

# Information Memorandum Transmittal Aging and People with Disabilities



Cheryl Miller

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**Number:** APD-IM-21-032

**Issue date:** 4/9/2021

**Topic:** Long Term Care

**Due date:**

**Subject:** Oregon Home Care Commission's Registry Changes

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

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

The Oregon Home Care Commission's (OHCC) Registry will be unavailable for a short time on Friday, April 9, 2021, beginning at 3:00 pm to install upgrades to the Registry.

Below is a list of the new features:

- Password reset
- Customer Service contact information updates
- Expanded time for students to self-cancel for classes
- Viewing Help Wanted Ads for CIIS and DD Personal Support Workers

## **Password reset steps:**

The first-time users sign into the Registry after the updates, users will receive a prompt to:

- Add their email address to their profile
- Change their password

After the steps are completed the user can now activate the password reset feature by clicking the “Forgot Your Password” button.

Registry users without an email address in their profile and who do not remember their password will need to contact OHCC to request a temporary password. Registry users can contact OHCC by phone at 877-867-0077 or by email at [registry.ohcc@dhs.ohio.gov](mailto:registry.ohcc@dhs.ohio.gov) during normal business hours.

Visit the OHCC Registry web page for more information:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/HCC/Pages/Registry.aspx>

## **Additional New Features**

**Customer Service Contact Information:** Updated contact information with OHCC toll-free number and email address.

**Expanded time to self-cancel a course:** Workers can now self-cancel up until the beginning of class.

**Combined Help Wanted Ads for CIIS and DD PSWs:** The CIIS and the DD Help Wanted Ads are now combined. Each posting will indicate which specialty is required.

## **Feature Removed**

**Homecare Choice Program:** The Homecare Choice Program is no longer operational. Workers and consumers will no longer see information related to the program in the Registry.

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

Contact(s): Roberta Lilly, Training and Registry Program Manager	
Phone: 503-378-8194	Fax:
Email: <a href="mailto:Roberta.e.lilly@dhs.ohio.gov">Roberta.e.lilly@dhs.ohio.gov</a>	