



## Health Facilities Licensure and Certification

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To: Oregon In-Home Care Agencies (IHCAs)

From: Health Care Regulation and Quality Improvement (HCRQI)  
In-Home Care Agency (IHCA) program

**RE: IHCA impact of new rule standards on initial license applications**

The purpose of this memo is to inform In-Home Care Agencies that the Oregon Health Authority, Public Health Division has amended OAR Chapter 333, Division 536 Administrative Rules. All agencies applying for initial licensure are required to meet the rules in place at the time of license. Please note that compliance with OAR 333-536-0070 is not required until 1/1/2022. All applicants must review any materials prior to submission to ensure submissions meet the new rule standards. Application materials that do not comply with the revised rule standards will be returned to the applicant for revision.

A summary of the recently amended and adopted rule requirements are found in the [Administrative Rule Factsheet](#).

For more information visit <http://www.healthoregon.org/hflc>.

For pending applicants that have submitted a complete IHC licensure application and fee, submit all policies, procedures and forms associated with the following Revised Oregon Administrative Rules (OAR):

- 333-536-0050 Organization, Administration, and Personnel
- 333-536-0055 Disclosure, Screening and Acceptance of Clients
- 333-536-0065 Service Plans

New initial In-home Care Licensure applicants must submit the following:

- In-Home Care Licensure Application
- Initial Licensure Fee (see application for amount)
- Administrator Application and Resume
- Background Check forms for owner/administrator (as applicable)
- The policies, procedures and forms required for compliance with 333-536-0050, 333-536-0055, and 333-536-0065

Agencies submitting complete and accurate application documentation will be reviewed as they are received. Applicants with incomplete submissions are not reviewed and applicants will be notified.

For an agency to receive an initial licensure survey appointment, they must be able to present compliant policies, procedures and forms associated with all other revised IHC OARs, including OARs 333-535-0045 through OAR 333-536-0053, OARs 333-536-0060, 333-536-0066, 333-536-0070 (plan for compliance prior to 12/31/2021, full compliance from 1/1/22 on), 333-536-0075 (for Basic, Intermediate and Comprehensive), 333-536-0080 through (for Comprehensive), OAR 333-536-0093.

If you have any questions, please email the IHC survey team at [mailbox.hclc@state.or.us](mailto:mailbox.hclc@state.or.us).