

## House 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 provider alert with PDF versions [State of Oregon: APD-AFH - APD-AFH Laws, Rules and Policies](#)

Be aware, well water test must be kept for at least 3 years, employee applications for at least 3 years. Everything else would be the most current copy in the file. It would be best practice to keep the older paperwork or digital copy just in case it is needed in the future.

- Copies of notices sent to the Local Licensing Authority pertaining to change in the co-license, administrator, resident manager, shift caregiver, or other primary caregiver.
- Permits and Inspection for remodels and fire sprinkler system, if applicable.
- Proof the licensee, occupants, and room/board tenants have a background check approved by the Department for the home.
- Proof licensee has taken:
  - HB3359-Pre-Service dementia course.
  - Six Rights to Safe Medication, if applicable. Needed if your home licensed after September 2013
  - Fire Life Safety Training if applicable. Needed if your home licensed after September 2013
  - Home and Community Based Services (HCBS) and Individually Based Limitations (IBLS) training; done yearly.
  - Providing Inclusive Care -LGBTQIA2S+ done bi-annually.
- Proof licensee has current CPR and First Aid certification.
- Proof of required annual 12 hours of continuing education units (CEUs).
- Proof of required vaccinations for animals on the premises.
- Well water test if required. Test records must be retained for a minimum of 3 years.
- Chimney sweep verification if using fireplace.
- Any specialized contracts with the department.
- Master copy of residency agreements (Medicaid and/or Private Pay) reviewed and approved by the LLA.
- Agreements for Adult Day services individuals, tenancy with Room & Board tenants.
- Records of fire/evacuation drills. Form [SDS 0342](#)
  - **Conducted every 90 calendar days, not every 3 months.**
  - **At least one evacuation drill per year, must be conducted during sleeping hours.**
- Records of monthly testing log of smoke alarms, carbon monoxide alarms, and fire extinguisher.
- The department's current adult foster home back-up agreement form or succession plan with contact information.
- Documentation the licensee confirmed RN has a valid unencumbered Oregon license on the OSBN website at: <https://osbn.oregon.gov/OSBNVerification/>

- Documentation of the RN's Providing Inclusive Care if you contract with them for private pay individuals.
  - Menus for a minimum of the most recent six month during which the home has conducted business.
  - Plan of operation
  - Medicaid Provider Enrollment Agreement
  - Emergency Preparedness Plan-Must be updated at least annually and when occupants change.
  - Variances (can be kept in resident file instead of house file)
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### **Posting Board Items:**

- AFH License
- Residency Agreement/House Policies
- [Fair Housing Poster](#)
- [Ombudsman Poster](#)
- Floor Plan
- Monitoring Device Notice
- Nondiscrimination Notice
- [Bill of Rights Poster](#)
- Inspection Paperwork: Last Visit
- Conditions, if any
- These two items don't need to be on the board, but on display:
  - [Important Phone Numbers](#) (can be posted near phone)
  - [Menus](#) (can post in kitchen/dinning)