

# Adult Care Home Program Newsletter

## April 2023

### Letter from the ACHP Program Manager

Dear Providers,

Now that the state has relaxed masking rules, it's time to get back to normal life routines. With vaccines and treatments available, COVID-19 no longer needs to prevent us from living our lives fully.

Adult care homes are tasked with providing a good quality of life for residents. It's up to operators and caregivers to encourage residents to get out of the isolation of their bedrooms and mingle in the living room, dining room, patio and other shared spaces.

Residents may have grown accustomed to isolation and may need encouragement over the coming weeks. Encourage them to develop friendships with other residents and return to the activities they enjoyed before the pandemic.

This is also a great time to work on providing activities that residents enjoy. Get to know them and talk about what they enjoyed doing before they entered an adult care home. With some creative thinking, you can plan enrichment activities that fit their interests and preferences.

We understand that some residents face physical and cognitive challenges that limit them, but it's time for care home life to return to normal, and daily isolation in the bedroom to come to an end.

**ACHP Program Manager**

*Steven Esser*

### Text Message Service Launches

The ACHP has a new way to reach adult care home operators: by text message. Our roll out of this new service was delayed, so you will receive your first text message in April. This is part of the program's efforts to improve communication with operators.

Text messages will share important updates, and information about meetings and events.

To contact the ACHP, continue to email or call. The program will not be able to reply to text messages.

You will have the option of opting out of this text messaging service.

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### Just Ask: Planning Ahead for Vacation

**Question:** I have a vacation coming up. How do I plan ahead for that?

**Answer:** If an operator or resident manager plans to be out of the home continuously for 72 hours or longer, the operator is required to submit a "Vacation-Absence from Home Request" form to the ACHP. The form must be received by the program at least seven business days prior to the absence from the home. It must include information about the back-up operator or resident manager, along with a temporary operation plan.

The ACHP will respond within 72 hours of the request. See MCAR 023-070-830 for more information.

## State Relaxes Mask Requirements

On Monday, April 3, Oregon Health Authority changed the mask requirements for healthcare settings, including adult care homes.

Masks are no longer required for residents, visitors, staff that live in the home, or staff that live elsewhere.

However, operators may choose to require staff to continue to wear masks. You may request that visitors wear masks, but you cannot deny entry to unmasked visitors.

Some people may prefer to continue to wear masks. You may not require staff or visitors to remove their masks if they choose to wear one.

Sometimes masking remains necessary for the health and safety of all. Masking will be required for staff, residents and visitors who:

- Have suspected or confirmed COVID-19 or other respiratory infections (e.g., runny nose, coughing, sneezing).
- Had close contact or a higher-risk exposure with someone who has COVID-19. They should wear a mask for 10 days after their exposure.
- Live or work in a care home with a COVID-19 outbreak.

Adult care homes should also follow masking protocols recommended by local public health authorities.

If a resident is unable to wear a mask due to a medical condition, you should take steps to reduce the risk of illness, including physical distancing from other residents, and ensuring others in the care home are wearing masks.

If a staff member or resident in your home is exposed to or exhibits symptoms of COVID-19, please seek COVID testing. Positive test results should be reported to the ACHP within

one business day, along with your name, contact info and phone number. Someone from the program will call you ASAP with questions and further instructions.

**[COVID-19 Information for Providers:](https://multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers)**  
[multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers](https://multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers)

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## Efforts to Improve Resident Placement

The ACHP wants to connect residents to empty beds in care homes through a few initiatives.

1. APD homes should complete a new monthly survey.

You will receive the survey via our new text messaging service. This quick survey will help the placement specialist know which APD homes currently have vacancies.

2. Complete your home's profile on [Adult Care Options](https://www3.multco.us/AdultCareOptions) [www3.multco.us/AdultCareOptions](https://www3.multco.us/AdultCareOptions).

The ACHP is beginning to market directly to the public about our placement services. We will direct people to that website to find information about vacancies for private pay or Medicaid. If your home's profile is not updated, please complete that process.

One issue we've noticed is stretched photos. Here's how to adjust your photos before you load them so that they display correctly:

The optimal file size for images is no more than 200 KB. Full-screen background images should be between 1500 pixels and 2500 pixels wide. For most other images the max-width is 800 pixels. Keeping images between these perimeters will ensure they load properly on computers and mobile screens.

## Training and Support

*Sessions offered via webinar.*

*To register call 503-988-3000 or email  
advsd.adult.carehomeprogram@multco.us.  
Specify the training name and date.*

### Emergency Preparedness Planning -

Required for Operators, Resident Managers, and Shift Managers.

**Date:** Thursday, April 20

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

**Cost:** \$30

**Orientation** - Required for Operator, Resident Manager, and Shift Manager applicants.

**Date:** Wednesday, May 3

**Times:** 9:00 am - 3:00 pm (Sign-on 8:50 am)

**Cost:** \$55

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

Required for APD and MHA licensed Operators, Resident Managers, and Shift Managers.

**Date:** Thursday, April 6

**Times:** 9:00 am - 12:30 p.m. (Sign-on 8:50 am)

**Cost:** \$30

### Record Keeping Part B, Medication Mgmt -

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

**Dates:** Wednesday, April 12 & Thur., April 27

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

**Cost:** \$30

**Honoring Diversity** - Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

**Date:** Tuesday, April 18

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

**Cost:** \$30

**Provider Meeting** - A collaboration between Multnomah county & state care home programs

**Dates:** Wednesday, April 19

**Times:** 10:00 - 11:00 am

**Cost:** Free, no CEUs

## Just Ask: Background Checks for Care Home Staff

**Question:** Can I submit a request for a caregiver's background check directly to the state of Oregon? How does that work?

**Answer:** Yes, but first an operator must become a qualified entity designee. Request training material from the Oregon Background Check Unit training coordinator at 503-378-5470 or [bcu.info@odhsoha.oregon.gov](mailto:bcu.info@odhsoha.oregon.gov).

As a qualified entity designee, you can only process background checks for your own staff. You cannot process background checks for operators.

If you submit a background check for a staff member, and the Oregon Background Check Unit notifies you about a negative outcome – such as denial, or approval with restrictions – you must notify the ACHP in writing within 24 hours.

New staff are still required to submit an application to the ACHP before they are allowed to work. If you've processed their background check, attach a copy of the Oregon Background Check Unit approval letter to the application before submitting it.

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## Form Update

Looking for the psychotropic medication list? It's now added to the end of the "Balancing Test for I/DD" form.

### [Record Keeping Forms](#)

[www.multco.us/adult-care-home-information/record-keeping-forms](http://www.multco.us/adult-care-home-information/record-keeping-forms)