



House 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 provider alert with PDF versions [State of Oregon: APD-AFH - APD-AFH Laws, Rules and Policies](#)

Be aware, well water test must be kept for at least 3 years, employee application for at least 3 years. Everything else would be the most current copy in the file. It would be best practice to keep the older paperwork or digital copy just in case it is needed in the future.

- Copies of notices sent to the Local Licensing Authority pertaining to change in the co-license, administrator, resident manager, shift caregiver, or other primary caregiver.
- Proof the licensee, occupants, and room/board tenants have a background check approved by the Department for the home.
- Proof licensee has taken the pre-service dementia course.
- Proof licensee has taken HCBS training.
- Proof licensee has current CPR and First Aid certification.
- Proof of required annual 12 hours of continuing education units (CEUs).
- Proof of required vaccinations for animals on the premises.
- Well water test if required. Test records must be retained for a minimum of 3 years.
- Chimney sweep verification if required.
- Any specialized contracts with the department.
- Agreements for Adult Day services individuals, tenancy with Room & Board tenants.
- Records of fire/evacuation drills. Form [SDS 0342](#)
 - o **Conducted every 90 calendar days, not every 3 months.**
- Records of monthly testing log of smoke alarms, carbon monoxide alarms, and fire extinguisher.
- The department's current adult foster home back-up agreement form or succession plan.
- Documentation the licensee confirmed RN has a valid unencumbered Oregon license on the OSBN website at: <https://osbn.oregon.gov/OSBNVerification/>
- Menus for a minimum of the most recent six month during which the home has conducted business.
- Plan of operation
- Medicaid Provider Enrollment Agreement
- Posting Board Items:
 - o AFH License
 - o Bill of Rights
 - o Fair Housing Poster
 - o Floor Plan
 - o House Policies
 - o Inspection Paperwork: Last Visit
 - o Conditions, if any
 - o Monitoring Device Notice
 - o Ombudsman Poster

These two items don't need to be on the board, but on display:

- o Important Phone Numbers (can post near phone)
- o Menus (can post in kitchen)