

STATE OF WISCONSIN
Department of Health Services
Division of Long Term Care

DLTC Numbered Memo Series 2013-04
Date: October 22, 2013
**Index Title: Medicaid Standards for Certified
1-2 Bed Adult Family Homes**

To: Listserv

For: Family Care Managed Care Organizations
IRIS Consultant Agencies and Certification Agency
County Human Services Agencies

From: Brian Shoup
Administrator 

Subject: Wisconsin Medicaid Standards for Certified 1-2 Bed Adult Family Homes

The purpose of this memo is to notify County Human Service Agencies, Family Care Managed Care Organizations and the IRIS Consultant and Certifying Agencies that, effective January 1, 2014; new standards for certification of 1-2 bed Adult Family Homes (AFHs) will be implemented.

The revised standards apply to the following entities: the Department of Health Services (DHS) and the Medicaid Home and Community Based waiver programs (Family Care, Family Care Partnership, PACE, IRIS, COP, CIP), Adult Family Home sponsors, Community Care Home staff, individuals (and their guardians) served in Adult Family Homes and other stakeholders whose services are connected with these homes. In addition, many counties retain Adult Family Homes for persons who are not eligible for the Medicaid Home and Community Based waiver programs. These standards also apply to those homes.

The new standards are attached and are also available on the DHS website at: http://www.dhs.wisconsin.gov/dsl_info/NumberedMemos/DLTC/CY2013/docs/NMemo2013_04Aattachmnt.pdf. DHS will provide training to interested parties on the revised standards. Persons interested in attending a training session should contact Patara Horn at DHSOFCE@wisconsin.gov by October 25, 2013. A training schedule will be developed based on requests received. A webcast will also be made available on the DHS website for those unable attend a training session. Persons on this listserv will receive notification of the training schedule and when the webcast is available.

Below is a summary of some of the changes in certification procedures reflected in the attached Standards. This is not intended to be a comprehensive overview and does not capture every change so we strongly encourage you to review the standards in their entirety.

- **DHS Approval No Longer Required for Exception Approvals Process**

The revised standards update the exception approval process. The local level certifying agency shall grant exceptions to these standards based on criteria in Chapter II of the

standards. DHS approval is no longer required; however, the standards require certifying entities to report all granted exceptions to DHS.

- **Certifying Agencies No Longer Required to Certify “Any Willing Provider”**

The revised standards eliminate the requirement that the certifying agency certify any willing provider that applied and met the requirements, but allow for two options upon receipt of an application: 1) continue with the certification process if the agency has a need for an AFH; or 2) direct the interested party to register online as an interested potential Adult Family Home sponsor for other certifying agencies who may have a need for an AFH.

- **Additional Home Safety Requirements Apply**

The new standards have additional requirements that include carbon monoxide detectors and guidance on water temperatures. In addition, the standards offer clarification resulting from the enactment of 2011 Wisconsin Act 35 (Concealed Carry law).

Questions concerning this memo should be directed to the attention of Patara Horn, at DHSOFCE@wisconsin.gov.

MEMO WEB SITE: http://www.dhs.wisconsin.gov/dsl_info

Attachment: [Wisconsin Medicaid Standards for Certified 1-2 Bed Adult Family Homes](#)