

# Adult Care Home Program Newsletter

## April 2024

### Use Updated Form to Plan for Vacation

Based on provider feedback, the Vacation or Absence From Home Request form has been updated to include the training requirements for the caregiver left in charge, caregiver working alone and regular caregiver.

Staff scheduled in your temporary operating plan must have completed all training and requirements before you submit your exception request, or your request may be denied.

Remember, if an operator or resident manager plans to be out of the home continuously for 72 hours or longer, the operator must submit the Vacation or 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. 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. (MCAR 023-070-830)

Find the updated form at [Exception Requests, multco.us/adult-care-home-information/exception-requests](https://multco.us/adult-care-home-information/exception-requests).

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### New Staffing Plan Template

Find an improved staffing plan template in PDF and Excel at [Record Keeping Forms, multco.us/adult-care-home-information/record-keeping-forms](https://multco.us/adult-care-home-information/record-keeping-forms).

### Set up Residents for 2024 Election Success

For each large election, Multnomah County Elections reaches out to a sample of adult care homes to offer registration cards and supplies for your residents.

You may now call or email a request for registration material.

The deadline for new Oregon voters to register is Tuesday, April 30. That's also the deadline to change party affiliation. Ballots are sent out Wednesday, May 1, 2024. Get your updates in early!

They have registration forms in English, Spanish, Somali, Russian, simplified Chinese and Vietnamese. They also have large print registration forms.

Multnomah County Elections offers assistance to all voters. We can send a Voter Assistance Team to any location in Multnomah county to:

- Register you to vote or check your voter registration.
- Mark or read your ballot.
- Update or verify your name, address or other voter information.
- Explain election rules and steps in voting.

These services are always free.

Call 503-988-8683, email [elections@multco.us](mailto:elections@multco.us), or fill out an online form at [Voter Assistance Request Form, multco.us/elections/webform/voter-assistance-request-form](https://multco.us/elections/webform/voter-assistance-request-form).

## **New Requirement for Home and Community-Based Services Training**

All APD providers, staff and volunteers in APD homes, or homes serving APD residents, were required to complete Home and Community-Based Services training by Sunday, March 31.

**If you or your staff have not completed this training, it will be a correction during your next inspection.**

The state also requires an additional form be submitted directly to them: [HCBS Attestation of Training Compliance forms.office.com/g/PiPKErZN65](https://forms.office.com/g/PiPKErZN65).

All staff should complete the training before operators submit an attestation. This form gathers information on:

- Operator full name and title
- Email address and phone number
- Adult care home address
- License number
- Tax ID number

For questions about the attestation, email [hcbs.oregon@odhsoha.oregon.gov](mailto:hcbs.oregon@odhsoha.oregon.gov).

You are still required to submit all HCBS training certificates to the ACHP. Each provider will need to create or have their own individual account with Oregon Care Partners in order for the training certificate to reflect their name. Certificates can be emailed, faxed or dropped off in person at the ACHP office.

I/DD and MHA operators and their staff are not required to take the training at this time, unless the home also serves an APD resident.

Register now for [Home and Community-Based Services and Settings and Individually-Based Limitations](https://oregoncarepartners.com/app/#/class-details/3430) [oregoncarepartners.com/app/#/class-details/3430](https://oregoncarepartners.com/app/#/class-details/3430)

## **New Application Process Launched April 1**

Do you know someone who wants to become an adult care home operator? Please help us spread the word that the ACHP launched a new application process.

### **1. Free information session on how to become an adult care home operator**

This free virtual session will cover the basics of adult care homes and introduce attendees to the licensing process.

The ACHP recommends attending the free information session before purchasing a house or signing a lease.

### **2. In-person consultation with a licenser**

Applicants will meet one-on-one for a consultation with a licenser to get questions answered about their specific situation. They will learn about common challenges with the application, and ask questions about the application criteria. The licenser will also help the applicant determine their own suitability.

A determination of license approval or denial will not be made during the consultation. If an applicant decides to proceed with applying, a determination is made upon review of the application.

### **3. Updated application form**

If an applicant requested an application before Monday, April 1, the ACHP will accept the old form.

Starting Monday, April 1, new applicants are required to use the new form.

For more information about the new application process, to register for the information session or to schedule a consultation, visit [How to Become an Adult Care Home Operator](https://multco.us/adult-care-home-information/how-become-adult-care-home-operator) [multco.us/adult-care-home-information/how-become-adult-care-home-operator](https://multco.us/adult-care-home-information/how-become-adult-care-home-operator).

### Training and Support

Sessions are virtual unless listed as in person.  
To register call 503-988-3000 or email  
[advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us).  
Specify the training name and date.

#### In-Person Provider Meeting

Topic: Requirements for Rate Exceptions  
Date: Wednesday, April 24, 1 – 4 p.m.  
Cost: \$30 (3 CEUs)  
Location: Sharron Kelley Room 600 NE 8th St.,  
Gresham, OR 97030

**Orientation** Required for operator, resident manager and shift manager applicants.

Date: Thursday, May 2  
Time: 9 a.m. – 3 p.m. (Sign-on 8:50 a.m.)  
Cost: \$55

**First-year required trainings for operators, resident managers and shift managers:**

#### In-Person Record Keeping Part B, Medication Mgmt

Dates: Thursday, April 11, 9 a.m. – 2:30 p.m.  
Location: Sharron Kelley room, 600 NE 8th St.,  
Gresham, OR 97030  
Cost: \$30 (3 CEUs)  
*Registration is full through May.*

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

Required for APD and MHA operators, resident managers and shift managers.  
Date: Tuesday, May 9  
Time: 12:30 – 3:30 p.m. (Sign-on 12:20 p.m.)  
Cost: \$30 (3 CEUs)

#### Emergency Preparedness Planning

Date: Wednesday, May 15  
Time: 9 a.m. – 12:30 p.m. (Sign-on 8:50 a.m.)  
Cost: \$30 (3 CEUs)

#### Honoring Diversity

Date: Tuesday, June 11  
Time: 9 a.m. – noon (Sign-on 8:50 a.m.)  
Cost: \$30 (3 CEUs)

### Just Ask: Keeping Leftovers in the Fridge

Question: How long can leftovers be stored in the fridge?

Answer: Leftovers should be eaten or thrown away within four days. To keep track of how long leftovers have been in the fridge, write the date the meal was prepared on the container of leftovers. All frozen food must be dated too. Expired or spoiled food must be thrown away. (MCAR 023-080-843)

Review the USDA's Steps to Keep Food Safe at [Food Safety Basics](https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics),  
[fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics](https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics)

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### Don't Forget: Caregiver Employment Notification Form

Remember you must send the Caregiver Employment Notification form to the ACHP within 15 days of hiring or terminating a caregiver.

[Caregiver Employment Notification](https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Employment%20Notification.pdf)  
[multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Employment%20Notification.pdf](https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Employment%20Notification.pdf)

You can find it at [Operator and Resident Manager Forms](https://multco.us/adult-care-home-information/operator-resident-manager-forms),  
[multco.us/adult-care-home-information/operator-resident-manager-forms](https://multco.us/adult-care-home-information/operator-resident-manager-forms)

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[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)