

Policy Transmittal Developmental Disabilities Services



Lilia Teninty

Authorized signature

Number: APD-PT-20-053

Issue date: 4/2/2020

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

Policy/rule title:	Foster Care License Extension Requests- State of Emergency COVID 19		
Policy/rule number(s):	Governor Brown's Executive Order 20-03, 20-05 and 20-12	Release number:	
Effective date:	Immediately	Expiration date:	6/30/2020
References:	Governor Brown's Executive Orders 20-03, 20-05 and 20-12		
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 https://www.oregon.gov/gov/Documents/executive_orders/eo_20-12.pdf		

Discussion/interpretation:

In response to the continued concerns regarding the Novel Coronavirus (COVID-19),

On 3/18/2020, ODDS suspended the CDDP I/DD Adult and Children's Foster care licensing and certification on-site reviews until further notice, as outlined in [APD-PT-20-031](#).

These onsite reviews include:

- Licensing or certifying new foster homes for children and adults
- Renewal licensing and certification reviews for foster homes for children and adults; and
- Follow-up Reviews

Due to the suspension of licensing activity in the foster homes, ODDS will be issuing 90-day license extensions for providers effected by the State of Emergency for homes that expire 3/18/2020 until the suspension of reviews is lifted.

Providers effected by the state of emergency include:

- Providers with licenses, or certifications expiring during the State of Emergency.
- Providers who started the licensing or certification process prior to the suspension of the licensing process effective 3/18/2020 but were unable complete the process due to outstanding issues that could not be resolved through documentation submitted electronically. In-person follow-up is required by the licensor or certifier after the State of Emergency is lifted

Implementation/transition instructions:

Provider requirements:

Providers who meet the criteria for a licensing extension are required to do the following:

Renewal Process:

- Complete the Licensing Application and Provider Enrollment Agreement (PEA) and submit to the licensor or certifier prior to the expiration of the license or certificate. These are the required documents at a minimum. The rest of the application packet documents should be returned as well, however will not affect the extension process if not completed. PEAs that expire between 3/1/2020 and 5/31/2020 will be extended 90 days but does not negate the requirement of sending in the PEAA.
- Pay the renewal fees for AFH's on-line prior to the expiration date. This is required for the extension to be granted.

Follow-Up Process: (reviews started prior to the suspension but required corrections)

- All violations must be corrected regardless of the licenser or certifier's ability to verify correction. Documentation of correction must be sent to the licenser or certifier. An in-person follow-up will be conducted as needed after the suspension is lifted.

Licenser/Certifier Requirements:

- Contact providers whose licenses or certifications are expiring to remind them to submit the application packet and pay the licensing fee if not received.
- Upload documents received by the providers to Aspen
- Notify the licensing unit via dd.licensingFoster@dhsosha.state.or.us that documents were uploaded.
- Notify the licensing unit via dd.licensingFoster@dhsosha.state.or.us if the license or certificate is ready for review. This means the complete packet was submitted to you, uploaded to Aspen and there were no violations, or all violations were corrected. The licensing unit staff will continue the pre-state of emergency procedure of reviewing the submitted documents and Aspen reports and process the license or certificate.
- If the licensing/certification process cannot be completed due to the process not started prior to the suspension, the licensing unit will complete a 90-day extension.
- If the licensing/certification process cannot be completed due to follow-up needed to a review that was started prior to the suspension please notify the licensing unit via dd.licensingFoster@dhsosha.state.or.us.

A letter from the State I/DD Licensing Unit will be sent to providers who qualify for an extension. The letter will include the reason for the extension and the extension date

Training/communication plan:

This will be discussed at the upcoming monthly DD Foster Care meeting on April 14, 2020 at 8:30am. This meeting will be conducted via skype. Call in information is listed below:

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

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

If you have any questions about this policy, contact:

Contact(s): Dora Huber or Barb Southard	
Phone: (503) 537 8932; (503) 373-2165	Fax:
Email:	