

# Adult Care Home Program Newsletter

## August 2022

### Letter from the ACHP Program Manager

Providers,

A few months ago I spoke about the ACHP Program growing. We have created and filled several key positions and I thought it might be time for an update.

Yer Vang and Kameliya Dimitrova have joined our business services team as office assistants. You may find yourself on the phone with them when you call in to the ACHP office. Alex Bachinskiy from the business services team has accepted a temporary position with another county program, so will be missing from the ACHP for a little while.

Josh Leslie has left the program and Farm Saechao, one of our new licensers, will be transitioning into his complaint investigation position alongside Andrea Joseph.

The program has added an RN position which has been filled by Bill White, RN. He will be offering nursing education, training, and assistance to the program. You will get to meet Bill in upcoming provider meetings planned to resume virtually in August.

The program is also adding data analyst and program communications specialist positions. We have completed the hiring process for the data analyst position and the final candidate should start next month. They will work to gather key data, identify program trends, and help to guide provider education and coaching. The program communications specialist will work on various program coordination tasks including the return of our ACHP Provider Conference in the year ahead. That's all for now, but I'm sure there will be more to come.

**ACHP Program Manager, *Steven Esser***

### Just Ask

**Question:** If I took Record Keeping B as a caregiver, do I need to retake it if I become an operator?

**Answer:** Technically, new operators are required to take Record Keeping B "within the first year of licensure" which means during their license effective dates (after their license has been issued). If you are a new operator who holds a Record Keeping B certificate with a date that precedes your license effective date, you will need to request an exception to have the class count toward your first year requirements. In addition to specific training requirements, new operators are required to take a certain number of continuing education units (CEUs). Only CEUs earned within the first year of licensure (during the license effective dates) will count toward this total. If an exception is approved to accept a previously taken Record Keeping B course, another course will need to be taken to make up for the missing CEUs.

**Question:** Are electric blankets allowed in adult care homes?

**Answer:** The Multnomah County Administrative Rules (MCAR) do not prohibit the use of electric blankets; however, electric blankets can present a risk of burns or fires and must be used with care. If a resident is choosing to use an electric blanket, please make sure that the blanket is both approved by UL and has an auto-shut off feature. Monitor Residents closely while an electric blanket is in use. Additionally, if the electric blanket is being used as a treatment, a doctor's order must be present. For more tips on the safe use of electric blankets, check out this article from [UL Solutions](https://www.ul.com/insights/electric-blankets-are-cozy-are-they-safe).

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**[UL Certification Information:](https://productiq.ulprospector.com/en/search)**

<https://productiq.ulprospector.com/en/search>.

## Disposing of Medications

Adult care homes are occasionally in the position of needing to dispose of expired, unwanted, or unused Resident medications. See below for some info about the process.

### When should I “dispose” of a medication?

All medications should be disposed of within 10 calendar days of the operator's knowledge of a recall or of the meds becoming outdated, discontinued, unused, or contaminated.

### What do those terms mean?

- **Recalled** - A prescription or over-the-counter medicine is removed from the market because it is found to be either defective or potentially harmful. For info on drug recalls, visit the [United State's Food and Drug Administration's \(FDA\) website](http://www.fda.gov/oc/ohrt/) at <http://www.fda.gov/opacom/7alerts.html>.
- **Outdated/Expired** - Medication is past the pharmacy's expiration date
- **Discontinued** - A patient has been instructed by their prescriber to no longer take a medication or the medication is no longer prescribed.
- **Unused** - Routine medications not used during the current prescription cycle and PRN medications not used by the time a new prescription is received.
- **Contaminated** - Medication that has become impure or polluted. This can occur through direct contact with liquid or another substance, though inadequate hygiene standards, or in some instances, through lack of personal protective equipment and appropriate clothing.

### What are controlled substances and do they have specific disposal guidelines?

Controlled substances are drugs that are federally regulated and classified into five distinct categories or “schedules.” When controlled substances are disposed, disposal must be witnessed by another approved provider, and the signature of the witness must be included in the resident's record. →

## Disposing of Medications, cont.

### How do I dispose of medications?

- **Drug Take Back Programs** - The best way to dispose of controlled substances and other expired, unwanted, or unused medication is through a drug take back program. You can search for a [DEA-authorized drug disposal program](https://apps2.deadiversion.usdoj.gov/pubdisp/search/spring/main?execution=e1s1) here:  
<https://apps2.deadiversion.usdoj.gov/pubdisp/search/spring/main?execution=e1s1>
- **Flushing** - Most medications should not be flushed; however, because of potential harm to others, some medications have specific directions to immediately flush them down the sink or toilet when they are no longer needed if a take-back option is not readily available. To find out if a medication should be flushed, check the label or consult the [US FDA's list of medicines recommended for disposal by flushing](https://www.fda.gov/drugs/disposal-unused-medicines-what-you-should-know/drug-disposal-fdas-flush-list-certain-medicines). Remember not to flush medication unless it is on the flush list.  
<https://www.fda.gov/drugs/disposal-unused-medicines-what-you-should-know/drug-disposal-fdas-flush-list-certain-medicines>.
- **Household Trash** - If a take back program is not available, almost all medications, except those on the FDA flush list, can be thrown into your household trash. Follow these steps:
  1. Crush any pills
  2. Mix medications with something undesirable (e.g. coffee grounds, dirt, cat litter)
  3. Place mixture in a something that can be closed (e.g. sealable plastic bag, empty food packaging)
  4. Place medication and container in garbage
  5. Obliterate personal information on the empty medicine packaging and throw the packaging away

**Document the disposal** - Document the medication disposal within the medication administration record (MAR). Documentation should include the date, the name and dosage of the medication, the amount disposed of, the reason for disposal, the method of disposal, and the signature of the disposer (and witness, when applicable).

## Training and Support

To register: Call 503-988-3000 or email [advsd.adult.carehomeprogram@multco.us](mailto:advsd.adult.carehomeprogram@multco.us).  
Specify the training name and date.

**Training Support Drop-In Hours** - come with questions about how to find and sign-up for Community-Based, ACHP, and state sponsored training. Hosted live on [Google Meet](#).

**Link:** [meet.google.com/oad-evem-tsx](https://meet.google.com/oad-evem-tsx)

**Hours:** 10:00 am and 2:30 pm

**Dates:** Thurs 8/11/22, and Wed 8/24/22

### Emergency Preparedness Planning -

Required for Operators, Resident Managers, & Shift Managers

**Date:** Monday 8/22/22

**Times:** 9:00 am - 12:30 pm (Sign-on 8:50 am)

**Cost:** \$30

**Orientation** - Required for Operator, Resident Manager, and Shift Manager applicants.

**Date:** Tuesday 8/2/22

**Times:** 9:00 am - 3:00 pm (Sign-on 8:50 am)

**Cost:** \$55

**Record Keeping Part A, Screening and Care Planning** - Required for APD and MHA licensed Operators, Resident Managers, and Shift Managers.

**Date:** Tuesday 8/9/22

**Times:** 9:00 am - noon (Sign-on 8:50 am)

**Cost:** \$30

### Record Keeping Part B, Medication Mgmt -

Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

**Dates:** Thursdays 8/4/22 & 8/18/22

**Times:** 9:00 am - 12:30 pm (Sign-on 8:50 am)

**Cost:** \$30

**Honoring Diversity** - Required for Operators, Resident Managers, and Shift Managers within the first year of licensure or role approval.

**Dates:** Tuesday 8/16/22

**Times:** 9:00 am - noon (Sign-on 8:50 am)

**Cost:** \$30

## Background Checks

**Reminder:** Many of the background checks that were extended by the state in 2020 and 2021 are now expired. Please make sure that all your adult care home staff have current, up-to-date background checks. **Please note**, in addition to the ACHP request form, the state now requires the applicant to complete an online form and may require fingerprints from the applicant in order to complete the request.

**To Renew:** (Please use the updated forms linked below, older forms may be out of date):

- **Operators, Resident Managers, and folks in Non-Caregiver Roles** should submit the ACHP's [Background Check Request Form](https://multco.us/file/77596/download), <https://multco.us/file/77596/download>.
- **Caregivers** should submit a [Caregiver Application Form](https://multco.us/file/91235/download), which serves as both an application and background check request. <https://multco.us/file/91235/download>

**Required Online Form:** 2-5 business days following ACHP receipt of the request and the associated fee, you will receive an email from the program with your application number and a link to the state's ORCHARDs website where you can complete the "Disclosures and Authorization" form. This is a required part of the Background Check request. Please make sure to complete the online portion of your request as soon as you receive the email. Be prepared to provide info such as: length or Oregon residence, criminal history, and past allegations of abuse. The link will be active for 21 days. If the ORCHARDs link expires, you may be required to restart the Background Check Request process.

**Fingerprints:** The state may require fingerprints to complete the background check. Please keep an eye on your email. If required to submit fingerprints, you will receive an email from the ACHP with instructions and the codes needed to submit your fingerprints digitally.

Once we have the results of your background check, the ACHP will notify you by email.



Department of County Human Services

**M198**

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Department of County Human Services  
Adult Care Home Program  
209 SW 4th Ave, Suite 650  
Portland OR 97204

RETURN SERVICE REQUESTED

PRSR STD  
US POSTAGE  
PAID  
PORTLAND OR  
PERMIT NO  
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