

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 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 Life Sharing Agency does not have any authority over the AFC license or licensing paperwork. You are required to maintain these documents for 5 years after discharge and must always have access to the 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 Life Sharing Agency should follow 245D review timeframes.

Document Name/ Requirement	When to Review	Template/ Letterhead	Responsibility to Complete	Posting	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	Template available on the Sourcewell website - cannot be on Life Sharing Agency letterhead	License Holder	No, maintain with policies.	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	Template available on the Sourcewell website - cannot be on Life Sharing Agency letterhead	License holder	Yes Posted or in an easily accessed location	Reviewed by RLS annually. Must give a copy to residents/ guardians annually. Document in resident files the date given.
Workers Compensation Verification	Verification form completed at least at time of relicensing and off-year	DHS form – available on the Sourcewell website	License holder License holder is also responsible to renew policy as indicated	No, maintain with policies	Reviewed by RLS annually.
Notice of Privacy Practices	At least annually	DHS template – cannot be on Life Sharing Agency letterhead	License holder	No, maintain with policies	Reviewed by RLS Must give a copy to residents/ guardians annually. Document in resident files the date given.
Vulnerable Adults Act Summary	At least annually	DHS template – cannot be on Life Sharing Agency letterhead	License holder	No, maintain with policies	Reviewed by RLS Must give a copy to residents/ guardians annually. Document in resident files the date given.
Drug and Alcohol Policy	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	DHS template – cannot be on Life Sharing Agency letterhead	License holder	No, maintain with policies	Reviewed by RLS
Complaint and Grievance Procedures	At least at time of relicensing, for a change of premise, or when there are changes	DHS template – cannot be on Life Sharing Agency letterhead	License holder	No, maintain with policies	Reviewed by RLS

	to the policies and/or procedures				
Internal and External Maltreatment Reporting Policy	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	DHS templates – cannot be on Life Sharing Agency letterhead	License holder	Yes Posted or in an easily accessed location	Reviewed by RLS
Emergency Response, Reporting and Review Policy	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	DHS templates – cannot be on Life Sharing Agency letterhead	License holder	No, maintain with policies	Reviewed by RLS
Emergency Escape Plan	At least at time of relicensing, for a change of premise, or when there are changes to the policies and/or procedures	DHS template available on the Sourcewell website	License holder	Yes Posted or in an easily accessed location	Reviewed by RLS
Fire Drills May be recorded on any template including Life Sharing Agency letterhead	Must be completed at least once every 90 days within the license cycle. Highly encouraged to be completed on a different day of the month and at varied times.	Template available on the Sourcewell website - May be recorded on any template including Life Sharing Agency letterhead	License holder	No, maintain with policies	Reviewed by RLS
Smoke and carbon monoxide detectors Hardwired alarms MUST be replaced with	Write dates of manufacture on the outside with a permanent marker. Highly encouraged to be tested with each drill to ensure	Template available on the Sourcewell website - May be recorded on any template including Life	License holder	No, maintain with policies	Reviewed by RLS

hardwired alarms.	functionality. Replace according to manufacturer guidelines or at least every 10 years.	Sharing Agency letterhead			
Service Termination Policy – Elderly Waiver	Reviewed at least annually.	DHS template available on the Sourcewell website	License holder	No, maintain with policies	Reviewed by RLS Must give a copy to residents/ guardians annually. Document in resident files the date given.
Training	<p>All AFC programs: Annual Vulnerable Adult Maltreatment Training</p> <p>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>Any template/ format.</p> <p>All trainings are required to have a time allotment to determine minimum training hours are fulfilled.</p>	License holder	No, maintain with policies	Reviewed by RLS
Individual Resident Placement Agreement (IRPA)	Reviewed and updated at least annually	DHS template available – these may be on Life Sharing Agency Letterhead	License holder, case manager, resident, and guardian (should be signed by all)	No, maintain with resident files.	Reviewed by RLS

			LH must document at least 2 attempts to obtain these documents or signatures		
Individual Abuse Prevention Plan (IAPP)	IAPP should be updated as appropriate for updates with potential risks for abuse, neglect, and/or maltreatment	DHS template available – these may be on Life Sharing Agency Letterhead	License holder, individual's team	No, maintain with resident files.	Reviewed by RLS
Mobility Access Assessment	Completed at least at time of placement and updated if there are changes	Template available on the Sourcewell website	License holder, case manager individual's team	No, maintain with resident files.	Reviewed by RLS
Fire extinguishers	Must service annually	Template available on the Sourcewell website	License holder	No, maintain with policies	Reviewed by RLS
Well water	Must be tested annually by a MN Health Department certified lab for coliform and nitrates	Report provided by approved lab	License holder	No, maintain with policies	Reviewed by RLS
Background studies	Complete for all new employees, volunteers, contractors, etc. or children turning 13	Background study clearance letter	License holder LH, household members, and all other persons needing a study must submit a study through NETStudy for the AFC license AND the Life Sharing Agency.	No, maintain with policies	Roster reviewed by RLS
Resident files	Ensure the following items are in place and	Templates available on the Sourcewell	License holder – need to collaborate with	No, maintain	Reviewed by RLS

	<p>updated with any changes:</p> <ul style="list-style-type: none">• Resident demographic information• Resident emergency and provider contact information• Medication administration record, permission to administer medication, and medication policy• Cash resource record and permission to manage funds• Release of Information (ROI) signed by resident/guardian for provider for all needed outside individuals/organizations	<p>website – may use Life Sharing Agency documents.</p>	<p>case manager, guardian, doctors, or others</p>	<p>with resident files.</p>	
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