

## Adult Foster Home (AFH) Training Credit Request and Web Posting Form

**Requests may take up to 1 month for review.** Please allow adequate time prior to your training event to submit the request. Please read instructions attached to this form. You will be contacted if the committee can't process the request because of an incomplete submission.

**Request date:** \_\_\_\_\_

### Section 1

**Intended adult foster home audience** (*check all that may apply*):

- Addictions and Mental Health     Aging and People with Disabilities  
 Developmental Disabilities

Indicate if training is for:     Business credits     Specialized contract

**Title of training or conference:** \_\_\_\_\_ **Credit hours requested:** \_\_\_\_\_

**Training date(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_ **Start time:** \_\_\_\_\_ **End time:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Agency and Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Limits on participation** (*i.e. "local AMH providers" only*):     Yes     No

**Describe limits:** \_\_\_\_\_

**DELEGATED AGENCY APPROVAL:** Is this a post-to-web only submission?

- Yes     No

### Section 2

**Name and contact information of presenter/instructor/training sponsor:**

**Sponsoring organization:** \_\_\_\_\_ **Name of contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Name of trainer:** \_\_\_\_\_

**Trainer email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

List instructor's qualifications related to training (*certification, resume or other pertinent credentials*):

**Training format:**  Web     Self-study     Classroom     Conference     Other: \_\_\_\_\_

### Section 3

**Describe training as it applies to AFH settings**, including course objectives. (*Training credit will not be granted if objectives listed do not show a direct correlation to care needs of individuals in an AFH. Indicate if this training is specifically for allowed business credit or as required for a "Specialized Contract"*):

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**Provide the required information with the request. You may be asked for more information, if what is provided is not adequate to make a decision.**

- **Course or conference learning objectives (*Required*)**
- **Course or conference agenda or outline (*Required*)**
- **Course curriculum (*Required*)**

Mark the boxes indicating what is included with this submission:

Course evaluation    Registration information    Copy of the advertisement or brochure

# Instructions for Completing DHS 1510

The Adult Foster Home (AFH) Training Credit Request and Web Posting Form is used to serve two purposes.

- The primary purpose is to submit training requests to the Department of Human Services (DHS)/Oregon Health Authority (OHA) AFH Training Credit Committee (TCC) for course approval.
- The second purpose is to submit training events for posting to the AFH training website that do not require course approval from the TCC.

Please read the instructions carefully to ensure that you are providing all necessary information for the appropriate purpose.

**Prior to submitting any requests**, check the [AFH Approved Training website](#), as the course may already be approved. If the course is already approved, **do not** send in a request for the sole purpose of receiving a “certificate” or verification of course approval for licensure. The TCC **WILL NOT** provide certificates of attendance or participation.

## **If submitting training for posting to website only:**

- Check that all criteria (*listed below*) for agencies with delegated approval authority are met for the organization and training event prior to submitting training for posting to the web.
- Completion of Sections 1 and 2 are required for all trainings. Portions of Section 3 may be completed if additional information is to be added to the posting, including registration information.
- Only trainings that meet the intended training requirements of the AFH Providers will be posted to the web.

## ***Criteria for agencies with delegated approval authority***

(1) Courses provided or sponsored by staff from the following organizations will not require approval from the AFH Training Credit Committee when the training meets requirements under applicable OARs and presented to the provider types for which the delegated organization has oversight. Only the AFH TCC may extend the approval to AFH provider types not within the delegated organization’s authority.

- Oregon Long-Term Care Ombudsman
- Safety Oversight and Quality Unit (SOQ)
- Office of Training, Investigations and Safety
- AFH Licensors with authority over OHA or DHS AFHs
- DHS/AAA or AMH staff with management approval
- County Mental Health Residential Specialists
- Oregon Home Care Commission (OHCC)
- Oregon Technical Assistance Corporation (OTAC)
- Community Developmental Disabilities Programs (CDDPs)

(2) The specific courses, offered by the organizations listed below will not require approval from the AFH Training Credit Committee.

- Fire and Life Safety Courses offered by the Oregon State Fire Marshal, Federal Emergency Management Agency (FEMA) staff, American Red Cross or local Fire and Rescue authorities;
- For Addictions and Mental Health Division (AMH) and Developmental Disability (DD) AFH providers only, First Aid and CPR courses provided by or endorsed by the American Heart Association, the American Red Cross, American Safety and Health Institute, including MEDIC First Aid.
  - Aging and People with Disabilities (APD) AFH licensing rules do not allow First Aid or CPR courses to count toward the continuing training requirements.
- Oregon Intervention System (OIS) Training for DD Adult Foster Homes only;
- Bloodborne Pathogen training provided by Occupational Safety and Hazard Administration (OSHA).

**Submitting Trainings to be approved by the Committee:** Please fill out **ALL** sections of the form completely and include any required materials. Requests may take up to one month for review. Please allow adequate time prior to your training event. An approved course is valid for 12 months from the date of approval. Any requests received without required materials will not be processed.

**Note:** Annual conferences must be approved each year. There may be some sessions within a conference that will not require prior approval from the committee, while other sessions may not qualify for training credit hours.

### **Section 1**

- **Intended audience** — Indicate which AFH provider type/s you are submitting for. The AFH Training Credit Committee (TCC) will review the materials for approval of all applicable programs. The AFH TCC may extend the approval to AFH provider types not indicated on the request form.
- **Training information** — Make sure this information is complete. In order to properly post the training to the website, it is critical that we have the following information:
  - ✓ Title of training
  - ✓ Training credit hours requested (**Note:** *Training credit hours cannot be allowed for meal periods, vendor fairs, keynote speakers or product demonstrations. Time should be in ½ hour increments.*)
  - ✓ Date(s) and time(s) of training if known when submitting request
  - ✓ Cost of training — State any costs. If part of a membership fee, state that
  - ✓ Location of the training — List the web-site or physical location
  - ✓ Submitted by — This should be the name of the individual who the committee may contact for questions and for the approval. Please include title, agency, phone number and email address

- **Limits on participation** — Indicate if there are limitations to attendance. (*For example: "Staff of Homer's AFH only" or "Limited to 30 attendees."*)
- **Post-to web only submission** — Indicate if this course meets the '**Delegated Approval Criteria**' from above and is simply a submission to post to the web-site.

## Section 2

- **Name and contact information of presenter/instructor/trainer sponsor** – This section must be completed.
  - ✓ Include any sponsoring organization and the actual presenters of the training.
- **Training format (choose one)** — Indicate the format of the training presentation. If "other" is selected, please describe the format.
- **Non-classroom training** — Books, journals, web-sites, articles, self-study training, videos/films and electronic media will be reviewed by the AFH TCC **only** if those materials are part of a formal training event, in which learning objectives are established and measured.

## Section 3

- **Description and applicability** — Requests must clearly describe the course content and **must demonstrate the applicability** to skills needed to provide support in the AFH. Approval of credit hours will not be granted for offerings that have no direct relationship to skill development for the provision of care in the AFH setting or applicable business credits allowed. Do not submit certificates of completion; instead submit any training materials that you have such as PowerPoint slides, handouts and copies of the test's participants must take to receive a certificate.
  - ✓ **Types of requests that will be declined may include:**
    - Personal tax preparation time or personal financial planning
    - Courses geared for medical professionals
    - Self-help or self-awareness courses
    - Product demonstrations
    - Subscriptions, circulars, DVDs, literature without clear educational components and training objectives that are evaluated
    - Individual Service Planning (ISP) and RN delegation
  - ✓ **Types of requests that may be approved include:**
    - Training specific to a disability or diagnosis that is not medical in nature, requiring specific care (*Alzheimer's, diabetes, autism, depression, etc.*)
    - Documentation and recordkeeping for AFH
    - Mandatory Abuse and Protective Services
    - Nutrition and meal planning
    - Infection Control

**Required information** — Submit all required materials along **with any supplemental information** and check each box as it applies to any supplemental materials you are sending (*course outline, handouts, registration form*)

**Required information includes:**

- **Course curriculum** may include a detailed description of the presentation, copies of slides and/or handouts that are provided as part of the training.
- **Learning objectives** must be described clearly.
- **Course agenda** with anticipated timelines is required.