



Tony Evers
Governor

1 WEST WILSON STREET
PO BOX 2969
MADISON WI 53701-2969

Karen E. Timberlake
Secretary

State of Wisconsin
Department of Health Services

Telephone: 608-266-8481
Fax: 608-267-0352
TTY: 711 or 800-947-3529

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To Whom It May Concern:

The purpose of this letter is to authorize employees of the Long Term Care Institute (LTCI) to function as agents of the Wisconsin Department of Health Services to conduct inspections in Community-Based Residential Facilities, Adult Family Homes, and Residential Care Apartment Complexes. LTCI employees will have a State of Wisconsin badge that identifies them as a Department of Health Services contractor. Please feel free to ask the LTCI surveyor to show their State of Wisconsin badge to you.

LTCI is well-versed in the regulatory environment for long-term care providers. LTCI's knowledge and experience with regulatory, compliance, and person-centered care and culture transformation provides a unique perspective on improving assisted living services. Protecting the health, safety, and welfare of Wisconsinites in our state's health and residential care facilities is a priority for the Department of Health Services.

Under Wis. Stat. § 50.03(2)(d) ., any holder of a license or applicant for a license shall be deemed to have given consent to any authorized officer, employee, or agent of the Department to enter and inspect the facility in accordance with the Department's regulatory responsibilities under the law. Refusal to permit such entry or inspection shall constitute grounds for denial, nonrenewal or revocation of license as provided in Wis. Stat. § 50.03(5).

Additionally, Wis. Stat. § 50.07 prohibits any person from interfering or impeding an authorized representative of the Department of Health Services in the investigation, examination of records, or preservation of evidence in the enforcement of the statutes.

It is the policy of the Department of Health Services to insist on compliance with these statutes, to assure unrestricted entry to the facility and access to all necessary records and witnesses by employees and agents of the Department of Health Services, in order to meet its responsibilities in the enforcement of Wis. Stat. ch. 50 and rules promulgated thereunder.

The Department of Health Services promotes a safe work environment. All appropriate mitigation strategies will be followed by LTCI staff while they are in your building.

If you have questions about the contract with LTCl, please do not hesitate to contact me at (608) 266-8481.

For questions regarding the survey or inspection process, please call Dan Perron at (920) 362-0369 or Kathy Lyons at (920) 360-3816.

Sincerely,

Otis L. Woods

Otis L. Woods, MBA, QIDP,
Administrator