# AFC Licensing – Guidelines for Life Sharing Providers

Terms/Definitions:

Life Sharing: Life sharing matches an adult age 18 or older who has a disability with an individual or family who will share their life, experiences, relationships and home, and also support the person using person-centered practices. In this arrangement, the individual/family owns or rents the home, and the county/tribal nation licenses the physical home.

The individual/family does not need to enroll as a Minnesota Health Care Programs (MHCP) provider with a 245D license. Instead, the individual/family works with a life-sharing agency that offers consistent quality oversight of the arrangement and manages all 245D license compliance matters specific to the person’s support plan.

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.

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| 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 holderHost Home may assist with this but should not be indicated  | Reviewed by RLSMust give a copy to residents/guardians annually |
| Workers Compensation Verification(Specific form) | Verification form completed at least at time of relicensing | License holderLicense holder is also responsible to renew policy as indicated – Host Home may assist with this | Reviewed by RLS |
| Notice of Privacy PracticesVulnerable Adults Act Summary(Specific forms – should not be on Host Home letterhead) | At least annually | License holderHost Home may assist with this | Reviewed by RLSMust give a copy to residents/guardians annually |
| Drug and Alcohol PolicyInternal and External Maltreatment Reporting PolicyGrievance Policy(Can be 245D or other template – should not be on Host Home letterhead) | At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures | License holderHost Home may assist with this document | Reviewed by RLS   |
| Emergency Response, Reporting and Review Policy(May use 245D template – should not have Host Home Letterhead) | At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures | License holderHost Home may assist with this document  | Reviewed by RLS  |
| Emergency Escape Plan(May use DHS template or other template that meets criteria – should not have Host Home letterhead) | 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  |
| Fire Drills(May be recorded on any template including Host Home letterhead) | 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(May be recorded on any template including Host Home letterhead) | 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 |
| Service Termination Policy(May use 245D template – should not have Host Home letterhead) | Reviewed at least annually. | License holder | Reviewed by RLSMust give a copy to residents/guardians annually |
| Training All hours should be assigned an hour allotment to assist in determining total hours. The hours listed are minimums. | 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 trainingThe DHS Mandated Reporter Training and certificate is also required | License holderHost Home may provide the training through a prescribed program.  | Reviewed by RLS |
| Individual Resident Placement Agreement (IRPA)(Specific template – should not be on Host Home letterhead)Individual Abuse Prevention Plan (IAPP)(Template available – may be on Host Home letterhead) | 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 (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 holderLH, 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) | 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 |