

# Adult Care Home Program Newsletter

June 2022

## Letter from the ACHP Program Manager

Dear Providers,

Recently, I had the opportunity to visit a few homes and observe fire drills. I thought it might be helpful to share a few pointers and reminders for fire safety.

1. Discuss fire readiness and the home's fire safety plan with staff and residents regularly, not only during fire drills.
2. Inform all staff and Residents of the points of safety outside the house.
3. Keep the pathways out of the home free of hazards or blockages such as cluttered items or loose rugs (which are also a tripping hazard for falls).
4. Practice safe transfers. Take the time to communicate with the resident during the process, "Put your feet in front of you. We are going to stand on the count of three, etc."
5. Avoid causing harm by hurrying too much. We have observed instances where staff are moving too fast and improper technique leads to injury.
6. Practice drills at night after Residents and staff have gone to bed.
7. Conduct drills with your lowest staffing level. Extra staff beyond the minimum number required can step back and observe. If you can't meet evacuation time requirements at your lowest staffing levels, you may need more staff.
8. When screening a new resident, keep in mind that while your staffing levels may be adequate to meet their daily care needs, you may need additional staff to perform safe evacuation of all residents.

**ACHP Program Manager**  
*Steven Esser*

## Just Ask

**Question:** Can my ACH use a mobile phone in place of a "landline"?

**Answer:** No, adult care homes must have a working landline with a corded telephone. VoIP phones that use IP technology to transmit calls are not acceptable as they will not continue to work in the event of a power outage. Please see MCAR 023-090-505 for more ACH phone requirements.

**Question:** Can I use the ACH address on Caregiver application forms?

**Answer:** When the Caregiver application is submitted, please make sure it reflects the applicant's current address (where they live). The ACH address should only be used if that is the applicant's residence at the time of application. If the Caregiver plans to move into the home following ACHP role approval, the address can be updated at that time.

**Question:** What do I need to include in an evacuation plan?

**Answer:** Per MCAR 023-100-705, Evacuation Plans must be posted and must:

- Detail the path occupants shall use to evacuate the home in an emergency
- Identify the initial and final points of safety
- Identify any designated smoking areas,
- Show/name all areas/rooms of the home, and
- Specify how each room is to be used by Residents, the Operator, any providers, day service residents, or room and board tenants

The plan should clearly show the location of:

- Each bedroom (noting the size of the room)
- All doors, windows, and other exits on each level of the home
- Wheelchair ramps
- Smoke detectors, carbon monoxide alarms, fire extinguishers, and any sprinkler shut-offs

## COVID-19 Updates

**Masks:** Masks continue to be required in healthcare settings, including ACHP-licensed adult care homes. Visitors and staff who do not live in the ACH must wear masks at all times while in the home. Additionally, masks are still required in Multnomah County buildings that share space with healthcare related services. This includes the lobbies of the Five Oak building (209 SW 4th Ave, Portland, Oregon) and the Gresham Office (East Area Office of Aging, Disability and Veterans Services, 600 NE 8th St, Gresham, Oregon).

**Reporting COVID-19 Positive Residents and Staff:** If a staff member or resident in your home exhibits symptoms of COVID-19 or has close contact with a COVID-positive individual, please seek COVID testing. Positive COVID-19 test results (also called “detected” or “abnormal”) should be reported to the ACHP within one business day by phone (**503-988-3000**) or email (**advsd.adult.carehomeprogram@multco.us**). Please also reach out if you are unable to get testing for staff or residents who are exhibiting symptoms or who have had close contact with a COVID positive individual as we may be able to assist. Messages should include your name and contact information, including phone number. Someone from the program will call you ASAP with questions and further instructions.

### Join the ACHP in Celebration of Pride!

June is Gay Pride or LGBTQ+ Pride Month! The month of June was chosen to honor the NYC Stonewall Riots that occurred June of 1969, a turning point in the gay rights movement in the United States. This year, the Portland Pride Parade is happening in-person at the Tom McCall Waterfront Park on Sunday, June 19, 2022, at 11:00 am. You can also see it on the [Pride Northwest YouTube channel](https://www.youtube.com/pridenorthwest) <https://www.youtube.com/pridenorthwest>.

For more information and links, check out [Pride Northwest's Portland Pride 2022](https://portlandpride.org/) webpage. <https://portlandpride.org/>

## Tips from Business Services

Do you ever run into snags when submitting materials to the ACHP or to your licenser? Check out these helpful tips from our wonderful Business Services staff!

**Important - Always include your license number.** Please always include your license number on written communications to the ACHP. This is particularly essential for faxed information as the cover page is often handwritten. If you send info by email, include the license number in the subject line.

**Attach, don't share.** When sending documents by email, always attach them to the email (e.g. Microsoft Word or PDF documents). For security, the ACHP is not allowed to open links to shared documents like those from a Google Drive or other web-based document storage services. Emails that come to the program with these types of links must be deleted.

**Make sure your email is not too large.** If a large number of documents are being attached to an email, make sure that they total 25 MB or smaller. If the total size of the attachments is larger than 25MB, break your submission up into two or more emails, each with attached documents that total 25 MB or less.

**Label and organize.** Reviewing multiple attachments can be confusing, even when they are expected. For all attachments, make sure that pages are in order and that the document is labeled correctly. It's a good idea to include your license number in the document name just to be sure everyone knows to which license it applies.

**Look for your confirmation email.** If sending documents to the general ACHP email box ([advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us)), you can expect a confirmation email from the program within one business day. If you don't receive this confirmation, follow up with a call to the program at 503-988-3000 to find out if your documents were received or need to be resent.

### Training and Support

To register: Call 503-988-3000 or email [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us).  
Specify the training name and date.

**Training Support Drop-In Hours** - Come with questions about how to find and sign-up for Community-Based, ACHP, and state sponsored training. Hosted live on [Google Meet](#).

**Link:** [meet.google.com/oad-evem-tsx](https://meet.google.com/oad-evem-tsx)

**Hours:** 10:00 am and 2:30 pm

**Dates:** Tues 6/7/22, Wed 6/22/22, Wed 6/29/22

### Emergency Preparedness Planning -

Required for Operators, Resident Managers, & Shift Managers

**Date:** Tuesday 6/21/22

**Times:** 9:00 am - 12:30 pm (Sign-on 8:50 am)

**Cost:** \$30

**Orientation** - Required for Operator, Resident Manager, and Shift Manager applicants.

**Date:** Wednesday 6/1/22

**Times:** 9:00 am - 3:00 pm (Sign-on 8:50 am)

**Cost:** \$55

**Record Keeping Part A, Screening and Care Planning** - Required for APD and MHA licensed Operators, Resident Managers, and Shift Managers.

**Date:** Tuesday 6/14/22

**Times:** 9:00 am - noon (Sign-on 8:50 am)

**Cost:** \$30

**Record Keeping Part B, Medication Mgmt -**

Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

**Dates:** Thursdays 6/9/22 & 6/23/22

**Times:** 9:00 am - 12:30 pm (Sign-on 8:50 am)

**Cost:** \$30

**Honoring Diversity** - Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

**Dates:** Thursday 6/16/22

**Times:** 9:00 am - noon (Sign-on 8:50 am)

**Cost:** \$30

### Training & Resources, continued

**Emergency Preparedness for People with Disabilities** - Join OHSU's University Center for Excellence in Developmental Disabilities for a live webinar and learn how to prepare for heat waves, wildfires and power outages.

**Date:** Wednesday, June 8, 2022

**Time:** 4:00 - 5:30 pm PDT

**Registration Link:**

<https://www.ohsu.edu/university-center-excellence-development-disability/upcoming-and-current-events>

### The Oregon Home Care Commission

(OHCC) offers free, webinar, on demand, training courses on a variety of topics meant to improve the skills of homecare and personal support workers. Click on the [May - June Elevate Newsletter](#) link and scroll to page 9 for registration instructions (use the "Adult Foster Care & Guests" section),

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/HCC/PSW-HCW/WorkerNewsletters/2022%20May%20-%20June.pdf>

**Fire Safety Training** is required for Operators, Resident Managers, and Shift Managers.

**Please note:** The ACHP is no longer accepting the fire safety training offered through Oregon Care Partners.

To meet the training requirement, please enroll through the state's [Workday Learning](#) <https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>.

The course is titled "**ODHSOHA - SOQ - AFH - Fire and Life Safety Video and Test**" and can be taken online on demand. Make sure you enroll for the correct course as the state offers other fire safety related courses that are too brief and do not meet the training requirement. You can find the correct course, by logging in to Workday, navigating to the "Learning" section, and searching for "SOQ Fire and Life Safety."



Department of County Human Services

**M198**

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Department of County Human Services  
Adult Care Home Program  
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RETURN SERVICE REQUESTED

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