

## Adult Care Home Program Newsletter

### December 2025

#### Letter From the ACHP Program Manager: Saying Goodbye to the IDD Providers

Dear Providers,

On behalf of the ACHP, I would like to acknowledge and express our gratitude and appreciation for the exceptional community of care that our IDD providers have cultivated over the decades that Multnomah County has been licensing your IDD care homes.

We know many of you have established relationships with your licenser and business services team. Our licensers who worked with you have shared many fond stories of their time in your homes.

We know this transition has brought about some worry. You should have confidence in your abilities to adapt, which you all have demonstrated many times over the years.

We wish you the best in the days ahead. Staff at ODDS have been working hard to ensure the licensing handoff is as smooth as possible. Remember the case managers for IDD residents are remaining here at the local county office and will continue to support them.

For our APD and BH providers, we will be implementing an updated MCAR as a temporary rule, effective January 1. The removal of the IDD components of the rule is the most significant change.

We look forward to continuing to work with our APD and BH providers in the years ahead, and are grateful for all of you as well. Your services are greatly needed in the community.

Steven Esser  
ACHP Program Manager

#### IDD Licensing Hand off to the State

The ACHP will be sending Intellectual and Developmental Disabilities (IDD) operators a notice that your license with the ACHP is closed after December 31, 2025.

The Oregon Developmental Disabilities Services (ODDS) will be notifying you that your ACHP-issued license will be honored by the state through the date of expiration. At that point you will receive your state-issued license.

The ACHP is continuing to process IDD caregiver applications and conduct the IDD qualifying test until Tuesday, December 16.

Find more updates at:

[State Begins Licensing IDD Adult Care Homes](https://link.multco.us/idd.homes), [link.multco.us/idd.homes](https://link.multco.us/idd.homes)

#### Temporary Administrative Rules

Temporary administrative rules will go into effect on Thursday, January 1, 2026. Changes to the MCAR in the temporary rules:

- Rules related to the regulation of IDD homes have been removed.
- Care plans now require signatures for both residents and staff.
- Activities of Daily Living have been updated in Appendix 1 to align with OAR definitions.

Temporary rules are in place until they are formally adopted by the county. In 2026 the ACHP will post a Notice of Intent to Adopt Proposed Rules when that process begins. We will announce this in the ACHP newsletter and *The Oregonian*.

## ACHP Website Updates

### Adult Care Home Operator and Manager Trainings

On this new page, you can find information on:

- ACHP Monthly In-Person Provider Meetings
- Continuing Education Requirements
- Pre-Application Requirements
- Required Trainings Within One Year of Role Approval

The page Basic Training and Qualifying Tests has been deleted from the website. Caregivers should look for information about their requirements on the new caregiver page. Operators, resident managers and shift managers should check for all training information at [Adult Care Home Operator and Manager Trainings](https://link.multco.us/achp.trainings), [link.multco.us/achp.trainings](https://link.multco.us/achp.trainings).

At the top of the ACHP homepage you can find links to both the operator/manger trainings page and the caregiver page.

### Resources for Current Adult Care Home Providers

New resources to help you succeed as an adult care home operator and improve your small business skills have been added to [Resources for Current Adult Care Home Providers](https://link.multco.us/achp.resources), [link.multco.us/achp.resources](https://link.multco.us/achp.resources).

- Emergencies After Business Hours
- Small Business Resources
- Continued Learning Resources
- Adult Care Home Program Job Descriptions

More resources may be added going forward.

### Electronic Software for Record Keeping

A new section on electronic software for record keeping has been added to [Record Keeping Forms](https://link.multco.us/achp.forms), [link.multco.us/achp.forms](https://link.multco.us/achp.forms).

## Workday Learning Transcripts

Workday Learning information has been updated on the Caregivers webpage. We've added instructions on how to view and print your Workday Learning transcripts. We've also added a link to request help from the state if you are having issues with your workday learning account. Find these at [Adult Care Home Caregivers](https://multco.us/info/adult-care-home-caregivers), [multco.us/info/adult-care-home-caregivers](https://multco.us/info/adult-care-home-caregivers).

## Reminder About Refund Rules

### Refunds for All Residents

Residency agreements must not include non-refundable deposits (MCAR 023-060-130). Residency agreements must address refunds if a resident is hospitalized, dies, moves or transfers to another care facility. They must address refunds when a resident leaves the home before the required notice period (MCAR 023-060-120).

### Refunds for Private-pay Residents Only

For private-pay residents, the operator may continue to charge the resident no more than 15 calendar days after the resident has left the care home, or the timeframe specified in the residency agreement, whichever is less. Money charged after that timeframe must be refunded.

The operator must refund any unused advance payment or money owed to the resident, or the resident's representative or family member, as appropriate, within 30 calendar days after the resident dies or permanently leaves the home.

For a resident who becomes eligible for Medicaid services, the operator must reimburse the resident or the resident's representative within 30 calendar days after the operator receives payment from DHS for any private payment received after the resident becomes eligible for Medicaid services (MCAR 023-060-150).

### **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**

Date: Tuesday, December 16

Time: 9 – 11 a.m. (Sign on 8:50 a.m.)

#### **Orientation**

Required for operator, resident manager and shift manager applicants.

Date: Tuesday, January 6

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

Cost: \$55

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

##### **Honoring Diversity**

Date: Friday, December 12

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

Cost: \$30 | 3 CEUs

##### **In-Person Record Keeping Part B, Medication Management**

Dates: Thursday, January 8, 9 a.m. – 1 p.m.

Location: Sharron Kelley Room A  
600 NE 8th St., Gresham, OR 97030

Cost: \$30 | 3 CEUs

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

Required for APD and MHA operators, resident managers and shift managers.

Date: Tuesday, January 13, 9 a.m. – noon

Location: Sharron Kelley Room B,  
600 NE 8th St., Gresham, OR 97030

Cost: \$30 | 3 CEUs

***Emergency Preparedness Planning TBD  
No Provider Meeting in December***

### **Rules Around Resident Gift Giving**

December is a time of gift giving. However, operators, staff and their families are not allowed to receive gifts, loans or inheritance from residents or their families.

Residents rely on adult care home staff for their care. Some residents struggle with cognitive impairments or developmental disabilities.

To avoid conflicts or misunderstandings, the MCAR prohibits gift giving in adult care homes. (MCAR 023-080-155).

Additionally, ACHP staff may not accept gifts, money or food from operators or residents.

What do you do if a resident or their family wants to give a gift to you or one of your staff?

There are other ways they can express their appreciation:

- Residents can make you a card or craft.
- Encourage your residents to make cards and crafts for their family and friends too!
- Residents can bake you holiday treats.
- The families of residents can bring food or holiday treats to your care home to share with everyone.

If the families of residents want to bring holiday treats, consider hosting a little party with Christmas music and games. This is a great opportunity to get to know the families of your residents! These gatherings also count toward activity hours.

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### **Upcoming Holiday Office Closure**

The ACHP office will be closed on Thursday, December 25 for Christmas and Thursday, January 1 for New Year's Day.