

## Chapter HA 1

### PROCEDURE AND PRACTICE FOR CONTESTED CASES

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**Note:** This chapter replaces the rules promulgated by the Nursing Home Forfeiture Appeals Board which were repealed effective September 1, 1985.

**HA 1.01 Application of rules.** These rules shall apply in all contested cases proceedings and hearings before the division of hearings and appeals under ch. 227, Stats., except as specifically provided otherwise. Agencies for which the division conducts proceedings, such as the departments of natural resources and justice, may have specific regulations which govern the conduct of those proceedings.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.02 Definitions.** For purposes of this chapter:

(1) "Administrative law judge" means an administrative hearing examiner employed by the division of hearings and appeals.

(2) "Administrator" means the administrator of the division of hearings and appeals.

(3) "Division" means the division of hearings and appeals.

(4) "Nursing home" has the meaning set forth in s. 50.01, Stats.

(5) "Nursing home action" is a proceeding conducted pursuant to s. 50.04 (4) (e) and (5) (e), Stats.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; renum. (1) to (4) to be (2) to (5), cr. (1), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.03 Service of documents. (1) BY THE DIVISION.** The division may serve decisions, orders, notices and other documents by first class, certified, registered or inter-departmental mail or by facsimile transmission.

(2) **BY A PARTY.** Materials filed by a party with the division may be served personally or by first class, certified or registered mail, inter-departmental mail or by facsimile transmission. All correspondence, papers or other materials submitted by a party shall be served on the same date by that party on all other parties to the proceeding. No affidavit of mailing, certification, or admission of service need be filed with the division.

(3) **FILING DATE.** Materials mailed to the division shall be considered filed with the division on the date of the postmark. Materials submitted by personal service or by inter-departmental mail shall be considered filed on the date they are received by the division. Materials transmitted by facsimile shall be considered filed on the date they are received by the division as recorded on the division facsimile machine.

**Note:** The mailing address of the division is:  
5005 University Avenue  
Suite 201  
Madison, Wisconsin 53705-5400

The facsimile transmission number of the division is:  
(608) 267-2744

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; correction made under s. 13.93 (2m) (b) 6., Stats., Register, June, 1989, No. 402; r. and recr. Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.04 Appeals of nursing home actions. (1) FORM.** Appeals shall be in writing.

(2) **CONTENT.** Appeals shall contain:

(a) The name and address of the appellant;

(b) A description of the action that is being contested and the date on which notice of the action was received;

(c) A concise statement of the reasons for objecting to the action;

(d) The type of relief which is sought;

(e) The name and address of any person who may be expected to appear on behalf of the appellant;

(f) A request for hearing.

(3) **FILING AND SERVICE.** Appeals shall be filed with the division within 10 days after appellant receives notice of the action that is being contested. The appellant shall also serve a copy of the appeal on the Bureau of Quality Compliance, Division of Health, Department of Health and Social Services, Madison, Wisconsin, 53702 on the same date that the appeal is filed with the division.

(4) **NOTICE OF HEARING.** The division shall serve a notice of hearing and, where appropriate, a notice of a prehearing conference on the parties pursuant to s. 227.44 (2), Stats. The notice shall identify the administrative law judge designated by the administrator to be the presiding officer.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; correction in (4) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1989, No. 402; am. (3) and (4), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.05 Forms of other petitions for review and complaints.** Petitions and complaints shall conform with the applicable statute as to form, content, number of signatories and verifications. All petitions and complaints shall be filed within the time specified by statute or administrative code, or, where no time is specified, within 30 days of the date of the order or decision to be reviewed. Petitions and complaints shall be filed and served in accordance with s. HA 1.03. The division may request additional information concerning any petition, complaint or request filed under this section. The division may deny any such petition, complaint or request where the information required or requested under this section is not provided.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. Register, December, 1991, No. 432, eff. 1-1-92; am. Register, August, 1995, No. 476, eff. 9-1-95.

**HA 1.06 Notice of hearing and prehearing. (1) FORM.** The notice of hearing shall be in writing, with a title identifying the matter to be set for hearing and the docket number.

(2) **CONTENT.** The notice of hearing shall contain the following information:

(a) The date, time and location of the hearing.

(b) The statutory authority for the hearing.

(c) A short summary of the matter to be considered.

(d) Such other information as the division or the administrative law judge may deem appropriate.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. (2) (d), r. (3), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.07 Place of hearings.** Unless otherwise specifically provided by law, all hearings shall be held at the offices of the division of hearings and appeals or at the location designated by the administrative law judge.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; correction made under s. 13.93 (2m) (b) 6., Stats., Register, June, 1989, No. 402; am. Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.08 Changes in time or place of hearing; adjournments; failures to appear. (1) CHANGES.** Requests for changes in the time and place of a scheduled hearing will be granted only for good cause. A request received after any required newspaper publication or legal notice will be rescheduled only if the person requesting the change bears the cost of such change and the administrative law judge deems such change appropriate under the circumstances presented.

**(2) ADJOURNMENT.** The administrative law judge may adjourn a hearing for good cause and the hearing shall be reset or reconvened at his or her discretion.

**(3) FAILURE TO APPEAR. (a)** If an applicant, petitioner, or complainant fails to appear at a hearing following due notice, the administrative law judge may dismiss the application, petition or complaint unless the applicant, petitioner, or complainant shows good cause for the failure to appear. If an applicant fails to submit proof of publication and notice as required by statute, the administrative law judge may dismiss the application and cancel the hearing.

**(b)** If a respondent fails to appear, the administrative law judge may take testimony and issue, modify or rescind the order or take the allegations in an application, petition, or complaint as true as may be appropriate, unless good cause is shown for the failure to appear.

**(c)** If a petitioner or appellant in a proceeding fails to appear, the administrative law judge may dismiss the petition unless the petitioner or appellant shows good cause for the failure to appear.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. Register, December, 1991, No. 432, eff. 1-1-92; am. (3) (a) and (b), Register, August, 1995, No. 476, eff. 9-1-95.

**HA 1.09 Participation.** Any person desiring to participate in a proceeding before the division, whether on his or her own behalf or as an authorized agent or attorney, shall enter an appearance in person by giving his or her name and address, the name and address of any party being represented, and the capacity in which he or she is representing such party. A person may enter his or her appearance either prior to or at the commencement of a contested case hearing unless otherwise directed in the notice of hearing.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85.

**HA 1.10 Witnesses and subpoenas.** An attorney may issue a subpoena to compel the attendance of witnesses under the same procedure as provided by s. 805.07 (1), Stats. The division or the administrative law judge may also issue subpoenas to compel the attendance of witnesses at hearings or discovery proceedings under this section. A subpoena requiring the production of material may be issued if the person requesting such subpoena specifies the documents to be presented by the subpoenaed witness and the request is deemed reasonable by the administrative law judge. Sections 814.67, 885.06 and 885.07, Stats., shall govern the payment of witness fees and expenses.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.11 Preservation of testimony and discovery.** The division or any party involved in a proceeding before the division may obtain discovery and preserve testimony as provided by ch. 804, Stats. For good cause, the administrative law judge may

allow a shorter or longer time for discovery or preserving testimony than is allowed by ch. 804, Stats. For good cause, the administrative law judge may issue orders to protect persons or parties from annoyance, embarrassment, oppression or undue burden, as provided in s. 804.01 (3), Stats. or orders as provided in s. 804.12, Stats. to compel discovery and for sanctions.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.12 Conferences. (1) CALL AND PURPOSE.** The administrative law judge may call a conference at any time prior to or during the course of a hearing, and may require the attendance of all persons who are or wish to be certified as parties to the proceeding. The purposes of such conferences shall be to consider:

- (a) Clarification of issues;
- (b) Amendments to the pleadings;
- (c) Admissibility of evidence;
- (d) The possibility of obtaining admissions or stipulations of fact and of documents which will avoid unnecessary proof;
- (e) The limitation of the number of witnesses;
- (f) The identification of all parties to the proceeding; and
- (g) Such other matters as may aid in the disposition of the matter.

**(2) RECORDING STIPULATIONS.** The administrative law judge may record any stipulations made at a conference. Stipulations or other agreements made at a conference shall bind the parties in the subsequent course of the proceeding.

**(3) DECISION ON BRIEFS.** If a prehearing conference is held and the parties agree that there is no material dispute of fact raised by the pleadings, the administrative law judge may cancel the hearing and may decide the matter on the basis of briefs or stipulations submitted by the parties.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. (1) (intro.), (2) and (3), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.13 Conduct of hearings. (1) PROCEDURE.** The administrative law judge will open the hearing and make a concise statement of its scope and purposes. Appearances shall be entered on the record. Parties may make motions or opening statements.

**(2) OPENING STATEMENTS.** When opening statements are made they shall be confined to:

- (a) A brief summary or outline in clear and concise form of the evidence intended to be offered; and
- (b) A statement of ultimate legal points relied upon.

**(3) ORDER OF PROCEEDINGS. (a)** In proceedings where a state agency has issued an order or proposed order and the order recipient requests a hearing on the matter, the agency shall proceed first with the presentation of evidence and shall have the burden of proof.

**(b)** In any other proceeding, the administrative law judge will apply normal rules of procedure used in the courts in determining the appropriate order of presentation of a case and on whom the burden of proof should fall.

**(4) OFF RECORD.** Proceedings may be conducted off the record only when the administrative law judge permits. If a discussion off the record is deemed pertinent by the administrative law judge, he or she may summarize it on the record.

**(5) OBJECTIONS TO EVIDENCE.** Any argument before the administrative law judge on objections to receipt of evidence or on motions to strike will be recorded and parties will be afforded the opportunity to make an offer of proof. An offer of proof shall be in the form directed by the administrative law judge.

**(6) CONTEMPT.** Contemptuous conduct at a hearing shall be grounds for exclusion from the hearing. The division or the administrative law judge may take other actions which are authorized by statute and are appropriate under the circumstances.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. (1), (3) (b), (4) to (6), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.14 Rules of evidence. (1) RULES.** Rules of evidence in contested cases are governed by s. 227.45, Stats.

**(2) ADMISSIBILITY.** Evidence submitted at the time of the hearing need not be limited to matters set forth in the pleadings, petitions or applications. If such variances occur, the pleadings, petitions or applications shall be considered amended by the record. The administrative law judge may grant such continuances as may be necessary to give other parties adequate time to prepare evidence to rebut that involved in any such variances.

**(3) TECHNICAL DATA.** When evidence to be presented consists of technical figures so numerous as to make oral presentation difficult to follow, or if information can be more effectively presented visually it may be presented in exhibit form and supplemented and explained by oral testimony.

**(4) PETITIONS.** Petitions or other written communications not admissible as evidence may be filed with the administrative law judge but will not be part of the record.

**(5) EXHIBITS AND PREPARED TESTIMONY.** Parties offering documentary exhibits or prepared testimony may be ordered by the administrative law judge to furnish copies to all other parties in advance of the hearing and to provide such reasonable time as the administrative law judge may order to enable review of the prepared testimony and exhibits. Upon compliance with such order, prepared testimony may be admitted in evidence as though given orally, providing the authors are present and available for cross-examination.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1989, No. 402; am. (2), (4) and (5), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.15 Close of hearing. (1) CLOSING AND BRIEFS.** A hearing in a contested case shall be closed upon completion of the submission of all evidence and expiration of the period fixed for filing of briefs. If the time for filing briefs has expired and the brief of one or more parties is not filed within such time, the administrative law judge may proceed to the determination of the case. The administrative law judge may grant an extension of time to file briefs upon a showing of good cause.

**(2) ADDITIONAL EVIDENCE.** If by stipulation of the parties, documentary evidence is permitted to be submitted after the close of testimony, the record will be closed when such documentary evidence is received by the division or when the specified time for furnishing it has elapsed without its being furnished. The administrative law judge may, upon the request of a party, extend the time originally prescribed for filing such additional evidence.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.16 Transcripts. (1) METHOD AND COPIES.** Hearings shall be recorded either stenographically or electronically. A typed transcript will be made when it is determined that one is necessary by the division or the administrative law judge. If a transcript is made by the division copies shall be furnished to all persons upon request and prepayment of a reasonable fee, as determined by the division. If no transcript is deemed necessary by the division and a party requests that one be prepared, that party shall be responsible for costs of transcript preparation. If several parties request transcripts, the division may divide the costs of transcription equally among the parties. In lieu of a transcript the division may provide any person requesting a transcript with a copy of the tape recording of the hearing upon payment of a reasonable fee. All requests for transcription shall be made at the hearing or in writing and sent to the administrative law judge who presided at the hearing.

**(2) FINANCIAL NEED.** Any person who by affidavit or other appropriate means can establish to the satisfaction of the division that the person is indigent and has a legal need, may be provided with a copy of a transcript without charge.

**(3) CORRECTIONS.** Any party, within 14 days of the date of mailing of the transcript, may file with the administrative law judge a notice in writing of any claimed error, and shall mail a copy of such notice to each party of record. Other parties may contest any claimed error within 20 days of the date of the mailing of the transcript by notifying the administrative law judge and other parties of record. All parties shall be advised by the administrative law judge of any authorized corrections to the record.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. (1) and (3), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.17 Briefs. (1) TIME SCHEDULE FOR FILING OF BRIEFS.** Parties shall indicate on the record after the close of testimony at the hearing whether they desire to file briefs. The administrative law judge may establish a schedule for the filing of briefs. The party or parties having the burden of proof shall file the first brief. Other parties may then file response briefs, which may be replied to. In the alternative, the administrative law judge may direct that the briefs of all parties be filed simultaneously.

**(2) NUMBER.** Two copies of all briefs should be filed with the division together with a statement showing upon whom copies have been served. Briefs which contain a summary of evidence or facts relied upon should include, where possible, reference to specific pages of the record containing such evidence.

**(3) EFFECT OF EARLY FILING.** The filing of briefs in less time than allowed shall not change the due dates for the remaining briefs.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am. (1), Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.18 Decision. (1) FORM.** After the record is closed in each proceeding the administrative law judge shall prepare written findings of fact, conclusions of law, and, except in the case of proceedings under s. 227.46 (3) (b), Stats., either a proposed or a final decision. Said decision shall be in accordance with the provisions of ss. 227.46 and 227.47, Stats.

**(1m) COMMENTS ON PROPOSED DECISIONS.** Where a proposed decision is prepared and circulated, comments shall be filed within 15 days of service of the decision unless a different period is specified by the administrative law judge or the administrator.

**(2) PARTIES.** The administrative law judge shall prepare a list of persons who are certified as parties and set forth such list in the decision. For purposes of certifying parties under s. 227.47, Stats., and this section, the administrative law judge shall consider the following criteria:

(a) The nature of the agency proceeding;

(b) The persons on whom the decision will have an effect and the amount of that impact; and

(c) The nature of the participation by those involved in the proceeding, including attendance at hearings, cross-examination of witnesses, and submission of briefs.

**(3) SERVICE.** Every decision when signed shall be served upon each party to the proceeding or upon the party's attorney of record.

**(4) ACTIVITIES AFTER DECISION.** Persons certified as parties shall be served with post hearing motions, correspondence and other documents submitted by any party after issuance of the decision and directly relating to the case. Such persons shall also be served with petitions for rehearing and reopening as well as with petitions for administrative and judicial review.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; correction in (1) and (2) (intro.) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1989, No. 402; am. (1), (2) (intro.) and (3), Register, December, 1991, No. 432, eff. 1-1-92; **cr. (1m), Register, August, 1995, No. 476, eff. 9-1-95.**

**HA 1.19 Reopening hearings.** When a hearing in a proceeding has been closed, no further evidence shall be received, except by order of the division or the administrative law judge. A closed case may be reopened for the taking of further evidence upon application of a party showing to the division's or the admin-

istrative law judge's satisfaction that the evidence is newly discovered and was not available at the time of the hearing and that the evidence is necessary for a just disposition of the case.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85; am Register, December, 1991, No. 432, eff. 1-1-92.

**HA 1.20 Review.** Each final decision shall include a notice

of any right of the parties to petition for rehearing and to request administrative or judicial review of adverse decisions. Said notice shall also provide the time allowed for filing each petition for review and shall identify the party to be named as respondent in such an action.

**History:** Cr. Register, August, 1985, No. 356, eff. 9-1-85.