

Adult Care Home Program Newsletter

December 2024

County Website Update Goes Live Dec. 4

On Wednesday, December 4, the county is launching an updated, improved website.

This update will affect the [Adult Care Home Program homepage](#), multco.us/adult-care-home-information. Please be patient on December 4 as staff finalize changes to navigation.

Most webpage URLs will not be affected by this change, but you may navigate through the pages differently. Look for links at the top and bottom of the homepage. Page links will no longer be in square boxes on the side.

Some pages have been combined into one page. One major change is that all forms are now located at [Record Keeping Forms](#), multco.us/adult-care-home-information/record-keeping-forms. Exception request forms, and operator and resident manager forms can be found on the bottom of that page.

The ACHP is holding a virtual event to walk you through these changes. See page 3 for event details.

New Form on Website: Resident Orientation to Fire & Safety in the Adult Care Home

You can choose to document a new resident's orientation to fire and safety in this form or make an entry in the resident's progress notes.

Find this new form at [Record Keeping Forms](#), multco.us/adult-care-home-information/record-keeping-form.

Join Free Online Learning Programs

- **Nursing Facility Behavioral Health: Substance Use Disorders** will help staff deliver care to residents living with substance use disorders.
Tuesday, January 7 – Tuesday, June 17
- **Leading Employee Well-being: Promoting Organizational Change in Long-Term Care** will provide a space to share solutions for preventing workforce burnout.
Tuesday, January 14 – Tuesday, March 25

Oregon ECHO Network is providing these free, virtual, interactive programs to adult care home operators and other long-term care staff. Classes begin in January 2025. Register now to secure your place at [Winter 2025 Programs](#), oregonechonetwork.org/programs.

If you have questions, please email Leah Brandis at brandis@ohsu.edu or Regan Sheeley at regan.sheeley@dhs.oregon.gov.

Senate Bill 99: Required Training

It's time to take the required training course **Providing Inclusive Care: Training for Oregon Long-Term Care Facility Staff**. All adult care home operators, staff and contractors must complete this free training course by Tuesday, December 31, 2024.

Register now at [Providing Inclusive Care: Training for Oregon Long-Term Care Facility Staff](#), link.multco.us/inclusive.care.training. Be sure to attend the right class! Oregon Care Partners provides other classes about LGBT rights, but only this one approved course fulfills the new training requirement.

Just Ask: Incident Reports

Question: What situations are considered incidents in an adult care home?

Answer:

- Use of protective physical interventions (PPI)
- Major behavioral event or act of physical aggression, including self-harm and assault
- Use of physical restraints without an applicable Individually-Based Limitation
- Significant, unexpected change in a resident's condition, including medical or behavior
- Accident, injury or illness that require a non-routine visit to a healthcare practitioner or hospitalization
- Death of a resident
- Resident suicide attempt
- Using a short-acting, non-injectable, opioid antagonist, such as Narcan, on a resident
- The resident's unexplained or unanticipated absence from the home
- Missing resident money or property, including treatments or adaptive equipment
- Suspected, alleged or actual abuse/neglect of a resident, or any incident requiring abuse investigation
- Resident or adult care home staff contact police, or police contact resident
- Fire that requires contact with fire department
- Medication error
- Individuals being prohibited from visiting the adult care home due to health, safety or welfare concerns for residents or others

Additional incidents for MHA residents only:

- Fall — both injury or non-injury falls
- Drug/alcohol/smoking violation, contraband
- Intimidation, making threats, hate speech
- Inappropriate behavior
- Financial exploitation or sexual exploitation
- Property harm, theft or loss
- Unlocked windows or doors in care home
- Unsecured equipment or supplies

Question: Who should complete the incident report form?

Answer: Forms should be completed by the providers who witnessed the incident, or have knowledge of the incident. This includes the operator, resident manager, caregiver or any staff.

Question: When should the incident be reported, and who do I report the incident to?

Answer: It must be reported immediately either by phone or email to the resident's:

- Physician or nurse
- Representative or family
- Case manager and other appropriate individuals

If a resident is unaware of an incident, such as a medication error or missing property, the resident must be told immediately.

Within five working days of the incident, the operator must submit a completed Incident Report to the:

- Case manager for Medicaid APD residents
- Services coordinator for I/DD residents
- Residential specialist for MHA residents
- ACHP licenser for private pay residents

However, if use of PPI resulted in an injury, or if the PPI was not included in the behavioral support plan, the written Incident Report must be submitted within one working day of the incident.

Question: Where do I find the correct form?

Answer: All incidents must be documented on the ACHP Incident Report form. This updated form is located at [Record Keeping Forms, multco.us/adult-care-home-information/record-keeping-forms](https://multco.us/adult-care-home-information/record-keeping-forms).

It includes additional information on the last page to help you complete the form.

Training and Support

Sessions are online unless listed as in person.
To register call 503-988-3000 or email
advsd.adult.carehomeprogram@multco.us.

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

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

Free Info Session for Operator Applicants

Date: Tuesday, December 17
Time: 9 – 11 a.m. (Sign-on 8:50 a.m.)

Provider Meeting: Updated Website, SB 99 Questions & Incident Report Form Updates

Date: Thursday, Dec. 19, 11 a.m. – noon

Link: link.multco.us/c5wa0bv6

Meeting ID: 963 3206 6909

Passcode: 2\$kVNbt.

Join by SIP: 96332066909@zoomcrc.com

Join by H.323:

- 162.255.37.11 (US West)
- 162.255.36.11 (US East)

Meeting ID: 963 3206 6909

Passcode: 94063755

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

In-Person Record Keeping Part B, Medication Management

Dates: Thursday, Dec. 5 and Dec. 12,
Time: 9 a.m. – 12:30 p.m.
Location: Preschool For All, Rockwood Market Hall, 458 SE 185th Ave., Portland, OR 97233

Cost: \$30 | 3 CEUs

Class full through December

Emergency Preparedness Planning

Date: Tuesday, December 10
Time: 9 a.m. – 12:30 p.m. (Sign-on 8:50 a.m.)
Cost: \$30 | 3 CEUs

Honoring Diversity

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

Record Keeping Part A, Screening and Care Planning

Required for APD and MHA operators, resident managers and shift managers.
Date: January TBD

Updated Forms Reflect SB 99 Inclusive Language

Find these updated forms at [Record Keeping Forms, multco.us/adult-care-home-information/record-keeping-forms](https://multco.us/adult-care-home-information/record-keeping-forms):

- Residency agreements for Medicaid, ElderPlace and private pay residents
- Incident Report
- Interagency Placement Request
- Exception Request for Out of Class Resident
- Request for More Than One Bedbound Resident
- Residents' Bill of Rights
- Nondiscrimination Policy
- Resident Information Sheet
- APD and MHA Resident Screening Sheet
- I/DD Resident Screening Sheet
- Resident Rescreening Form

Always check the website for the most current forms.

Be sure to post the updated residency agreement with your postings. The current versions on our website are approved. Don't forget, if you modify the residency agreement, you need to get licenser approval.