



Adult Foster Home Employee File Checklist

This is a guide, to view all current requirements see OAR for Adult Foster Homes rules sets 411-49, 50, 51, and 52 link to [State of Oregon:](#)

[APD-AFH - APD-AFH Laws, Rules and Policies](#)

Required Items BEFORE a Caregiver Can Train or Work in the AFH

- An approved background check 411-049-0120: All subject individuals (SI) must have an approved background check, which for non-licensees or non-licensee applicants, may include an approved preliminary fitness determination, prior to operating, working in, training in, or living in an AFH.
- Department's Caregiver Preparatory Training Study Guide and Workbook 411-400-049-0125(k): A substitute caregiver must complete the Department's Caregiver Preparatory Training Study Guide and Workbook and receive instruction in specific care responsibilities from the LICENSEE or ADMINISTRATOR prior to WORKING or TRAINING in the home. The Workbook must be completed by the substitute caregiver without the help of any others. The Workbook is considered part of the required orientation to the home and residents.
- Exclusions Lists 411-049-0125(9)(H)(a) and 411-050-0735(3)(a): A LICENSEE or ADMINISTRATOR must verify the substitute caregiver is not listed on either of these Exclusion Lists. A LICENSEE or ADMINISTRATOR may not employ or allow any caregiver to TRAIN or WORK in the home who is on either of the Exclusions Lists.
- HCBS-Home and Community-Based Services The mandatory provision of this training requirement was published in Oregon Temporary Rules for Oregon Administrative Rules (OAR) 411-049-0125(2)(f), 411-050-0745(1)(c)(G) and 411-054-0070(3)(e)].

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Required Items BEFORE a Caregiver Can Provide Direct Care

- HB3359 Approved Dementia Training 411-049-0125(2)(c): All caregivers MUST complete dementia training approved by the Department before providing direct care as mandated by ORS 443.743.
- AFH licensees and caregivers can take any HB3359 approved dementia training but those in larger settings can't take those approved specifically for AFH. All HB3359 approved trainings have a notation in the title indicating they have been approved as meeting the dementia requirements set forth in statute.
- Caregiver Orientation 411-411-049-0125(9)(J): A substitute caregiver must be oriented to the home, as stated in (2)(e) of this rule, by the LICENSEE OR ADMINISTRATOR at the home, BEFORE PROVIDING DIRECT CARE TO ANY RESIDENTS.
- CPR and First Aid 411-049-0125(9)(g): Substitute caregivers must complete CPR and First Aid training and certification WITHIN 30 CALENDAR DAYS OF THE START OF EMPLOYMENT. Certification MUST be maintained according to the standards established in (2)(b)(D) of this rule.
- All AFH staff MUST HAVE AND MAINTAIN CPR and FIRST AID. Prior years only required CPR for all AFH staff.
- Online CPR and First Aid courses MUST be followed up with an IN-PERSON SKILLS TEST 411-049-0125(2)(b)(D)(ii).
- Employment Application 411-050-0735(4): An application for employment in any capacity in an AFH must include a question asking whether the person applying for employment "HAVE YOU EVER BEEN FOUND TO HAVE COMMITTED ABUSE?"

What is needed to be in the file:

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| <input type="checkbox"/> <i>Employment Application</i> | <input type="checkbox"/> <i>SAM.gov printout</i> |
| <input type="checkbox"/> <i>Abuse Question</i> | <input type="checkbox"/> <i>CPR and First Aid Card</i> |
| <input type="checkbox"/> <i>Caregiver Orientation</i> | <input type="checkbox"/> <i>HCBS Training Transcript</i> |
| <input type="checkbox"/> <i>Sub Caregiver Workbook</i> | <input type="checkbox"/> <i>HB3359 Approved or</i> |
| <input type="checkbox"/> <i>Certificate, signed by both</i> | <input type="checkbox"/> <i>6-hour Pre-Service Dementia</i> |
| <input type="checkbox"/> <i>Background Check Clearance</i> | |

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