I/DD AFH Licensing FAQ – Updated 8/15/23

* **Background / Criminal History Checks**

In a return to pre-pandemic practices, Lane County DDS will be implementing in-person appointments to complete both initial and renewal background checks for Adult Foster Homes. This includes all positions (Provider, Resident Manager, Book Keeper, Substitute Caregiver or Occupant.) To obtain a background check, the subject individual (e.g. caregiver) should download the new [Criminal History Check Request Form](https://www.lanecounty.org/UserFiles/Servers/Server_3585797/File/Government/County%20Departments/Health%20and%20Human%20Services/Developmental%20Disabilities/Foster%20Training%20Resources/New%20Foster%20CHC%20Form.pdf) and bring a completed copy to their appointment at our office along with identification (see request form for accepted ID.) 15 Minute background check appointments are available Monday through Friday and can be scheduled (up to 120 days prior to expiration) here: [SCHEDULE BACKGROUND CHECKS HERE.](https://outlook.office365.com/owa/calendar/LaneCountyDevelopmentalDisabilitiesServicesCriminalHistoryCheck@lanecountyor.gov/bookings/) Background Checks must be initiated and completed solely by the “subject individual” – the person applying for the background check. Please note that some substitute caregivers may be approved to work on a “preliminary basis” prior to the final determination by the background check unit. Those caregivers will receive an email from our office indicating that they may work supervised on preliminary basis for training purposes.

* **CPR/First Aid Training Requirements are no longer on pause.** Licensors will be enforcing this requirement as we work through renewals – so please ensure you are compliant at that time and that any newly hired staff have obtained this training prior to starting work at the home. As a reminder, CPR/First Aid must include an in-person skills evaluation (cannot be exclusively on-line) and must be an approved curriculum: American Red Cross, American Heart Association, MEDIC First Aid, or American Health & Safety Institute.
* **The 12-hour annual training requirement** will be enforced effective May 2024. For inspections conducted prior to that date, The Licensing Team will be capturing what annual training hours you have accumulated and will be noting Level A (technical assistance) rather than a “violation” for providers and caregivers whom do not have 12 hours of annual training for inspections conducted prior to May 2024. First Aid and CPR may only account for up to 4 hours of annual training credit (Total/Combined) for the licensing year it was completed.
* **AFH Testing for providers and all caregivers has resumed in Lane County.** The Foster Test can now be taken 5 days per week and throughout the day by appointment only. Prior to arrival for the foster test, prospective caregivers must review the [Adult Foster Home Training Manual](https://www.oregon.gov/DHS/PROVIDERS-PARTNERS/LICENSING/IDD-FOSTER-HOMES/Documents/AFH%20Training%20Manual.pdf) and bring a signed page 4 attesting that they have reviewed the [manual](https://www.oregon.gov/DHS/PROVIDERS-PARTNERS/LICENSING/IDD-FOSTER-HOMES/Documents/AFH%20Training%20Manual.pdf) and watched the [requisite videos](http://www.oregon.gov/DHS/PROVIDERS-PARTNERS/LICENSING/IDD-FOSTER-HOMES/Pages/Video-Training.aspx). The test is offered Monday-Friday from 9am to 4pm and appointments can be scheduled up to 30 days in advance here: [SCHEDULE FOSTER TEST HERE](https://outlook.office365.com/owa/calendar/LaneCountyDevelopmentalDisabilitiesServicesFosterHomeTesting@lanecountyor.gov/bookings/). If you have technical issues with scheduling, please contact our office at 541-682-3695. Please note that the testing requirement waiver for caregivers with 24-hour group home experience is no longer in place. All caregivers working for AFH Providers must complete AFH Testing.
* AFH renewal applications are now being sent via email by ODDS.  It is critical that you submit your completed application in a timely manner.  Please continue to **submit these to our office 60 days prior to the expiration of your license (or within 30 days of receipt.)**  We prefer that you submit these electronically via in PDF format.  You may also submit them via fax or our dropbox located near our front door. WE CANNOT ACCEPT DOCUMENTS VIA GOOGLE DRIVE OR OTHER FILE SHARING SERVICES. They can be sent to [susan.stansbury@lanecountyor.gov](mailto:susan.stansbury@lanecountyor.gov). Once your completed application has been received, we will reach out to schedule your AFH inspection.
* We have resumed offering AFH orientation, and will be working with the backlog of prospective providers over the next year. In order to be added to that waitlist for orientation, prospective providers can complete a questionnaire here: <https://www.cognitoforms.com/LaneCountyTechnologyServices/FosterNewApplicantInitialQuestionnaire>
* We are also accepting applications for additional homes for existing providers. If you are interested in opening an additional home and are in need of an electronic application packet, please contact our shared inbox: [LCHSDDSAF@LaneCountyOR.gov](mailto:LCHSDDSAF@LaneCountyOR.gov)