

Adult Care Home Program Newsletter

December 2019

Program Manager Letter

Dear Providers,

This time of year can be both happy and stressful. I hope you are taking care of yourself and making time to spend with your friends and family. We are making progress on this year's goals and below is an update:

Program Goals:

- **Paperwork reduction workgroup** - Group met on November 25th and identified some areas that could be simplified, improved, or modified. The group will work on draft changes. These draft forms will be shared via email and feedback will be collected via Survey Monkey from the greater provider network. Each form will be open for feedback for a period of 14 calendar days before being finalized.
- **ACHP positions** - We have approval to go ahead with the hiring of two new licensers. This week an invitation will be sent out to providers for the opportunity to participate in interviews.
- **Training** - We are prioritizing Motivational Interviewing and Emotional Intelligence training for licensing staff and plan to have training by Spring.
- **Rules review** - Save the date 2/28/19. An email will go out in December to sign up for the rules review. This workgroup will review the current rules with the goal of identifying areas of confusion, conflict and general housekeeping that will need to be addressed in the next rule change.

Wishing you Happy Holidays,

Felicia Nelson,
Program Manager

Just Ask

Question: What is a Doctor's order?

Answer: A Doctor's order is a signed directive that addresses such things as wound care, prescriptions, blood pressure checks and other treatments. A Doctor's order can be signed in ink or electronically.

An electronic signature is done through an approved medical record database and verified. Electronic signatures must have a digital ID or certificate number and a statement of credential that states on the document this is an electronic signature.

Question: Can a licenser provide any care to residents while in the home, including supervision and protective awareness?

Answer: No, It is our goal not to interfere with the operation of the home or resident care. Licensers will review the residents' records and before leaving debrief the findings with the provider in charge.

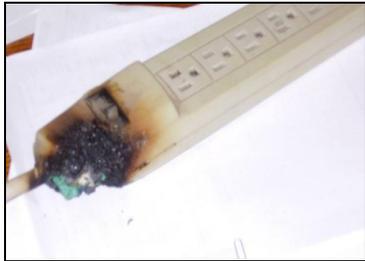
Question: Last month there was an article in the November newsletter that said providers are required to have fireplaces/wood stove inspected annually. I have not used my fireplace or wood stove in years. Can I have it decommissioned?

Answer: Yes, the ACHP can approve an exception if you are sure you don't want to use your fireplace or wood stove. Fireplaces can be secured by bolting the hearth closed. This will prevent anyone from using the fireplace but allow for use in the future. For wood stoves you can simply remove the flue, this will also prevent use, but is easily reassembled for use in future.

Remember: Annual Inspections and Cleaning of flue and chimneys are important because they reduce the risk of fire and smoke damage to individuals and homes.

Winter Fire Safety

Two out of five fires are caused by space heaters (<https://www.ssvfd.org/safety/winter-fire-safety/>). Heating fires are the second leading cause of fire in the home with cooking fire coming in first. Twenty-nine percent of home fires are due to the space heater being too close to flammable items. Space heaters need to be at least three feet from flammable items. Also remember, if you use a space heater in your home remember it needs to have an automatic shut-off, so when it tips over it turns off. It is also best to turn them off when you leave the room.



Space heaters need to be directly plugged into the outlet. Using an extension cord or a power strip is not safe.

Here is an example of fire started by using a power strip with a space heater.

(<https://www.newbernsj.com/news/20191112/never-plug-space-heater-into-power-strip-firefighters-warn>).

If you have a fireplace in use, remember to keep the metal or glass screen in front of the fireplace to minimize embers or sparks from starting a fire. Make sure the fire is completely out when you are done. Also when cleaning the fireplace, make sure you put the ashes in a metal container with a lid and store that container at least three feet from your home.

If you use candles in your home, consider using flameless candles; there are some with scent too. In December, more house fires are reported due to candles. On an average, that is 23 homes a day. Often candle fires in December are due to the decorations around candles. If you are going to burn candles, make sure they are free from combustible material, that they are not left unattended and they are out when you are not in the room. Also be aware of the potential dangers to residents, children and pets.

Staying Warm, Cozy and Safe During Winter Months

During this time of year, when the weather is colder and the days are darker, we all want to feel comfortable at home. Here are some tips for staying warm, cozy and safe.

Temperature: Set the thermostat to a comfortable temperature, no less than 68 °F / 20 °C during waking hours and no less than 65 °F / 18.3 °C during sleeping hours. To help stay warm, increase layers and have extra blankets or throws to offer residents.

Electric Blanket/Heating pads: Best practice is not to use these items. If a resident prefers to use an electric blanket or heating pad, check the temperature and maintain your awareness of when the resident using of these items in order to prevent burns or fires. Use of an electric blanket can increase the risk of personal injury, as well as a fire.

Christmas Lights: Do not leave Christmas lights on when you leave the home or go to sleep. Consider replacing older lights with new LED lights, LEDs produce very little heat, last up to 25 times longer and use 75 percent less electricity.

As you create a comfortable home, please be safe. The National Fire Protection Association notes that December, January and February are peak months for home fires.

Background Check Delays

The Background check unit is continuing to have delays in processing background checks. Currently the delay is lasting between four and six weeks due to technological issues.

The State Police, who process background checks, as well as DHS and other agencies are working to resolve the issues as soon as possible.

If there is an urgent or immediate need for fingerprint-based criminal history results, request for assistance and a preliminary approval by emailing BCU.Infor@dhsosha.state.us

Training, Testing, and Events

Please pre-register. Call 503-988-3000 or email adult.carehomeprogram@multco.us

Qualifying Testing

209 SW 4th Avenue, Pdx-Free / Date & Register online

All ACHP trainings are held at the Multnomah County East Building, 600 NE 8th Street, Gresham, Sharron Kelley Room, 2nd Floor.

Provider Meeting:

Open forum to Ask ACHP Licensing Technical Questions, in a safe environment. An opportunity to ask questions you have regarding rules, paperwork and processes in operating your Adult Care Home. Licensing staff will provide technical support. Sign-in 1:00 pm; Training 1:30-4:30 pm. \$30 Check or Money Order. 3.0 CEUs **December 4th**

Orientation

Sign-in 8:30-9:00; Training 9:00-4:30
\$55.00 check/money order:
December 9th

Emergency Preparedness Planning. Required for all Operators and Resident Managers in the first year. Sign-in 8:30 am; Training 9:00 am to Noon. \$30 Check or Money Order. 3.0 CEUs. **December 16th**

Recordkeeping B - Medication Management for Caregivers. Required for all caregivers who pass medications, work alone or are left in charge. Sign-in 1:00 pm; Training 1:30-4:30 pm. No Charge. 3.0 CEUs. **December 16th**

Record Keeping A, Record Keeping B - Medication Management for Operators & Resident Managers, Honoring Diversity & Ensuring Quality Care. 2020 Schedule will be in the January newsletter

OIS - Level G, Date: January 30 & 31st **Location:** 14215 NW Science Park Dr. Pdx., 97229, **Time:** 9am-5 pm, **Cost:** \$105, Register: <https://docs.google.com/forms/d/e/1FAIpQLSc-syRdiOEv8iu5TbfWq5R6Zzfa20W3PK10xJahmpieV6Ow0g/view/form>

Supporting Residents during the Holidays

The holidays can be a lonely time for residents who do not have friends, family and other support systems. Holiday messages of people gathering can be found everywhere: TV, billboards, store fronts - just about anywhere. Some residents may have friends and family communities, but may still feel disconnected due to distant or broken connections or changes in the resident's health or capacity.

Providers can support residents by engaging them in meaningful holiday activities. Learning about a resident's previous traditions or lack of traditions is important. Find ways to modify and implement past traditions and create new ones.

A few ideas are to engage the whole home in singing traditional songs or non-traditional songs and to take your resident's preferences into consideration. What about an outing to see some Christmas lights? Portland offers Winter Wonderland at Portland International Race track and all the lights can be seen from a vehicle.

Holiday crafts can be fun for everyone. Making Holiday Cards, cotton ball snowmen, or making and decorating holiday cookies are some ideas.

Residents can also be supported by caregivers who take the time to listen to the impact the holidays have on them. When we hear a resident's story of joy or pain, we support the resident in feeling valued. Taking the opportunity to show care without wanting to minimize the message is an important way to build relationships.

Another option is connecting the resident to outside support. Here are some call line options:

- Senior Loneliness Line 503-200-1633
- Multnomah County Crisis Line 503-988-4888
- National Suicide Prevention Line 1-800-273-TALK
- Veterans Crisis Line 1-800-273-8255

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Multnomah County Oregon
Department of County Human Services
Adult Care Home Program
209 SW 4th Avenue, Suite 650
Portland, OR 97204

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