

Policy Transmittal Aging and People with Disabilities



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Number: APD-PT-20-026
Issue date: 10/13/2020

Topic: Long Term Care

UPDATED #2
Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: Temporary policy

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 | |

Policy/rule title:	HCW Orientations Changes in Response to COVID-19		
Policy/rule number(s):	OAR 411-031-0040(8)(e)	Release number:	
Effective date:	3/16/2020	Expiration date:	
References:			
Web address:			

Updates to this transmittal are in red.

Discussion/interpretation: Governor Brown has issued [Executive Order 20-03](#), allowing for state agencies to develop and implement procedures that are in response to Novel coronavirus (COVID-19).

Therefore, in the best interest of protecting home care workers (HCWs) and consumers receiving in-home services, APD is temporarily, until further notice, implementing the following changes, effective March 16, 2020:

- All in person HCW orientations are cancelled.
- Track all HCWs that now have until December 31, 2020 to complete their orientation requirement. Document in the comments section in the provider maintenance panel in Oregon ACCESS for any provider that has until December 31, 2020 to complete orientation. **HCWs that must complete the orientation by December 31, 2020 must do so by taking the online orientation that is offered by Carewell SEIU 503. The link to the training is provided below.**
- **New HCWs will continue to be required to complete orientation within 90 days per OAR 411-031-0040(8)(e). At this time, HCWs must do so by taking the online orientation that is offered by Carewell SEIU 503. The link to the training is provided below.**

Online orientations may be accessed through the following link:
<https://www.carewellseiu503.org/training/new-workers/>

APD is evaluating next steps and will provide additional notification on when in person HCW orientations will be permitted.

Training/communication plan: HCWs should be provided the HCW Guide [DHS 9046A](#) and any other materials when they apply and should be informed to read and sign all pertinent information to include the HCW Guide Acknowledgement form [DHS 9046B](#).

HCWs should be provided with the Carewell SEIU 503 Training link, <https://www.carewellseiu503.org/training/new-workers/>, for completing the online training. The website provides all the information needed in order to register and take the orientation.

Local/branch action required: Actions are indicated in this Policy Transmittal

Central office action required: Provide ongoing technical support and updated policy guidance when appropriate.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this policy, contact:

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