

Adult Care Home Program Newsletter

May 2019

Program Manager Letter

Dear Providers,

I would like to start this letter by expressing my gratitude for all of the providers who completed surveys, participated in workgroups, ACHP staff interviews and collaborated with us on our 18 Month Goal Plan, Thank You for your partnership.

Program Updates

We have doubled the number of trainings for DD providers however, we still understand there is a need for more. Please let us know what is needed.

We are working on next Community Meeting. The agenda will include new tools, program updates, survey results and feedback on next year's goals. Please think about what supports you need to be successful. See details in June's Newsletter.

I am also excited to see the resurgence of the peer support group "Adult Care Home Mentor and Support Group".

Staff Changes:

- Darlene Smith has transitioned to another position closer to home. Ray Ocampo will be taking over her position.
- Natasha Hottages-Ortiz will transition from Licenser to the Placement Specialist.
- Stefannie Henderson has been promoted from Monitor to Licenser.

Reminder: Self care is important! We encourage you to take time off; a few hours or a few weeks. The work that you do caring for others is valued and we want you to take care of yourself as well.

Felicia Nelson
Program Manager

Just Ask

Question: We are planning a vacation this summer, what are my responsibilities?

Answer: Create an appropriate Plan of Operation for absence and notify the ACHP in advance at least 7 business in advance. If you plan to take your residents with you notify the case management as well as the ACHP. See MCARs 023-080-123. To ensure we are able to approve your plan in a timely manner, please submit your request to ACHP as soon as possible.

You must have an appropriate plan of operation which identifies the backup operator, as well as qualified caregivers. Qualified caregivers will have current :

- Background Check and Current Role
- Record Keeping B - Medication Management
- First Aid & CPR
- Fire Safety
- Food Handler Training
- English Test
- Mandatory Abuse reporting
- Pre-Service Dementia or OIS

Remember if have any questions please feel free to contact us, when your plans.

Question: Do PRN Guidelines need to be signed by a physician or nurse annually?

Answer: No. PRN Guidelines must be updated and signed only when a change has been made to the P.R.N. order.

Hospital and Facility Stays

An Operator must complete an in-person re-screening prior to readmission to the Adult Care Home (ACH) when a resident is hospitalized or admitted to another care facility.
Per MCAR 023-080-208.

An emergency room evaluation that does not result in an admission does not count as a hospitalization, and therefore does not trigger the re-screening requirement.

Residents have the right to return to their ACH unless the residents condition/needs have changed and exceeds the classification of the home.

The operator may request an exception from the ACHP to serve an out-of-class resident if the operator believes they can meet the care needs of the resident and the other residents in the home. The exception would have to be approved by the ACHP prior to the resident re-admitting to the home.

All other residents have the right to return to the home, unless a 30 day notice has been issued and the 30 days has expired.

If an operator does not receive room & board payment while the resident has extended hospitalization or staying at a care facility, the operator may issue a 30 day involuntary move notice for nonpayment. Per MCAR 023-090-615 (b)(c)).

The paperwork reduction project committee has developed a re-screen tool that will be finalized and available for use in June.

If there is imminent danger to a resident or other person in the adult care home, an operator may request the ACHP issue a less than 30 day notice. The operator must have documented their attempts to serve residents and evidence of imminent danger.

Registering Your Business Name

As part of Oregon law, you are required to register your business name with The Oregon Secretary of State Corporate Division if you are not using your legal name as the Adult Care Home business name.

An example of using your legal name is; Jane B. Smith Adult Care Home or Jane Betty Smith Adult Care Home.

An example of using not your full legal name or adding punctuation: Janey's Adult Care Home or Jane Betty Smith's Adult Care Home, as well as any other business name, you need to register your business name.

If your business name is not registered by the time your Provider Agreement is processed or if the information on file does not match your agreement the application will be sent back. And payments could be impacted.

Please make sure you have registered appropriately You can find more information here:http://www.filinginoregon.com/pages/business_registry/register/registering.html

Feel free to email your licenser with questions or call the ACHP.

Mental Health First Aid for Older Adults

This 8-hour training is free and focuses on the unique experiences and needs of adults over the age of 65, and gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care.

When: Saturday, June 15th

Where: Portland, OR.

To register or learn more (including time and location):

<http://www.gettrainedtohelp.com/en/find-a-class>

Managing Mold in your Adult Care Home

Oregon Health Authority explains the primary way to keep mold out of your ACH is to control moisture. You can test the humidity in your home with a humidity gauge. They range in price from \$7 to \$50 and are basic to advanced. It's important to get the gauge that works best for you.

Here are some suggestions to keep moisture in your home at lower levels:

- Double Pane windows
- Use of air conditioners or dehumidifiers
- Use Exhaust fans during cooking, dishwashing, showering and laundering
- Regular inspection and repair of your ventilation system
- Move furniture away from the walls to increase circulation in your home
- Remove carpeting in kitchens and bathrooms.

If you notice mold collecting in your home on a hard surface and the size of the mold is less than 10 square feet, you can clean it yourself to prevent damage. Wear your PPE equipment; and remove the mold with dish soap and water.

If the mold is collecting on a soft surface, such as clothing, ceiling tiles and sheet rock, it will need to be replaced. If the mold is bigger than 10 square feet you need to call a mold professional to clean.

Currently, there are no standards in place to determine mold safety. You can find more information here:

<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/HEALTHYNEIGHBORHOODS/TOXICSUBSTANCES/Pages/mold.aspx>

or

<https://www.epa.gov/mold>

2020 Census Bureau

The United States government is in the process of preparing for the 2020 Census Count. The Census Count is used to decide how federal funding should be distributed in each state.

People working on the Census could be contacting residents of your ACH.

What do I need to know about a Census employees who may contact one of the residents in my ACH?

- All Census employees are required to have a background check.
- Residents have a right to accept or decline a Census visit. At the resident's request you may be present while the interview is conducted.
- If a resident has a guardian who is legally responsible for making decisions on behalf of him/her, then you need to gain permission from that party.
- All Census employees will have an ID badge with a photo and the Department of Commerce Watermark and an expiration date.
- If asked, the Census Employee must give you their regional supervisor's contact information.

If you have additional questions you can contact the Census Bureau at 855-562-2020 Option #3

Here is the link to the 2020 Census Bureau for more information: <https://2020census.gov/en>

Note: Background checks are delayed at the State, due to the large number of background checks needed for Census takers.

Ideas for Self-Care

Self-Care is important in helping you manage everyday stress. Below are some ideas for us to gauge how we are doing. Practices are as varied as people are. Personalizing self care practices that work for you is part of the process.

There are five areas of Self-Care to consider:

Physical: Taking care of your body helps you maintain healthy functioning. Ask yourself: Am I getting enough sleep? Is the food I am eating helping me feel well? Am I getting exercise?

Social: Close relationships are an essential part of our health. Ask yourself: Am I getting enough in person time with my close friends? What am I doing to nurture relationships that are important to me?

Mental: The way you think impacts the way you feel. A mindset that practices compassion and acceptance for yourself will support your mental health. Ask yourself? Am I making enough time for activities that stimulate me? Does my thinking help me stay mentally healthy?

Spiritual: Having a practice that involves helping you develop a deeper sense of meaning, understanding, or connection is part of nurturing your spirit. Ask yourself: Am I engaging in spiritual practices I find fulfilling?

Emotional: Healthy emotional coping skills help us when we have to deal with uncomfortable emotions such as; anger, anxiety and sadness. Ask yourself: Do I have healthy ways supports to process emotions?

Remember Self-Care is an individualized practice. What works for you may be different for someone else. It's important to start small and build day by day.

Provider Survey

Only a few ACHP Provider Surveys have been returned. If you haven't had a chance, please complete the survey at this link:

<https://www.surveymonkey.com/r/3C3TMRX>

The survey is anonymous and will not collect your information. We hope to hear from you, we value your feedback. Your voice is important!

Survey closes May 21st

Self-Care Word Search

PHYSICALFKEPEACEKT
JZDEZSSPIRITUALTPW
YVVKRELATIONSHIPSH
QBUCONNECTIONSCMBE
GEMOTIONALWUDOOERA
APRACTICEPAZXCPDEL
ARECHARGEDLYEIIIFT
COMPASSIONKAJANTLH
HAPPINESSEQHNLGAEY
UOJNKACCEPTANCETCU
NKGRZISLEEPUXPJETE
OLXCPVUINSPIREBWE

ACCEPTANCE
COMPASSION
CONNECTIONS
COPING
EMOTIONAL
HAPPINESS
HEALTHY
INSPIRE
SOCIAL
SPIRITUAL

MEDITATE
PEACE
PLAN
PRACTICE
RECHARGED
REFLECT
RELATIONSHIPS
SLEEP
SPIRITUAL
WALK

Training, Testing and Events

Pre-registration is required. Call 503-988-3000 or email adult.carehomeprogram@multco.us

Qualifying Testing

209 SW 4th Ave., Portland

Free / Register online/ Dates online

<https://multco.us/adult-care-home-information/basic-training-qualifying-tests>

All ACHP trainings are held at the Multnomah County East Building located at 600 NE 8th St. Gresham, Sharron Kelley Room, 2nd Floor.

Orientation

Sign-in 8:30-9:00; Training 9:00-4:30

\$55.00 check/money order:

May 6th, June 13th, July 11th

Record Keeping A - Required training for APD/MH Operators/Resident Managers in first year. Sign in 8:30 am; Training 9:00 am to Noon. \$30 Check or Money Order. 3.0 CEUs. **June 17th**

Recordkeeping B - Medication Management for Operators Required training for Operators/Resident Managers in first year. Sign in 1:00 pm; Training 1:30-4:30 pm. \$30 Check or Money Order. 3.0 CEUs. **May 21st, July 16th**

Recordkeeping B - Medication Management for Caregivers. Required for all caregivers who pass medications, work alone or are left in charge. Sign-in 1:00 pm; Training 1:30-4:30 pm. No Charge. 3.0 CEUs. Sign your caregivers up for one of these upcoming class dates: **June 18th, August 20th**

Honoring Diversity - Required training for Operators/Resident Managers in first year. Sign in 1:00 pm; Training 1:30-4:30 pm. \$30 Check or Money Order. 3.0 CEUs. **May 15th,**

APD Training Opportunities

As of March 1, 2019, the Oregon Home Care Commission is offering FREE training to APD Operators. The courses can also be offered to staff but will need to be signed up through the Operator's sign in.

First you need an iLearnOregon account to find the course you are interested in. Here is the link to create an account:

<https://ilearn.oregon.gov/default.aspx>

When you are ready to sign up email the OHCC commission at Training.OHCC@dhsosha.state.or.us or Call 877-867-0077 and provide the following information:

1. Name of APD Operator
2. License #
3. Your return phone #
4. Class, time, date and location you are interested in signing up for
5. First and last name of person attending.

Provider meeting - Train the Trainer; Communication and Behavior

Presented by Shelly Edwards. Shelly will provide an opportunity for Operators to gain knowledge and skills to train their staff in understanding the different aspects of communication and tools in providing Person Centered Care. Sign in 8:30 am; Training 9:00 am to Noon. \$30 Check or Money Order. 3.0 CEUs. **May 20th**

Emergency Preparedness Planning.

Required for all Operators and Resident Managers in the first year. Sign in 8:30 am; Training 9:00 to Noon. \$30 Check or Money Order. 3.0 CEUs **August 28th**

M198

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Department of County Human Services
Adult Care Home Program
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RETURN SERVICE REQUESTED

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