

# Policy Transmittal Aging and People with Disabilities



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**Number: APD-PT-20-093**

**Issue date: 8/31/2020**

**Topic:** Licensing

**Due date:**

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

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

**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>	Virtual Visits for AFH License Renewals		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>		<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** Governor Brown has issued Executive Order 20-03, allowing for state agencies to develop and implement procedures that are in response to Novel Coronavirus (COVID-19).

Therefore, in the interest of reducing backlog and ensuring completion of some licensing renewals in Aging and People with Disabilities (APD) Adult Foster Homes (AFH), this temporary policy is implemented immediately and is in effect until further notice.

**Implementation/transition instructions:** APD Adult Foster Home licensors may conduct renewal visits using virtual tools provided certain criteria can be met.

- AFH Licensee must be agreeable to the operation of a virtual renewal visit and be able to participate fully using mobile technology. Possible sources of technology include Facetime and Zoom. Please consult with your manager about downloading apps.
- The Licensee must agree to ensure qualified AFH staff available to attend to the residents since this licensing renewal visit will require the full attention of the Licensee. However, flexibility is critical in allowing for the possibility of intermittent interruptions as the virtual visit takes place as these interruptions cannot always be avoided.
- Breaks for the Licensee and the Licensors will be reasonably afforded to allow for fatigue and technology limitations, e.g. recharging of phones.
- Residents' current MARs, medical orders, care plans, parameters and delegation paperwork will be faxed or emailed to the Local Licensing Authority (LLA) for review prior to the virtual visit. If the Licensee needs to email paperwork the Licensors will first initiate a secure email using the #secure# directions for APD offices. The remaining resident and facility paperwork can be observed and verified during the virtual visit.
- The Licensors will coordinate with the Licensee as to the timing of faxed documents and the receipt of all required renewal documentation.
- The Licensors is to check with the Licensee and ensure they feel comfortable with the requirements for conducting virtual visits. If the Licensee is not comfortable, the license and Provider Enrollment Agreement (PEA), if necessary, can be extended in 90-day increments.
- Multiple virtual visits may need to be scheduled and accommodated to complete the renewal inspection.
- Complete renewal form 517.
- Complete Statement of Deficiencies (SOD) and follow up as appropriate with corrections.
- The license may be renewed upon successful completion of a virtual renewal visit however there must also be an in-person monitoring visit that takes place within 60 (sixty) days of the removal of the Governor's Executive Order.

**Training/communication plan:** Training will take place with the local licensors via SKYPE and continued support via phone check-ins and email correspondence.

**Local/branch action required:** Complete narrations/notes/documentation that is baseline for your local office. Staff items that were not possible to verify at this time with manager. Consideration for alternate methods and variance may be considered at manager's discretion.

**Central office action required:** Offer continued support to the local licensing authority and create training as needed.

**Field/stakeholder review:**  Yes  No

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

**Filing instructions:**

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

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