

# Policy Transmittal Aging and People with Disabilities



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**Authorized signature**

**Number: APD-PT-20-012**

**Issue date: 2/21/2020**

**Topic:** Licensing

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                             | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B     | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors           | <input type="checkbox"/> Other (please specify):                              |
| <input type="checkbox"/> ODDS Children's Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

<b>Policy/rule title:</b>	Data entry for private pay AFH licensees		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	February 18, 2020	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** Summer 2017 the Aging and People with Disabilities (APD) Adult Foster Home (AFH) program completed its transition into the Automated Survey Processing Environment (ASPEN). Previously AFH licensees that did not have provider enrollment agreements (Medicaid Agreements) were entered into the DHR system so the AFH licensing renewal data could be tracked. With the completion of the transition into ASPEN this data is now recorded elsewhere and AFH data does not need to be entered into DHR unless the provider has a Provider Enrollment Agreement.

**Implementation/transition instructions:** Effective immediately, field staff can stop sending private pay AFH licensee information to the Medicaid team at Central Office.

The providers currently active in the system can be allowed to expire naturally with no additional actions required of the field. As renewal notices are generated automatically licensors may disregard the notice for all private pay AFH licensees listed in DHR.

**Training/communication plan:** The new policy will be posted at the AFH Licensing Tools intranet site with other AFH policies in this series. Communication and discussion regarding this policy will occur during AFH Licensor check-ins, AFH Supervisor Meetings, and other venues as needed. Requests for technical assistance on applying the new policy should be sent to the AFH Team at [APD.AFHteam@dhsosha.state.or.us](mailto:APD.AFHteam@dhsosha.state.or.us)

**Local/branch action required:** Ensure branch awareness of new policy.

**Central office action required:** Respond to inquiries regarding the new policy as needed.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** APD Policy Group

**Filing instructions:** Per local office protocol.

*If you have any questions about this policy, contact:*

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