

Policy Transmittal Aging and People with Disabilities



Mike McCormick

Authorized signature

Number: APD-PT-19-021

Issue date: 7/3/2019

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

Policy/rule title:	Public File Retention		
Policy/rule number(s):	ORS 443.740	Release number:	
Effective date:	July 1, 2019	Expiration date:	
References:	411-052-0005(17)		
Web address:			

Discussion/interpretation: This policy is intended to offer guidance and information regarding the contents of the Adult Foster Home public file as it is maintained by the local APD or AAA office.

Implementation/transition instructions:

The Local Licensing Authority (LLA) must maintain current information on all licensed adult foster homes and must make all non-confidential information available to prospective residents and other interested members of the public at LLA offices throughout the state as authorized by law. OAR 411-052-0005(17)

The Public File must include:

- The location of the adult foster home and the name and mailing address of the licensee, if different.
- A brief description of the physical characteristics of the home.
- A copy of the current license that indicates the current classification, level, and capacity of the home, as applicable.
- The date the licensee was first licensed to operate that home.
- The date of the last licensing inspection including any fire inspection, the name and telephone number of the office that performed the inspection, and a summary of the inspection findings.
- Copies of all non-confidential portions of complaint investigations involving the home, together with the findings, actions taken by the Department, and responses from the licensee and complainant, as appropriate. All complaint terminology must be clearly defined and the final disposition clearly designated.
- Any license conditions, suspensions, denials, revocations, non-renewals, civil penalties, variances, or other actions taken by the Department involving the home.
- Whether care is provided primarily by the licensed provider, a resident manager, or shift caregivers per the plan of operation.

Training/communication plan: The new policy will be posted at the AFH Licensing Tools intranet site with other AFH policies in this series. Communication and discussion regarding this policy will occur during AFH Licensors check-ins, AFH Supervisor Meetings, and other venues as needed. Requests for technical assistance on applying the new policy should be sent to the AFH Team at

APD.AFHteam@dhsosha.state.or.us

Local/branch action required: Ensure local AFH staff awareness of policy. Multnomah County licensors and field staff shall follow the public file policy as detailed in Multnomah County Administrative Rule.

Central office action required: Respond to inquiries regarding new policy as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Operations & APD Policy Workgroup

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Lynette Caldwell	
Phone: 503.934.0860	Fax: 503.378.8966
Email: lynette.caldwell@state.or.us	