



Health Facility Licensing and Certification

800 NE Oregon Street, Suite 465

Portland, Oregon 97232

971-673-0540

971-673-0556 (Fax)

RE: In-Home Care Change of Administrator Instructions

The Health Facility Licensure and Certification program has the responsibility for approving administrators of In-Home Care agencies that provide services in Oregon.

The following are required for an IHC change of administrator:

1. Ensure the applicant meets all of the qualification listed in the “Administrator Qualifications” memo;
2. Submit a completed IHC application form, with the “change of administrator” section checked;
3. Submit a completed IHC Administrator application form;
4. Submit a completed Background Check Request form, if the applicant will have direct client contact;
5. Submit evidence of high school diploma or equivalent; and
6. The applicant's resume, which includes dates of employment, specific duties of employment, and a contact person for each job listed.

The Oregon Administrative Rules (OARs) for IHCs, with which the new administrator must comply, the IHC forms and memo listed above can be found online at www.healthoregon.org/hcrqi.

Once completed documentation is submitted, a surveyor will review the information to ensure that the individual meets the qualifications set forth in the OARs. An approval for the new administrator will not be processed until the required documents have been received and the qualifications review and the background check(s), if applicable, have been completed.

If you need this information in an alternate format, please call our office at (971) 673-0540 or TTY 711 or mailbox.hclc@state.or.us