

# Policy Transmittal Aging and People with Disabilities



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**Number: APD-PT-21-004**

**Issue date: 1/26/2021**

**Topic:** Licensing

**End date:** 3/31/2022

**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>	Framework for APD Licensing Renewals and Monitoring		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	1/26/2021	<b>Expiration date:</b>	3/31/2022
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** The Oregon Department of Human Services (ODHS) offers the following expectations and best practices for adult foster home licensors making in-person visits in adult foster homes (AFH) licensed with Aging and People with Disabilities (APD).

The new framework for licensing and monitoring of AFHs will be based on the county positivity rate which is updated weekly. The map can be found here: [Oregon’s COVID-19 Risk Levels](#). In conjunction with this map the following matrix is to be used to determine what type of monitoring or renewal visits are allowed based on the county positivity rate. For those conducting visits within multiple counties, the county of the

AFH address will be used to determine how licensing activities may be conducted. This framework applies to AFHs that are currently operating and have residents living in-house. New applications and initial visits may take place regardless of county positivity rate provided PPE is utilized and physical distancing guidelines are followed.

	Lower Risk	Moderate Risk	High Risk	Extreme Risk
Visitor Policy	In person licensing renewal and monitoring visits can take place. PPE required.	In person licensing renewal and monitoring visits can take place. PPE required.	Only hybrid licensing activities may take place. On site activity may be conducted in a room separate from the main AFH (provider quarters, office, etc.). PPE required. No monitoring visits unless there are suspected or known safety concerns.	Only hybrid licensing activities may take place. On site activity must be on the patio or within the garage. PPE required. No monitoring visits unless there are suspected or known safety concerns.

Regardless of county positivity rate, before conducting a visit the licenser will perform the following functions:

- Licenser will ask the licensee the provided screening questions prior to leaving to go to the AFH to determine if anyone who lives or works in the home has been ill or been in contact with someone who has had COVID in the past 14 days and if yes, the visit should be postponed until the 14 day timeline has passed.
- Licensers will keep a log of all of the homes that they visited and all of the providers, caregivers, residents or visitors that were in the home during the time of the licensing visit. This log allows you to create an accurate timeline of the visits as they have taken place should contact tracing and a chronology need to

be developed.

- Licensors will confirm there is not a current Executive Order (EO) in place. AFHs with an EO may not be visited until the EO has been withdrawn unless there are safety concerns. These situations are to be staffed between the local office and the Safety, Oversight and Quality Unit before a visitation decision is made.
- Ensure their car or travel bag are packed with sufficient supplies of necessary PPE, garbage bags, and hand sanitizer.
- Licensing renewals are not optional to the provider however for the gathering of documentation in extreme and high-risk counties, the licensee may provide it to the licenser in advance if they have the technological resources or the licenser may gather documents and scan/ take pictures within the on-site parameters as established for the county risk level.

### **When in a licensed AFH that is in an extreme risk county**

- Licensors will use full Personal Protective Equipment (PPE) (*face mask, face shield, gloves, sanitizer*).
- Licensors will add their name and contact information to the visitor log or COVID contact sheet (work contact information is acceptable).
- Licensors will conduct their visit either on the patio or within the garage (garage door does not need to be open).
- Licensors will wipe down the area that they will be working at before sitting down to work and after they are done.
- Licensors will doff PPE immediately upon exiting the AFH and dispose of the PPE in a large garbage bag prior to entry into car.
  - When possible, licensor will ask licensee if there is a garbage can outside to leave garbage bag and PPE rather than taking it in the car.
- Licensors will limit contact and access to residents or other employees of the home and remain less than 6 feet distance for less than 15 minutes as much as possible.
- In an extreme-risk county, no more than one visit may take place in a single day in order to minimize exposure between AFHs.
- Use of the AFH restroom is not recommended.

### **When in a licensed AFH that is in a high-risk county**

- Licensors will use full Personal Protective Equipment (PPE) (*face mask, face shield, gloves, sanitizer*).

- Licensors will add their name and contact information to the visitor log or COVID contact sheet (work contact information is acceptable).
- Licensors will conduct their visit using a room within the AFH that is separate from residents (e.g.: office, licensees living quarters) taking the most direct path possible.
- Licensors will wipe down the area that they will be working at before sitting down to work and after they are done.
- Licensors will doff PPE immediately upon exiting the AFH and dispose of the PPE in a large garbage bag prior to entry into car.
  - When possible, licensors will ask licensee if there is a garbage can outside to leave garbage bag and PPE rather than taking it in the car.
- Licensors will limit contact and access to residents or other employees of the home and remain less than 6 feet distance for less than 15 minutes as much as possible.
- In a high-risk county, no more than one visit may take place in a single day in order to minimize exposure between AFHs.
- Use of the AFH restroom is not recommended.

**When in a licensed AFH that is in a moderate or low-risk county**

- Licensors will use full Personal Protective Equipment (PPE) (*face mask, face shield, gloves, sanitizer*).
- Licensors will add their name and contact information to the visitor log or COVID contact sheet (work contact information is acceptable).
- Licensors will wipe down the area that they will be working at before sitting down to work and after they are done.
- Licensors will doff PPE immediately upon exiting the AFH and dispose of the PPE in a large garbage bag prior to entry into car.
  - When possible, licensors will ask licensee if there is a garbage can outside to leave garbage bag and PPE rather than taking it in the car.
- Licensors will limit contact and access to residents or other employees of the home and remain less than 6 feet distance for less than 15 minutes as much as possible.
- Multiple AFH visits may take place in one day provided the licensor utilizes PPE and sanitizes their equipment between visits.

- Use of the AFH restroom is acceptable.

### **Best practices when licensors need to return to the office (not recommended in extreme or high-risk counties)**

- Wipe down cell phone, pens, laptop and other items used while in the licensed AFH.
- Wipe down frequently touched areas of the car with sanitizer wipes.
- Wash hands thoroughly for 20 seconds and then sanitize door handles or other physical areas that may have been touched when removing clothing.

### **Best practices when licensors are returning directly to their home**

- Wipe down cell phone, pens, laptop and other items used while in the licensed AFH.
- Wipe down car with sanitizer wipes.
- Remove clothes immediately to wash.
- Wash hands thoroughly for 20 seconds and then sanitize door handles or other physical areas that may have been touched when removing clothing.

After licensors are in an AFH, there is a possibility that they will be informed that someone who works or lives in the home is feeling ill or has had a COVID-19 test taken. It is important to know that when licensors are wearing full PPE, the risk to coming into direct contact with the virus is low. However, the following processes should still be followed in each scenario when licensors may have been exposed to COVID-19:

1. If after a visit the licensor is informed that a **resident** is **feeling ill** and will be getting a COVID-19 test or had a COVID-19 test and results are pending:
  - a. Ask the licensee to call with the test results once they have been received.
  - b. Contact your manager to let your manager know that it is possible that you were exposed to COVID-19. Follow established protocol for reporting and documenting exposure incidents.
    - i. If the licensor visited another AFH before being told that they may have been exposed to a COVID-19 positive person, the licensor must inform their manager that they may have exposed an additional AFH to COVID-19 unknowingly. This information should be shared with local public health and SOQ to determine next steps.
  - c. Remain home and do not report to office duties. Do not do any additional

in-person licensing or renewal visits until the outcome of the test is reported as negative.

- d. Licensors may contact their physician to explain that they were in a licensed care setting and may have been exposed.
  - e. If the **resident** test is **negative**, the licensor may resume licensing visits as deemed appropriate.
2. If the licensor is informed that a **resident** has a **COVID-19 positive test** result within five days of their being in the AFH, the licensor may contact their physician and request a COVID-19 test due to contact with a positive COVID-19 resident or self-isolate at home per Centers for Disease Control and Prevention (CDC) guidelines.
- a. If the licensor is tested and has a positive COVID-19 test result, contact your manager who can assist in making the necessary notifications and references to human resources policies.
    1. Inform a Local Public health contact tracer that you may have exposed a licensed care setting to COVID-19.
  - b. If the test is positive, the licensor will need to continue to quarantine as directed by a physician.
  - c. Contact your manager to let them know that it is possible you were exposed to COVID-19. Follow established protocols for documenting and reporting exposure incidents.
3. If the licensor is informed that the AFH **licensee or caregiver** has a **COVID-19 positive** test result within five days of their being in the AFH:
- a. Licensor should identify if that staff person was in the AFH at the same time that they were completing the site visit.
    - i. If the answer is no, consult with your manager to determine if you should quarantine at home or continue to complete site visits.
      1. Manager may wish to consult with local public health about potential exposure risk or contact the Safety, Oversight and Quality Unit (SOQ) and consult with human resources per ODHS guidelines.
    - ii. If the answer is yes, licensor will need to consult with their manager about remaining home to quarantine.
      1. The licensor may consult with their physician about the

opportunity to get a COVID-19 test.

- b. The licensor will need to identify if they were exposed to a COVID-19 positive provider or caregiver and if they then exposed a second home to COVID-19.
  - i. If the licensor has a positive COVID-19 test result, contact your manager and your manager will inform any subsequently visited AFHs that they may have been exposed to COVID-19
    - 1. Inform a Local Public health contact tracer that you may have exposed a licensed care setting to COVID-19

Wearing PPE will reduce the risk of unnecessary and unintended exposure to licensing staff as well as to residents and licensees or caregivers. However, when there may be situations with exposure it is important to share only facts while at the same time keeping protected health information private. Licensors in Area Agency on Aging (AAA) offices should also consult with their managers about AAA processes and procedures related to COVID-19 exposure and disclosure requirements.

At this time AFHs are in the very early stages of vaccine rollout so this policy applies until further notice.

**Implementation/transition instructions:** Effective immediately licensors can use this policy and county positivity data to guide their licensing activities.

**Training/communication plan:** On-going communication and training with local offices through training meetings and monthly check-ins.

**Local/branch action required:** Ensure branch awareness of new policy.

**Central office action required:** Respond to inquires regarding the new policy as needed.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** APD Policy Group.

**Filing instructions:** Per local office protocol.

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

Contact(s): APD AFH Team	
Phone:	Fax:
Email: <a href="mailto:APD.AFHTeam@dhsosha.state.or.us">APD.AFHTeam@dhsosha.state.or.us</a>	