

# Adult Care Home Program Newsletter

## December 2021

### Letter from the ACHP Interim Manager

Dear Providers,

As 2021 comes to a close, you can look back at the challenging year it has been, and give yourselves credit for all of the work, care, and support you have provided for yourselves, your families, and the people you serve. Let's make December a month of celebration.

The Holiday season is a great time for gathering, reflection, and for celebrating the journey we are on together. It's a time for family, spirit, and traditions of all kinds. But it can also be a time of isolation and depression for those without their families or those who feel alone.

One of the most important components of the Care Home model is the home-like atmosphere. One Holiday sentiment says, "There is no place like home for the Holidays." How are you creating a home-like environment for your residents?

I encourage you all to engage with your residents, ask and learn about traditions from their lives, and participate in those traditions as you are able. The Holidays are an opportunity to prepare traditional menu items from residents' favorite Holiday meals or to decorate in the traditions of their cultures; and to share and offer of yours.

Many homes have a diverse spread of cultural and religious experience. Celebrating these unique aspects within the home is a great way to make for an inclusive and welcoming home-like experience for as many as possible.

Happy Holidays,

**Interim ACHP Program Manager**  
*Steven Esser*

### Just Ask

**Question:** I heard that the IDD Abuse Investigations Team has a new abuse reporting number. What is the current abuse reporting contact information?

**Answer:** As mandatory reporters, we are required to immediately report any suspected abuse of ACH residents. Abuse reporting contact information for Multnomah County residents are:

**APD** (adults over 60 and adults with disabilities aged 18 and over): phone 503-988-4450; email [apsreferrals@multco.us](mailto:apsreferrals@multco.us);

**IDD** (individuals enrolled in Multnomah County developmental disability services): phone: 503-988-1285; email [ddsd.abusereferrals@multco.us](mailto:ddsd.abusereferrals@multco.us);

**MH** (adults aged 18 and over receiving mental health services): phone 503-988-8170.

**Question:** When do I need to re-screen a current resident?

**Answer:** MCAR 023-080-208 outlines rules related to re-screening residents. You must re-screen prior to re-admission when the resident has been hospitalized or is returning from another care facility. Following re-screening, if the determination is that the resident's care needs exceed the home's classification but the operator believes the home can meet those care needs, the operator may submit an out-of-class exception and must receive written approval prior to re-admitting the resident. If the determination is that the home can no longer meet the resident's care needs, the operator may decline to readmit the resident. In this instance, documentation within the screening form must clearly demonstrate the basis for refusing the resident's readmission. Any resident who is refused the right to return to a home by the Operator is entitled to an informal conference and/or formal administrative hearing, and will be granted such if requested.

## COVID-19 Updates

As you all know, the Oregon Health Authority (OHA) COVID-19 vaccination mandate requires that all Adult Care Home providers and staff are either fully vaccinated against COVID-19 or have an approved exemption on file in the adult care home. This applies to all Operators, Resident Managers, Caregivers, and any other paid or unpaid staff in the adult care home. An individual is fully vaccinated 14 days **after** vaccination shots are completed (having received a single dose vaccine or both doses of a two-dose vaccine). At this time, booster shots are not required to be considered fully vaccinated.

**Exemptions:** Exemptions can be granted for either medical or religious reasons. Medical exemptions must be signed by a medical provider. Religious exemptions must be signed by the exempted individual and must include a statement describing the way the vaccination requirement conflicts with their religious observance, practice, or beliefs. As the business owner, it is up to the Operator to determine whether the religious exemption meets the OHA rule requirements. Please see the ACHP website page, [COVID-19 Information For Adult Care Home Providers](https://www.multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers), for links to exemption forms and instructions.

**Documentation Requirements:** Adult care home operators must maintain a confidential file with proof that the operator and each paid or unpaid ACH staff person is fully vaccinated for COVID-19, or has been granted a medical or religious exemption. For proof of vaccination, copies of vaccination cards or health provider forms that show vaccination dates are acceptable. Required vaccination documentation must be maintained in the adult care home's records for at least 2 years and must be available to OHA and ACHP staff upon request.

## Winter Weather Reminder

Shorter, cooler, fall days are a reminder that winter weather is right around the corner. While we all hope for easy mild winters, we know that's not always what occurs. Adult care homes are required to prepare for a variety of emergency situations, including those that can be brought on by winter storms. Now is a great time to self-audit emergency supplies to ensure you have enough for staff, residents, and other occupants; and that supplies are unexpired, in good condition, and that specialty needs are accounted for.

**What do MCARs require?** Adult care homes are required to stock sufficient provisions, sanitation, and food supplies, that would allow staff and residents to shelter in place for a minimum of three days under an array of adverse conditions. These conditions include:

- Extended utility outage
- No running water
- Inability to replace food supplies
- Caregivers unable to report as scheduled

**How do I decide what to keep on hand?** The [ACHP Emergency Preparedness Plan](#) form has a list of the shelter in place supplies that are required for ACHs. A re-evaluation of this plan is due annually. The form can be found here: <https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Emergency%20Preparedness%20Plan%20Template%2011.6.2017.pdf> Additionally, online resources can help ACHs identify other emergency preparedness items that might be helpful. Check out some of the links provided by [Public Alerts' Get Ready](#) webpage: <https://www.publicalerts.org/get-ready>

**What else should I do?** Communicate with your backup operator and clarify how they will interact with the home in the advent of an emergency.

**Get Notified!** You can also sign up to receive a text, call, or email when emergency alerts in our area are issued so you are not caught unaware: <https://www.multco.us/em/do-you-want-receive-emergency-notifications>

## Training, Testing, and Events

ACHP training is offered online. Register by calling 503-988-3000 or by emailing [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us). Please specify the name of training and your preferred date. Please note that registration is required in order to attend.

**Orientation** - Required for all Operator and Resident Manager applicants.

**Date:** Wednesday, 12/8/21

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

**Cost:** \$55

**Record Keeping Part B, Medication Mgmt** - Required for Operators and Resident Managers within the first year of licensure or approval.

**Dates:** Wednesdays, 12/1/21 & 12/15/21

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

**Cost:** \$30

**We are pleased to announce the return of...**

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

This is a 3-hour training which qualifies for three CEU's and is **required for new APD and MH licensed Operators and Resident Managers.**

DD homes with an exception to accept APD or MH residents may also be required to take this training based on their specific exception.

**Date:** Monday, 12/13/21

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

**Cost:** \$30

**Honoring Diversity**

Honoring Diversity is a 3-hour training required for all new Operators and Resident Managers within the first year. The training qualifies for 3 CEU's and the fee is \$30. Look for training dates beginning January 2022.

**Additionally...**

Effective January 1, 2022, all CPR and First Aid Training will require an in-person skills competency check. Full in-person training or online training with the in-person competency check component will be accepted.

## How Can the ACO Work for Me?

**What is the ACO?**

**Adult Care Options (ACO)** is a public website used to post and search for APD and IDD Adult Care Home vacancies within Multnomah County. There is also limited information on Assisted Living, and Residential Care Facility vacancies within the ACO. The ACO can be found at this link:

<https://www3.multco.us/AdultCareOptions/>

**How Can Operators Use the ACO to Fill Vacancies?**

The ACO is a tool that Operators can use to communicate about vacancies within their homes. If you have space in your home you'd like to let folks know about, complete these steps:

- **Create an account within the ACO** - If you don't already have one, click on the 'login' link in the upper right hand corner to create your account. You will need your license number and the email address listed for your home. Other steps involve creating a user name, and answering security questions. The ACHP does not have access to this information so please make sure to record it in a secure place.
- **Create a profile for your available room** - Start by writing a description of the home or room(s) available. Some ideas about what to include: the home or room's amenities, anything important about the home environment you'd like potential residents to know, Operator qualifications, etc. Next, select more detailed information about the home using the provided checkboxes. **Please note:** searchable information about the home (called "home attributes" or "criteria") are established through the use of these checkboxes.
- **Lastly, upload images of the home or room** - This could be photos, video, or links to a website.

Vacancy profiles will stay on the ACO for 14 days and should be updated if the vacancy still exists after this window of time.



Department of County Human Services

**M198**

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

RETURN SERVICE REQUESTED

PRSR STD  
US POSTAGE  
PAID  
PORTLAND OR  
PERMIT NO  
5522