

Ashley Carson Cottingham

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Number: APD-AR-17-001

Issue date: 1/18/2017

Topic: Licensing

Due date: 1/18/2017

Subject: ASPEN for APD AFH Licensing

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

**Action required:** APD/SOQ Adult Foster Home (AFH) program staff and APD/AAA staff who license, support or supervise licensing APD Adult Foster Homes (with the exception of Multnomah County) must attend training in the use of Automated Survey Processing Environment (ASPEN). Registration for this 2½ day training is now available online through the [DAS iLearn](#). To complete registration, staff must complete 4 pre-requisite courses also available online through the [DAS iLearn](#). Pre-requisite courses include:

- ASPEN Overview
- Citrix and Aspen Central Office (ACO)
- Searching in ACO
- Personal Selections in ACO

Classroom training dates are scheduled for:

- Session 1, Salem – February 7<sup>th</sup> through February 10<sup>th</sup>, 2017
- Session 2, Roseburg – February 21<sup>st</sup> through February 23<sup>rd</sup>, 2017
- Session 3, Grants Pass – March 7<sup>th</sup> through March 10<sup>th</sup>, 2017
- Session 4, Salem – March 21<sup>st</sup> through March 23<sup>rd</sup>, 2017

Staff will be required to bring their laptop to the training. Laptops will be available for those support and supervisory staff who do not have one.

Staff also need to bring the following:

1. A new applicant file with completed 516;
2. A renewal file with completed 517; and
3. A renewal file with 517A/B, statement of correction and verification corrections were made and are appropriate.

**Reason for action:** ASPEN will be used as the primary centralized database for APD AFH Licensing information. ASPEN will contain all licensing activities including licensing complaints. Staff will use ASPEN for all new licensing activities **immediately following completion of ASPEN training** including initial and renewal application activities, monitoring visits and HCBS visits.

**Field/stakeholder review:**      Yes      No

**If yes, reviewed by:** Operations Committee

*If you have any questions about this action request, contact:*

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