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State of Wisconsin
Department of Health Services

DIVISION OF QUALITY ASSURANCE

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Date: October 18, 2013

DQA Memo 13-021

To: [Nursing Homes](#)

NH 11

From: Juan Flores, Director
Bureau of Nursing Home Resident Care

Via: Otis Woods, Administrator
Division of Quality Assurance

Required Notifications to the Division of Quality Assurance

The purpose of this memo is to clarify the types of information that should be directed to the Division of Quality Assurance (DQA). Some required notification intended for DQA has mistakenly been sent to the Division of Long Term Care. Nursing homes should notify the DQA Bureau of Nursing Home Resident Care (BNHRC) of the following:

- **Changes in administrator.** DHS 132.41(4)(d), Wisconsin Administrative Code, requires nursing homes to notify the Department within two days of the loss of administrator, of the name and qualifications of the person who will serve as interim administrator, and of the name and qualifications of the replacement administrator when known.
- **Changes in Director of Nurses.** Chapter 50.03(3)(d), Wisconsin Statutes, requires nursing homes to promptly notify the Department when there is a change in managing employees, which includes the Director of Nurses.
- **Annual report.** Chapter 50.03(4)(c)2 requires nursing homes to submit every 12 months, on a schedule determined by the department, an annual report that updates ownership and management information concerning the nursing home.
- **Summary of complaints or allegations.** Along with the annual report, chapter 50.09(6)(d), Wisconsin Statutes, requires nursing homes to submit a statement that summarizes complaints or allegations of violations of rights established under chapter 50.09(1), Wisconsin Statutes. These are summarized in [F-62151](#).
- **Waiver or variance requests.** DHS 132.21(3), Wisconsin Administrative Code, requires nursing homes to notify the Department of any requests for a waiver or variance of the requirements of DHS 132.

Please send these required notifications to:

Division of Quality Assurance
Bureau of Nursing Home Resident Care
ATTN: Gail Hansen
PO Box 2969
Madison, WI 53701-2969

Questions regarding this memo can be directed to Gail Hansen at (608) 266-2966 or Gail.Hansen@wisconsin.gov or to the Regional Field Operations Director for the region in which your facility is located. Regional contact information is located at: http://www.dhs.wisconsin.gov/rl_DSL/Contacts/reglmap.htm