



Date: February 3, 2016

DQA Memo 16-002

To: [Hospice](#)
[Community-Based Residential Facilities](#)

From: Henry Kosarzycki, Director
Office of Plan Review and Inspection

Alfred C. Johnson, Director
Bureau of Assisted Living

Crenear Mims, Director
Bureau of Health Services

Via: Otis Woods, Administrator
Division of Quality Assurance

Hospice and Community-Based Residential Facility Review Submittal Change

Effective January 1, 2016, all construction documents associated with Hospice facilities and Community-Based Residential Facilities (CBRFs) shall be submitted to the Department of Health Services (DHS) Office of Plan Review and Inspection (OPRI) only, as prescribed in the Governor's 2015-2017 biennial state budget.

Hospice and CBRF projects subject to review by OPRI include new construction, additions, or alternations or change of use as well as licensure changes. Construction document review by OPRI and conditional approval shall precede municipal permitting for construction to proceed. The current construction phase process, including inspections and project completion documentation, shall remain and precede licensure.

Plan submittals and plan review fees should be mailed to

Madison:
Plan Intake Coordinator
1 West Wilson Street
P.O. Box 2969
Madison WI 53701-2969
(608) 264-7748

Milwaukee:
Plan Intake Coordinator
819 North 6th Street
Room 609B
Milwaukee WI 53203-1606
(414) 227-4085

Initial Contact Meetings

Initial contact meetings associated with health care projects are designed to promote successful projects meeting all expectations. The initial contact meeting facilitated by OPRI representatives brings together the owner/provider, designer(s), build(s) as well as the local building and fire official(s). At that meeting, the project scope, schedule, expectations, communications and responsibilities are addressed. As part of the process, it is highly recommended that an initial contact meeting be established with all the stakeholders early in the planning state of any health care project.

Questions

Additional information regarding plan review is available on the Department's website at <https://www.dhs.wisconsin.gov/regulations/plan-review/index.htm>.

All plan submittal questions may be submitted to the Plan Intake Coordinator by calling (608) 264-7748 (Madison) or (414) 227-4085 (Milwaukee) or emailing DHSDQAPlanReview@dhs.wisconsin.gov.