

Policy / Procedure Checklist – Residential Care Centers

Use of form: Use of this form is voluntary; however, completion of this form by residential care centers for children and youth will help ensure that all written policies and procedures required under DCF 52 have been developed for the following categories. Policies and procedures must be submitted to the department as part of a complete application. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Whenever policies are created or updated, a dated copy should be sent to your licensing specialist along with a completed policy checklist. Use the checklist to identify the page number on which you address each point for ease in reference and review. Policies should be dated and the pages numbered.

Name - Facility	Telephone Number – Facility
<p>Page No. _____ EMERGENCY PROCEDURES 52.11(21)</p> <p>_____ Calling in extra staff [52.11(21)(a)]</p> <p>_____ Securing assistance of law enforcement or emergency medical personnel [52.11(21)(b)]</p> <p>_____ Alerting center staff and assigning roles and duties in response to the emergency [52.21 (21)(c)]</p> <p style="text-align: center;">_____ SIGNATURE – Licensing Specialist Review Date</p> <p>Page No. _____ DISASTER PLAN 52.11(22)</p> <p>_____ Where a licensee, center staff, and residents would go in an evacuation, including one location in the nearby area and one location out of area [52.11(22)(a)1.]</p> <p>_____ Phone numbers, electronic mail addresses, and other contact information for the licensee [52.11(22)(a)2.]</p> <p>_____ A list of items that the licensee or center staff will take if evacuated, including any medication and medical equipment for residents [52.11(22)(a)3.]</p> <p>_____ Phone numbers the licensee will call to check in with the department and placing agency [52.11(22)(a)4.]</p> <p>_____ Documenting the quarterly review of disaster plan [52.11(22)(b)]</p> <p style="text-align: center;">_____ SIGNATURE – Licensing Specialist Review Date</p> <p>Page No. _____ STAFF TRAINING – Orientation 52.12(5)(b)</p> <p>_____ Observing and reporting resident behavior [52.12(5)(b)5.]</p> <p>_____ Resident rights and grievance procedures [52.12(5)(b)6.]</p> <p>_____ Identification and reporting of child abuse and neglect [52.12(5)(b)7.]</p> <p>_____ Laws on confidentiality of personally identifiable information [52.12(5)(b)8.]</p> <p>_____ Center procedures for reporting missing persons [52.12(5)(b)9.]</p> <p>_____ Fire safety and evacuation procedures [52.12(5)(b)10.]</p> <p>_____ Emergency medical procedures and center emergency security measures and procedures [52.12(5)(b)11.]</p> <p>_____ Sanitation and hygiene practices including the nature, causes, transmission and prevention of hepatitis B, HIV and (AIDS) and the legal, social and psychological aspects of those conditions [52.12(5)(b)12.]</p> <p>_____ The center’s educational program required under s. DCF 52.41(1)(b) to center staff responsible for resident educational services [52.12(5)(e)]</p> <p style="text-align: center;">_____ SIGNATURE – Licensing Specialist Review Date</p>	<p>Page No. _____ STAFF TRAINING – Initial training 52.12(5)(c)</p> <p>_____ Developmental care [52.12(5)(c)1.]</p> <p>_____ Creating a therapeutic milieu [52.12(5)(c)2.]</p> <p>_____ Human sexuality [52.12(5)(c)3.]</p> <p>_____ Teamwork [52.12(5)(c)4.]</p> <p>_____ Working with groups [52.12(5)(c)5.]</p> <p>_____ Emergency safety intervention [52.12(5)(c)6.]</p> <p>_____ Family relationships and the impact of separation from the family [52.12(5)(c)7.]</p> <p>_____ Suicide prevention, including identification of signs and center response measures [52.12(5)(c)8.]</p> <p>_____ Fire safety and evacuation, with training provided by a Wisconsin vocational, technical and adult education college [52.12(5)(c)9.]</p> <p>_____ Sensitivity to racial and cultural differences among residents [52.12(5)(c)10.]</p> <p>Page No. _____ SHORT-TERM TREATMENT PROGRAMS 52.58(7)(a)</p> <p>_____ Wrap around principles and philosophy [52.58(7)(a)]</p> <p>_____ Arranging for transitional care [52.58(7)(a)]</p> <p>_____ Transitional placement planning principles and methods [52.58(7)(a)]</p> <p style="text-align: center;">_____ SIGNATURE – Licensing Specialist Review Date</p> <p>Page No. _____ STAFF TRAINING – Continued training 52.12(5)(f)</p> <p>_____ Determine continuing training needs through staff performance reviews and assessments [52.12(5)(f)1.]</p> <p>_____ Provide or arrange for at least 24 hours of continuing training annually for every staff member working with residents [52.12(5)(f)1.]</p> <p>_____ A center shall provide all center food service personnel in-service training annually. Training topics shall relate to proper food handling procedures, maintenance of sanitary conditions and food service arrangements. Training shall be documented and the documentation kept on file at the center [52.44(4)(d)]</p> <p style="text-align: center;">_____ SIGNATURE – Licensing Specialist Review Date</p>

Page No. **ABUSE OR NEGLECT** 52.12(9)(c)
 Notifying child's placing person or agency and the department licensing representative
 of possible abuse or neglect and the basis for that suspicion [52.12(9)(c)1.]
 Meeting reporting requirements in s.48.981(2) and (3), Stats. [52.12(9)(c)2.]
 Prohibiting imposition of a sanction or any reprisal against a person for reporting
 suspicion of child abuse or neglect [52.12(9)(c)3.]

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Page No. **ADMISSION** 52.21(1)(a)
 Description of the primary presenting problems and range of behaviors of residents
 which the center will treat [52.21(1)(a)]
 Description of the center procedures for admitting a resident [52.21(1)(a)]

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Page No. **DISCHARGE AND AFTERCARE** 52.23(1)
 Explain the process for discharge of a resident [52.23(1)]
 Center professional staff attempt to involve the resident, if able to understand, the
 resident's parents or guardian and legal custodian, if any, and placing person or
 agency, if different, in developing the plan for aftercare [52.23(1)(a)]
 Identification of persons and agencies participating in development [52.23(1)(b)1.]
 Recommendations for continuing or additional services and identification of service
 providers [52.23(1)(b)2.]
 Name, address and telephone number of the person or agency to receive the former
 resident upon discharge and the relationship, if any, of the former resident to that
 person or the head of that agency [52.23(1)(b)3.]
 Center professional staff provide copies of the aftercare plan to the resident, if able to
 understand, and the resident's parents, guardian and legal custodian and placing
 person or agency if not the same [52.23(1)(c)]

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Page No. **PROGRAM STATEMENT** 52.41(1)
 Center treatment purpose [52.41(1)]
 Philosophy [52.41(1)]
 Approach and methods used [52.41(1)]
 Services available [52.41(1)]

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Page No. **OPERATING PLAN – Treatment program** 52.41(1)(a)
 Treatment purpose, philosophy and services [52.41(1)(a)1.]
 Qualifications of staff responsible for planning and carrying out treatment procedures
 [52.41(1)(a)2.]

 The population served by age and sex and by type, such as developmentally disabled,
 emotionally disturbed, alcohol or drug abusing, juvenile delinquent or correctional
 aftercare, and the range or types of behaviors or conditions for which the center's
 treatment procedures and techniques are appropriate [52.41(1)(a)3.]

 Pre-screening procedures used for determining appropriateness of admission
 [52.41(1)(a)4.]

 Procedures used to involve the resident and the resident's parents or guardian and
 legal custodian, if any, in resident assessment and treatment planning including
 identification of the means used to foster positive relationships between the resident
 and the resident's family or guardian that are supportive of the resident in reaching
 treatment plan and permanency plan goals [52.41(1)(a)5.]

 How the center will implement and review specific provisions of the resident's
 treatment plan, court order and permanency plan developed under s.48.38, Stats.,
 including how the center will coordinate efforts with the placing person or agency and
 other involved persons or agencies [52.41(1)(a)6.]

 Methods used by the center for determining when treatment goals are achieved, or that
 treatment is ineffective or detrimental for a particular resident [52.41(1)(a)7.]

 Resident conduct as governed by center behavior management and center procedures
 including house rules, policies on overnight visits outside the center, off-grounds
 privileges and any resident rights limitations prohibiting such things as gang-related
 clothing or therapeutically contraindicated items [52.41(1)(a)8.]

 A list of daily activities available to residents including educational and recreational
 activities [52.41(1)(a)9.]

 Procedures to ensure clear communication between resident care workers on one shift
 and the resident care workers on the next shift regarding any significant incident
 involving a resident they supervise in common such as running away, an incident of
 abuse or neglect pursuant to s.48.981, Stats., behavior that injures the resident or
 others, an accident requiring medical attention, intentional property damage, any
 emergency safety intervention physical hold restraint or physically enforced separation
 as defined under s. DCF 52.42(1) or any other incident of a serious nature. The
 procedures shall include documenting any incident involving a resident and the date
 and time it occurred in the resident's case record and, if pertinent to resident treatment,
 in the resident's treatment record progress notes [52.41(1)(a)10.]

 Methods used by the center to evaluate its treatment program [52.41(1)(a)11.]

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Page No. **OPERATING PLAN – Educational program** 52.41(1)
 Educational program services that coordinate a resident's educational programming
 with the school from which the resident came upon admission [52.41(1)(b)]
 Procedures for referring residents to public schools when not part of an on-grounds
 program [52.41(1)(b)1.]
 Procedures for relating each resident's treatment plan goals under s. DCF 52.22(2)(b)
 to educational goals and services based on the resident's needs [52.41(1)(b)2.]
 Identification of all center staff, schools and agencies responsible for resident
 education [52.41(1)(b)3.]

Provision for either the center case work supervisor or a resident's services case manager to coordinate efforts with persons responsible for the resident's education. This shall include arranging, where possible, for educational personnel to participate in assessment of a new resident's needs and development of the resident's treatment plan under s. DCF 52.22 (2) and treatment plan implementation and review conferences under s. DCF 52.22(3)(b). Center staff identified under subd. 3., shall ensure that a report of the resident's educational assessment and progress is given to the school or persons responsible for the individual's education following discharge from the center [52.41(1)(b)4.]

Procedures and timelines for assessing the educational progress of each resident. The procedures shall identify center staff involved in educational assessment, and how assessment information will be used in the review, implementation and revision of a particular resident's treatment plan and educational services [52.41(1)(b)5.]

Arrangements for provision of vocational training opportunities under s.118.15(1)(b), Stats. [52.41(1)(b)6.]

Compliance with applicable parts of ss.115.77, 115.81 and 118.165, Stats., and cooperation with the Wisconsin department of public instruction in providing regular or exceptional educational services to residents [52.41(1)(b)7.]

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Page No. **OPERATING PLAN – Health care services** 52.41(1)(c)

Assessment on a regular basis of the general health and dental needs of each resident [52.41(1)(c)1.]

Education of residents by someone medically knowledgeable about the hazards of tobacco use, drugs and alcohol abuse and, where appropriate, about human sexuality, family planning materials and services, sexually transmitted diseases and how the human immunodeficiency virus (HIV) is transmitted [52.41(1)(c)2.]

Immunization of residents, unless otherwise directed in writing by a physician, according to ch. DHS 144 [52.41(1)(c)3.]

Arrangement with a physician or a clinic employing a physician to serve as consultant for health care arranged by the center for residents [52.41(1)(c)4.]

Provision for at least 2 dental examinations and cleanings for each resident each year and for other dental examinations and services for residents, as needed, from a dentist licensed under ch. 447, Stats., or a clinic employing dentists licensed under ch. 447, Stats. [52.41(1)(c)6.]

Availability of emergency medical services 24 hours a day, 7 days a week [52.41(1)(c)7.]

Explanation given to a resident in language suitable to the resident's age and understanding about any medical treatment he or she will receive [52.41(1)(c)8.]

Policies and procedures for hospitalizing a resident, for providing first aid to a resident [52.41(1)(c)9.]

Identification of the circumstances that constitute a medical emergency, and instructions to staff on action to take when suspecting the existence of a medical emergency [52.41(1)(c)10.]

Compliance with ch. DHS 145 for the control and reporting of communicable diseases [52.41(1)(c)11.]

Arrangements for the center's health care consultant under subd. 4. to annually document and date a review of the adequacy of center health care service delivery including center procedures for administration, storage and disposal of medications as provided under s. DCF 52.46(3) [52.41(1)(c)12.]

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Page No. **RESIDENT RIGHTS** 52.31

Residents receiving services for a mental illness, alcohol or drug abuse or a developmental disability have the patient rights under s.51.61, Stats., and ch. DHS 94 and shall have access to grievance resolution procedures that meet standards set out in subch. III of ch. DHS 94. Other residents receiving treatment services under this chapter who are not specifically identified as coming under s.51.61, Stats., and ch. DHS 94 shall have rights that are comparable and access to grievance resolution procedures that are comparable [52.31(1)(a)]

A resident's rights under this section are subject to the rights, duties and responsibilities of the resident's parent or guardian and legal custodian, if any. A resident's rights are also subject to the terms and conditions of any court order or other lawful authority governing the conduct of the resident and subject to any limitations or denial of a right allowed under s.51.61, Stats., ch. DHS 94 and this section [52.31(1)(b)]

Center staff at the time of a resident's admission or within 48 hours after admission shall give the resident, if able to understand, and the resident's parents or guardian and legal custodian, if any, an explanation, both orally and in writing, of resident rights under s.51.61, Stats., ch. DHS 94 and this section [52.31(1)(c)]

COMPLIANCE ASSURANCE. The center director shall ensure that all staff who work with residents are aware of the requirements of this section. The director shall also ensure that staff are aware of the requirements of s.48.78 or 938.78, Stats., s.51.30, Stats., and ch. DHS 92 on confidentiality and s.51.61, Stats., and ch. DHS 94 on patient rights and the rights otherwise accorded under this section and the criminal and civil penalties for violating those statutes and rules. The rights and grievance procedures shall be posted in a conspicuous location in each living unit in the center [52.31(2)]

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Page No. **MEDICATIONS ADMINISTRATION** 52.41(1)(c)9. and 52.46(2)

All medication 52.46(2)(a)

Having written informed consent on file as required under s. DCF 52.21(5) [52.46(2)(a)1.]

Having information in each resident's health record about any health allergies or health-related restrictions [52.46(2)(a)2.]

- _____ A description of arrangements for continuing education of short-term residents [52.58(3)(e)]
- _____ A description of health care arrangements for short-term residents, including the process for securing medical authorizations for general and emergency medical care including surgery [52.58(3)(f)]
- _____ A description of recreational activities and programming available for short-term residents [52.58(3)(g)]

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Page No. **SHORT-TERM – Admissions** 52.58(4)(a)

- _____ Obtain authorization from the parent or guardian of a resident for the center to provide or arrange for routine medical services and procedures, including dental services and non-prescription and prescription medications [52.58(4)(a)1.]
- _____ Obtain authorization from the parent or guardian of a resident for the center to obtain from a health care authority the authority to delegate and supervise administration of medications by center-authorized staff and for staff to handle and provide the medication to the resident and observe self-administration of the medication by the resident [52.58(4)(a)2.]
- _____ Obtain authorization from the parent or guardian of a resident for the center to obtain other medical information as needed on the resident [52.58(4)(a)3.]
- _____ Obtain authorization from the parent or guardian of a resident for the center to provide or order, when necessary, emergency medical procedures including surgery, when there is a life-threatening situation and it is not possible to immediately reach the parent or guardian authorized to give signed written specific informed consent [52.58(4)(a)4.]

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Page No. **RESPITE CARE – Program statement** 52.59(4)

- _____ The purposes for which respite care is provided and the type of population served [52.59(4)(a)]
- _____ Specific center assessment procedures and services available for care arrangements in assisting a child or youth admitted for respite care [52.59(4)(b)]
- _____ Compatibility of the respite care services program component with other programs of the center [52.59(4)(c)]
- _____ Staffing arrangements for respite care services [52.59(4)(d)]
- _____ Health care arrangements for respite care placements, including the process for securing medical authorizations for general and emergency medical care including surgery [52.59(4)(e)]
- _____ Recreational activities and programming for respite care placements [52.59(4)(f)]

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Page No. **RESPITE CARE – Admissions** 52.59(5)

- _____ The type of respite care children or youth who can be served, such as those who are emotionally disturbed, physically handicapped, medically needy or developmentally disabled, including the specific types of developmental disabilities served [52.59(5)(a)]
- _____ Procedures for screening children and youth referred for respite care to ensure that they are appropriate for the center’s respite care program [52.59(5)(b)]

- _____ Procedures for obtaining parent or guardian written consents for emergency medical care and authorization for administration of medications [52.59(5)(c)]
- _____ Procedures for obtaining from the parent or other regular caregiver necessary and essential information for the temporary care of the child or youth which may include medical, behavioral, dietary or emotional concerns and appropriate responses or instructions. Assessment shall cover at minimum the following areas: eating, toileting, mobility, communication, health problems, behavioral issues, socialization, supervision needs and personal self help [52.59(5)(d)1.]
- _____ Procedures for obtaining identifying information at the time of admission on the child or youth and family and information about current special needs of the child or youth, including usual day activities; transportation arrangements; any appointments; current health problems; special equipment used; communication issues; behavioral issues; eating habits, schedule and preferences; sleeping habits and any usual bedtime routine; toileting concerns; safety concerns; discipline or behavioral management recommendations; preferred leisure time activities; and any other comments from the parent or regular caregiver [52.59(5)(d)2.]
- _____ Procedures as described under s. DCF 52.21 (7) for orienting a child or youth to the center’s respite care program, available care staff and room arrangements and assisting the child or youth in any adjustment issues to the child’s or youth’s temporary stay [52.59(5)(e)]
- _____ Procedures for assigning specific care staff to a respite care child or youth [52.59(5)(f)]
- _____ Procedures for contacting the parent or other regular caregiver regarding care questions or in emergency situations [52.59(5)(g)]
- _____ A policy on who may pick up the child or youth at the end of respite care and policies and procedures for establishing the date and time at which the child or youth is to be picked up [52.59(5)(h)]
- _____ Procedures for making a record of all of the child’s or youth’s personal belongings and medications upon arrival at the center [52.59(5)(i)]
- _____ Procedures for maintaining a log with dates of all respite care episodes for each child [52.59(5)(j)]

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Page No. **RESPITE CARE - Discharge** 52.59(8)

- _____ Provides for documenting in the respite care resident’s care record the dates of respite care stay, a summary of the child’s or youth’s stay with any significant incidents noted and the name of the person to whom the child or youth was discharged [52.59(8)(a)]
- _____ Giving a complete accounting in the respite care resident’s care record of all personal belongings, medications and medical equipment that went with the child or youth upon discharge [52.59(8)(b)]

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Page No. **TYPE 2**

_____ The center shall have policies and procedures specific to Type 2 status youth per s. DOC 394.

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