



A Quick Guide to the Registry for Consumer-Employers

Oregon Home Care Commission: <https://or-hcc.org/>

TO REGISTER

- 1 **Click on the program that provides services to you:**
 - Seniors and Adults with Physical Disabilities
 - People with Developmental or Intellectual Disabilities
 - Addictions and Mental Health
- 2 **Select “New Employer?” and “Click to Register.”**

- 3 **Create your Registry account**

- Username must be at least four characters — letters, numbers or (preferably) a combination of letters and numbers.
- Do not use your last name, Medicaid (Prime) number or any other personal information you wouldn't want someone to know.
- Enter and re-enter a password.
- The password must be at least six characters.

New Employer? [Click to Register](#)

Please provide the following information to create your Registry account

Username

Password

Confirm Password

[Register](#)

- 4 **Click on “Register.”**

Tip: *When creating a Username, you may need to try more than once to create one that is not already in use.*

Remember to write down the Username and Password and put them in a safe location. If you need a password reset or assistance, email Registry.OHCC@State.OR.US, or call 877-867-0077 during regular business hours.

COMPLETE THE OTHER SECTIONS

Section 1 — Personal information and preferences

You complete this information about your needs so the Registry can share it with potential workers.

Complete or verify your information on each of the following tabs:

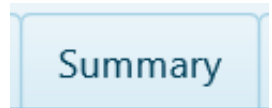


Tip: *Click update often to save your information and make sure the website doesn't time out.*

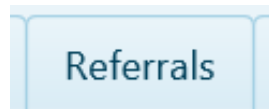
Section 2 — Verify preferences and look for workers

This section is the Registry's matching service. It uses information from section 1 to create a list of potential workers that best match what you said you need.

Summary tab: This tab summarizes all of the information entered in the above five tabs and displays it in outline form. Review all the information here before you use the Referrals tab to find workers.



Referrals tab: After completing the information in the above five tabs, the Registry will automatically create a list of potential workers. The list of workers is determined by using the selections chosen on the above tabs.



Expand button: Each worker on the list will have an "expand" box next to their name. Click on this box and a summary of the worker's information will appear. The list is weighted so the worker that most closely matches your preferences is at the top of the list.



Provider number: Each worker is assigned a Medicaid provider number. If you decide to hire a worker and you receive Medicaid services, report the worker's name and provider number to your case manager, personal agent or services coordinator so that person can be authorized to work for you. Otherwise, your worker may not get paid.

Update information: Be sure to update your profile as changes occur.

Section 3 — Posting a help wanted ad (optional)

This section shows you how to post an ad that homecare or personal support workers can see.

Would you like to have prospective workers contact you directly? Consumer-employers can post an ad to attract available workers. Workers who respond to this ad are looking for work and may not necessarily be on the referral list.

By posting an ad, you agree to have your information released to providers who are looking for work. This information will automatically expire when the duration you select expires, or you can log in and cancel your ad at any time (see below).

- Select “Ad Duration” by using the dropdown menu.
 - The ad will last either 7, 14 or 30 days, based on your selection.
 - View the ad’s expiration date at the top of the page
- Enter the contact information you would like the worker to use when replying to the ad.
- You are encouraged to enter a personal statement to be shared with prospective workers.
- Be sure **not** to include your full name or address in an ad.
- You may want to create a separate email address for this purpose.
- You can request a training consultant to sit with you during interviews and give you feedback about the interview process. See the Help section later in this document.
- To cancel an ad, log in to the “Post Ad” tab and select “Cancel Ad” button.

Click “**Post Ad**”, located at the bottom when ready.

The screenshot shows a web form for posting an ad. It is divided into three main sections: 'Ad Duration', 'Contact Information', and 'Personal Statement'.
1. **Ad Duration**: A dropdown menu currently set to '7 Days'.
2. **Contact Information**: Fields for 'Contact Name' (filled with 'xxxtest'), 'Contact Phone Number' (empty), and 'Contact Email Address' (filled with 'xxxtest@test.c').
3. **Personal Statement**: A text area with a placeholder message: 'You may enter up to 2500 characters of additional information that you would like to share with prospective workers.' Below the text area are three buttons: 'Previous', 'Update Ad', and 'Cancel Ad'.

Personal statement example

“My name is Judy. I am an organized person who loves fishing and family gatherings. My home is full of unique Russian history of which I am very proud! I use a wheelchair and am seeking help from 9 a.m. to 11 a.m. every day getting out of bed, getting dressed and making breakfast. I am interested in a professional who is organized, caring, patient, confident and experienced in caring for someone who has diabetes and hypertension. Desire completion of First Aid and CPR certification as well as a high school diploma and a current driver’s license with insurance.”

Worker response to ad

Workers will respond to your ad by calling or emailing you directly. Ask the worker for their provider number (write it down so you can provide it to your case worker, personal agent or services coordinator if you choose to hire the person). During the interview, ask questions to ensure the worker has the skills and experience you are looking for; you will not be able to view or “expand” this worker’s profile on the Registry. The “Expand” button is only available on the referral list. A training consultant can help you create interview questions to make sure the worker is a good fit for you (See the Employer Resource Connection information under Help below)

Log off

Once you have reviewed and updated your information, click “Log Off” located at the top right.

Help

If you have forgotten your user name or password, or you need other assistance with the Registry, email Registry.OHCC@State.OR.US, or call 1-877-867-0077. Staff are available during normal weekday business hours.

If you need someone to consult with you about your employer responsibilities, the Oregon Home Care Commission offers a special program with the sole focus of helping you be a successful homecare or personal support worker employer. Our Employer Resource Connection Program is free for individuals who have been approved to receive in-home services through Medicaid or Oregon Project Independence. As a participant, you will receive tools, resources and support to be the best employer you can be. Consultants guide and provide a variety of services such as:

- Helping you create a profile on the Registry
- Helping you create interview questions
- Holding mock interviews with you to build interviewer skills
- Helping you create a back-up plan in case a worker is unable to make a shift
- Helping you learn how to keep professional boundaries with a worker
- And much more!



For more information about the Employer Resource Connection, contact the Oregon Home Care Commission Employer Resource Connection (formerly known as STEPS) at 1-877-867-0077 and listen to options. You can also email OHCC.ERC@state.or.us.



You can get this document in other languages, large print, braille or a format you prefer. Contact the Oregon Home Care Commission at 1-877-624-6080. We accept all relay calls or you can dial 711.