



Date: May 29, 2020

DQA Memo 20-009

To: All Wisconsin Assisted Living Providers

From: Alfred Johnson, Director
Bureau of Assisted Living

Henry Kosarzyski, Director
Office of Plan Review and Inspection

Via: Otis Woods, Administrator
Division of Quality Assurance

**Licensure/Certification Application for Temporary Assisted Living Facility Expansion
Units and Transfer Options during the COVID-19 Public Health Emergency State**

Purpose

The purpose of this memorandum is to establish the process for assisted living facilities to temporarily cohort, transfer, and/or discharge residents within and between facilities during the COVID-19 Public Health Emergency.

The temporary cohorting and transfer/discharge options discussed in this memorandum are intended to allow assisted living facilities flexibility to the extent necessary to maintain the health, safety and well-being of residents during the COVID-19 Public Health Emergency.

Types of Temporary Expansion/Transfer Scenarios

All assisted living locations in Wisconsin are required to maintain licensure, certification and/or registration with the state. This applies to Community Based Residential Facilities (CBRFs), Adult Family Homes (AFHs) and Residential Care Apartment Complexes (RCACs). The Division of Quality Assurance (DQA) has identified 4 options for expanding assisted living beds and/or transferring residents related to COVID-19. The information below provides guidance on licensure application requirements and physical environment performance expectations based on the plan requested.

Option One: Internal Expansion Only

No additional licensure/certification is required to convert space to create a COVID-19 designated unit within an assisted living facility for the use of current residents and/or newly admitted residents with COVID-19.

To create a COVID-19 designated unit, please complete form [F-02665, COVID-19 – Assisted Living Change Worksheet](#) and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov.

Requests to temporarily increase the number of licensed beds in the facility must be approved by DQA. Please complete [F-02665, COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov.

No inspection specific to the physical environment is required for this option. The physical environment is part of the assisted living facility and is regulated under the building code and Wis. Admin. Code chs. DHS 83, DHS 88 or DHS 89 requirements. Where the contemplated expansion is not anticipated to substantially comply with the requirements of the building code or Wis. Admin. Code chs. DHS 83, DHS 88 or DHS 89, the facility should submit an interim life safety plan to Henry Kosarzycki at Henry.Kosarzycki@dhs.wisconsin.gov setting forth how the proposed expansion will safeguard residents, staff and visitors.

Any alteration or construction associated with the creation of a designated unit may be subject to review and municipal permitting.

Option Two: Two or more assisted living facilities transfer residents between facilities to create a COVID-19 and non-COVID-19 facility

For facilities seeking to transfer residents between facilities to create a COVID-19 and non-COVID-19 facility, please complete [F-02665, COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov. Approval by DQA is required before this option can be implemented by the facility.

No additional state licensure/certification is required unless there is a need for a temporary increase in licensed beds. Requests to temporarily increase the number of licensed beds in the facility must be approved by DQA. Please complete [F-02665, COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov.

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Any alteration or construction associated with the creation of a designated unit may be subject to review and municipal permitting.

Option Three: Transfer residents from one or more licensed/certified facilities (assisted living, nursing home, hospital) to another licensed/certified facility (on or off campus) that is state approved; the location could be used by multiple licensed/certified facilities providing care with their own staff

DQA will not request an application for separate licensure for expansion locations that are located on the campus with the same physical address or otherwise on the contiguous property of the licensed assisted living facility. For facilities seeking to implement Option Three, please complete [F-02665, COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov. Approval by DQA is required before this option can be implemented by the facility.

No additional state licensure/certification is required unless there is a need for a temporary increase in licensed beds. Requests to temporarily increase the number of licensed beds in the facility must be approved by DQA. Please complete F-02665, [COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov.

No inspection specific to the physical environment is required for this option. The physical environment is part of the assisted living facility and is regulated under the building code and Wis. Admin. Code chs. DHS 83, DHS 88 or DHS 89 requirements. Where the contemplated expansion is not anticipated to substantially comply with the requirements of the building code or Wis. Admin. Code chs. DHS 83, DHS 88 or DHS 89, the facility should submit an interim life safety plan to Henry Kosarzycki at Henry.Kosarzycki@dhs.wisconsin.gov setting forth how the proposed expansion will safeguard residents, staff and visitors.

Any alteration or construction associated with the creation of a designated unit may be subject to review and municipal permitting.

Option Four: Transfer assisted living residents to a non-licensed/non-certified site

DQA will not request an application for separate licensure for expansion locations to a non-licensed/non-certified site. For facilities seeking to implement Option Four, please complete [F-02665, COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov. Approval by DQA is required before this option can be implemented by the facility.

No additional state licensure/certification is required unless there is a need for a temporary increase in licensed beds. Requests to temporarily increase the number of licensed beds must be approved by DQA. Please complete [F-02665, COVID-19 – Assisted Living Change Worksheet](#), and submit an electronic version of the completed form to Judy Jordan at Judy.Jordan@dhs.wisconsin.gov and William Gardner at WilliamR.Gardner@dhs.wisconsin.gov.

Facilities wishing to establish temporary expansion sites to a non-licensed/certified site shall contact the municipal authority regarding permitting and occupancy. The response from the municipal authority shall be included with the interim life safety plan to be included with the application. If any construction

or alteration is necessary to accommodate a building to be temporarily licensed, please consult with Henry Kosarzycki at Henry.Kosarzycki@dhs.wisconsin.gov, the municipal building and fire code officials.

Resources

Wisconsin Administrative Codes:

- [DHS 83 – Community Based Residential Facility](#)
- [DHS 88 – Adult Family Home](#)
- [DHS 89 – Residential Care Apartment Complex](#)

[Wisconsin Statute Chapter 50](#)

[Plan Review for Health Care Facilities](#)

[DHS COVID-19 Webpage](#)

Questions

For questions related to assisted living licensure, please contact [Judy Jordan](#) or [William Gardner](#).

For question related to Physical Environment or Life Safety Code, please contact [Henry Kosarzycki](#).

For general questions regarding this memo, please contact [Alfred Johnson](#).

Attachment

DQA form [F-02665, COVID-19 – Assisted Living Change Worksheet](#)