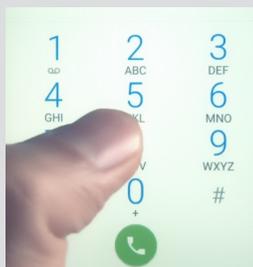


# The STAR Newsletter

## Adult Foster Care (AFC) Issue

### New Contact Information



Please keep us informed of any changes to your email address and home/cell phone numbers.

Contact your licenser directly with updates.

### Adult Foster Care Licensing Team's Mission

To enrich the lives of adults by promoting safe and quality licensed care.



Community Services  
Adult Foster Care  
Licensing  
14949 62nd Street N.  
Stillwater, MN 55082

[Email](#) | [Website](#)

### Provider Spotlight

#### Karly Manion



#### How long have you been licensed?

For over 26 years, I've been a steady presence in the world of care—and a licensed adult foster care provider for 17 years.

#### What made you want to begin adult foster care?

I began my career as a personal care attendant and later managed a group home for individuals with disabilities. During that time, I built lasting relationships with the people I served and their families. One of those relationships would eventually change the course of my life. While I was pregnant with my son, I was approached by a family I had worked with years earlier. They were seeking a supportive living placement for their daughter — a young woman I had stayed close with.

With a deep commitment to both caregiving and motherhood, I saw an opportunity:

To create a nurturing, stable home environment for vulnerable adults while also being present for my own son during his formative years. That decision laid the foundation for what has become a meaningful and life-enriching career in adult foster care.

#### What are your favorite aspects of adult foster care?

My favorite aspect of providing adult foster care services is seeing the people who live in my home happy, content, safe, and secure.

#### What are some challenges you've faced while providing adult foster care?

Of course, caregiving comes with its challenges. I've had to navigate the delicate balance between what's important to the individuals in my care and what's important for them. I still remember the emotional weight of caring for a client who was on hospice. Restrictions prevented me from administering essential medications, and the responsibility fell on the client's family.

The COVID-19 pandemic brought another wave of difficulty. As day programs shut down and community spaces closed, I suddenly found myself without program support. My residents and I were isolated. But we adapted. Structure and creativity became our lifeline—daily schedules, drives around the community, and visits to local parks helped keep our spirits afloat during those uncertain times. It was hard, but we made the best of it.

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### **How do you practice self-care as a foster care provider?**

Living and working in the same space has its own emotional toll. I'll admit, it can be overwhelming to constantly share my home. But I'm intentional about making time for myself—whether it's waterskiing, downhill ski racing, hiking, yoga, geocaching, or simply getting lost in a TV series with my loyal dog, Maggie, curled beside me. Time with family and friends is sacred, and so is the pursuit of joy and movement.

### **Do you have any words of encouragement for other adult foster care providers?**

My philosophy is simple yet powerful: Life is about balance. In my world, caregiving isn't just a job—it's a way of life. The key to sustaining it is self-care. If we take care of ourselves, we'll be able to take care of others.

## **Unannounced Alternate Year Visits**

**Beginning January 2026, the alternate year visits will be unannounced.** Your licensor may conduct the visit at any point during your licensing period.

This change is intended to support consistent quality of care and ensure ongoing compliance with AFC requirements. Unannounced visits are already standard practice for other license types. Please note that the Commissioner's right of access is outlined in [Minnesota Statute 245A.04, Subdivision 5](#).

*Relicensing visits will continue to be scheduled in advance with the license holder.* To help us plan effectively, please ensure your staffing patterns are current, as they will guide the timing of our visit to your home.

If you have any questions or concerns, feel free to reach out directly to your licensor. Thank you for your continued commitment to high-quality care.

## **Metro Micro**

Earlier this year, the [Metro micro](#) transit service was introduced to Woodbury. Metro micro is a shared ride service that allows users to book a ride within specific areas. Metro micro is also available in North Minneapolis, Roseville, Bloomington, and Blaine. Rides can be provided anywhere within the service area, like taking a ride to a friend's house or going to a local shopping center. *However, rides must start and end in the same service area.* ADA-accessible minibuses are used for this service, making this a great transportation option for individuals with limited mobility who may find getting to a local bus stop challenging. This could also be a good fit for more independent individuals who want to arrange their own transportation.

**This is an on-demand service, meaning rides cannot be scheduled ahead of time.** *Rides should be requested when the person is ready to go and estimated wait times are provided on the Metro micro digital app.* Rides can also be requested by calling 651-602-1170.

### **Metro Micro Availability**

- Weekdays: 5:30 a.m.-10:30 p.m.
- Weekends: 7 a.m.-10:30 p.m. (*Holiday hours vary.*)

### **Fares**

- Adults: (*Ages 13-64*)
  - Non-rush hours: \$2.50
  - Rush hours: \$3.25  
(Monday-Friday: 6-9 a.m. and 3-6:30 p.m.)
- Mobility fare for individuals with disabilities: \$1 (*Any time.*)
- Metro Transit states that, "Transfers between Metro micro, local bus, and METRO lines are free. Transfers are valid for 2 1/2 hours.
- Pay with cash, a Go-To Card (including TAP card, Metropass, College Pass, Universal Pass, Residential Pass, or Student Pass) or with the Metro Transit app."

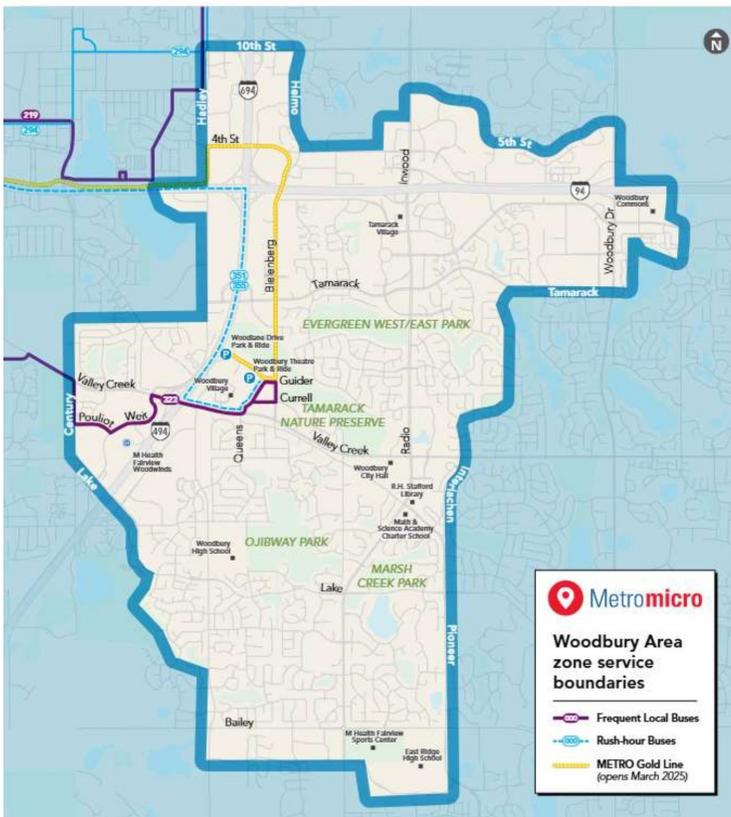
For more information about transportation in Washington County, visit [GoWashington](#).

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# A bus that comes to you!

Get connected with Metro micro. It's right in your neighborhood.



## HOW IT WORKS

- Download the Metro micro app from the App Store or Google Play. Don't have a smartphone? Call 651-602-1170
- Create an account with your phone number and email address
- Book a ride, get picked up, and go anywhere in the service area



There's a new service available in your area starting in January 2025. Metro micro is an affordable, accessible ridesharing service that lets you connect to existing transit routes or take door-to-door trips in the Woodbury area, including connections to the soon-to-open METRO Gold Line.

Metro micro pairs the comfort and convenience of a private ride with an efficient, affordable shared ride.

### IT'S EASY TO USE:

Simply order a ride by downloading the Metro micro app or by phone at 651-602-1170. We'll match you in real time with the nearest minibus to be picked up and dropped off anywhere in the service area.

### SERVICE HOURS:

Monday-Friday: 5:30 a.m. – 10:30 p.m.  
 Saturday & Sunday: 7:00 a.m. – 10:30 p.m.

### IT'S AFFORDABLE:

Fare is \$2.50/\$3.25, depending on time of day. Pay in cash, a Go-To Card, or the Metro Transit app. Transfers to buses and trains, including the METRO Gold Line, are free.



## A Handy Guide to Resident Documents

Please note: The chart below is intended to help guide your understanding of documentation and who is responsible for completing it. This chart highlights required or common forms for residents, but it does not include every form you may need. Find our compiled list of [Resident Records](#) on our [Washington County Forms for Adult Foster Care web page](#).

This chart was created with AFC license holders in mind. For example, if your resident has an incident while they are at a day program, the day program would be responsible in completing that incident report.

However, for the purposes of this chart, please use your own perspective as a license holder. *245D agencies may have different requirements than what is listed here.*

While minimum review periods are listed, you should review and update paperwork more frequently, if needed. *You are encouraged to review paperwork and suggest revisions after any significant health or service changes.* You may also need to redo forms if the original paperwork has been lost or damaged. All these forms will be reviewed at your annual licensing visit.

Document Title	Purpose	Who Develops the Document?	Completion Timeline	Reviewed and/or Updated
<b>Individual Abuse Prevention Plan (IAPP)</b>	To assess the person’s susceptibility to abuse and determine specific measures the program will take to minimize the risk of abuse.	Interdisciplinary team, including: <ul style="list-style-type: none"> <li>• License holder</li> <li>• Case manager</li> <li>• Person served</li> <li>• Guardian (if applicable)</li> </ul>	At intake.	Annually
<b>Individual Resident Placement Agreement (IRPA)</b>	To determine the reason for placement, what services the license holder will provide to the person served, and who is financially responsible for AFC payments.	<ul style="list-style-type: none"> <li>• Case manager and agreed upon by:                             <ul style="list-style-type: none"> <li>○ Person served</li> <li>○ Guardian (if applicable)</li> <li>○ License holder</li> </ul> </li> </ul>	Within 30 days of placement.	Annually
<b>Mobility Assessment</b>	To determine whether accessibility aides or modifications to the residence are needed.	<ul style="list-style-type: none"> <li>• Case manager and agreed upon by:                             <ul style="list-style-type: none"> <li>○ Person served</li> <li>○ Guardian (if applicable)</li> <li>○ License holder</li> </ul> </li> </ul>	At intake.	Annually and whenever there are changes to the person’s mobility or home environment (e.g. switching bedrooms, change of premise).
<b>Physician’s Statement for Medication Administration</b>	To determine if the person is capable of self-administering medication.	<ul style="list-style-type: none"> <li>• Person’s primary physician.</li> </ul>	At intake (if the person takes medication).	When there are changes to the person’s medication.

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Document Title	Purpose	Who Develops the Document?	Completion Timeline	Reviewed and/or Updated
<b>Permission to Administer Medication</b>	To allow caregivers to administer medication when the person is unable to self-administer medication.	<ul style="list-style-type: none"> <li>Person served and/or</li> <li>Guardian (if applicable)</li> </ul>	At intake (if medication will be administered by caregivers).	When there are changes to the person's medication.
<b>Resident Rights Receipt</b>	To document the person served has received a copy of their resident rights, an explanation of their rights, and a written summary of the Vulnerable Adults Protection Act.	<ul style="list-style-type: none"> <li>Person served and/or</li> <li>Guardian (if applicable)</li> </ul>	At intake.	Not applicable (but checked at annual licensing visit).
<b>Acknowledgement of Receipt</b>	To document that the person has received a copy of the license holder's grievance policy, vulnerable adult reporting procedures, and the Program Abuse Prevention Plan.	<ul style="list-style-type: none"> <li>Person served and/or</li> <li>Guardian (if applicable)</li> </ul>	At intake.	Not applicable (but checked at annual licensing visit).
<b>MnCHOICES Assessment</b>	To provide a copy of information documented in the MnCHOICES assessment.	<ul style="list-style-type: none"> <li>Certified assessor</li> </ul>	Not applicable.	Annually.
<b>Support Plan</b>	A summary of the person's choice of supports and/or services and the person's preferences for the delivery of supports/services.	<ul style="list-style-type: none"> <li>Certified assessor</li> <li>Case manager</li> <li>Care coordinator</li> </ul>	Within 60 calendar days after the in-person assessment.	Annually.
<b>Incident Reports</b>	To document incidents of emergency care, police reports involving the person served, or when a complaint has been filed under the Vulnerable Adult Act.	<ul style="list-style-type: none"> <li>License holder</li> </ul>	Within 8 hours after knowledge of the occurrence.	Not applicable (but checked at annual licensing visit).

## Gifts: To Accept or Not Accept

As license holders, you may be put in tricky situations where the people you care for want to give you or other household members gifts. If they are voluntarily choosing to give a gift, should you stop it? Will it hurt your relationship to refuse a gift? Is it considered a gift if it's an old item of theirs they are going to donate anyway? These are fair questions, but before we continue, review

the definition of financial exploitation as defined by [Minnesota Statute 609.2335](#), "Whoever does any of the following acts commits the crime of financial exploitation:

- (1) in breach of a fiduciary obligation recognized elsewhere in law, including pertinent regulations,

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contractual obligations, documented consent by a competent person, or the obligations of a responsible party under section [144.6501](#) intentionally:

- (i) fails to use the real or personal property or other financial resources of the vulnerable adult to provide food, clothing, shelter, health care, therapeutic conduct, or supervision for the vulnerable adult;
  - (ii) uses, manages, or takes either temporarily or permanently the real or personal property or other financial resources of the vulnerable adult, whether held in the name of the vulnerable adult or a third party, for the benefit of someone other than the vulnerable adult; or
  - (iii) deprives either temporarily or permanently a vulnerable adult of the vulnerable adult's real or personal property or other financial resources, whether held in the name of the vulnerable adult or a third party, for the benefit of someone other than the vulnerable adult; or
- (2) in the absence of legal authority:
- (i) acquires possession or control of an interest in real or personal property or other financial resources of a vulnerable adult, whether held in the name of the vulnerable adult or a third party, through the use of undue influence, harassment, or duress;
  - (ii) forces, compels, coerces, or entices a vulnerable adult against the vulnerable adult's will to perform services for the profit or advantage of another; or
  - (iii) establishes a relationship with a fiduciary obligation to a vulnerable adult by use of undue influence, harassment, duress, force, compulsion, coercion, or other enticement." ([Sec. 609.2335 Minn. Statutes](#))

*Generally, accepting gifts from residents is discouraged.* Gifts can be physical items, but they may also be less obvious such as bringing you a food item after going out with a friend, giving you a used item, or paying for something on your behalf. Accepting gifts from vulnerable adults could appear to be financial exploitation. However, some people are more persistent on gift giving. Gift giving can be a traditional holiday practice, cultural norm, or a sign of respect for others. If the person insists on getting you a gift, consider setting a reasonable limit or encouraging them to give a non-monetary gift instead (homemade crafts,

baked goods, etc.). Think about some of the following questions if you come across this situation:

- Can the person realistically afford a gift?
- Are they giving you a gift out of feelings of guilt or shame?
- Is gift giving a part of their culture? Do they often give other people gifts?
- Is their family, guardian, and/or rep payee aware of their spending on gifts?
- Are you controlling their choice to give a gift or the type of gift they give?
- Are you setting the expectation that they should be gifting things? For example, it would not be appropriate to say, "We always give gifts on Christmas. It would be embarrassing if you show up empty-handed. Make sure you have something to give Auntie Sue!"
- Is gift-giving specifically addressed in any of their documentation (IAPP, IRPA, etc.)?



### **What about this scenario?**

You are a license holder caring for a vulnerable adult. After bringing them to a doctor's appointment you decide to take them out to lunch at a local restaurant, intending on paying for the meal. When the server comes with the check, you realize you left your card at home. You feel embarrassed, but your resident happily offers to pay for lunch. They say, "You always pay for our meals and take great care of me, let me get this check for once." What would you do?

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In this scenario, remember that providing meals is your responsibility as a license holder. You are the one who chose to go out for lunch. Does the restaurant accept other forms of payment you have access to? Can a household member bring your card to you? Is the restaurant willing to let you go home to get the card in exchange for holding on to your I.D.? Can anyone else call to pay over the phone?

If you have truly exhausted all other options, you should explain to your resident that if they are willing to cover the check, you will reimburse them immediately. If they have a guardian, you may want to check with them first and clarify the situation.

**Document the incident, as well as the reimbursement, as soon as possible.** If you provide financial safeguarding to this person, make sure to follow documentation requirements under [Minnesota Statute 245A.04 Subd. 13 \(c\)](#) and [Minnesota Rule 9555.6265 Subp. 2 B](#). *Borrowing money from residents, even if you plan on paying them back, should be avoided and should never become a regular occurrence.*

If you run into scenarios where you are unsure how to proceed, you can always contact your licensor for guidance.

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## Are You or Someone You are Caring for Experiencing a Mental Health Crisis?

You are not alone! The **Washington County Crisis Response Unit** provides mobile mental health crisis services for adults and children. *Available 24 hours a day.*

Mental health crisis services are face-to-face, short-term, intensive mental health services that assist and support individuals and families with:

- Crisis counseling
- Referral(s) to on-going services
- Resources and information
- Navigating the mental health system

Phone: 651-275-7400 | Fax: 651-275-7401 | [Email Crisis Response](#)

Other resources:

- **Crisis Text Line:** Text MN to 741741
- **National Suicide Prevention Lifeline:** 800-273-TALK (800-273-8255)
- **National Association of Mental Illness (NAMI) MN:**  
1-888-NAMI-Helps (1-888-626-4435) | [Email NAMI](#) | [NAMI MN website](#)

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## Upcoming County Building Closures

Washington County buildings and offices will be closed on the following days:

- Veterans Day (Nov. 11)
- Christmas Day (Dec. 25)
- Thanksgiving Day and the day after (Nov. 27-28)
- New Year's Day (Jan. 1)
- Martin Luther King holiday (Jan. 19)

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## Visit our website:

[Adult Foster Care Licensing website](#)