

## Adult Care Home Program Newsletter February 2026

### Letter From the ACHP Program Manager: Proposed New Rules and Senate Bill 739

Dear Provider,

Monday, February 9 the comment period opened for the adoption of the permanent rules. We go into a lot of details about how to review the proposed rule and provide official comments on page 2. One thing I want to clarify for everyone is the county process versus the state process of adopting new rules.

While many of you participate and are aware of the Rule Advisory Committee (RAC) process that the state uses, the county follows a public comment period process. This is explained in the Notice of Intent, which is posted on our website.

In the past, the ACHP has hosted rule advisory groups to allow for feedback from providers in the drafting phase of the rule. We also gathered feedback via the form linked on the website. This valuable feedback will inform future changes to the MCAR. However, the current proposed rule focuses more narrowly on a few timely updates, including the removal of IDD language from the MCAR.

Behind the scenes, the ACHP team is working hard to improve our processes, and support your work and feedback in future MCAR updates. One challenge has been the way legislative changes can affect both the state and county. These senate bills change the priority timeline for rule updates. Right now I am meeting with the state on Senate Bill 739.

Senate Bill 739 key components include: a requirement for house policies, requirements for a 120 day inspection of newly licensed

issuance for homes that meet the substantial compliance requirements. We will be providing templates for house policies in the near future, and will provide further communication around implementation as this process progresses towards future rule.

This senate bill will result in another rule update, likely closer to this summer. As soon as we have finalized information and documents to share with you, we will announce that in an upcoming newsletter. The process of updating rules can be a challenge for everyone, but in the long run it benefits the residents and supports the hard work that you do everyday to provide care.

Steven Esser  
ACHP Program Manager

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### ACHP Website Updates

We removed the document "ADL Definitions" from the Record Keeping Forms webpage. To find the ADL Definitions, see MCAR Appendix I.

An updated version of the APD and BH Self Audit Tool can be found in the section Operator and Resident Managers Forms at [Record Keeping Forms](https://multco.us/info/record-keeping-forms), [multco.us/info/record-keeping-forms](https://multco.us/info/record-keeping-forms).

Remember that you can always find the most current version of forms on our website.

## Comment Period is Open for Proposed Updates to the MCAR

On Monday, February 9, the ACHP published a Notice of Intent to Adopt Proposed Rules. The public comment period on these proposed rules is from Monday, February 9 to Tuesday, February 24.

Multnomah County Code, Chapter 23, Part 2: Adoption of Administrative Rules outlines the process the ACHP must follow to update the MCAR.

### What is Included in the MCAR Proposed Rules?

On January 1 a temporary MCAR update went into effect to remove rules related to the regulation of IDD adult care homes and to clarify documentation of informed consent and review during the care planning process. Additionally, Appendix I describing Activities of Daily Living was updated to correspond to OAR language.

### How do I Review the Proposed Rules and Provide Comments or Requests?

The proposed rules, and all supporting documents are published at [Adult Care Home Regulations, multco.us/info/adult-care-home-regulations](http://multco.us/info/adult-care-home-regulations).

You can also pick up a print copy at the ACHP office.

Comments and requests must be submitted in writing. They can be submitted via email or postal mail, or in person. The deadline for submitting comments related to the proposed rule language is 5 p.m. Tuesday, February 24. Comments or requests received after this date will not be reviewed.

- Email comments to [achp.rac@multco.us](mailto:achp.rac@multco.us).
- Drop off written comments in person at the ACHP office, 600 NE 8th Street, Suite 100, Gresham, Oregon 97030, addressed to Rachel Pearl, Interim Director, DCHS. The office is open from 8 a.m. to 5 p.m. Monday through Friday.
- Mail comments to: Rachel Pearl, Interim Director, Department of County Human Services, C/O ACHP, 600 NE 8th Street, Suite 100, Gresham, Oregon 97030.

Please include your full contact information – name, mailing address and email – with your comments.

The Notice of Intent to Adopt Proposed Rules was also published in *The Oregonian*, posted on the website and emailed to operators.

### Who Will Review the Comments and Requests?

All comments and requests will be reviewed by either Rachel Pearl, the interim director of the Department of County Human Services, or Irma Jimenez, division director of Aging, Disability and Veterans Services by Friday, March 6.

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## Employer Payroll Training

The Oregon Department of Revenue is offering an online employer payroll training via zoom on Tuesday, March 10, 9 – 11:30 a.m.

Learn Oregon payroll basics, including understanding different payroll taxes, how to report and pay taxes, resources to help employers classify workers and more.

[Register for employer payroll training, link.multco.us/payroll.registration](http://link.multco.us/payroll.registration).

### **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, February 17, 9 – 11 a.m.

#### **In-Person Provider Meeting: Emergency Preparedness Planning Refresher**

Date: Wednesday, February 25, 1 – 4 p.m.

Location: Chinook Room,  
600 NE 8th St., Gresham, OR 97030

Cost: \$30 | 3 CEUs

This refresher course will focus on expectations for the EPP forms. Every attendee receives a binder with class materials! You will leave better prepared for an emergency or inspection. This meeting will not fulfill the EPP requirement for first year operators and resident managers. You must register in advance so we can have a headcount for handing out binders.

#### **Orientation**

Required for operator, resident manager and shift manager applicants.

Date: Tuesday, March 3

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: Thursday, Feb. 12, 9 a.m. – 12:30 p.m.

Cost: \$30 | 3 CEUs

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

Date: Tuesday, March 10, 9 a.m. – 12:30 p.m.

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

Cost: \$30 | 3 CEUs

#### **In-Person Emergency Preparedness Planning**

Date: Tuesday, April 7, 9 a.m. – 12:30 p.m.

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

Cost: \$30 | 3 CEUs

Every attendee receives a binder with class materials.

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

Dates: Tuesday, April 28, 9 a.m. – 2:30 p.m.

Location: Rockwood Market, Northeast Room,  
458 SE 185th Ave., Portland, OR 97233

Cost: \$30 | 3 CEUs

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### **Caregiver Employment Notification**

Do you need to send your licenser a Caregiver Employment Notification? Please check your records, and if you have forgotten to submit this form to the ACHP for one of your caregivers, please do it as soon as possible.

Every time you hire a caregiver, or a caregiver's employment ends, this form must be submitted to the ACHP within 15 days.

This form should be completed and emailed directly to your licenser, not the general ACHP email address. You can find the form on the webpage Record Keeping Forms.

The form also includes a helpful checklist of all caregiver requirements. Please review this for every caregiver to make sure your staff has completed all trainings.

[Caregiver Employment Notification,  
link.multco.us/caregiver.notice.](http://link.multco.us/caregiver.notice)