

Chapter PW-MH 60

MENTAL HYGIENE

PW-MH 60.02	Traffic and conduct on Mendota State Hospital property		Wisconsin Colony and Training School property
PW-MH 60.03	Traffic and conduct on Southern Wisconsin Colony and Training School property	PW-MH 60.10	Minimum standards for community mental health clinics qualifying for state aid
PW-MH 60.04	Traffic and conduct on Central Wisconsin Colony and Training School property	PW-MH 60.20	Community mental health, mental retardation, alcoholism and drug abuse services
PW-MH 60.05	Traffic, parking, and conduct on Northern		

PW-MH 60.01 History: Cr. Register, February, 1959, No. 38, eff. 3-1-59; r. Register, August, 1972, No. 200, eff. 9-1-72.

PW-MH 60.02 Traffic and conduct on Mendota State Hospital property. (1) **DEFINITIONS.** Unless the context otherwise requires:

(a) "Department" is the Wisconsin State Department of Public Welfare.

(b) "Hospital" is the Mendota State Hospital.

(c) "Superintendent" is the Superintendent of the Mendota State Hospital.

(d) "Road" or "driveway" includes courts, circles, drives and lanes.

(2) **POLICE OFFICERS.** Such persons as shall be authorized by the hospital superintendent as to the hospital property shall be constituted police officers and shall have the power to enforce these rules and regulations, and for the purposes thereof shall police the properties under their respective jurisdictions. Such officers shall have all the powers provided in section 46.05 (2), Wis. Stats., except where such powers are specifically limited or modified by the department. Said police officers shall be identified by an appropriate shield or badge bearing the words "Police, Mendota State Hospital", and bearing a number, which badge shall be conspicuously worn when enforcing these regulations. Such officers may warn motor vehicle operators regarding defective equipment and require the owners to have the defects repaired.

(3) **MOTOR VEHICLE REGULATIONS.** (a) 1. No person not holding a valid and current operator's license issued under chapter 343, Wis. Stats., shall operate any motor vehicle on any roadway, driveway or parking lot of the hospital unless exempt under the provisions of section 343.05 (2), Wis. Stats., from the requirement that he hold such a license in order to operate a motor vehicle on the highways of this state, and no person shall operate a motor vehicle on said grounds except on what clearly appears to be driveways, roadways or parking lots.

2. No person shall operate any motor vehicle on any driveway, roadway or parking lot of the hospital unless the same has been prop-

Register, August, 1972, No. 200
Public Welfare

erly registered as provided by chapter 341, Wis. Stats., unless exempt under an applicable provision of section 341.05, Wis. Stats., from the requirement that the vehicle be registered in order that it may be operated on the highways of this state.

(b) All provisions of chapter 346, Wis. Stats., entitled "Rules of the Road", which are applicable to highways as defined in section 340.01 (22), Wis. Stats., are hereby adopted for the regulation of traffic on the roadways and driveways under the control of the superintendent except as follows:

1. Provisions of chapter 346, Wis. Stats., which are in conflict with any specific provision of these regulations.

2. Penalty provisions of chapter 346, Wis. Stats.

3. Sections 346.61 through 346.74, Wis. Stats.

(4) **PARKING.** (a) Parking is prohibited at all times on the hospital grounds, roadways and driveways, except that the superintendent of the hospital or his designated representative (as to the hospital property) are authorized to establish necessary parking areas on the properties under his jurisdiction, including areas having parking spaces reserved for specified persons and areas as appropriate and safe for parking for specific groups at specific times, providing such areas are properly posted.

(b) Parking in any reserved parking area is prohibited to persons other than those specifically assigned to such area by the superintendent; and motor vehicles so assigned to any of the reserved parking areas shall be identified by an appropriate parking permit affixed to the rear bumper of vehicle so designated by the superintendent.

(c) 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 the proper superintendent by standard signs reading, "Fire Zone, No Parking At Any Time, Day or Night".

(d) 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 the proper superintendent by standard signs reading, "Loading Zone, 30-Minute Limit, Day or Night".

(e) Parking is prohibited at all times as follows:

1. In a driveway.
2. In a firelane.
3. Across a line marking the outside limits of a parking stall.
4. Overtime in a zone having a maximum designated time limit for parking.
5. In a stall already occupied in whole or in part by another motor vehicle.
6. In any area designated as a "no parking" zone.
7. Within 4 feet of the outside limits of any loading or unloading dock or zone.

(f) Motor vehicles parked in a restricted parking area without a permit, or motor vehicles parked in a fire zone, loading zone or no parking zone, or in a parking area at time when parking therein is prohibited, and unlicensed or partially dismantled motor vehicles, may be towed off the premises and stored at the owner's expense.

(5) TRAFFIC REGULATIONS. (a) As a safety measure, the maximum speed on the following driveways and roadways on the hospital property shall be:

1. Ten miles per hour on all roadways at crosswalks or intersections with sidewalks and any place where patients are being escorted or walking in groups, and on roadways designated as "courts", "alleys", or "circles".

2. Fifteen miles per hour on Canteen Road, Goodland Road, Tower Road, Lake Road, and Garden Road.

3. Twenty-five miles per hour on Main Drive, Memorial Drive, Service Road, and North Road.

(b) On the hospital grounds, all vehicles shall come to a full and complete stop at the following intersections and places:

1. Main drive at entrance to Troy Drive.

2. Main Building Circle at intersection with Main Drive.

Next page is numbered 193

should not be seen or heard by other staff or patients during an interview. The furnishings of each office should be appropriate to its functions.

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

Minimum play therapy room furnishings:

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

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

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

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

PW-MH 60.20 Community mental health, mental retardation, alcoholism, and drug abuse services. (1) **ADMINISTRATIVE STRUCTURE.** The county board or boards of supervisors of any county or combination of counties shall establish a board of directors in accordance with section 51.42 (4), Wis. Stats. The board of directors shall appoint a director of the program, in accordance with section 51.42 (5), Wis. Stats.

(2) **UNIFORM COST ACCOUNTING.** There shall be a uniform cost accounting system for county hospitals as required in section 46.18 (8), (9), and (10), Wis. Stats. The uniform budgeting and reporting system established by department manuals for community mental health clinics and day care programs for the mentally handicapped shall apply.

(3) **ELIGIBILITY.** Any county or combination of counties eligible to receive aids under the provisions of sections 51.36, 51.38, 51.08, 51.24, and 51.26, Wis. Stats., or any combination thereof, shall be eligible for the state grants-in-aid and contribution to operate programs under these rules. The plan and budget to be submitted to the department shall include an annual comprehensive plan and budget of all funds necessary for the program and services authorized by section 51.42, Wis. Stats., in which priorities and objectives for the year are established as well as any modifications of long-range objectives; intermediate-range plans and budgets; and long-range goals. This plan shall include a description of the existing and planned services for each of the disability groups.

(a) *Mental retardation:*

1. Evaluation service
2. Diagnostic service
3. Treatment service
4. Day care service
5. Training service
6. Education service (nonschool)
7. Sheltered employment service
8. Recreation service
9. Personal care service
10. Domiciliary care service
11. Special living arrangements service
12. Counseling service
13. Information and referral service
14. Follow along service
15. Protective and other social and sociolegal service
16. Transportation

(b) *Mental health:*

1. Inpatient care
2. Outpatient services, including diagnostic services
3. Intermediate care services
4. Emergency services
5. Consultation and education
6. Rehabilitation services

(c) *Alcoholism and drug abuse:*

1. Emergency services
2. Inpatient services
3. Outpatient services
4. Intermediate care
5. Consultation and education services
6. Rehabilitation services

(d) Program of inservice training for board members

(e) Program of continuing education for the staff

(f) Program of research and evaluation

(4) **STANDARDS FOR QUALIFICATIONS AND SALARIES OF PERSONNEL.**

(a) *Administrative.* 1. Program director. a. The program director shall have been graduated from an accredited college with an advanced degree in medicine, psychology, social work, rehabilitation, special education, hospital administration or related field. He shall have had, in addition, 5 years of progressively responsible administrative experience in a relevant field.

b. An equivalent combination of training and experience may be substituted for these requirements, in considering personnel holding responsible administrative positions in county mental hospitals, community mental health clinics and day care programs for the mentally handicapped prior to the effective date of these rules.

2. Disability program coordinators. Graduation from an accredited college with an advanced degree in psychology, medicine, social work, rehabilitation, special education, hospital administration or related field. Additional years of supervisory experience in a related field may be substituted for the advanced degree requirement. A minimum of 4 years of relevant experience. An equivalent combination of training and experience may also be considered.

(b) Program personnel. Qualifications of program personnel are those established for approval of programs under sections 51.36, 51.38, 51.25, and 51.26, Wis. Stats. Standards for salaries approved under those sections shall apply under these rules.

(5) QUALITY OF PROFESSIONAL SERVICES. Standards established for approval of community mental health clinics, day care programs for the mentally handicapped, and county mental hospitals shall apply.

(6) REQUIREMENTS FOR INSERVICE AND EDUCATIONAL LEAVE PROGRAMS FOR PERSONNEL. Personnel policies shall incorporate provisions for inservice training and educational leave programs for program personnel.

(7) PATIENT FEE SCHEDULES. Each program shall establish fee schedules based on ability to pay, in accordance with sections 51.36 and 51.38, Wis. Stats. Liability for payment of services provided by county mental hospitals shall be determined in accordance with section 46.10, Wis. Stats.

(8) ELIGIBILITY OF PATIENTS. No person shall be denied service on the basis of age, race, color, creed, location, or inability to pay.

History: Cr. emerg. eff. 12-17-71; cr. Register, August, 1972, No. 200, eff. 9-1-72.