

Filed Mar 1 - 1961
2:55 P.M.

PW 1

STATE OF WISCONSIN)
) SS.
DEPARTMENT OF PUBLIC WELFARE)

I, Wilbur J. Schmidt, Director of the State Department of Public Welfare, and custodian of the official records of said Department, do hereby certify the revision of rules relating to minimum standards for county homes, infirmaries, general hospitals and public medical institutions was originally filed on the first day of February, 1961 and subsequently withdrawn for additional revision, that the State Board of Public Welfare on February 22, 1961 did adopt Rule PW Chapter 1 with certain revisions, that a copy of Rule PW Chapter 1 was certified to the Secretary of State and Revisor of Statutes under date of February 22, 1961, that only part of the revisions adopted by the State Department of Public Welfare were shown in the copy of said Chapter, that the revisions on Pages 3, 10, 14 and 15 of said Rule PW Chapter 1 as adopted by the State Department of Public Welfare on February 22, 1961 were not contained in the copy of said Chapter filed with the Secretary of State and Revisor of Statutes, that the revisions of these pages as so adopted are attached hereto and should be made a part of said Rule PW Chapter 1.

IN TESTIMONY WHEREOF, I have hereunto
set my hand at the State Office
Building in the City of Madison,
this 1st day of March A.D. 1961.

Wilbur J. Schmidt
Director, State Department of Public Welfare

3. Admissions shall be limited where legally possible to the maximum bed capacity which shall not exceed the number permitted by the Wisconsin Industrial Commission, and which shall allow a minimum of 60 sq. ft. of floor area in all bedrooms.
4. Persons needing medical care shall not be admitted or retained in an institution which does not meet the required standards of medical and nursing care.
5. No child shall be admitted except that a county general hospital as defined in 1.01 (2) (c) shall be exempt from this provision.

(b) Recommended Standards

1. Prior to admission a social study should be made by a qualified person with the following objectives:
 - a. Acquaint the prospective resident with the institution and its services, and thereby provide a basis for individual adjustment to the change in living arrangements.
 - b. Determine whether admission is advisable, or whether some alternative plan is preferable.
 - c. Work out the plan of payment for services of the institution, if payment should be made by the patient, a responsible relative, or some public or private agency.
2. Upon admission the services of a social worker should be used for the following purposes:
 - a. Fully acquaint the resident with the staff, other residents, the facilities of the institution, and the rights, privileges and obligations assumed by residents.
 - b. Assist with adjustment problems which may be at an acute stage.
 - c. Make a written inventory of money or valuables in the possession of the resident, and arrange for any safeguards of such property that may be necessary.
 - d. Prepare a written record for the institution containing the following information:
 - Full name, address, birthdate and birthplace.
 - Father's name and mother's maiden name and their places of birth.
 - Name and address, and telephone number of next of kin or person to be notified in event of acute illness.

(b) Required Standard

1. Buildings used for an institution shall be approved by the Wisconsin Industrial Commission and the State Department of Public Welfare.

(2) Furnishings and Equipment

(a) Required Standards

1. There shall be separate toilet facilities for male and female residents, with minimum ratios in all remodeling and in new buildings as follows:
 - 1 toilet and 1 lavatory for every 8 female residents
 - 1 toilet and 1 lavatory for every 8 male residents
 - 1 bathtub or shower for every 20 residents
 - 1 urinal or sani-stand may be substituted for 1 toilet for every 24 male residents
2. A utility sink designed for bedpan flushing and a work counter shall be provided on each floor where 10 or more patients are accommodated.
3. A call system shall be provided for helpless patients to summon attendants. Call hand bells are not adequate.
4. Wheel chairs shall be provided for those patients who require this service.
5. A sitting room or day room of suitable size attractively furnished shall be provided.
6. Room furnishing shall be provided for use by residents as follows:
 - a. Each resident shall have at least a 36 inch wide bed with good springs, a comfortable clean mattress and pillow. Cots shall not be used.
 - b. Each bed shall have sufficient washable bedding and linen for warmth and cleanliness and a good full sized pillow. Bed linen shall be changed promptly wherever it is soiled or unsanitary. All linen shall be changed at least once weekly.
 - c. Waterproof mattress covers are required on all beds.
 - d. Lockers or closets shall be adequately provided for the storage of patients' clothing.
 - e. Bed screens for privacy shall be made available for use in multiple bedrooms.

13. Every hall and stairway shall be adequately lighted at all times by means of properly located electric light fixtures.
14. Handrails in good repair (securely fastened to the wall) shall be installed in all stair wells.
15. Halls, stairways and exits shall be clear and unobstructed at all times.
16. The use of insecticides, cleaning and sanitizing agents and floor dressings containing flammable material shall be used only with the greatest of caution.
17. Grab-rails shall be provided in patient toilet areas, shower rooms and over the bathtubs. All corridors shall be equipped with handrails.
18. Some provision shall be made for the lighting of exits, stairs and corridors during a power failure.

(b) Recommended Standards

1. Urinals, if provided, should have vertical handholds on both sides.
2. Lavatories should be supported on brackets to allow wheel chairs to slide under them.
3. Scatter rugs should not be used in any patient area.

(8) General Sanitation and Physical Plant Services

(a) Water Supply

1. Required Standards

- a. The water supply shall be of safe, sanitary quality, suitable for use, and shall be obtained from a water supply system, the location, construction and operation of which shall be approved by the State Board of Health.
- b. Common drinking vessels shall not be used.

(b) Sewage Disposal

1. Required Standard

- a. When a municipal sewerage system is not used, the sewage shall be collected, treated and disposed of by means of an independent sewerage system, approved by the State Board of Health.

2. Recommended Standards

- a. It is recommended that all sewage be discharged into a municipal sewerage system, where such system is available, and its use is practicable.

(c) Garbage Disposal

1. Required Standard

- a. Unless a garbage disposal unit is used, all garbage shall be stored in water-tight containers with tight fitting covers, and shall be disposed of in a manner that will not permit transmission of disease, create a nuisance, or provide a breeding place for flies.

2. Recommended Standard

- a. Unless a garbage disposal unit is used, it is recommended that garbage be refrigerated where feasible.

(d) Plumbing

1. Required Standard

- a. The plumbing and drainage for the disposal of excreta, infectious discharge and waste shall be approved by the State Board of Health.

(e) Incineration

1. Required Standard

- a. Incineration facilities shall be provided for the incineration of soiled dressings and similar waste or refuse for which other suitable methods of disposal are not provided.

(f) Insect and Rodent Control

1. All outside openings shall be provided with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained.
2. Screens for windows shall cover at least one-third of the window area.
3. Screen doors shall be self-closing.
4. Screens shall be completely installed prior to June 1 of each year.