

Policy Transmittal Aging and People with Disabilities



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Number: APD-PT-23-003

Issue date: 1/26/2023

Topic: Provider Information

Due date:

Transmitting (check the box that best applies):

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

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: Type 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 (please specify): |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Homecare Worker Orientation and Training Requirements: Updated Policy for Re-enrollments		
Policy/rule number(s):	OAR 411-031-0040(8)	Release number:	
Effective date:	1/4/2023	Expiration date:	
References:			
Web address:			

Discussion/interpretation:

Homecare workers (HCW) whose credentials expire because they did not have an approved background check before their credentials expired will no longer be required to retake orientation or core training as part of the re-enrollment process **if** they complete and pass a background check within six months of expiration.

The following must be completed if their credential expires and they would like to re-enroll:

- Complete a new enrollment packet that includes the Provider Enrollment Agreement and Application (PEAA), tax related documents, and an I-9.
- Have an approved background check.
- Pass all state and federal database checks performed by the Provider Relations Unit (PRU).
- Fulfill required continuing educations requirements (information will be shared in a future transmittal about continuing educations timelines and requirements).

If it has been greater than six months since expiration, the HCW must retake orientation and training, in addition to the required steps above.

Important Note: HCWs who are terminated for reasons other than an expired credential related to their background check must retake orientation prior to re-enrollment, and complete required core training within 120 days of re-enrollment.

PRU checks orientation and training information provided by Carewell SEIU 503 and will determine if orientation or training is required during the re-enrollment process.

Implementation/transition instructions:

Local APD/AAA Offices: Follow existing HCW enrollment practices by obtaining updated PEAA's, processing background check requests, and submitting requests for credential activations through Oregon ACCESS.

PRU: Follow existing HCW enrollment practices with the exception of requiring orientation prior to re-enrollment if an HCW has an approved background check within six months of the expiration of their credential.

Training/communication plan: Refer to this transmittal for direction.

Local/branch action required: Apply new policy during the HCW re-enrollment process.

Central office action required: Apply new policy during the HCW re-enrollment process.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Operations Committee

If you have any questions about this policy, contact:

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