

Adult Care Home Program Newsletter

September 2022

Letter from the ACHP Program Manager

Dear Providers,

On August 24th, the program hosted our first Provider Meeting since the start of the COVID pandemic. The meeting was hosted virtually and there were nearly 100 participants. I thought the event was a success and really enjoyed the opportunity to answer questions and connect with those who attended.

The meeting included an inservice from the ACHP's RN Bill White on "Monkeypox and Infection Prevention." Those who attended the inservice are eligible for one CEU. Look for similar opportunities in future meetings.

We are already planning for the next meeting to be held in October and would like to host monthly Provider Meetings following that. We want to offer Provider meetings that are as impactful for Operators and other ACH staff members as possible. The best way to do that is to get your suggestions on topics that matter to you. If you have any feedback or ideas you'd like to share, please take a few moments to complete our [Provider Meeting Survey](https://forms.gle/ba61CQyfnFn2dRYh9).
<https://forms.gle/ba61CQyfnFn2dRYh9>

The ACHP is also working on organizing a Provider Conference for the year 2023. There will be more details to follow, but we'd love to hear your ideas for some deeper focus topics that you might like to participate in at the conference as well. This can be included in the survey linked above.

Take care and stay safe,

ACHP Program Manager
Steven Esser

National Hispanic Heritage Month

"We celebrate Hispanic Heritage Month to recognize the achievements and contributions of Hispanic American champions who have inspired others to achieve success." The theme for 2022 is "Unidos: Inclusivity for a Stronger Nation." Join the ACHP in celebration, Sept 15th - Oct 15th.

- [What Is Hispanic Heritage Month—and Who Celebrates It?](https://www.oprahdaily.com/life/a28134135/hispanic-heritage-month/) - Oprah
<https://www.oprahdaily.com/life/a28134135/hispanic-heritage-month/>
- [National Hispanic Heritage Month Audio and Video Resources](https://www.hispanicheritagemonth.gov/audio-and-video/) - explore Culture and Folklife, Hlstory, Music and Performing Arts links and more.
<https://www.hispanicheritagemonth.gov/audio-and-video/>

COVID-19 Updates

Masks: Masks continue to be required in ACHP licensed adult care homes. Staff who live outside the home and any visitors must wear masks when inside the ACH. Masks are also required in healthcare-related Multnomah County buildings such as the Five Oak Building and the Gresham Office.

Reporting COVID-19 Positive Residents and Staff: If a staff member or resident in your home is exposed to or exhibits symptoms of COVID-19, please seek COVID testing. Positive COVID-19 test results should be reported to the ACHP within one business day (503-988-3000/ advsd.adult.carehomeprogram@multco.us.) Messages should include your name and contact information including phone number. Someone from the program will call you ASAP with questions and further instructions.

Hiring Caregivers

Many times questions come up about Operator responsibilities when hiring a Caregiver. After recruiting for and selecting an individual that an Operator wants to hire into the Caregiver role, the Operator should confirm that the individual holds a Caregiver role approval from the ACHP.

If the individual has previously passed their background check and received an ACHP Caregiver role approval that corresponds with the ACH's population, the Operator is required to submit an ACHP [Caregiver Employment Notification](#) form. This must be done within fifteen (15) days of the caregiver's employment start date. An Operator must also submit this form within fifteen (15) days of a Caregiver's last day of employment at an ACH.

If the individual does not have a current Caregiver role approval that corresponds with the ACH's population, they must apply for one by completing and submitting the ACHP "[Caregiver Application](#)" form and paying the associated fees. There are some pre-service training requirements that must also be completed before the ACHP "Caregiver Application" is submitted. Role approval as well as an approved background check must be granted prior to the Caregiver interacting with or providing any care to residents in the ACH.

Please note: submitting the application form and paying the fees does not guarantee role or background check approval.

Lastly, as owners of a small business and as part of their licensing requirements, Operators are responsible for making sure that all their employees meet minimum requirements to perform a job before they are hired. This includes having potential employees fill out a standard job or employment application when they apply to work at the ACH. There is no required ACHP form for this step; however, the job/employment application filled out during the recruitment process is a required part of the ACH's business records.

See next column for ACHP form addresses →

Just Ask

Question: Are there any COVID-related restrictions on visitors in Adult Care Homes?

Answer: Visitors (in addition to staff who do not live in the home) are required to wear masks while inside an Adult Care Home. If desired, outside visits can be enjoyed without masks. There are no longer any COVID-related restrictions on the number of visitors in the home at any given time and the ACHP is no longer requiring social distancing during visits.

Question: As an Operator, can I do my own background checks, rather than going through the ACHP?

Answer: Yes, once all the pieces are in place. In order to perform a background check, an Operator must be approved by the state as a Qualified Entity Designee (QED). To receive this designation, the Operator must successfully complete training and then apply through the Oregon Department of Human Services (ODHS) Background Check Unit (BCU). The training materials are available by contacting the BCU training coordinator at (503) 378-5470 or toll-free at (888) 272-5545 or by emailing bcu.info@odhsoha.oregon.gov and letting the BCU know you would like the current training materials. Once training is successfully completed, the Operator can apply to become a QED by filling out the [Qualified Entity Designee \(QED\) Application](#) and submitting it to the BCU. <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/me0298.pdf>.

"Hiring Caregivers" linked forms:

- **ACHP [Caregiver Application](#):** to apply for role approval and background check. <https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Employment%20Notification.pdf>
- **ACHP [Caregiver Employment Notification](#):** sent to the ACHP within 15 days of a Caregiver's start or end date. <https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/Employment%20Notification.pdf>

Training and Support

To register: Call 503-988-3000 or email advsd.adult.carehomeprogram@multco.us.
Specify the training name and date.

Training Support - If you have questions about how to find and sign-up for Community-Based, ACHP, and state sponsored training, contact the ACHP Training Coordinator, Ana Weakland for support.

Phone: 503-779-2299 (call or text)

Email: ana.weakland@multco.us

Emergency Preparedness Planning -

Required for Operators, Resident Managers, & Shift Managers

Date: Tuesday, 9/20/22

Times: 9:00 am - 12:30 pm (Sign-on 8:50 am)

Cost: \$30

Orientation - Required for Operator, Resident Manager, and Shift Manager applicants.

Date: Wednesday, 9/07/22

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

Cost: \$55

Record Keeping Part A, Screening and Care Planning - Required for APD and MHA licensed Operators, Resident Managers, and Shift Managers.

Date: Tuesday, 9/13/22

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

Cost: \$30

Record Keeping Part B, Medication Mgmt - Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

Dates: Thursday, 9/15/22 & Wednesday, 9/28/22

Times: 9:00 am - 12:30 pm (Sign-on 8:50 am)

Cost: \$30

Honoring Diversity - Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

Dates: Thursday, 9/22/22

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

Cost: \$30

Emergency Preparedness - Food Provisions

Emergency preparedness is a broad and complex topic that can be overwhelming for many of us. Being as prepared as possible can help us feel more confident that we will be able to take care of our Residents and our families when emergencies arise.

ACHs are required to store enough sanitation and food supplies to shelter in place for a minimum of 3 days under conditions such as: extended utility outage, no running water, or inability to replace food supplies. Store supplies for yourself, for each Resident, and for each occupant in the home. Also store enough supplies for the number of staff members required to manage the ACH daily.

The minimum storage amounts:

- **Water**-minimum of 3 gallons per person
- **Food**-minimum of 6000 calories per person
Foods that require no refrigeration, water, special preparation, or cooking are best. Take into account special diets and allergies.
- **Prescriptions**- keep a 7-10 day supply on hand. Refill orders as soon as possible to avoid running low on any prescriptions.

Other tips:

- Store food in a sturdy plastic container with a tight lid to protect from pests and moisture.
- Keep a list of food expiration dates on the outside of the food storage container. Use and replace items prior to expiration.
- Replace stored water every six months.

See the following links for more info:

- [Creating and Storing an Emergency Water Supply](#) - CDC
<https://www.cdc.gov/healthywater/emergency/creating-storing-emergency-water-supply.html>
- [Food and Water in an Emergency](#) - FEMA
<https://www.fema.gov/pdf/library/f%26web.pdf>
- [Food and Water Needs: Preparing for a Disaster or Emergency](#) - CDC
<https://www.cdc.gov/disasters/foodwater/prepare.html>



Department of County Human Services

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