

Cathy Cooper
Authorized Signature

Number: SPD-AR-10-089
Issue Date: 10/4/2010

Topic: Developmental Disabilities

Due Date:

Subject: Nominating HCR Trainers

Applies to (check all that apply):

- All DHS employees
Area Agencies on Aging
Children, Adults and Families
County DD Program Managers
County Mental Health Directors
Health Services
Seniors and People with Disabilities
Other (please specify): DD 24 hr Residential Providers

Reason for Action: Due to budget cuts, there is limited availability of trainers for Health Care Representative Rule Training. In order to make this training more available, a limited numbers of trainers will be authorized to present this training. Trainers who are authorized must have extensive knowledge of the medical system, alternative medical decision makers, the HCR administrative rule, and the workings of ISP teams. They must have a clear understanding about when to refer questions for further clarification to the state and have good training skills.

Action Required: Steps to become a HCR trainer:

- 1. Be nominated by sending name and contact information to Tina Kitchin
2. Register and attend one of the currently scheduled HCR trainings
3. Pass both the post test and a Trainer test
4. Have an interview with Tina Kitchin
5. Successfully conduct a supervised training.

After a Trainer is authorized, it will be up to the trainer or their agency to schedule and provide the training and provide copies of the training materials to all attendees. The Trainer will be required to use the official training materials. The materials may not be altered without prior permission from the State. All original sign-in sheets (with legible names and contact information), all pre and post tests, and all evaluation sheets will need to be submitted to the State. The Trainer will have to indicate any staff who did not pass the training. The State will issue all Certificates.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

<b>Contact(s):</b>	Tina Kitchin		
<b>Phone:</b>	503-945-5812	<b>Fax:</b>	503-373-7823
<b>E-mail:</b>	<a href="mailto:Tina.c.kitchin@state.or.us">Tina.c.kitchin@state.or.us</a>		