Date: July 11, 2022

To: APD Adult Foster Home Providers

From: Safety, Oversight and Quality Unit

Topic: Reminder: July APD AFH Physical and Chemical Restraints Training

The APD AFH Summer Training series continues July 12th and 20th with Physical and Chemical Restraints. These trainings are for all AFH Licensees and AFH caregivers to refresh their knowledge on the selected topic and learn how Oregon Administrative Rule applies to daily activities in an AFH.

The Physical and Chemical Restraints training explores the use of physical and chemical restraints in accordance with Oregon Administrative Rule and Policy for Adult Foster Homes. We discuss resident rights, the process for Individually Based Limitations (IBL), and when use of a physical or chemical restraint may be appropriate versus when it could be considered abuse.

Each class offers 1 CEU if the learner registers through Workday Learning. Participants must register prior to the course start time using a Workday Learning account to receive credit on their transcript. We cannot give CEUs unless they have registered for the course using their Workday Learning account and completed the training, no exceptions.

To register for this training in Workday Learning to receive credit, please use this link:

Register for the Physical and Chemical Restraints training.

You can attend either day, or both, as the content on both days is the same. You will receive credit only for one day.

Tips to enroll in the training are below:

- If you do not already have a Workday Learning account, please refer back to Provider Alert “ODHS Virtual Training Program” to sign up. You will need to do
this immediately, as the Workday Learning account process is multi-step and can take some time to complete.

- If you already have a Workday Learning account, be sure you have your username and password ready when you click the “Register for the Physical and Chemical Restraints training” link above. By clicking on the link above, it will take you to the Workday Learning sign in page. After you have signed in, it will take you directly to the listing for the training.
- If you forgot your username or password or are having problems finding or registering for the training, email DHS.Training@odhsoha.oregon.gov as soon as possible. It may take several days for them to resolve your issue.
- Plan to sign into your Workday Learning account at least 15 minutes before the training is scheduled to begin so you can navigate to the training listing and get the link to the Zoom training. Instructions are below on how to do this once you have registered for the training.
- If you are not familiar with the device you will be using to attend this training, make sure you get help from someone before the training begins. Because devices vary, we are unable to help with technical issues.
- Each person who would like to receive credit for this training will need to register for the training through Workday Learning. Each individual will need to follow the directions to log into their individual Workday Learning account to launch the training on their own device. Sharing a device will not allow us to track attendance and give credit for the training.

**To register for the training:**

1. When you are on the page for the training, select “Course Offering” to choose the day you would like to attend.

   ![ODHS-SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints](https://example.com/trainingseries.png)

2. Select the day you would like to attend and click the “OK” button.
3. Review the instructions on the next page, and then click the “SUBMIT” button.

4. Workday Learning will confirm you have registered for the training. Click the “DONE” button.
On the day of training:
1. Make sure you have your username and password ready.
2. **At least 15 minutes before the training is scheduled to begin**, log into your Workday Learning account and click on the “Learning” App Icon.
3. The training should be listed in the “Continue Learning” section if you scroll down the page. Click on the course.
4. Click the “START COURSE” button.

5. You will need to copy the Zoom link and paste it into your browser. Click “COPY LINK”.

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[Image of the “START COURSE” button on the learning platform.

[Image of the “Course Activity” section on the learning platform.

[Image of the ODHS-SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints.

[Image of the Training Webinar details with the option to copy the link.

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6. Open a new browser window and paste the link in the web address bar. Then press the “Enter” button on your keyboard.

![Zoom Meeting Link](https://www.zoomgov.com/j/1618517589?pwd=N2hqMjjcTg5NXdSa3BUanRwh)

7. Follow the directions from Zoom to enter the meeting. Be sure to change your name in the Zoom meeting to match your FIRST and LAST name as it appears in Workday Learning so we can ensure you receive credit for this training. The Zoom host will let you into the training when it begins. You may have to wait a few minutes.

8. Congratulations! You have joined the training.

The upcoming training schedule includes:
August – Corrective Action and Due Process
- Tuesday, August 9, 11 am – 12 (noon) PM
- Wednesday, August 17, 2 – 3 PM

September – DNR Notices
- Tuesday, Sept 13, 11 am – 12 (noon) PM
- Wednesday, Sept 21, 2 – 3 PM

If you have any questions, please contact the AFH Program at APD.AFHTeam@odhsoha.oregon.gov