

Wisconsin Care Home Licensing & Compliance Tracker

Planning worksheet for a adult family home, community-based residential facility, or residential care apartment complex. Start with Wisconsin Department of Health Services, Division of Quality Assurance and confirm every requirement directly.

This tracker is educational, not legal advice or an application. State and local requirements vary by facility type, services, building, capacity, and resident needs.

Business / facility

Project owner

Target opening / renewal date

Planned license classification

Before application or renewal

- ☐ Confirm the correct license category, capacity, resident population, and service scope.
- ☐ Download current agency instructions, application, fee schedule, and forms.
- ☐ Confirm zoning, occupancy, fire/life-safety, building, food, water/septic, and local approvals.
- ☐ Document ownership, legal entity, insurance, administrator/manager, and financial requirements.
- ☐ Create staffing, training, background-check, emergency, medication, resident-record, and incident systems.
- ☐ Verify pre-licensure consultation, plan review, inspection, and correction steps.

Project tracker

Item	Source / requirement	Owner	Due	Status
License application				
Local approvals				
Building / fire review				
Policies and forms				
Staffing / training				
Inspection / corrections				

Recurring compliance calendar

☐	License renewal and fees	
☐	Administrator or manager credentials	
☐	Staff training and competency	
☐	Background and registry checks	
☐	Emergency drills and plan review	
☐	Fire and life-safety systems	
☐	Resident and personnel record review	
☐	Policies, posted notices, insurance, and vendors	
Next agency review		
Next internal audit		
Highest-priority correction		
Evidence location		

Official starting point: [Wisconsin Assisted Living Provider Search](#) (Wisconsin Department of Health Services, Division of Quality Assurance). Verify current rules, forms, fees, records, and deadlines directly with the agency. Source reviewed September 2026.

Educational planning tool only. Confirm current requirements and obtain qualified legal, licensing, design, accounting, and insurance advice as needed.