

# Policy Transmittal Aging and People with Disabilities



Mike McCormick

**Authorized signature**

**Number:** APD-PT-22-012

**Issue date:** 4/1/2022

**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 ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services          |   |
| <input type="checkbox"/> Child Welfare Programs                        |   |

<b>Policy/rule title:</b>	Review of Vaccine Documentation in APD AFH		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	April 1, 2022	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** Oregon Administrative Rule requires all adult foster home (AFH) licensees and caregivers have proof of COVID-19 vaccination or an approved exception on record in the AFH.

**411-050-0745 Facility Records (1)(b)** By October 18, 2021, AFH licensees must comply with vaccination requirements for COVID-19 as prescribed in OAR 333-019-1010. Licensees must maintain proof of vaccination or documentation of a medical or religious exception as required in OAR 333-019-1010(4).

**Implementation/transition instructions:** As licensing, monitoring, and renewal visits take place, Licensors may find the licensee does not have the required vaccine documentation available in their facility records. This violation is to be coded in the Automated Survey Processing Environment (ASPEN) system as per ASPEN policies and procedures. Additionally, Licensors must refer these violations to the Oregon Health Authority (OHA) at this email address: [covid.19@dhsoha.state.or.us](mailto:covid.19@dhsoha.state.or.us)

Information to be provided in the email includes the following:

- Name of licensee
- AFH address and phone number
- Names of staff without vaccine record or exception on file
- Information about correction of the violation – has it been remedied? What is the correction timeline?

**Training/communication plan:** Communication and training with licensing staff via monthly check-in meetings.

**Local/branch action required:** Review with licensing staff and contact the APD AFH policy team if there are further questions.

**Central office action required:** Provide technical assistance to APD and AAA staff as needed.

**Field/stakeholder review:**  Yes  No

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

**Filing instructions:** As per Department Policy.

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

Contact(s): Lynette Caldwell	
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Email: <a href="mailto:lynette.caldwell@dhsoha.state.or.us">lynette.caldwell@dhsoha.state.or.us</a>	