Welcome New Adult Providers:

July 2016
• Kristie Winter & Chad Carpenter
  Cottage Grove

August 2016
• SheyAnne Thomas & David Christen
  Forest Lake

Farewell to Closed Providers

Thank you to the following closed providers for their service to adult foster care in Washington County.

April 2016
• Titi Shonibare
  Woodbury
  Licensed 10 years.

May 2016
• Beth Coppock
  Stillwater
  Licensed 8 years.

October 2016
• Karla Keller
  Oak Park Heights
  Licensed 24 years.

November 2016
• Shirley & Robert Olsen
  Oakdale
  Licensed 11 years.

Welcome to the Adult Foster Care Newsletter

We are making a change to the foster care newsletter. Instead of a combined adult and child foster care newsletter we have decided to issue separate newsletters. The adult foster care only newsletter will go out twice a year in the spring and fall. We will send out a joint AFC/CFC newsletter in the summer. This change should mean we can better focus on issues of concern to adult providers. We also hope to use the AFC webpage on the county website to post information of interest during the time between issues. If you have any ideas or suggestions for what you want to see in the newsletter let us know. We don’t want to put out a newsletter just to put one out. We want to make sure we are presenting information you need and want to know. On that note, we are presenting a (mostly) single topic for this inaugural AFC newsletter: Preparing for a Relicensing Visit.

Preparing for a Relicensing Visit

Does this sound familiar? You are having a great day, the weather is beautiful, and things seem to be going just how you like them when out of nowhere you get that call, email, or packet in the mail telling you it’s time to schedule a relicensing visit. Immediately your day is ruined. You are wracked with sleepless nights due to anxiety about the visit, spending hours trying to fill out the forms, and worrying about whether your records are in good shape. You don’t contact the licensor to ask questions because it just never occurs to you or you have heard they are really tough and are afraid to call. So, instead you fret and take antacids.

Jessica and Robbin hope this is a gross exaggeration but know there is some truth there as well. To help prepare you for the visit, we are devoting this issue to tips for preparing for a relicensing visit.

Please don’t wait until the night before or the morning of a relicensing visit to complete the forms. Most of the forms just ask you to write your name and address a bunch of times but some require more information, such as the training records. When that packet arrives, take a couple minutes and review each form to make sure you know what information is needed. Once you review the forms, schedule a couple of hours to complete them. By schedule we mean write it on your calendar so you are not tempted to procrastinate.

Background Study Changes - Stay Tuned

Changes will be coming to the NETStudy background study process in the near future, known as NETStudy 2.0. At this time we don’t have an exact date for implementation. The new process will involve having fingerprints and photos taken. We are being told anyone who has a current study will not need a new study. Any new household member, caregiver, staff, or person turning 13 will need to follow the new process when it goes into effect. Stay tuned for more information.

Thank you to the following closed providers for their service to adult foster care in Washington County.

April 2016
• Titi Shonibare
  Woodbury
  Licensed 10 years.

May 2016
• Beth Coppock
  Stillwater
  Licensed 8 years.

October 2016
• Karla Keller
  Oak Park Heights
  Licensed 24 years.

November 2016
• Shirley & Robert Olsen
  Oakdale
  Licensed 11 years.
When you sit down to complete the forms make sure you have gathered and sorted all the information. We suggest you use three ring binders to keep your records and client records. We can send you a list of sections for the binders or you can find it on the website. You should file and update your records throughout the year. Having to complete the training record for the whole year is a lot harder than keeping it updated throughout the year. Jessica and Robbin have both had to watch providers look frantically through stacks of paperwork looking for training certificates. Put it on your calendar at least quarterly to file and update records, or better every other month, or best every month. If you struggle with getting yourself organized take the Paperwork Organizational training or ask a licensor for help. We do offer a one-time-only one-on-one organizational session with you.

There is a checklist you can use to help you prepare for the visit. If you would like a copy of this, please let your licensor know.

We recently combined two of the relicensing forms into one new form – AFC Relicensing Data Sheet. Please fill this out completely and accurately. We will review this at the relicensing visit.

Let’s tackle the pile of forms you will be getting via mail or email.

Here is the list of the licensing forms you will be asked to complete:
• Family Systems Application (only at relicensing visits)
• Certification of Compliance - Minnesota Workers’ Compensation Law (only at relicensing visits)
• Adult Foster Home Program
• Program Abuse Prevention Plan
• AFC Relicensing Data Sheet
• AFC Training Record
• Electronic Data Consent (for you to complete - not residents)
• Applicant Privacy Rights
• Foster Home In Use
• Home Safety Checklist

Please have all these forms completed before the relicensing visit. Schedule a couple of hours to complete the forms and review your client files. If you are unsure of how to complete a form, call or email a licensor. Most times we are able to help by phone or email. Every once in a while we may tell you to just keep a form for when we visit. A few of these forms require you to fill out additional information but most require your name, address, and a signature. Read or look over each form before you begin to fill it out. Many times you are signing that you have read and understood the information. Please sign all forms as you complete them.

Be honest when completing all paperwork. Providing false or misleading information or not providing the information is a big deal and can lead to correction orders, fines, or even license revocation.

For those providers that have their own 245D license, the only form you will NOT receive is the training record form. If you subcontract with a company for 245D services there are no exemptions to any of the adult foster care rule.

Once we review all the relicensing forms we will take a look at additional records you are required to have. Here is what we are looking for in your records:
• Fire Drills (every three months)
• Tornado Drills (every three months)
• Emergency Escape Plan (posted in resident bedrooms)
• Pet Vaccination Records
• Well Tests (annually)
• Program Abuse Prevention Plan (posted)
• Internal Reporting Procedure for Vulnerable Adult Reports (posted)
• Internal Review of all Vulnerable Adult Reports
• Record of Training for all caregivers (update this throughout the year)
• Foster Home In Use (keep a copy from the licensing packet)
• Adult Foster Home Program (keep a copy from the licensing packet)
• Alcohol and Drug Policy
• Grievance Policy
• Variances issued to you
• Background studies results for all household members and other caregivers

If you find you are missing something before the visit, get it. Most of the forms are on our website.

Each resident should have an individual file (three ring binder). Some providers use separate binders for financial
and medical records. Do not mix resident records together or put your records in with the clients. Many times we find training certificates or even background study results mixed in with resident files. This can be a violation of client privacy and should not occur. Do not use folders handed out at trainings or the manual to file information. We have suggested sections for organizing client records on the website.

Here is what we are checking when we review the resident files:

- Contact information for their legal representative, physician, and dentist
- Basic information (Resident Information form):
  - Resident’s full name, birth date, gender, race, marital status, next of kin, social security number, medical assistance number, an emergency contact's or the resident’s legal representative's name, address, and phone number, admission date (on the Foster Home In Use form), place or address from which the resident was admitted, date of leaving the residence (on the Foster Home In Use form, if applicable), place or address to which the resident has moved (on the Foster Home In Use form)
- Resident medication:
  - Written statement from the physician whether resident can self-medicate
  - Written permission from the resident or representative to administer medication
  - Prescription label with clear instructions
  - Consequences if medication is not taken as directed (the side effects sheet from pharmacy)
  - Notation when medication started, changes, or discontinued
  - Notations of any reports made to the physician whenever the resident does not take medication as prescribed or there are adverse reactions
  - Note providers with their own 245D license are exempt from this section
- Individual Abuse Prevention Plan:
  - Mobility Access Assessment
  - Incident Reports
  - Individual Resident Placement Agreement
  - Financial Records
  - Consent to Share a Bedroom
  - Health Reports:
    - Client free of communicable disease 30 days before to 3 days after placement
    - Health history and information on any health risks, allergies, currently prescribed medication and documentation or the physical examination (county forms)
    - Any emergency treatment needed or provided (Incident Reports)
  - Documentation that at intake the following was reviewed with the client or the legal rep.
    - The Program Abuse Prevention Plan
    - AFC Resident Rights
    - Internal Vulnerable Adult Reporting Procedure
    - Documentation that information on the Vulnerable Adult Act was given to the resident

We have a form to help review your client records to make sure you have all the required information for each resident. Contact your licensor for a copy.

An important part of the inspection is the completion of the Home Safety Checklist. We need to see all areas of the home even those not used by foster care residents. We are only checking those areas of the home for significant safety issues.
Here are some of the common issues we find when completing the inspection:

- Furnace has not been checked
- Water temperature is over 120°F
- Propane tanks stored in the garage (NOT ALLOWED)
- Missing first aid kit, battery operated radio, or working flashlight
- Missing a device to unlock interior doors (bedroom or bathroom)

Remember to replace your smoke detectors every 10 years and CO detectors every 7 years.

When you sign the application you are agreeing to abide by all the laws and rules which apply to adult foster care. It is our job as licensors to make sure you are in compliance. As part of this, we issue correction orders. For the most part, we do not consider correction orders a bad thing. We view them more as work orders; a list of things you need to complete. And yes, Jessica and Robbin understand what it is like to get correction orders. As licensors we have our files reviewed by the Department of Human Services to make sure we are properly enforcing the laws and rules. They will issue correction orders to us if we are missing information.

Remember licensors are not just there to enforce the rules but to inform and train you. If you have questions or concerns at any time during the year, contact us and ask. Do not wait until the visit to ask. We also suggest that you attend the AFC Provider training group. We go over changes to licensing rules and forms before the training. We are also there to answer your questions.

Preparation is the key to being prepared for a visit. Schedule time to complete the forms and review all records. Then, instead of antacids and sleepless nights you will be confident, rested, and relaxed for your visit.

**ADULT FOSTER CARE PROVIDER TRAINING GROUP**

Trainings are held at the Government Center in Stillwater unless noted differently.

**Topic: Training to Serve: LGBT**

Training to Serve is a non-profit organization whose mission is to provide education, tools, and resources to improve the quality of life of LGBT people as they age. Whether you know it or not, you may serve LGBT adults. We will learn the unique issues they face and how those issues affect their willingness to seek out services. We will learn the proper terms to use, what resources are available, generational differences between the LGBT communities, and how to better the care we provide.

**Date:** Tues., November 22 • 6:00-8:30 p.m.

**Topic: Mental Health Association: The Basics and Recovery**

Have you had a resident with mental health? How much do you know about their diagnoses? How many times have you struggled to communicate effectively? Learn the basics of mental health with some of the causes, the signs to recognize, and effective ways to communicate. This training will also include a guest speaker who has struggled with mental health and their road with recovery.

**Date:** Tues., January 24 • 6:00-8:30 p.m.

Future topics:
- **Alzheimer's Association: The Basics** • Tues., March 28
- **Psychotropic Medications: Understanding Uses and Side Effects** • Tues., May 23