

Donna Keddy

Authorized Signature

Number: APD-PT-14-009
Issue Date: 3/17/2014

Topic: Licensing

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 | <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"/> Children, Adults and Families | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> County DD Program Managers | |

Policy/rule title:	Ventilator-assisted care licensing processes		
Policy/rule number(s):	OAR 411-050-0660	Release no:	
Effective date:	09/01/2013	Expiration:	n/a
References:	OAR 411-050-0660		
Web Address:	http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_411/411_050.html		

Discussion/interpretation: The process for initial and renewal licensing of adult foster homes providing ventilator-assisted care (VAC) is a shared responsibility between the local licensing authority and the OLRO APD AFH Licensing Program. Following modification of the rules related to VAC AFHs September 1, 2013, OLRO formalized the process for licensing VAC AFHs to ensure compliance with the Oregon Administrative Rules and to ensure consistency within the program.

Implementation/transition instructions:

Ventilator-Assisted Care Initial Application Process - When an individual wants to provide care to those persons requiring mechanical ventilation, they must first apply for and be approved to provide such care. The individual must submit the SDS 448V – Ventilator-assisted Care (VAC) Application form to the local licensing authority (LLA).

The LLA processes the application just like any other initial application. Once the local licensing authority has a complete and fully reviewed application packet, they will forward the packet to the OLRO APD AFH Licensing Program (OLRO). OLRO will conduct a final review of the packet and then coordinate with the LLA to schedule a home inspection.

The LLA is fully responsible for the onsite inspection including completion of the Initial Inspection form, SDS 516. In addition, the SDS 516V checklist must be completed by OLRO to ensure the applicant and the home meet all VAC requirements. These forms must be completed in their entirety and copies left with the applicant advising exactly what is and what is not in compliance. No person may be licensed for VAC without first demonstrating substantial compliance operating a Class 3 AFH for at least one full year.

Following the home inspection, OLRO will make a recommendation to the LLA regarding licensure pending any necessary corrections.

Ventilator-Assisted Care Renewal Application Process - Licensees wishing to renew their Ventilator-Assisted Care license must submit the SDS 448V – Ventilator-assisted Care (VAC) Application form to the local licensing authority (LLA). The LLA processes the application just like any other renewal application. Once the LLA has a timely, complete and fully reviewed application packet, they will forward the packet to the OLRO APD AFH Licensing Program (OLRO). OLRO will conduct a final review of the packet and then coordinate with the LLA to schedule a home inspection.

The LLA is fully responsible for the onsite inspection including completion of the Inspection Worksheet, form SDS 517. In addition, the 517V checklist must be completed by OLRO to ensure the applicant and the home continues to meet all VAC requirements. These forms must be completed in their entirety and copies left with the applicant advising exactly what is and what is not in compliance. No person may be licensed for VAC without first demonstrating substantial compliance with the rules.

Following the home inspection, OLRO will make a recommendation to the LLA regarding licensure pending any necessary corrections.

Training/communication plan: Individual training will be provided with each initial or renewal application received.

Local/branch action required: Review transmittal and apply processes for all applications for ventilator-assisted care

Central office action required: Technical assistance will be provided as needed

Field/stakeholder review: Yes No

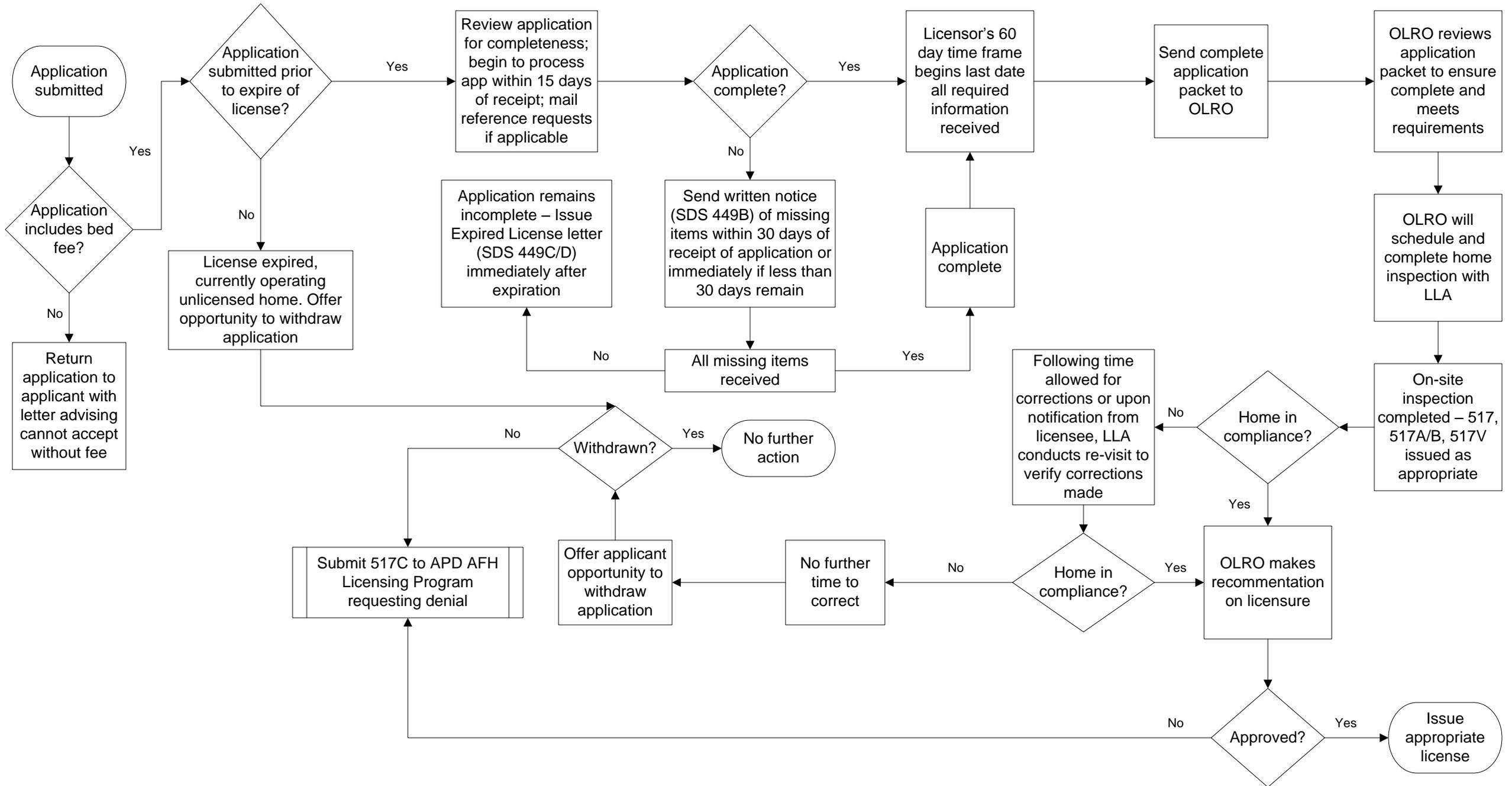
If yes, reviewed by: Operations Committee

Filing Instructions: Per local office protocol

If you have any questions about this policy, contact:

Contact(s):	Connie Rush, APD AFH Licensing Program Coordinator		
Phone:	503-373-2157	Fax:	503-373-22228
E-mail:	connie.l.rush@state.or.us		

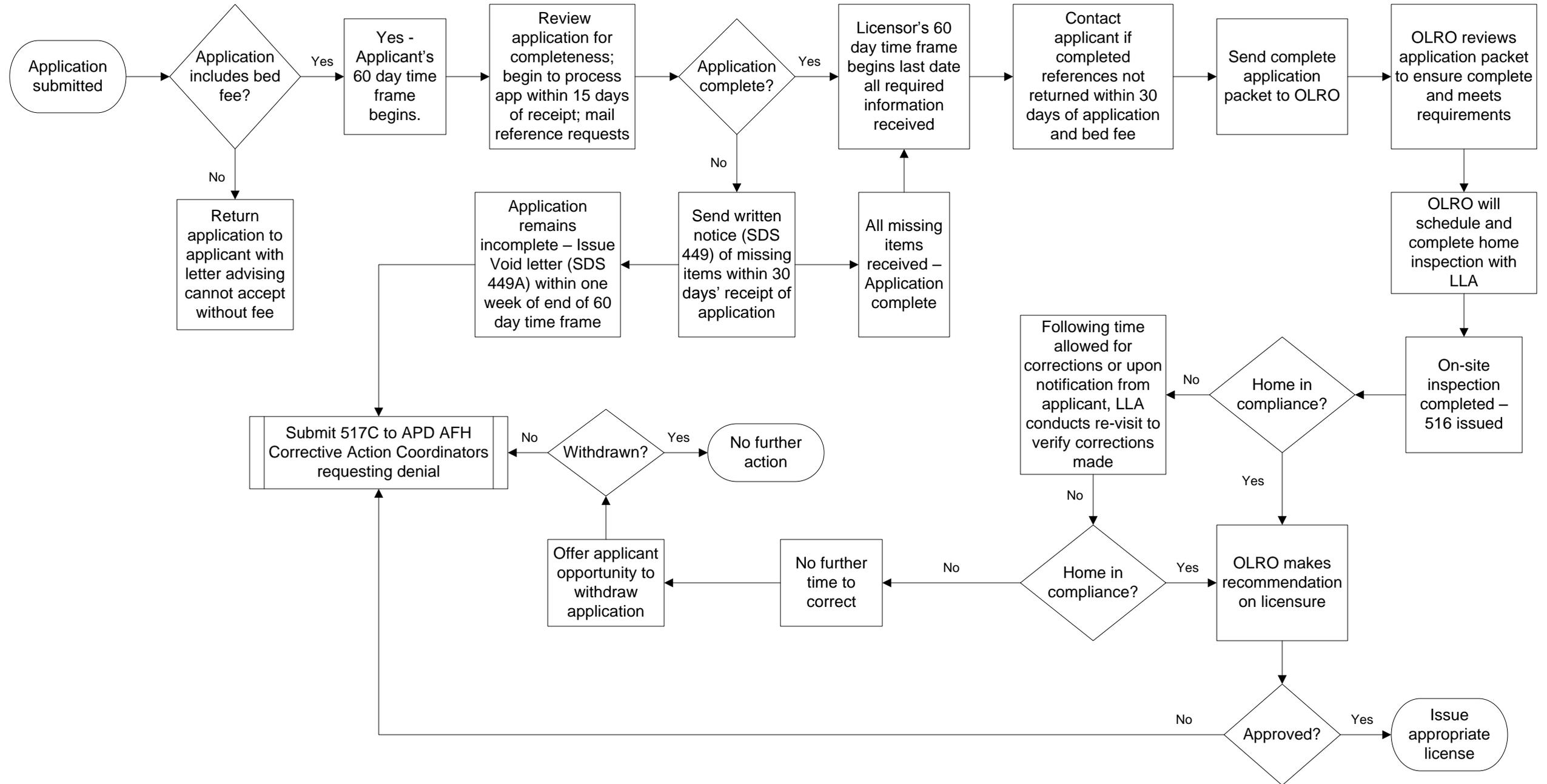
Renewal Ventilator-Assisted Care Application Process



LLA = Local Licensing Authority
 OLRO = Office of Licensing and Regulatory Oversight

Days = Calendar Days

Initial Ventilator-Assisted Care Application Process



LLA = Local Licensing Authority
 OLRO = Office of Licensing and Regulatory Oversight

Days = Calendar Days