

# Policy Transmittal Aging and People with Disabilities



Mike McCormick

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**Number: APD-PT-21-011**

**Issue date: 3/8/2021**

**Topic:** Licensing

**Due date:**

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

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

**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>	APD AFH License Renewals post-COVID		
<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:** The COVID-19 pandemic has caused a disruption in adult foster home (AFH) license renewals as licenses have had to be extended in an effort to minimize the potential for risk and exposure present with in-person license renewal visits. As the COVID-19 positivity rate changes and license renewal visits begin to take place more actively there is a need to address the extension status while also renewing the license for the current year.

Under section 1135(b)(1)(B) The Centers for Medicare and Medicaid Services (CMS) has granted the State of Oregon the ability to extend licenses due to the public health emergency. Given the active status of the license when extended there is no need to

complete a retroactive renewal and instead license renewals can take place moving forward and in conjunction with the licensee's current renewal timeline (e.g. AFH license expired April 1, 2020 but has been extended due to the pandemic. License renewal visit takes place March 15, 2021 and the license is renewed for the April 1, 2021-2022 license period).

The policy should be implemented in accordance to the licensing timelines as established in OAR 411-049-0135(8) in which the license renewal process begins within 90 days of the expiration date. For licenses outside of the 90-day window the license can be extended as per [APD-PT-20-032](#) or the license can be renewed in alignment with the current expiry date (e.g. Next license expiration date is December 31, 2021 and the licensor conducts a hybrid license renewal visit on February 15, 2021. License can be renewed until the December 31 date and then renewed again for the 2021-2022 licensing window).

Each county has had different restrictions and allowances based on county positivity rate, so local office management and AAA management can decide which renewal visits they choose to waive. However, license renewals should begin to move forward in a manner that will close the gap of pended licenses and begin to address the backlog that resulted from the COVID-19 public health emergency.

**Implementation/transition instructions:** Effective immediately licensors can use this policy as a means of gauging license renewal activities and timelines.

**Training/communication plan:** On-going communication and training with local offices through training meetings and monthly check-ins.

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

**Central office action required:** Respond to inquires regarding the new policy 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:*

Contact(s): AFH Policy Team	
Phone:	Fax:
Email: APD.AFHTeam@dhsosha.state.or.us	