

Guidelines for Life Sharing Providers

Terms & Definitions:

Life Sharing: Matches an adult age 18 or older who has a disability with a family who will share their life, experiences, relationships and home, and support the person using person-centered practices. The family owns or rents the home, and the county licenses the physical home. The family does not need to enroll as a Minnesota Health Care Programs (MHCP) provider with a 245D license. Instead, the 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.
- The AFC license holder must be able to navigate any online records system used by the 245D agency.

Document/ Requirement	When to review	Format	Posting	Completion/ Oversight
Program Abuse Prevention Plan (PAPP)	Annually, change of premise, or when there are significant changes to the risks or items in the plan	Template available on the Sourcewell website – should not be on Life Sharing Agency letterhead	Posted or easily accessible	Completion: AFC License Holder Oversight: RLS Give a copy to residents /legal rep annually.
Internal and External Maltreatment Reporting Policy	At time of relicensing, change of premise, or when there are changes to the policies and/or procedures	DHS template – cannot be on Life Sharing Agency letterhead	Posted or easily accessible	Completion: AFC License Holder Oversight: RLS
Emergency Escape Plan	Annually, change of premise, or when there are changes to the home	DHS template – cannot be on Life Sharing Agency letterhead	Posted or easily accessible	Completion: AFC License Holder Oversight: RLS

Document/ Requirement	When to review	Format	Posting	Completion/ Oversight
1. Drug and Alcohol Policy 2. Complaint and Grievance Procedures 3. Emergency Response, Reporting, and Review Policy 4. Workers Compensation	At time of relicensing, change of premise, or when there are changes to the policies and/or procedures	DHS templates – cannot be on Life Sharing Agency letterhead	No, maintain with policies	Completion: AFC License Holder Oversight: RLS
Program Plan	At least at time of relicensing, change of premise, or when there are changes to the programming or items in the plan	Template available on the Sourcewell website – cannot be on Life Sharing Agency letterhead	No, maintain with policies	Completion: AFC License Holder Oversight: RLS
Vulnerable Adult Maltreatment Training	Annually for each caregiver and adult household member	DHS Training and certificate	No, maintain with policies	Completion: AFC License Holder Oversight: RLS
Training	Annually for each caregiver: <ul style="list-style-type: none"> 0-5 years experience: 12 annual hours 6+ years experience: 6 annual hours 	Any format Ensure all trainings are clearly documented with duration (to ensure minimum hours are met)	No, maintain with policies	Completion: AFC License Holder Oversight: RLS
Background Studies	Complete for all household members age 13+, caregivers, or volunteers	Must submit background studies through the AFC license and have clearance letter	No, maintain with policies	Completion: AFC License Holder Oversight: RLS
See also: Overview of Ongoing Requirements to ensure compliance with licensing standards that are applicable to all family AFC license types.				