

# 13 Steps to Become a Licensed Mental Health Adult Foster Home Provider



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### 1. Confirm proof of experience

You must have:

- At least one year of full-time (or equivalent part-time) **experience providing supervision or direct care and services to adults with mental health needs.**
- Program management experience, knowledge and use of trauma-informed care, person-centered planning, ensuring resident safety and maintaining compliance with licensing standards.

### 2. Complete initial orientation

- Complete the self-paced, 13-module orientation.
- Pass each quiz to move forward.

### 3. Obtain application packet

- Download the application and instruction guide from the OHA website.\*

### 4. Meet with a Residential Specialist

A local Community Mental Health Program Residential Specialist will help you:

- Take the Mental Health Adult Foster Home test.
- Get a Letter of Acknowledgment.
- Complete background checks for all adults (16+) in the home.

### 5. Secure your home

- Rent or own a home that's safe, furnished, and appropriate for up to five residents with mental health needs.

### 6. Complete required trainings

- Trainings are virtual unless otherwise stated.
- Review the list of trainings on the OHA website.\*

### 7. Gather required documents

- Compile your application form, background check results, proof of training, plan of operation, financial documents, home layout and emergency plan.

### 8. Submit complete application

- Submit all materials at least 60 days before the planned opening.
- Application must be complete before it can be reviewed.
- Pay \$20 application fee per bed (max five beds).

### 9. Schedule pre-license inspection

- Once application is verified as complete, OHA Behavioral Health Division will inspect your home for safety, space, and record keeping standards.
- You must fix any deficiencies within 30 days.

### 10. Receive your license

- Once approved and inspection is passed, OHA will issue your Mental Health Adult Foster Home license.
- License is valid for one year.

### 11. Connect with a Compliance Specialist

- An OHA Compliance Specialist will be assigned to provide you with technical assistance regarding compliance and operations.
- Your Residential Specialist remains a resource.

### 12. Register as a Medicaid provider

- To receive payment for caring for Medicaid-eligible individuals, enroll as a Medicaid provider:  
[Oregon.gov/OHA/HSD/OHP/Tools/Provider-Enrollment-Guide.pdf](https://Oregon.gov/OHA/HSD/OHP/Tools/Provider-Enrollment-Guide.pdf)

### 13. Begin providing care

- Welcome residents referred by the Community Mental Health Program. Provide 24/7 care in a family-like setting that centers dignity, choice and independence.
- Stay in touch with your Compliance Specialist and meet all licensing requirements.

\*OHA AFH website:  
[Oregon.gov/OHA/HSD/AMH-LC/Pages/AFH.aspx](https://Oregon.gov/OHA/HSD/AMH-LC/Pages/AFH.aspx)