

Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

Date: February 13, 2014

Topic: **Proposed Adult Foster Home Rules**

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

The Department of Human Services is proposing to amend specific portions of OAR chapter 411, division 050, Licensure of Adult Foster Homes for Adults who are Older or Adults with Physical Disabilities. [Click here](#) to find the Notice of Proposed Rulemaking Hearing. This notice includes:

- A brief summary of the proposed changes.
- An invitation for public comment, due by March 21, 2014 at 5 p.m.
- Information about the hearing on March 18, 2014.
- The complete text of each section with proposed changes.

If you would like to submit comments about these proposed rules, please direct them to the Rules Coordinator, Christina Hartman at:

Human Services Building
500 Summer Street NE, E10
Salem, Oregon 97301-1074

E-mail: christina.hartman@state.or.us
Fax: (503) 947-4245

This information is also available online at:

http://www.dhs.state.or.us/policy/spd/rules/notice/411_050_notice.pdf

A Q & A sheet follows that provides additional information about these proposed rule changes.



Q & A Sheet

1. What is the difference between a Resident Manager and a Floating Resident Manager?

A Resident Manager is a primary caregiver, as defined in OAR 411-050-0602, who lives in the AFH. A Floating Resident Manager must meet the same qualification and training requirements as a Resident Manager but is not required to live in the AFH. However, the Licensee may direct a Floating Resident Manager to live in the AFH on a temporary basis in the absence of the primary caregiver or a substitute caregiver.

- Background Checks: A Floating Resident Manager may have a portable background check if the Background Check Request form indicates the intention to work in that same role at “various” adult foster homes when those homes are within the jurisdiction of the same Local Licensing Authority. Maintain documentation of satisfying this requirement in each AFH the individual works in.
- Orientation to AFH: The Floating Resident Manager must be oriented to each AFH and have an approved background check prior to training or working in any AFH. Maintain documentation of satisfying this requirement in each AFH the individual works in.

2. Can a Floating Resident Manager work for more than one Licensee?

Yes, a Floating Resident Manager may work for more than one Licensee. Verification of satisfying all the requirements must be available in each AFH the individual works in. If the individual will work in more than one licensing jurisdiction, a new background check is required.

Local AFH Orientation: If the Floating Resident Manager intends to work in AFHs that are located in more than one licensing jurisdiction, the currently approved Floating Resident Manager is **not** required to complete the Department-approved Orientation in more than one licensing authority’s jurisdiction. The exception is when the local licensing authority is an exempt area (i.e., Multnomah County).



3. Do I have to use a Floating Resident Manager because I have more than one AFH?

No, the decision to utilize a Floating Resident Manager is completely up to the Licensee.

4. Can I staff my AFH with a combination of Resident Managers or Floating Resident Managers who share the weekly schedule? For example: a Resident Manager works three days per week, a Floating Resident Manager works two days per week and another caregiver (Substitute Caregiver, Licensee, Resident Manager or Floating Resident Manager) works the remaining two days per week.

The staffing plan described above would be considered a shift caregiver pattern. Floating Resident Managers may not be used in lieu of Shift Caregivers.

5. Where can I find the new Verification of Financial Resources form?

A new form is being modified at this time and it will be made available in PDF format on the AFH Provider Tools page after the proposed rule changes become effective. Once the new form is available on the DHS Forms Server, all AFH providers who are subscribed to receive updates to the AFH Provider Tools web page will be notified.

The APD AFH Provider Tools web address is:

<http://www.oregon.gov/dhs/spd/pages/provtools/afh-apd/index.aspx>

To receive notices of updates, click on “Subscribe” by this photo:



Find the forms link under “AFH Provider Tools home” on the far right side of this web page.

6. Why did you add the requirement to maintain weekly menus again?

We were required to add the menu requirement because it is required by Oregon Revised Statute 443.738 (5).

