

# Adult Foster Home Plan of Daily Operations Quick Reference Guide

Apr. 21, 2026

## Plan of Daily Operations

[Find a copy of the Plan of Daily Operations](#)

### What is the Plan of Daily Operations?

This is a required form created by the Office of Developmental Disabilities Services (ODDS). You must use this form to provide the required information. This is a written description of the operation of the foster home. It will include the use and schedule of the provider, resident managers, and substitute caregivers. It will also include a plan for coverage in the absence of the provider, resident manager, or substitute caregivers.

### How to complete the Plan of Daily Operations?

Fill out the top with the name(s) of the provider, co-provider, and resident manager, as applicable along with the address of the foster home.

Check the box for who is the live-in care provider. This must be a provider, co-provider or resident manager. This should match the application.

Use the grid to complete the schedule of a typical week for the provider, co-providers, resident managers, and substitute caregivers. The grid must reflect a full 24 hours of coverage each day. If you are the sole provider of a foster home, your Plan of Daily Operation must include the use of a resident manager or substitute caregiver.

If you operate more than one adult foster home, you must submit a Plan of Daily Operation for each foster home as part of your application. No person should be listed as working at different foster homes as the same time.

You must include the plan of coverage in the absence of the provider, resident manager, or substitute caregivers, that must include at a minimum the name and phone number of an emergency contact person and a brief description of the coverage plan. The plan for coverage should consider the needs of the individuals receiving services and address planned and unplanned absences of the provider, resident manager, or substitute caregivers, including but not limited to:

- Natural and human-caused events, such as natural disasters, fire, and other emergencies.
- Planned time off or relief time
- Personal and family medical emergencies
- Personal appointments
- Grocery shopping

## Other

Your Plan of Daily Operation must be submitted with your applications. You must also keep an up-to-date copy available at the foster home and must be available upon request.

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You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the ODDS Foster Licensing Unit at [dd.licensingfoster@odhs.oregon.gov](mailto:dd.licensingfoster@odhs.oregon.gov) or 503-373-2052. We accept all relay calls.