

Memorandum

To: Oregon In-home Care Agencies (IHC)

From: In-Home Care (IHC) program

Date: 5/1/2025

Subject: IHC Change of Classification Request Instructions

The purpose of this memo is to address the change of licensure classification request for IHC agencies.

The Oregon Administrative Rule (OAR) 333-536-0010(5)(a)(B) & (b)

Change of classification request instructions:

1. Log into the agency account in the IHC online licensure portal [hflclicensing.oregon.gov];
2. Click the “Select” link in the upper right-hand corner of the license window;
3. While on the first tab titled “Begin Application, click “Change Classification” in the upper right-hand side of the branch tab;
4. Enter the requested information for the new change, including RN information;
5. Attach all agency Policies and Procedures, revised as required for updated classification requested (See below for more information);
6. Pay the fee (See below for more information);
7. Electronically sign and date; and
8. Click ‘next’ until you get to the “Submit Application” tab and click “Submit.”

Fee:

There is a IHC licensure fee for changes of classifications. Instructions for payments, including online payments, are available in the “Fee Information” tab. To pay the fee online or view a remittance slip, use the appropriate button at the bottom of the “Fee

Information” tab. To view payment history, go to the “Payments” section on the left-hand side of the “In Home Care” dashboard.

The fee for change of classification request requires the difference between the initial fee for the current classification and the initial fee for the new classification requested. Example: A licensed Limited classification agency requesting to change to a Comprehensive classification would submit a fee of \$1000.00 (\$3000.00-\$2000.00) with their classification change request and documentation.

Policies and Procedures:

Develop policies and procedures (including associated forms). Attach the agency’s policies and procedures in the “Agency Policies and Procedures” tab, with associated forms, which reflect compliance with the Oregon Administrative Rules (OARs) related to the requested services. These rules include, but are not limited to:

- Medication Assistance 333-536-0070 & 0075 (needed for basic, intermediate, and comprehensive);
- Medication Administration 333-536-0070 & 0075 (needed for intermediate and comprehensive);
- Nursing Services 333-536-0080 (needed for comprehensive); and
- Additional policies, procedures and forms effected by a change in licensure classification, including but not limited to, 333-536-0050, 0051, 0055, 0065 & 0090.

The change in classification will not be processed until all the above requirements are met, including payment.

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.