



DIVISION OF QUALITY ASSURANCE  
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DQA Memo 10-030  
DLTC Information Memo 2010-05

<b>To:</b>	Community Based Residential Facilities	CBRF 17
	Facilities serving people with developmental disabilities	FDD 08
	Nursing Homes	NH 13
	Aging and Disability Resource Center Directors	
	Board on Aging and Long Term Care Executive Director	
	Disability Rights Wisconsin Executive Director	
	County Department of Human Services Directors	
	County Department of Social Services Directors	
	County Departments of Community Program Directors	
	County/Tribal Aging Unit Directors	
	Managed Care Organization Chief Executive Officers	
	IRIS Program Managers	

**From:** Susan Crowley, Administrator  
Division of Long Term Care

Otis Woods, Administrator  
Division of Quality Assurance

**Revised Resident Relocation Manual**

**Announcement**

The Department of Health Services has revised and updated its Wisconsin Statutes, Chapter 50, Resident Relocation Manual. The draft revised manual was released in March, 2010. Following a 6 month comment period that ended on September 15, 2010, the final revised manual has now been published. Residential facilities considering relocation of 5 or more residents are strongly encouraged to contact the Division of Long Term Care as soon as possible in their decision making process for consultation regarding Ch. 50 requirements.

**Background**

Under Wisconsin law, Nursing Homes, Intermediate Care Facilities for persons with Intellectual Disabilities (ICF-ID) and Community-Based Residential Facilities (CBRF) relocating 5 or more residents must file a Resident Relocation Plan with the Division of Long Term Care. A facility must not begin discharge planning for any of its residents until the Division of Long Term Care has approved the facility's Resident Relocation Plan.

### **Manual Revisions**

The Department's Resident Relocation Manual has been updated to incorporate information about the Family Care and IRIS programs and about Aging and Disability Resource Centers (ADRC) and Managed Care Organizations (MCO) that now come into effect when residents relocate from residential facilities. Additional technical assistance and training materials for sending facilities and for receiving entities have also been added, especially those related to addressing Relocation Stress Syndrome.

### **Link to the Revised Resident Relocation Manual:**

[http://www.dhs.wisconsin.gov/rl\\_dsl/Providers/relocation.htm](http://www.dhs.wisconsin.gov/rl_dsl/Providers/relocation.htm)

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### **Questions – Contacts**

If you have any questions, please contact the Department's Relocation Coordinator, Susan Schroeder, at the telephone number or electronic mail listed below.

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Division of Long Term Care  
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Cc: Division of Mental Health and Substance Abuse Services Administrator  
Area Administration Director