

# Policy Transmittal Aging and People with Disabilities



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**Number: APD-PT-20-095**

**Issue date: 9/2/2020**

**Topic:** Licensing

**End date:** 3/31/2022

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

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
 Other: Temporary 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>	Hybrid licensing renewal visits		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	9/2/2020	<b>Expiration date:</b>	3/31/2022
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** This temporary policy has been developed to give licensors an option for hybrid licensing visits that include a virtual component combined with an in-person paperwork review. These hybrid visits are a tool by which licensing renewals can take place while there are restrictions on indoor licensing visits. This policy is intended to assist with enhanced oversight of APD AFHs while allowing the licensor and licensee to maintain a safe physical distance while also utilizing appropriate infection control practices. See APD-PT-20-093 for more information regarding the virtual component to these hybrid visits.

**Implementation/transition instructions:** Effective immediately adult foster home licensors have the option of conducting a porch/patio paperwork review as a

companion to the virtual visit process. This process serves as a supplement to the current practice that allows the licensor the opportunity to conduct an internal inspection of the AFH via SKYPE, Zoom or other approved methods. The on-site review of paperwork allows the licensing visit to be completed in a manner that is less cumbersome for both the licensor and licensee. Although faxing records is still an option for receipt of records when the licensee is wishing to send their paperwork in and the faxing of documentation is agreed to.

Things to consider:

- If the licensor is not feeling well or is exhibiting any signs or symptoms of COVID-19, this visit shall not take place,
- If the licensee or any of the residents are exhibiting any signs or symptoms of COVID-19, this visit shall not take place,
- If there is a current executive order in place due to suspected or confirmed COVID-19 in the AFH, this visit shall not take place,
- The licensor is to wear a face mask (cloth masks, surgical masks and face shields are acceptable) and gloves during the duration of the visit and must practice other standard precautions as recommended by the CDC <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Safe physical distancing practices shall be followed by all parties,
- If the licensor is not comfortable conducting patio/porch visits, and the licensee is not willing or able to fax or email their records in, they are to talk with their manager about other suitable duties,
- The licensee must agree to participate in a virtual walk through using SKYPE, Zoom, etc., since licensors are prohibited from entering the adult foster home for routine inspections.

This guidance is specific to APD AFH licensing renewals and hybrid virtual visits. More guidance will be forthcoming regarding monitoring visits outside of license renewals.

**Training/communication plan:** Licensor trainings and on-going support during our monthly check-in.

**Local/branch action required:** Local licensing staff will need to ensure they understand this policy and implement it appropriately until further notice.

**Central office action required:** On-going support and training

**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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