

Adult Care Home Program Newsletter

March 2024

Updates From the ACHP Program Manager: Application Process Improvements

Dear Providers,

The ACHP is continually working on quality improvement initiatives. One area that has needed improvement is the application process for new adult care home licenses.

Opening an adult care home is a considerable venture to take on. Both the operator and the adult care home property are required to fulfill many requirements. Some applicants are renting homes that will not meet the ACHP requirements, or they are not prepared financially for this huge commitment.

Applicants face other barriers to success. APD Medicaid rates have remained low. The number of I/DD residents has decreased in Multnomah County. As a result providers ended up with an empty home, with no choice than to close and join the workforce again. Unscrupulous landlords charge applicants very high rent and lock them into years-long leases.

The ACHP wants to do what it can to help applicants have better outcomes. We've updated the application process to help them better understand the license requirements.

A new information session will cover the basics of opening an adult care home. This free virtual session is open to anyone who wants to learn more about the adult care home model.

Applicants will now be able to schedule a one-on-one consultation with an ACHP licenser in person at the ACHP office. This is a chance for applicants to get their questions answered and discuss the specifics of their situation. We want applicants to leave their consultation with

a strong sense of whether this is the right choice for them, and a good understanding of the next steps to take. Read more about the updated application process inside the newsletter.

Opening an adult care home is a significant commitment, and a large investment of time and financial resources. This new application process will help applicants decide if this venture is the right choice for them and their families.

Steve
ACHP Program Manager

Survey Deadline Approaches

The Wage and Rate Survey deadline is 5 p.m. Friday, March 15.

The Oregon Department of Human Services (ODHS), is conducting the survey through a third-party vendor, Burns & Associates.

Find the survey online at: [Department of Human Services Wage and Rate Study](https://burnshealthpolicy.com/DHSWageAndRateStudy)
[burnshealthpolicy.com/DHSWageAndRate Study](https://burnshealthpolicy.com/DHSWageAndRateStudy)

This survey will not be used for:

- Licensing decisions and/or compliance
- Corrective action
- Rate compliance or exception requests

Your responses are confidential and will not be provided to APD or ACHP staff. Burns & Associates will provide the state with analysis and recommendations based on combined survey results. If you have questions, contact Regan Sheeley, at regan.sheeley@odhs.oregon.gov.

New Requirement for Home and Community-Based Services Training

All APD providers, staff and volunteers in APD homes, or homes serving APD residents, must complete Home and Community-Based Services training by Sunday, March 31, 2024.

The state now requires an additional form be submitted directly to them. Fill out this attestation form and submit it by Sunday, March 31. [HCBS Attestation of Training Compliance forms.office.com/g/PiPKErZN65](https://forms.office.com/g/PiPKErZN65).

All staff should complete the training before operators submit an attestation. This form gathers information on:

- Operator full name and title
- Email address and phone number
- Adult care home address
- License number
- Tax ID number

After submitting the form, you will receive an emailed confirmation.

For questions about the attestation, email hcbs.oregon@odhsoha.oregon.gov or apd.afhteam@odhsoha.oregon.gov.

You are still required to submit all HCBS training certificates to the ACHP. Each provider will need to create or have their own individual account with Oregon Care Partners in order for the training certificate to reflect their name.

Certificates can be emailed, faxed or dropped off in person at the ACHP office.

I/DD and MHA operators and their staff are not required to take the training at this time, unless the home also serves an APD resident.

Register now for [Home and Community-Based Services and Settings and Individually-Based Limitations](https://oregoncarepartners.com/app/#/class-details/3430) oregoncarepartners.com/app/#/class-details/3430

New Application Process Launches April 1

Do you know someone who wants to become an adult care home operator? Please help us spread the word that starting Monday, April 1, the ACHP is launching a new application process. There are three major changes:

1. Free information session on how to become an adult care home operator

Applicants can get their questions answered before they invest time and money into becoming an adult care home operator. This free virtual session will cover the basics of adult care homes and introduce attendees to the licensing process.

The ACHP recommends attending the free information session before purchasing a house or signing a lease.

2. In-person consultation with a licenser

Applicants will meet one-on-one for a consultation with a licenser at the ACHP office to get questions answered about their specific situation. They will learn about common challenges with the application, and ask questions about the application criteria and process.

The licenser will also ask the applicant questions to help them determine their own suitability and prepare for the application.

A determination will not be made during the consultation. Approval or denial of an application can't be made until a completed application is reviewed. The ACHP cannot provide legal advice.

3. Updated application form

The updated application form is shorter, and includes an easy-to-follow list of required documentation.

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Training and Support

Sessions are virtual unless listed as in person.
To register call 503-988-3000 or email
advsd.adult.carehomeprogram@multco.us.
Specify the training name and date.

In-Person Provider Meeting

Topic: Requirements for Rate Exceptions
Date: Wednesday, March 27
Time: 1 – 4 p.m.
Cost: \$30 (3 CEUs)
Location: Sharron Kelley Room 600 NE 8th St.,
Gresham, OR 97030

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

Date: Tuesday, April 2
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:

Record Keeping Part A, Screening and Care Planning

Required for APD and MHA operators, resident managers and shift managers.
Date: Thursday, March 7
Time: 12:30 – 3:30 p.m. (Sign-on 12:20 p.m.)
Cost: \$30 (3 CEUs)

In-Person Record Keeping Part B, Medication Mgmt

Dates: Monday, March 11, 9 a.m. – 2:30 p.m.
Monday, March 18, 9 a.m. – 2:30 p.m.

Location: Gresham Library,
385 NW Miller Ave. Gresham, OR 97030

Cost: \$30 (3 CEUs)
Registration is full through April.

Emergency Preparedness Planning

Date: Tuesday, March 12
Time: 9 a.m. – 12:30 p.m. (Sign-on 8:50 a.m.)
Cost: \$30 (3 CEUs)

Honoring Diversity: *No class in March*

New Application Process, Continued

If an applicant has requested an application before Monday, April 1, the ACHP will accept the old form. If they would like to use the updated version instead, they should email the ACHP to request a new copy.

Starting Monday, April 1, people who request an application will be required to use the new form.

For more information about the new application process, to register for the free information session or to schedule a consultation with a licensor, visit [How to Become an Adult Care Home Operator](https://multco.us/adult-care-home-information/how-become-adult-care-home-operator)
multco.us/adult-care-home-information/how-become-adult-care-home-operator.

New COVID-19 ACHP Reporting Form

A new COVID-19 Google form makes it easier to report a positive case in your adult care home to the ACHP. This form streamlines the reporting process.

If a staff member, household member or resident in your home tests positive for COVID-19, results should be reported to the ACHP within one business day.

Find the new ACHP reporting form and up-to-date COVID-19 information at:

[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