DEPARTMENT OF HEALTH SERVICES **STATE OF WISCONSIN**
Division of Quality Assurance
F-62548 (01/2020)

ASSISTED LIVING FACILITY WAIVER, APPROVAL, VARIANCE OR EXCEPTION REQUEST

- When this request is submitted, **all information is required**.
- If spaces allotted are not sufficient for your response, **attach additional pages as needed.**
- Personal information collected on this form will be used during the review process and for no other purpose.
- For questions about completion of this form, refer to the Waivers, Approval, Variances and Exceptions: Assisted Living webpage or contact the Division of Quality Assurance (DQA) Regional Office that serves the facility.
- Return this completed and signed form to the appropriate DQA Regional Office email address.

Name – Facility	Type of Facility ☐ ADC ☐ AFH ☐ CBRF ☐ RCAC	License No.

Address - Street	City	Zip Code	County

Type of Request: ☐ Waiver ☐ Approval ☒ Variance ☐ Exception

Time Period of Request

☐ Permanent ☐ Temporary – **From** *(MM/dd/yyyy)*: _____ **To** *(MM/dd/yyyy)*: _____

Applicable Codes DHS 83.23 Employee Supervision	Name – Resident *(if applicable)*

FOR RESTRAINT USE ONLY	
Is resident a Family Care or IRIS member? ☐ Yes ☐ No If "yes," complete the following:	
Name – Case Manager *(Print or type.)*	**SIGNATURE** – Case Manager ➢

Specific Action Requested

The facility is requesting a variance to the requirement for direct employee supervision by the administrator or qualified resident care staff until an employee has completed all required training. To ensure resident safety,the facility will provide general supervision by the administrator or qualified resident care staff until the employee has received all required task-specific training. The new employee will always be working with an employee who has completed all required training.

Steps Facility Will Implement to Ensure Resident Safety *(Failure to include this information may result in denial or delayed approval.)*

If request is for use of a restraint device, describe other alternatives attempted. *(Attach any relevant assessments.)*

Name – Person Completing Form *(Print or type.)*	Email Address	Telephone No.
SIGNATURE – Person Completing Form ➢	Title	Date Signed *(MM/dd/yyyy)*

DQA USE ONLY

☐ Deny Request ☐ Approve Request – Expiration Date *(MM/dd/yyyy):* _____

Comments

This approval may be rescinded at any time upon a determination by the Department.

SIGNATURE – Assisted Living Regional Director (ALRD) ➢	Date Signed *(MM/dd/yyyy)*