

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-052
Issue date: 4/1/2020

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 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"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): AFH Providers, ODDS Foster Care & CDDP Licensors |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Temporary AFH Training Requirements		
Policy/rule number(s):		Release number:	v1
Effective date:	March 1, 2020	Expiration date:	May 31, 2020
References:			
Web address:			

Discussion/interpretation:

Due to the COVID-19 pandemic, the Office of Developmental Disabilities Services (ODDS) has determined it necessary to implement temporary policies to its Adult Foster Home (AFH) training requirements in order to help providers find, maintain and onboard staff as quickly as possible. These measures will help reduce the risk of staffing shortages or staffing emergencies. In addition, the transmittal addresses the inaccessibility of site based AFH provider & staff testing due to the Governor's Stay

Home Stay Safe Executive Order 20-12. Except where noted providers and staff will be expected to complete any testing requirements when the executive order has been terminated and as further directed by ODDS.

Implementation/transition instructions:
AFH Basic Testing Requirements

AFH Provider Basic Tests are proctored at local Community Developmental Disabilities Program (CDDP) offices in their county. These offices are not available because of the Governors Stay Home Stay Safe Executive Order. Because of this the Adult Foster Home Basic Test is temporarily suspended. New AFH Provider applicants should communicate with their local AFH Licensors to coordinate the remaining elements of their application process.

Until further notice, all newly hired staff must read the AFH Training manual as part of any on-the-job training. Newly hired staff will have 60 days from the date the transmittal ends to complete and pass the basic test.

All newly hired staff who have previously worked in an I/DD 24-hour residential agency or Supported Living agency for a minimum of 6 months within the last two years and have read the AFH manual will have their testing requirement waived.

Newly hired staff may work assisted and supervised without CPR/FA certification during the COVID-19 Emergency. Newly hired staff will have 60 days from the end of the transmittal date to complete and pass CPR/FA training.

All providers and staff (current and newly hired) must continue to meet their Mandatory Abuse Training requirement which is available online.

For current providers and staff:

CPR/FA renewal requirements due between March 1, 2020 until the end of this transmittal date may be suspended. Providers and staff whose certification expired during this time will have 60 days from the transmittal end date to complete and pass their renewal training.

For providers and staff who are renewing their license from March 1, 2020 to the transmittal end date, who have not met their 12-hour annual training requirement this requirement is suspended. Providers and staff whose training requirements expired will have 60 days from the transmittal end date to complete and pass their training requirements.

Expiration date of this policy may be extended as needed.

Training/communication plan:

This transmittal will be reviewed as part of a scheduled AFH Foster Care Licensor meeting April 14, 2020 at 8:30am.

The meeting will be conducted via Skype. To join the Skype call by phone, dial one of the following call-in numbers and enter the conference ID (both numbers have the same conference ID):

1-971-673-8888 conference ID code 44924573#

1-503-934-1400 conference ID code 44924573#

Local/branch action required:

Instructions for Licensors:

During the COVID-19 emergency local licensors should follow this policy guidance or consult with the ODDS Licensing office for further questions. Local licensors should be communicating with providers the temporary training provisions. Providers should be tracking the training timelines for their staff in order to maintain rule compliance when the COVID -19 emergency has been lifted.

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Ken Ralph	
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