



Oregon

Kate Brown, Governor

Department of Human Services

Aging and People with Disabilities

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Request For Applications (RFA): Private and Non-Profit Entities to Approve Dementia Training

Background

The State of Oregon is invested in ensuring quality care is provided to individuals residing in residential care facilities. During the 2017 Legislative Session, the Legislature passed [HB3359](#). Section 25 of the bill states the following:

- (1) In addition to any other training required by law, all direct care staff employed by a residential care facility shall, prior to providing direct care to residents of the facility, complete training in dementia care that includes:
 - (a) Education on the dementia disease process, including the progression of the disease, memory loss, psychiatric and behavioral symptoms;
 - (b) Techniques for understanding and managing behavioral symptoms, including but not limited to reducing the use of antipsychotic medications for nonstandard uses;
 - (c) Strategies for addressing the social needs of persons with dementia and providing them with meaningful activities; and
 - (d) Information on addressing specific aspects of dementia care and ensuring the safety of residents with dementia, including but not limited to how to:
 - (A) Address pain;
 - (B) Provide food and fluids;
 - (C) Prevent wandering and elopement; and
 - (D) Use a person-centered approach.

(2) A residential care facility shall provide a certificate of completion to direct care staff who complete the training described in subsection (1) of this section. If a member of the direct care staff is employed by a different residential care facility no later than 24 months after completing the training, the facility may elect to not require the staff member to repeat the training.

(3) In addition to the training described in subsection (1) of this section, direct care staff each must complete annually at least six hours of training in dementia care. This training may be part of any existing continuing education requirement imposed by law.

(4) All training in dementia care provided to direct care staff must be approved by a private or nonprofit organization that is approved by the Department of Human Services and that has expertise and specializes in educational training for residential care facility staff.

(5) All training in dementia care provided to direct care staff must reflect current standards for dementia care and be informed by the best evidence in the care and treatment of dementia.

(6) The department shall prescribe by rule how to assess the competency of direct care staff.

The Department is requesting applications from private and non-profit organizations to approve dementia care training required under HB3359.

Application

Private and non-profit entities that would like to be designated as an approver of dementia training must submit a request for application (RFA) to the Department of Human Services.

The application must include:

- Name of entity submitting application.
- The principal and contact information for the entity submitting the application.
- A statement indicating whether the entity is a private organization or a non-profit entity.
- The date the entity was formed.

- A description of the entity’s history, knowledge, and experience related specifically to dementia care.
- A description of the entity’s history in providing dementia care training.
- The criteria the entity will use to evaluate all dementia care training proposals, which must include, at a minimum:
 - Detailed review of proposed curricula and other materials submitted by each potential applicant to ensure they meet minimum content standards set forth in Section 25 of HB3359.
 - Whether and how the proposed curricula adheres to principles of adult learning, including interactive exercises/activities.
 - Evaluation of dementia-related experience and expertise of trainers who will be delivering the proposed curricula.
- A statement that the entity will evaluate all materials submitted, fairly and without bias, from entities submitting training materials.
- A statement that the entity will not charge trainers a fee or request compensation in any form in exchange for evaluating the training.
- A statement from the entity that it will not receive any compensation or “kick-backs” for any training that is approved.

The narrative shall not exceed ten pages.

Evaluation

The Department will approve all entities that demonstrate:

- They are a private entity or a non-profit entity;
- Substantial experience and expertise in dementia care and an ability to adequately evaluate potential training applicants; and
- Substantial experience and expertise in training residential care facility staff.

The Department retains the right to validate any information submitted on the request for application. The Department may also request written materials or ask follow-up questions when considering whether to approve an entity’s application. The Department may remove an entity from the approved list at any time with or without cause.

Deadline:

In order to be considered as an approved entity by January 1, 2018, organizations must submit their application by 5:00 P.M. on December 1, 2017. Incomplete applications will not be reviewed.

Submission

Applications should be mailed to:

Ann McQueen, Administrator
Safety, Oversight and Quality Unit
DHS Aging and People with Disabilities Program
3406 Cherry Ave. NE
Salem, OR 97303

Applications may also be submitted electronically as a *single, printable PDF document* to ann.e.mcqueen@state.or.us

Notification

The Department will notify all applying entities of the Department's decision no later than December 11, 2017.

Public Notice

The Department will publicly publish a list of entities that are approved to approve dementia training.