

Adult Care Home Program Newsletter

May 2024

Updates on IBL Process

The state's Office of Aging and People with Disabilities has rolled out updates on the Home and Community-Based Services (HCBS) requirements for individually-based limitations (IBL). ACHP staff are working to understand these requirements and help operators fulfill them.

IBLs for Private-Pay Residents

Starting now, providers must email their proposed IBLs for private-pay residents to hcbs.oregon@odhsoha.oregon.gov. A workgroup will review the proposed IBL and provide feedback and guidance to the provider, as needed. This process will be in place for three months. The need for continued review will be reassessed at that time.

The APD Form 0556 Individual Consent to HCBS Limitations calls for a "private-pay witness signature." The purpose of a third party witness is to ensure the resident has not been coerced into signing the IBL form. The witness should watch the resident consent to the proposed IBL. The resident's designee – a family or friend – should be the witness. The care home operator cannot be the witness.

IBLs for Medicaid Residents

IBLs for Medicaid residents are reviewed by their Medicaid case manager.

IBL for Bed Rails

The state is working to ensure its OAR regulations comply with federal HCBS regulations. The county's MCAR must meet or exceed state rules. One update is that all bed rails now require an IBL, even if they are not used for restraint. If the resident requests bed

rails, an IBL is still required.

Find IBL Form and Resources

Find forms, guidance, a flowchart, fact sheet and more at [Home and Community-Based Services, oregon.gov/odhs/providers-partners/pages/hcbs.aspx](https://oregon.gov/odhs/providers-partners/pages/hcbs.aspx). Click on the Aging and People With Disabilities (APD) link.

You can also find APD Form 0556 Individual Consent to HCBS Limitations at [Record Keeping Forms, multco.us/adult-care-home-information/record-keeping-forms](https://multco.us/adult-care-home-information/record-keeping-forms).

IBL documentation should be kept in the resident's individual binder with their care plan.

Sprinkler Requirements Postponed

Last month the state legislature extended the deadline for adult care homes to install automatic sprinkler systems. The deadline has been extended to January 2, 2027.

New Webpage for Resident Manager Applicants

Does one of your staff members want to become a resident manager? Find application information at the new webpage [How to Become an Adult Care Home Resident Manager, multco.us/adult-care-home-information/how-become-adult-care-home-resident-manager](https://multco.us/adult-care-home-information/how-become-adult-care-home-resident-manager).

Just Ask: Registering Caregivers for ACHP Courses

Question: I want to register my caregiver for a required ACHP training course. What's the best way to do that?

Answer: Caregivers should register themselves for ACHP trainings by calling 503-988-3000 or emailing the ACHP at advsd.adult.carehomeprogram@multco.us. Operators should not call to register their caregivers.

The caregiver can also email to register for a course. They should confirm the name of the training course and date. They should also include their own full name, email address and phone number.

Register for Free Dementia Care Conference

Have you ever felt overwhelmed by the unexpected behaviors of a resident with dementia? The 2024 Teepa Snow Dementia Conference will offer insights into dementia-related behaviors. This conference will deepen your understanding and connection with individuals when challenging moments arise. This training features internationally-recognized dementia care expert Teepa Snow, founder of Positive Approach to Care and the Snow Approach Foundation.

The conference includes the lecture, demonstration, free lunch, and a skills building session.

Registration opens Tuesday, May 21 at noon on the Oregon Care Partners website.

Event details:

Tuesday, June 18

7:30 a.m. – 3:30 p.m.

Salem Convention Center

5 CEUs

[Oregoncarepartners.com/teepa-snow](https://oregoncarepartners.com/teepa-snow)

Use Updated Form to Plan for Vacation

Based on provider feedback, the Vacation or Absence From Home Request form has been updated to include the training requirements for the caregiver left in charge, caregiver working alone and regular caregiver.

Staff scheduled in your temporary operating plan must have completed all training and requirements before you submit your exception request, or your request may be denied.

Remember, if an operator or resident manager plans to be out of the home continuously for 72 hours or longer, the operator must submit the Vacation or 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**. 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. (MCAR 023-070-830)

Find the updated form at [Exception Requests, multco.us/adult-care-home-information/exception-requests](https://multco.us/adult-care-home-information/exception-requests).

CPR and First Aid Information

Looking for information about CPR and First Aid courses? Find ACHP requirements for CPR and First Aid at the bottom of [Basic Training and Qualifying Tests, multco.us/adult-care-home-information/basic-training-qualifying-tests](https://multco.us/adult-care-home-information/basic-training-qualifying-tests).

Upcoming Holiday Office Closure

Memorial Day, Monday, May 27

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: Symptoms of Depression, Dementia and Delirium

Date: Wednesday, May 22, 1 – 4 p.m.

Cost: \$30 | 3 CEUs

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

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

Date: Tuesday, June 4

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 Mgmt

Dates: Tuesday, May 7, 9 a.m. – 2:30 p.m.

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

Dates: Monday, May 13, 9 a.m. – 2:30 p.m.

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

Dates: Tuesday, May 28, 9 a.m. – 2:30 p.m.

Location: Preschool For All, Rockwood Market Hall, 458 SE 185th Ave., Portland, OR 97233

Cost: \$30 | 3 CEUs

Registration is full through May.

Record Keeping Part A, Screening and Care Planning

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

Date: Thursday, May 9

Time: 9 a.m. – noon (Sign-on 12:20 p.m.)

Cost: \$30 | 3 CEUs

Emergency Preparedness Planning

Date: Wednesday, May 15

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

Cost: \$30 | 3 CEUs

Honoring Diversity

Date: Tuesday, June 11

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

Cost: \$30 | 3 CEUs

Tips for a Successful Exception Request

Last month's provider meeting covered requirements for rate exceptions. Heather Bishop, training coordinator for Multnomah County Long-Term Services and Supports, shared this insight into exception request:

- An exception provides funds for you to hire additional staff to care for your resident. It is not a rate increase for you to provide care.
- A care log that covers at least one week is required. It must clearly state what task was performed, who completed it and how long it took. It must be signed and dated.
- The facility care plan must reflect the care needs addressed in the exception. If the care plan, assessment and exception request do not match, the exception will likely be denied.
- All individually-based limitations must be documented and approved.
- Form APD 0514A Exception Request Worksheet must be fully completed or it will be returned.

Currently, the state is taking seven to 10 weeks to provide a response to an exception request.

[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