

## RESIDENTIAL CARE CENTER CHILD ABUSE AND NEGLECT REPORTING AND CONFIDENTIALITY RESPONSIBILITIES

**Use of form:** Completion of this form is required pursuant to HFS 52.12(4)(d), (7)(d) and (9)(b). This form is to be signed by each staff member, volunteer or student intern of a Residential Care Center for Children and Youth (RCC) affirming that the responsibilities to report suspected child abuse and neglect and to maintain resident confidentiality have been reviewed. Failure to comply may result in the issuance of a noncompliance statement or enforcement action under HFS 52 or Chapter 48.

**Instructions:** Each staff member, student intern or volunteer of an RCC shall read and sign this department provided form confirming that the individual's responsibility to report suspected child abuse or neglect as required by s. 48.981(2) and (3), Wis. Stats. and responsibility to maintain resident confidentiality as required by s. 48.78, 938.78, 51.30, Wis. Stats., has been reviewed with that person. The original signed and dated form shall be placed in the person's personnel record.

By my signature below, I affirm all of the following:

I have reviewed and am aware of my responsibilities to report any allegations of child abuse or neglect as required by 48.981(2) and (3), Wis. Stats.

I have reviewed and am aware of my responsibilities to maintain resident confidentiality as required by s. 48.78, 938.78, and 51.30, Wis. Stats.

---

**SIGNATURE** - Staff Member, Student Intern, or Volunteer

---

Date Signed