

Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

Date: August 02, 2022
To: APD Adult Foster Home Providers
From: Safety, Oversight and Quality Unit
Topic: **August APD AFH Corrective Action and Due Process Training**

The APD AFH Summer Training series continues August 9th and 24th with Corrective Action and Due Process. The original date for the second training in the series was August 17th and had to be moved, we apologize for any inconvenience this may cause. 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.

All learners may attend; however, this training is licensee focused. AFH licensees will learn about possible licensing sanctions that may result from substantiated abuse or licensing violations. The training will also include discussion about due process rights, hearing requests and what AFH licensees can expect from the hearing process. Please note, we will not be able to discuss specific sanctions to maintain AFH licensee privacy.

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 Corrective Action and Due Process training.](#)

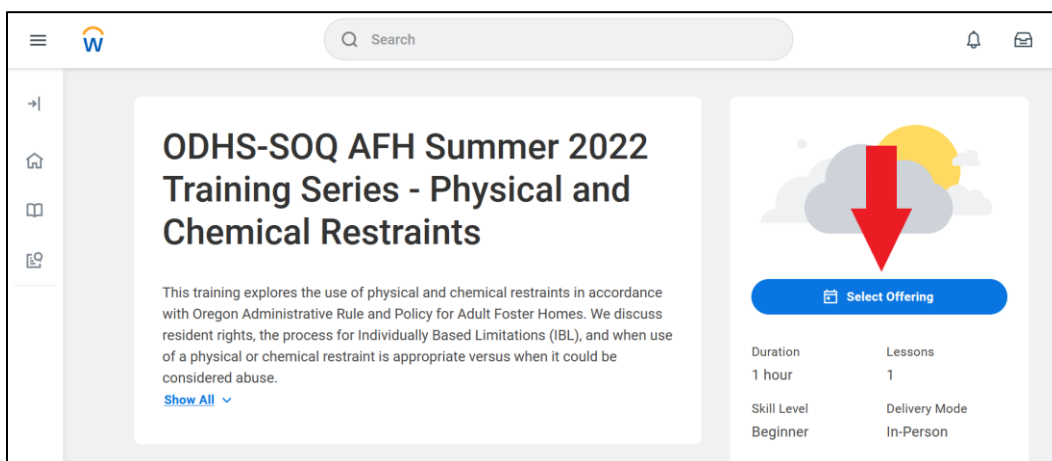
You can attend either day, or both, as the content on both days is the same you will receive credit only for one day.

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@odhs.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.



2. Select the day you would like to attend and click the “OK” button.

Select Offering

Offerings 2 items

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status	Unlimited Capacity
1	<input type="checkbox"/>	Tue, Jul 12, 2022, 11:00 AM Pacific Time (Los Angeles)	Tue, Jul 12, 2022, 12:00 PM Pacific Time (Los Angeles)	Heather Burks	Unlimited	No	Open	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	Wed, Jul 20, 2022, 2:00 PM Pacific Time (Los Angeles)	Wed, Jul 20, 2022, 3:00 PM Pacific Time (Los Angeles)	Heather Burks	Unlimited	No	Open	<input checked="" type="checkbox"/>

OK **Cancel**

3. Review the instructions on the next page, and then click the “SUBMIT” button.

Review

ODHS-SOQ AFH Summer 2022 Training Series - Physical and Chemical Restraints

Tue, Jul 12, 2022, 11:00 AM Pacific Time (Los Angeles) - 12:00 PM Pacific Time (Los Angeles)

This 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 is appropriate versus when it could be considered abuse.

Current providers, new providers and all AFH staff should have this knowledge, and refresh their understanding on a regular basis.

This is the second of a four part series held June through September 2022. Each class offers 1 CEU if the learner registers through Workday Learning.

You can attend either day, or both, as the content on both days is the same.

You will receive credit only for one day.

This training is offered on Tuesday, July 12 from 11am -12 (noon) and Wednesday, July 20 from 2-3pm.

Enroll in the offering to attend the training on the day indicated. This training will be held through Zoom.

*Workday Learning will only let you enroll in one offering. If you would like to attend both days, enroll in and attend the first day on Tuesday July 12, and then send an email to AFHTrainingSPD@odhsosha.oregon.gov to request the link to the second day. We will collect your information and send the link to the second day the morning of July 20, 2022.

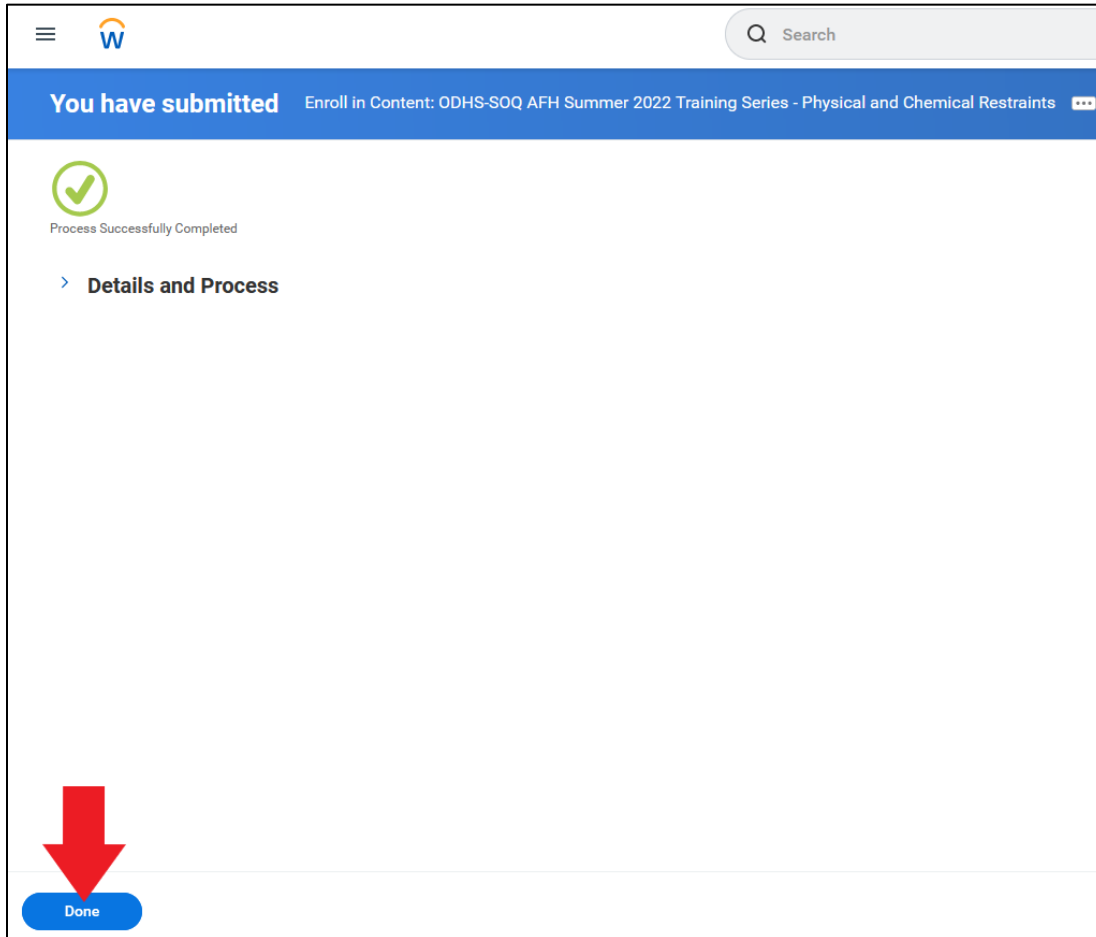
Turn off the new tables view

Lessons 1 item

Lesson	Type	Date	Instructor
Training Webinar	Instructor Led / Webinar	Tue, Jul 12, 11:00 AM - 12:00 PM Pacific Time (Los Angeles)	Heather Burks

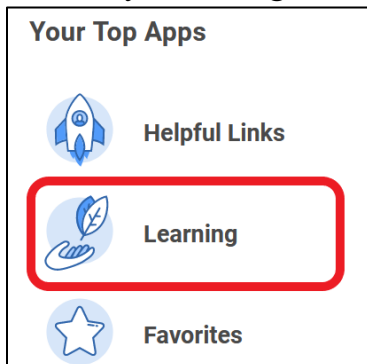
Submit **Cancel**

4. Workday Learning will confirm you have registered for the training. Click the “DONE” button.

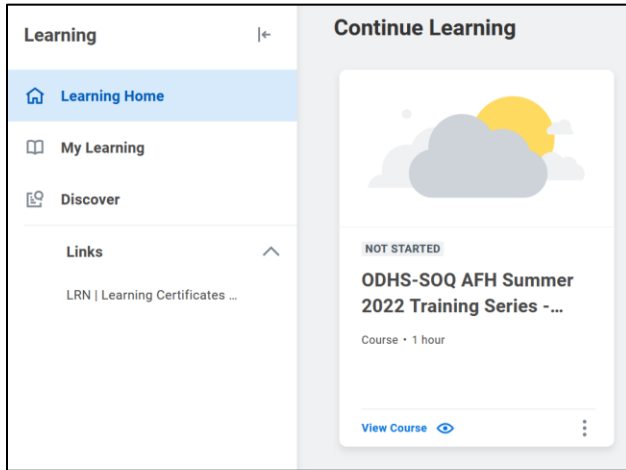


On the day of training:

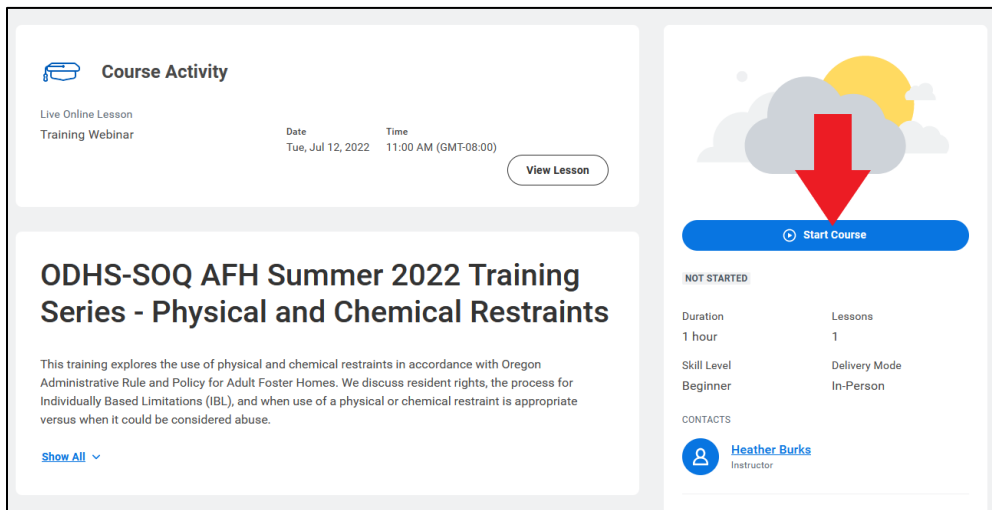
1. Make sure you have your username and password ready.
2. **At least 15 minutes before the training is scheduled to begin**, log into your Workday Learning account and click on the “Learning” App Icon.



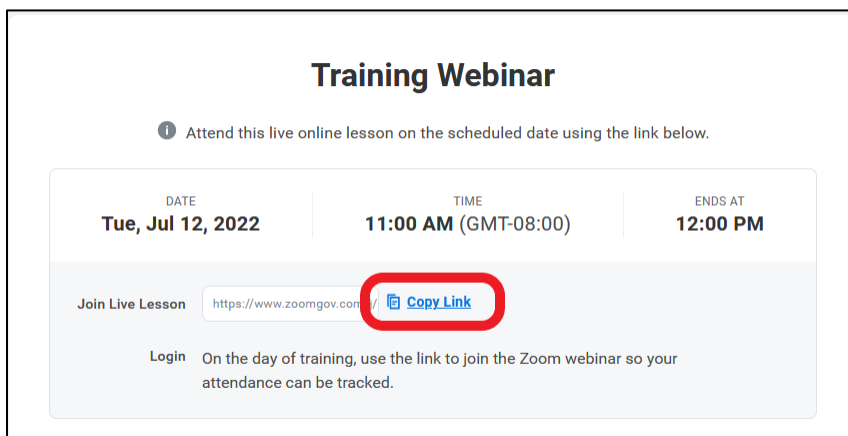
3. The training should be listed in the “Continue Learning” section if you scroll down the page. Click on the course.



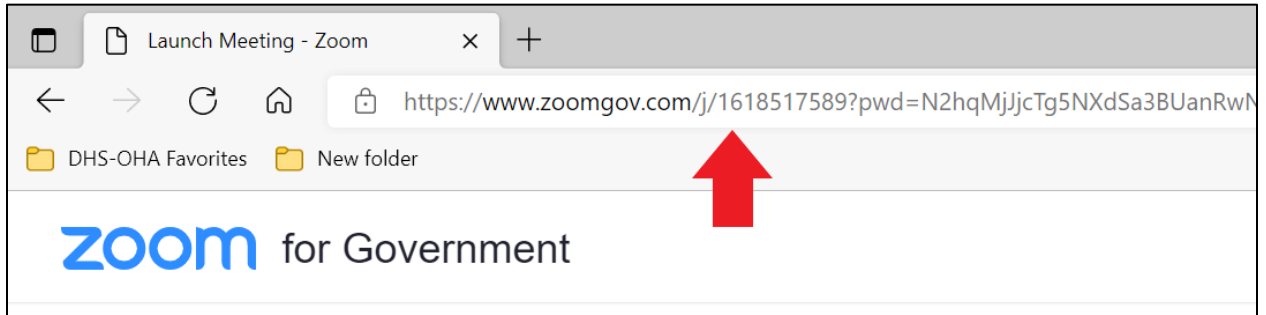
4. Click the “START COURSE” button.



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



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



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 24, 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