

Adult Care Home Program Newsletter

January 2024

ODHS Questionnaire Due in January 2024

The Oregon Department of Human Services and Portland State University are conducting the annual survey about adult care homes. Adult care homes throughout the state will be randomly selected to participate. If you are selected, participation is required.

The questionnaire will arrive in mailboxes in early January. It must be completed and returned to PSU by Friday, January 26.

This survey helps ODHS understand changes in resident needs and staffing levels. Survey results also help define and achieve quality standards for community-based care settings.

Learn more about the [Oregon Community-Based Care Project](https://pdx.edu/institute-on-aging/oregon-community-based-care-project-cbc)
pdx.edu/institute-on-aging/oregon-community-based-care-project-cbc

[Summaries of Previous Survey Results](https://pdx.edu/institute-on-aging/cbc-summaries-key-findings)
pdx.edu/institute-on-aging/cbc-summaries-key-findings

Faxes: What to Include

When you fax information to the ACHP, be sure to include the name of the care home's operator and license number on the document. It would also be helpful to include the name of the licenser.

The resident's name is not enough information to get your fax to the right person.

Just Ask: Visiting Log for Operators Who Don't Live in Care Home

Question: I am the operator of a care home, but I don't live there. (My resident manager lives in the care home.) You can see from my progress notes that I have been visiting the care home regularly. Does this fulfill the ACHP's requirements?

Answer: We're glad to see from your progress notes that you are visiting the care home regularly. However, it is difficult to track exactly what days you were at the care home.

A separate operator visiting log is the best way to document your visits. It also quickly shows your licenser that you are fulfilling the program's requirements.

Remember, operators who do not live in the care home must have a resident manager and still visit the home at least three times a week. They must continue to monitor the residents' health and safety, monitor record keeping, and ensure the home continues to follow rules and regulations. While in the home, the operator must provide care and supervision. (MCAR 023-070-825).

Find an optional Operator Visiting Log form on at: [Record Keeping Forms](https://multco.us/adult-care-home-information/record-keeping-forms)
multco.us/adult-care-home-information/record-keeping-forms

Updated ACHP Staff Phone Number List

Looking for the phone number of an ACHP staff member? Find an updated phone number directory at: [Resources for Current Adult Care Home Providers](https://multco.us/ads/adult-care-home)
multco.us/ads/adult-care-home

Just Ask: Nurse Delegations

Question: What is a care task that needs to be delegated?

Answer: A delegated task is a nursing task that a registered nurse authorizes a caregiver to complete. The RN has responsibility and accountability for the outcome.

- Subcutaneous injections of insulin or other injectable medication.
- Nutrition and oral medications through a gastrostomy tube (g-tube) or other feeding tubes.
- Straight urinary catheterization.
- Complex wound care.

After the initial training and delegation session, the RN must observe the caregiver doing the delegated task again within 60 days.

The RN must determine how long the delegation will last. They must review and update the delegation before that time period ends, which may not exceed 180 days.

Not all care tasks must be delegated. The RN decides which tasks must be delegated.

Note: Level one homes may not have delegated tasks without an approved ACHP exception.

Question: What is the purpose of a delegation?

Answer: Oregon is one of the few states that allows an RN to train a non-licensed staff to perform a nursing task. This allows nursing tasks to be provided in community-based settings that don't have a nurse working routinely.

Question: Can the resident's doctor delegate a task?

Answer: No, only an RN can delegate a task. An LPN can perform the task, but cannot delegate it.

Question: What if the delegation is no longer needed?

Answer: The RN must document the end of the delegation, including the date, delegated caregiver and reason for the end of the delegation.

Question: What happens if my staff is doing nursing tasks without a delegation?

Answer: Due to the risks associated with a delegated task, performing them without a delegation may have a severe outcome for the resident.

You will receive a mandatory fine of \$250 or more if you complete a nursing task without a delegation, or if the delegation has expired.

Last year the Oregon State Board of Nursing updated its administrative rules, including rules about delegations:

[Standards and Scope of Practice for the Licensed Practical Nurse and Registered Nurse](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=302809)

Monitoring Visits Renamed

Last year the ACHP reintroduced monitoring visits, which are scheduled visits three times a year. The ACHP is renaming these visits "licensing support visits." The term "monitoring visit" was causing some confusion because I/DD services coordinators also conduct monitoring visits.

The goal of ACHP licensing support visits is to provide resources and feedback to providers to help improve residents' quality of life.

The topic of the next licensing support visit is: home and community-based services, and individually-based limitations.

Training and Support

*Most sessions offered via webinar.
To register call 503-988-3000 or email
advsd.adult.carehomeprogram@multco.us.
Specify the training name and date.*

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

Date: Tuesday, January 9

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

Cost: \$55

In-Person Provider Meeting

Topic: TBD

Date: Wednesday, January 24

Time: 1 – 4 p.m.

Cost: \$30 (3 CEUs)

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

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

In-Person Record Keeping Part B, Medication Mgmt

Dates: Thursday, January 11, 9 a.m. – 2:30 p.m.

Monday, January 22, 9 a.m. – 2:30 p.m.

Cost: \$30 (3 CEUs)

Registration is full until Friday, February 9

Honoring Diversity

No class in January

Record Keeping Part A, Screening and Care Planning

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

Date: Thursday, January 25

Time: 12:30 – 3:30 p.m. (Sign-on 12:20 p.m.)

Cost: \$30 (3 CEUs)

Emergency Preparedness Planning

Date: Tuesday, January 16

Time: 9 a.m. – 12:30 p.m. (Sign-on 8:50 a.m.)

Cost: \$30 (3 CEUs)

Just Ask: Involuntary Move Notices

Question: An involuntary 30-day move notice was issued and approved. I served it to the resident, but they never moved out. I've talked to the case manager and/or services coordinator and they have not been able to find a placement. What do I do now?

Answer: In this situation, if a resident refuses to move, it's your right to take the resident to court in order to evict them.

Multnomah County and the Oregon State Bar provide resources and information to help you through this process:

[Rights and Duties of Landlords](https://osbar.org/public/legalinfo/1247_rightsdutieslandlords.htm#)

osbar.org/public/legalinfo/1247_rightsdutieslandlords.htm#

[Going to Court in Multnomah County Circuit Court](https://courts.oregon.gov/courts/multnomah/go/pages/fed.aspx)

courts.oregon.gov/courts/multnomah/go/pages/fed.aspx

[Landlord Tenant First Appearance Video](https://youtube.com/watch?v=nM-Y2Biz0VQ)

youtube.com/watch?v=nM-Y2Biz0VQ

[Landlord Tenant Trial Video](https://youtube.com/watch?v=2QZHDHX127oU)

youtube.com/watch?v=2QZHDHX127oU

Upcoming Holiday Office Closure

Monday, January 15, Martin Luther King Jr. Day

[COVID-19 Information for Providers:](https://multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers)

multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers