

Aging and People with Disabilities

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Issue date: 6/10/2013

Topic: Long Term Care

Orientations for Relative Adult Foster Home converting to Homecare

Subject: Workers

Applies to (check all that apply):

- | | |
|--|---|
| <input 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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Other (please specify): |

Message:

Attached is the regional orientation schedule for Relative Adult Foster Home (RAFH) providers converting to homecare workers and the orientation materials. Central Office and the Home Care Commission will be conducting these regional orientations.

The content of the orientation and the materials is specific to the RAFH providers who are converting to the CEP program. It will focus on the differences between their roles as a RAFH provider and as a HCW. This orientation is not appropriate for other homecare workers.

The RAFH providers must call the Home Care Commission toll-free phone number below to pre-register for a regional orientation:

Toll-free: 877-867-0077, option #2

The schedule has been posted on the AFH licensing website and disseminated through SEIU. This may not have reached everyone so please share this with your providers if you are in contact with them.

Local offices may hold additional orientations and/or invite RAFH providers to their regularly scheduled orientations. If you are hosting a RAFH specific orientation, please use the attached orientation materials. If you are inviting RAFHs to your regularly scheduled orientations, please ensure that you are prepared to cover the differences between the in-home program and RAFH program.

If you have any questions about this information, contact:

Contact(s):	Jenny Cokeley, Operations & Policy Analyst		
Phone:	503-945-6985	Fax:	503-947-4245
Email:	Jenny.e.cokeley@state.or.us		



Oregon

John A. Kitzhaber, MD, Governor

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Aging and People with Disabilities
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Voice: 503-945-5811
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Relative Adult Foster Home to Home Care Worker Orientations#

The Department of Human Services, Aging and People with Disabilities and the Oregon Home Care Commission are hosting special orientations for any current Relative Adult Foster Home provider that would like to become a homecare worker and continue to serve their family member.

This orientation will provide you an overview of the Consumer-Employed-Provider program. We will cover the differences between this program and the Relative Adult Foster Home program. We will also discuss what you need to know to become an effective homecare worker.

There will be time for you to complete the necessary paperwork to become a homecare worker, including:

- A homecare worker application
- A new background check form, if the one you have is not current
- Form I-9 (Employment Eligibility Verification)
- Form W-4 (Employee's Withholding Allowance Certificate)
- Client-Employed In Home Provider Enrollment form
- Client-Employer's Right to Confidentiality form
- Direct Deposit form (optional)

Please bring the following with you:

- Photo ID (i.e. driver's license)
- Social Security Card

The actual orientation will last for 2 hours. Please be prepared to stay longer to complete your required paperwork. You only need to attend one session.

This orientation will count as your mandatory orientation. The orientation is free but you must register to attend. Space is limited and registration will be "first come-first served." The orientation schedule is attached.

**To register, please call:
Toll-free: 877-867-0077, option #2**

"Assisting People to Become Independent, Healthy and Safe"

Date	Sessions Choose one session	Address
6/13/2013	9:00 - 11:00 am 1:00 - 3:00 pm	Chemeketa CC Campus Bldg. Woodburn DHS Training Center 120 E. Lincoln St., Suite 230 2nd Floor Woodburn, OR 97071
6/14/2013	8:30 -10:30 am 11:00 am - 1:00 pm 2:00 - 4:00 pm	Aging and Disability Services Office Sharon Kelly Room A&B 600 NE 8th Street, 2nd Floor Gresham, OR 97030
6/21/2013	8:30 -10:30 am 11:00 am - 1:00 pm 2:00 - 4:00 pm	Washington Street Conf. Center 102 SW Washington St. Room 103 Hillsboro, OR 97124 <i>This is underneath the parking structure on the corner of 1st and Washington</i>
6/21/2013	9:00 - 11:00 am 1:00 - 3:00 pm	Aging and People with Disabilities Conference Room 221 Molalla Ave, Ste 104 Oregon City, OR 97045
6/24/2013	8:30 -10:30 am 11:00 am - 1:00 pm 2:00 - 4:00 pm	Senior and Disabled Services Lane Council of Governments 1015 Willamette Street Eugene, OR 97401
6/24/2013	8:30 -10:30 am 11:00 am - 1:00 pm 2:00 - 4:00 pm	Senior and Disability Services Office 2166 NW Vine St. Large Conf. Rm Grants Pass, OR 97526
6/25/2013	10:30-12:30 am 1:30-3:30 pm	Department of Human Services 1300 NW Wall St., Lewis & Clark Room Bend OR 97701
6/27/2013	8:30 -10:30 am 11:00 am - 1:00 pm 2:00 - 4:00 pm	DHS Self Sufficiency Office 3420 Cherry Avenue Cherry Ave. Large Conf. Rm 100 Keizer, OR 97303

Please remember you must pre-register. Space is limited.
Please allow additional time for paperwork processing.