

# Policy Transmittal Aging and People with Disabilities



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**Authorized signature**

**Number: APD-PT-20-032**

**Issue date: 3/19/2020**

**Topic:** Licensing

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
 Other: Temporary policy

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

<b>Policy/rule title:</b>	Pending APD AFH licenses requiring renewal due to COVID-19		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	March 19, 2020	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** Governor Brown has issued [Executive Order 20-03](#), allowing for state agencies to develop and implement procedures that are in response to Novel Coronavirus (COVID-19).

Therefore, in the best interests of protecting licensors, licensees and residents in Aging and People with Disabilities (APD) Adult Foster Homes (AFH), this temporary policy is implemented on March 19, 2020 and is in effect until further notice.

AFH licensors are to work with APD AFH licensees in conducting renewal licensing processes through email, fax and postal service communications. No in-person visits

related to renewals are to be conducted until this policy has been lifted. The licensor is expected to work with the licensee to obtain all required documentation for extending the license and, if the licensee receives Medicaid payments, the Medicaid provider number shall be extended by the APD Provider Relations Unit (PRU) if a complete renewal application is submitted to PRU prior to the license expiration date. The required paperwork for renewal can be found in 411-049-0135(7)(i-r) as well as 411-049-0135(8)(B-F), if required.

**Implementation/transition instructions:** **Effective Immediately** all APD AFH licenses are to be extended and placed in pending status until an in-person renewal visit can take place.

**Training/communication plan:** Actions are indicated in this policy transmittal.

**Local/branch action required:** Local Licensing Authority (LLA) will work with APD licensees to collect AFH renewal applications, other required documents related to the renewal, and provider enrollment agreements through email, fax and postal mail until in-person visits can be conducted. LLA offices will need to extend provider enrollment agreements by contacting the PRU if the licensee has submitted a renewal application prior to their expiration date.

**Central office action required:** Provide on-going technical support and updated policy guidance when appropriate.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

*If you have any questions about this policy, contact:*

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