



Scott Walker
Governor

Kitty Rhoades
Secretary

State of Wisconsin
Department of Health Services

DIVISION OF QUALITY ASSURANCE

1 WEST WILSON STREET
P O BOX 2969
MADISON WI 53701-2969

Telephone: 608-266-8481
FAX: 608-267-0352
TTY: 888-241-9432
dhs.wisconsin.gov

2016 INITIAL LICENSING WEBINAR SCHEDULE

The Bureau of Assisted Living is pleased to announce four (4) informational webinars scheduled in 2016 to provide information about what prospective providers must know when starting an Adult Family Home (AFH) or Community Based Residential Facility (CBRF).

These interactive webinars will be conducted utilizing Adobe Connect Pro software. Adobe Connect software is a web conferencing product that allows users to conduct live meetings and presentations over the Internet. For information on required software you will need in order to attend an Adobe Connect Meeting and how to test your computer prior to attending the webinar, refer to the following link: <https://www.dhs.wisconsin.gov/regulations/assisted-living/adobeconnectinstr.pdf>

Webinar participants will learn:

- How to submit a licensure application
- Considerations in choosing a building
- Policies and procedures – why they are important and how to use them
- Key elements of AFH/CBRF operations: Program Statement, Individual Service Plans, medications and more

Please use the following link to join the Adobe Connect Webinar:

<https://connect.wisconsin.gov/initiallicensingwebinar/>

| Webinar Date | Time | Provider Type |
|-------------------------|-------------------------|----------------------|
| February 8, 2016 | 10:00 a.m. – 11:30 a.m. | CBRF |
| | 1:00 p.m. – 2:30 p.m. | AFH |
| April 4, 2016 | 10:00 a.m. – 11:30 a.m. | CBRF |
| | 1:00 p.m. – 2:30 p.m. | AFH |
| July 18, 2016 | 10:00 a.m. – 11:30 a.m. | CBRF |
| | 1:00 p.m. – 2:30 p.m. | AFH |
| October 3, 2016 | 10:00 a.m. – 11:30 a.m. | CBRF |
| | 1:00 p.m. – 2:30 p.m. | AFH |