

Mike McCormick

Authorized Signature

Number: APD-AR-14-039

Issue Date: 7/2/2014

Topic: Long Term Care

Due Date:

Subject: Registry and Referral System Changes and Data Entry Requirements

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

Reason for Action & Required Actions:

The Oregon Home Care Commission (OHCC) has implemented a new Registry and [Referral System \(RRS\)](#) and homecare workers (HCWs) are now responsible to enter their own profile information. This was previously completed by the local office based on information gathered from the Homecare Worker Application (SDS 0355). HCWs are now responsible to complete the following tabs:

- Personal Information
- Preferences
- Referral Conditions
- Services
- Schedule
- Phone number and email address

In order for HCWs to be available for referral, they must update their availability in the RRS every thirty (30) days.

There are tabs HCWs will not be able to edit and the local office must continue to update this information in the RRS or Oregon ACCESS. This includes:

- Demographic information – OHCC will continue to automatically transfer individual HCW demographic information from Oregon ACCESS to the RRS. Although HCWs will be able to update their email address and phone number in the RRS, they will not be able to change their address. They must continue to

contact the local office to update this information.

- Training information – CPR and First Aid expiration dates. Specific training courses will be entered by OHCC staff.
- Orientation dates.
- All information under the Office Use tab. Entering information in this section assists local office staff in tracking HCW enrollment tasks, including the initial background check.

In addition, the local office must continue to do the following:

- Enter information into the RRS for applications received that have not yet been processed.
- Direct HCWs to complete the entire application, as it includes information required for entry into OACCESS and additional information not captured in the RRS.
- Document information on the application under the Office Use section.
- Retain applications in HCWs' provider files.
- Provide assistance, as needed, to providers who do not have access to a computer.
- During orientation, remind HCWs they must enter the information detailed above or they will not be available for referral on the RRS.

The RRS Staff User Manual is available on the APD Case Management Tools webpage under the Homecare Worker program:

<http://www.dhs.state.or.us/spd/tools/cm/homecare/index.htm>

Field/Stakeholder review: Yes No

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

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

Contact(s):	Jenny Cokeley, APD Operations & Policy Analyst Ron McGhee, Registry Coordinator		
Phone:	For Policy questions, contact Jenny at 503-945-6985 For specific RRS questions, contact the HCC at 877-867-0077 option 1	Fax:	503-947-4245
E-mail:	Jenny – jenny.e.cokeley@state.or.us		