



Date: February 20, 2017

DQA Memo 17-004

To: [Adult Family Homes](#)
[Certified Mental Health/AODA](#)
[Community-Based Residential Facilities](#)
[Corporate Guardians](#)
[Facilities Serving People with Developmental Disabilities](#)
[Home Health Agencies](#)
[Hospices](#)
[Hospitals](#)
[Nursing Homes](#)
[Personal Care Providers](#)
[Residential Care Apartment Complexes](#)

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Bureau of Health Services

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Patricia Virnig, Director
Bureau of Nursing Home Resident Care

Via: Otis Wood, Administrator
Division of Quality Assurance

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

Purpose

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.

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 February 20, 2017, existing license holders will be able to complete the 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, in order for 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 Wis. Stat. § 50.065(6)(am) and Wis. Admin. Code § DHS 12.05, 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 April 30, 2017. See the DQA Regulated Entity Background Check Process web page at <https://www.dhs.wisconsin.gov/caregiver/entity.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*.

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 10 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 10 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, F-82064 (02/2014), **and** the **Background Information Disclosure Appendix** form, F-82069 (10/2016).
 - 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.

DQA highly recommends using the online CBC application to complete and submit the BID and BID Appendix as it is more efficient. If you do not use the online CBC process, you must print out blank BID and BID Appendix forms and complete them manually. If completing the forms manually, include your email address on the BID Appendix in Section 3-Specific Facility Information. The CBC application and BID forms may be accessed at <https://www.dhs.wisconsin.gov/caregiver/entity.htm>

STEP 3

Submit a **\$10 processing fee for each person.**

1. If completing the online CBC application, you may submit payment by VISA or MasterCard credit or debit card.
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 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 to the “Division of Quality Assurance” to:

Entity Background Checks
DHS 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 2017. If you are unsure if you meet this exception, include the fee. The fee will be returned if our records indicate it has already been paid.

Step 4 (If Applicable)

Submit additional documentation as required:

1. Applicants completing the application online or manually will receive an automated email from DHSOCQeBID@dhs.wisconsin.gov requesting additional documentation if “yes” is checked for any of the following boxes on the Background Information Disclosure (BID) form.
 - a. Section A1—submit a written explanation of any criminal convictions, including a copy of the judgment of conviction, a copy of the criminal complaint or any other relevant court or police documents for each pending charge or conviction.
 - b. Section B3—submit a copy of your DD214 if you were discharged **within the last three years.**
 - c. Section B4—submit a background check from each state resided in **within the past three years.**
 - d. Rehabilitation Review – submit a copy of the review decision.
2. If supporting documentation is required, include your name and date of birth along with the documents submitted. This will ensure that supporting documents are matched to the original application. Supporting documentation should be submitted to DHSCaregiverIntake@dhs.wisconsin.gov or manually to the Division of Quality Assurance to:

Entity Background Checks
DHS Division of Quality Assurance
Office of Caregiver Quality
PO Box 2969
Madison, WI 53701-2969

Submit to the Department only the forms and fees for the license holder or legal representative, appropriate board members, and non-client residents by **April 30, 2017**.

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 <https://www.dhs.wisconsin.gov/caregiver/employee.htm>.

Caregiver Background Check Resources

See the website at <https://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 <https://www.dhs.wisconsin.gov/caregiver/cbcprocess.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, contact the Office of Caregiver Quality via email DHSCaregiverIntake@wisconsin.gov or call 608-266-0115.