

Chapter PW-MH 60

MENTAL HYGIENE

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**PW-MH 60.01 Traffic and conduct on Wisconsin Diagnostic Center Property.** (1) DEFINITIONS. Unless the context otherwise requires:

- (a) "Department" is the Wisconsin State Department of Public Welfare.
- (b) "Diagnostic Center" is the Wisconsin Diagnostic Center.
- (c) "Superintendent" is the superintendent of the diagnostic center.

(2) POLICE OFFICERS. Such persons as shall be authorized by the superintendent shall be constituted police officers and shall have the power to enforce these rules and regulations, and for the purposes thereof shall police the diagnostic center property. Such officers shall have all the powers provided in section 46.05 (2), Wis. Stats., 1957. Said police officers shall be identified by an appropriate shield or badge, bearing the words, "Police, Wisconsin Diagnostic Center", and bearing a number, which badge shall be conspicuously worn when enforcing these regulations.

(3) MOTOR VEHICLE REGULATIONS. Except those exempted under subsections (4) (b) 4, 5 and 6, (d), (e) and (f), no person shall operate an automobile on the diagnostic center grounds at the rear of the diagnostic center nor on the easterly driveway leading to said grounds unless the vehicle has affixed to its bumper an identification tag, decal or other identification lawfully issued under subsection (4) (c).

(4) PARKING. (a) Parking of motor vehicles is prohibited at all times on the diagnostic center grounds at the rear of the diagnostic center building, and on the easterly driveway leading to said grounds except to persons designated in subsections (b), (d) and (e); and the superintendent or his designated representative shall designate and mark the areas for the purposes specified in subsections (d) and (e) and is authorized to establish, designate and reserve parking spaces in the remaining areas available therefor on said grounds and driveway for the persons and groups specified in subsection (b).

(b) The persons included under paragraphs 1, 2 and 3 may park automobiles identified in the manner provided in subsection (c) and persons included under paragraphs 4, 5 and 6 may park automobiles without such identification, in the parking areas designated as provided in subsection (a):

- 1. The superintendent.
- 2. Such officials and employes of the center as the superintendent may specify.
- 3. The Director of the Division of Mental Hygiene and such employes of the Division as the superintendent may specify.

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4. Members of the State Board of Public Welfare and the Director of the Department; and any other members of the Department staff doing official business at the center and having the superintendent's permission to park.

5. Persons not connected with but on business with the center.

6. Other persons as designated by the superintendent.

(c) To facilitate the administration of subsection (b) 1, 2 and 3, the superintendent or his representative shall procure identification tags, decals or other identification designed to be affixed to the rear bumper of the vehicle and he shall issue such marker at cost to those eligible under subsection (b) 1, 2 and 3.

(d) Parking is prohibited at all times in areas which must be kept clear for the passage of fire apparatus. Said areas shall be designated by standard signs reading, "Fire Zone, No Parking at Any Time, Day or Night".

(e) Parking is prohibited at all times in areas which must be kept clear for vehicles to load and unload. Such areas shall be designated by standard signs reading, "Loading Zone, 30 Minute Limit, Day or Night".

(f) For the purposes of going to or leaving their place of employment, officers and employes of the naval armory located adjacent to the diagnostic center may operate their automobiles over the diagnostic center grounds and the easterly driveway leading thereto provided that such operation shall be subject to the provisions of this rule and regulations hereunder.

(g) On the driveway on the westerly side of the diagnostic center property (such driveway existing by virtue of a reservation by the regents of the University of Wisconsin of an easement for driveway purposes, in a quit claim deed, dated June 17, 1953, in which said regents conveyed the diagnostic center property to the State of Wisconsin—State Department of Public Welfare—such driveway to be used jointly by the parties) there is prohibited:

1. The parking of any vehicle as defined by sec. 340.01 (73), Wis. Stats.

2. The placing or use of any obstruction whatever which prevents the passage of any vehicle on or over the driveway.

3. The operation of any vehicle in excess of 15 miles per hour.

(h) Any motor vehicle parked in violation of this subsection may be towed off the premises and stored at the owner's expense.

(5) **TRAFFIC REGULATIONS.** (a) As a safety measure, there is hereby established a maximum speed limit of 15 miles per hour for motor vehicle traffic on the area at the rear of the diagnostic center and the easterly driveway leading to said grounds.

(b) All trucking on the diagnostic center grounds is prohibited, except for purposes of delivery to the center or for center construction projects.

(6) **SEVERABILITY.** The provisions of this rule are severable. If any provision of this rule is invalid, or if the application thereof to any person or circumstance is invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application.

(7) **PENALTY.** The penalty for violating any of these rules and regulations shall be as provided in section 946.73 of the Wis. Stats.

**History:** Cr. Register, February, 1959, No. 38, eff. 3-1-59.

Register, April, 1960, No. 52

(g) The use of mobile public address systems for advertising or other purposes upon colony property is prohibited at all times. The use of outdoor stationary public address systems is prohibited at all times except that the superintendent is authorized to permit the use of such equipment for special events.

(h) Carrying or using firearms on colony property, except as required for police and military purposes, is prohibited unless otherwise authorized by the superintendent.

(i) Drunkenness or disorderly conduct of any kind is prohibited. The use or possession of intoxicating liquor or beer is prohibited in the colony and on colony property, except in the private living quarters of employees.

(8) PICNICKING ON COLONY GROUNDS. Picnicking is permitted on colony grounds only to patients and employees of the colony and their relatives and friends, and in such specific areas as are designated by the superintendent to be picnic grounds. The superintendent shall prescribe rules as to hours when picnics are permitted, the building and quenching of fires, the disposal of garbage and other refuse, and such other precautionary and safety measures as he deems necessary.

(9) DUTIES OF COLONY POLICE OFFICERS AS TO PAROLEES. Police officers of the colony have the same authority to arrest a parolee of the colony on the colony grounds for a law violation as they have to arrest any other person for a law violation on such grounds, but if the violator is a parolee the police officer shall return the parolee to the proper cottage in the colony.

(10) EXCESSIVE NOISE PROHIBITED. No person on or in any hospital property shall cause or make any loud, excessive or unusual noise in the operation or use of any radio, television, phonograph, or other mechanical or electrical sound-making or reproducing device, instrument, machine, or vehicle which loud, excessive or unusual noise shall disturb the comfort, quiet, or repose of patients or employees of the colony.

(11) HIGHWAYS. No provision of this rule applies to any highway as defined by section 340.01 (22) Wis. Stats., which traverses, skirts, or intersects any portion of the colony property.

(12) SEVERABILITY. The provisions of this rule are severable. If any provision of this rule is invalid, or if the application thereof to any person or circumstance is invalid, such invalidity shall not affect other provisions or applications which can be given effect without the invalid provision or application.

(13) PENALTY. The penalties for violating these rules and regulations shall be provided in section 946.73, Wis. Stats.

**History:** Cr. Register, April, 1960, No. 52, eff. 5-1-60.

**PW-MH 60.10 Minimum standards for community mental health clinics qualifying for state aid.** (1) PROGRAM CONTENT. A community mental health clinic is a medical facility established to help prevent mental and emotional illness in the community and to diagnose and treat the mental and emotional illnesses of children and adults. In order to qualify for continuing state aid, each clinic must develop its range of services to cover the functions specified in section 51.36 (4), Wis. Stats.

*Cr. P. W. - MH 60.10 04 Reg. Mar. 1964 eff. 5-1-60  
Cr. P. W. - MH 60.10 05 Reg. Mar. 1964 eff. 5-1-60*

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

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

(b) During the clinic's initial 4 years after approval, the following minimum standards of staff coverage will apply:

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

(c) For continuing approval after 4 years, the following standards of staff coverage will apply:

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

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

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

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

1. *Psychiatrist, director*

a. A physician licensed to practice medicine and surgery in Wisconsin.

b. His credentials shall meet the formal requirements for eligibility for examination as a specialist in psychiatry as established by the American Board of Psychiatry and Neurology.

c. He shall have had at least 6 months of supervised work in a child psychiatry training program or equivalent experience in a child guidance program.

2. *Psychiatrist, staff*

a. A physician licensed to practice medicine and surgery in Wisconsin.

b. His credentials shall include completion of the formal training requirements as established by the American Board of Psychiatry and Neurology.

3. *Psychologist, supervisory (chief)*

a. A doctoral degree in psychology from an accredited college or university, with specialization in clinical psychology.

b. One year of post-doctoral experience in a setting providing services to children which utilizes a team approach of psychiatry, psychiatric social work and clinical psychology.

4. *Psychologist, staff*

a. A master's degree in psychology from an accredited college or university, with specialization in clinical psychology.

b. Two years of supervised experience in a setting providing a team approach of psychiatry, psychiatric social work and clinical psychology, preferably one year of which shall be in work with children.

5. *Psychiatric social worker, chief*

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

b. At least 2 years of supervised experience in a psychiatric setting following the master's training and an additional year of supervisory, consultative or administrative experience in social work.

6. *Psychiatric social worker, staff*

2. (a) A master's degree from an accredited school of social work.

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

4. (c) When a clinic is uncertain about the eligibility for reimbursement of a prospective employe, the department of public welfare is responsible for evaluating the qualifications of the applicant and for determining whether or not they meet the intent of the standards.

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

*Recommended:*

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

(a) The clinic should be located geographically where no undue hardship will be experienced in reaching it; i.e., it should be convenient to both public and private transportation; it should be situated within a setting which will not preclude its use by local residents, including accessibility to schools and other related community agencies.

(b) The clinic should have a waiting room.

(c) The secretary and/or receptionist should have space which is in or adjacent to the waiting room. There should be space for clinic records kept in locked files with appropriate safeguards for maintaining confidentiality.

(d) Professional staff. Each staff person should have an office which provides the patient with privacy to the degree that the patient should not be seen or heard by other staff or patients during an interview. The furnishings of each office should be appropriate to its functions.

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

*When reprinting, see letter in file - re numbering*

Minimum play therapy room furnishings:

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

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

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

(7) STATISTICAL REPORTS. In addition to such special reports as the state department of public welfare may require, or the clinics may wish to submit, the following report shall be filed with the department: Annual report of clinic activity to clinic board and the community in accordance with section 51.36 (7) (d), Wis. Stats. 1959.

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

*Recommended:*

The details of personnel practices and policies should be consistent with those of the community in which the clinic is located. In situations where policies are not established, the clinic may adopt or adapt standards set forth under state civil service.

**History:** Cr. Register, September, 1960, No. 57, eff. 10-1-60.