

Cathy Cooper
Authorized Signature

Number: SPD-AR-10-045
Issue Date: 6/2/2010

Topic: Long Term Care

Due Date:

Subject: New Live-In Homecare Worker Orientation

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Action Required:

Local SPD/AAA offices must begin offering the newly developed Live-In Homecare Worker Orientation to those interested in working as a live-in homecare worker or who will be providing live-in services for individuals participating in the Medicaid program. The training must be delivered to homecare workers prior to beginning work as a live-in provider.

Netlink training sessions are available for SPD/AAA staff responsible for conducting homecare worker orientation. The Netlink will include a review of the new live-in orientation materials and how to use them, tips for conducting orientations, handouts, and tools. Materials have been updated for the regular homecare worker orientation and will be discussed during the Netlink, as well.

Netlink Training Sessions for SPD/AAA Staff
Homecare Worker Orientation ~ Train the Trainer
Course # C01828

June 14, 2010 1:00 pm - 3:30 pm

June 17, 2010 8:30 am - 11:30 am

June 29, 2010 1:00 pm - 3:30 pm

Please sign up through the Learning Center at : <https://dhslearn.hr.state.or.us>

Procedure for Implementing Live-In Homecare Worker Orientation

The procedure for implementing Live-in Homecare Worker Orientation can be found in the [Homecare Worker section on the SPD Case Management Tools website](#).

Live-In Homecare Worker Orientation Materials

- ~ Power Point Presentation “Working as a Live-in Provider”
- ~ “Working as a Live-in Provider” Manual
- ~Homecare Worker Live-In Orientation test
- ~Homecare Worker Live-In Orientation (answer key)

Tracking Live-In Homecare Worker Orientation Attendance

The Oregon Home Care Commission Registry and Referral System (RRS) has been updated to record live-in orientation attendance. This information is recorded in the RRS on the HCW Orientation/Certified Training page in the Live-In Orientation section. If live-in orientation materials are incorporated into the regular homecare worker orientation, the location and date field on the RRS would be the same. If a homecare worker is unable to attend live-in orientation in person, he or she can receive a “Working as a Live-In Provider” manual and test. When the manual and test are used instead of class attendance, the date the passed test was received would be entered in the RRS. Homecare workers who are currently providing live-in services do not have to attend the new Live-In Homecare Worker Orientation unless they request to, but materials should be made available to them. Relief providers do not have to attend the new orientation.

Reason for Action:

The [2009-2011 Collective Bargaining Agreement](#) between the Home Care Commission and Service Employees International Union (SEIU), Local 503, OPEU was signed effective November 6, 2009. Article 17, Section 4 of the agreement stipulates that a homecare worker must complete a live-in orientation before beginning work as a live-in provider. The Oregon Home Care Commission has developed a Live-In Homecare Worker Orientation for SPD/AAA local offices to implement immediately.

Field/Stakeholder review: Yes No

If yes, reviewed by: Oregon Home Care Commission; SPD Policy Workgroup; Operations Committee

If you have any questions about this action request, contact:

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