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**Date:** June 16, 2009

DQA Memo 09-022

<b>To:</b>	Ambulatory Surgical Centers Community Based Residential Facilities End Stage Renal Dialysis Facilities Hospice Hospitals Nursing Homes	ASC 05 CBRF 11 ESRD 05 HSPC 06 HOSP 09 NH 10
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**From:** Jane Walters, Deputy Administrator  
Division of Quality Assurance

**Via:** Otis Woods, Administrator  
Division of Quality Assurance

**Health Facility Construction Plan Reviews and Onsite Inspections**

**Background**

The purpose of this memorandum is to provide notice of interim measures the Division of Quality Assurance (DQA) has implemented to ensure a timely response to the review of construction/remodeling plans and their subsequent construction inspections. The current vacancy, orientation of new staff, increased mandatory federal workload and the high volume of construction plan submittals has affected our ability to respond timely to construction and remodeling project plans. We are currently in the recruitment process to fill our engineer vacancy. Mandatory state employee furloughs over the next biennium will also impact engineer availability.

Current staff assignments for facility remodeling and new construction plan review are as follows:

**Nursing Home**

- Northeast Region (De Pere)-Kevin Derenne, P.E.
- Northern Region (Rhineland)-Michael Roberts, P.E.
- Southeast Region (Milwaukee)-Keith Weitner, R.A.
- Southern Region (Madison)-David Beyer, P.E.
- Western Region (Eau Claire)-Romaine Anderson, R.A.

**Non-Long Term Care**

- Southern and Southeastern Regions-Ganesh Shrestha, P.E., Rich Batchelder, R.A. One engineer position is vacant.

- Northeastern, Northern and Western Regions-Tom Ankeny, R.A. and Lynn Wallace, P.E.

#### Assisted Living - CBRFs

- All engineers review CBRF construction plans.

Current plan review status reports can be accessed at:

[http://dhs.wisconsin.gov/rl\\_dsl/PlanReview/planRvwRpt.pdf](http://dhs.wisconsin.gov/rl_dsl/PlanReview/planRvwRpt.pdf)

Direct inquiries regarding construction plan reviews to one of the following contact staff:

Lindsey Lund, Madison: (608) 264-7748, [Lindsey.Lund@dhs.wisconsin.gov](mailto:Lindsey.Lund@dhs.wisconsin.gov)

Molly Schreiber, Milwaukee (414) 277-4045, [Molly.Schreiber@dhs.wisconsin.gov](mailto:Molly.Schreiber@dhs.wisconsin.gov)

#### Process

Because of staff shortage and continued heavy construction plan submission, DQA has prioritized its responsibilities as follows:

1. Mandatory Surveys
2. Plan Reviews
3. Construction Inspections

Providers and suppliers are encouraged to ensure that contracted firms are in compliance with Life Safety Code and the Wisconsin Commercial Building Code requirements. Please share this information with your design and construction firms.

Effective immediately, DQA engineers will be scaling back with “onsite” construction inspections. In general, priority construction inspections will focus on installations of final finishes (ceiling and walls) and again when the facility is ready for the final occupancy inspection. Construction inspections for smaller remodeling projects may be handled via paper submittals to the assigned DQA engineer. This may vary by project and/or DQA engineer.

DQA is appreciative of the positive working relationship it has with its stakeholders. We are cognizant of the importance of timely reviews of construction plans and recognize the need to assist you in meeting construction deadlines and schedules.

If you have questions about the interim measures described in this memo, please contact one of the following Bureau Directors:

- For Non-Long Term Care-Cremear Mims (414) 227-4556 or (608) 264-9887
- For Nursing Homes-Paul Peshek (608) 267-0351
- For Assisted Living-Kevin Coughlin (920) 983-3189 or (608) 266-8598

Thank you for your cooperation and patience during these challenging times.