

Memorandum

To: Oregon In-home Care Agencies (IHC)

From: In-Home Care (IHC) program

Date: January 03, 2025

Subject: IHC Service Plan Signature Requirements Clarification

The purpose of this memo is to address the signature requirements for client service plans listed in Oregon Administrative Rule (OAR) 333-536-0065.

The current IHC licensure service plan rules were revised in 2021 and 2023. OAR 333-536-0065(3) states:

“The agency administrator, administrator's designee, or administrator's delegate in collaboration with the client or the client's representative, shall complete a written service plan within seven days after the initiation of services. The service plan:

- (a) May be developed and maintained in electronic form;
- (b) Shall include a list of individuals participating in the development of the plan; and
- (c) Shall be signed and dated when it is complete and acceptable to all individuals participating in the development of the plan.”

The service plan must include the following signatures:

- The agency administrator, administrator's designee, or administrator's delegate;
- The client or the client's representative; and
- Anyone else participating in the development of the client's service plan.

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