

Clackamas County

DD Licensing

February 2023



2024 is moving fast, hope everyone is safe & warm.

Chimneys

The ice storms came with loss of power to many of you and some of you relied on your fireplace to keep warm. This is your reminder to review your emergency plan. If you plan to use your fireplace in an emergency then you should not be submitting a nonuse letter and will need to get annual inspections.

Entries/Exits

Per both CFH & AFH rule, you must notify your local CDDP, Clackamas County, prior to entering an individual into your home. An ISP or entry change form signed by all parties is required prior to moving an individual into your home. For AFHs support documents prepared by the foster provider must be completed prior to entry. CFHs must have copies of these documents before entry and develop their own within 30 days of entry. You should be prepared to produce any documents requested on-site at all times. Your licensor/certifier will be asking to review these at renewal time. Entry/exit records must be kept for 3 years. Please reach out to your licensor/certifier or DRC if you are being pressured by another county or brokerage to accept an individual into your home without the above items in place.

Provider Profile

Make sure DRC's statewide have up to date information on your home and vacancies by completing the [Provider Profile and Vacancy Form](#).

What's Included

Chimneys

If it is to be used in an emergency it needs an inspection.

Entries/Exits

CDDP must be notified and paperwork has to be in place prior to entry.

Training for CFH and AFH

Information, Reminders, Links and Flyers

Financials

Overview of financial plans what PIF funds can be used for and property records

Support Documents

Changes require ISP team approval

Self-Care

Send us your ideas

Suggestions

Send your ideas for future topics to DDlicensing@clackamas.us

Helpful links

Financials

Using personal credit/debit cards or rewards cards is discouraged and can be considered financial exploitation. How individual funds are managed must be clearly defined in the financial plan that you write and you are expected to follow it. If the plan says all purchases are done in cash, then there should not be any receipts using debit/credit cards or purchases through accounts like Amazon without prior ISP team approval. Keep copies of ISP team approvals to any variations in your financial plan. For CFHs, items over \$25 must be added to the property record. For AFHs the value is determined by the ISP team and listed on the financial plan. Per rule, PIF funds are to be spent on things the individual wants, think quality of life, not on items that are covered by a service payment and room and board.

Support Documents

Support documents are considered part of the Individual Support Plan (ISP) for both CFH & AFH. You must get ISP team approval for any changes made to those documents. If you are making changes in regards to a citation please send support documents for approval to your service coordinator via-e-mail and cc your assigned licenser.

Please note, once approved the date of the updated document should be updated in the appropriate places like the PRMS form or Safety Plan.

Self-Care

Provider burn out is real, so take care of yourself. Some ideas from our team:

- Hire a professional house cleaner – there is no shame in not doing it all yourself.
- Schedule down time for yourself.
- Every day be sure to drink water, get in some movement (outside if possible) and get good sleep.

We would like to compile a list of self-care ideas from other providers. This can include links for services like massage, therapy, special interests, hobbies, etc... Please respond to this e-mail with your ideas.

Helpful Links

[Adult Foster Care OAR](#) – The adult foster care OAR will support you and your foster care home.

[Children's Foster Care OAR](#) – The child foster care OAR will support you and your foster care home.

This contains needed information regarding requirements, renewals, and so much more.

[Oregon ISP website](#) – Links to forms with instructions (protocols, PCI, PRMS, financial plans, etc...)

[Approved Training Website](#) – Links to over 400 ODDS approved training courses.

[ODDS transmittal website](#) – ODDS releases transmittals which address changes that have or will be taking place. At the top of transmittal page you can “subscribe” to receive transmittals relating to CFH.