DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Children and Family Services
CFS-369 (Rev. 05/2004)

STATE OF WISCONSIN

CHILD PLACING AGENCY PERSONNEL RECORD CHECKLIST

Use of form: This form is to be used by Licensing Specialists to review a Child Placing Agency's (CPA) compliance with personnel records requirements under HFS 54. This form may also be used by Child Placing Agencies to review their compliance with personnel records requirements under HFS 54.

Instructions: Review Agency's personnel records and place a check, date or "N/A" under each item.

Name - Child Placing Agency	Address (Street, City, State, Zip Code)	Telephone Number
Name - Licensing Specialist		Date - Checklist Completed

	Name - Staff Person	Start Date	Job Title	Employment Application. 54.03(1m)(a)	Two personal references. 54.03(2)(a)1.a.	References from previous employers of the past five years. 54.03(2)(a)1.a.	BID	IBIS	DOJ	Performance Evaluations. 54.03(1)(b)10.d. and (1m)(d)	Medical reports if pertinent. 54.03(1m)(e)	Documentation of process and content of orientation. 54.03(3)	Documentation of in-service training. 54.03(3)	**Executive or Administrator**	Possesses knowledge of child welfare services and administration, skill and leadership. 54.03(2)(b)1.a.	Documentation of college graduation with 15 graduate credits in the social sciences. 54.03(2)(b)1.b.	Documentation of at least two years experience in an administrative or supervisory capacity. 54.03(2)(b)1.c.	**Director of Social Services (If employed)**	Documentation of master's degree from accredited school of social work. 54.03(2)(c)1.	Documentation of two years post master's degree social work experience in a supervisory capacity which includes experience in family or child welfare. 54.03(2)(c)1.	**Casework Supervisor**	Documentation of master's degree in social work or equivalent. 54.03(2)(c)2.	Documentation of two years supervised experience in family or child welfare. 54.03(2)(c)2.
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	If placing children in boarding (foster) care or licensing foster homes: Documentation of one year of experience in study, licensing, placement and supervision of foster care. 54.04(1)(f)1.	If accepting guardianship and doing adoptions: Documentation of one year of experience in study, placement and post-placement services in a licensed adoption agency. 54.04(1)(g)2.	**Advanced Social Worker** At least 50% of social workers must be advanced social workers. 54.03(2)(c)3m.	Documentation of ONE of the following: a) Master's degree in social work; or b) One year of graduate work in social work or its equivalent and two years supervised experience in family or child welfare; or c) College graduate with three years of supervised experience in family and child welfare with 12 graduate credits in social work plus approved in-service training. 54.03(2)(c)3.a-c.	**Other Social Services Staff**	Documentation of college graduation with at least 15 credits in social sciences. 54.03(2)(c)4.	Approved in-service training program completed within two years of hire. 54.03(2)(c)4.	**Social Work Assistants**	Must be supervised by professional social worker. 54.03(2)(c)5.	May not assume duties of a social worker. 54.03(2)(c)5.	**Volunteers**	Supervision and evaluation by appropriate staff member. 54.03(2)(e)	Documentation of completion of orientation and training. 54.03(2)(e)	**Case Manager - Treatment Foster Care**	Documentation of ONE of the following: a) Master's degree in social work related field; or b) Bachelor's degree and a minimum of two years of post-degree experience in a social work related field. 38.09(1)(a) and (b)	Must be certified or licensed as a social worker under ch. 457, Stats. and ch. SFC 3. HFS 38.09(2)
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SIGNATURE - Licensing Specialist

Date Signed