

Personnel and Facility Records

- Certificate for Basic Foster Care Test (All Caregivers).
- Current Criminal History Check (Required for all caregivers and occupants 16 years of age or older).
- Current CPR and First Aid for all Caregivers.
- OIS Certificates (If Applicable/ required for 28 homes).
- Training Log and Certificates that reflect 12 hours of department-approved training annually for all Caregivers. For level 2M homes, 6 of the 12 annual training hours must be medical training).
- Annual Mandatory Abuse Reporting Training/ Review for all Caregivers.
- Copy of valid Oregon Driver's License for all caregivers transporting supported individuals.
- Copy of current insurance card for all caregivers transporting supported individuals.
- Copy of current COVID-19 vaccination card or copy of approved exception request based on medical or religious grounds for all caregivers providing care in the home.
- Application for employment for all substitute caregivers which includes a question asking if the substitute caregiver has been found to have committed abuse.
- New Caregiver Orientation for all resident managers and substitute caregivers.
- Caregiver ISP Training specific to each supported individual and their specific support documents. Best practice is to review the ISP and supporting documents prior to implementation.
- Current record of Immunizations for any pets living at the home.
- Annual Chimney Inspection or statement indicating wood-burning fireplace/stove is not in use.
- Annual test for coliform bacteria by a certified agent if non-municipal water source is used.
- Annual Training of all caregivers to the written emergency plan.
- Documentation of annual Emergency Preparedness Drill/Practice.
- Annual review/update of the Written Emergency Plan (by provider) to ensure accuracy (must annually or sooner if significant changes occur.)