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Policy Area: Wraparound (REACH,
 O'YEAH)- Vendor

References:

#052- Recreation Programs

POLICY

It is the Policy of Wraparound Milwaukee that Recreation Programming be available to youth **living at home** (*including extended family and foster homes*), if identified as an appropriate strategy for the youth by the Child & Family Team on the youth's Plan of Care. Recreation Programming shall be agency-based to allow youth to experience recreational activities in conjunction with other youth. Recreation programming is designed to introduce youth to and engage youth in age-appropriate recreational activities and community-based programs or events that they can become involved in or revisit on their own, with peers or with family members. **Recreation Programming may not be used in conjunction with residential, group home or treatment foster care.**

NOTE: This policy utilizes the term "Care Coordinator", which applies to Wraparound and REACH Care Coordinators, FISS Case Managers and O-YEAH Transition Coordinators. It also uses the terms "Child and Family Team" - which applies to any group of people that may be working with a family or young adult. The term "Youth" is used in this policy and applies to the enrollee in the program, whether a child, adolescent, or young adult. "Plan of Care Meeting" also applies to any meeting that may occur to address the needs, strengths, progress, etc., of a family and "Plan of Care" - which also applies to Treatment Plan or the Future Plan for O-YEAH enrollees.

PROCEDURE

A. Definition of Recreation Program – Partial Day

These are programs that offer supervision and structured recreational programming for youth. Programs must include planned social-recreational activities as described in this policy. This service is used when school is not in session and can only be provided in an agency setting. A minimum of 4 hours and up to 6 hours per day of service must be provided.

B. Definition of Recreation Program – Full Day

These are programs that offer supervision and structured recreational programming for youth. Programs must include planned social-recreational activities. This service is used when school is not in session and can only be provided in an agency setting. A minimum of 6 hours and up to 9 hours per day of service must be provided.

Note: Providers of this service must coordinate staffing patterns to allow for appropriate supervision and management of youth behaviors by agency employed staff. Providers of this service may not rely on assistance from crisis stabilization services available through Wraparound Milwaukee and/or the Children's Mobile Crisis Team to routinely assist with service recipient behavior management issues.

Transportation may NOT be used in conjunction with Recreation Programs. Transportation to Recreation Programs is to be provided by the Agency providing the Recreation Program or by the youth's family. Agencies providing this service are responsible for fully funding on- and off-site activities. Should the planning activity require youth to have spending money available, the agency providing this service is responsible for supplying youth with these funds. The agency should not expect to obtain additional funds for youth spending money from either the youth's family, care coordinator or placement.

C. Certification / Licensing

1. A Day Care Certification or Day Care License is required if serving 4 to 8 youth under the age of 7 OR 9 or more youth to age 12.
2. During the application process, Vendors for this service must furnish a copy of the program description to include the following minimum elements (*including identifying the age range for the youth they will be providing services to*) and, when required, a copy of the Day Care License and/or Certification.
3. The Agency rate must be identified at the time of application. Individual Agency rates will be approved based on program service components (*i.e., number of hours per day the program operates, number of meals/snacks provided, frequency of outings, inclusion of transportation, etc.*).
4. Agencies required to have a Day Care Certification or License must comply with this policy in addition to the Day Care Certification/Licensing requirements. This policy is NOT intended to supersede any requirements set forth as part of the Day Care Certification or Licensing requirements, except where staff to client ratios exceed the level required by the Day Care regulations.

D. Staffing Requirements

1. Supervision and Training

- a. Agencies must identify a Program Director who will have overall responsibility for the Recreation Program. In the event that programming is offered at multiple locations, a Site Supervisor must be identified for each location. The Program Director could be a Site Supervisor at one of the locations.
- b. The Recreation Program Director and/or Site Supervisor(s) must be at least 21 years of age, have at least 1 year of prior experience working with children, and have at least completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction. Twenty-four (24) hours of documented and relevant training must also have been completed within two years prior to become the Recreation Program Director and/or Site Supervisor. Training may include: early childhood training; child/human growth and development; early childhood education; first aid training; training in cardiopulmonary resuscitation; recognition of and reporting of childhood abuse and neglect; trauma informed care; and/or orientation to agency policies and procedures. Training must be documented by attendance sheets or certificates of attendance or diplomas and is to be kept on file by the agency.
- c. Agencies must provide agency-specific orientation to new employees within one (1) week of employment (*i.e., policy and procedure review, review of job duties/role and responsibilities, emergency procedures, first aid procedures, training on childhood illnesses/infectious diseases / universal precautions, center activity schedule, child abuse/neglect laws, child management techniques, child special needs, etc.*).

2. Agency Staff

Provider Agency employees providing Recreation programming must:

- a. Be at least 18 years of age.
- b. Have passed a Criminal Background Check (*all 3 parts, including Background Information Disclosure [BID] form, copy of the Criminal History or "No Record" report, and a copy of the Department of Health Services [DHS] letter regarding the status of a person's administrative findings or licensing restrictions*). This includes the Agency Director and Site Supervisors (*see Caregiver Background Check Policy DHHS-001 and Provider Add, Drop and Record Maintenance Policy #035*).
- c. Have one (1) year of experience working with youth, or have completed and documented twenty-four (24) hours of prior related training within the last two (2) years, or have completed 24 hours of training within the first six (6) months of employment.
 1. One year of experience can be in a Residential Care Center for Youth, Group Home, Treatment Foster Home, Foster Home, Shelter Care, Mental Health Program, Juvenile Corrections, social services program, education program, day care setting and/or youth recreation program.
 2. Training may include one or more of the following areas: early childhood training; child/human growth and development; early childhood education; first aid training; training in cardiopulmonary resuscitation;

recognition of and reporting of childhood abuse and neglect; trauma informed care; and/or orientation to agency policies and procedures. Training must be documented via attendance sheets, certificates of attendance or diplomas, and is to be kept on file by the agency. Prior training, within the previous two years, in any of the above areas is acceptable with the appropriate supporting documentation. A copy of the agency training program must be made available to Wraparound Milwaukee upon request.

- d. If transporting clients, have a current, valid driver's license for the type of vehicle being driven and at least one year driving experience. A Drivers Abstract must have also been completed prior to employment per the guidelines in the Wraparound Policy #054 – Provider Agency Responsibilities and Guidelines.
- e. Adhere to the Wraparound Milwaukee Policy #009- Confidentiality/Exchange of Information regarding client related information.

E. Agency/Program Requirements

1. Agency Policies

Agencies providing Recreation Programming must have written policies on the following:

- a. Staff orientation, training and continuing education.
- b. Maintenance of client records.
- c. Meals and snacks for youth enrolled in the program.
- d. Emergency Preparedness Plan.
- e. Agency procedures regarding management of medication taken by youth while receiving services from the Agency.
- f. Agency policy regarding outings/community trips.
- g. Youth guidance practices (*including use of time-outs*) used to influence a youth's behavior.
- h. Notification of parent/guardian/caregiver in the event a youth is injured, becomes ill or is exposed to an infectious disease.
- i. Process for reporting cases of suspected child abuse or neglect.

Copies of service/program related agency policies are to be submitted to Wraparound Milwaukee as part of the application process and thereafter upon request.

2. Location

- a. In the Provider Network application process, Agencies must identify the location where the Recreation Program will be conducted. If the location changes, written notice of the planned change must be given to the Wraparound Milwaukee Provider Network at least 2 weeks prior to the change in location.
- b. If the Agency provides other programming at the same location (*such as a Child Care Center*), the Agency must identify the space that will be used by the Recreation Program. If shared space is used, the Agency must make certain that the allotted space exceeds the amount of space required by regulations with oversight for the programs sharing the assigned space.

3. Programming and Equipment

- a. Agencies shall have access to both indoor and outdoor space and equipment for use by youth in the program. If outdoor programming is to be provided at another location, the Agency must identify the outdoor location during the Provider Network application process. Equipment used by youth in the program shall be appropriate to the age, size and developmental level of youth participating in the program and be free of hazards that may result in injury.
- b. Agencies must prepare and implement a weekly or monthly schedule that identifies the activities that youth enrolled in the program will participate in. If modifications are made to scheduled activities when the schedule is implemented, a log of the changes to the schedule must be maintained as an Addendum to the schedule by the Agency. Copies of the activity schedule shall be maintained on file by the Agency for at least 2 years unless a copy of the schedule is maintained as part of the client record.

- c. The agency shall make sure that a copy of the schedule of planned activities is available at all times for review by the youth's parent or guardian, caregiver, Care Coordinator, or Wraparound Milwaukee/FISS administrative staff.
- d. Parent, guardian or caregiver must be notified **in writing** if a previously scheduled activity is not going to take place.
- e. Agency staff shall provide close supervision to youth using play equipment to prevent injuries.
- f. A first aid kit must be available at the agency at all times and during off grounds activities.
- g. The minimum agency **staff to client ratio is 1 staff for every eight (8) youth.**
- h. Youth must have access to a supply of safe drinking water or other beverage at all times that they are in attendance at the program.
- i. Based on the amount of time youth are present at the program, Agencies shall provide 1 snack for youth in attendance from 2-1/2 to 4 hours; 1 snack and 1 meal for youth in attendance for at least 4 hours, but less than 8 hours, and 2 snacks and 1 meal for youth in attendance for at least 8 hours, but less than 10 hours. Food may be served at flexible intervals, but no youth should be in attendance for more than 3 hours without receiving nourishment.
- j. At least 1 toilet and 1 washbasin must be available for use by youth for programs providing services to 10 youth. A second toilet must be available for Agencies providing programs for between 11 and 25 youth. Soap, toilet paper, disposable paper towels or electric hand dryers, and a wastepaper container shall be available for youth using toilet/washroom facilities.
- k. On days when indoor temperatures exceed 80 degrees, the Agency must provide fans and/or air conditioning to allow adequate ventilation and air circulation.
- l. Agency activities should promote the development of positive self-esteem, healthy peer relations, skill development, and community awareness.
- m. Activities must include:
 - 1. Use and development of language skills.
 - 2. Use of small and large muscle groups (gross and fine motor skills).
 - 3. Creative and imaginative play.
 - 4. Learning new skills and ideas.
 - 5. Exposure to a variety of cultures.
- n. Activities must also offer a balance of:
 - 1. Indoor and outdoor activities.
 - 2. Active and passive or quiet activities.
 - 3. Protection from excessive fatigue, over-stimulation or prolonged exposure to sun or hot weather.
 - 4. Individual and group activities.
 - 5. Agency-based and community-based activities.
- o. The Agency shall provide positive guidance and redirection for youth participating in Recreation Programming. Agency staff must identify clear-cut limits for acceptable and unacceptable behavior for youth enrolled in the program. Staff interaction with youth should be structured to provide feedback that fosters self-control, self-confidence and respect for others.
- p. If timeouts are used, they may not exceed five minutes in duration per episode.
- q. Activities, tasks and interactions offered by staff that are humiliating or frightening to youth are not allowed. This includes, but is not limited to:
 - 1. Verbal abuse, threats or derogatory remarks about the youth or the youth's family.

2. Enclosing the youth in a confined space.
 3. Withholding or forcing meals, snacks or naps.
 4. Any form of physical or sexual abuse or corporal punishment.
- r. Use of television is permitted only to supplement the daily planned activities. Youth may not be required to watch television or videos. Agencies must have alternate activities available for youth who do not wish to watch television/videos. Television and video programs must be rated age-appropriate and be free of violence, nudity and/or sexual content.
 - s. Agency staff must provide advance notice to parent/guardian/caregiver of field trips/outings and type of transportation to be used.
 - t. Agencies must obtain parental/guardian written permission for participation in off-site activities/outings.
 - u. Agency must have sufficient staff to provide supervision of all program enrolled youth in the event that some of the youth are unable to participate in a planned off-site activity/outing.
 - v. Transportation costs associated with off-site outings or field trips is incorporated in the service unit rate and may not be billed separately.
 - w. Field trips / outings are to be limited to the Metropolitan Milwaukee area.
 - x. Out of State and overnight activities are not permitted.
 - y. Agencies must obtain the name, address and phone numbers of persons other than the parent/guardian/caregiver authorized to call for the youth or accept the youth when returning home. (If no one is authorized, this is to be noted.)
 - z. The Agency is required to assure that youth transported by Agency staff are properly restrained in an individual vehicle safety seat or by a car safety belt. Youth may never be left unattended in a car or other vehicle. Vehicles used to transport youth must be clean, uncluttered and free of obstructions on the floor or aisle of the vehicle.
- 4. Other Requirements**
- a. There must be a working telephone or access to a working telephone (other than a pay phone) on the premises during hours of program operation.
 - b. Agency staff are required to provide direct supervision for youth at all times while in attendance at the program.
 - c. Agencies are required to permit parents/caregivers to visit and observe their youth at any time during the Agency's hours of operations (unless otherwise restricted as in the case of a court order).
 - d. The Program Administrator or designee must notify the youth's parent or caregiver and care coordinator/case manager in the event the youth is injured or exposed to an infectious disease.
 - e. During outings, sufficient Agency staff must be in attendance, so that staff can properly supervise youth using public restroom facilities. No less than the staff to client ratio of 1:8 must be maintained.
 - f. Agencies are required to store materials, including chemicals, hazardous materials and tools, in locked areas that are inaccessible to youth in the program.
 - g. The Agency Administrator must assure that qualified Lifeguards are on duty when clients are scheduled to use swimming areas.
- 5. Client Record**
- a. Agencies providing Recreation Programs shall maintain a written record/chart at the Agency for each youth enrolled in the program and make the record/chart available for review by Wraparound Milwaukee or FISS staff upon request (*see Policy 054 – Provider Responsibilities & Guidelines, sections G – J*).
 - b. The following information must be maintained in the client's record/chart prior to the provision of services:
 1. Copy of the Wraparound Milwaukee or FISS Provider Referral Form.

2. Consent for Services signed by the youth's parent or legal guardian and the youth if over the age of 14.
 3. Written permission from the youth's parent or legal guardian allowing the youth to receive medical attention in the event of an injury. Emergency names and numbers for every youth must be kept on file.
 4. Consent from the youth's parent or legal guardian and the youth if over the age of 14 to participate in and be transported for field trips and off-site activities.
- c. Copy of the youth's Plan of Care (unless otherwise denied access by the parent or legal guardian).
- d. Monthly attendance sheet/s that contain the following: (see *Attachment 1 and Sample 1A*)
1. Date/s the youth attended the program.
 2. For each day of attendance:
 - the time the youth arrived at the program - initials/signature of staff documenting the youth's arrival at the program.
 - the time the youth left the program – initials/signature of staff documenting the youth's departure from the program.

Note – If staff initials are used, the full name of the staff member and their initials must be included on the form.

- e. Daily Program Log to include the following: (see *Attachment 2, Sample 2A, Attachment 2B, & Sample 2B*)
1. Youth's name (if sibling of enrollee, also enter the name of the enrollee).
 2. Location where the activity was held, if other than the Agency's primary location.
 3. Activity the youth was engaged in while at the program.
 4. Youth's response to the program.
 5. If time-outs are used, the number and duration of the time-outs.
 6. Signature of the staff completing the entry.
- f. If the youth takes medication while at the program, a medication log or other form for recording the dispensing of the medication must be maintained. The log must include the following:
1. Youth's name.
 2. The name and dosage of the medication(s) the youth is to take and the time or times of day the medication is to be taken.
 3. The date and time medication(s) was taken.
 4. Signature or initials of the staff who observed the youth taking the medication, signature or initials of the youth verifying that they took the medication on the identified date at the designated time. If staff initials are used, the full name of the staff must be included on the form (see *Attachment 3 & Sample 3A*).
- Reminder – All Medications must be maintained in a locked cabinet and/or locked refrigerator (if required). Medication must be in its original container and labeled with the youth's name, dosage and directions for administration.**
- g. Youth must be protected from sunburn with protective clothing or parent provided and labeled or authorized sunscreen.
- h. Youth must never be left unattended in any agency vehicles.
- i. Name, address, and phone number of persons other than the parent/guardian authorized to pick up the youth or accept the youth when returning home.
- j. If the youth is responsible to come to or return home from the program on their own, there must be a written plan from the parent/guardian or Care Coordinator identifying how the youth will come to/return home from the program. The plan must include a provision for Agency staff to contact a responsible party to report if the youth does not arrive by the designated time.

Attachments:

[1: Monthly Attendance](#)

- 1A: Monthly Attendance Sample
- 2: Afterschool/Recreation Program Log
- 2A: Afterschool/Recreation Program Log Sample
- 2B: Afterschool/Recreation Program Log
- 2B: Afterschool/Recreation Program Log Sample
- 3: After School/Recreation Medication Log
- 3A: After School/Recreation Medication Log Sample

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: 11008000-BHD Administrator	12/13/2017
	MaryJo Meyers: 11003003-Director Wraparound Program	12/13/2017
	Pamela Erdman: 12008005-Placement Resources Manager	12/13/2017
	Dana James: 21011004-Quality Assurance Coordinator	12/12/2017

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