

**Operator Request for Exception For Shift Managers  
To Multnomah County Administrative Rules**

MCAR 023-050-105: Adult care home license applicants or Operators must apply in writing to the ACHP for an exception to a specific requirement of the ACHP rules. The Operator must prove to the ACHP by clear and convincing evidence that such an exception does not jeopardize the care, health, welfare or safety of the residents. Evidence must indicate that all residents' needs can be met and that all occupants can be evacuated within three minutes.

Name of Operator:	License:	Date:	
Adult Care Home Address:	City:	State:	Zip:

1. Exception requested: to the rule requiring Operator to live in the home unless a Resident Manager lives in the home or ACHP grants a written exception to allow Shift Managers (MCAR 023-070-115).
2. Explain the reason why operator needs shift manager(s) in the ACH and how this will benefit residents in the home. Please indicate which specialized populations you serve with intense care needs (i.e., head injuires, sexual offenders, Alzheimer's disease or dementia).
3. How many shift managers does the Operator intend to employ in the home? \_\_\_\_\_
4. Where does the Operator intend to live? \_\_\_\_\_
5. Describe how the Operator intends to monitor the home and remain in compliance.
6. Attach a current staffing plan and a proposed staffing plan if this exception is approved.

Signature of Provider: \_\_\_\_\_ Date: \_\_\_\_\_

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Exception Request is  Approved  Denied

Reason for granting / not granting exception request:

Licenser: \_\_\_\_\_ Date: \_\_\_\_\_

If an exception to any provision of these rules is denied, the applicant or licensed Operator may request an administrative conference with the ACHP (MCAR 023-050-125). To request an administrative conference, please call 503-988-3000 or email: [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us)