

AFC Licensing – Guidelines for Host Homes

Terms/Definitions:

Host Home: A 245D licensed provider with whom an AFC licensed provider contracts to provide 245D licensed services in a family AFC setting.

LH: AFC License Holder

RLS: Regional Licensing Specialist (Sourcewell)

General Guidelines:

AFC homes are family homes and are not considered “facilities”. Paperwork should be completed to reflect this. License Holder/caregiver is a generally more accurate term than “staff” for purposes of AFC paperwork.

It is the responsibility of the AFC license holder to complete and sign all AFC (Rule 9555) documents.

The review timelines for the documents listed are specific to the AFC licensing timeframe. Many of these documents are required for both an AFC and 245D license. The LH in cooperation with the Host Home should follow 245D review timeframes.

Document Name/ Requirement	When to Review	Responsibility to Complete	Licensing Oversight
Program Plan (Templates available – should not be on Host Home letterhead)	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) (Templates available – should not be on Host Home letterhead)	At least annually, for a change of premise, or when there are significant changes to the programming or items in the plan	License holder Host Home may assist with this but should not be indicated	Reviewed by RLS Must give a copy to residents/guardians annually
Workers Compensation Verification (Specific form)	Verification form completed at least at time of relicensing	License holder License holder is also responsible to renew policy as indicated – Host Home may assist with this	Reviewed by RLS

<p>Notice of Privacy Practices</p> <p>Vulnerable Adults Act Summary</p> <p>(Specific forms – should not be on Host Home letterhead)</p>	At least annually	<p>License holder</p> <p>Host Home may assist with this</p>	<p>Reviewed by RLS</p> <p>Must give a copy to residents/guardians annually</p>
<p>Drug and Alcohol Policy</p> <p>Internal and External Maltreatment Reporting Policy</p> <p>Grievance Policy</p> <p>(Can be 245D or other template – should not be on Host Home letterhead)</p>	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	<p>License holder</p> <p>Host Home may assist with this document</p>	Reviewed by RLS
<p>Emergency Response, Reporting and Review Policy</p> <p>(May use 245D template – should not have Host Home Letterhead)</p>	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	<p>License holder</p> <p>Host Home may assist with this document</p>	Reviewed by RLS
<p>Emergency Escape Plan</p> <p>(May use DHS template or other template that meets criteria – should not have Host Home letterhead)</p>	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	License holder	Reviewed by RLS
<p>Fire Drills</p> <p>(May be recorded on any template including Host Home letterhead)</p>	<p>Must be completed at least once every 90 days within the license anniversary.</p> <p>Highly encouraged to be completed on a different day of the month and at varied times.</p>	License holder	Reviewed by RLS
Smoke and carbon monoxide detectors	Highly encouraged to be tested with each drill to ensure functionality.	License holder	Reviewed by RLS

(May be recorded on any template including Host Home letterhead)	<p>Replace according to manufacturer guidelines or at least every 10 years.</p> <p>Hardwired alarms MUST be replaced with hardwired alarms.</p>		
<p>Service Termination Policy</p> <p>(May use 245D template – should not have Host Home letterhead)</p>	Reviewed at least annually.	License holder	<p>Reviewed by RLS</p> <p>Must give a copy to residents/guardians annually</p>
<p>Training</p> <p>All hours should be assigned an hour allotment to assist in determining total hours. The hours listed are minimums.</p>	<p>All AFC programs: Annual Vulnerable Adult Maltreatment Training</p> <p>AFC without 245D: Caregivers with 0-5 years of experience: 12 hours of annual training</p> <p>Caregivers with 6+ years of experience: 6 hours of annual training</p> <p>The DHS Mandated Reporter Training and certificate is also required</p>	<p>License holder</p> <p>Host Home may provide the training through a prescribed program.</p>	Reviewed by RLS
<p>Individual Resident Placement Agreement (IRPA)</p> <p>(Specific template – should not be on Host Home letterhead)</p> <p>Individual Abuse Prevention Plan (IAPP)</p> <p>(Template available – may be on Host Home letterhead)</p>	<p>Reviewed and updated at least annually</p> <p>IAPP should be updated as appropriate for updates with potential risks for abuse, neglect, and/or maltreatment</p>	License holder, case manager, resident, and guardian (should be signed by all)	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 holder LH, household members, and all other persons needing a study must submit a study through NETStudy for the AFC license and the Host Home agency.	Roster reviewed by RLS
For programs without a 245D license: Resident files (May use any template including Host Home letterhead)	<p>Ensure the following items are in place and updated with any changes:</p> <p>Resident demographic information</p> <p>Resident emergency and provider contact information</p> <p>Medication administration record, permission to administer medication, and medication policy</p> <p>Cash resource record and permission to manage funds</p> <p>Mobility Access Assessment</p> <p>Release of Information (ROI) signed by resident/guardian for provider for all needed outside individuals/organizations</p>	License holder – may need to collaborate with case manager, guardian, doctors, or others	Reviewed by RLS