

Mike McCormick
Authorized Signature

Number: APD-PT-14-033
Issue Date: 9/16/2014

Topic: Long Term Care

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: _____

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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): |

Policy/rule title:	Homecare Worker orientation materials		
Policy/rule number(s):	OAR 411-031-0040(8)(e)	Release no:	
Effective date:	Immediately	Expiration:	N/A
References:	OAR Chapter 411 Division 031 Oregon Homecare Commission		
Web Addresses:	OAR Chapter 411 Division 031 Oregon Homecare Commission website APD Case Management Tools		

Discussion/interpretation:

Homecare Workers (HCWs) must receive consistent and adequate information at HCW orientation. To achieve this, all APD/AAA offices must either use the Oregon Home Care Commission's (OHCC's) HCW orientation training materials or must have their HCW orientation materials approved by APD.

The OHCC's HCW orientation materials, including the PowerPoint presentations for both the live-in and hourly HCW orientations and the quizzes that accompany the presentations, can be found in the Homecare Worker section of the Case Management Tools website, at <http://www.dhs.state.or.us/spd/tools/cm/homecare/index.htm> The quizzes may be used for teaching purposes only. Achieving a certain score on a quiz

may not be used to determine whether or not a registrant can become a HCW.

http://www.dhs.state.or.us/spd/tools/cm/homecare/orientation_handouts.doc provides the OHCC's recommended list of HCW orientation handouts. Many of the handouts are forms that can be accessed via the [DHS Forms Server](#).

Some of the recommended handouts are not found on the DHS Forms Server. They are publications created by OHCC. They include the OHCC's [Training Letter](#), [Drug Free Policy](#), [Communication Guidelines](#) and the [Homecare worker's guide to the OHCC's Registry and Referral System](#).

The [DHS 9046A](#) is an excellent resource both for APD/AAA staff and for HCWs. It is a comprehensive guide to the Client Employed Provider (CEP) program.

Implementation/transition instructions: All APD/AAA offices must either use the OHCC's orientation materials or must submit their HCW orientation materials to Chris Ellis for approval by October 1, 2014.

Training/communication plan: No training is needed. Technical assistance will be provided as needed.

Local/branch action required: APD/AAA offices currently using the OHCC's HCW orientation materials must notify Chris Ellis of such via e-mail. Any local materials used in addition to the OHCC's HCW orientation materials should be submitted to Chris Ellis via e-mail for review by October 1, 2014. These submissions should identify a primary contact person for each APD/AAA office.

APD/AAA offices that are not currently using the OHCC's HCW orientation materials must submit their orientation materials to Chris Ellis via e-mail by October 1, 2014 for review. These submissions should identify a primary contact person for each APD/AAA office.

A review of each APD/AAA offices' HCW orientation materials and instructions for any required changes will be complete by December 1, 2014.

Central office action required: Provide technical assistance as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: Operations Committee

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Chris Ellis		
Phone:	541-440-3427 x227	Fax:	541-673-0375
E-mail:	Christopher.m.ellis@state.or.us		