

# Adult Care Home Program Newsletter

## May 2023

### Spread the Word About ADVSD Spring Fairs

The Multnomah County Aging, Disability and Veterans Services Division is holding two events in May to share information about the many resources available to help county residents. These fairs will include free food and gift bags.

The Adult Care Home Program will be sharing information about our resident placement services, to help connect people in the community to your care homes.

We know that you, as care home operators, know a lot about the services provided by Multnomah County. But your friends and family may not be connected with resources that could improve their lives. Please share information about these events, which will feature tables about:

- Medicare and Medicaid
- SNAP food help
- County veteran services
- Public guardianship
- Adult Protective Services
- Homecare worker information
- Long-term services
- Volunteer opportunities

#### Thursday, May 4

2:30 – 6:30 p.m.

Rosewood Initiative  
14127 SE Stark St.  
Portland, OR 97233

#### Thursday, May 18

10 a.m. – 2 p.m.

First United Methodist  
1838 SW Jefferson St.  
Portland, OR 97201

### May is Older Americans Month

The Administration for Community Living leads the nation's observance of Older Americans Month.

This year the theme is "Aging Unbound," which offers an opportunity to explore diverse aging experiences, and discuss how we can combat stereotypes.

Join us in promoting flexible thinking about aging – and how we all benefit when older adults remain engaged, independent and included!

[Aging Unbound Activity Ideas](https://acl.gov/oam/2023/oam-2023-activities-ideas)  
[acl.gov/oam/2023/oam-2023-activities-ideas](https://acl.gov/oam/2023/oam-2023-activities-ideas)

### May is Also Mental Health Month

This year the focus is on the way that our surroundings impact mental health. Take a moment to look around your care home. How is this setting influencing your mental health and the mental health of your family and residents?

To explore this more, download the free [Mental Health Toolkit](https://mhanational.org/mental-health-month/toolkit).  
[mhanational.org/mental-health-month/toolkit](https://mhanational.org/mental-health-month/toolkit)

It contains resources to help you think about your surroundings in a new way, including:

- Worksheet on shaping your home environment
- Worksheet on opening your mind to the outdoors
- Calendar on 31 ways to make the world around you work for your mental health

## Update: How to Handle a Death in Your Care Home

Due to changing trends at local funeral parlors, the ACHP has updated its recommendations for dealing with the death of a resident. Depending on the kind of resident you have, care home operators should follow these recommendations:

### ElderPlace, Medicaid and Private Pay

- Call 911 first and report the death.
  - Call 911 rather than the non-emergency phone number to avoid waiting on hold for several hours.
- The 911 operator may ask you questions about the deceased resident. Make the call from the care home so you can answer questions correctly.
- 911 may send a paramedic to the house to examine the deceased.
- Call the funeral parlor. The mortician may want to ask the paramedic questions before picking up the deceased.
- Contact the next of kin.
- **Medicaid and ElderPlace:**
  - Submit an incident report to the resident's case manager. Find the incident report in the Resident Records Books section of [Record Keeping Forms](https://multco.us/adult-care-home-information/record-keeping-forms) [multco.us/adult-care-home-information/record-keeping-forms](https://multco.us/adult-care-home-information/record-keeping-forms).
  - Report the death to the ACHP and, if applicable, ElderPlace.
- **Private Pay:**
  - Submit an incident report to the ACHP, since there is no case manager.

### COVID-19 Deaths

If a resident tests positive for COVID-19 and dies, this death must be reported to the ACHP as a COVID-19 death, even if the resident suffered from other health conditions as well. This applies to all residents.

## Hospice Deaths

If a resident is receiving hospice agency services, please call the hospice agency to report the death. (911 should not be called for the death of a resident on hospice services.) The hospice agency will coordinate with you and the family or guardian on a time to pick up the deceased resident.

Whether the deceased is a private pay or Medicaid resident, a medical examiner may investigate the death. This is a routine process and shouldn't worry you. Because care homes typically lack medical staff, the medical examiner is beginning to investigate care home deaths more often.

We know a death in a care home is distressing for residents and staff. If you follow these instructions and run into any challenges please let the ACHP know.

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### Just Ask: Planning Ahead for Vacation

**Question:** I have a vacation coming up. How do I let the ACHP know about it?

**Answer:** If an operator or resident manager plans to be out of the home continuously for 72 hours or longer, the operator is required to submit a "Vacation-Absence from Home Request" form to the ACHP.

The form must be received by the program at least seven business days prior to the absence from the home. It must include information about the back-up operator or resident manager, along with a temporary operation plan.

The ACHP will respond within 72 hours of the request. See MCAR 023-070-830 for more information.

## 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.*

### In-Person Provider Meeting

**Topic:** Screening and admitting new residents.

**Date:** Wednesday, May 24

**Time:** 1 – 4 p.m.

**Cost:** \$30 (3 CEUs)

**Location:** Sharron Kelly Room

600 NE 8th St.,  
Gresham, OR 97030

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

**Date:** Wednesday, May 3

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

**Cost:** \$55

### Record Keeping Part A, Screening and Care

**Planning:** Required for APD and MHA operators, resident managers and shift managers.

**Date:** Tuesday, May 9

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

**Cost:** \$30

These classes are required for operators, resident managers and shift managers within the first year of licensure or role approval:

### Emergency Preparedness Planning

**Date:** Tuesday, May 16

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

**Cost:** \$30

### Record Keeping Part B, Medication Mgmt

**Dates:** Thursday, May 11 & Thursday, May 25

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

**Cost:** \$30

### Honoring Diversity

**Date:** Tuesday, May 23

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

**Cost:** \$30

## Just Ask: Background Check Renewals

**Question:** Is it okay if my caregiver submits her application and background check renewal form one or two days late?

**Answer:** No, even one day late will result in consequences. If the background check expires, your staff member is not allowed to work alone in the care home until the background check is approved. Currently, that is taking four to six weeks.

Remember to keep track of the renewal dates of your staff's background checks. If you get the renewal submitted before the background check expires, your staff can continue to work as normal. The background check will be "pending" but it won't interrupt your staff's work.

Learn more about submitting background checks at: [How to Submit Applications and Payments](https://multco.us/adult-care-home-information/how-submit-applications-and-payments)  
[multco.us/adult-care-home-information/how-submit-applications-and-payments](https://multco.us/adult-care-home-information/how-submit-applications-and-payments)

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## Holiday Office Closures

Mark your calendar: the ACHP office will be closed for these upcoming holidays:

- Memorial Day, Monday, May 29
- Juneteenth, Monday, June 19
- Independence Day, Tuesday, July 4

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## Find Up to Date COVID-19 Regulations

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