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DIVISION OF QUALITY ASSURANCE

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DQA Memo 09-003

To: Hospitals
Nursing Homes
Facilities for the Developmentally Disabled
Community Based Residential Facilities
Wisconsin Healthcare Engineering Association
Tim Size, Executive Director, Rural Wisconsin Health Cooperative
Wisconsin Hospital Association
Wisconsin Office of Rural Health
Mike Scherbel, Coordinator, Relationship Enhancement Committee
Wisconsin Assisted Living Association
Wisconsin Association of Homes and Services for the Aging
Wisconsin Health Care Association
David Soens, Assistant Faculty Associate/Program Director

HOSP 01
NH 01
FDD 01
CBRF 03

From: Cremear Mims, Director
Bureau of Health Services

Via: Otis Woods, Administrator
Division of Quality Assurance

“New” DQA Website – Construction/Remodeling for Health Care Facilities
“New” Plan Approval Application Forms
On-line Access to the Status of Plan Review Applications

Effective, February 1, 2009, the Division of Quality Assurance (DQA) will implement new Plan Approval Application forms for Hospitals, Nursing Homes, and Community Based Residential Facilities. These forms are used to submit plans for our Division’s review of new construction and/or remodeling of these facilities as mandated by Wisconsin State Statutes, Chapter 50, and Wisconsin Administrative Rule, HFS 83.

The new forms have been modified to streamline the information needed, reduce errors, enhance the identification of the scope of the project to be reviewed, and reflect a slight fee increase for hospitals and nursing home submissions. Use of the new forms will be required for all projects received in DQA on February 1, 2009. In the event new forms are not used on this date, the application will be returned to the submitter.

In addition to new application forms, DQA has re-designed our construction/remodeling website to improve communication with our stakeholders. The new website provides step-by-step links to various components of the plan review process, links to regulations, code interpretations, charts and graphs, and access to a variety of inspection checklists.

Our website currently includes access to an on-line report that provides applicants an opportunity to check the status of their particular application as it moves through our internal review processes.

Upon receipt of a plan application, DQA provides the applicant an assigned 8-digit project number. The applicant receives this number via a confirmation e-mail from the following e-mail address: "DHS DQA Plan Review"

With use of this exclusive 8-digit application number, an applicant can track the status of their submission. The on-line report reflects:

- Application received date
- Date sent to the reviewer
- The reviewer assigned to the application and their personal contact information
- If the application was incomplete, the reason it is being held at the intake point

To protect the confidentiality of the applicant and the owner of the project, no business names or project descriptions are reflected on this report.

The on-line status report and all DQA plan application forms can be accessed at:

http://dhs.wisconsin.gov/rl_dsl/PlanReview/index.htm

If you have any questions about our new initiatives, please feel free to contact Jan Heimbruch at (608) 266-0371.