

Administrator Alert

Policy updates & rule clarifications for Assisted Living, Residential Care & Nursing Facilities

Office of Licensing & Quality - Oregon Department of Human Services

December 17, 2007

New Forms for Residential Care & Assisted Living Facilities

Due to the new rules that are being implemented on November 1, 2007, forms have been revised or developed to reflect the rule changes. Many of these forms look very similar to the ones that you are currently using, and many of them will have a very different look. In addition these forms can now be accessed on the Department of Human Services (DHS) Web site. Enclosed is a copy of each form that you will be using. The following is a list of forms along with a description of what each form is used for. All of these forms can be downloaded at www.dhs.state.or.us/admin/forms.

SDS 0560 — Resident Rights and Protections as noted in OAR 411-054-0027

SDS 0561 — RCF and ALF Policies and Procedures: Provides a listing of all policies and procedures that are required in administrative rules.

SDS 0566 — Administrator Reference Summary: Revised Administrator Reference Summary for RCF and ALF administrators.

SDS 0567 — 30 Day Move-Out Notice: Describes the circumstances where a 30 day notice is appropriate and the rights of the resident to ask for an administrative hearing.

SDS 0568 — Less Than 30 Day Move-Out Notice: Provides a mechanism to inform the resident and/or their legal representative of the specific reasons why this type of Move-Out Notice is being issued and describes their rights to an administrative hearing.

SDS 0568A — Notice of Immediate Move-Out for a Sexual Offender: Describes under what circumstances a resident is being requested to move due to history of being a sexual offender. Also outlines the resident's rights for an administrative hearing and how to request one.

SDS 0569 — Licensing Application Requirements for Renewal Licensure. Outlines what information is required for the license renewal of a Residential Care or an Assisted Living Facility.



For more information, contact the DHS Office of Licensing & Quality,
1-800-232-3020. Visit the DHS Web site at www.oregon.gov/DHS/



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In this Alert

ALF and RCF new rules and forms

SDS 0570 — License Application for Residential Care and Assisted Living Facilities: License Application that include the new requirements for information on people who have 10 percent or more ownership.

SDS 0570A — Licensing Process for New Construction: Outlines the process for the building of new Residential Care and Assisted Living Facilities.

SDS 0570B — Licensing Application Requirements for Residential Care and Assisted Living Facilities Initial Licensure and Change of Ownership: Outlines what steps need to be taken for initial licensure and change of ownership.

SDS 0810 — Assisted Living and Residential Care Facilities Self-Report Form.

SDS 09098 A — Uniform Disclosure Statement: This form is in the process of being revised and will be sent out as soon as it is completed. In the meantime, please continue using the current Uniform Disclosure Statement form.

Training Materials for RCF and ALF Rules:

If you were not able to attend the training for the RCF and ALF rules that information is now on the DHS website. You can review or download the material at www.oregon.gov/DHS/spd and click on "Get Provider Tools". You will find Power Point presentations on the new administrative rules and survey protocols. In addition you can also download the "Oregon Residential Care and Assisted Living Facilities, Abuse Reporting and Investigation Guide".

For Questions Contact:

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