

Memorandum

To: Oregon In-home Care Agencies (IHC)

From: In-Home Care (IHC) program

Date: 05/05/2025

Subject: IHC Change of Ownership (CHOW) Instructions

The Oregon Administrative Rules (OARs) 333-536-0005(10), 0021(2) & 0085(11)

"Change of ownership (CHOW)" means adding or removing one or more owner(s) or a change of more than five percent interest in agency ownership.

The following are the steps for an IHC change of ownership. A license is specific to an owner and is not transferrable. Therefore, a new license must be generated when a CHOW occurs.

The steps to be completed are:

1. Log into the agency account in the IHC online licensure portal [hflclicensing.oregon.gov];
2. Click the "Select" link in the upper right-hand corner of the license window;
3. Click "next" until you arrive at the "Owner" tab;
4. Click "change owner" or "add owner" or "remove owner" depending on which type of change your agency is conducting, in the upper right-hand side of the current owner's name;
5. Enter the requested information for the new owner (buyer);
6. Attach a completed Background Check Request form for new owner (buyer) (if applicable);
7. Current owner (seller) must attach a letter which notifies this office of the change of ownership with the effective date; New owner (buyer) must also sign the letter to verify the change of ownership with effective date;

8. Pay the fee (See below for more information);
9. Electronically sign and date; and
10. Click 'next' until you get to the "Submit Application" tab and click "Submit."

Fee:

There is a IHC licensure fee for CHOWs of \$350.00. Instructions for payments, including online payments, are available in the "Fee Information" tab. To pay the fee online or view a remittance slip, use the appropriate button at the bottom of the "Fee Information" tab. To view payment history, go to the "Payments" section on the left-hand side of the "In Home Care" dashboard.

Please Note:

The old license must be returned after the change of ownership effective date and once the new license is received.

The Oregon Administrative Rules OARs for IHCs with which the new owner must comply, the IHC application form, the applicable background check forms for the administrator or owner(s), if applicable, are found at www.healthoregon.org/hcrqi

The CHOW information submitted in the online portal needs to reflect any changes being made as result of the ownership change - such as name of agency, administrator, email addresses, etc. If a change in administrator will occur, change the information and attach the required administrator change documents at the same time as the CHOW. It will be reviewed to ensure that individual meets the qualifications set forth in the OARs.

The CHOW will not be processed until the required documents and fee have been received and the qualifications review and the background check(s), if applicable, have been completed.

Once the CHOW is approved our office will reach out with next steps, including instructions on printing a license.

The new owner (buyer) will have to attest to the following:

1. I have read and I understand the In-Home Care licensure requirements set forth in ORS 443.305 to 443.350 and OARs Chapter 333, Division 536.
2. Written policies and procedures, including applicable forms and curriculums, have been developed to direct all administrative, personnel, and client care operations of

the agency. The policies and procedures are complete, clear, and ensure compliance with the in-home care agency OARs.

3. Client care and documentation systems have been developed and implemented to ensure compliance with the In-Home Care licensure OARs.

4. Personnel management and documentation systems have been developed and implemented to ensure employees meet all screening, qualification, orientation, and training requirements consistent with the in-home care agency OARs.

5. Branch offices operated by the IHC are managed as required by the In-Home Care OARs. Systems to ensure that the parent IHC maintains control and oversight of the branch office(s) have been developed and implemented.

If you have any questions or would like this memo in an alternative format, please email the IHC survey team at mailbox.inhomecare@odhsoha.oregon.gov.