

LICENSING CHECKLIST – CHILD PLACING AGENCIES

Use of form: Use of this form by child placing agency licensees constitutes one portion of a complete application for a probationary license, for advancement to a regular 2 year license from probationary status, or for continuation of a regular 2 year license to operate a child placing agency. This checklist contains only selected portions of HFS 54 Child Placing Agencies. The licensee must be in compliance with all applicable rules whether or not they are included on this checklist. Refer to the rule book for the complete rule. Licensing specialists also use this form to review a child placing agency's compliance with ch. HFS 54.

Instructions: The applicant completes the "Applicant" column and submits the completed form to the department along with any other materials necessary for application or continuation of the license. The licensing specialist completes the "Licensing Specialist" column during the subsequent monitoring visit(s).

Name – Agency			Facility ID Number	Telephone Number
Address – Agency (Street, City, Zip Code)				License Continuation Date
Name – Administrator	Name – Director	Licensed Capacity	Ages Accepted	Hours of Operation

For Department Use Only

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Date(s) – Monitoring Visit(s)

Notes:

APPLICANT / LICENSEE INSTRUCTIONS

- 1. If the agency is in compliance with the specific rule, check "Y" for yes.**
- 2. If the agency is not in compliance with the specific rule, check "N" for no.**
- 3. If a specific rule does not apply to the agency, check "N/A" for not applicable.**
- 4. The agency representative shall sign and date the completed checklist.**

LICENSING SPECIALIST INSTRUCTIONS

- 1. If the agency is in compliance with the specific rule, check "Y" for yes.**
- 2. If the agency is not in compliance with the specific rule, check "N" for no.**
- 3. If a specific rule does not apply to the agency, check "N/A" for not applicable.**
- 4. Write the date the rules were reviewed and the dates of the monitoring visits in the corresponding fields on the cover page.**
- 5. Starred or asterisked (*) items must be in compliance before a probationary license is issued.**

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
HFS 54.01 Introduction							
* (3m) COMPLIANCE WITH ADMINISTRATIVE RULES AND LAWS. A person who is licensed under this chapter shall operate the agency in compliance with this chapter, the provisions of the license, and applicable state, federal, and local law.							
* HFS 54.02 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 a 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 three 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 subd. (b)2, above, shall meet with its licensing representative.							
* (d) The board shall: 1. Define its responsibilities. These responsibilities shall include:							
* a. The establishment of policies to be followed by the agency and regular planned review of policies and purposes of the agency to determine that the interests of children are being served.							
* b. Surveillance that the agency 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 agency 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 agency.							
* 3. Keep informed to ensure that the agency fulfills its functions.							
4. Consult with the department prior to the establishment of a new agency or the changing of a basic program of care of an existing agency or the extension of service into additional program or geographic areas.							
5. Notify the department when there is a change in the executive of the agency and / or the chief officer of the board.							
6. Notify the department of any major changes pending or occurring in the corporate structure, organization or administration of the agency.							
* (3) APPLICATION. (a) The board shall submit to the department an application to operate an agency in a form prescribed by the department for a license. The application shall be signed by the chief officer of the board and the agency executive. It shall not operate the agency until it receives such a license. (Use CFS-395, License Application – Child Placing Agencies.)							
* (b) If the board is applying for a license for the first time the application shall be submitted at least 60 days prior to the date on which it proposes to begin operation.							
* (c) The following material shall accompany the first application for a license:							

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	Y	N	N/A	Y	N	N/A	
54.02(3)(c)1.							
* 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 agency through the first year of operation.							
* 3. A statement of purpose 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 general description of each type of position proposed for the agency.							
* 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 board members including the addresses of the officers of the board.							
(d) Subsequent applications shall be submitted to the department:							
1. At least three weeks prior to the expiration of the current licensing.							
2. When an additional office is to be opened.							
3. When a new program subject to licensing is to be initiated.							
4. When the geographic area served is to be extended.							
5. When the address of the agency is to be changed.							
6. When the name of the agency is to be changed.							
(e) Subsequent applications shall be sent with the following materials:							
1. Copies of the annual reports published since the last license was issued.							
2. The budget for the current fiscal year and the most recent financial audit.							
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.							
9. Upon the request of the department, a copy of the current staff development and in-service training plan.							
(em) Within 60 days after receiving a complete application for a child-placing agency license, the department shall either approve the application and issue a 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.							
* (er) Pursuant to s. 48.60, Stats., before the department may issue or continue a license under par. (em), the department shall review the need for additional placement resources that would be made available by licensing or continuing the license of any child welfare agency after August 5, 1973, providing care under s. 48.61(3), Stats. If the department's review fails to indicate the need for additional placement resources neither the department or the department of corrections may make any placements to any child welfare agency.							

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	Y	N	N/A	Y	N	N/A	
54.02(3)(f)							
(f) 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.							
(g) When a license is granted, the board shall display the certificate of license in a prominent place in the agency.							
* (4) FINANCING. (a) The board, with the executive, shall be responsible for the safety and judicious use of the funds of the agency. Policies and practices shall be in accord with sound budgeting, disbursement and audit control procedures.							
* (b) Each agency shall: 1. Have sufficient funds assured to carry a new agency 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 placing 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 agency shall be on the basis of an annual budget approved by the board. This budget shall reflect anticipated expenditures and sources of income.							
* HFS 54.03 Personnel Administration. (1) PERSONNEL POLICIES. Each agency shall have a written statement of personnel practices adopted by the board. The board shall review personnel practices at least every two years.							
* (a) The following items shall be included in personnel practices and shall be submitted to the department for approval with the original application:							
* 1. Job specifications for all positions of six months or longer duration in the agency.							
* 2. Staff pattern. There shall be a staff sufficient in number and qualifications for the scope of the agency's services.							
* (b) There shall be written policy statements available to all employees and made known to each employee 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 absence.							
* 5. Probationary status.							
* 6. Termination procedures.							
* 7. Agency chain of command.							
* 8. Grievance procedures.							
* 9. Employment outside the agency.							
* 10. For the specific job classification for which application is being made:							
* a. Compensation.							
* b. Hours of work.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.03(1)(b)10.c.							
* c. Job specifications.							
* d. Performance evaluations.							
* (1m) PERSONNEL RECORD. A personnel record shall be maintained for each staff member and be available to authorized licensing staff. The record shall include:							
* (a) Employment application showing qualifications and experience.							
* (b) Statements from previous employers or personal references.							
* (c) Dates of employment.							
* (d) Reports of job performance, if any.							
* (e) Medical reports, if pertinent.							
(f) When the employee terminates employment, the dates and the reasons for separation.							
* (2) PERSONNEL. (a) <i>General qualifications.</i> 1. All employees shall have the ability and emotional stability to carry out their assigned duties.							
* 2. Character references from at least two people and references from previous employers within the last five years must be obtained for prospective employees.							
* 3. 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.							
* 4. The agency shall review and investigate application information carefully to determine whether employment of the individual is in the best interests of children under its care.							
* (b) <i>Administrative staff.</i> 1. An executive or 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 a college or university with a minimum of 15 graduate credits in the social services.							
* c. Have at least two years experience in an administrative or supervisory capacity.							
* 2. The executive's duties in administering the agency shall include: a. Responsibility to the board for satisfactory management.							
* b. Keeping the board informed of the program of the agency.							
* c. Interpreting and implementing recognized standards of child welfare.							
* d. Preparing and presenting the annual budget for discussion and approval.							
* e. 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 supervisor he shall meet the additional requirements for that classification.							
* 4. There shall be a qualified staff person to whom authority is delegated in the absence of the executive.							
* (c) <i>Social service staff.</i> 1. If a director of social services is employed, he shall have a master's degree from an accredited school of social work and a minimum of two years of post master's degree social work experience in a supervisory capacity supplemented by or including experience in family or child welfare.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.03(2)(c)2.							
* 2. A casework supervisor shall have a master's degree in social work, or its equivalent and have a minimum of two years of supervised experience in family or child welfare.							
* 3. An advanced social worker shall meet one of the following:							
* a. A master's degree in social work, or							
* b. One year of graduate work in an accredited graduate school of social work or its equivalent and at least two years supervised experience in family or child welfare, or							
* c. College graduation and at least three years of supervised experience in family and child welfare with 12 graduate credits in social work plus approved in-service training.							
* 3m. At least 50 percent of the social worker staff shall be in the advanced social work category.							
* 4. College graduates may be employed who do not have the foregoing training and experience. They shall have a minimum of 15 hours in the social sciences and within two years of employment have completed an approved in-service training program.							
* 5. Persons who do not have qualifications for social worker but who have an interest in working with people may assist the social services staff. Employees in this classification shall have professional social worker supervision. They shall not assume the full responsibilities and duties normally assigned to a social worker.							
(d) <i>Consultant services.</i> The agency shall provide consultant services as required to meet the needs of the children. Consultants shall meet the standards of their professional groups.							
* (e) <i>Volunteers.</i> If volunteers are used, the agency shall assign an appropriate staff member to evaluate and supervise them and to develop a plan for their orientation, training and use.							
(3) STAFF DEVELOPMENT AND IN-SERVICE TRAINING. (a) The agency shall have within one year of original licensure, written material concerning the process and content of orientation, staff development and in-service training programs for agency employees.							
(b) These programs shall include provision for the development of a working knowledge of these rules as they pertain to individual responsibilities of each employee.							
HFS 54.04 Social Services. (1) GENERAL REQUIREMENTS. (a) The agency shall provide services to children who need and seek its care without discrimination on the basis of race, color, or national origin.							
* (b) Each agency shall: 1. Develop and follow written intake policies that include asking the referring person or agency to indicate if the child or at least one of the child's biological parents is of American Indian descent.							
2. Secure and record information which substantiates the planning for the child.							
3. Accept a child for placement only when legally authorized to do so.							
4. Obtain from the parent or guardian of every child accepted for care a written authorization for emergency surgical care, for necessary vaccinations and immunizations, for routine medical examinations and treatment.							
(c) The agency shall substantiate that continuing social services to the child, to his parents and to the foster parents on a planned basis are provided while the child is in placement.							
* (d) Adopt written policies for placement and discharge from service.							
(e) When the agency is terminating its responsibility to the child release the child only to a person or agency authorized to accept the child.							

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	Y	N	N/A	Y	N	N/A	
54.04(1)(f)							
* (f) Requirements to be met by licensee in order to place children in boarding care. A child welfare agency with authority to place children in licensed foster homes and to license foster homes (s. 48.61(3) and (7), Stats.) shall:							
* 1. Have a social service supervisory staff of one or more persons who meet the requirements of s. HFS 54.03(2)(c)2 and have at least one year's experience in the study of foster homes, licensing, placement and supervision of foster care.							
2. License only homes which meet the foster home rules.							
3. Place children only in homes which meet the foster home rules.							
4. Place and / or supervise a minimum of five children a year in foster care, exclusive of adoptive placement.							
5. Assign the responsibility for supervision to one staff person when there are fewer than 20 children in foster care.							
6. Place no child under the care of the agency in the home of a staff person employed by the agency or a member of the board of directors. This does not pertain to persons whose only employment by the agency is in the foster parent role.							
7. Maintain individual foster home records for each home used by the agency which includes signed applications and agreements.							
* 8. Establish an administrative plan for periodic review of children in boarding home placement.							
* (g) Requirements to be met by licensee in order to accept guardianship. A child welfare agency with authority to accept guardianship and place children for adoption under ss. 48.43(1), 48.61(5) and 48.70(4), Stats., shall:							
* 1. Furnish evidence of providing a service to cover a geographic area with no less than a 50 mile radius or 200,000 population base.							
* 2. Have a social service supervisory staff or one or more persons available, who, in addition to meeting the requirements of s. HFS 54.03(2)(c)2, have one year's experience in the study, placement, and postplacement services in an agency authorized to place children for adoption.							
3. Place at least 15 children in adoption a year.							
4. If fewer than 20 children are under supervision or placed within one year, assign this responsibility to one staff person.							
5. Assign to one worker no less than five placements a year.							
6. Accept applicants only from the geographical area covered by the license.							
* 7. Develop and follow written intake policies for the acceptance of children and prospective adoptive families. Intake policies shall include asking the referring person or agency to indicate if the child or at least one of the child's biological parents is of American Indian descent.							
* 8. Establish an administrative plan for a periodic review of children in the agency's guardianship.							
9. When a child is determined ready for placement the child shall be placed within 3 months by the guardianship agency or referred to another agency or resource for placement.							
10. Provide postplacement services to the adoptive family for the purpose of effecting a successful integration of the child into the family.							
11. Maintain a record of the study of the adoptive home and of the placement and postplacement services.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.04(1)(g)12.							
12. Require workers to inform prospective adoptive parents interested in adopting a special needs child about the subsidized adoption program and that they may submit an application for an adoption subsidy.							
13. Comply with ch. HFS 53 regarding adoption information search and disclosure to adoptees and disclosure of medical, genetic and non-identifying social history information to the courts, adoptees, adoptive parents or birth parents.							
(2) PROGRAM OF CHILD CARE. (a) <i>Education.</i> The agency shall be responsible for providing opportunities for academic and vocation training.							
(b) <i>Health care.</i> The agency shall: 1. See that each child has a thorough health appraisal and a rehabilitative health program as indicated.							
2. Have on file the written authorization from parent or guardian as required in sub. (1)(b)4.							
3. Provide for consultation to staff in the areas of medical, dental, psychological and psychiatric need.							
4. Obtain, when needed, psychiatric and psychological services including tests and examinations.							
(c) <i>Admission examination-health qualifications.</i> Each child shall have a physical examination from a qualified physician with 90 days prior to the initial acceptance for placement. If the foregoing has not occurred, the examination shall be given within 48 hours after acceptance.							
1. Prior to placement the child shall have been observed by a person competent to recognize common signs of communicable diseases.							
2. It shall be determined that each child is adequately immunized against the following diseases:							
a. Diptheria							
b. Polio							
c. Tetanus							
d. Whooping cough (if under five years)							
e. Measles (rubeola)							
f. German measles (rubella)							
g. Mumps							
3. Each child shall have been given a tuberculin test, and chest x-ray if indicated, within six months prior to acceptance.							
4. All medical reports, i.e., physical examinations, tests and recommendations shall be in writing and filed with the agency.							
(d) <i>Medical examinations.</i> Each agency shall provide for each child annually a health examination covering the areas included on a department prescribed form. (HealthCheck forms or an annual physical exam form signed by a physician, physician assistant or HealthCheck provider meets this requirement.)							
* (e) <i>Medical care.</i> 1. Each agency shall have a plan and make provisions for prompt treatment in illnesses and for carrying out corrective measures and treatment of remedial defects or deformities.							
* 2. Procedures for hospitalization shall be established.							
(f) <i>Dental care.</i> 1. Each agency shall provide for regular dental examinations and treatments including necessary prophylaxis, repairs and extractions.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.04(2)(f)2.							
2. Each child over three shall have a thorough dental examination as soon as practical after acceptance for care and at intervals thereafter not exceeding six months after the last examination or completion of treatment.							
(g) <i>Eye care.</i> Children who are in need of glasses shall have refractions at a minimum of once every two years and shall be supplied with glasses as required.							
(h) <i>Special care.</i> Foster parents shall be informed of the expected precautions to be taken in the care of sick children and in the handling of medicines and prescriptions.							
(i) <i>Medical records.</i> A health record shall be maintained for each child covering the following health history:							
1. Pre-natal and birth history.							
2. Developmental history.							
3. Previous illness, injuries and surgery.							
4. Immunizations and tests.							
5. Social, emotional and environmental history of the child.							
6. Height and weight record.							
7. Health history of the child's family including mental, or emotional problems.							
(j) <i>Clothing.</i> The agency shall 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.							
* (k) The licensee shall be knowledgeable of and ensure that staff members and volunteers observe the patient's rights and grievance resolution procedures in s. 51.61, Stats., and ch. HFS 94, for each resident that receives services for treatment of mental illness, a developmental disability, alcoholism or drug dependency. Residents that are not specifically identified as coming under s. 51.61, Stats., and ch. HFS 94 shall have rights and access to grievance resolution procedures that are comparable to those found in s. 51.61, Stats., and ch. HFS 94.							
HFS 54.05 Indian Children. (1) DETERMINATION THAT A CHILD IS OR MAY BE AN INDIAN CHILD. If an agency has obtained information at intake or through other means that the child or at least one of the child's biological parents is or may be of American Indian descent, the child's case manager shall: (a) Carry out and document in the child's case record diligent efforts, including but not limited to contacting the potential tribe or tribe's membership or enrollment offices and child welfare offices, and the US Department of Interior's bureau of Indian affairs where contacts with individual tribes do not document the child's Indian descent to verify that the child is an Indian child and to identify the child's Indian tribe;							
(b) Inform the court of that determination that the child is an Indian child and of the factual basis for that determination and document and date in the child's case record that determination; and							
(c) Comply with 25 USC 1912(a).							
(2) COMPLIANCE WITH INDIAN CHILD WELFARE ACT. If the agency determines under sub. (1) that a child is an Indian child, the agency shall comply with all provisions of the Indian Child Welfare Act, 25 USC 1901 to 1963 and s. 48.028, Stats.							
(3) SERVICES FOR INDIAN CHILD AND FAMILY. (a) Before providing services to an Indian child and the Indian child's family, the agency shall inform the child's tribe, if known, and ask for the tribe's participation in efforts to provide services to the Indian child and the Indian child's family. The child's case manager shall document and date in the child's care record agency efforts to inform the tribe and seek its participation.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.05(3)(b)							
(b) The Indian child's case manager shall undertake active efforts to prevent breakup of the child's family by providing remedial services and rehabilitative programs to the Indian child and the child's family in accordance with 25 USC 1912(d). The child's case manager shall document and date those efforts in the child's case record.							
(4) TERMINATION OF PARENTAL RIGHTS. An agency seeking the termination of parental rights to an Indian child shall notify the parents and tribe in accordance with 25 USC 1912(a) of their rights of intervention and shall provide the court of jurisdiction with information on agency efforts described under sub. (3). The information shall include the reasons why those efforts proved unsuccessful. The agency shall record in the Indian child's case record the date the information was given to the court.							
(5) PLACEMENT OF AN INDIAN CHILD. (a) <i>Adoptive Placement.</i> 1. For the adoptive placement of an Indian child, 25 USC 1915(a) requires that preference be given, in the absence of good cause to the contrary, to placement with, in order of priority, a member of the Indian child's extended family, another member of the Indian child's tribe or another Indian family. The Indian child's case manager shall investigate the availability of a placement in the order of priority indicated.							
2. After completing the adoption of the Indian child, the child's case manager shall request in writing that the court that ordered the adoption notify the secretary of the U.S. department of the interior of the following enrollment information:							
a. The name and tribal affiliation of the Indian child;							
b. The name and address of the adoptive parents; and							
c. The name and address of any agency having files or information on the child's adoptive placement.							
3. The Indian child's case manager shall file a copy of the written request under subd. 2 in the child's case record.							
(b) <i>Foster care or preadoptive placement.</i> 1. For foster care or preadoptive placement of an Indian child, 25 USC 1915(b) requires that the child be placed in the least restrictive setting which most approximates a family and in which any special needs of the child may be met, within reasonable proximity to the child's home. Preference is to be given, in the absence of good cause to the contrary, to placement, in order of priority:							
a. With a member of the Indian child's extended family;							
b. In a foster home licensed, approved or specified by the Indian child's tribe;							
c. In an Indian foster home licensed by the department, a county social services or human services department or a child-placing agency; or							
d. In an institution for children approved by an Indian tribe or operated by an Indian organization which has a program suitable to meet the Indian child's needs.							
2. For foster care or preadoptive placement of an Indian child, except for an emergency placement under 25 USC 1922, the child's case manager shall investigate to determine the availability of a placement under subd. 1 in the order of priority indicated. The Indian child's case manager shall document in the child's case record the investigative efforts and results, as well as any emergency placement and the reason for it.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.05(5)(b)3.							
3. An agency seeking to place an Indian child in foster care shall notify the parents and tribe in accordance with 25 USC 1912(a) of their right of intervention and shall provide the court of jurisdiction with information on agency efforts described under sub. (3). The information shall include the reasons why those efforts proved unsuccessful. The agency shall record in the Indian child's case record the date the information was given to the court.							
(c) <i>Preference of tribe, child or parent.</i> In the case of a placement under par. (a) or (b), if the Indian child's tribe establishes a different order of preference by resolution, the agency shall follow that order so long as the placement is the least restrictive setting appropriate to the particular needs of the child as provided in par. (b). Where appropriate, the preference of the Indian child or the child's parent shall be considered provided that where a consenting parent evidences a desire for anonymity, the agency shall give weight to that desire in applying the preference.							
(d) <i>Informing the court.</i> Prior to the court ordering termination of parental rights, foster care placement, adoptive placement or adoption of an Indian child, the agency shall inform the court in writing of agency investigative efforts and results to determine the availability of a placement in order of priority under par. (a) or (b) including when there is an emergency placement or when a different order of preference is expressed under par. (c).							
(e) <i>Record of placement.</i> When an agency places an Indian child under par. (a) or (b), the agency shall forward a record of the placement to the department. The record shall provide evidence of efforts to comply with the order of preference under par. (a)1 or (b)1, as appropriate. The department, pursuant to 25 USC 1915(e), shall maintain the record and shall make it available at any time upon request of the secretary of the U.S. department of the interior or of the Indian child's tribe.							
HFS 54.06 Records and Reports. (1) GENERAL REQUIREMENTS. Each agency shall maintain records and submit reports prescribed by the department. Authorized representatives of the department shall have access to all records pertinent to licensing and to specific adoption searches and disclosure of the adoption search information.							
(2) RECORDS. (a) Each agency shall maintain: 1. A permanent register with identifying information of all children accepted for service or placement.							
2. Individual case records for each child served and his family.							
a. These records shall contain vital statistics information for the child, his parents and siblings, source of referral, date of acceptance and terms.							
b. The original social study and investigation.							
c. Legal documents pertinent to legal custody and guardianship such as birth records and court reports.							
d. Written agreements with parents, guardians or legal custodians. The consent and authorization for necessary medical or surgical care may be kept separate in the health record.							
e. School reports.							
f. Recording of progress of casework and or treatment plan with child and family.							
3. Individual foster home records for each foster home used by the agency which include signed applications and agreements.							
4. Individual records of studied adoptive applicants.							
5. Personnel records.							
6. Financial reports and audits.							

HEALTH AND FAMILY SERVICES	Applicant			Licensing Specialist			COMMENTS
	Y	N	N/A	Y	N	N/A	
54.06(2)(b)							
(b) All records shall be kept in a safe place protected from fire damage, theft and unauthorized scrutiny.							
(c) All adoption records shall be maintained in a separate file and in a manner that ensures confidentiality.							
* 1. The agency shall establish written procedures governing access to the files.							
* 2. The agency shall establish written procedures which ensure that information is released only in accordance with ss. 48.432, 48.433 and 48.93, Stats., and ch. HFS 53.							
(3) REPORTS. (a) Each agency shall submit statistical reports as required by the department under s. 48.67(3), Stats.							
(b) Each agency shall make a report to the department within 48 hours after the occurrence of an unusual incident such as a major fire which is defined as one which requires the services of a fire department, or the death or serious injury of a child, a serious injury being defined as one which requires the hospitalization of the child.							

SIGNATURE – Agency Representative

 Date Signed