



wisconsin department of  
**children & families**

201 East Washington Avenue, Room E200

P.O. Box 8916

Madison, WI 53708-8916

January 5, 2012

Governor Scott Walker

Secretary Eloise Anderson

Division of Safety and Permanence

Child Welfare Licensing Memo Series 2012-01

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

From: Ron Hermes   
Bureau Director

RE: **New Rules for Private Child Placing Agencies, Group Homes, and Residential Care Centers for Children and Youth**

The purpose of this memo is to inform private child placing agencies, group homes and residential care centers of the permanent rule that became effective starting January 1, 2012. The Department has been under emergency rules for child placing agencies (DCF 54), group homes (DCF 57) and residential care centers for children and youth (DCF 52) due to the changes in state law regarding rate regulation. The Department had updated the administrative rules to reflect the changes for rate regulation along with some minor changes and/or clarification of the administrative rules. Some of the changes reflect new laws and other affect current policy practices. All providers will need to review the attached rules regarding the type of license that they are licensed for to ensure compliance with the licensing rules.

**Some of the changes and/or clarification for all of the rules which include group homes, residential care centers and child placing agencies are the following:**

- Rate regulation has been implemented for all group homes (GH), DCF 57.60-57.65, residential care centers for children and youth (RCC), DCF 52.64-52.69 and child placing agencies (CPA), DCF 54.07-54.12.
- Documentation of staffing- DCF 52.11(2), DCF 54.06 (5) and DCF 57.045(2)
- Financial Records and Audits- DCF 52.11(6), DCF 54.06(8) and DCF 57.07(1)
- Inspections- DCF 52.11 (8), DCF 54.06(4) and DCF 57.045(1)
- Requests for Information- DCF 52.11(19), DCF 54.06(6), and DCF 57.045(3)
- Current and Accurate Information- DCF 52.11(20), DCF 54.06(7) and DCF 57.045(4)
- Department Memos- DCF 52.11 (23), DCF 54.065, and DCF 57.075.
  - To sign up for the Department Memos please go to the following website at <http://dcf.wisconsin.gov/memos/signup.htm> It is important for all providers to sign up to receive Child Welfare Policy memos and Child Welfare Licensing memos on the sign up page.

T 608.266.8787 F 608.266.5547 [dcf.wi.gov](http://dcf.wi.gov)

**The following changes and/or clarifications apply to group homes and residential care centers only:**

- Disaster Plans- DCF 52.11(22) and DCF 57.06(5)(a)
- Automated External Defibrillator Training- DCF 52.12(5)(cm) and DCF 57.14(4m)
- Carbon Monoxide Detector- DCF 52.555 and DCF 57.425
- Staff-To-Resident Ratio- DCF 52.41(3) and DCF 57.21
  - All required staff to resident ratio must be awake at all times.
- Child Safety Seats- DCF 52.47(6)(am) and DCF 57.12(7)(a)

**The following are changes and/or clarifications to Residential Care Centers for Children and Youth (RCC's) only:**

- Emergency Procedures- DCF 52.11 (21)
- Emergency Safety Intervention- DCF 52.12 (5)(c)6
  - Crisis Intervention was changed to Emergency Safety Intervention throughout the rule.
- Staff Housing- DCF 52.12 (11)
- Crisis Intervention- DCF 52.42(5)
  - This entire section has been updated to coincide with requirements of DSP Memo Series 2009-05.
- Time out rooms may not be substitute for supervision for a resident who is at risk of running away- DCF 52.42(5) (b) 8.

**The following are changes and/or clarification to Group Homes only:**

- “Group Foster Care” is now officially called “Group Homes”.
- Documentation of each shift of resident care staff- DCF 57.05(2)(p)
  - This is a new record keeping requirement for group homes.
- Driving Records- DCF 57.12(3)
  - Clarification that driving checks are completely annually.
- Mechanical Restraints or Equipment- DCF 57.27(1)(j)
  - These are prohibited.
- Prone Restraints- DCF 57.27(k)
  - These are prohibited.
- Emergency Safety Intervention- DCF 57. 27(3)
  - This entire section has been updated to coincide with requirements of DSP Memo Series 2009-05.

If an agency currently has an exception to any of the old rule requirements, the agency must submit in a new exception in order to be in compliance with the new licensing regulations by January 31, 2012.

The new permanent rule (Revisor' version) can be accessed at the following website:  
<http://dcf.wisconsin.gov/childrenresidential/Rules.HTM>

All agencies will need to update their current policies and procedures to address any new policy requirements. In the near future, the Department will provide RCC's, Group Homes and CPA's with an updated policy and procedure checklist that will include any new requirements that need to be addressed in your policies and procedures. At that time, we will be requesting all RCC's, Group Homes, and CPA's to submit to the Department a completed policy and procedure checklist along with a complete copy of your agency's policies and procedures.

If you have any questions regarding any of these rules, please contact your licensing specialist.

REGIONAL OFFICE CONTACT:

DSP Area Administrator

CENTRAL OFFICE CONTACT:

Mary Morse  
Child Welfare Program Specialist  
Bureau of Permanence and Out of Home Care  
(608)266-0415