

Adult Foster Care

Orientation

All you want to know!

Adult Foster Care Rules

- MN Rule 9555.5050 – 9555.6255
- MN Statutes 245A – Human Services Licensing Act
- MN Statutes 245C – Human Services Background Studies
- MN Statute 626.557 – Vulnerable Adults Act
- It is your responsibility to know the rules

Vulnerable Adults Act

An Overview

Vulnerable Adults Act

These statutes ensure that residents are protected, and the violations are appropriately reported. It defines abuse and neglect and give guidelines on appropriate reporting procedures for license holders and other mandated reporters.

Resident rights

These are very vital to providing appropriate care to clients!

If at any time these rights need to be restricted for the safety and well-being of the individual, appropriate documentation must occur and be signed by guardian and case manager.

What is adult foster care?

- 24-hour residential program which includes the provision of:
 - Food
 - Lodging
 - Protection
 - Supervision
 - Household services
 - And more...

What is adult foster care cont.

- Adult foster care may also include:
 - Personal care
 - Household and living skills assistance or training
 - Medication assistance
 - Safeguarding cash resources

AFC philosophy

- AFC services are intended to provide normalization through person-centered services that maximize client potential and provide the highest quality of life in the least restrictive environment
- Provide a home-like atmosphere and promote community inclusion

Types of AFC homes

- Family homes
License holder lives in the home
- Corporate homes
License holder does not live in the home
- Must be licensed by the county where the home is located

Who needs AFC services?

- Difficulty carrying out one or more essential major activities of daily living:
 - Caring for self
 - Performing manual tasks
 - Walking
 - Seeing
 - Hearing
 - Speaking
 - Breathing
 - Learning
 - Working
- Disorder of thought or mood that significantly impairs:
 - Judgement
 - Behavior
 - Capacity to recognize reality
 - Ability to cope with ordinary demands of life

AFC services

- Are provided due to:
 - Developmental disability
 - Age
 - Mental illness
 - Physical disability
 - Chemical dependency
 - Multiple impairments

Who can receive AFC services?

A social worker shall ensure that a person seeking AFC placement has an assessment to determine a need for AFC placement.

What is included in an assessment?

- Ability to manage activities of daily living
- Physical health
- Intellectual functioning and mental health
- Need for supervision
- Need for assistance in safeguarding cash
- Need for medication assistance
- Employability and vocational skills
- Need for family and community involvement
- Need for community, social, or health services

Where do placements come from?

- Agency social workers
- Hospitals
- Nursing homes
- Residential facilities
- Families
- Other counties
- Self-referral

How do people pay for AFC?

- Private pay
- Supplemental security income (SSI)
- Group residential housing (GRH)
- Waiver
 - Elderly (EW)
 - Traumatic brain injury (TBI)
 - Developmental Disability (DD)
 - Community alternative care (CAC)
 - Community alternatives for disabled individuals (CADI)
- General assistance (GA)

Licensing: An Overview

Let's break it down!

Who can provide AFC services?

- At least 18 years of age
- No diagnosis of developmental disability or related condition
- No abuse of prescription drugs or use of controlled substances, or alcohol, to the extent that there is a negative effect on the individual receiving services

Responsibilities

- Licensing entity (MCSS)
 - Initial and renewal licensing
 - Monitor compliance with licensing rules
 - Investigate allegations of licensing violations
 - Monitor serious incident reports
 - Enforce orders of Commissioner

Responsibilities cont.

- Local Agency and/or placing agency
 - Match clients with homes based on capacity, assessed needs and facility program plans
 - Complete assessments
 - Arrange a pre-placement visit

Responsibilities cont.

- Provider
 - Comply with licensing rules
 - Report to agency
 - Changes to home, resident changes, caregiver changes, serious incidents, deaths
 - Develop, maintain, and comply with relevant program, staff, and client documents/plans
 - Carry out services specified in client plans.
 - Provide for health, safety, and well-being of residents
 - Provide identified supervision, medication management, and safeguarding of cash

Supervision

- Oversight by a caregiver as specified in the individual resident placement agreement
- Daily awareness of resident's needs and activities
- Presence of a caregiver during normal sleeping hours

Capacity

- Maximum of four residents

OR

- Maximum of five residents if all are over 55 and don't have a MI or DD diagnosis

Licensing process

- The licensing process can take up to 90 to 120 days to complete. When all the paperwork and training requirements have been met, the regional licensing specialist will send a licensing recommendation to the Department of Human Services within 20 business days.
 - Must contact local authority to let them know that you intend to do AFC
- Fire marshal inspection
- Background studies on all persons 13 and older living and/or working in the home

Training

- Orientation before being licensed
- Annual Vulnerable Adults (VA)
- Annual ongoing training
 - 0-5 years of experience = 12 hours
 - 6+ years experience = 6 hours

Physical environment of AFC

- Must be dwelling unit in residential occupancy
- Free from plumbing, electrical, ventilation, mechanical, or structural hazards that threaten health or safety of resident(s)

Physical environment: living space

- Free access to living room
- Dining room – large enough for group
- Bedrooms
 - Single person – 80 sq. feet with 7½ foot ceiling
 - Two people – 120 sq. feet with 7½ foot ceiling
 - Separated from halls, corridors, and other rooms with floor-to-ceiling walls

Physical environment: bedrooms

- Resident's possessions are only items allowed in bedroom
- Able to keep personal furniture
- Provided with:
 - Adult-size bed
 - Individual dresser and closet
 - Mirror
 - Individual clean bedding, towels, and wash cloths (towels and wash cloths can be stored in another area, but must be specific to individual)

Water and food

- Well water tested annually for nitrates and coliform bacteria
- Three meals per day, with nutritious snacks between meals
- Food must meet dietary needs
- Food is obtained, handled, and properly stored to prevent health risk

Sanitation and health

- Residence is clean – free from accumulations of dirt, rubbish, peeling paint, and vermin or insects
- Chemicals, detergents, and toxic substances are not stored with food
- First aid supplies
 - Bandages, sterile compress, scissors, ice pack, thermometer, liquid soap, adhesive tape, first aid manual

Pets

- Notify resident/guardian, prior to admission, of pets in the home
- Must have vaccinations and vet record for pets
- Some animals may require a variance, or may not be allowed

Weapons

Weapons and ammunition must be stored separately in locked areas that are not visible or accessible to persons receiving services.

Emergencies

- Telephone, battery radio, and flashlight
- Emergency phone numbers by phone
- Substitute caregiver
- Designated area for tornadoes
- Fire drills every three months (must keep a log)
- Escape plan posted in each bedroom

Emergencies: escape plans

- Emergency phone numbers
- Place to meet (outdoors)
- Smoke detector and fire extinguisher locations
- Plans for fire and tornado drills
- Escape routes from all used levels
- Post in each bedroom (or near bedrooms) and in common areas

Relicensing

- Initially, licensed for one year
- Subsequently, licenses last two years
- Initial license looks at the same items as relicensing, however:
 - Relicensing will have specific client information to check
 - Relicensing will use home safety checklist
 - No fire marshal inspection

An aerial photograph of a suburban neighborhood. The image shows several houses with different colored roofs (red, blue, grey), green lawns, and trees with yellow and orange autumn foliage. A paved road with white lane markings runs through the center. A large green semi-transparent polygon is overlaid on the left side of the image, containing white text.

Program, residents, and caregivers

Sourcewell 

A quick overview and reference for future use

The following plans and policies will be discussed in detail at the initial licensing visit.
Not all requirements are relevant to all license types.



Program plans,
policies, and
procedures
Build a framework!

Programming

- Program plan (annual)
 - How residents will be involved in privileges and responsibilities of the home
 - What type of adult will be served/needs met
 - What type of care and services will be provided
- Program abuse prevent plan (PAPP)
 - How residents will be protected from danger
 - Specific measures to be taken to minimize risk to residents
 - Assessment of the home and environment surrounding the home

Policies and procedures

- Previously mentioned, escape plans, fire drills, tornado drills
- Emergency response, reporting and review policy
- Develop program policy and procedure to ensure compliance with licensing
- Monitor policies for compliance/changes
- Alcohol and drug policy
- Grievance procedures
- Vulnerable Adults Act: policies and reporting procedures

Resident files and plans

Start organized, stay organized!

Records for residents

- Demographic information/intake information
- Medical information/contact
- Guardian contact information
- Cash resource information
- Incident reports
- Individual abuse prevention plan (IAPP)
- Individual resident placement agreement (IRPA)
- Mobility assessment
- Medication record
- Discharge information
- Keep for 5 years after discharge

Individual plans (annually reviewed)

- Individual Abuse Prevention Plan
 - Take into consideration vulnerable adults act
 - Risk assessment and risk reduction plan
- Individual Resident Placement Agreement
 - Reason for placement
 - Services and other provision that will be provided
 - Financial responsibility
 - Needs for assistance with other community, health, and social services

Resident health

- Physical exam
 - 30 days prior or three days after entering AFC
 - Ensure free from communicable diseases
 - May use hospital transfer records
- Medication assistance
 - Written permission from resident or guardian
 - Statement from doctor
 - No injectables

Medication administration

- Check to be sure:
 - Administration is authorized by physician
 - Approved by guardian
 - Appropriate labeling/prescriptions/orders
 - Passed and documented appropriately (MAR)
 - Adverse reactions, refusals, and errors are documented and reported appropriately
 - Caregivers are appropriately trained
 - Schedule II controlled meds are locked

Safeguarding cash

- Determined need
- Must provide receipt for expenditures
- Maximum: \$300 plus one month's cost of care
- Written quarterly reports

Other intake documents

- Grievance procedures
- Explanation of rights
- Summary of Vulnerable Adults Act
- Name, address, and phone for licensing agency

Caregiver and staff files

Keep up to date!

Caregiver trainings

- Orientation within 72 hours:
 - 245A.65 requirements
 - Reporting requirements and definitions
 - Program abuse prevention plan (PAPP)
 - Internal policies/procedures for preventing and reporting maltreatment
- Annual Vulnerable Adults training
- Drug and alcohol policy
- Relevant medical equipment training

Caregiver annual training requirements

- Annual Vulnerable Adults training
- Annual ongoing training
 - 0 to 5 years experience = 12 hours
 - 6+ years experience = 6 hours

Background studies

- Background studies are required for all license holders, caregivers, and household members over age 13 (includes everyone having direct contact with residents)
- Program must maintain the following:
 - Date study is submitted
 - Date subject of study has direct contact
 - Date notice of study was complete

Corporate requirements

Corporate foster homes have additional requirements that are not discussed at this time. If the moratorium on corporate foster homes is lifted, or if a home is granted a variance, the licensor will discuss these requirements with the license holder.

If you have further questions, contact:
licensing@sourcewell-mn.gov