



**In-Home Care Program**  
800 NE Oregon Street, Suite 465  
Portland, Oregon 97232  
971-673-0540  
971-673-0556 (Fax)  
mailbox.inhomecare@odhsoha.oregon.gov

To: Oregon In-Home Care Agencies

From: Health Facility Licensing and Certification (HFLC)  
In-home care (IHC) program

RE: **In-Home Care Administrator Request Requirements and Instructions**

The purpose of this memo is to address the requirements for requesting approval for an IHC administrator.

The Oregon Administrative Rule (OAR) 333-536-0052

The IHC program has the responsibility for approving administrators of In-Home Care agencies licensed to provide services in Oregon. Oregon Administrative Rule (OAR) 333-536-0052(2) requires an agency to employ a qualified administrator. As used in this rule, "qualified" means possessing a high school diploma and having at least two years of "professional experience" (OAR 333-536-0005(35)) or "management experience" (OAR 333-536-0005(20)) in a health-related field or program.

"Management experience" means experience in the administration, supervision, or management of individuals in a health-related field including hiring, assigning, evaluating and taking disciplinary actions.

"Professional experience" means having a nursing, medical, therapeutic license, certificate, or degree used to work in a health-related field or program or completion of an Authority approved training program.

Certified Nursing Assistant (CNA) 1, CNA 2 and CMA certifications do not qualify as professional experience. Examples of qualifying licensure/certification include but are not limited to currently licensed Oregon Registered Nurse, Licensed Practical Nurse, Pharmacist, Physical Therapist, Dietician, Physician's Assistant, Paramedic, Social Worker, or Occupational Therapist.

At this time, there are no Division-approved training programs that can substitute for the required management or professional experience.

Please ensure that your resume and administrator applications is current and includes:

- the employer's name and location
- the dates of employment including month and year
- the title of the position held
- the detailed description of duties performed

The following are required for an IHC Administrator request:

1. Ensure the applicant meets all the qualifications listed above;
2. Submit a completed IHC application form, with the "change of administrator" section checked;
3. Submit a completed IHC Administrator application form;
4. Submit a completed Background Check Request form;
5. Submit evidence of high school diploma or equivalent; and
6. The applicant's resume, which includes dates of employment, specific duties of employment, and a contact person for each job listed.

The Oregon Administrative Rules (OARs) for IHCs, with which the new administrator must comply, the IHC forms and memo listed above can be found online at [www.healthoregon.org/hcrqi](http://www.healthoregon.org/hcrqi).

Once completed documentation is submitted, the IHC survey team will review the information to ensure that the individual meets the qualifications set forth in the OARs. An approval for the new administrator will not be processed until the required documents have been received and the qualifications review and the background check(s), if applicable, have been completed.

If you have any questions or would like this memo in an alternative format, please email the IHC survey team at [mailbox.inhomecare@odhsoha.oregon.gov](mailto:mailbox.inhomecare@odhsoha.oregon.gov).