

# DHS 83 Quality Compliance Worksheets

## *A Tool to Help You Meet and Exceed the New CBRF Requirements*

**DHS 83 Quality Compliance Worksheets—A one-of-a-kind guide, designed specifically to help Wisconsin CBRFs comply with DHS 83.**

The revised DHS 83 has many important changes from the former rule. The Bureau of Assisted Living (BAL) expects CBRFs to be in compliance effective April 1, 2009. It is very important that all CBRFs move as quickly as possible to achieve full compliance.

This is a big task! There are literally dozens of changes that CBRFs will need to make, in all aspects of their operations.

**DHS 83 Quality Compliance Worksheets will help you manage the process of becoming DHS 83 compliant—so that you achieve full compliance in a timely, organized and cost-effective manner.**

The Worksheets are designed to help your CBRF:

- Understand major DHS 83 requirements
- Quickly identify where you are in compliance, and where you need to make changes
- Identify specific steps you need to take to achieve compliance
- Make assignments and set timelines for compliance-related activities
- Track your progress

**How are the DHS Quality Compliance Worksheets organized?**

The Worksheets include interactive **checklists** and **work planning guides** for major DHS 83 requirements:

- **Checklists** let you determine whether your CBRF meets code requirements.
- **Work planning guides** provide step-by-step guidance for how to achieve compliance, and provide space for you to record staff assigned and due dates for each step.
- Notes throughout the Worksheets refer you to relevant websites and information sources.

**How will the DHS Quality Compliance Worksheets benefit your CBRF?**

- It will provide a convenient, one-stop resource that you can use to identify needed changes, plan how you will make them, and track your progress.
- It will help assure that your compliance efforts are timely and efficient.
- It will demonstrate to BAL that you are making good faith efforts to become DHS 83 compliant.

**What are people saying?**

Here are some comments from CBRF administrators and nurses who tested early versions of the **DHS 83 Quality Compliance Worksheets**:

*“Nice work! I have spent many, many hours going through the new codes and writing down what is new, how and who it effects in my CBRF, what we need to do to be compliant, and who is responsible to do those things. I would have done almost anything to have these worksheets prior to the numerous hours I invested.”*

*“This is going to be very helpful for all CBRF’s. The re-write is difficult to wrap our minds around and can be overwhelming. The timelines and charts will allow Administrators and other leadership folks to have a starting place and a path to attain compliance. Even for those of us who are very familiar or think we are with the codes can greatly benefit from these tools. Great work!”*

*“The worksheet has been most helpful and covers in detail the regulation and what needs to be done to meet it. We have also found the worksheet very helpful as it has an area to assign the revision to, due date and completion date and also progress notes. This will allow us to delegate some of the items to other managers and assure nothing falls through the cracks. It is a great resource tool and should allow any level of property manager or owner ease it completion and follow-through.”*

*“I think they are WONDERFUL!!! ...Overall, I am so impressed!!”*

*“They are great... It is like having another person to bounce thoughts off as we make our way through the changes - to help us confirm we are on the right track and have covered our bases.”*

## DHS 83 Quality Compliance Worksheets

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