



# Wisconsin Assisted Living Association

## News Blast

*November 24, 2010*

**Save the date for the  
WALA Spring  
Conference!**

**March 22-24, 2011**

**Kalahari Resort,  
Wisconsin Dells**

Happy Thanksgiving! We hope the holiday season gets off to a great start for you and yours.

WALA Members receive these blasts twice a month plus whenever breaking news in Assisted Living develops. If you are a member and want to join the mailing list please follow the link on the left of the page.

Not a current member?

Please contact Sarah Bass, WALA's Operations Director, at WALA at [sbass@ewala.org](mailto:sbass@ewala.org) or call her at 608/288-0246 to become a member today!

To join WALA, please visit [www.ewala.org](http://www.ewala.org) for more information.

### **In This Issue**

[Info included in Self Reports](#)

[Timeline for Reporting to BAL](#)

[WALA Compensation Survey](#)



### **Information to be included in a Self Report**

Date of the Self Report

Brief factual description of the incident

- include name of resident involved
- time of incident
- location of the incident
- other persons involved in the incident - staff, visitors, hospice, etc
- description or assessment of resident's condition
- persons notified of the incident - family, POA, physician, MCO case worker, guardian and the time those persons notified.

Actions taken by the facility (NOT what COULD have been done)

If unsure if you should self report, include statement "We don't

believe this meets the requirement to self report but are self reporting in good faith"

Date, signature, title and contact information of person signing the self-report

For abuse reporting, use the state form found on the DHS website.

DHS 83.12 gives the criteria for investigation, notification and reporting requirements.

## Timeline for Reporting to BAL

### **Report Immediately:**

- Reasonable cause to suspect a resident has been abused or neglected.

*DHS 88.11(1)                      AFH*

### **Report within 24 hours:**

- Resident death related to physical restraint, psychotropic medication or suicide.

*DHS 83.12(1)(a)    CBRF*  
*HFS 88.03(5)(e)2      AFH*

- Significant change in the resident's status such as an accident requiring hospitalization or resident nursing.

*HFS 88.03(5)(e)                      AFH*

### **Report within 48 hours:**

- Pending charges for a conviction of a crime substantially related to caring for dependent persons.

*HFS 88.03(5)(c)                      AFH*

### **Report within 3 working days:**

- Resident death related to an accident or injury.

*DHS 83.12(1)(a)                      CBRF*

- Anytime a resident's whereabouts are unknown, except when a resident who is competent chooses not to disclose his or her whereabouts or location to the CBRF.

*DHS 83.12(4)(a) CBRF*

- Anytime law enforcement personnel are called to the CBRF as a result of an incident that jeopardizes that health, safety or welfare of resident's or employees.

*DHS 83.12(4)(b) CBRF*

- Any incident or accident resulting in serious injury requiring hospital admission or emergency room treatment of a resident.

*DHS 83.12(4)(c) CBRF*

- When a catastrophe occurs resulting in damage to the CBRF.

*DHS 83.12(4)(d) CBRF*

- When a fire occurs on the premises of the CBRF.

*DHS 83.12(4)(e) CBRF*

- Anytime the CBRF must evacuate and temporarily relocate residents and employees from the CBRF for reasons other than a fire drill.

*DHS 83.12(4)(f) CBRF*

**Report within 7 calendar days:**

- Abuse or neglect of a resident or misappropriation of a resident's property on a form provided by the Department.

*DHS 83.12(2)(a)2 CBRF*

- The Licensee shall notify the Department within 7 days after there is a change in the Administrator of a CBRF.

*DHS 83.14(2)(e) CBRF*

- A significant change in services offered if the change adversely affects any resident who needs the service.

*HFS 88.03(5)(a) AFH*

- A change in household members except staff.

*HFS 88.03(5)(b) AFH*

- A change in the home's structure, or damage that presents a hazard.

*HFS 88.03(5)(d) AFH*

**Report within 30 days:**

- Any change in the Program Statement content shall be submitted to the Department at least 30 days before its effective date.

*DHS 83.06(3)                      CBRF*

- An RCAC shall report to the Department any change which may affect its compliance with DHS 89, including change in the RCAC ownership, administration, building or continued operation, 30 days prior to making the change.

*DHS 89.54                              RCAC*

- A transferor shall notify the Department within 30 days before the final change of ownership of a CBRF.

*DHS 83.10(1)                      CBRF*

- Any CBRF that intends to close shall notify the Department in writing at least 30 days before closing.

*DHS 83.11(1)                      CBRF*

- A Licensee shall report any change in client group in writing to the Department at least 30 days in advance.

*DHS 83.14(2)(b)                      CBRF*

- Any change in the type of individual served.

*HFS 88.04(2)(c)                      AFH*

## **WALA Compensation Survey is Available!**

**Have you wondered what others in your area compensate their staff? Take this survey to be able to compare your facilities compensation to others like yours in the State!**

The second annual WALA Compensation Survey for Wisconsin's Assisted Living Facilities is now available!

**Participants will receive the published report of the findings and be entered in a drawing for a \$300.00 voucher for WALA products and events!**

You can take the survey 3 ways:

- Use Survey Monkey directly online,
- Download the PDF and send information to Wipfli LLP,
- Download an Excel Spreadsheet and send information to Wipfli LLP

Take the survey today! Go to [www.ewala.org](http://www.ewala.org)