



Date: May 8, 2015

DQA Memo 15-008

To: [Community Based Residential Facilities](#)

From: Alfred C. Johnson, Director
Bureau of Assisted Living

Via: Otis L. Woods, Administrator
Division of Quality Assurance

Delayed Egress Approval for Community Based Residential Facilities

The purpose of this memorandum is to provide information on the Bureau of Assisted Living's revised approval process for **delayed egress installation** in Community Based Residential Facilities (CBRF).

Prior to June 1, 2014, delayed egress approvals were processed through the Bureau of Assisted Living (BAL) WAVE (Waiver Approval, Variance or Exception) Committee. Effective June 1, 2014 CBRFs are required to submit an application to the Division of Quality Assurance (DQA) Office of Plan Review and Inspection (OPRI) for delayed egress installation approval. CBRFs with delayed egress requests that were approved prior to June 1, 2014, are grand-fathered in and do not have to resubmit an application under the new process.

Effect on Change of Ownership

If a change of ownership of the CBRF occurs and a facility with delayed egress has received approval after June 1, 2014, the new owner does not have to submit a new waiver application. However, any changes, additions or upgrades to an existing delayed egress system will require plan review regardless of the previous approval date.

Approval for Delayed Egress

Facilities requesting approval to install delayed egress systems should contact the BAL Regional Director associated with their facility. The Regional Director will review the delayed egress request for compliance with **83.59(4) (f)**:

To obtain department approval, the CBRF shall demonstrate that delayed egress equipment is necessary to ensure the safety of residents served by the CBRF, specifically persons at risk of elopement due to behavioral concerns, cognitive impairments or dementia, including Alzheimer's disease.

If delayed egress is not appropriate for the facility, the Regional Director shall notify the facility in writing. Requests that are approved may progress to plan review.

Plan review applications submitted to OPRI must include the appropriate plan review application form (F62496), documentation of approval from the BAL Regional Director, necessary fees, plans, location(s)

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of installation, hardware specifications, delayed egress door markings and any other information related to the installation. Facilities with capacity of 9 or more residents must have plans rendered by a design professional.

The application will be assigned to an OPRI architect/engineer for review. Plan review can take up to 45 business days; submitters should plan accordingly. Upon completion of the review, the plan review surveyor will email and post a response letter to the facility.

Forms and instructions for submittals are available at the DHS website at the following link:

<https://www.dhs.wisconsin.gov/regulations/plan-review/forms.htm>

Questions regarding the licensing of the CBRF should be directed to the BAL Regional Director assigned your facility; questions regarding plan review responsibilities should be directed to the Office of Plan Review and Inspection at 608-264-7748.