



## Health Facility Licensing and Certification

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To: Oregon In-Home Care (IHC) Agencies

From: IHC Program

RE: **IHC Relicensure Survey Preparation**

The purpose of this memo is to address preparation for relicensure survey.

Oregon Administrative Rules (OARs) 333-536-0041, 0042, & 0043.

### **IHC Relicensure Survey Preparation Information**

For relicensure surveys, every agency will receive a 72-hour notification via email prior to the entrance of the surveyor. The notification requests the following:

- List of active and inactive clients, be able to separate and include start date and services received;
- List of active and inactive caregivers, be able to separate and include start date, termination date (if applicable), and services provided;
- List of active and inactive nurses, be able to separate and include start date, termination date (if applicable), and licensure type;
- A blank disclosure form and service agreement;
- Last two months pay stubs for current agency RN;
- A list of complaints, which include allegations of abuse or neglect, adverse events, and medication or treatment errors;
- If your agency uses a qualified trainer for caregiver training, provide the name of the Qualified Trainer(s) and proof that they meet the rule requirements; and,
- If your agency uses an electronic database system, provide the name of the database and a read-only username and password for the surveyor to view client and caregiver records.

Your agency will receive an attestation for IHC licensure rules with the 72-hour notice, which will need to be completed and signed for the survey entrance.

## What can an agency do to prepare for a re-licensure survey?

- Practice running the required lists and gathering the listed information above.
- Ensure the agency, client, and caregiver documentation is easily retrievable and available, including but not limited to:
  - Complaint documentation
  - Caregiver records
  - Client records
  - Nurse employment records
  - Quality improvement program plan and all activity
  - Current (and updated) written agency-specific policies and procedures
  - Orientation, training curriculums, and competency evaluation materials
  - Current client admission packets, including a service agreement/contract
- Read the Revised Oregon Administrative Rules
  - The rules include many new requirements for most sections and added several new rule sections. Ensure your agency policies, procedures and forms are updated to reflect the new requirements.
- Read the guidance information available online:
  - The information and memos are in the licensure and application information section. [www.healthoregon.org/hcrqi](http://www.healthoregon.org/hcrqi).
- Sign up for IHC program announcements on the listserv:
  - [https://public.govdelivery.com/accounts/ORDHS/subscriber/new?qsp=ORDHS\\_16](https://public.govdelivery.com/accounts/ORDHS/subscriber/new?qsp=ORDHS_16)

If you have any questions, please email the IHC survey team at [mailbox.inhomecare@odhsosha.oregon.gov](mailto:mailbox.inhomecare@odhsosha.oregon.gov).