



Adult Foster Home Employee File Checklist

This is a guide, to view all current requirements see OAR for Adult Foster Homes rules sets 411-49, 50, 51, and 52 link to [State of Oregon: APD-AFH - APD-AFH Laws, Rules and Policies](#)

Required Items BEFORE a Caregiver Can Train or Work in the AFH

- An approved background check
 - 411-049-0120: All subject individuals (SI) must have an approved background check, which for non-licensees or non-licensee applicants, may include an approved preliminary fitness determination, prior to operating, working in, training in, or living in an AFH.

- Department's Caregiver Preparatory Training Study Guide and Workbook
 - 411-400-049-0125(k): A substitute caregiver must complete the Department's Caregiver Preparatory Training Study Guide and Workbook and receive instruction in specific care responsibilities from the LICENSEE or ADMINISTRATOR prior to WORKING or TRAINING in the home. The Workbook must be completed by the substitute caregiver without the help of any others. The Workbook is considered part of the required orientation to the home and residents.

- Exclusions Lists Print Out
 - 411-049-0125(9)(H)(a) and 411-050-0735(3)(a): A LICENSEE or ADMINISTRATOR must verify the substitute caregiver is not listed on either of these Exclusion Lists. A LICENSEE or ADMINISTRATOR may not employ or allow any caregiver to TRAIN or WORK in the home who is on either of the Exclusions Lists.

- HCBS-Home and Community-Based Services - required every year.**
 - The mandatory provision of this training requirement was published in Oregon Administrative Rules (OAR) 411-049-0125(2)(f), 411-050-0745(1)(c)(G) and 411-054-0070(3)(e)].

- Providing Inclusive Care - required every other year.**
 - Training for Oregon Long-Term Care Facility Staff 411-049-0125(7)(j) All substitute caregivers must complete LGBTQIA2S+ training as outlined by OAR 411-049-0125(2)(e)

Required Items BEFORE a Caregiver

Can Provide Direct Care

- HB3359 Approved Dementia Training 411-049-0125(2)(c): All caregivers MUST complete dementia training approved by the Department before providing direct care as mandated by ORS 443.743.
 - AFH licensees and caregivers can take any HB3359 approved dementia training but those in larger settings can't take those approved specifically for AFH. All HB3359 approved trainings have a notation in the title indicating they have been approved as meeting the dementia requirements set forth in statute.
- Caregiver Orientation
 - 411-411-049-0125(9)(J): A substitute caregiver must be oriented to the home, as stated in (2)(e) of this rule, by the LICENSEE OR ADMINISTRATOR at the home, BEFORE PROVIDING DIRECT CARE TO ANY RESIDENTS.
- CPR and First Aid
 - 411-049-0125(9)(g): Substitute caregivers must complete CPR and First Aid training and certification WITHIN 30 CALENDAR DAYS OF THE START OF EMPLOYMENT. Certification MUST be maintained according to the standards established in (2)(b)(D) of this rule.
 - All AFH staff MUST HAVE AND MAINTAIN CPR and FIRST AID. Prior years only required CPR for all AFH staff.
 - Online CPR and First Aid courses MUST be followed up with an IN-PERSON SKILLS TEST 411-049-0125(2)(b)(D)(ii).
- Employment Application
 - 411-050-0735(4): An application for employment in any capacity in an AFH must include a question asking whether the person applying for employment "HAVE YOU EVER BEEN FOUND TO HAVE COMMITTED ABUSE?"

Required items for each employee file:

- | | |
|---|--|
| <input type="checkbox"/> Employment Application | <input type="checkbox"/> CPR and First Aid Card |
| <input type="checkbox"/> Abuse Question | <input type="checkbox"/> <u>HCBS Training</u> Every Year |
| <input type="checkbox"/> <u>Caregiver Orientation</u> | <input type="checkbox"/> <u>Providing Inclusive Care</u> Every other year |
| <input type="checkbox"/> <u>Sub Caregiver Workbook</u> | <input type="checkbox"/> <u>HB3359 Approved</u> |
| Certificate, signed by both | <input type="checkbox"/> 6-hour Pre-Service Dementia |
| <input type="checkbox"/> Background Check Clearance | |
| <input type="checkbox"/> <u>SAM.gov</u> printout | |

Additional Requirements to Maintain in:

Administrator, Resident Manager, and Shift Caregiver Files:

Approval letter for administrator, resident manager, or shift caregiver from LLA.
12 Continuing Education Credits within the licensing cycle.

- All approved classes for continuing education can be found on the Adult Foster Home website [Oregon Department of Human Services : Approved Training for Adult Foster Home Providers : APD Adult Foster Home Licensing : State of Oregon](#)

CPR and First Aid must be up to date.

ORCHARD Clearance Letter for position listed on license, must be up to date.

Six Rights to Safe-Medication Management, taken on Oregon Care Partners, within first year of being approved as administrator, resident manager, or shift caregiver.

Fire and Life Safety, taken on Workday, within first year of being approved as administrator, resident manager, or shift caregiver.