



Health Facilities Licensure and Certification

800 NE Oregon Street, Suite 465

Portland, Oregon 97232

971-673-0540

971-673-0556 (Fax)

RE: Request to change services provided by the in-home care agency

In order to change an agency classification, the following documents are required:

[] Application: Complete and submit an in-home care agency application, found online in the application section of www.healthoregon.org/hflc.

[] Policies and Procedures: Develop policies and procedures (including associated forms). Submit the agency's policies and procedures, with associated forms, which reflect compliance with the Oregon Administrative Rules (OARs) related to the requested services.

[] HCRQI Background Check Request Form: All owners and administrators that have direct contact with clients must submit this form. The form is online at www.healthoregon.org/hflc, in the application and licensure section under in home care.

[] IHC Licensure Fee Change: Oregon Administrative Rule (OAR) revisions require new licensure fees, based on classification, for IHCs. Change of classification surveys will now require the difference between the current classification and the classification requested. Example: A licensed Limited classification agency requesting to change to a Comprehensive classification would submit a fee of \$500.00 (1500.00-1000.00) with their classification change request and documentation.

Send requested information to:

Attention: IHC Survey Team

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The policies and procedures sent to this office cannot be returned after licensure. The length of the change application process varies depending on multiple factors such as whether or not the application is complete, whether or not additional information needs to be submitted, current work load and availability of resources necessary to complete the request review, etc. Therefore, it is not possible to establish specific time frames.

Please email all inquiries to mailbox.hclc@state.or.us (attention IHC Surveyor Team).