

Policy Transmittal Developmental Disabilities Services



Lilia Teninty

Authorized signature

Number: APD-PT-18-004

Issue date: 2/15/2018

CORRECTED

Topic: Developmental Disabilities

Due date: 04/01/2018

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 type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" 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 checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): CDDP licensors, certifiers, program managers and FC providers |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Foster Care Licensing & Certification Renewal Extension Process		
Policy/rule number(s):		Release number:	v1
Effective date:	May 1, 2018	Expiration date:	
References:			
Web address:			

Discussion/interpretation: The ODDS Licensing Office (formerly OLRO) is working with the ODDS Provider Unit to assure we meet statutory and OAR requirements for timely renewals of foster home licenses and certificates. By rule all renewals must be completed prior to the expiration date of the existing license or certificate. As of October 1, 2017, when the ODDS Provider Unit began processing provider enrollments and renewals it came to the office's attention that extension dates were being issued in large numbers to foster care providers who were renewing their license or certificate.

Implementation/transition instructions: Effective May 1, 2018 all licenses and certificates must be renewed on or prior to the date of expiration. The ODDS Licensing Unit is working to better communicate to foster care providers and CDDP licensors and certifiers, the need for timely responses and actions required to meet licensing renewal timelines.

Extensions may be granted on a case by case basis. The process to request renewal licensing or certification extension dates will be as follows:

- Licensors/certifiers must submit an e-mail request for an extension date no later than 5 days before the expiration of the license to the ODDS Foster Care Licensing Unit dd.licensingfoster@state.or.us with the following information:
 - The FC provider name, current provider (license) number, site address
 - License or certificate expiration date
 - Requested extension date
 - Reason for the extension date and if the reason for the delay was out of the control of the provider
 - Identify the status and what actions the provider has taken
- If it is determined by the state licensing unit that the reasons were out of the control of the provider, an extension may be granted for no more than 90 days. The ODDS licensing office will communicate with the ODDS Provider unit by e-mail the new date extension request. The approved extension date must be communicated in writing to the foster care provider by the local licensor or certifier. The licensor/certifier will continue to work with the foster care provider to assure the completion of remaining requirements.

Training/communication plan:

To process and complete a license/certification renewal in a timely manner four components must be completed prior to the expiration of the original license date:

1. Renewal application including form, fee and Provider Enrollment Application & Agreement (PEAA). **Previous PEAA with strikethroughs will not be accepted.**
2. Other required forms and documents filled out completely
3. Background checks must be current. For those subject individuals with expiring background checks or whose background checks expire prior to the license/certification renewal date, providers should be resubmitting their background check forms **no later than 60 days prior to expiration.**
4. Home inspection scheduled, completed and with all violations corrected.

The ODDS Licensing office has revised the renewal letter sent to providers reminding them of their license expiration and recommending they submit all necessary background checks within 5 days of the receipt of the letter to decrease any delays in

their renewal process. These letters will continue to be sent out 90 days before the renewal dates as they are now.

CDDP licenser/certifiers should work with providers to schedule final inspections 60 days prior to the licensing/certification expiration date to allow sufficient time for the final home inspection and any violations to be corrected.

DD licensed and certified foster homes:

Effective May 1, 2018, all completed Provider Enrollment Application & Agreements for both children and adults must be sent to the ODDS Licensing Unit dd.licensingfoster@state.or.us. This is for renewal licenses and certificates as well as initial licenses and certificates.

Child welfare certified child foster homes:

This policy does not apply to Child-Welfare certified child foster home providers seeking to renew their Child Foster Home Medicaid Provider Enrollment Application and Agreement (PEAA) with ODDS. PEAA's for Child-Welfare certified child foster home providers will continue to be processed by the ODDS Children's Foster Care Unit.

Local/branch action required: CDDP licensers/certifiers will work with foster care providers to submit extensions when necessary to the licensing unit as outlined above.

Central office action required: To help communicate the information to foster care providers ODDS will post this transmittal to the I/DD foster care provider website and share information with SEIU.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Ken Ralph	
Phone: 503 947-5191	Fax: 503 373-7274
Email: ken.j.ralph@state.or.us	