

Clackamas County

DD Licensing

May 2024



May marks the beginning of summer. Be sure to keep individuals and yourself hydrated and wear sunscreen!

Renewal visits, Citations, Plans of Improvement

Licensors have and continue to receive more thorough training. We recommend you review the renewal checklist before your scheduled renewal visit to ensure a smooth renewal.

- We are required to cite you for any violations observed/discovered, even if you fixed them at the time of your renewal visit.
- Proof of correction must be submitted with your POI response for citation.
- Hold all proof of correction until you receive your POI.
- You will receive an unacceptable POI letter if you (1) Fail to respond completely to each citation (2) Do not answer all 5 questions for each citation (3) Do not adequately address a citation or (4) fail to provide proof of correction
- Only scanned copies of documents will be accepted. NO PICTURES
- Your POI response should be sent in one e-mail with all proof of correction attached

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

Renewal visits, Citations and Plans of Improvement

What to expect

Provider Profile

Fill out your profile online to keep the DRC's informed

Variances

Review and guidelines

We need children's Providers

Tell your friends!

Start a Garden

Tips for local resources

Tech Support

Please reach out for assistance

Helpful links

DDlicensing@clackamas.us

AFH Testing

Sign up at [Eventbrite](#)

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

Variances

- Must be renewed every year (unless it says differently on your approved variance)
- Required for APD or BH individuals, and MUST be approved prior to moving an individual into your home
- If you admit an individual from APD or BH the DD rule still applies. See page 4, of the PEA.
- Variances are person specific
- Variances must be typed
- All field must be answered thoroughly
- You must keep a copy of your variance on file

We need children's providers

As children continue to age, we have seen a decrease in the number of children's foster homes we have in Clackamas County. There is a significant need for qualified children's providers across the state of Oregon. It can take some time to complete the process but if you know anyone with a loving home environment please have them reach out to our DDlicensing@clackamas.us e-mail box to get more information about becoming a CFH provider.

Tech Support

Did you know that you can reach out to our licensing department to get technical support with a variety of issues including:

- How to navigate the OAR or where to find specific items in rule
- Getting approved forms downloaded on your computer and how to use them
- Setting up your records for ease of use and a successful licensing
- Finding approved training
- A variety of other issues, if we don't know we can help point you in the right direction.

Start a Garden

Whether it's for produce or flowers, starting a garden can be a great activity to get people outside and active. It doesn't have to be a massive project, you can plant tomatoes in pots or start a small herb garden in a window box. Be sure to check out your local library to inquire about free seeds or community gardens. You can also visit freeheirloomseeds.org, you may get your seeds faster if you donate a shipping fee. [Seeds for sharing](#) is a local resource.

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.