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Authorized Signature

Number: APD-PT-17-018
Issue date: 6/15/2017
CORRECTED

Topic: Licensing

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 | <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 | |

Policy/rule title:	Safety plans for Corrective Action in AFHs		
Policy/rule number(s):		Release no:	
Effective date:	June 14, 2017	Expiration:	NA
References:			
Web address:			

Discussion/interpretation: A safety plan is a proactive plan established by the Local Licensing authority (LLA) when there are concerns regarding resident safety in an Adult Foster Home (AFH). The safety planning process should occur at the beginning of the corrective action process to ensure the immediate safety of all resident(s).

Implementation/transition instructions: Safety plans are to be put into place in AFH settings any time the LLA has concerns about an AFH licensee's response to potentially harmful situations, or the LLA believes that additional safety measures need to be taken to ensure the protection of all residents.

- Safety plans should take into account not only the safety needs of an affected resident but also ensure the other residents are protected from the same

potential deficiency in care.

- Safety plans must be implemented in order to ensure all residents are safe while requested corrective action is pending.

The [safety plan template](#) is to be completed by the LLA to address safety concerns. The template has pre-loaded options that will help to make the safety planning process simple and quick. **The completion of a Safety Plan using this template is now required any time the LLA submits a 517C for:**

- conditions
- non-renewals
- revocations
- application denials

After both the 517C and safety plan are completed, the LLA will submit all required documentation to Safety, Oversight and Quality (SOQ) at:

CA.requests@state.or.us

Once the documents are received by SOQ and the case has been assigned to a corrective action coordinator, an immediate review of the safety plan will occur. If additional information is required, the LLA will be notified by SOQ. After the safety plan has been reviewed and approved, it will be returned to the LLA for implementation and follow up by the LLA.

Training/communication plan: Safety, Oversight and Quality (SOQ) will be available to answer on-going questions and to offer assistance to the LLAs as needed.

Local/branch action required: Review transmittal and apply processes for all 517C forms submitted.

Central office action required: Technical assistance will be provided as needed.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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