

Tom Vanderveen

Authorized Signature

Number: APD-PT-16-014
Issue date: 4/29/2016

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"/> 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"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Naming Co-licensee on Licensing Documents		
Policy/rule number(s):	OAR 411-050-0600 to 411-050-0690	Release no:	
Effective date:	Immediately upon issuance	Expiration:	
References:			
Web address:			

Discussion/interpretation: Adult foster homes may have a single licensed provider or co-licensees. By definition, a co-licensee is synonymous with licensee. In the event an adult foster home has co-licensees, the licensee and any co-licensee are equally responsible for the operation of the home.

Implementation/transition instructions: Licensing documents, including but not limited to, correspondence from the local licensing authority to the adult foster home whether by regular mail or e-mail, all licensing inspection and monitoring forms, and requests for corrective action, must include the names of the licensee and the

co-licensee. This will ensure the licensee and any co-licensee are held equally accountable for the record.

Training/communication plan: This policy will be shared with local licensing staff via the Licensing Staff Tools Intranet site.

Local/branch action required: Effective immediately, include both the licensee's name and the co-licensee's name, when applicable, to licensing documents as indicated in the implementation/transition instructions above.

Central office action required: Provide training as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Policy, APD Operations

Filing instructions:

If you have any questions about this policy, contact:

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