

Personnel Requirements – Group Homes for Children

This document is intended to be used as a tool to help group home licensees ensure compliance with the personnel requirements of the group homes rule effective January 1, 2006. Note: This document does not include all the rules. Read DCF 57 Group Homes carefully to ensure compliance with all the rules.

ALL STAFF		
“Staff member” means a group home director or manager, resident care staff, or relief help. This does not include volunteers.		
Major Fields of Study	Age Requirements 57.14(2)	Orientation 57.16(1)
<ul style="list-style-type: none"> • Social work. • Sociology. • Special education. • Psychology. • Counseling and guidance. • Criminal justice. • Any other human services field as approved by the department. 	<ul style="list-style-type: none"> • Staff members shall be at least 21 years old. • A staff member who is 19 or 20 years old may be hired or employed, if during the individual’s course of employment the individual is enrolled in and regularly attends a college or university with a major in any of the major fields of study mentioned at left. 	<ul style="list-style-type: none"> • Job description. • Program statement and policies and procedures, including the personnel policies and procedures. • Requirements of child abuse and neglect reporting and information on how to identify and report abuse or neglect situations. • Instruction on use of fire extinguishers, and on emergency and evacuation procedures. • Any other information that would orient the staff member to the group home.
Training	Continuing Education 57.16(5)	
<ul style="list-style-type: none"> • CPR and first aid training within 6 months after the date of hire; certification shall be renewed in accordance with training guidelines. 57.16(2) • Fire safety and evacuation training within 6 months after the date of hire. 57.16(3) • Infant and toddler care before a staff member may provide care and supervision for an infant or toddler, the staff member shall complete the training specified under s. DCF 57.37(4). The training shall include instruction on SIDS risk reduction and shall be approved by the department. 57.16(4) 	<ul style="list-style-type: none"> • At least 24 hours of continuing education shall be provided annually to each staff member. • The training shall pertain to caring for the resident population served by the group home and may include the following: <ul style="list-style-type: none"> (a) Formal courses resulting in credits or continuing education units. (b) Training provided by the licensee, a staff member, or a volunteer. (c) Workshops, conferences, seminars, lectures, correspondence courses, or home study courses. (d) Time spent reading / viewing educational materials pertaining to resident population served by group home may be counted for up to 5 hours of continuing education per year. 	
PROGRAM DIRECTOR 57.14(4)(a)		
“Program director” means a person that is either on staff or under contract with the group home to provide program oversight and case management for residents of the group home. Note: The program director function can be provided by a sponsoring agency. “Sponsoring agency” means a child welfare agency licensed to place children in group homes, a county agency specified in ch. 48.56(1), Stats., or the department, which enters into a written contract with the licensee.		
Qualifications	Duties	
<ul style="list-style-type: none"> • At least 21 years old. • Have a 4-year college degree in one of the major fields of study previously mentioned. • 2 years of supervised child welfare work experience. 	<ul style="list-style-type: none"> • Oversee program operation and development. • Review the appropriateness of admission of each child to the group home. • Participate in developing, reviewing and updating resident assessments and treatment planning. • Provide technical assistance to the resident care staff and agencies. • Periodically review and update group home policies and procedures. 	

GROUP HOME MANAGER 57.14(4)(b)

“Group home manager” means a person who is responsible for the day-to-day operations of a group home. Note: A group home manager may also function as the program director if the group home manager meets the program director requirements.

At Least One of the Following Qualifications:

- A bachelor or associate degree from a college or university in any of the major fields of study previously mentioned.
- At least one year of full-time experience working in a formal program with the type of resident population served by the group home.
- Certification as a child and youth care worker under the standards of the Wisconsin Association of Child and Youth Care Professionals or other department-recognized certifying authority.
- Completion of a traineeship program in which the resident care staff has worked with qualified, experienced resident care staff for at least the first 80 hours of employment and received orientation training specified under s. DCF 57.16(1) before working with residents.

RESIDENT CARE STAFF 57.14(4)(c)

“Resident care staff” means an individual employed by a licensee to be the usual and primary caregiver of residents. Note: The licensee shall employ at least 2 resident care staff and additional staff in numbers to meet staff / resident ratios and off-premise activities.

At Least One of the Following Qualifications:

- A bachelor or associate degree from a college or university in any of the major fields of study previously mentioned.
- At least one year of full-time experience working in a formal program with the type of population served by the group home.
- Certification as a child and youth care worker under the standards of the Wisconsin Association of Child and Youth Care Professionals or other department-recognized certifying authority.
- Completion of a traineeship program in which the resident care staff has worked with qualified, experienced resident care staff for at least the first 80 hours of employment and received orientation training as specified under s. DCF 57.16(1), before working independently with residents.

RELIEF HELP 57.14(5)

“Relief help” means an individual that is used on an irregular and infrequent basis for brief periods of time to provide care for residents. Note: An individual regularly scheduled to replace a resident care staff on days off or for prolonged periods is considered a resident care staff.

- The licensee may use relief help to temporarily provide care and supervise residents when the number of resident care staff is not sufficient to meet the staff to resident ratios specified under ss. DCF 57.21 or 57.36(5).

VOLUNTEERS 57.14(6)

“Volunteer” means an individual who provides services to a group home but is not paid for those services.

- Each volunteer used by the group home shall be supervised by a staff member.
- Before a volunteer may begin performing activities, the licensee shall do all of the following:
 - (a) Orient the volunteer to the activities that the volunteer may perform as specified in the group home's personnel policies and procedures.
 - (b) Provide each volunteer with the confidentiality requirements specified under s. DCF 57.39.
 - (c) Provide each volunteer with the child abuse and neglect reporting requirements specified under s. DCF 57.18 (1).
- Before a volunteer who is used to meet staff-to-child ratios may provide care and supervision for an infant or toddler, the volunteer shall complete the infant and toddler care training specified under s. DCF 57.37(4). The training shall include instruction on SIDS risk reduction and shall be approved by the department.

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