

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number: APD-IM-19-009**

**Issue date: 2/27/2019**

**Topic:** Long Term Care

**Due date:**

**Subject:** New Publication for Individuals Receiving Medicaid or OPI Funded In-Home Services from Homecare Workers: "What You Need to Know As an Employer of a Homecare Worker"

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                                | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                        | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                       | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors              | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

**Message:**

The Employer Resource Connection program (formerly named STEPS) has created a new resource for consumers who are interested in hiring homecare workers. "What You Need to Know as an Employer of a Homecare Worker (DHS 2914)" is a short guide that provides consumers with information about:

- The employer-employee relationship;
- How to meet employer responsibilities;
- Maintaining a safe, harassment-free work environment;
- Having someone help with employer responsibilities, if needed;
- What homecare workers are required to do;
- How homecare workers are paid; and
- Resources and tools available through Employer Resource Connection

Typically, consumers receive Employer Resource Connection tools and resources after they are referred to the program. The Oregon Home Care Commission and Aging

and People with Disabilities, however, are making the guide available to all consumers. The goal is to provide consumers with the information needed to make an informed choice about hiring employees.

Local offices are strongly encouraged to share this guide with all new consumers, and to offer a referral to the Employer Resource Connection program. For information about making referrals, please visit: <https://www.oregon.gov/dhs/seniors-disabilities/HCC/pages/steps.aspx>

The guide is available in the following languages:

- [English](#)
- [Spanish](#)
- [Russian](#)
- [Vietnamese](#)
- [Simplified Chinese](#)
- [Farsi](#)
- [Korean](#)
- [Arabic](#)
- [Somali](#)

The guide is available for order on the DHS/OHA Forms and Publications Ordering System (FBOS) and on the forms server.

For offices that do not have access to FBOS, guides can be requested by completing a [DHS/OHA 8100 Supplemental- Forms Order Sheet](#) and emailing it to [DHS-OHA.distribution@state.or.us](mailto:DHS-OHA.distribution@state.or.us).

*If you have any questions about this information, contact:*

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