

Hiring AFH Substitute Caregivers

Background Check: In a return to pre-pandemic practices, Lane County DDS will be implementing in-person appointments to complete both initial and renewal background checks for Adult Foster Homes. This includes all positions (Provider, Resident Manager, Book Keeper, Substitute Caregiver or Occupant.) To obtain a background check, the subject individual (e.g. caregiver) should download the new [Criminal History Check Request Form](#) and bring a completed copy to their appointment at our office along with identification (see request form for accepted ID.) 15 Minute background check appointments are available Monday through Friday and can be scheduled (up to 120 days prior to expiration) here: [SCHEDULE BACKGROUND CHECKS HERE.](#)

CPR/1st Aid Certification: Must be a department-approved curriculum (American Red Cross, American Heart Association, American Safety & Health Institute, and MEDIC First Aid) and include an in-person skills evaluation (not online only.)

AFH Basic Foster Test: The Foster Test can now be taken 5 days per week and throughout the day **by appointment only**. Prior to arrival for the foster test, prospective caregivers must review the [Adult Foster Home Training Manual](#) and bring a signed page 4 attesting that they have reviewed the [manual](#) and watched the [requisite videos](#). The test is offered Monday-Friday from 9am to 4pm and appointments can be scheduled up to 30 days in advance here: [SCHEDULE FOSTER TEST HERE](#). If you have technical issues with scheduling, please contact our office at 541-682-3695.

Mandatory Abuse Reporting: Review of Mandatory Abuse Reporting Requirements and sign required notice form.

Substitute Caregiver Orientation: Conduct and document provider orientation with caregivers: OAR requires that providers orient new caregivers to the home and individuals. This orientation includes but is not limited to: The location of the fire extinguishers; Demonstration of evacuation procedures; Instruction on the emergency preparedness plan; Location of the individuals' records; Location of telephone numbers for the individuals' physicians, the provider, and other emergency contacts; Location of medication and key for medication cabinet; Introduction to individuals; Instructions for caring for each individual; Delegation by a registered nurse for nursing tasks if applicable; and Instructions related to any Advance Directives

Caregivers that Drive: Obtain a copy of DL and Vehicle Insurance if transporting individuals.

Employment Application: Must include the name, address, and telephone number of the applicant. It must also include a question asking the applicant if they have ever been found to have committed abuse.