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 PlanThink of this like an amenities list. What do you offer and what can someone expect? | 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)Identify potential risks generally related to your home. | 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 annuallyMust document on tags that fire extinguishers were checked monthly | 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.If the person needing a background study will not be providing 245D services (i.e. a minor between 13 and 17), you can run the study under your AFC license | 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 Assessment – reviewed unless there were changesRelease 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 |