

## Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

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**Date:** October 25, 2013

**Topic:** **AFH Training – DHS Learning Center & Fire & Life Safety**

**Provider:**  APD (Older Adults and Adults with Physical Disabilities)  
 DD (Developmental Disabilities)

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The **2014 DHS Learning Center NetLink Schedule** is now available. A copy of the complete class schedule is on the following page. Each of these classes is approved for AFH training credits. The classes include:

NetLink: The Six Rights of Safe Medication Administration

NetLink: Focus on the “Right Time”

NetLink: Basics of Infection Control

NetLink: Fatal Four and 9-1-1

**Netlink: The Six Rights of Safe Medication Administration** must be taken by licensees, resident managers and shift caregivers within the first year of obtaining an AFH license or within the first year of approval as a resident manager or shift caregiver. (See OAR 411-050-0625(7).) If you were licensed or approved as a resident manager or shift caregiver for at least one year as of September 1, 2013, you are not *required* to take this class. However, it is highly recommended for all AFH providers, it is free and you may apply it to your annual training requirements.

**Fire and Life Safety Training:** A team working in the Division of Health Promotion & Sports Medicine at Oregon Health & Science University developed this free video to address safety in the adult foster home care setting. This training is approved for AFH training credit. At your convenience, go to [www.safeafhcare.org](http://www.safeafhcare.org) to access this resource.

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## 2014 DHS Learning Center NetLink Schedule

*NOTE: Each registrants must log into a computer individually, group sites are not allowed. No microphones needed, headphones only.*

**Course #:** C02865

**NetLink: The Six Rights of Safe Medication Administration (2 Training Hours)**

*THIS COURSE IS OPEN TO DHS STAFF, LOCAL OFFICE STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.  
Effective September 1, 2013 this training meets OAR '411-050-0625' training requirement for APD Adult Foster Homes.*

This course is designed to assist the caregiver with understanding the importance of a safe medication administration system (process); the need to apply the "Six Rights" and "Three Checks" when administering medications; and the responsibilities of all caregivers who administer medications or provide oversight of those caregivers who are administering medications.

**Time:** 1 - 3:30 pm **Dates:** Jan 7th Feb 12th Mar 3rd Apr 15th May 8th Jun 18th Jul 9th Aug 12th Sep 4th Oct 20th Nov 6th Dec 3rd

**Course #:** C03411

**NetLink: Focus on the "Right Time" (2 Training Hours)**

*Participants must have completed the NetLink: The Six Rights of Safe Medication Administration training prior to this course.*

*THIS COURSE IS OPEN TO DHS STAFF, LOCAL OFFICE STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.*

This course provides a comprehensive look at the "Right Time" building on what the participant learned in "The Six Rights of Safe Medication Administration." Additionally, we will explore how to conduct a self-audit on medication administration records and identify other potential reasons for medication errors.

**Time:** 1 - 3:30 pm **Dates:** Mar 4th Jun 25th July 10th Nov 13th

**Course #:** C01532

**NetLink: Basics of Infection Control (2 Training Hours)**

*THIS COURSE IS OPEN TO DHS STAFF, LOCAL OFFICE STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.*

Learn every day techniques that will prevent or minimize the spread of germs and viruses. At the end of class, participants will be able to: 1) define infection control; 2) identify at least two standard precautions that should be used daily; 3) identify at least three different illnesses that can be prevented through the use of standard precautions; and 4) state why proper antibiotic usage is extremely important.

**Time:** 1 - 3:30 pm **Dates:** Feb 4th Apr 7th Aug 13th Oct 23rd

**Course #:** C01237

**NetLink: Fatal Four and 9-1-1 (2 Training Hours)**

*THIS COURSE IS OPEN TO DHS STAFF, LOCAL OFFICE STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.*

Aspiration, constipation, dehydration, and seizures can lead to serious complications and are more common among individuals with disabilities and older adults. While not always preventable, if the potential risk or known risk for one (or more) of these conditions is identified, recorded and communicated within the care team, complications and injuries can be minimized and sometimes prevented. Join us and learn more!

**Time:** 1 - 3:30 pm **Dates:** Jan 28th May 7th Sep 3rd Dec 4th

# 2014 DHS Learning Center NetLink Schedule

## General Information and Policies

**NetLink courses (similar to a webinar) require that *each individual register for the class and log into their own computer.***

Classes that have 15 or fewer individuals registered by the cutoff date may be cancelled. Additionally, if 5 or fewer individuals log into the class the day of training the class may be cancelled. If you cannot attend you must log into the DHS|OHA Learning Center and cancel your registration or you will be considered a no show.

**RECOMMENDATIONS:** The day before class is scheduled, or earlier, test your computer by signing into the DHS|OHA Learning Center at: <https://dhslearn/hr.state.or.us>. Once you register for a class the class information will appear on your home page. To test your computer:

- Log into the DHS|OHA Learning Center and scroll down to the "JOIN" button labeled "NetLink Audio Test".
- Follow instructions given during the audio test. You will not need a microphone. You only need head phones or speakers.
- If you are having trouble testing your audio or if after you have joined the training and you are having technical difficulties **call technical assistance at 503.378.5885.**

**NO SHOW POLICY:** We understand that sometimes you are unable to attend a NetLink class at the last minute. However, if you do not cancel your course registration others students who need the class may not be able to attend.

Due to the high volume of "No Shows" for the NetLink classes and the number of individuals that have been prevented from taking a NetLink class we implemented a "No Show Policy":

- If the student has had two or more no shows to a NetLink class we reserve the right to:
  - o Remove the student from the class and place them on the waiting list; or
  - o If there are 10 or fewer students registered for a NetLink class (classes are cancelled if 10 or fewer students) then the student will not be counted and the class maybe canceled.
- If the student has contacted Technical Support due to trouble logging into the training and is unable to participate the student will receive a status indicating technical issues and the student will not be considered a "No Show" for the purpose of this policy.

### First Visit

1. Type <https://dhslearn.hr.state.or.us/> in the browser address line.

2. For your first visit, click on [\[here\]](#) to register.

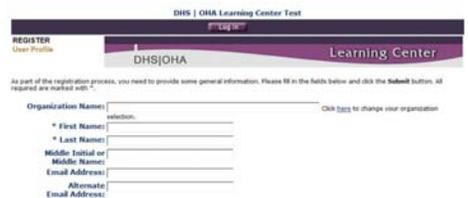
3. Click on [\[I am a partner...\]](#), then .

4. On the next screen, enter a **Login ID** and **Password**. Be sure to follow the on-screen instructions for your Password. Click .

5. Select an Organization: Select **[Other Organizations]** and click . **NOTE:** Continue selecting Expand and your organization/sub org until you can click on , which will open the User Profile screen. (NOTE: You can change this information later if you need to.)

6. On the **User Profile**, fill out all fields marked with \*.  
If you need special accommodations (like an interpreter), include it on this screen.

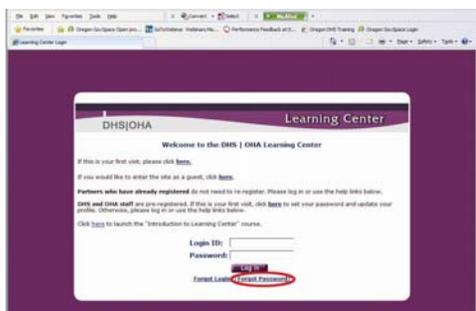
7. At bottom of screen, click on .



### Return Visits

1. Type <https://dhslearn.hr.state.or.us/> in the browser address line.

2. Type your **Login ID** and **Password**, and click .



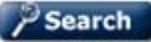
### Change Your Password

If you forgot your password, or to change your password for any reason, select "Forgot Password." A password will be sent to you by email.

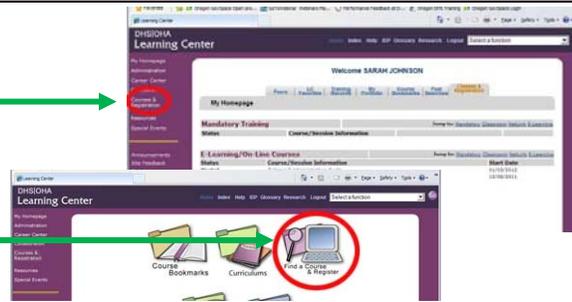
### Search by Key Word

1. Click **Courses and Registration**.

2. Click [**Find a Course and Register**]

3. Type key words, such as part of the course title. For best results, just type one word of the title. Click .

4. Search results are listed in lower left frame. Scroll if needed to find your course, then click  to view course details.



### Search by Course Number

1. Select **Courses and Registration** from the left menu, then click [**Find a Course & Register**].

2. Type the course number, then click .

3. Search results are listed in lower left frame. Scroll if needed to find your course, then click  to view course details.



### Register for a Course

NetLink: SPOTS VISA Training 2012

Topic: NetLink  
Available: Now available  
Cost: \$0.00  
Sponsor: Office of Financial Services Administration  
Credits: No Credit

The SPOTS NetLink will cover basic procurement, the SPOTS application & agreement, appropriate use, responsibilities of a SPOTS card holder, account reactivation, changes, and more to contact.

Prior to attending this class, please download the class material. It is required for participation in the session.

If your schedule changes and you are unable to attend, please cancel your registration.

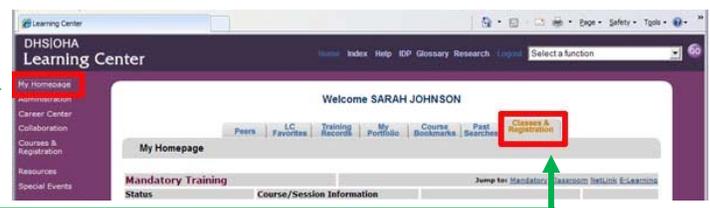
NOTE: SPOTS training is offered via NetLink and classroom sessions. For attendance via NetLink, you need to be logged in at your own computer in order to receive credit for attending. Group fees are not allowed for this training.

#	Date	Time	Status
55	01/10/2012-01/10/2012	01:00 PM-04:00 PM	Registration Closed
56	02/07/2012-02/07/2012	01:00 PM-04:00 PM	<b>Register</b>
57	03/06/2012-03/06/2012	01:00 PM-04:00 PM	Register

1. Follow instructions (above) for **"Find a Course"** to search, locate and view details of a course.
2. Scroll down the list of sessions to choose the one you want.
3. Click on **Register** next to your choice. You'll verify your choice, then a **Cancel** link will appear. You're now registered.

### View or Cancel Courses

1. Click on **My Homepage**.
2. Click on **Classes & Registration** tab.
3. To cancel a course, click the **Cancel** link to the left of the class.



### My Portfolio

From your homepage, under the My Portfolio tab you can change login, change organization, change profile, and change password.



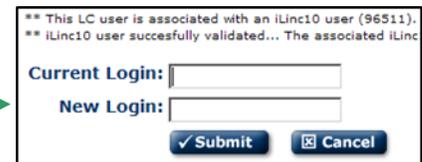
### Change Login

1. Click on the Change Login link.



2. Type in your current login.

3. Type in what you want for your new login.



4. Click 

### Change Organization

1. Click on the Change Organization link.



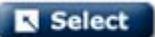
2. Choose your organization from the Root Organization drop down menu.

#### Change Organization

Change Organization allows you to change your organization affiliation. Your current organization is listed from the menu below. To find divisions within that organization, click **Expand**. To choose the highlighted, type your organization in Other Organization and click **Select**. To exit without changing your org



3. Click  to open the Sub Organization drop down and select your sub organization. You can continue doing this until you have chosen the most specific sub organization possible.

4. Click 

5. You will get a message letting you know your organization has been updated.



## Change Profile

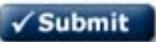
1. Click on the Change Profile link.

A screenshot of a web menu titled "My Homepage". It contains three links: "Change Login", "Change Organization", and "Change Profile". A green arrow points from the "Change Profile" link in the text above to this menu.

2. From here you can make any changes you need to make to your profile. The most common changes are email address and updating your manager.

*(Hint: Make sure the email address you enter ends with **state.or.us** and **not dhs.oregon.gov**. You can find email addresses [here](#).)*

3. If you need special accommodations, select Yes so the instructor can contact you about your needs.

4. When you are finished with your changes, scroll to the bottom of the screen and click the  button.

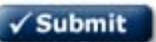
A screenshot of a profile change form. It includes fields for "Email Address" (with value training.lcu1@state.or.us), "Alternate Email Address", "Proctor Status" (No), "\* Title" (CLIENT CARE SURVEYOR), "\* First Line Address", "Second Line Address", "Mailing Address", "\* City", "\* State" (dropdown), "\* County", "\* Zip", "Country" (dropdown), "\* Phone" (with ext field), "Fax", "Manager's Name" (Unknown Manager, with a "Search For Your Manager" link), "Manager's Email" (training.lcm2@state.or.us), and "\* Special Accommodations" (radio buttons for Yes/No). A green arrow points from the text above to the "Email Address" field.

## Change Password

1. Click on the Change Password link.

A screenshot of a web menu titled "My Homepage". It contains four links: "Change Login", "Change Organization", "Change Profile", and "Change Password". A green arrow points from the "Change Password" link in the text above to this menu.

2. Enter your current password and your new password into the correct fields. Enter your new password a second time in the Confirm New Password field.

3. Click 

A screenshot of a password change form. It has three input fields: "Current Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Submit" and "Cancel".

4. If your password is successfully changed you will receive the following message:

A screenshot of a success message box. It has a title "Change Password" in orange. The main text says "Your password was changed. The next time you enter the site, you will use this new password." in blue. At the bottom, there is a link "Return to My Homepage" in orange.