Document Guide

This flow sheet provides an overview of the documents needed for county licensure and the minimum review timelines.

RLS – Sourcewell Regional Licensing Specialist

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| Document Name | When to review | Responsibility to complete | Licensing Oversight |
| Program Plan | At least at time of relicensing, for a change of premise, or when there are significant changes to the programming or items in the plan | License holder | Reviewed and signed by RLS |
| Program Abuse Prevention Plan (PAPP) | At least annually, for a change of premise, or when there are significant changes to the programming or items in the plan | License holder | Reviewed by RLSMust give a copy to residents/guardians annually |
| Workers Compensation Verification | Verification form completed at least at time of relicensing | License holderLicense holder is also responsible to renew policy as indicated | Reviewed by RLS |
| Emergency Response, Reporting and Review PolicyDrug and Alcohol PolicyInternal and External Maltreatment Reporting PolicyGrievance PolicyEmergency Escape Plan | At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or proceduresFor programs with a HCBS/245D license – please follow the 245D policy and procedure review timeline | License holder | Reviewed by RLS Reviewed by 245D licensing for programs with an HCBS/245D license  |
| Notice of Privacy PracticesVulnerable Adults Act Summary | At least annually | License holder | Reviewed by RLSMust give a copy to residents/guardians annually |
| Service Termination Policy | Reviewed at least annually.For programs with a HCBS/245D license – please follow the 245D policy and procedure review timeline | License holder | Reviewed by RLSMust give a copy to residents/guardians annually |
| Fire Drills | Must be completed at least once every 90 days within the license anniversary. Highly encouraged to be completed on a different day of the month and at varied times. | License holder | Reviewed by RLS |
| Smoke and carbon monoxide detectors | Highly encouraged to be tested with each drill to ensure functionality. Replace according to manufacturer guidelines or at least every 10 years.Hardwired alarms MUST be replaced with hardwired alarms.  | License holder | Reviewed by RLS |
| Training AFC with 245D – follow 245D training requirements | All AFC programs: Annual Vulnerable Adult Maltreatment TrainingAFC without 245D:Caregivers with 0-5 years of experience: 12 hours of annual trainingCaregivers with 6+ years of experience: 6 hours of annual training | License holder | Reviewed by RLSPrograms with 245D: training reviewed by 245D licensing |
| Individual Resident Placement Agreement (IRPA)Individual Abuse Prevention Plan (IAPP) | Reviewed and updated at least annuallyIAPP should be updated as appropriate for updates with potential risks for abuse, neglect, and/or maltreatment | License holder, case manager, resident, and guardian | Reviewed by RLS |
| Fire extinguishers | Must service annually | License holder | Reviewed by RLS |
| Well water | Must be tested annually by a MN Health Department certified lab for coliform and nitrates | License holder | Reviewed by RLS |
| Background studies | Complete for all new employees, volunteers, contractors, etc. or children turning 13 | License holderFor programs with a 245D license: ensure to affiliate with both licenses in NETStudy2 | Roster reviewed by RLS |
| For programs without a 245D license:Resident files | Ensure the following items are in place and updated with any changes:Resident demographic informationResident emergency and provider contact informationMedication administration record, permission to administer medication, and medication policyCash resource record and permission to manage fundsMobility Access AssessmentRelease of Information (ROI) signed by resident/guardian for provider for all needed outside individuals/organizations | License holder – may need to collaborate with case manager, guardian, doctors, or others | Reviewed by RLS |