

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 Entity Request**

The purpose of this memo is to address the requests to become a OHA-approved Qualified Entity to provide medication services training to in-home care agency caregivers.

The Oregon Administrative Rule (OAR) 333-536-0005(22): A "qualified entity" is an organization that submits a training curriculum to HCRQI which includes at a minimum, the content required at OAR 333-536-0075, Medication Services, and is subsequently approved.

The qualified entity can provide medication training only, they cannot provide the required return demonstration competency evaluation of the caregiver's ability to administer medication, unless they are providing a qualified individual, on-site, for each caregiver, to conduct the competency evaluations.

If an entity desires to have its medication training program approved by HFLC and be a "qualified entity," it must submit to HFLC:

- a written request for approval of its training program; and
- the curriculum, written materials, or login information in the case of 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 training topics listed in 333-536-0075, satisfactory testing and availability of login information. Failure to submit complete and accurate information will slow the "qualified entity" approval process.

The length of the process for In-Home Care "qualified entity" approval is difficult to predict. The process may take from several weeks to months. The process is dependent on numerous factors. 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 tracked and work is accomplished in the order in which it is received.

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