

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-030

Issue date: 5/20/2020

CORRECTED #2

Topic: Developmental Disabilities

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 type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input 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 checked="" type="checkbox"/> County DD program managers | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): 24-hour residential group homes, Supported Living Agencies, Employment Agencies |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	ODDS State Licensing Review changes - State of Emergency COVID 19		
Policy/rule number(s):	Governor Brown's Executive Order 20-03 and 20-05	Release number:	V.3
Effective date:	Immediately	Expiration date:	Until Rescinded
References:	Governor Brown's Executive Orders 20-03 and 20-05		
Web address:	https://www.oregon.gov/gov/Documents/executive_orders/eo_20-05.pdf https://www.oregon.gov/gov/Documents/executive_orders/eo_20-03.pdf		

Discussion/interpretation:

Version three includes corrections around State Licensing Reviews in response to the Coronavirus (COVID-19) Pandemic and provides clarification for provider agencies that wish to submit additional information that is not being requested at this time. These corrections are highlighted below.

Effective immediately: In response to the continued concerns regarding the Novel Coronavirus (COVID-19), ODDS is suspending all in person on-site licensing and certification reviews until further notice.

Changes include:

- Suspending the licensing of **new** homes, unless specific action is needed to follow quarantine direction from a medical professional or public health.
- Suspending 120-day reviews unless there are significant concerns with health and safety.
- Suspending all in person reviews including agency renewals and follow up reviews unless there are significant concerns with health and safety.
- Walk-throughs will be considered on a case-by-case basis.

Remote reviews will continue to be conducted during this time for:

- 24 Hour Residential agencies, who will be notified the morning of their schedule review.
- Supported Living Programs, who will receive notification three days prior to their schedule review.
- Employment Providers who will receive notification three days prior to their schedule review.

Implementation/transition instructions:

This policy affects only those agencies whose license or endorsement will be expiring and are due for their renewal; as well as agencies that require a follow up review that can be completed remotely using Therap. Requests for reviews to be completed outside of the standard renewal time frame will not be considered.

While this policy is in effect, licensors will only enter the home if there is an urgent health and safety concerns identified that warrants a site visit and review. Prior to the licensor(s) entering, the provider must complete a screening of the licensor's recent history as identified in [APD-PT-20-028](#).

As a precautionary measure, if an on-site visit is necessary for urgent health and safety concerns, the assigned licensor will contact the home to determine if anyone in the home is in quarantine and/or meets any of the screening criteria for Essential Persons defined in [APD-PT-20-028](#).

All agencies that have homes where the license is set to expire will need to submit application materials along with the required fee no later than the date of expiration identified on the existing license. If the application material and required fee are received by the DD licensing office, extensions will be granted to ensure continuation of the license.

Agencies who use Therap:

The assigned licensor will contact the agency on the morning of their scheduled review. The licensor(s) will conduct all possible components of standard licensing reviews in Therap.

The following will be reviewed if available in Therap:

- Medical protocols
- Identified risks
- Behavior protocols
- PBSPs
- IBLs
- Health Monitoring tracking
- Health care provider visits and documentation
- Medication management
- Medication Administration records
- Physician orders
- Nursing services
- Incident reports
- Staffing
- Progress Notes/t-logs

Licensing will suspend reviewing the following:

- Individual Summary Sheet
- ISP – apart from the Risks
- ISP goal tracking
- Personal Property Record
- Functional Assessments
- Financial Records

The assigned licensor will send a secure email and ask you to complete and submit the following information, via the secure email within one week of being notified of the review. The email **must** contain all documents listed below:

- Environmental Checklist
- Personnel
- Fire drills

- Emergency Plan
- Medications Checklist

Extensions on submitting the above forms due to extenuating circumstances are to be discussed with the assigned licensor.

If your agency is being asked to send in additional information not required in this transmittal, please contact Barb Southard at Barbara.L.Southard@dhsosha.state.or.us or Darlene O’Keeffe at Darlene.B.Okeeffe@dhsosha.state.or.us.

Agencies who do not use Therap:

For agencies, whose reviews cannot be completed during this time, the licensing review will be postponed until this policy is no longer in effect. For licenses that require extensions during this time, the licensing unit will work with the eXPRS unit to grant needed extensions.

During this time, if an agency would like to volunteer to send in the requested records, they will need to send a formal request to DD.Licensing@dhsosha.state.or.us. The request will then be forwarded onto your assigned licensor.

On the morning of the scheduled review, if an agency has requested to have their review completed the assigned licensor will contact the agency, who will then be asked to submit (via secure email) the following information:

- Medical protocols
- Identified risks
- Behavior protocols
- PBSPs
- IBLs
- Health Monitoring tracking
- Health care provider visits and documentation
- Medication management
- Medication Administration records
- Physician orders
- Nursing services
- Incident reports
- Staffing
- Progress Notes/t-logs

The assigned licensor will also ask you to complete and submit the following information within one week of being notified of the review:

- Environmental Checklist
- Personnel
- Fire drills
- Emergency Plan
- Medications Checklist

All documentation **must** be securely submitted to the licensor on the same day.

If your agency is not using Therap and you are being asked to complete your review as scheduled, but you have not formally requested this, please contact Barb Southard at Barbara.L.Southard@dhsosha.state.or.us or Darlene O’Keeffe at Darlene.B.Okeeffe@dhsosha.state.or.us

Training/communication plan: During the State of Emergency, this transmittal will remain in effect. Any updates to the ODDS State Licensing Review process will be communicated via a transmittal.

When this policy is no longer in effect, the Licensing Unit will complete a random sampling and verify the aspects of submitted records electronically during the suspension of in person on-site reviews. This sampling will be reviewed by licensing staff and will be based on the scope and severity of citations, as well as agency history. An unannounced in person onsite review may be complete.

If you have any questions about this policy, contact:

Contact(s): Barb Southard	
Phone:	Fax:
Barbara.L.Southard@dhsosha.state.or.us	