Welcome New Adult Providers

February 2017
• Blia Vang
  Lake Elmo

Farewell to Closed Providers

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

November 2016
• Diane Thom
  Scandia
  Licensed 15 years.

Social Media Reminder

The ONLY acceptable way for a licensed provider to post any information and/or pictures regarding residents is to obtain WRITTEN permission from the resident or their guardian even if using “assumed” names.

Even if you get written permission, use caution when posting pictures and information. The information is now public and may be accessed by anyone for any reason.

Supervision of residents and the provision of services should never be less than the standard required because of excessive computer use.

EXTRA-EXTRA-EXTRA...

NEW BACKGROUND STUDY CHANGES HAVE ARRIVED
NETSTUDY 2.0 IS FINALLY HERE

Licensors anticipate large gatherings of people, traffic jams, and increased sales of snack items in celebration. Or maybe not. Either way it is something new and something new is always something and new.

We are very excited to let everyone know that the new background study process, NETStudy 2.0, is now active! This is a completely new process - new forms, new websites, new time lines, and new requirements! The major change is the requirement to have fingerprints and photos taken. This means new substitute caregivers, children turning 13 years old (what better way to celebrate turning 13 then having your fingerprints taken), new people coming into the house (or others we tell you must have a study) will need to use the new process. Here is the lowdown on how the new system will work for people needing a background study.

REMINDER: If you have already completed a background study you DON’T need a new study. So relax as this means it will not affect the majority of license holders. We suggest snacks. For those it does affect, we completely understand your response.

To start a new study, the licensor holder will need to contact their licensor (Robbin or Jessica) and let them know they have someone to be studied. The licensor has to contact the state to have the program set up on the new NETStudy 2.0 system which might take a day or two (a day or two for the licensor to contact the state and a day or two for the state to act - - so, really probably several days). The licensor will then generate a form with instructions and a form (AFC/FADS Data Collection Form) for the person needing the study to complete. This can be mailed or sent electronically to the license holder or the person.

The person will log on to the website, enter all their information, and pay for the study. The cost for each study is $20 paid online with a credit or debit card. If the license holder wants to pay for the study they will have to make their own arrangements with the person. If this is a minor child the parents can log on, enter the information, and pay for the study. The study is not considered submitted until payment is made. For those without access to a computer or with uncertain computer skills, the licensor should be consulted.

Once the information has been entered online and the Data Collection form has been completed, the license holder or person will need to contact the licensor. The licensor must verify the identity of the person which is done by arrangement with the licensor. Most typically it will be at the licensor’s office: Cottage Grove for Robbin and Stillwater for Jessica. The person must come with the form and valid identification. Valid identification includes a state issued driver’s license, a state issued identification card, or a U.S. passport. For individuals under age 18, school records, a report card, or doctor’s records can be used. A list of valid forms of identification will be given with the Data Collection form.

Continued on page 2
Once the person’s identity has been verified, they will be provided a Fingerprint Authorization Form. The person then has 14 DAYS to have their fingerprints and photo taken. Failure to do so will result in having to start the process over. So please pay close attention to this timeline because this means it will cost another $20 to restart the process.

To complete the fingerprinting and photo process, the person will take the Fingerprint Authorization Form to a fingerprint location. The list of locations is available online at https://cogentid.3m.com/mn/index_MN.htm. The person will also be provided a list of sites. At the fingerprint location, the person must present their Fingerprint Authorization Form and valid identification.

The cost for the fingerprints/photo is $9.10 for each person. Payment can be made using a credit or debit card at https://cogentid.3m.com/mn/index_MN.htm or by calling 1-844-332-7671 Monday through Friday from 8:00am-5:00pm CST. Payment by check or money order can be made at the fingerprint location. Cash and credit/debit cards are NOT accepted at the fingerprint locations. There are two sites in Washington County: Oakdale and Forest Lake. We have been told the sites can be very busy at times so plan accordingly. We are not sure what that means but snacks are always a good idea (though you may want to avoid the finger staining orange cheese flavored snacks).

Let the cheers, celebrations, and snacking commence!

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**ONLINE LEARNING OPPORTUNITY**

The Minnesota Department of Administration’s Council on Developmental Disabilities has developed the Partners in Policymaking Online Courses. From their webpage:

**Partners in Policymaking Online Courses**

Overview
The goal of Partners in Policymaking is to educate participants to be active partners with those who make policy. They will become partners in policymaking. The idea is to develop partnerships that are based on positive relationships. In today’s political climate of radical change, Partners graduates must work harder than ever to prevent the loss of basic rights for people with disabilities. Partners graduates can change the future by influencing public policy today.

The topic areas are: Living, Time, Education, Making Your Case, and Employment. Here is the link to the webpage: http://partneronlinecourses.com.

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**COMMUNITY DENTAL CARE**

Are you having trouble finding where to send MA patients?
Let us help.

Community Dental Care is a nonprofit, full-service community clinic providing quality preventive, restorative, and emergency dental care for low-income and minority families and children. We employ a multi-lingual and multi-cultural staff.

We accept most insurance plans including Medical Assistance, MinnesotaCare, Medical Care, HealthPartners, UCare, BluePlus, Medica, Delta Dental, other private insurance and self-pay.

We provide a full range of preventive, restorative, and emergency dental care to patients of all ages, including infants and toddlers:
- Emergency care
- Preventive care (exams, x-rays, teeth cleaning, and fluoride treatment)
- Fillings (cosmetic white, silver, or gold)
- Root canal treatment

We offer a sliding fee scale based on family size and income. This is a discount program for those with no health insurance or with high insurance deductibles. We also offer Care Credit for those patients who qualify and are interested in monthly payments.

We accept NEW medical assistance patients and take same day emergencies.

Locations:
- Saint Paul: 651-774-2959
  828 Hawthorne Ave., Saint Paul, MN 55106
- Maplewood: 651-925-8400
  1670 Beam Ave., Maplewood, MN 55109
NEW REFERRAL PROCESS FOR CASE MANAGERS

Over the past year, several providers have had a number of issues with placements made by contracted case management agencies and other counties. These have ranged from resident paperwork not being completed, forms related to payment not filed, not fully informing a provider about a person’s needs, and not coming to meetings. Jessica and Robbin have done their best to address these issues as they have come up but the outcomes have not always been quick or positive. However, being of the mind that it is better to prevent fires than to fight them, the following policy for placement was developed. After all, even if you manage to put out a fire something has already been burned. We would rather start a referral/placement off on the best footing possible. So if you receive a call about a referral, please refer them to your licensor. You can also give them a copy of the process listed below. Contact your licensor for additional copies.

Most providers should have already received a copy of the referral process either in an email or by mail. Here it is again for your information.

Thank you for considering Washington County for the client you would like to place. We have several outstanding homes awaiting referrals for the right fit. In order to keep these referrals processing quickly and effectively, we require you to follow the steps below for any referral for any Adult Foster Care home in Washington County. Case Managers/Care Coordinators are NOT to contact homes directly nor tour the home without completing these steps.

1. The Case Manager/Care Coordinator needs to contact a Washington County Adult Foster Care Licensor (651-430-6455) to receive the correct forms needed to refer.

2. The appropriate Licensor will contact the Case Manager/Care Coordinator and send the “Placement Request” form. This will need to be fully completed with as many details as available.

3. Once this form has been sent back to the Adult Foster Care Licensor, it will be screened into our county for consideration. The Licensor will notify you of all available options in our county.

4. The Case Manager/Care Coordinator will contact the Client/Guardian to consider these options. The Licensor does not communicate directly with clients and their families. This is the responsibility of the Case Manager/Care Coordinator.

5. A pre-placement visit will be made to each home that the client is interested in. This meeting will last approximately 1 hour. The Client, Guardian, Case Manager/Care Coordinator, Licensor, and Foster Provider will be present at this meeting. The Foster Provider will give a tour and explain house rules, routines, etc. No decisions are made at this meeting.

6. After the visit, the Foster Provider will discuss their decision with the Washington County Licensor and the Client/Guardian will discuss their decision with the Case Manager/Care Coordinator.

7. If there is a viable home available, a placement meeting will be scheduled. This meeting may be before but no later than the day the client moves into the home and intake paperwork is completed. The same people will attend as the pre-placement meeting (step #5).

8. 30 days after placement a meeting will be held at the foster home to discuss progress and address any concerns. The Individual Resident Placement Agreement will be filled out at this meeting. The same people will attend this meeting as in step #5 and step #7.
**Washington County Adult Foster Care**

**Staff**

Robbin Ann Rosén  
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651-430-4169  
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Adult Foster Care Licensor  
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Supervisor  
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Adult Foster Care Email:  
ComSvsAFCILicensing@co.washington.mn.us

Visit us on the Washington County website at:  
www.co.washington.mn.us/fostercarelicensing

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**Licensing Unit’s Mission**

To enrich the lives of children and adults by promoting safe and quality licensed care.

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**Certificate of Rent Paid for Adult Foster Care**

All AFC providers must provide a Certificate of Rent Paid (CRP) to each person who resided in the home in the past year. You must give each current and former resident a CRP by January 31, 2017. Residents need the CRP to apply for the state Homestead Credit Refund (for homeowners) and Renter's Property Tax Refund (“renter's refund”).

If a resident receives income only from SSI or MSA, they are not eligible for the renter's refund. Therefore, you don’t need to issue a CRP to any resident whose only income is from those programs. However, if they receive income from another source such as a employment and have to contribute to their rent, you must give them a CRP.

**How to Complete the CRP**

For each qualifying resident, follow the instructions below when calculating lines 1 and 3 on the CRP form:

- **Above Line A:** Check the appropriate box to indicate “Adult Foster Care”.
- **Line B:** Enter the amount of GRH payments you received on behalf of the resident. (The resident will need this information to apply for the refund.)
- **Line 1:** Multiply the number of months, or fraction of months, the resident lived in the facility by $750, and enter the result on line 1. (Monthly rent is assumed to be $750 for 2016; this amount is adjusted each year.)
- **Line 3:** Multiply the amount from line 1 by 0.17 (the percentage of rent that is considered to be property tax), and enter the result on Line 3.
- **Sign and date the form and include your telephone number.**

To obtain a CRP form and for more information go to the Minnesota Department of Revenue’s website:  
www.revenue.state.mn.us/individuals/prop_tax_refund/Pages/Certificate_of_Rent_Paid_CRP_Waiver_Programs_-_Adult_Foster_Care.aspx.

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**Adult Foster Care Provider Training Group**

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

**Alzheimer's Association: The Basics**

Through The Basics workshop we will discover the symptoms of Alzheimer’s disease and other types of dementia. We will learn how Alzheimer’s affects the brain, the risk factors, diagnosis, stages of the disease, treatment and hope for the future.

**Date:** Tues., March 28 • 6:00-8:30 p.m.

**Psychotropics Medications: Understanding Uses and Side Effects**

Many individuals with mental health diagnoses take one or more psychotropic medications to help treat their symptoms. This class will explore the basics of psychotropic medications and their uses, along with common side effects. Knowledge about medication and treatment options will help the learner provide quality care to individuals with mental health diagnoses.

**Date:** Tues., May 23 • 6:00-8:30 p.m.

**Future topics:**

- **Internet Safety & Fraud** • Tues., July 25
- **VA Mandated Reporter** • Tues., September 26
- **Guardianship vs. Conservatorship** • Tues., November 28