

### Personnel Record Checklist – Child Placing Agencies

**Use of form:** Use of this form is voluntary. However, use as a review document by child placing agencies will help to ensure compliance with DCF 54.03(1m), (2) and (3); 54.04(1)(f)1. and (1)(g)2.; and DCF 56. Licensing specialists may also use the form during monitoring visits to document compliance with these rules. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**Instructions:** A check mark indicates that the required information is in the file. The name, start date and job title must be entered. If additional space is needed, attach a separate page.

Name – Child Placing Agency	Address (Street, City, Zip Code)	Telephone Number
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Name – Licensing Specialist	Date – Checklist Completed
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___ of ___ Records Reviewed (Total Number of Records Reviewed / Total Number of Records)	Staff Person	Staff Person	Staff Person	Staff Person
	Name	Name	Name	Name
	Start Date	Start Date	Start Date	Start Date
	Job Title	Job Title	Job Title	Job Title
Employment Application. 54.03(1m)(a)				
Two personal references. 54.03(1m)(b) and (2)(a)2.				
References from previous employers of the past five years. 54.03(1m)(b) and (2)(a)2.				
BID 54.01(3m)				
Response to Caregiver Background (IBIS). 54.01(3m)				
DOJ 54.01(3m)				
Substantially related documentation if applicable. 54.01(3m)				
Performance Evaluations. 54.03(1)(b)10.d. and (1m)(d)				
Medical reports if pertinent. 54.03(1m)(e)				
Documentation of orientation. 54.03(3)(a)				
Documentation of in-service training. 54.03(3)(a)				
Termination dates and reasons, if applicable. 54.03(1m)(f)				
<b>Executive or Administrator</b>				
Possesses knowledge of child welfare services and administration, skill and leadership. 54.03(2)(b)1.a.				
Documentation of college graduation with 15 graduate credits in the social sciences. 54.03(2)(b)1.b.				
Documentation of at least two years experience in an administrative or supervisory capacity. 54.03(2)(b)1.c.				

<b>Director of Social Services (If employed)</b>				
Documentation of master's degree from accredited school of social work. 54.03(2)(c)1.				
Documentation of two years post master's degree social work experience in a supervisory capacity which includes experience in family or child welfare. 54.03(2)(c)1.				
<b>Caseworker Supervisor</b>				
Documentation of master's degree in social work or equivalent. 54.03(2)(c)2.				
Documentation of two years supervised experience in family or child welfare. 54.03(2)(c)2.				
<u>If placing children in boarding (foster care or licensing foster homes):</u> Documentation of one year of experience in study, licensing, placement and supervision of foster care. 54.04(1)(f)1.				
<u>If accepting guardianship and doing adoptions:</u> Documentation of one year of experience in study, placement and post-placement services in a licensed adoption agency. 54.04(1)(g)2.				
<b>Advanced Social Worker</b> At least 50% of social workers must be advanced social workers. 54.03(2)(c)3m.				
Documentation of <u>ONE</u> of the following:				
a) Master's degree in social work; or				
b) One year of graduate work in social work or its equivalent and two years supervised experience in family or child welfare; or				
c) College graduate with three years of supervised experience in family and child welfare with 12 graduate credits in social work plus approved in-service training. 54.03(2)(c)3.a-c.				
<b>Other Social Services Staff</b>				
Documentation of college graduation with at least 15 hours in social sciences. 54.03(2)(c)4.				
Approved in-service training program completed within two years of hire. 54.03(2)(c)4.				
<b>Social Work Assistants</b>				
Must be supervised by professional social worker. 54.03(2)(c)5.				
May not assume duties of a social worker. 54.03(2)(c)5.				
<b>Volunteers – Levels 1 to 5</b>				
Supervision and evaluation by appropriate staff member. 54.03(2)(e)				
Documentation of completion of orientation and training. 54.03(2)(e)				
<b>Volunteers – Level 5 Only</b>				
May not work independently with child. 56.13(7)(g), 54.01(3m)				
Notify licensing agency. 56.13(7)(g)1., 54.01(3m)				
Orientation. 56.13(7)(g)2., 54.01(3m)				
Permission from child's parent or guardian. 56.13(7)(g)3., 54.01(3m)				
Maintain confidentiality. 56.13(7)(g)4., 54.01(3m)				

<b>Case Worker – Levels 3 to 5</b>				
Documentation of <u>ONE</u> of the following:				
a) Master’s degree in social work related field. 56.15(2)(a)1., 54.01(3m); <b>or</b>				
b) Bachelor’s degree and a minimum of two years of post-degree experience in a social work related field. 56.15(2)(a)2.; 54.01(3m)				
Must be certified or licensed as a social worker under ch. 457, Stats. and ch. MPSW 3, 6, 11, 12 or 17, 3. DCF 56.15(2)(b); 54.01(3m)				
<b>Level 5 – Program Staff</b>				
An applicant for a program staff position shall have at least one of the following qualifications:				
a) A bachelor or associates degree from an accredited college or university with a major in a field specified in par. (e)4.a. 56.13(7)(f)4.a.; 54.01(3m)				
b) Current enrollment in and regularly attending an accredited college or university with a major in a field specified in par. (e)4.a. 56.13(7)(f)4.b.; 54.01(3m)				
c) At least one year of full-time experience working in a formal program with the type of child population served by the Level 5 foster home where the applicant is applying for employment. 56.13(7)(f)4.c.; 54.01(3m)				
d) Certification as a child and youth care worker under the standards of the Wisconsin Association of Child and Youth Care Professionals or other department-recognized certifying authority. 56.13(7)(f)4.d., 54.01(3m)				
e) Completion of a traineeship program in which program staff work with qualified experienced program staff for at least the first 120 hours of employment before working independently with a child. 56.13(7)(f)4.e., 54.01(3m)				
<b>Level 5 – Health Exam</b>				
Upon hire and before working with residents each program staff shall have a T.B. test and a health exam. Exam must be within the previous 6 months. 56.13(7)(f)7., 54.01(3m)				
<b>Level 5 – Training and Orientation</b>				
Each program staff person who provides care for a child in a Level 5 foster home shall do the following before working independently with a child:				
a) Complete a minimum 40 hours of pre-placement training under s. DCF 56.14(6t). 56.13(7)(f)10.a., 54.01(3m)				
• Pre-placement training must include the following:				
(a) 6 hour pre-placement online training at <a href="https://wcpds.wisc.edu/">https://wcpds.wisc.edu/</a> 56.14(6t)(a)				
(b) School advocacy 56.14 (6p)(b)				
(c) Cardiopulmonary resuscitation (CPR) 56.14(6p)(c)				
(d) First aid 56.14(6p)(d)				
(e) Blood-borne pathogens 56.14(6p)(e)				
(f) Medication management 56.14(6p)(f)				
(g) Patient rights 56.14(6p)(g)				
(h) Positive behavioral supports 56.14(6p)(h)				

(i) Individual service plans 56.14(6p)(i)				
(j) Emergency plans 56.14(6p)(j)				
(k) 15 hours of child-specific or population-specific training, orientation, or observation. 56.14(6t)(c)				
b) Work with qualified, experienced program staff or similar professionals for at least the first 80 hours of employment. 56.13(7)(f)10.b., 54.01(3m)				
Level 5 Program Staff need 3 references. 56.13(7)(f)6.d., 54.01(3m)				
Level 5 Program Staff must be at least 21 years old. 56.13(7)(f)5., 54.01(3m)				
c) Complete 24 hours of ongoing training after first year of employment. 56.13(7)(f)11.				
• Ongoing training must include the following:				
(a) Child maltreatment and reporting requirements. 56.14(8)(b)1r.a.				
(b) Prompt and adequate treatment. 56.14(8)(b)1r.b.				
(c) Any required reauthorizations for first aid, blood-borne pathogens, and cardiopulmonary resuscitation. 56.14(8)(b)1r.c.				
(d) 8 hours of child-specific or population-specific training. 56.14(8)(b)1r.d.				
• Ongoing training using books, periodicals, and web based resources, and television and radio presentations may not exceed 20% of the required hours. 56.14(8)(b)3.				