

Adult Care Home Program Newsletter

November 2021

Letter from the ACHP Interim Manager

Dear Providers,

I want to acknowledge the great efforts on your part to keep yourselves, your staff, and your residents safe and healthy over the past year and 1/2 of pandemic response; and I'd like to thank you all for your dedication to well-being!

The Oregon Health Authority (OHA) COVID-19 vaccination mandate for Oregon Healthcare workers became effective October 18, 2021. At this time all ACH Providers and staff are required to be fully vaccinated or have the appropriate [religious or medical](#) exemptions on file in your homes.

<https://www.multco.us/adult-care-home-information/covid-19-information-adult-care-home-providers>

Operators should maintain a folder with your staff roster and the corresponding documentation of vaccinations or exemptions for all ACH staff and volunteers. For proof of vaccination, copies of vaccination cards are acceptable as well as health provider forms that show vaccination dates.

During home visits, licensers will request to see your file and will verify that appropriate documentation is on file. *The operator of the home is responsible for determining whether or not exemptions meet state criteria*, the licenser will not be making those determinations.

If found to be out of compliance with infection control rules, your home will be cited. Please also remember that OHA has the option of enforcing further financial penalties should they choose.

All the best,

Steven Esser, Interim ACHP Program Manager

Just Ask

Question: Do I have to conduct a fire drill with all residents every time a resident moves in?

Answer: No, a formal fire drill every time a new resident moves in is not required. MCAR 023-100-815 describes the new resident evacuation and emergency preparedness requirements. **Within 24 hours of admission**, any new resident shall be shown how to respond to the home's fire and/or carbon monoxide alarms, shown how to participate in an evacuation drill from the home in an emergency, and receive an orientation to basic fire safety; and these must be documented in the resident's progress notes.

Question: What is the minimum fire extinguisher rating ACHs must maintain?

Answer: Fire extinguishers must meet the minimum rating of 2A:10BC ("low hazard" standard) but the ACHP will also accept fire extinguishers with higher ratings such as 3A:40-BC ("medium hazard") and 4A:60BC ("high hazard"). Of note, the 3A:40-BC rating is becoming the industry standard and is more widely available (and sometimes less expensive) than the 2A-rated fire extinguishers. Fire extinguishers with a 1A rating are not accepted.

Welcome to the Team

The ACHP would like to welcome **Training Coordinator Ana Weakland** and **Licenser Jowell Conway**. Ana and Jowell both join us from other parts of the county and we are lucky to have them! Ana has served as a Children's IDD Case Manager 2 and an ONA Assessor. Jowell has been with Multnomah County for 25 years and has extensive experience working in all levels of case management and long term services and supports. Big thanks to Ana and Jowell for joining the ACHP!

COVID-19 Updates

Currently COVID infection rates in Multnomah County are decreasing. This is great news and we are hoping the trend will continue. At this time, the ACHP will continue to perform in-person monitoring and licensing visits. As the weather becomes colder, these visits will happen inside more and more. Please note that as a safety measure, ACHP staff always complete a self-screening of COVID exposure and symptoms before arriving at an ACH. Upon arrival, expect the licenser or ACHP staff person to ask COVID screening questions related to the home's staff and residents.

COVID booster shots are now available to everyone over age 18 who lives and works in an ACH. If it has been at least six months since your second Moderna or Pfizer dose or two months since your Johnson and Johnson vaccination, check with your health care provider and local pharmacy to arrange for a booster dose. Mobile vaccinations are not available at this time.

Visiting Guidelines

Please remember, visitation is a resident right. An ACH cannot decline resident visitors if the visit meets COVID safety guidelines as described. However, if a visitor refuses to comply with COVID safety requirements (such as refusing to wear a mask), the provider may ask them to leave. It's important to find that balance between protecting resident rights and staying safe.

- Both indoor and outdoor visitation is allowed
- There is no limitation on how many visitors are allowed inside the home at a time
- **Masks are required** for visitors during both indoor and outdoor visits
- Physical distancing (when possible) continues to be required for both indoor and outdoor visits
- Visitor screening is not required. However, a visitor log must be kept to assist with COVID contact tracing should it be needed.

Let's Talk About Nursing Delegation

What is nursing delegation? Nursing delegation is the process by which a licensed registered nurse (RN) authorizes a caregiver to perform limited nursing procedures and activities. A delegation requires the RN to assess the resident's condition, train on all the steps for the task, and evaluate the ability of each individual caregiver to complete the nursing task safely. The RN retains accountability for the outcome of any delegated task and must follow strict requirements when delegating. The delegated person cannot act outside of the RN's explicit instructions and staff who have not been delegated cannot perform the nursing task.

In addition, delegations need to be updated regularly. The RN must re-evaluate the resident's condition and the caregiver's ability to complete the nursing task **at least** every 180 days. The RN can require re-delegation more often or can revoke a delegation at any time.

Can an RN delegate to an LPN? No. According to the Oregon State Board of Nursing (OSBN), an RN cannot delegate nursing care to an LPN. Any direction or distribution of nursing care from an RN to an LPN should fall within the LPN's scope of practice and must be supervised by an RN.

Can an LPN delegate nursing care to caregivers? No, nursing care may only be delegated by an RN.

For ACH's, nursing delegation is important! MCAR 023-080-608 outlines situations that would require an RN consultation, and MCAR 023-160-246 cites a mandatory fine of not less than \$250.00 for failure to obtain or renew proper delegation prior to performing a task that is determined to require such. This includes failure to have complete and current delegation paperwork in the resident's record. Make sure to consult with an RN and receive proper delegation prior to providing any nursing care, keep delegation paperwork up to date, and keep paperwork properly filed in resident records.

Training, Testing, and Events

ACHP training is offered online. Register by calling 503-988-3000 or by emailing advsd.adult.carehomeprogram@multco.us. Please note that registration is required in order to attend.

Orientation - Required for all Operator and Resident Manager applicants.

Date: Wednesday, 11/10/21

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

Cost: \$55

Record Keeping Part B, Medication Mgmt

Dates: Wednesday 11/3 and 11/17

Times: 1:30 pm - 4:30 pm (Sign-on 1:20 pm)

Cost: \$30 for Operators & Resident Managers

Other Training Updates

Fatal Four - No upcoming Fatal Four classes are scheduled within Workday Learning at this time; however, we believe more classes will be added. The ACHP will update providers as these classes become available.

Food Handler Training - Operators, Resident Managers, and Caregivers who want to become resident-manager-qualified or who will be left in charge of the home during an Operator or Resident Manager's absence must complete a one-time food handler training. Although the ACH staff receiving the training is not required to maintain their food handler certification, the initial training must be one that is approved in the state of Oregon. You can check the [OHA website](https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/cert.aspx) to find approved training sessions.

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CPR - Effective January 2022, the ACHP will no longer accept online CPR training. Any CPR training received January 2022 and after must be in-person.

Testing

The ACHP is continuing to provide testing for Operator, Resident Manager, or Caregiver applicants as needed. Contact the ACHP at (503) 988-3000 to schedule.

Gresham Office Open on Wednesdays!

The East Area Office of Aging, Disability and Veterans Services (Gresham Office) is now open on Wednesdays for limited, in-person, ACH form submission. We are accepting the **Background Check Request** and the **Caregiver Application** at this location.

Address: 600 NE 8th St, Gresham, Room 8

Hours: 8:00 am - 4:00 pm (closed for lunch noon-12:30 pm)

Please make sure to bring your ID with you and plan to wear a mask at all times while in the office. As there is very limited lobby space available to use for completing paperwork, please bring an already completed copy of your form.

Background Check Request Form -

<https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Background%20Check%20Request%2008.23.2018.pdf>, or

Caregiver Application Form -

<https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/ACHP%20Caregiver%20Application%20updated%2007-27-2020%20%281%29.pdf>

Please note: At the Gresham office, we are only able to accept the above forms **and** we can only receive them on Wednesdays. If you would like to submit other licensing forms in person or submit background check and caregiver application forms outside of the Wednesday hours listed above, our downtown office is open for walk-ins Monday through Friday, 8:00 am - 5:00 pm.

Additionally, ACH licensing paperwork can be submitted

- By email: advsd.adult.carehomeprogram@multco.us
- By FAX: 503-988-5722
- By mail: 209 SW 4th Ave, Suite 650, Portland, OR 97204

We now take fee payment over the phone as well at 503-988-3000.



Department of County Human Services

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Multnomah County Oregon
Department of County Human Services
Adult Care Home Program
421 SW Oak St, Suite 650
Portland OR 97204

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