To: Oregon In-home Care Agencies

From: Health Facility Licensing and Certification (HFLC)
In-home care agency (IHCA) program

RE: In-home Care Agency Qualified Individual and Qualified Entity Memo

The purpose of this memo is to provide information on qualified individuals and qualified entities.

**Qualified Individual**

What is a qualified individual?

Oregon Administrative Rule (OAR) 333-536-0005(36): A "qualified individual" means an individual who:

(a) Has completed an Authority approved training program; or

(b) Is currently a Licensed Independent Practitioner (LIP), registered nurse (RN), licensed practical nurse (LPN), physician assistant (PA), or pharmacist; or

(c) Is another health care professional not listed in subsection (36)(b) who has been approved by the Authority to conduct training.

Are there Authority approved training programs for qualified individuals under OAR 333-536-0005(36)(a)?

At this time, there are no Authority approved training programs to become a qualified individual to provide caregiver or medication training.
How do I become an Authority approved training program under OAR 333-536-0005(36)(a)?

Requests to become an approved training program for qualified individuals must be submitted to HFLC. The request must include:

- A written request for approval of the training program; and
- The curriculum, written materials, or login information in the case of online training so that the training program can be reviewed.

How does a health care professional, as described in OAR 333-536-0005(36)(c), obtain approval by the Authority to conduct training?

Requests to become an approved Healthcare Professional by the Authority to conduct training must be submitted to HFLC. Requests must include:

- A written request for approval of a health care professional to conduct training, including the applicant’s healthcare degree, certificate or licensure, resume, and information on the appropriateness of the applicant to conduct caregiver or medication training.
- Details that specify if you are requesting caregiver training, medication training, or both training; and
- The applicant’s resume.

How long does it take to become an approved qualified individual under OAR 333-536-0005(36)(a) or approved health care professional under OAR 333-536-0005(c)?

The length of approval process for these requests will depend on the accuracy and completeness of submitted materials. Approval requests are part of the general workload of requests for initial licensure, license renewals, and requests for changes to existing licensed entities. All requests are tracked, and work is completed in the order in which they are received.
Qualified Entity

What is a qualified entity?

Oregon Administrative Rule (OAR) 333-536-0005(35): A "qualified entity" means an entity whose training program has been approved by the Authority.

A qualified entity can provide caregiver training, medication training, or both.

Are there Authority approved qualified entities?

For caregiver training topic “cultural competency” listed in OAR 333-536-0070(7)(L):

OHA’s Office of Equity and Inclusion (OEI) has a list of approved cultural competence education training programs. For medication training topics listed in OAR 333-536-0070(8):

Relias on-line medication training program is an “approved entity” until April 4, 2021. The program is available on the Relias website, https://accreditations.training.reliaslearning.com/

Relias has four courses, modules 301, 302, 305 and 308, which produce a Certificate of Completion at the end of the modules. The Certificate of Completion should be maintained in the employee’s personnel records as evidence of successful online completion of the course work and quizzes.

Relias does not provide the required return demonstration competency evaluations (OAR 333-536-0070(8)(c)), those must still be completed by an agency’s qualified individual.

How do I become an approved Authority qualified entity to provide training?

For caregiver training requests, submit the following to HFLC:

- A written request for approval of its training program; and
- The curriculum, written materials, or login information (for online training) so that the training program can be reviewed.
If it is determined that the program is in compliance with the applicable OARs, the entity will receive formal written notification of HFLC approval.

Complete documentation includes, but is not limited to:

- Compliance with all caregiver training topics listed in OAR 333-536-0070(7)(A) through OAR 333-536-0070(N)(A-N).
- Satisfactory competency evaluation, training/competency documentation (in compliance with OAR 333-536-0070(9)) and availability of login information.
- Failure to submit complete and accurate information will slow the qualified entity approval process.

For medication training requests submit the following to HFLC:

- A written request for approval of its training program; and
- The curriculum, written materials, or login information (for online training) so that the training program can be reviewed.

If it is determined that the program is in compliance with the applicable OARs, the entity will receive formal written notification of HFLC approval.

Complete documentation includes, but is not limited to:

- Demonstration of compliance with all medication training topics listed in OAR 333-536-0070(8).
- Satisfactory competency evaluation, training/competency documentation (in compliance with OAR 333-536-0070(8)).
- Availability of login information for training curriculum.
- Failure to submit complete and accurate information will slow the qualified entity approval process.
How long does it take to become approved to become a qualified entity?

The length of approval process for these requests will depend on the accuracy and completeness of the submitted materials. Approval requests are part of the general workload of requests for initial licensure, license renewals, and requests for changes to existing licensed entities. All requests are tracked, and work is completed in the order in which they are received.

If you have any questions, please email the IHC survey team at mailbox.hclc@state.or.us.