

Opening and Operating a Community Based Residential Facility (Part 2)



DHS 83.37 – Medications

For information and resources related to medication administration, please visit the Medication Management Initiative website at:

http://dhs.wisconsin.gov/ri_dsl/MedManagement/asstlvqMMI.htm



- Written practitioner's order required for prescription medications, over-the-counter (OTC) medications or dietary supplements
- Prescription medications must be supplied by a licensed pharmacy or a physician and must be labeled
- OTC medications must be in the original container and labeled with the resident's name
- The CBRF must have a medication packaging system policy
- A current list of medications and supplements must be maintained in the resident's record
- A physician, pharmacist or RN must conduct an on-site review of the medication administration and medication storage system annually

DHS 83.37 – Medications (continued)

- All practitioners must be provided with a list of the resident's medications
- Changed or discontinued medication may not be retained for more than 30 days unless ordered by a physician
- There must be a written policy for disposing of medications
- Residents receiving scheduled psychotropic meds shall be assessed at least quarterly
- Staff must be aware of the benefits and side effects of medications

DHS 83.37 – Medications (continued)

- If PRN psychotropic medications are prescribed:
 - ISP must include the rationale for use and description of behaviors
 - Use must be monitored monthly
 - Documentation of PRN administration must be maintained
- Proof-of-use record for Schedule II drugs must be maintained and audited daily
- Medication errors, adverse drug reactions or resident refusals must be documented and reported to the practitioner as appropriate

DHS 83.37 – Medications (continued)

- Competent residents should be encouraged to self-administer medications and have control of their medications
- If medication administration is supervised by an RN, the RN must participate in the assessment and development and review of the ISP
- If medication administration is not supervised by an RN, medications must be packaged in unit dose
- All medications and treatments administered must be documented
- Injectables, nebulizers, stomal and enteral medications and medications, treatments or preparations delivered vaginally or rectally must be administered by an RN, LPN or as a delegated act under N6.03(3)



DHS 83.37 – Medications (continued)

- Medications must be kept in original containers
- Medications cannot be transferred to another container except by a practitioner, RN, pharmacist or delegated personnel
- Medication cabinets must be kept locked
- Medications stored in a common refrigerator must be in a locked box and labeled
- Medications may not be stored next to chemicals
- Internal and external medications must be separated
- Schedule II drugs must be separately locked within the locked medication area

REMINDER: For additional information and resources related to medication administration, go to the Medication Management Initiative website:

http://dhs.wisconsin.gov/ri_ds/MedManagement/asstlvqMML.htm

DHS 83.38 – Program Services

- The facility must provide or arrange for services to meet resident needs in the following areas:
 - Personal Care
 - Supervision
 - Leisure Time Activities
 - Community Activities
 - Family and Social Contacts
 - Communication Skills
 - Health Monitoring
 - Medication Administration
 - Behavior Management
 - Information and Referral
 - Transportation



DHS 83.38 – Program Services (continued)

- Resident's food and fluid intake must be noted and deviations reported to the physician
- Communication with the physician and any changes in the resident's health or mental status must be documented
- A CBRF may provide more than 3 hours of nursing care per week to a resident with a terminal illness if:
 - The resident's primary care provider is a licensed hospice or home health agency
 - The primary care provider and the CBRF shall develop a written, coordinated plan of care before the initiation of palliative or supportive care



DHS 83.39 – Infection Control Program

- An infection control program must be developed
- Employees must follow accepted hand washing procedures
- Pets must be vaccinated against diseases, including rabies



DHS 83.40 – Oxygen Storage

- Oxygen must be stored in a well ventilated area, secured in an upright position or stored horizontally on a level surface
- See DQA Memo 04-015:
http://dhs.wisconsin.gov/rl_dsl/Publications/pdfmemos/04-015.pdf



DHS 83.41 – Food Service

- An adequate food supply must be maintained
- Foods must be obtained from an acceptable food source
- Equipment must be clean and in good repair
- All equipment, dishes and utensils must be cleaned using separate steps for pre-washing, washing, rinsing and sanitizing
- A 3-compartment sink for washing, rinsing and sanitizing utensils is required for all large facilities



DHS 83.41(2) – Nutrition

- Special diets must be served as prescribed by the physician
- 3 meals must be provided
- Nutritious snacks must be offered
- Weekly menus must be available and any deviations from the planned menu must be documented



DHS 83.41(3) – Food Service Sanitation

- Employees must maintain clean and safe work habits
- Hand-washing facilities must be provided and the use of a common towel is prohibited
- Food must be stored, prepared, and served under sanitary conditions
 - Hot food held at 140 degrees F. or above and cold food held at or below 40 degrees F.
- Suspected incidents of food-borne illness must be reported to the county public health office

DHS 83.42 – Resident Records

- Records must be maintained for each resident and safeguarded against destruction and unauthorized access
- The staff person in charge must have access to resident records



DHS 83.43 – Furnishings and Equipment

- The environment must be safe, clean, comfortable, and homelike
- Dining and living areas must contain appropriate furnishings
- The CBRF must provide a bed, mattress, mattress pad, a pillow, bedspread and blankets, sheets, pillowcases, towels and washcloths



DHS 83.44 – Housekeeping Services

- Laundry appliances must be available to residents
- Clean and dirty laundry must be stored separately
- Clothes dryers having a rated capacity of more than 37,000 BTU/hour must be enclosed in a one-hour fire resistive rated enclosure
- Dryer vent tubing must be rigid metal
- Rooms must be kept clean and free from odors
- Toilet and bathing areas must be clean and in good working order
- Floors, walls and ceilings must be clean and in good repair

DHS 83.45 – Building and Site Maintenance

- The building, yard, fences, sidewalks, driveways and parking areas must be in good repair
- All building systems must be maintained in a safe and functioning condition
- Furnishings must be kept clean, safe, and in good repair
- Storage areas must be safe, dry and orderly
- Toxic substances must be labeled and stored in a secure area
- There must be effective pest control
- Garbage must be kept in leak-proof, non-absorbent closed containers
- Garbage stored outside must be in enclosed, covered containers



DHS 83.46 – Building Support Systems

- Safe and comfortable temperatures must be maintained
- The use of portable space heaters is prohibited unless UL listed and permanently attached to a wall
- An oil furnace must be serviced at least once a year
- A gas furnace must be serviced once every 3 years
- A chimney must be inspected at intervals corresponding with the heating system service
- Wood burning stoves or fireplaces must be properly installed and maintained
- Combustible material must not be placed within 3 feet of any furnace, boiler, water heater, fireplace or similar equipment
- Any open flame combustible fuel-burning device must be enclosed within a one hour fire rated assembly when sharing a common floor with a habitable room
- Carbon monoxide alarms may be required (see DQA Memo 11-003):
http://www.dhs.wisconsin.gov/rl_DSL/Publications/11-003.htm



DHS 83.46 – Building Support Systems (continued)

- All rooms and areas must be well ventilated
- The electrical service must be of the proper size to handle the connected load
- Ground fault interrupt protection is required for all outlets within 6 feet of plumbing fixtures, all outlets on the exterior and in the garage
- There must be at least one ceiling or wall light fixture in each bedroom, bathroom, kitchen, dining room, laundry and furnace room
- Adequate electrical outlets must be provided
- Extension cords must not be used in lieu of permanent wiring

DHS 83.47 – Fire Safety Requirements

- If any resident requires more than 2 minutes and up to 4 minutes to evacuate, with or without assistance, the following is required:
 - Vertical smoke separation between all floors
 - Rated stair enclosure as required
 - Externally monitored smoke detection system with back up battery supply, unless the CBRF is equipped with a sprinkler system
- If any resident requires 4 minutes or more to evacuate, with or without assistance, the following is required:
 - Sprinkler system
 - Vertical smoke separation between all floors
 - Rated stair enclosure as required
 - Twenty-four hour awake qualified resident care staff
- If a resident cannot be safely evacuated, the resident may remain in the bedroom if the following requirements are met:
 - Sprinkler system
 - Fire department notified of specific residents using point of rescue
 - Vertical smoke separation between all floors
 - 24 hour awake qualified resident care staff

DHS 83.47 – Fire Safety Requirements (continued)

- The CBRF must have a written emergency and disaster plan
- The emergency and disaster plan shall specify:
 - Procedures for evacuation during an emergency or disaster
 - Procedures for any resident who refuses to follow evacuation or emergency procedures
 - Response to serious illness or accidents
 - Procedures to follow when a resident is missing
 - Response to severe weather, including tornado and flooding
 - A route to dry land if located in a flood plain
 - Location of emergency shelter for the residents
 - A means of transporting residents to the emergency shelter
 - How meals and medications will be provided to residents at the emergency shelter

DHS 83.47 – Fire Safety Requirements (continued)

- An exit diagram must be posted on each floor
- The diagram must identify the exit routes from the floor and a meeting place outside and away from the building
- Emergency or disaster procedures must be communicated to residents within 72 hours after admission
- Fire drills must be conducted quarterly with employees and residents
- Documentation of drills must include the date and time of the drill and the total evacuation time
- At least one fire drill must be held annually that simulates the conditions during usual sleeping hours
- Tornado, flooding or other emergency evacuation drills must be conducted at least semi-annually



DHS 83.47 – Fire Safety Requirements (continued)

- Emergency phone numbers must be posted near phones
- The CBRF must arrange for an annual inspection by the local fire authority or certified fire inspector
- Fire extinguishers must be provided on each floor, at the head of each stairway, and in or near the kitchen
- Fire extinguishers must be clearly visible and properly mounted or in an unlocked cabinet
- Route to the fire extinguisher must be unobstructed at all times
- Fire extinguishers must be inspected annually
- The CBRF must have a written policy on smoking

http://www.dhs.wisconsin.gov/ri_DSL/Publications/10-016.htm



DHS 83.48 – Fire Protection Systems

- The CBRF must have an interconnected smoke and heat detection system
- Smoke and heat detectors must be properly installed and maintained
- Smoke detectors must be tested according to manufacturer's recommendation, but not less than once every other month
- Documentation of tests and maintenance must be maintained
- A CBRF must receive plan approval from the department before installing a smoke and heat detection system



DHS 83.48 – Fire Protection Systems (continued)

- Fire detection systems must be inspected, cleaned and tested annually by qualified personnel in accordance with NFPA 72
- Sensitivity testing shall be performed at intervals in accordance with NFPA 72
- Audio, visual or vibrating alarms must be provided if any resident has impaired hearing or vision



**DHS 83.48 – Fire Protection Systems
(continued)**

- A CBRF must have a sprinkler system if required under DHS 83.47 or DHS 83.50
- All Class C facilities must have a sprinkler system
- If any resident has an evacuation time exceeding 4 minutes, the CBRF must have sprinkler system



Alternative Requirements to a Sprinkler System in a Small Class C CBRF

- All existing small Class C CBRFs must have a complete sprinkler system installed by 4/1/2014
- Until the small Class C CBRF has installed a sprinkler system, the following requirements must be met:
 - No more than 4 Class C residents
 - Any resident who is blind or not fully ambulatory must reside on the first floor
 - The CBRF cannot be located in a building with more than 2 living units or more than 2 stories
 - The smoke and heat detection system must have backup battery power and be externally monitored
 - There must be smoke separation between each floor
 - Horizontal evacuation, use of area of refuge or point of rescue is prohibited
 - No resident may exceed a 2 minute evacuation time

DHS 83.50 – Minimum Type of Construction

The number of habitable floors in a CBRF determines the type of construction for each class of licensure, and when an automatic sprinkler system may substitute for the required type of construction

DHS 83.52 – Common Dining and Living Space

- The minimum common dining and living space is 60 square feet per ambulatory or semi-ambulatory resident and 90 square feet per non-ambulatory resident
- Common dining and living space must be internally accessible
- There must be adequate space and equipment to meet the needs of the residents for social and recreational activities



DHS 83.54 – Resident Bedrooms

- Bedrooms must be fully accessible to the resident
- Bedrooms must have floor to ceiling walls with rigid construction swing-type doors
- Bedrooms must open directly into a corridor, the resident's private living area or common living space
- Each bedroom must contain:
 - A closet or wardrobe
 - Adequate drawer space
 - Adequate space for storage of a resident's wheelchair or other adaptive or prosthetic equipment
- Bedrooms must be located near toilet and bathing facilities and provide internal access to dining and living areas



DHS 83.54 – Resident Bedrooms (continued)

- No more than 2 residents per bedroom
- Single occupancy bedrooms must have a minimum of 100 square feet per resident and 80 square feet per resident in multiple occupancy bedrooms
- Minimum square footage must be calculated exclusive of toilet rooms and closets
- If a bedroom is located in a basement, there must be 2 means of exit from the basement
- Windows in the basement are not considered exits



DHS 83.55 – Bath and Toilet Areas

- Grab bars must be provided at toilet and bath fixtures as necessary
- Dispensers for single use paper towels, cloth towel dispensing units that are enclosed or electric hand dryers must be provided
- Bath and toilet rooms must have door locks to ensure privacy
- The temperature of water heaters must be at least 140°F.
- The temperature of water at fixtures used by residents must be automatically regulated by valves and not exceed 115°F.



DHS 83.57 – Multiple Occupancies

- If a CBRF is located in the same building as a nursing home, hospital, residential care apartment complex or other residential occupancy, the requirements of DHS 83.57 must be met
- A small CBRF located in a duplex must be a distinct living area, separated from the other occupancy by at least a one hour fire rated construction, and the entire building must be equipped with an interconnected smoke and heat detection system and sprinkler system
- The CBRF must have separate entrance and exit doors



DHS 83.58 – Garages and Utility Buildings

- Walls between a CBRF and an attached garage must provide a complete separation
- A self-closing door must be provided between an attached garage and the CBRF
- A detached garage must be located at least 3 feet from the CBRF
- A utility building where fueled, motorized vehicles and equipment are stored must be located at least 3 feet from the CBRF



DHS 83.59 – Exits & Passageways

- All habitable floors must have 2 exits providing unobstructed travel to the outside
- For Class AS, ANA, CS and CNA CBRFs, at least 2 exits must be at grade or ramped to grade
- Exit doors and doors in exit passageways must have a clear opening of at least 32 inches
- Exit passageways, stairways and doors in class AA facilities must be at least 30 inches clear opening in width
- No exit may be through a resident room, bath or toilet room, closet or furnace room
- Exit passageways and stairways to outside exits must be at least 32 inches in width in facilities licensed on or before April 1, 2009
- Exit passageways and stairways to outside exits must be at least 36 inches in width in facilities licensed after April 1, 2009
- Exit passageways and stairways to outside exits must be maintained clear and unobstructed at all times



DHS 83.59 – Exits & Passageways (continued)

- Exits, sidewalks and driveways used for exiting must be kept free of ice, snow, and obstructions
- For facilities serving only ambulatory residents, the CBRF must maintain a cleared pathway from all exterior doors to be used in an emergency to a public way or safe distance away from the building
- For facilities serving semi-ambulatory and non-ambulatory residents, a CBRF must maintain a cleared, hard surface, barrier-free walkway to a public way or safe distance away from the building for at least 2 primary exits from the building
- The exit path from the CBRF through the garage to the outside must be clear, safe and unobstructed



DHS 83.59(2) – Doors

- Doors must be openable from the inside with a one-hand, one-motion
- A self-closing solid core wood door must be provided at any interior stair between the basement and the first floor
- Enclosed furnace and laundry areas must have self-closing solid core wood doors when located on a common level with resident bedrooms
- Interior doors equipped with locks must be designed to unlock from either side
- Levered handles must be provided on doors used by residents with manual strength or dexterity limitations
- The staff member in charge on each work shift must have a means of opening all locks or security devices on all doors in the CBRF



DHS 83.59(3) – Patio Doors

A patio door may be used as a supplementary exit and must comply with the following:

- The use of bolt locks is prohibited
- Door hardware on hinged patio doors must be operable from the inside with one hand and one motion
- A clear and unobstructed pathway must be maintained to a safe distance away from the building



DHS 83.59(4) – Delayed Egress

Delayed egress door locks are permitted with department approval with the following conditions:

- No more than one device can be present in a means of egress
- A sign must be posted indicating how the door may be opened
- The doors must unlock upon activation of the sprinkler system or fire detection system or loss of power
- The door locks must have the capability of being unlocked by a signal from the CBRF's fire command center
- The lock will release in not more than 15 seconds when pressure is applied
- Release of the lock must activate an audible signal in the vicinity of the door
- Re-locking must be by manual means only



DHS 83.59(5) – Stairs and Shafts

- Handrails must be provided on the open sides of stairways and platforms
- Spiral stairs are prohibited for use as required exit stairs
- Any shaft must have a door on each level with an automatic closing device and positive latch



DHS 83.59(6) – Ramp Requirements

- All ramps must meet the specifications of DHS 83.59(6)



DHS 83.59(7) – Emergency Lighting

- All exit passageways and stairways must have emergency egress lighting with a stand-by power source
- All required exit signs must be lighted at all times



DHS 83.60 – Windows

- Every habitable room must have at least one outside window
- Windows must be openable from the inside without the use of tools or keys
- Openable windows must have screens
- Every habitable room must have shades, drapes or other covering material or device that affords privacy and light control



DHS 83.63 – Plan Review

- Plan review by the Department of Commerce is required for new construction or remodeling of CBRFs of 9 or more residents
- Plans for all new construction, additions and remodeling projects must be approved by the Department of Health Services (DHS) before beginning construction
- For existing buildings, building plans, fire alarm plans and sprinkler system plans must be submitted to DHS
- Two sets of drawings and specifications, scaled and to dimension, must be submitted to DHS

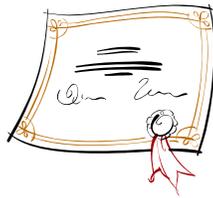


Resources

- Starting a Community Based Residential Facility (CBRF) (includes funding information):
http://dhs.wisconsin.gov/rl_dsl/CBRF/CBRFingResp.htm
- Wisconsin Assisted Living Facilities and Programs:
<http://dhs.wisconsin.gov/bqaconsumer/AssistedLiving/AsLivindex.htm>
- DQA Memos:
http://dhs.wisconsin.gov/rl_DSL/Publications/BQAnodMems.htm
- Provider Associations:
http://dhs.wisconsin.gov/rl_DSL/RelatedSites/provassoc.htm
- DQA E-Mail Subscription Service:
http://dhs.wisconsin.gov/rl_dsl/Listserv/signup.HTM

Verification of Completion

- On the next slide is a form on which to verify that you have viewed this webcast in its entirety.
- Print the form, sign and date where indicated and submit the form with your CBRF application materials.



Thank you!