

## Foster Care Information Alert: November 2018

To: All I/DD Children and Adult Foster Providers

From: ODDS Policy and Licensing Office (11.13.2018)

Greetings!

The Office of Developmental Disabilities Services Policy Unit and DD Licensing Office wanted to share information on our new licensing and certification reporting process. Many of you have already started this process with your licensors and certifiers while others will begin the process in the upcoming months.

To offer you electronic reports and plans of improvement and streamline our process we are now using the Aspen Central Office report system (ASPEN). This system has been used for many years for 24 Hour Group Homes, Supported Living and Employment licensing and certification. Aspen Central Office is a secure site and HIPPA compliant.

The review process will not change. You will continue to fill out your renewal application packets and your licensor/certifier will continue to visit your home to review the service supports you provide as well as check the safety of your home based on the Oregon Administrative Rules.

What will change is you will no longer receive your written violations/corrections the day of the review. The licensors/certifiers will give a verbal report of the required corrections the day of the inspection. You will receive a report based on the violations/corrections via e-mail along with an electronic plan of correction template where you will document your corrections. The time-frame for you to receive the report will be longer while the licensors/certifiers learn the system. This report will reference the OAR that is out of compliance as well as the specific example(s) found during the review that need correction. Plans of Improvement can be completed and sent electronically for your convenience.

Our expectation is that your licensors/certifiers capture all violations/corrections in the Aspen report; that may include minor violations/corrections that were addressed through technical assistance during past reviews. Please be assured that while you may see an increase in the number of violations/corrections captured in your inspection report, the intent is for the ASPEN report to be transparent and used as a tool to help the Department make improvements, develop best practices and ensure compliance with Oregon Administrative rules for adult and children's Foster Care.

ASPEN also benefits our process as we will be able to receive documents electronically and reduce paper. This will not reduce the paperwork you fill out initially, but it is the first step in a long-range goal to eliminate the paper process. The other benefit will be the ability to analyze trends to identify training needs and/or needed revisions to the OAR's.

This is a new process and we expect some glitches along the way, but we will address any issues as they arise to make this as smooth of a transition as possible.

If you have any questions please contact Leslie Heath at [leslie.e.heath@dhsosha.state.or.us](mailto:leslie.e.heath@dhsosha.state.or.us) or Ken Ralph at [ken.j.ralph@dhsosha.state.or.us](mailto:ken.j.ralph@dhsosha.state.or.us). Thank you!