

Adult Care Home Program Newsletter

October 2021

Letter from the ACHP Interim Manager

Dear Providers,

We hope you are enjoying these newsletters and are finding them informative and helpful in keeping up with Adult Care Home changes and trends. Newsletter content is inspired and guided by questions, comments, and feedback from providers; and we always try to include information about challenging topics. This issue has some great examples of hot topics to review.

The in-home inspection, as you know, is one part of the licensing process. Our licensing team has been working hard to continue inspections while maintaining safety protocols that minimize risk of COVID infection and spread. In addition to in-home inspections, there are record reviews and approvals that take place before finalization and the issuance of a new or renewed license.

We recognize there are a number of homes that are currently awaiting their license renewal issuance. In some instances, internal processes hindered by the nature of working under pandemic restrictions has caused a delay. We are doing our best to process licenses as quickly as possible. If you need a letter attesting to the good standing of your home while awaiting renewal, you can reach out to our business services staff and they can assist on a case-by-case basis.

We are hopeful that expanded 2021 funding will allow for more licensers and business support staff to join the ACHP team. An increase in staff will facilitate more timely processes, responses, and increased communications and support.

All the best,

Steven Esser, Interim ACHP Program Manager

Just Ask

Question: MCAR 023-090-455 (b) states that Operators are required to maintain caregivers' "employment applications" in the business record. Is this the ACHP Caregiver Application?

Answer: No, the ACHP Caregiver Applications used to seek caregiver role approval are not adequate to meet this requirement. In addition to other documentation related to training, orientation, and Medicaid exclusion, Operators are required to retain the applications that were completed by caregiver candidates when they applied for the caregiver positions at the time of hiring. The employment applications must be stored in the business records, and at minimum must include: the names, addresses, and telephone numbers of caregivers who are ultimately employed by the operator.

Question: When am I required to submit a "Vacation-Absence from the Home" form?

Answer: Anytime the ACH Operator or Resident Manager (as applicable) plans to be out of the home or not present to oversee the daily operation of the home for a continuous 72-hour period, a Vacation-Absence from the Home form must be submitted to the ACHP for approval.

The form should be submitted at least seven business days prior to an anticipated absence. Form submission does not guarantee approval. The ACHP shall respond within 72 hours of receipt of request. If you have an unplanned absence due to an emergency, please call the ACHP main line 503-988-3000 immediately. The form can be found on the ACHP website under **[ACHP Operator Resident Manager forms:](https://www.multco.us/adult-care-home-information/operator-resident-manager-forms)** <https://www.multco.us/adult-care-home-information/operator-resident-manager-forms>.

Please see MCAR 023-070-830 for more detailed information regarding Operator and Resident Manager requirements related to a 72-hour or longer absence from the home.

COVID-19 Updates

Effective October 18th, health care workers in Oregon are required to be fully vaccinated against the COVID-19 virus.

Again, are Adult Care Home staff considered “Health Care Workers”?

Yes, all staff employed or volunteering within ACHs are considered health care workers. All COVID-19 masking and vaccination requirements related to healthcare workers apply to staff and volunteers in adult care homes. This includes staff and volunteers who may not be involved in direct client care.

What does “fully vaccinated” mean?

People are considered “fully vaccinated” two weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine. This two-week period is the time needed for the vaccine to become fully effective.

How and where can I get a vaccine?

The COVID vaccines are provided at no cost and no health insurance is required. You do not need to bring proof of eligibility or of a social security number. Some clinics may ask for ID but this can be something that is printed with your name like a utility bill, health or shelter card, or your vaccine card if you already have one. You can find a vaccination clinic using the [State of Oregon Vaccine Locator](#):
<https://govstatus.egov.com/find-covid-19-vaccine>

What are the current COVID-19 visiting guidelines for ACHs?

- 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) is 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 Care Plans!

by Brenda Prudencio

What is a Care Plan?

A Care Plan is a written description of a resident's needs, preferences, and capabilities including the type of care and services needed; when and who shall provide the care; how often care, services, and/or supervision will be provided; and what assistance the resident requires for various tasks. Remember that the intent of the care plan is to accurately describe and plan for the resident's care needs. While developing the care plan, seek input from the resident, as appropriate, and from others in the resident’s life such as the resident's representative, family, physician, nurse, case manager, etc. Remember to include information from the screening assessment of the resident. We strongly recommend you refer to the [Appendix I - Activities of Daily Living](#) within the MCAR (pg 148). Print it & keep handy.

https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/ads/document/s/final_rules_-_black_-_4.19.11_3_1.pdf

Care plans should:

- Be finalized within 14 days of admission and signed by those who have prepared the plan.
- Be reviewed and updated whenever the resident's care needs change or at least every six months; and be rewritten annually.
- Be dated and signed by the Operator every time there is a change.
- Be reviewed with the resident and/or a representative at least once each year. The review must be documented in the resident's records.
- Be fully legible at all times. **Tip:** Both versions of the APD Care Plan forms posted in the ACHP website are fillable. You should be able to save a copy of the template to your computer.

Please see MCAR 023-110-425 for a list of the specific information that should be included in each care plan.

Training, Testing, and Events

ACHP training continues to be offered online for the time being. 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: Tuesday, 10/19

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

Cost: \$55

Record Keeping Part B, Medication Mgmt

Dates: Wednesdays, 10/6 and 10/20

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

Cost: \$30 for Operators & Resident Managers

Other training

Interested in community-based training? There are a number of free or inexpensive community-based training opportunities to check out:

- The Oregon Older Adult Behavioral Health Initiative offers several [self-paced training modules](#) for caregivers of older adults and people with disabilities: <https://oregonbhi.org/modules/>
- Oregon Care Partners offers free, high-quality [real-time webinar and self-paced education](#) for family and professional caregivers of older adults and people living with Alzheimer's. <https://oregoncarepartners.com/app/#/class-details/1492>
- The Trauma Healing Project is offering a low cost [Crisis De-escalation Workshop](#) on 10/6/21 to provide tips and techniques for working with individuals who are escalated and/or in crisis. <https://healingattention.org/deescalation>

Testing

The ACHP is continuing to provide 1:1 testing for Operator, Resident Manager, or Caregiver applicants on an as needed basis. Contact the ACHP at (503) 988-3000 to request individual testing.

Emergency Preparedness Reminder

As part of the ACH's emergency preparedness and evacuation requirements, MCAR 023-100-817 requires that Operators equip residents who go into the community independently with information about how to respond in an emergency. This includes "emergency contact telephone numbers for the Operator, the home, and emergency personnel."

Page eleven (11) of the ACHP's [Emergency Preparedness Plan](#) form states this requirement and provides a sample of the type of information that should be provided.

<https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Emergency%20Preparedness%20Plan%20Template%2011.6.2017.pdf>

Here is an example from the Emergency Preparedness Plan of the kind of information that should be provided:

My name is: Jane Doe

I live at: Best Care Home of Gresham
Address: 1234 Main Street, Gresham OR 97030

Home Phone Number: 503-555-1122
Operator Joe Smith's Cell Phone: 503-555-3344

Planned Relocation Site: Best Western Express Inn,
12345 Maple Drive, Portland Oregon

Emergency Numbers: 911 for police, fire, medical
ADVSD 24-hour Helpline: 503-988-3646

Resident Placement Survey

A big thanks to everyone who responded to the ACHP's Resident Placement Survey!!!

If you didn't have the chance, there is still a little time. We will leave the [survey](#) open through October 10th for any folks who want to respond.

The link is here:

https://docs.google.com/forms/d/e/1FAIpQLSfk3hLq7j-yKiMrmrC2vbCEUed7cXiRkerM1LoLv32qwrHK0g/viewform?usp=sf_link



Department of County Human Services

M198

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

RETURN SERVICE REQUESTED

PRSRRT STD
US POSTAGE
PAID
PORTLAND OR
PERMIT NO
5522