

**RESIDENT MANAGER VACATION
(OR ABSENCE FROM THE HOME) OVER 72 HOUR PLAN**

MCAR 023-070-830 The Resident Manager must notify the ACHP of the name of the caregiver(s) who will be responsible for the care of the residents in the home at least 48 hours prior to leaving. In addition, at least 48 hours prior to leaving, Resident Managers shall appoint a designee, who must be approved by the ACHP, to oversee and monitor their adult care home anytime the Resident Manager will be out of the home or not present to oversee the daily operation of the home for more than 72 continuous hours.

Resident Manager's Name: _____ License Number: _____

Phone Number: _____ FAX Number: _____

Adult Care Home Address: _____

Specific Dates of Absences: From: _____ To: _____

Your emergency contact information while you are gone (phone number)? _____

Who will live in the home and provide care to the residents? _____

Who is/are the back-up caregiver(s)? _____

Operator's Signature: _____ Date: _____

APPOINTED DESIGNEE

What is the name of the Multnomah County licensed Operator or Resident Manager who has agreed to oversee/monitor the home during your absence?

Name: _____ Phone: _____ License #: _____

Does this person have approval to admit new residents while you are away? Yes ☐ No ☐

ATTACH CURRENT COPIES OF CPR AND FIRST AID TO THIS FORM

All caregivers must have the following to be approved to work in the home during the Operator's absence:

- Current CPR/First Aid Certificate
- Current Background Check Approval Letter from the ACHP
- Completed Workbook or Basic Training Certificate
- Completed Caregiver Checklist

Approved ☐ Denied ☐
ACHP Signature _____
Date _____