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**State of Wisconsin**  
Department of Health Services

**DIVISION OF QUALITY ASSURANCE**

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DQA Memo 13-008

<b>To:</b>	<a href="#">Adult Family Homes</a> <a href="#">Certified Mental Health/AODA</a> <a href="#">Community Based Residential Facilities</a> <a href="#">Corporate Guardians</a> <a href="#">Facilities Serving People with Developmental Disabilities</a> <a href="#">Home Health Agencies</a> <a href="#">Hospices</a> <a href="#">Hospitals</a> <a href="#">Nursing Homes</a> <a href="#">Personal Care Providers</a> <a href="#">Residential Care Apartment Complexes</a>	AFH 04 CMHA 02 CBRF 05  FDD 02 HHA 02 HSPCE 03 HOSP 04 NH 05 PCP 01 RCAC 04
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**From:** Laurie Arkens, Director  
Office of Caregiver Quality

Alfred Johnson, Director  
Bureau of Assisted Living

Creneear Mims, Director  
Bureau of Health Services

Juan Flores, Director  
Bureau of Nursing Home Resident Care

**Via:** Otis Woods, Administrator  
Division of Quality Assurance

**Notice of Mandatory Requirement to Submit Four-Year Renewal of Licensee Background Check Information**

The memo serves as official notice to entity license holders/legal representatives that the Division of Quality Assurance (DQA) is now conducting the required four-year renewal of licensee background checks. DQA is pleased to announce the implementation of an automated caregiver background check process for the regulated entity four-year renewal background check requirements. Additional information about the automated caregiver background check process is provided in this memo.

**Entity Caregiver Background Check Requirements**

Every four years, DQA is required to complete caregiver background checks on all license holders, board members and non-client residents in all existing DQA-regulated facilities/entities.

Beginning **April 2, 2013**, existing license holders will be able to complete the entity caregiver background check application and Background Information Disclosure (BID) form online, as well as make VISA or MasterCard credit or debit card payment for the background check fee. While existing providers are encouraged to use the online process, applicants may still complete the BID and BID Appendix manually and pay by check or money order.

### **Response Required to Complete Four-Year Renewal Process**

Regardless of when you last submitted an application for licensure, certification or registration, if you wish your license approval to continue, you must submit a completed online application or the completed forms for the required four-year renewal process. Pursuant to 50.065(6)(am), Stats. and DHS 12.05, Wis. Admin. Code, failure to comply with any provision of background information gathering requirements subjects entities to certain sanctions, including denial, revocation, non-renewal, or suspension of regulatory approval.

**As the license holder/legal representative, you must comply with the requirements of this notice by May 31, 2013.** See the DQA Regulated Entity Background Check Process web page at <http://www.dhs.wisconsin.gov/caregiver/entity-cbc.htm> to access the online caregiver background check application or to obtain the necessary forms for manual submission for the *Existing License Holder Four-Year Renewal Background Check Process*.

**Note:** This web page will not contain access to the new CBC application until 9:00 a.m. on April 2, 2013.

#### *STEP 1*

The appropriate person(s) must complete the Background Information Disclosure (BID) and BID Appendix forms:

- **License Holder or Legal Representative** is defined as an individual or legal representative (for an organization that does not have a single owner) who has regulatory approval to operate any entity regulated by DQA, whether or not the person has regular, direct contact with clients.
- **Principal Officers, Corporation or Board Members** are defined as a member(s) of the business organization, if those persons have regular, direct contact with clients.
- **Non-client Residents** are defined as individuals who are ten years of age and older, who are not clients, but who reside at the entity if those persons have regular, direct contact with clients.

#### *STEP 2*

As the license holder or legal representative, you must ensure that you, your appropriate board members who have client contact, and your non-client residents who are ten years of age and older do one of the following:

1. Complete the **Online Caregiver Background Check (CBC) Application**.

OR

2. Complete the **Background Information Disclosure** (BID) form F82064 (02/2013) and the **Background Information Disclosure Appendix** form F82069 (02/2013).

A. If you are the license holder or legal representative for multiple facilities, you may submit one BID and BID Appendix, if you check the box in Section 3 of the BID Appendix; **and**

B. Attach a list of all DQA regulated facilities, including the Facility Name, Facility Address (Street, City, State, Zip Code), Facility license or certification number (if known), and facility type for each license, certification or registration.

For a list of facilities on record for your organization, email a request to [DHSCaregiverIntake@dhs.wisconsin.gov](mailto:DHSCaregiverIntake@dhs.wisconsin.gov). This request must include the license holder or legal representative's name and the organization or corporation name.

DQA highly recommends using the online CBC application to complete and submit the BID form and BID Appendix form as it is faster and more efficient.

If you do not use the online CBC process, you must print out a blank BID form and BID Appendix form and complete the forms manually. The CBC application and BID forms may be accessed at <http://www.dhs.wisconsin.gov/caregiver/entity-cbc.htm>

### *STEP 3*

Submit a **\$10.00 processing fee for each person.**

1. If completing the online CBC application, you may submit payment by VISA or MasterCard credit or debit cards.
2. If paying by check or money order, you should still complete the online CBC process through the online CBC application. Print the completed BID form that is available at the end of the online application. Submit the BID form by mail along with the \$10.00 processing fee for each person, payable to the "Division of Quality Assurance".
3. If completing the BID forms manually, submit both the BID and BID Appendix, supporting documents (if applicable), along with a \$10 processing fee for each person, payable by check to the "Division of Quality Assurance" to:

**Entity Background Checks  
Department of Health Services  
Division of Quality Assurance  
Office of Caregiver Quality  
PO Box 2969  
Madison, WI 53701-2969**

The processing fee is required, unless it was paid as part of an initial DQA program application in 2013. If you are unsure if you meet this exception, include the fee. The fee will be returned if Department records indicate it is not necessary.

Submit to the Department only the forms and fee for the license holder or legal representative, appropriate board members, and non-client residents by **May 31, 2013**.

Do not submit forms for employees to DQA. Entities should continue to submit their CBC requests for employees to the Department of Justice. See the Employee/Contractor Process information at <http://www.dhs.wisconsin.gov/caregiver/EmplContrs.htm>.

### **Caregiver Background Check Resources**

See the website at <http://www.dhs.wisconsin.gov/caregiver/index.htm> for more information about the Caregiver Program, including rules and regulations, the caregiver misconduct registry, and contact information.

See the website at <http://www.dhs.wisconsin.gov/caregiver/entity-cbc.htm> for more information about the caregiver background check requirements, including the online application for new license applicants and for existing license holders, and background check forms.

### **Questions**

If you have any questions regarding this information, please contact the Office of Caregiver Quality via email at [DHSCaregiverIntake@wisconsin.gov](mailto:DHSCaregiverIntake@wisconsin.gov)