—party status. (1) Upon receipt of the documentation materials listed in s. HFS 52.53, the department shall publish a class 2 notice under ch. 985, Stats., in the official state newspaper designated under s. 985.04, Stats., and in a newspaper likely to give notice in the area of the proposed facility. The notice shall include a statement that the department has received an application for a certificate of need to operate a new child care institution or to expand the bed capacity of an existing child care institution. The notice shall also include the number of additional beds, the geographic location of the facility, the geographic area to be served, the types of children to be accepted for care, the services to be provided and program objectives.

(2) The notice shall invite the submission of written comments, factual data and reasons why the application should be granted or denied from any person within 30 days after the publication of the notice. The notice shall advise persons submitting

written comment to indicate their interest in the application and whether the individual commentator wants to be considered for party status in any later proceedings.

Note: Persons submitting written comments on an application should send their comments to: Bureau of Regulation and Licensing, Division of Children and Family Services, P.O. Box 8916, Madison, Wisconsin 53708.

History: Cr. Register, October, 1988, No. 394, eff. 11-1-88.

HFS 52.55 Need determination. (1) **EVALUATION PROCEDURES.** (a) The department shall review the applicant's documentation materials for completeness and may ask the applicant for additional materials or information that the department considers necessary for evaluation purposes.

(b) Except as provided under par. (c), the administrator of the department's division of community services or his or her designee shall make the need determination decision based on the following criteria:

1. The compatibility of the applicant's proposed plan of operation or expansion with the stated treatment goals for the program;

2. The validity of the research methodology used to document need for the proposed program;

3. The congruence of the conclusions reached in the applicant's needs research with department data on current county child care placement needs and available beds in existing child care institutions providing similar services;

4. The correctness of the applicant's contention that the proposed facility is more appropriate than less restrictive child care arrangements;

5. The applicant's documentation supporting the argument that existing Wisconsin child care institution placement resources are not adequate to meet the needs of Wisconsin children who require the type or types of care and treatment services the applicant proposes to provide; and

6. The applicant's documentation of the probability that the expanded facility will attain and maintain an average monthly occupancy rate of 80% or higher for the first 2 years of operation or, if a new facility, not less than an average monthly occupancy rate of 80% at the end of the second year.

(c) An application for expansion of an existing child care institution by 3 or fewer additional beds shall be presumed to meet the criteria under par. (b) unless:

1. The child care institution has submitted another application for expansion of bed capacity within a 2 year period; or

2. There is clear and convincing evidence that the criteria under par. (b) are not met.

(2) **NOTICE OF DECISION.** (a) Within 90 calendar days after the date on which all required documentation materials were received from an applicant, the department shall send written notice of the decision to the applicant and to anyone who commented in writing on the application. The notice of decision shall state the specific reason for the decision.

(b) Notification of a favorable decision shall include approval to submit an application for a license to operate a new child care institution or to add beds to an existing institution.

(c) The duration of the approval under par. (b) shall be limited to 18 months from the date that it is issued, except that the department may grant one 6-month extension if the institution has a good reason for the delay in becoming operational and documents to the satisfaction of the department that it will be operational within that 6-month period. Any request for extension shall be filed prior to the expiration of the initial 18-month period. If the proposed child care institution is not operational during that 18 month time period, or the extended period, the need determination shall be considered invalid and the approval shall be canceled. In this paragraph, "operational" means in regard to a new facility that the child care institution has been licensed and has admitted one or more children, and in regard to expansion of an existing facility, that the child care institution is fully licensed to operate with additional beds. Acceptable reasons for an extension under this paragraph shall include unforeseen delay in obtaining adequate financing approval, in staffing or in construction.

(3) **APPEAL.** (a) An applicant or a party adversely affected by the decision issued under sub. (2) (a) may request an administrative hearing under s. 227.42, Stats., within 30 days after the date of the decision. This hearing shall be a class 1 proceeding.

(b) The standard of review for the hearing shall be whether the record contains the quantity and quality of evidence that a reasonable person could accept as adequate to support the decision.

(c) The hearing examiner may require the parties to attend a prehearing conference. The hearing examiner may issue a preliminary certification of parties at any prehearing conference.

Note: The request for a hearing should be sent to the Division of Hearings and Appeals, P.O. Box 7875, Madison, WI 53707.

History: Cr. Register, October, 1988, No. 394, eff. 11-1-88.