Policy Transmittal
Aging and People with Disabilities

DHS | Oregon Department of Human Services

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Authorized signature

Number: APD-PT-22-023
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*):

☐ All DHS employees
☒ Area Agencies on Aging: Type B
☒ Aging and People with Disabilities
☐ Self Sufficiency Programs
☐ County DD program managers
☐ Support Service Brokerage Directors
☐ ODDS Children's Residential Services
☐ Child Welfare Programs

☐ County Mental Health Directors
☐ Health Services
☐ Office of Developmental Disabilities Services (ODDS)
☐ ODDS Children's Intensive In Home Services
☐ Stabilization and Crisis Unit (SACU)
☐ Other (*please specify*):

Policy/rule title:	APD AFH Public Disclosure File

Policy/rule number(s):		**Release number:**	
Effective date:		**Expiration date:**	
References:			
Web address:			

Discussion/interpretation: This is an update to clarify APD-PT-19-021. Oregon Revised Statute 443.740 describes documentation related to adult foster homes (AFH) that must be available at local licensing offices for public inspection. Although past practice required maintaining physical copies of records, this update clarifies that local offices have the option to rely on electronic records. Specifically, local offices can transition paper files to electronic files. Additionally, many of the documents described in ORS 443.740 are accessible to local offices in electronic databases, and thus for those records it is not required that there be physical paper copies on site if the records can be reasonably obtained from licensing software and other relevant databases upon request.

Implementation/transition instructions: The following documentation needs to be accessible should there be a public inquiry into the paperwork related to a particular AFH:

- The location of the adult foster home and the name and mailing address of the licensee, if different.

- A brief description of the physical characteristics of the home.

- A copy of the current license that indicates the current classification, level, and capacity of the home, as applicable.

- The date the licensee was first licensed to operate that home.

- The date of the last licensing inspection including any fire inspection, the name and telephone number of the office that performed the inspection, and a summary of the inspection findings.

- Copies of all non-confidential portions of complaint investigations involving the home, together with the findings. Copies of actions taken by the Department, and responses from the licensee and complainant, as appropriate. All complaint terminology must be clearly defined, and the final disposition clearly designated.

- **Note – licensee responses should be redacted if they are reflective of any personal resident information as noted in a statement of correction or other response to a written violation.**

- Any license conditions, suspensions, denials, revocations, non-renewals, civil penalties, variances, or other actions taken by the Department involving the home.

- Whether care is provided primarily by the licensed provider, administrator, a resident manager, or shift caregivers per the plan of operation.

Local offices can maintain these records for inspection in a physical or electronic public disclosure file (PDF) for an AFH. For records that are accessible to the local licensing office via electronic databases, the non-confidential portions of records may be downloaded or printed from database systems and generated upon request.

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	