



Student Policies for Ensuring Quality Care Basic Training for APD Adult Foster Home Providers

1. Purpose:

The Ensuring Quality Care (EQC) curriculum provides a basic foundation to help potential adult foster home providers understand their roles and responsibilities in the AFH care setting. To be a licensed provider or approved as a resident manager or shift caregiver, applicants must demonstrate they meet the minimum standards required by the Oregon Administrative Rules (OARs). For this reason student scores, requests for exceptions and EQC policy violations will be shared with DHS, Office of Licensing and Regulatory Oversight (OLRO) and may be shared with the local AFH licensing office.

The EQC class provides students an opportunity to demonstrate they have some of the necessary qualifications as required by the AFH rules. Minimum qualifications identified in OAR 411-050-0625 include, but are not limited to:

- A. Good judgment and good personal character, including truthfulness;
- B. Literate in the English language; and
- C. Successful completion of the EQC Basic Training class and examination.

2. EQC Class via Electronic Format:

These policies fully apply to EQC classes taught via an electronic method such as a webinar or online format unless otherwise indicated.

3. Online Access to EQC Policies:

These EQC student policies are available online at www.oregon.gov/DHS/spd/provtools/afh-apd/index.shtml.

4. EQC Class and Exam Policies:

- A. Attendance: Students must be present for all sessions.
- B. Dress: Students should dress comfortably for the classroom environment and are encouraged to be prepared for fluctuations in room temperature.
- C. Government-Issued ID: Students must be prepared to show the EQC Instructor or EQC exam Proctor their government-issued picture ID to confirm their identity:
 - a. Prior to the start of class at the Instructor's discretion; and
 - b. Prior to taking the EQC exam, including any attempts to retake the exam.
- D. Make-up Classes: The availability of make-up classes may vary. Ask your EQC Instructor if he or she offers any make-up opportunities. The EQC Policies in their entirety will apply to any make-up classes.
- E. English Competency: Adult foster home providers, including licensees, resident managers and shift caregivers, must have the ability to communicate in English:
 - a. *During the Class*: Students are not allowed to use any type of translation device or rely on others to translate course materials. The Instructor may *occasionally* rephrase information to help students better understand the course material;
 - b. *During the Exam*: Students are not allowed to use any devices, the Instructor or others to translate the exam.
- F. Homework and Quizzes: Students are expected to complete all homework assignments, quizzes and other activities within the time frames provided by the Instructor.

G. Proof of EQC Class Completion:

- a. Successful class completion means the student attended and participated in all class sessions, completed the necessary homework and quizzes and complied with all other EQC class polices.
- b. Students who successfully complete the EQC class will be issued a certificate of completion. Students are expected to maintain their original certificate of completion for their records to provide proof of completion as needed. The certificate will verify whether the student is eligible to take the EQC exam.

H. Taking the EQC Exam: Students must successfully complete the EQC exam within 90 calendar days of completing the EQC class, as stated in OAR 411-050-0625 (2). During the exam:

- a. Students may not leave the testing site until their exams are turned in to the Instructor or Proctor;
- b. Food is not allowed during the exam. If necessary, a student may request an exception to this policy (e.g., medical reasons). To request such an exception, the student must submit a written request that explains the need for an exception to the EQC Instructor or EQC exam Proctor prior to the exam;
- c. Writing implements must provide clearly legible markings;
- d. All personal belongings must be kept out of reach and off the student's work space during the exam;
- e. Personal electronic devices, including cell phones, must be turned off and may not be used during the exam;
- f. Students will have up to 2 hours to complete the EQC exam.

I. EQC Test Results:

- a. Students with at least 75% of the exam correct will receive a certificate of completion indicating they passed the exam;
- b. Students with less than 75% correct will receive written notification they did not pass the EQC exam.
 - i. Students who do not successfully complete the first exam may retake the test once more within 90 days of the final class date.
 - ii. If the student fails the second attempt to pass the exam, he or she must retake the EQC class in order to have two additional opportunities.

J. Submitting an Application to Operate or Work in an AFH:

- a. *Current EQC Curriculum Required:* In order to meet the mandatory basic training requirement, applicants must have completed the EQC class based on the curriculum revised June 2012 and passed the EQC exam.
- b. In the event a licensee, resident manager or shift caregiver discontinues their role as a licensee, resident manager (including floating resident manager) or shift caregiver for more than one year, that individual will be required to take the current EQC curriculum and pass the test as a new applicant.

5. **Violations of EQC Policies:**

OLRO may prohibit a student from retaking the EQC class and exam to satisfy the mandatory AFH basic training requirement for up to one year.

- A. A student who violates the EQC class policies will not receive credit for completion of the class and will not be eligible to take the EQC exam;
- B. A student who violates the EQC exam policies will receive a failing score.