

# Adult Care Home Program Newsletter

## January 2022

### Letter from the ACHP Interim Manager

Dear Providers,

Happy New Year! I hope you all had a safe, happy, healthy holiday season and find yourselves ready for a positive new year ahead.

I like to look at the New Year as a fresh start. With that in mind, here are some suggestions for setting your ACH up for success in 2022.

- Conduct self-audits of your home with the ACHP's [Self-Audit Tools](#) (link below). Self auditing monthly is a great practice to help keep your home on target. Consider inviting your backup operator to audit your home and offer to audit theirs to get a fresh perspective.
- Clean up your books, refresh your binders, and make sure they are in order.
- Review medications on hand with the physician orders, fax your providers for an updated PO list, check expiration dates, review PRN parameters.
- Look at emergency supplies and determine if you need to rotate or discard any of them.
- Review your last inspection. If you had corrections, make sure you are maintaining compliance in those areas specifically. This is helpful for avoiding sanctions such as fines.
- Familiarize yourself with the many [forms](#) available on the ACHP website (link below) and make sure yours are filled in completely.
- Review the MCARs and ask any questions you might have about the rules.

Link to Self-Audit Tools and Forms:

<https://www.multco.us/adult-care-home-information/operator-resident-manager-forms>

Set yourself up for a successful 2022!

**Interim ACHP Program Manager**

*Steven Esser*

### Just Ask

**Question:** Are there any efforts for mobile COVID-19 vaccinations or vaccination boosters at this time?

**Answer:** Yes, the Oregon Health Authority (OHA) has initiated a plan to assist with mobile vaccinations for residents that wish to receive the vaccine or booster. If they come to your home to administer a vaccination or booster to a resident, they can give boosters to Providers at that time as well. The OHA may be calling you to coordinate, or you can call the Multnomah County COVID Hotline at (503) 406-3696 to request to be on the mobile vaccine list.

**Question:** My license expired and I have not had a renewal inspection done yet. Do I need to reapply and pay for the next application? Is my license still in good standing?

**Answer:** Yes, an annual renewal application and the associated fees continue to be required to maintain your Adult Care Home license. The ongoing challenges of the pandemic have made it difficult to make it to every home in the licensing year for renewal inspections; however, the renewal application process itself provides the ACHP an opportunity to assure that the operator and home are keeping up with many of the licensing requirements. As long as you have continued to operate and have submitted your renewal application on time, unless you have been otherwise notified by the program, your license is considered active and in good standing. The ACHP is currently hiring additional licensers and adding support staff to the ACHP team. We are hopeful that this will help the program complete backlogged inspections more quickly and will provide more support to providers in the year ahead.

## COVID-19 Updates

As you likely have been reading and hearing about, the Omicron variant of the COVID-19 virus is spreading rapidly. There are a lot of rumors about the variant but what we know is that folks are more protected against the variant when vaccinated and that all of the vaccines do better against the variant with a booster shot (called a “third dose” for some populations). This is true both for fighting off the virus when exposed (to avoid infection) and for lessening symptoms and the seriousness of the illness if infection does occur.

On December 17th, the state issued an urgent advisory to providers stating that all long-term care settings including adult care homes “should be actively and urgently implementing COVID-19 vaccination opportunities for residents and staff including booster shots and third doses.” Multnomah County’s Adult Care Home Program wants to emphasize this advisory statement. Vaccines including booster shots are the best way to protect yourself, your family, and your residents against the Omicron variant of the COVID-19 virus.

### How do I find a COVID Booster?

The federal [Vaccines.gov](https://www.vaccines.gov) site (located at <https://www.vaccines.gov/>) is a great resource for locating a clinic or pharmacy near you. Click on the blue “Find COVID-19 Vaccines & Boosters” button, then specify your location and the type of vaccine you are looking for. The site also has age and timeline details to help you determine the recipient’s eligibility.

### Tips When Making the Appointment:

- Open the specific pharmacy links in separate tabs so that you don’t navigate away from the vaccines.gov site. You may have to check a few different pharmacies or clinics before you find an appointment slot that works for you or your resident.
- When making the appt, have the resident’s current vaccination information and ask the resident to sit with you to answer specific questions and to give consent where needed.

## What To Do When Someone in Your Home Tests Positive With COVID-19

Adult care home operators have a number of responsibilities when a resident, household member, or employee tests positive for COVID. Check below for some of these requirements.

### Within one business day, report any COVID infection(s) to the following organizations:

- **Your ACHP licenser.** If you are unable to reach your licenser by phone, call the Licenser of the Day at 503-988-3000. Voicemail or email is okay, but please also **make sure that you speak to someone from the ACHP by phone** to assure that there is no delay in the program receiving the information.
- **Multnomah County Health Department:** Communicable Disease Triage Line - 503-988-3406
- **Oregon State Office of Developmental Disabilities Services (ODDS)** (*only applicable if you have residents whose services are funded by I/DD*) - contact the ACHP at 503-988-3000 for links and forms. You can also contact Raymond De Silva at 503-988-6386 or [raymond.desilva@multco.us](mailto:raymond.desilva@multco.us) for assistance.

Additionally, OSHA rules require you to notify individuals who may have had contact with someone who has tested positive for COVID. Familiarize yourself with these [OSHA requirements](#) and make sure you are following them.

<https://osha.oregon.gov/covid19/Pages/default.aspx>

### What happens next:

A COVID condition will be placed on the ACH. This is not a corrective action. It is a precautionary measure with requirements designed to prevent further spread of the virus. The condition will be sent in writing by email. The length of the condition and any restrictions placed on the home will be based upon the details of the COVID infection. The ACHP will provide clarification as needed.

## Training, Testing, and Events

ACHP training is offered online. Register by calling 503-988-3000 or by emailing [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us). Please specify the name of training and your preferred date. Please note that registration is required in order to attend. If a desired training session is full, please email the ACHP Training Coordinator Ana Weakland at [ana.weakland@multco.us](mailto:ana.weakland@multco.us) for waitlist options or other assistance.

### **Record Keeping Part A, Screening and Care Planning -**

Required for new APD and MH licensed Operators and Resident Managers within the first year of licensure or role approval.

**Date:** Tuesday, 1/11/22

**Times:** 9:00 am - noon (Sign-on 8:50 am)

**Cost:** \$30

### **Record Keeping Part B, Medication Mgmt -**

Required for Operators and Resident Managers within the first year of licensure or role approval.

**Dates:** Wednesday 1/26/22

**Times:** 9:00 am - 12:30 pm (Sign-on 8:50 am)

**Cost:** \$30

### **Honoring Diversity**

Required for all new Operators and Resident Managers within the first year of licensure or role approval.

**Dates:** Wednesday 1/19/22

**Times:** 9:00 am - noon (Sign-on 8:50 am)

**Cost:** \$30

**Qualifying Testing is Resuming** - ACHP is now offering limited in-person DD and APD qualifying testing. Qualifying tests are required for all I/DD caregiver applicants and for I/DD and APD Operator and Resident Manager applicants. Testing is available on Thursdays at 9:00 am and 2:00 pm. Attendance must be scheduled in advance. For more info, visit [ACHP Basic Training & Qualifying Tests](https://www.multco.us/adult-care-home-information/basic-training-qualifying-tests)  
<https://www.multco.us/adult-care-home-information/basic-training-qualifying-tests>

## Progressive Corrective Action

**What is Progressive Corrective Action?** Adult care homes in Multnomah County are governed by a set of rules designed to establish health and safety standards for their licensure and regulation. These rules are called the Multnomah County Administrative Rules or MCARs. All homes must comply with these regulations and all rule violations require some form of corrective action. Progressive Corrective Action is a process designed to support the fair, equitable, and consistent application of these actions.

### **Is every rule violation treated the same?**

No, Some rule violations present more of a risk to a resident's health and safety than others. When discovered, rule violations are given a severity rating that is a combination of the violation's frequency (within the home) and its "seriousness of harm." Frequency is determined by the home's compliance history over the past 3 years (past inspections, complaints, protective service investigations, etc.) and whether or not this issue has come up before. The "seriousness of harm" is based on the impact (or potential impact) to one or more of the residents in the home. The overall severity rating guides the licenser's assigned corrective action. Additionally, MCAR 023-160-220 through 023-160-248 provides a list of violations for which a fine and sanction is mandatory. Sanctions are also issued when a violation is repeated or becomes a pattern and presents a higher "seriousness of harm" level. If a violation requires a sanction, it is referred to the ACHP Corrective Action Specialist.

**What does this mean for my home?** If a rule violation is discovered in your ACH, you can expect to be notified of the violation and receive a corrective action. Corrective actions include technical assistance, written warning, or a sanction, as described within MCAR 023-160-105. Your licenser will work collaboratively with you to correct the violation, and if required, to develop a plan of improvement. Also, the ACHP's corrective action process includes appeal rights. Ask your licenser if you have questions.



Department of County Human Services

**M198**

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