



DIVISION OF QUALITY ASSURANCE
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DQA Memo 08-011

To: Ambulatory Surgical Centers
Community Based Residential Facilities
End Stage Renal Dialysis
Hospices
Hospitals
Nursing Homes

ASC 03
CBRF 05
ESRD 02
HSPCE 06
HOSP 08
NH 07

From: Crenear Mims, Director
Bureau of Health Services

Via: Otis Woods, Administrator
Division of Quality Assurance

Submission of Construction Plans to the Milwaukee State Office Building

The purpose of this memo is to inform certain design firms and health care facilities that they will need to direct construction plans for Division review to a new address. The change, which takes effect immediately, **affects healthcare facilities located in the Eastern part of Wisconsin.**

The change will affect plan submissions for all hospitals, hospices, ambulatory surgery centers, end stage renal dialysis centers and buildings attached to hospitals in the following counties: Brown, Calumet, Dodge, Door, Fond du Lac, Green Lake, Jefferson, Kenosha, Kewaunee, Manitowoc, Menominee, Marinette, Marquette, Milwaukee, Oconto, Outagamie, Ozaukee, Racine, Rock, Shawano, Sheboygan, Washington, Waukesha, Waupaca, Waushara and Winnebago.

The change will also affect plan submission for nursing homes and community based residential facilities, as well as buildings such as residential care apartment complexes attached to a nursing home or a hospital. This applies to the following counties: Kenosha, Milwaukee, Ozaukee, Racine, Washington and Waukesha.

All construction plans for health care facilities, located in the counties listed above, should be sent to the Southeastern Regional Office. The office address is 819 N. 6th Street, Room 609B, Milwaukee, WI 53203. Our new, limited-time, plan-intake staff member, Mallory Wolter, will have office hours from 9:00 a.m. to 3:30 p.m., Monday, Wednesday, and Friday. Mallory can be reached at (414) 227-4045. Due to her limited office hours, Mallory will provide customers with a receipt for plans delivered, but she will not formally log them in immediately. If plans are sent to the Madison Office, the plans will be forwarded to Milwaukee. However, this will result in a delay in processing.

If you have any questions regarding the Division's plan review process, please refer to the Division's website at: http://dhfs.wisconsin.gov/rl_dsl/PlanReview/index.htm.

If you have questions specific to this memo, please contact Mark Andrews, Acute Care Compliance Section Chief, at (608) 266-0269.