

Policy Transmittal Aging and People with Disabilities



Mike McCormick

Authorized signature

Number: APD-PT-19-030

Issue date: 9/18/2019

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"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): ITBS - as needed when making updates in ASPEN |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	ASPEN Data Entry timeliness		
Policy/rule number(s):		Release number:	
Effective date:		Expiration date:	
References:			
Web address:			

Discussion/interpretation: This policy is intended to offer guidance and information regarding the timeliness of ASPEN data entry updates.

Implementation/transition instructions: The Automated Survey Processing Environment (ASPEN) is the system of record for adult foster homes serving older adults and adults with disabilities. Additionally, ASPEN is the data source for the Oregon long-term care licensing website and the Centralized Abuse Management (CAM) system. Updates are often made to ASPEN when licenses are renewed however, there can be instances in which an update is necessary before the renewal

period. Some examples of these instances include, but are not limited to, the addition of a new co-licensee or the removal of a co-licensee due to death, divorce or the ending of a business partnership. The long-term care website refreshes with new information overnight and it is vital these updates be made as quickly as possible so there is assurance of accurate data being reflected to the public.

In order to ensure the greatest in accuracy and transparency, licensors are to update the names of co-licensees **within two business days** of the change being approved and finalized and not wait for the renewal period.

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 Licensor 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@dhsoha.state.or.us

Local/branch action required: Ensure local AFH staff awareness of new policy.

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

Field/stakeholder review: Yes No

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

Filing instructions: Per local office protocol

If you have any questions about this policy, contact:

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