



November 1, 2022

To: Oregon In-home Care Agencies

From: In-Home Care Agency (IHC) program

RE: In-home Care Agency Qualified Individual and Qualified Entity Memo (Updated)

The purpose of this memo is to provide updated information on qualified individuals and qualified entities.

Qualified Individual

What is a qualified individual?

Oregon Administrative Rule (OAR) 333-536-0005(36): A "qualified individual" means an individual who:

- a) Has completed an Authority approved training program; or
- b) Is currently a Licensed Independent Practitioner (LIP), registered nurse (RN), licensed practical nurse (LPN), physician assistant (PA), or pharmacist; or
- c) Is another health care professional, not listed in subsection (36)(b), who has been approved by the Authority to conduct training.

Are there Authority approved training programs for qualified individuals under OAR 333-536-0005(36)(a)?

At this time, there are no Authority approved training programs to become a qualified individual to provide caregiver or medication training.

How do I become an Authority approved training program under OAR 333-536-0005(36)(a)?

Requests to become an approved training program for qualified individuals must be submitted to HFLC. The request must include:

- a) A written request for approval of the training program; and
- b) The curriculum, written materials, or login information in the case of online training so that the training program can be reviewed.

How does a health care professional, as described in OAR 333-536-0005(36)(c), obtain approval by the Authority to conduct training?

Requests to become an approved Healthcare Professional by the Authority to conduct training must be submitted to HFLC. Requests must include:

- a) A written request for approval of a health care professional to conduct training, including the applicant's healthcare degree, certificate or licensure, resume, and information on the appropriateness of the applicant to conduct caregiver or medication training.
- b) Details that specify if you are requesting caregiver training, medication training, or both training; and
- c) The applicant's resume.

How long does it take to become an approved qualified individual under OAR 333-536-0005(36)(a) or and approved health care professional under OAR 333-536-0005(c)?

The length of approval process for these requests will depend on the accuracy and completeness of submitted materials. 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 are tracked, and work is completed in the order in which it is received.

Qualified Entity

What is a qualified entity?

Oregon Administrative Rule (OAR) 333-536-0005(35): A "qualified entity" means an entity whose training program has been approved by the Authority. A qualified entity can provide caregiver training, medication training, or both.

Are there Authority approved qualified entities?

For caregiver training topics listed in 333-536-0070(7)(d)(A-M):

Relias online caregiver training program is an "approved entity" until July 31, 2025 (see Addendum A for details). The program is available on the Relias website: <https://www.relias.com>.

Oregon Care Partners online caregiver training program is an "approved entity" until July 31, 2025 (see Addendum B for details). The program is available on the Oregon Care Partners website: <https://oregoncarepartners.com/classes/class-catalog/>.

CareAcademy online caregiver training program is an "approved entity" until July 31, 2025 (see Addendum C for details). The program is available on the CareAcademy website: <https://careacademy.com>.

Home Care Pulse online caregiver training program is an “approved entity” until July 31, 2025 (see Addendum D for details). The program is available on the Home Care Pulse website: <https://www.homecarepulse.com/>.

For medication training topics listed in OAR 333-536-0070(8):

Relias online medication training program is an “approved entity” until July 31, 2025 (see Addendum A for details). The program is available on the Relias website: <https://accreditations.training.reliaslearning.com/>.

Oregon Care Partners online medication training program is an “approved entity” until July 31, 2025 (see Addendum B for details). The program is available on the Oregon Care Partners website: <https://oregoncarepartners.com/classes/class-catalog/>.

CareAcademy online medication training program is an “approved entity” until July 31, 2025 (see Addendum C for details). The program is available on the CareAcademy website: <https://careacademy.com>.

Home Care Pulse online medication training program is an “approved entity” until July 31, 2025 (see Addendum D for details). The program is available on the Home Care Pulse website: <https://www.homecarepulse.com/>.

Per OAR 333-536-0070(8)(b), agencies who use a Qualified Entity for caregiver medication training must still include the caregiver demonstrating appropriate and safe techniques in the provision of medication tasks described in the rule, which must be evaluated by a qualified individual through a successful return demonstration, documented as required in OAR 333-536-0070(9)(e), and kept in the caregiver record.

How do I become an approved Authority qualified entity to provide training?

For caregiver training requests, submit the following to HFLC:

- a) A written request for approval of its training program; and
- b) The curriculum, written materials, or login information (for online training) so that the training program can be reviewed.

If it is determined that the program is compliant with the applicable OARs, the entity will receive formal written notification of HFLC approval.

Complete documentation includes, but is not limited to:

- a) Compliance with all caregiver training topics listed in OAR 333-536-0070(7)(A) through OAR 333-536-0070(N)(A-N).
- b) Satisfactory competency evaluation, training/competency documentation (in compliance with OAR 333-536-0070(9)) and availability of login information.

Failure to submit complete and accurate information will slow the qualified entity approval process.

For medication training requests submit the following to HFLC:

- a) A written request for approval of its training program; and
- b) The curriculum, written materials, or login information (for online training) so that the training program can be reviewed.

If it is determined that the program is compliant with the applicable OARs, the entity will receive formal written notification of HFLC approval.

Complete documentation includes, but is not limited to:

- a) Demonstration of compliance with all medication training topics listed in OAR 333-536-0070(8).
- b) Satisfactory competency evaluation, training/competency documentation (in compliance with OAR 333-536-0070(8)).
- c) Availability of login information for training curriculum.

Failure to submit complete and accurate information will slow the qualified entity approval process. Orientation topics are agency specific and are not included in the qualified entity process.

How long does it take to become an approved qualified entity?

The length of approval process for these requests will depend on the accuracy and completeness of the submitted materials. 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 are tracked, and work is completed in the order in which it is received.

If you have any questions, please contact the IHC team at:
mailbox.inhomecare@odhsoha.state.or.us.

Addendum A:

Below is the approved class list for Relias IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver's file as proof of training completion.

Caregiver Training Topics	Relias Class Title	Class Type	Duration
(A) Caregivers' duties and responsibilities	Duties of the Unlicensed Caregiver	Online	.75
(B) Recognizing and responding to medical emergencies	Emergency Management in Home-Based Care	Online	.5
(C) Dealing with adverse behaviors	Managing Aggressive Behaviors	Online	.5
(D) Nutrition and hydration, including special diets and meal preparation and service	Nutrition and Hydration: The Basics	Online	.5
(E) Appropriate and safe techniques in personal care tasks	Helping Clients with Bathing Helping Clients with Dressing Oral Hygiene: Assisting with Brushing and Flossing	Online	.75
(F) Methods and techniques to prevent skin breakdown, contractures and falls	Back Injury Prevention Recognizing and Reporting Skin Conditions	Online	1.5
(G) Hand washing and infection control	Infection Control: Essential Principles	Online	.5
(H) Body Mechanics	Back Injury Prevention (same class as F above)	Online	.5
(I) Maintenance of a clean and safe environment	Maintaining a Safe Home Environment Basic Cleaning in the Home	Online	1
(J) Fire safety and non-medical emergency procedures	Maintaining a Safe Home Environment (same as I above)	Online	.5
(K) Assisting clients with self-directed or client representative-directed non-injectable medication administration	Managing Medications for Oregon In-Home Care Agencies	Online	.5
(L) Cultural competence	Cultural Competence in Home Care	Online	1
(M) Abdominal thrust and first aid	First Aid	Online	.5

Medication Training (OAR 333-536-0070(8))		
Relias Class Title	Class Type	Duration
Basics of Medication Management	Online	1 hour
Providing Medication Assistance	Online	1 hour
Documenting Medications	Online	1 hour
Safely Monitoring the Medication	Online	1.5 hours
Infection Control: Essential Principles	Online	.5 hours
Managing Medications for Oregon In-Home Care Agencies	Online	.5 hours

Per OAR 333-536-0070(8)(b), caregivers who successfully complete the above medication training must still demonstrate appropriate and safe techniques in the provision of medication tasks described in the rule, which must be evaluated by a qualified individual through a successful return demonstration, documented as required in OAR 333-536-0070(9)(e), and kept in the caregiver record.

For more information contact:

Relias Learning

www.relias.com

Toll Free: 877-200-0020

Addendum B: Updated 11/2022

Below is the approved class list for Oregon Care Partner's IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver's file as proof of training completion.

Caregiver Training (OAR 333-536-0070(7)(d))			
Caregiver Training Topics	Oregon Care Partners Class Title	Class Type	Duration
(A) Caregivers' duties and responsibilities	Elder Abuse Prevention, Investigation, and Reporting	Online	2 hours
(B) Recognizing and responding to medical emergencies	First Aid	Online	.5 hours
(C) Dealing with adverse behaviors	Challenging Behaviors: Effective Approaches to Common Behaviors in the Non-dementia Adult Population	Webinar	3 hours
(D) Nutrition and hydration, including special diets and meal preparation and service	Understanding Nutrition and Hydration	Online	.75 hours
(E) Appropriate and safe techniques in personal care tasks	Assisting Residents with Activities of Daily Living	Online	2 hours
(F) Methods and techniques to prevent skin breakdown, contractures and falls	Understanding Falls in the Home	Online	.5 hours
(G) Hand washing and infection control	Infection Control and Prevention	Online	1 hour
(H) Body Mechanics	Body Systems and the Aging Process	Online	1 hour
(I) Maintenance of a clean and safe environment	Basic Cleaning in the Home	Online	.5 hours
(J) Fire safety and non-medical emergency procedures	Fire Safety and Emergency Preparedness	Online	2 hours
(K) Assisting clients with self-directed or client representative-directed non-injectable medication administration	Basics of Medication Management	Online	1 hour
(L) Cultural competence	Cultural Diversity and the Older Adult	Online	1 hour
(M) Abdominal thrust and first aid	First Aid (same class as (B) above)	Online	.5 hours

Medication Training (OAR 333-536-0070(8))		
Oregon Care Partners Class Title	Class Type	Duration
Assisting with Medication Administration	Online	1 hour
Medications and Dementia	Online	1 hour
Polypharmacy, Adverse Drug Reactions and Drug Calculations	Online	1 hour
Providing Medication Assistance	Online	1 hour

Per OAR 333-536-0070(8)(b), caregivers who successfully complete the above medication training must still demonstrate appropriate and safe techniques in the provision of medication tasks described in the rule, which must be evaluated by a qualified individual through a successful return demonstration, documented as required in OAR 333-536-0070(9)(e), and kept in the caregiver record.

For more information contact:

Oregon Care Partners
www.OregonCarePartners.com
 Toll Free: 800-930-6851
 Email: info@oregoncarepartners.com

Addendum C:

Below is the approved class list for CareAcademy's IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver's file as proof of training completion.

Caregiver Training (OAR 333-536-0070(7)(d))			
Caregiver Training Topics	CareAcademy Class Title	Class Type	Duration
(A) Caregivers' duties and responsibilities	CARE0100 - What Does It Mean To Be A Professional Caregiver?	Online	1 hour
(B) Recognizing and responding to medical emergencies	CARE0803 - Safety Precautions & Falls Prevention: Part 2 CARE0804 - Recognizing Fire and Medical Emergencies CARE0805 - Performing Basic First Aid During Medical Emergencies	Online	2.75 hours
(C) Dealing with adverse behaviors	CARE0803 - Safety Precautions & Falls Prevention: Part 2	Online	1 hour
(D) Nutrition and hydration, including special diets and meal preparation and service	CARE0400 - Assisting with Independent Living Through IADLs CARE0600 - Overview of Nutrition & Food Preparation	Online	3 hours
(E) Appropriate and safe techniques in personal care tasks	CARE0300 - Assisting with Personal Care Through ADLs	Online	1 hour
(F) Methods and techniques to prevent skin breakdown, contractures and falls	CARE0517 - Overview of Skin Care & Wound Prevention CARE0803 - Safety Precautions & Falls Prevention: Part 2 (same class as C above)	Online	3 hours
(G) Hand washing and infection control	CARE0700 - Maintaining a Clean & Healthy Environment (Infection Control)	Online	1 hour
(H) Body Mechanics	CARE0404 - Assisting with Range of Motion Exercises	Online	1 hour
(I) Maintenance of a clean and safe environment	CARE0700 - Maintaining a Clean & Healthy Environment (Infection Control) (same class as G above)	Online	1 hour
(J) Fire safety and non-medical emergency procedures	CARE0807 - Emergency Procedures CARE0806 - Performing Basic First Aid During Medical Non-Emergencies	Online	1.25 hours
(K) Assisting clients with self-directed or client representative-directed non-injectable medication administration	CARE0515 - Assisting with Medication Self-Administration: Part 1 CARE0518 - Assisting with Medication Self-Administration: Part 2	Online	2 hours

(L) Cultural competence	CARE0113 - Professionalism: Communication, Problem Solving & Cultural Competency	Online	1 hour
(M) Abdominal thrust and first aid	CARE0805 - Performing Basic First Aid During Medical Emergencies	Online	.75 hours

Medication Training (OAR 333-536-0070(8))		
CareAcademy Class Title	Class Type	Duration
CARE0515 - Assisting with Medication Self-Administration: Part 1	Online	1 hour
CARE0518 - Assisting with Medication Self-Administration: Part 2	Online	1 hour
CARE0520 - Medication Administration Basics	Online	1 hour
CARE0205 - Observation, Reporting & Documentation: Part 3	Online	1 hour

Per OAR 333-536-0070(8)(b), caregivers who successfully complete the above medication training must still demonstrate appropriate and safe techniques in the provision of medication tasks described in the rule, which must be evaluated by a qualified individual through a successful return demonstration, documented as required in OAR 333-536-0070(9)(e), and kept in the caregiver record.

For more information contact:

CareAcademy

www.careacademy.com

Toll Free: 866-227-3895

Email: hello@careacademy.com

Addendum D:

Below is the approved class list for Home Care Pulse IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver’s file as proof of training completion.

Caregiver Training (OAR 333-536-0070(7)(d))			
Caregiver Training Topics	Home Care Pulse Class Title	Class Type	Duration
(A) Caregivers' duties and responsibilities	Oregon Caregiver Curriculum	Online	8hrs
(B) Recognizing and responding to medical emergencies			
(C) Dealing with adverse behaviors			
(D) Nutrition and hydration, including special diets and meal preparation and service			
(E) Appropriate and safe techniques in personal care tasks			
(F) Methods and techniques to prevent skin breakdown, contractures and falls			
(G) Hand washing and infection control			
(H) Body Mechanics			
(I) Maintenance of a clean and safe environment			
(J) Fire safety and non-medical emergency procedures			
(K) Assisting clients with self-directed or client representative-directed non-injectable medication administration			
(L) Cultural competence			
(M) Abdominal thrust and first aid			

Medication Training (OAR 333-536-0070(8)(a))		
Home Care Pulse Class Title	Class Type	Duration
Medication Abbreviations, Orders, and Labels	Instructor-Led pdf & Self-paced Online	0.5 hour
Administering Non-Injectable Medications	Instructor-Led pdf & Self-paced Online	1 hour
Techniques for Safe and Accurate Medication Administration	Instructor-Led pdf & Self-paced Online	1 hour
Over-the-counter Medications	Instructor-Led pdf & Self-paced Online	1 hour
Understanding Common Medications	Instructor-Led pdf & Self-paced Online	1 hour

Per OAR 333-536-0070(8)(b), caregivers who successfully complete the above medication training must still demonstrate appropriate and safe techniques in the provision of medication tasks described in the rule, which must be evaluated by a qualified individual through a successful return demonstration, documented as required in OAR 333-536-0070(9)(e), and kept in the caregiver record.

For more information contact:

Home Care Pulse
www.homecarepulse.com
Toll Free: 877-307-8573