

Date: December ____, 2015

DQA Information Memo 15-XXX

To: Community Based Residential Facilities

From: Henry Kosarzycki, Director
Office of Plan Review and Inspection

Alfred C. Johnson, Director
Bureau of Assisted Living

Via: Otis Woods, Administrator
Division of Quality Assurance

Community Based Residential Facility Plan Review Submittal Change

Background

Currently, Community Based Residential Facility (CBRF) and Hospice construction document review is required to be conducted by two (2) state agencies; the Department of Health Services (DHS) and the Department of Safety and Professional Services (DSPS). Construction document review by both state agencies is required for new construction or remodeling of all Hospices and CBRFs with nine (9) or more residents except those facilities located within or attached to hospitals or nursing homes.

Action

Effective January 1, 2016, all construction documents associated with Hospice and CBRFs shall be submitted to the DHS Office of Plan Review and Inspection (OPRI) only, as prescribed in the Governor's 2015-2017 biennial state budget.

CBRF and Hospice projects subject to review by OPRI include new construction, additions, alterations or change of use as well as licensure changes. Construction document review by OPRI and conditional approval shall precede municipal permitting for construction to proceed. The current construction phase process, including inspections and project completion documentation, shall remain and precede licensure.

All CBRF and Hospice plan submittal questions may be submitted to the Plan Intake Coordinator by calling (608) 264-7748 (Madison) or (414) 227-4085 (Milwaukee).

Plan submittals and plan review fees should be mailed to:

Madison:

Plan Intake Coordinator
1 West Wilson Street
P.O. Box 2969
Madison WI 53701-2969
608-264-7748

Milwaukee:

Plan Intake Coordinator
819 North 6th Street
Room 609B
Milwaukee WI 53203-1606
414-227-4085

Initial contact meetings associated with health care projects are designed to promote successful projects meeting all expectations. The initial contact meeting facilitated by OPRI representatives brings together the owner/provider, designer(s), builder(s) as well as the local building and fire official(s). At that meeting, the project scope, schedule, expectations, communications and responsibilities are addressed. As part of the process, it is highly recommended that an initial contact meeting be established with all stakeholders early in the planning stage of any health care project.

Additional information regarding plan review is available on the Department's website at:

[DHS Plan Review website](#)

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