



Records and Required Notifications Policy and Procedures

Policy Statement:

[Agency Name] (referred to as PCA) is committed to complying with the regulations set forth by the Wisconsin Administrative Code, specifically Wis. Admin. Code ch. DHS 105.17, regarding Records and Required Notifications. This policy outlines the procedures for notifying the Department of Health Services (DHS) about changes in administration and location/contact information within the stipulated time frame.

I-040: Notification of Administrator Change

Procedure:

1. Notification Timing:

- PCA will notify the Department in writing within 10 days of any appointment or change of the administrator or substitute administrator.

2. Notification Content:

- The notification will include the following information:
 - Name and credentials of the new administrator or substitute administrator.
 - Effective date of the appointment or change.
 - Contact information for the new administrator or substitute administrator.

3. Submission Method:

- Notifications will be sent via email to DHSDQALCCS@dhs.wisconsin.gov.

4. Verification:

- PCA will maintain a copy of the notification for internal records and verification.

I-042: Notification of Location Change

Procedure:

1. Notification Timing:

- PCA will notify the Department in writing within 10 days of a change in location or contact information.

2. Notification Content:

- The notification will include the following information:
 - Current and new physical address of the PCA.
 - Current and new contact information, including phone number and email address.



3. Submission Method:

- Notifications will be sent via email to DHSDQALCCS@dhs.wisconsin.gov.

4. Verification:

- PCA will maintain a copy of the notification for internal records and verification.

Contact Information:

Department of Health Services – DQA/BHS

Attn: PCA Certification

PO Box 2969 Madison WI 53701-2969

Email: DHSDQALCCS@dhs.wisconsin.gov

www.carepolicy.us

***This is only a preview of the Original Document**

***For inquiries or assistance, please reach out to us at www.carepolicy.us**