

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-21-019

Issue date: 3/4/2021

UPDATED

Topic: Long Term Care

Due date:

Subject: Oregon Home Care Commission's Registry changes

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): County Mental Health Case Managers and Comagine |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Revision: Oregon Home Care Commission (OHCC) Registry scheduled rollout of new features and upgrades has been postponed. We are working with our information technology team to establish a new rollout date.

~~Oregon Home Care Commission's (OHCC) Registry will be adding some new and updated features on Friday, Feb. 26, 2021 at 5:00 p.m. The Registry will be offline to complete these changes and should be available again by Saturday, Feb. 27, 2021 at 8:00 a.m.~~

New Features:

- Password reset
- Customer Service contact information updates
- Expanded time for students to self-cancel for classes
- Viewing Help Wanted Ads for CIIS and DD Personal Support Workers

Password reset steps:

The first-time users sign into the Registry after the updates, users will receive a prompt

to:

- Add their email address to their profile
- Change their password

After the steps are completed the user can now activate the password reset feature when needed by clicking the “Forgot Your Password” button.

If a Registry user currently does not have an email address in their Registry profile or the user does not remember their password they will need to contact OHCC to request a temporary password reset at 877-867-0077 or registry.ohcc@dhsoha.state.or.us.

Visit the OHCC Registry web page for more information:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/HCC/Pages/Registry.aspx>

Additional New Features

Customer Service Contact Information: The contact phone number extension was removed from the Registry and users will now see the updated email and phone number.

Expanded time to self-cancel a course: Workers who needed to cancel class could only self-cancel up to 24 hours before class. Now workers will be able to self-cancel up until the beginning of class.

Viewing Help Wanted Ads for CIIS and DD PSWs: Active workers who are looking for work can look at Help Wanted Ads that are posted by individuals looking for workers. Some workers are both CIIS and DD PSWs and were only able to see one of the Help Wanted lists. The CIIS and the DD Help Wanted Ads now will be a combined land each posting will indicate whether it is for CIIS or for DD.

Feature Removed

Homecare Choice Program: The *Homecare Choice Program* is no longer operating but it was originally programmed into the Registry and workers could see it on their profiles. It has been removed from the Registry.

If you have any questions about this information, contact:

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