



**Information
Memorandum**

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Cindy Hannum, Administrator to
Office of Licensing and Quality

Authorized by: Care
Signature

IM Number: SPD-IM-04-013

Date: February 6, 2004

Subject: Quarterly Adult Foster Home Licensers' Training

Applies to (check all that apply):

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

Message:

Seniors and People with Disabilities', Office of Licensing and Quality of Care will sponsor the Quarterly Adult Foster Home Licensers' Training. The intended audience is adult foster home licensers and assistant licensers.

Material covered will include: Policy and program updates, provider data screens, medication administration records, psychoactive medications, license suspension protocol, and targeted areas of concern for continued program improvement.

The session will begin on February 25, 2004 at 8:30 a.m., and end at 4:30 p.m. on February 26, 2004. On-line registration is required and is available on the following web-site:

<http://dhstraining.hr.state.or.us/training/index.htm>

Note: This session will be limited to 50 participants.

Site: State Fire Marshall Building, 4760 Portland Rd. NE, Salem, Oregon.

Directions from I-5 to OSFM:

South from Portland: Take exit 260B (Chemawa Rd.) turn left, (over freeway) to stop light at Portland Rd. Turn right (South) onto Portland Rd. Go approximately 1 mile.

OSFM office building is on the left side of Portland Rd. next to Roth's Grocery, before McDonalds.

North from Eugene: Take exit 258 (Chemeketa C. College). Turn right at stop light onto Portland Rd. Go about 1 mile, through 2 stop lights, Ward Dr. and Hayesville Dr. The building is on the right side of Portland Rd., next to Roth's Grocery, after McDonalds.

If you have any questions about this policy, contact:

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