

## ***5 Steps to Becoming an Adult Care Home Operator for Residents With Intellectual or Developmental Disabilities***

An Adult Care Home (ACH) is a home-like care setting where up to five adults with intellectual or developmental disabilities live and receive care, services, and 24 hour-a-day supervision. Residents shall not be related to the ACH Operator by blood, adoption or marriage. All Adult Care Homes in Multnomah County must be licensed and regulated by the Multnomah County Adult Care Home Program (ACHP). An Operator must live in the home that is licensed or hire an approved Resident Manager to live in the home.

### **Minimum Qualifications for an ACH Operator:**

- A minimum of one year's verifiable, full time experience providing hands-on, direct care to adults with intellectual or developmental disabilities;
- ability to pass an English competency test;
- ability to demonstrate financial stability (credit check and financial resources);
- ability to pass a criminal and abuse history background check; and
- ability to meet all requirements listed in the steps below.

**Application Process:** After you have successfully completed each step listed below, you will be provided with the information and materials needed for the next step.

**Please complete the steps in the order listed below** unless otherwise directed by Adult Care Home Program staff! *The Fire Safety course, English Competency test, Background Check, and Orientation are all valid for up to one year for all applicants.*

**Step1- Visit** <https://web.multco.us/adult-care-home-information>. On this site you can read about becoming an ACH Operator, take a readiness test (self assessment), and complete a mandatory fire safety class. Print the Fire Safety certificate and save it to submit with your application.

**Step 2- Take** the English Competency Test. **No fee.** Visit the ACHP website or contact ACHP to schedule your English Competency test. **Submit** a Background Check Request (BCR) form right after you take the test. **Fee: \$15.00.** You must present valid government-issued picture ID and must be seen in person by ACHP staff. Once you have an approved Background Check and have passed the English Competency test, contact the Adult Care Home Program at 503-988-3000 or email [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us) to register for the New Operator Orientation class.

**Step 3- Attend** New Operator Orientation **Fee: \$55.00.** Then **study** for the Multnomah County approved DD Qualifying Test. The rules and the DD Basic Training Manual which is designed to help prepare for the test can be access at <https://web.multco.us/ads/adult-care-home>. When you are ready to take the test Email: [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us) so we may schedule you a date and time. Please include your first and last name and day time telephone number so we send you confirmation.

**Step 4- Pass** the Qualifying Test. **No fee.** You must present valid government- issued picture ID at the test. You must complete both the New Operator Orientation and Basic Training Self-Study Course before taking the Qualifying Test; bring those certifications to the Qualifying Test as verification. Upon passing the test, you will be mailed an application.

**Step 5 - Submit** a completed New Operator License Application with the required fees.

The length of time it takes to become a licensed operator is different for each applicant. Please keep this in mind before entering into a home purchase, lease or rental agreement. All homes must meet the standards for adult care home facilities outlined in the Multnomah County Administrative Rules. The process outlined above applies only to Adult Care Homes in Multnomah County. Applicants wishing to open an Adult Care Home outside of Multnomah County can call the Oregon Department of Human Services at (503) 945-6403.