

Adult Care Home Program Newsletter

August 2026

Continued Public Hearing at Board of County Commissioners Meeting

On July 2, 2026, a hearing was held about proposed changes to the Adult Care Home Program licensing rules during the Board of County Commissioners meeting. The Board postponed their vote and provided feedback on the rules.

Based on that feedback, the ACHP removed the proposed rule changes related to care plan requirements. The proposed permanent rules still include updates to Appendix I describing Activities of Daily Living, and the removal of rules related to the licensing and regulation of IDD adult care homes.

Appeal Hearing at Board of County Commissioners Meeting

A hearing about proposed permanent rules will continue during the normal Board of County Commissioners meeting on Thursday, August 13 at 9:30 a.m. The county boardroom will be closed for renovations so the meeting will be held virtually.

Members of the public may testify in person or virtually. Use the public testimony webform to sign up to testify or to submit written testimony. Community members can watch the board meeting and give public testimony in room 126, 501 SE Hawthorne Blvd, Portland, Oregon, 97214. Staff will be there to assist you starting at 9 a.m.

You can watch a livestream of the meeting at the Multnomah County Board YouTube channel. Recordings of each board meeting will be available on both the Board clerk's website

and the YouTube page within 48 hours following the end of the meeting.

Current Rules: What Rules are in Effect Now?

Temporary administrative rules have been in effect since January 1, 2026.

Adult Care Home Regulations Webpage

Find links to public testimony, the Multnomah County Board YouTube channel, the updated proposed permanent rules and the current rules at [Adult Care Home Regulations](https://link.multco.us/ACHP.regulations), link.multco.us/ACHP.regulations.

Update to Care Plan Template

The care plan template has been updated based on operator feedback. Improvements to the template include:

- The Activities of Daily Living align with the updated ADL definitions and descriptions at the state level and in the proposed permanent MCAR.
- The classification worksheet has been removed from the care plan template.
- The order of the information in the care plan aligns with the updated classification worksheet.
- It includes all MCAR content requirements.

Using the ACHP care plan template is optional. It is designed to be a helpful resource for you!

Find the updated care plan template at [Record Keeping Forms](https://Record Keeping Forms multco.us/info/record-keeping-forms) multco.us/info/record-keeping-forms.

Plan Ahead to Sell an Adult Care Home

Selling an adult care home is a complex process. Planning ahead can ensure a smooth transition for you, the future adult care home operator and current residents.

New Adult Care Home Operator

Often a current operator knows someone who would like to purchase the business and become an adult care home operator. However, they must get licensed before they are able to run the business. You cannot transfer operation of the home until the new operator is licensed by the ACHP.

It generally takes three to four months for an operator applicant to complete the process. Plan ahead to make sure your license doesn't expire before the applicant can get licensed. The licensed operator must continue to operate the home until a new operator is licensed or all the residents have moved. Do not let your license expire during the sale process.

Remember, some applicants are denied licenses because they do not fulfill the requirements. If they are licensed, they may not be approved to serve the same population or classification of residents who currently live in the care home.

Just like all operator applicants, they should carefully review the information at [How to Become an Adult Care Home Operator, link.multco.us/new.operator](https://link.multco.us/new.operator).

Many applicants struggle with employment verification. The Adult Care Home Employment Verification FAQ is a helpful resource to review before they start their application.

The last step of this process is an ACHP inspection of the care home. Even though the care home is in current operation, it is possible for the home to fail this inspection. This can

happen when unpermitted work has been done on the house.

Current Residents of the Care Home

Residents are not part of the sale of the adult care home. They have the right to move out if they want.

Residents can only stay in the care home if the new operator is licensed for that type of resident (APD or BH) and for the class of resident (level one, two or three).

Before the sale, lease or transfer of the business or property, the operator must give a 30 day written notice to the:

- Residents
- Residents' representatives and/or family members
- Medicaid case managers
- ACHP

The 30 day notice must be in writing (verbally informing them is not enough). If the new operator does not want to re-screen the residents, then that information should be included in the 30 day notice.

If the residents would like to remain in the care home, the new operator can choose to re-screen them.

Selling the House and the Business

The adult care home property must be sold separately from the business assets, because the new operator is licensed separately. You must notify the ACHP when an adult care home property is listed online for sale. You must also notify us when an offer is made.

(MCAR 023-041-200)

The ACHP wants to help this process go smoothly! Call us and request to talk to the licenser of the day to get your questions answered.

Training and Support

Sessions are online unless listed as in person.

*To register call 503-988-3000 or email
advsd.adult.carehomeprogram@multco.us.*

Free Info Session for Operator Applicants

Tuesday, August 18, 9 – 11 a.m.

In-Person Provider Meeting: Alzheimer's

Wednesday, August 26, 1 – 4 p.m.

Chinook Room, 600 NE 8th St., Gresham

\$30 | 3 CEUs

- Understanding Alzheimer's and dementia
- 10 warning signs of Alzheimer's
- Responding to dementia-related behaviors
- Building brain-healthy habits

Presenter: Laura Brooks, account executive
with Housecall Providers

Orientation

Required for operator, resident manager and
shift manager applicants.

Tuesday, September 8

Time: 9 a.m. – 3 p.m. (Sign on 8:50 a.m.)

\$55

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

In-Person Record Keeping Part B, Medication Management

Thursday, August 13, 9 a.m. – 2:30 p.m.

Rockwood Market, NW Room,

458 SE 185th Ave., Portland, OR 97233

Cost: \$30 | 3 CEUs

In-Person Emergency Preparedness Planning

Monday, August 17, 10 a.m. – 1:30 p.m.

East County Library, Room 1D,

475 NW Division Street, Gresham, OR 97030

\$30 | 3 CEUs

In-Person Record Keeping Part A, Screening and Care Planning

Thursday, September 3, 10 a.m. – 3:30 p.m.

East County Library, Room 2H,

475 NW Division Street, Gresham, OR 97030

\$30 | 3 CEUs

Honoring Diversity TBD

Update: Controlled Substance Count Sheet

The form Controlled Substance Count Sheet
has been updated based on operator feedback.
The updated form clarifies that the witness
signature is optional when administering
medications.

When controlled substances are prescribed,
the dispensing of the controlled substances
must be documented on the ACHP-approved
form separate from the MAR. The count on the
log needs to match the amount of medication
on hand. (MCAR 023-080-524)

Also, the MAR should match the controlled log
sheet, identifying when a controlled medication
was administered, and by whom.

During inspections, licensers will verify that the
Controlled Substance County Sheet matches
the number of pills or medication on hand.

It's best practice to have a witness when a
controlled substance is dispensed. If the count
doesn't match it may indicate several possible
concerns, including diversion or theft of
controlled substances. If you find a discrepancy
or missing controlled substances that you
cannot account for, this may be abuse. APS
and law enforcement should be notified as
appropriate. (MCAR 023-140-205 b).

Remember, the Medical Disposal Record still
requires a witness signature. Find the updated
count sheet at [Record Keeping Forms
multco.us/info/record-keeping-forms](https://multco.us/info/record-keeping-forms).