

Policy Transmittal Aging and People with Disabilities



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Number: APD-PT-22-022

Issue date: 8/10/2022

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"/> 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:	APD AFH Licensing Visits		
Policy/rule number(s):		Release number:	
Effective date:		Expiration date:	
References:			
Web address:			

Discussion/interpretation: Adult Foster Home (AFH) licensing activities have been being performed in the Automated Survey Processing Environment (ASPEN) since 2017. The initial ASPEN training detailed processes that were specific to licensing staff having their computers in the AFH with them and an expectation for the processing of licensing paperwork on-site. Since that time there have been processes developed to streamline the steps required for licensing documentation and data entry within ASPEN reducing some of the redundancies.

Implementation/transition instructions: On July 18, 2022, an ASPEN processing training was held and all APD AFH licensing and monitoring activities are now to be

input into ASPEN as detailed in this updated training. The training materials made available are titled as follows and additional copies can be requested by emailing the APD AFH policy team APD.AFHteam@dhsoha.state.or.us.

- ASPEN-Refresher-Foundations-2022
- ASPEN-Refresh-Process-v3.0-2022

Training/communication plan: Training at licensor check-ins and on-going assistance as needed.

Local/branch action required: Implement policy as described.

Central office action required: Training and technical assistance as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Policy Review

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): APD AFH Policy Team	
Phone:	Fax: 503.378.0966
Email: APD.AFHteam@dhsoha.state.or.us	