

Clackamas County

DD Licensing

April 2024



With April comes Earth Day celebrations. Check your city website or local library for events near you! Hopefully you will be getting outside more, so this is a great time to make sure you have sunscreen for residents that need it and that it is not expired.

Renewal Packets and Billing

This is just a general reminder that your packets need to be thorough and complete. While many of you have been sending your renewal packets in way ahead of schedule (Thank You!), it still takes a considerable amount of time to schedule your walkthrough if your paperwork is incomplete or there are errors in your packet.

Please note, we make every effort to complete renewals or ask for extensions when appropriate. That said, ODDS is no longer issuing extensions if the delay is due to incomplete paperwork or from lack of POI corrections. ODDS also has a part in processing your renewal. Once they have completed their portion it is sent over to eXPRS. The last update we received is that eXPRS is operating on a 2 week delay. If your licensor has confirmed that there is nothing else needed for licensing and you are not able to bill, then you need to create a ticket in eXPRS. It may expedite processing if you include the dates your licensor completed your renewal.

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 **Sunscreen reminder**

Renewal Applications and Billing

Overview of expectations

Provider Profile

Fill out your profile online to keep the DRCs informed

Background Checks

Where to send and common mistakes that will delay the process.

What to expect at your renewal visit

General overview

Helpful links

Suggestions

Send your newsletter ideas to DDlicensing@clackamas.us

AFH Testing

Sign up at [Eventbrite](#)

Links for study materials can be found at the approved training website

Background Checks

Must be **TYPED** on the approved ORCHARDS application form. Even if the applicant is promptly responding to all the e-mails, some applications can take up to 50 days to be processed. If you do not see the ORCHARDS e-mail within 48 hours of submitting your application please check in with the DDlicensing@clackamas.us e-mail box.

What to expect at your renewal visit

We realize that renewals look quite different than they used to, for both licensors and providers. This is a topic we plan to discuss in greater length at future provider meetings. But we wanted to give you a quick overview.

It is highly recommended that you review the AFH/CFH checklist prior to your home visit to ensure a smooth renewal. These lists are attached here and are also included in your renewal packet reminder.

When your Licensor/Certifier arrives to your home you can expect the following:

- **Facility walkthrough** – (30-45 minutes depending on the home)
- **Review of your staff and facility binder** – (30-45 minutes depending on the size of your home)
- **Review of resident files** – (1-2 hours depending on the support needs of the individual)
 - Support documents
 - Medications
 - Financials
- **Review of visit-** Before they leave your home, your licensor will review with you any citations noted during their visit. (30-45 minutes depending on the amount of citations)
 - This review is your opportunity to take notes to get a head start on corrections.
 - This is not the appropriate time to get up and make corrections or look for missing paperwork. If you find anything misfiled after your licensor/certifier leaves you can scan/e-mail the document to your assigned licensor.

DRC Corner

You are required by OAR to notify the CDDP prior to moving an individual into your home. Support documents like Safety Plan and Protocols must be in place prior to move in. Individuals have choice of placement. Excessive e-mails for the same referral can be an administrative burden. Please limit referral follow up inquiries with Service Coordinators to one. Check to see if your profile is up to date on the [provider vacancy report](#).

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.