Department of County Human Services

Multnomah County

Aging, Disability and Veterans Services Division, Adult Care Home Program

5 Steps to Becoming an Adult Care Home Operator for Older Adults and Adults with Disabilities

An Adult Care Home (ACH) is a home-like care setting where up to five older adults or adults with disabilities live and receive care, services, and 24 hour-a-day supervision. Residents shall not be related to the ACH Operator by blood, adoption or marriage. All Adult Care Homes in Multnomah County must be licensed and regulated by the Multnomah County Adult Care Home Program (ACHP). An Operator must live in the home that is licensed or hire an approved Resident Manager to live in the home.

Minimum Qualifications for an ACH Operator:
- A minimum of one year's verifiable, full time experience providing hands-on, direct care to older adults or adults with disabilities;
- ability to pass an English competency test;
- ability to demonstrate financial stability (credit check and financial resources);
- ability to pass a criminal and abuse history background check; and
- ability to meet all requirements listed in the steps below.

Application Process: After you have successfully completed each step listed below, you will be provided with the information and materials needed for the next step.

Please complete the steps in the order listed below unless otherwise directed by Adult Care Home Program staff! *The Fire Safety course, English Competency test and ACHP Orientation are all valid for up to one year for all applicants.*

Step1- *Visit* https://web.multco.us/adult-care-home-information. On this site you can read about becoming an ACH Operator, take a readiness test (self assessment), and complete a mandatory fire safety class. Print the Fire Safety certificate and save it to submit with your application.

Step 2- *Take* the English Competency Test. **No fee.** Visit the ACHP website or contact ACHP to schedule your English Competency test. *Submit* a Background Check Request (BCR) form right after you take the test. **Fee: $15.00**. You must present valid government-issued picture ID and must be seen in person by ACHP staff. Once you have an approved Background Check and have passed the English Competency test, contact the Adult Care Home Program at 503-988-3000 or email advsd.adult.carehomeprogram@multco.us to register for the New Operator Orientation class.

Step 3- *Attend* New Operator Orientation (**Fee: $55.00)** and c*omplete* the Multnomah County-approved Ensuring Quality Care class. **Fee varies for this course**. If you take the Ensuring Quality Care course before you take the Operator Orientation, be sure to take a copy of the Multnomah County Administrative Rules for Adult Care Homes to your classes. The Multnomah County Administrative Rules and links to training resources are available at https://web.multco.us/ads/adult-care-home.

Step 4- *Pass* the Qualifying Test. **No fee.** Must present valid government issued picture ID.
You must complete both the New Operator Orientation and Ensuring Quality Care course before taking the Qualifying Test; bring those certifications to the Qualifying Test as verification. *Be aware that after completing the Ensuring Quality Care course, you **only have 90 days to pass** the Qualifying Test!* Upon passing the test, you will be mailed an application.

Step 5- *Submit* a completed New Operator License Application with the required fees.

The length of time it takes to become a licensed operator is different for each applicant. Please keep this in mind before entering into a home purchase, lease or rental agreement. All homes must meet the standards or adult care homes outlined in the Multnomah County Administrative Rules. The process outline above applies only to Adult Care Homes in Multnomah County. Applicants wishing to open an Adult Care Home outside of   Multnomah County can call the Oregon Department of Human Services at (503) 945-6403.