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Governor Scott Walker  
Secretary Eloise Anderson

Division of Safety and Permanence

August 1, 2017

Child Welfare Licensing Memo 2017-26-LIC

To: Private Child Placing Agencies  
Residential Care Center Providers  
Group Home Providers  
Shelter Care Facilities  
Child Placing Agency Directors

From: Ron Hermes   
Bureau Director

RE: Reasonable and Prudent Parent Standard

The purpose of this memo is to inform licensed providers that the permanent administrative rules related to the Reasonable and Prudent Parent Standard (RPPS) are effective August 1, 2017.

As explained in DSP Informational Memo Series 2016-03 (issued May 2, 2016), 2015 Wisconsin Act 128: Reasonable and Prudent Parent Standard was signed by the Governor on February 4, 2016 and became effective on October 1, 2016. Emergency administrative rules related to RPPS were promulgated and went into effect on November 18, 2016. The Department has now promulgated permanent rules related to RPPS that are effective August 1, 2017.

The permanent rules contain changes related to communication logs and staff experience. The emergency rule requiring that a RPPS Decision Maker have 3 months or 240 hours of experience has been eliminated from the permanent rule. In addition, the permanent rules regarding documentation of RPPS requests and decisions have been revised as follows:

**Residential Care Center for Children and Youth:**

**DCF 52.41 (1m) COMMUNICATION LOG.** (a) A residential care center shall require each shift of resident care workers and RPPS decision makers to use a communication log to document and communicate with other resident care workers and RPPS decision makers about residents whom they supervise in common. The communication log shall include all of the following for each shift:

1. Each resident's location, behavior, and program participation.
2. Significant incidents involving a resident as provided in sub. (1) (a) 10. and the center's corresponding policy.
3. Reasonable and prudent parenting requests and decisions made for residents under s. DCF 52.415 for activities that do not take place in the residential care center and are not supervised by a staff person.

#### 4. Staff arrival and departure times.

### **Group Homes:**

**DCF 57.215 Communication log.** A group home shall require each shift of resident care staff and RPPS decision makers to use a communication log to document and communicate with other resident care staff and RPPS decision makers about residents whom they supervise in common. The communication log shall include all of the following for each shift:

- (1) Each resident's location, behavior, and program participation.
- (2) Significant incidents involving a resident, as specified in the group home's policy and procedures.
- (3) Reasonable and prudent parenting requests and decisions made for residents under s. DCF 57.245 for activities that do not take place in the group home and are not supervised by a staff member.
- (4) Staff arrival and departure times.

### **Shelter Care Facilities:**

**DCF 59.057 Communication log. (1)** A shelter care facility shall require each shift of shelter care workers and RPPS decision makers to use a communication log to document and communicate with other shelter care workers and RPPS decision makers about children whom they supervise in common. The communication log shall include all of the following for each shift:

- (a) Each child's location and behavior.
- (b) Significant incidents involving a child.
- (c) Reasonable and prudent parenting requests and decisions made for children under s. DCF 59.055 for activities that do not take place in the shelter care facility and are not supervised by a shelter care worker, relief help, volunteer, or unit supervisor.
- (d) Staff arrival and departure times.

All of out-of-home care providers, including foster parents and child placing agencies; and the operator (licensee or authorized representative) of a group home, residential care center for children and youth, and shelter care facility or its designee, must be trained in the RPPS before they implement the standard. There are separate trainings for foster parents, agency case managers, foster care coordinators and supervisors and facility providers. The training page can be accessed at:

<http://wifostercareandadoption.org/Training/Recorded-Trainings>

Providers will be notified when updated training becomes available.

If a Reasonable and Prudent Parenting decision requires written permission from the facility in lieu of a parental or guardian signature, the Reasonable and Prudent Parent Decision Record, form DCF-F-5124-E, must be completed and kept in the resident's file. This form is not required for foster parents.

The Department has also created the form Reasonable and Prudent Standard Review, DCF-F-5123-E, in order to ensure that agency policies and procedures comply with the RPPS as required by DCF 52.41(1) (d)4., DCF 57.05 (2)(q)4., and DCF 59.055(6)(d).

A reminder that child placing agencies must complete forms DCF-F-872A-E, Information for Out-of-Home Care Providers, Part A and DCF-F-872B-E, Information for Out-of-Home Care Providers, Part B. These required forms must be completed and provided with each new out-of-home care placement. DCF-F-872A will provide information on reasonable and prudent parenting considerations to assist the provider in making decisions. Part A and Part B are not required for respite services.

A copy of the permanent rules, DCF-F-5123 Reasonable and Prudent Standard Review and DCF-F-5124 Reasonable and Prudent Parent Decision Record are attached to this memo.

If you have additional questions, please contact your licensing specialist directly.

CHILD WELFARE LICENSING  
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Prudent and Parenting Information: <https://dcf.wisconsin.gov/cwlicensing/policy/>

Forms Links: <https://dcf.wisconsin.gov/forms>

DCF-F-5123 Reasonable and Prudent Standard Review

DCF-F-5124 Reasonable and Prudent Parent Decision Record