

Guidelines for Life Sharing Providers

What is 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.

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. For more information about completing and posting documents, refer to the Overview of Ongoing Requirements, a Sourcewell guide. Templates can be found on our licensing webpage.

Document name/ requirement	When to review/ complete	Can it be on 245D agency letterhead?	Responsibility to complete	Posted?
Program Plan	At relicensing, change of premise, and as needed for other home and program changes.	No. DHS has a template available.	License Holder	No
Program Abuse Prevention Plan (PAPP)	Annually, change of premise, and as needed for other home and program changes.	No. DHS has a template available.	License Holder	Yes
Certificate of Compliance – Workers Comp	Annually	No. DHS has a <u>required</u> form.	License Holder	No

Document name/ requirement	When to review/ complete	Can it be on 245D agency letterhead?	Responsibility to complete	Posted?
Drug and Alcohol Policy	At relicensing, change of premise, and as needed for other home and program changes.	No. DHS has a <u>required</u> form.	License Holder	No
Complaint and Grievance Procedures	At relicensing, change of premise, and as needed for other home and program changes.	No. DHS has a <u>required</u> form.	License Holder	No
Internal and External Maltreatment Reporting	At relicensing, change of premise, and as needed for other home and program changes.	No. DHS has a <u>required</u> form.	License Holder	Yes
Vulnerable Adult Act Summary	At least annually with each resident	No. DHS has a <u>required</u> form.	License Holder	No
Service Termination – Elderly Waiver	Annually	No. DHS has a template available.	License Holder	No
Emergency Response, Reporting, and Review Policy	At relicensing, change of premise, and as needed for other home and program changes.	No. DHS has a template available.	License Holder	No
Escape Plan	At relicensing, change of premise, and as needed for other home and program changes.	No. DHS has a template available. The first page is <u>required</u> , the drawing does not have a required template.	License Holder	Yes
Fire Drill Logs	At least once every 90 days. Highly encourage completing at different times and days of the month.	Yes. May be on any template.	License Holder	No
Background Studies	For each person that requires a study under 245C.	Must be submitted under the AFC license and agency 245D license.	License Holder	No

Document name/ requirement	When to review/ complete	Can it be on 245D agency letterhead?	Responsibility to complete	Posted?
Training Logs	Annually based on years of experience.	VAMR Certificate from the DHS training must be provided. All other training logs may be on agency templates	License Holder	No
Individual Resident Placement Agreement (IRPA)	Annually with service paperwork, and as needed	DHS has a template available, can be on agency letterhead	Case manager, License Holder, care team	Yes
Individual Abuse Prevention Plan (IAPP)	Annually and as needed for updates of potential risks for abuse, neglect, and/or maltreatment	DHS has a template available, can be on agency letterhead	Case manager, License Holder, care team	No
Mobility Access Assessment	At admission and updated with changes	Template available, can be on agency letterhead	Case manager, License Holder, care team	No