

COUNTY RULES VIOLATION

Date Investigation Completed: / /

I. Home Information

Name -Parent 1 (Last, First, MI) Telephone Number
Address (C/O, Street, City, State ZIP Code)
Name -Parent 2 (Last, First, MI) Telephone Number
Address (C/O, Street, City, State, ZIP Code)

II. Household Members

Table with columns: Name, Status, Gender, DOB, Role. Row 1: Active, Female, Parent 1

III. Children in Placement

Table with columns: Name, Gender, DOB, Role. Row 1: Female, Out of Home Placement

IV. Certification / Licensing Rule

The State Certification or Licensing Rule applicable to this complaint or investigation is Wisconsin Statute s. HFS 56-04 SUB. (a) (1)

V. Complaint / Alleged Rule Violation

Please describe the complaint
Yes No Certification / Licensing Violation has Occurred
Please explain findings and the basis for the decision

VI. Independent Investigation (pursuant to Wisconsin Statute s. 48.981)

Yes No Referral for an Independent Investigation has been made
County Agency has been assigned Date Referred: / /
Investigation Findings
Pending Substantiated Likely to Occur
Not able to locate sources Unsubstantiated Unlikely to Occur

- Comment [TM1]: This field is pre-filled.
Comment [TM2]: This field is user-ente
Comment [TM3]: This field is user-ente
Comment [TM4]: This field is user-ente
Comment [TM5]: This field is pre-filled.
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Comment [TM26]: This field is user-s
Comment [TM27]: This field is pre-fill
Comment [TM28]: This field is user-e
Comment [TM29]: This field is user-s
Comment [TM30]: This field is user-s
Comment [TM32]: This field is user-e
Comment [TM33]: This field is user-e
Comment [TM34]: This field is user-e
Comment [TM31]: This field is user-e
Comment [TM35]: This field is user-s
Comment [TM36]: This field is user-s
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Comment [TM39]: This field is user-s
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Comment [TM41]: This field is pre-fill
Comment [TM42]: This field is user e

Signatures

PRINT NAME - Worker		SIGNATURE - Worker	
Worker Site	Telephone Number - Worker	Date Signed	
PRINT NAME - Supervisor		SIGNATURE - Supervisor	
Supervisor Site	Telephone Number - Supervisor	Date Signed	

Comment [TM43]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Worker Name pre-fills from the Worker Record of the worker who creates the Rule Violation. If the worker's name is incorrect, the worker's supervisor needs to update the worker's name in the First Name + MI + Last Name fields on the Basic tab of the Person Management window.

Comment [TM44]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The "Worker Site" field pre-fills from the Worker Record of the worker who creates the Rule Violation and is not editable on the template. If the worker's site is incorrect, the worker's supervisor needs to update the worker's site in the Site field of the Location group box in the Maintain Worker Information window.

Comment [TM45]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The "Telephone Number - Worker" field pre-fills from the Worker Record of the worker who creates the Rule Violation. If the worker's telephone number is incorrect, the worker's supervisor needs to update the Worker's telephone number in the Work (telephone number) field in the Location group box of the Maintain Worker Information page.

Comment [TM46]: This field is user-entered. This field is editable on the template.

Comment [TM47]: This field is user-entered. This field is editable on the template.

Comment [TM48]: This field is user-entered. This field is editable on the template.

Comment [TM49]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Supervisor Name pre-fills from the supervisor of the worker who creates the Rule Violation and is not editable on the template. If the supervisor's name is incorrect, another supervisor needs to update the supervisor's name in the First Name + MI + Last Name fields on the Basic tab of the Person Management page. If it is the wrong supervisor for the worker, a supervisor needs to change th... [43]

Comment [TM50]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The "Supervisor Site" field pre-fills from the Worker Record of the supervisor of the worker v... [44]

Comment [TM51]: This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The "Telephone Number - Supervisor" field pre-fills from the Worker Record of the supervis... [45]

Comment [TM52]: This field is user-entered. This field is editable on the template.

Comment [TM53]: This field is user-entered. This field is editable on the template.

Comment [TM54]: This field is user-entered. This field is editable on the template.

The data can be corrected as follows: The Phone number pre-fills from the Provider record: it is specific to Parent 2. The phone number can be changed on the Maintain Physical Address page, accessed via Create >Provider Work >Maintenance > Maintain Physical Address.

Page 1: [10] Comment [TM10] Template Mapping 9/5/2006 7:34:00 PM

This field is not editable on the template.

The data can be corrected as follows: The Address - C/O; Street, City, State, ZIP Code - pre-fills from the Provider record: it is specific to Parent 1. If a minor change to the physical address is required, this would be made on the Maintain Physical Address page, accessed via Create >Provider Work >Maintenance > Maintain Physical Address. Note: a new physical address would have to be created if the provider actually changed location: Create >Provider Work >Maintenance >Create Physical Address.

Page 1: [11] Comment [TM11] Template Mapping 4/13/2011 10:34:00 AM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Household Members - Name" field pre-fills with the name(s) of the household member(s) as listed in the Household Members group box of the Members tab on the Home Provider page. The names can be changed by selecting the Name link and updating the Last Name, MI, and/or First Name fields in the Name group box of the Basic tab of the Person Management page.

Page 1: [12] Comment [TM12] Template Mapping 4/13/2011 10:35:00 AM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Household Members - Status" field can be updated on the Person Management page by selecting the Name link from the Household Members group box of the Members tab on the Home Provider page.

Page 1: [13] Comment [TM13] Template Mapping 4/13/2011 10:35:00 AM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Household Members - Gender" field can be updated on the Gender field on the Person Management page. To access the Person Management page, select the Name link from the Household Members group box of the Members tab on the Home Provider page.

Page 1: [14] Comment [TM14] Template Mapping 4/13/2011 10:35:00 AM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Household Members - DOB" field can be updated on the DOB field on the Person Management page. To access the Person Management page, select the Name link from the Household Members group box of the Members tab on the Home Provider page.

Page 1: [15] Comment [TM15] Template Mapping 9/5/2006 7:38:00 PM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Household Members - Role" field can be updated via the Roles dropdown field on the Members tab of the Home Provider page.

Page 1: [16] Comment [TM16] Template Mapping 4/13/2011 10:37:00 AM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Household Members - Name" field pre-fills with the name(s) of the child(ren) in placement as listed in the Children in Placement group box of the Members tab on the

Page 1: [17] Comment [TM17] Template Mapping 4/13/2011 10:38:00 AM

This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: The "Children in Placement - Gender" field pre-fills with the gender(s) of the child(ren) in placement as listed in the Children in Placement group box of the Members tab of the Home Provider page. Gender changes can be made on the Person Management page, accessed from the Maintain Case page> Participants tab, and clicking on the name hyperlink.

Page 1: [18] Comment [TM18] Template Mapping 4/13/2011 10:38:00 AM

This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: The Children in Placement - DOB" field pre-fills with the date(s) of birth of the child(ren) in placement as listed in the Children in Placement group box of the Members tab of the Home Provider page. Birth Date changes can be made on the Person Management page, accessed from Maintain Case page> Participants tab, and clicking on the name hyperlink.

Page 1: [19] Comment [TM19] Template Mapping 4/13/2011 10:40:00 AM

This field is pre-filled.
This field is not editable on the template.
The "Children in Placement - Role" field pre-fills with the Role(s) of the child(ren) in placement as listed in the Children in Placement group box of the Members tab of the Home Provider page and cannot be changed.

Page 1: [20] Comment [TM20] Template Mapping 4/13/2011 10:31:00 AM

This field is user-selected.
The values are: The Certification/Licensing Rule field is a user-selected drop down list. The values for this field are:
HFS 38.05 Licensee qualifications
HFS 38.06 Licensee responsibilities
HFS 38.07 Respite and emergency care for treatment foster parents
HFS 38.08 Respite care provider qualifications and responsibilities
HFS 38.09 Providing agency social services case manager qualifications
HFS 38.10 Agency and treatment team responsibilities
HFS 38.11 Physical environment
HFS 38.12 Care of treatment foster children
HFS 38.13 Appeal
HFS 38.14 Treatment foster care training
HFS 56.05 Licensee qualifications
HFS 56.06 Respite care provider qualifications
HFS 56.07 Physical environment
HFS 56.08 Safety
HFS 56.09 Care of foster children
HFS 56.10 Hearing
HFS 56.11 Supplemental payments for special needs, in exceptional circumstances or for initial clothing
HFS 56.12 Foster parent education
NOTE: Only the DCF 56 Licensing Rule statute number will appear on the template.

Page 1: [21] Comment [TM21] Template Mapping 9/5/2006 7:42:00 PM

This field is user-selected.
The values are: Letters "A – N":

Page 1: [22] Comment [TM22] Template Mapping 9/5/2006 7:43:00 PM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Complaint/Alleged Rule Violation" narrative field pre-fills from the text section of the Provider Note [Category: DCF 56 Viol/Excptn; Type: Rule Violation – Allegation].

Page 1: [24] Comment [TM24] Template Mapping 9/5/2006 7:45:00 PM

This field is user-entered.

This field is editable on the template.

Page 1: [25] Comment [TM25] Template Mapping 4/13/2011 10:41:00 AM

This field is user-selected.

This field is editable on the template.

Page 1: [26] Comment [TM26] Template Mapping 4/13/2011 10:41:00 AM

This field is user-selected.

This field is editable on the template.

Page 1: [27] Comment [TM27] Template Mapping 4/13/2011 10:42:00 AM

This field is pre-filled.

This field is not editable on the template.

The data can be corrected as follows: The "Findings/Basis for Decision" narrative field pre-fills from the text section of the Provider Note [Category: DCF 56 Rule Viol/Excptn, Type: Rule Violation – Finding].

Page 1: [28] Comment [TM28] Template Mapping 4/13/2011 10:54:00 AM

This field is user-entered.

This field is editable on the template.

Page 1: [29] Comment [TM29] Template Mapping 4/13/2011 10:42:00 AM

This field is user-selected.

This field is editable on the template.

Page 1: [30] Comment [TM30] Template Mapping 4/13/2011 10:42:00 AM

This field is user-selected.

This field is editable on the template.

Page 1: [31] Comment [TM31] Template Mapping 9/5/2006 7:49:00 PM

This field is user-entered.

This field is editable on the template.

Page 1: [32] Comment [TM32] Template Mapping 4/13/2011 10:43:00 AM

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This field is editable on the template.

Page 1: [33] Comment [TM33] Template Mapping 4/13/2011 10:43:00 AM

This field is user-entered.

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Page 1: [34] Comment [TM34] Template Mapping 4/13/2011 10:43:00 AM

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This field is editable on the template.

Page 1: [35] Comment [TM35] Template Mapping 4/13/2011 10:44:00 AM

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Page 1: [37] Comment [TM37]	Template Mapping	4/13/2011 10:44:00 AM
<p>This field is user-selected. This field is editable on the template.</p>		
Page 1: [38] Comment [TM38]	Template Mapping	4/13/2011 10:44:00 AM
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Page 1: [40] Comment [TM40]	Template Mapping	4/13/2011 10:44:00 AM
<p>This field is user-selected. This field is editable on the template.</p>		
Page 1: [41] Comment [TM41]	Template Mapping	4/13/2011 10:52:00 AM
<p>This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: This narrative field pre-fills from the text section of the Provider Note [Category: DCF 56 Viol/Excptn; Type: Rule Violation – Corrective Action]. This field is user-editable and allows for user entry of additional text.</p>		
Page 1: [42] Comment [TM42]	Template Mapping	4/13/2011 10:52:00 AM
<p>This field is user entered. This field is editable on the template.</p>		
Page 2: [43] Comment [TM49]	Template Mapping	9/5/2006 8:00:00 PM
<p>This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The Supervisor Name pre-fills from the supervisor of the worker who creates the Rule Violation and is not editable on the template. If the supervisor's name is incorrect, another supervisor needs to update the supervisor's name in the First Name + MI + Last Name fields on the Basic tab of the Person Management page. If it is the wrong supervisor for the worker, a supervisor needs to change the supervisor's name for the worker via the Maintain Worker Information page.</p>		
Page 2: [44] Comment [TM50]	Template Mapping	9/5/2006 8:00:00 PM
<p>This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The "Supervisor Site" field pre-fills from the Worker Record of the supervisor of the worker who creates the Rule Violation and is not editable on the template. If the supervisor's site is incorrect, another supervisor needs to update the supervisor's site in the Site field of the Location group box on the Maintain Worker Information page.</p>		
Page 2: [45] Comment [TM51]	Template Mapping	9/5/2006 8:03:00 PM
<p>This field is pre-filled. This field is not editable on the template. The data can be corrected as follows: The "Telephone Number - Supervisor" field pre-fills from the Worker Record of the supervisor of the worker who creates the Rule Violation. This field is user-editable on the template. If the supervisor's telephone number is incorrect, another supervisor needs to update the supervisor's number in the Work (telephone number) field in Location group box of the Maintain Worker Information page.</p>		