

Adult Care Home Program Newsletter

August 2021

Letter from the ACHP Interim Manager

Dear Providers,

What a summer! While we enjoy the outdoors, Portlanders are having to become more savvy about heat. When temperatures are up, make sure residents know to avoid going out during the hottest parts of the day. Evenings and mornings are particularly good times to be outside. Make sure to be aware of heat related symptoms and remember to stay hydrated.

I wanted to take the opportunity to address a few program highlights and areas of focus.

- **ACHP Training Coordinator:** Training Coordinator position interviews are currently taking place. This will be timely as we look to transition back to in-person training in the near future, though no dates are set as of yet for these in-person events.
- **Licenser Caseloads:** Licensers are back out in the field conducting inspections and monitoring visits. We are actively recruiting for open positions and are planning to increase the amount of program licensers to help with the backlog in licensing related to COVID-19.
- **MCAR Review:** The ACHP has begun the lengthy process of updating and revising the Multnomah County Administrative Rules. The goal is to increase accessibility, minimize duplication, and consolidate areas of information into a more manageable framework. Look for opportunities for public feedback as the review process moves forward.

Thank you all for your continued efforts in providing a safe and homelike environment in these changing times.

Steven Esser, Interim ACHP Program Manager

Just Ask

Question: What do I do if I find out a caregiver has been arrested or charged with a crime? Do I wait to see if there is a conviction?

Answer: No, don't wait for a conviction. MCAR 023-070-455 states that Operators must notify the ACHP immediately upon learning that they or any subject individual associated with their home has been arrested, charged with, or convicted of a crime; or has self-disclosed a disqualifying condition. Additionally, the subject individual must also self-disclose this information to the ACHP. This should result in multiple reports to the ACHP from different sources for each situation. See OARs 407-007-0281 and 407-007-0290 for a list of qualifying crimes and conditions.

Question: What happens if I have extra staff in the ACH on a day we do an evacuation drill?

Answer: It's important to practice evacuation drills with only the minimum required number of staff present (for that time of day). Drills performed with extra staff don't give operators an accurate idea of what it would be like to evacuate with only the minimum. If you have extra staff in the home on a drill day, ask some to take a passive role and record them in the "Other Occupants" section of the drill record.

Question: What's the quickest way to get time-sensitive written information to the ACHP?

Answer: The quickest way is to attach documents to an email and send them to: advsd.adult.carehomeprogram@multco.us. If attachment(s) are more than 25MB total, you will need to send more than one email (less than 25MB each). You can expect a confirmation email from the program within one business day. If you don't receive this confirmation, follow up with a call to the program at 503-988-3000 to make sure that your documents were received.

COVID-19 Updates

Effective June 30th, 2021, Governor Kate Brown ended Oregon's County COVID-19 Risk Level framework and eliminated many of the public safety restrictions.

How does this affect Adult Care Homes?

There are a number of updates related to ACH protocols concerning visits, screening, admissions, and readmissions. Of note, the Governor's executive order states that masks and physical distancing are still required in healthcare settings. Check out the updated [COVID-19 protocols on the ACHP website](https://www.multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers) at <https://www.multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers>.

Is an Adult Care Home considered a "Health Care Setting"? Yes, ACHs are considered health care settings because they provide direct client services in a residential care setting, including personal care activities that involve very close contact with an individual, such as toileting or bathing. Click the link for more information on [Oregon OSHA's COVID-19 Workplace Rules](https://osha.oregon.gov/covid19/Pages/covid-19-QAscope.aspx).
<https://osha.oregon.gov/covid19/Pages/covid-19-QAscope.aspx>

Here are a few update highlights:

- There is no longer a 2-person limit on visitors. ACHs may have multiple visitors in the home at the same time.
- Masks remain required for all visitors and for staff that do not live in the home.
- Visitor screening is no longer required. A visitation log remains required for contact tracing purposes.
- In-person licensing and ombudsman visits will continue, and case management visits are starting.
- Potential residents may not be denied admission based on vaccination status

Please review the website (linked above) for the complete description of updates.

Selling My Adult Care Home

What are some of the important things I need to know when considering the sale of my adult care home?

MCAR 023-041-200 does a good job of describing all of the requirements related to this topic. Check there for a comprehensive list of requirements.

Below are some other questions and answers that might help.

Is it the operator or the home that is technically licensed? Actually, it is both! Because there are requirements related to the operator's knowledge and training AND the physical characteristics of the home, the adult care home license is tied to both a person and an address/physical structure.

What do I need to do if I want to sell a property that is named on an adult care home license? Operators are required to inform the ACHP immediately when a home is listed for sale **and** when an offer is made to purchase the home. Remember that selling an adult care home **business** must occur in a separate transaction from the sale of the home and property. AND the license to operate a home is not transferable, even if the business is sold. When selling a home, Operators are responsible for communicating the non-transferrable condition of the license in all written communications to both real estate agents and to potential buyers (e.g. listing, advertising, etc.).

What happens to residents when a home is sold? Operators must give at least 30 days written notice to residents, their representatives, and to the ACHP before the proposed sale, lease, or transfer of the property on which the adult care home is located. During the sale, the licensed Operator must continue to operate the home in accordance with all MCARs until a new license related to the adult care home is issued or all the residents have moved.

Training, Testing, and Events

ACHP training continues to be offered online for the time being.

Register by calling 503-988-3000 or by emailing advsd.adult.carehomeprogram@multco.us. Please note that registration is required in order to attend.

Check the ACHP webpage for [ACHP training updates](#):
<https://www.multco.us/adult-care-home-information/required-training-provider-meetings-and-ceus>

Orientation - Required for all Operator and Resident Manager applicants.

Dates: Wednesday 8/18/21

Times: 9:00 am - 3:30 pm (Sign-on 8:50 am)

Cost: \$55

Record Keeping Part B, Medication Mgmt

Dates: Thursday 8/12/21 & Wednesday 8/25/21

Times: 1:30 pm - 4:30 pm (Sign-on 1:20 pm)

Cost: \$30 for Operators & Resident Managers

Other required training

Honoring Diversity: If you are an Operator in your first year who needs this training, we are temporarily accepting an online course through Oregon Care Partners: [Beyond Cultural Awareness: Diversity, Equity, & Inclusion in Long-Term Care](#). Once the training is complete, submit your completion certificate to the ACHP by email or fax (503-988-5722). The ACHP will then provide you with an exception form to complete for our records.

<https://oregoncarepartners.com/app/#/browsing-classes?search=Beyond%20Cultural%20Awareness>

Testing

The ACHP is continuing to provide 1:1 testing for Operator, Resident manager, or Caregiver applicants on an as needed basis. Contact the ACHP at (503) 988-3000 to request individual testing.

Workday Oregon Learning Account Info

Effective June 16th, the State of Oregon transitioned from the iLearnOregon learning management system to Workday Oregon Learning. Previous newsletters shared information about downloading transcripts from iLearn so that training credits would not be lost. The next step is to set up your “Extended Enterprise Learning Account” in Workday Oregon. This is the account you will use to register and access learning materials for state training sessions.

You can access a [guide on creating your “Extended Enterprise Learner Account,”](#) by clicking the link.

(https://www.oregon.gov/das/HR/Documents/CreateUpdateEELAccount_JA.pdf)

Some tips:

- The [Workday Learning page](#) is here: <https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>. Once there, click the link on the right under “Featured Links” titled, “Create Extended Enterprise Account.” After creating your account, this is the page you will use to log in.
- When you register, select “State of Oregon” under the ‘affiliation’ dropdown.
- Once you submit your registration, go to the email account used. You should find an email with the subject line, “Confirm your email,” from Workday Learning. Open it and click on the link provided to confirm your account.
- Once confirmed, you will receive 2 emails. One with your username and another with your temporary password. Log in to workday to personalize your password.
- When you log in for the first time, you will be asked to identify and answer 4 security questions. Answers must be one word only. **Write your answers down** and keep the answers handy. The platform’s 2-step verification system will require that you answer at least two of these questions every time you log in.



Department of County Human Services

M198

Multnomah County Oregon
Department of County Human Services
Adult Care Home Program
421 SW Oak St, Suite 650
Portland OR 97204

RETURN SERVICE REQUESTED

PRSR STD
US POSTAGE
PAID
PORTLAND OR
PERMIT NO
5522