

## Adult Care Home Program Newsletter

### January 2026

#### APD Medicaid Rate Change Starts in February

A new model for calculating rates paid to adult care home operators went into effect on January 1, 2026. Learn more at [Adult Foster Home Provider Rate Change](https://link.multco.us/rate.change), [link.multco.us/rate.change](https://link.multco.us/rate.change).

Monthly tiered rates for APD residents now range from \$2,332 to \$7,773. In addition, the room and board payment for Medicaid residents increased to \$773.

APD operators should have received a 512 earlier this month that shows the rate you can expect for your February 1 Medicaid payment.

Email questions about rates and 512s to [apd.afhteam@odhs.oregon.gov](mailto:apd.afhteam@odhs.oregon.gov).

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#### Changes to APD Exception Rate Process

Case managers need documentation from you in order to process an exception rate request. Plan ahead so you have all documentation ready.

For exception renewals, if all documentation is not received before your current exception expires, you may experience a gap in rate approval.

##### Required Documentation:

1. Completed 514a showing sufficient day and night staff hours for all tiers and approved exception hours, seven days per week, for all residents in the home.
2. Completed AFH Exceptions Calculator.

3. At least the last 90 days of payroll documents for all caregivers in the home, including all of these:
  - Pay stubs showing hours worked and taxes withheld.
  - Documentation of rate of pay for caregivers.
  - Receipts of payroll and employer tax submission to both the Internal Revenue Service (IRS) and Oregon Department of Revenue (DOR).
  - Timesheets verifying when caregivers work designated shifts. (Timesheets must be signed by the caregivers.)
4. Any additional documentation you feel supports your request.

Once you submit your exception request to the case manager, you have 30 to 60 days to gather and provide caregiver payroll documentation to the case manager. Failure to provide this documentation within that timeframe may result in your exception request being denied.

The case manager may request additional documentation at any time.

Case managers and licensers can't provide information or advice on payroll documents.

For resources to help you with payroll and taxes, check the small business section on the page Resources for Current Adult Care Home Providers, [Small Business Resources](https://link.multco.us/ach.business), [link.multco.us/ach.business](https://link.multco.us/ach.business).

To plan ahead and get your documentation organized, use the [Community Based Care \(CBC\) Provider Exception Checklist](https://link.multco.us/exception.checklist), [link.multco.us/exception.checklist](https://link.multco.us/exception.checklist).

## Updated MCAR Now in Effect

The Multnomah County Administrative Rules (MCAR) were updated to remove rules related to the regulation of IDD adult care homes. Additionally, care plans now require signatures for both residents and staff. Activities of Daily Living is updated in Appendix 1. These temporary rules took effect on January 1.

Temporary rules are in place until they are formally adopted by the county. 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*.

Adult care home operators, residents and the general public are encouraged to submit comments and suggestions.

Find the updated MCAR at [Adult Care Home Regulations](https://multco.us/info/adult-care-home-regulations), [multco.us/info/adult-care-home-regulations](https://multco.us/info/adult-care-home-regulations).

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## Just Ask: Renewal Inspections

**Question:** I am a new operator of an adult care home – when should I expect my licenser to show up for the unscheduled renewal inspection?

**Answer:** Licensers can do the unscheduled inspection any time starting around sixty days before your renewal date, even if you haven't turned in your renewal application yet.

If you know you need to make changes in your home to be in compliance, be sure to make those changes as soon as possible! Don't wait until it's time for your renewal. Get ready for it with the Self Audit Tool.

## ACHP Website Updates

Forms and documents have been updated to remove references to IDD homes and make other improvements.

### Record Keeping Forms:

- Caregiver Checklist
- Caregiver Employment Notification
- Backup Operator
- Emergency Preparedness Plan
- Residency Agreements for Medicaid, ElderPlace and Private Pay
- Vacation or Absence From Home Request
- Operator/Resident Manager Health History and Physician/Nurse Practitioner Statement
- Sample Job Application

The First Renewal Self Audit Tool has been deleted from the website. Operators should use the APD and BH Self Audit Tool. The tool can now be found in the section Operator and Resident Manager Forms.

[Record Keeping Forms](https://multco.us/info/record-keeping-forms), [multco.us/info/record-keeping-forms](https://multco.us/info/record-keeping-forms)

### How to Submit Applications and Payments:

- Caregiver Application
- Background Check Request

[How to Submit Applications and Payments](https://link.multco.us/payments), [link.multco.us/payments](https://link.multco.us/payments)

### How to Become an Adult Care Home Operator:

- Employment Verification Frequently Asked Questions
- House Requirements Guide

[How to Become an Adult Care Home Operator](https://link.multco.us/new.operator), [link.multco.us/new.operator](https://link.multco.us/new.operator).

### **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, January 20

Time: 9 – 11 a.m. (Sign on 8:50 a.m.)

#### **Free Online Provider Meeting: Maintaining Compliance Through Audits**

Date: Wednesday, January 28

Time: 1 p.m. (Sign on 12:50 p.m.)

For the link to join the zoom meeting, email the training coordinator, ana.weakland@multco.us.

Learn how to inspect your own home and be prepared for inspections. Using the new and improved self-audit tool, you can keep your home in compliance.

#### **Orientation**

Required for operator, resident manager and shift manager applicants.

Date: Tuesday, February 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:**

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

Dates: Thursday, February 5, 9 a.m. – 1 p.m.

Location: Sharron Kelley Room B  
600 NE 8th St., Gresham, OR 97030  
Cost: \$30 | 3 CEUs

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

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

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

Cost: \$30 | 3.5 CEUs

### **Honoring Diversity**

Date: Thursday, February 12

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

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, March 10, 9 a.m. – noon

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

Cost: \$30 | 3 CEUs

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### **Just Ask: Licenser of the Day**

**Question:** How does the licenser of the day help adult care home operators?

**Answer:** The ACHP provides a licenser of the day available in person or via phone during business hours. Call the ACHP main number and ask to speak to them. They can provide answers to general questions about the MCAR, best practices in adult care homes and other assistance.

However, you should first call or email your licenser, especially if you have specific exception requests or forms that need to be reviewed for your home.

If your licenser is unavailable or on leave, the licenser of the day may be able to help. Depending on the situation, the licenser of the day may ask if you have already spoken with your licenser, or request that you reach out to them first.