

Resident Orientation Documentation – Group Home

Use of form: This form is voluntary; however, completion of this form will facilitate the licensing process and help verify compliance with DCF 57.19(8) of the Wisconsin Administrative Code. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

Instructions: Before or upon admission to the group home, the resident must be provided with all of the items listed below. Upon completion of the orientation, the staff person who is responsible for orienting the new resident (trainer) and the resident shall initial and date the spaces that correspond to each completed item. The completed form shall be placed in the resident’s record for review by the licensing representative.

Name – Resident (Last, First, MI)	Date of Admission (mm/dd/yyyy)
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Name – Trainer	Position – Trainer
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RESIDENT REQUIREMENTS	Trainer		Resident	
	Initials	Date	Initials	Date
Information on exits and evacuation routes. 57.19(8)(a)				
Oral notification and a written copy of the resident’s rights specified in s. DCF 57.24. If the resident is 17 years of age or younger, a copy shall also be made available to the resident’s parent or guardian, and legal custodian, if available. 57.19(8)(b)				
A copy of the house rules developed under s. DCF 57.05(2)(k). A copy of the house rules shall also be provided to the resident’s parent, guardian, or legal custodian, as appropriate. 57.19(8)(c)				