

## Memorandum

**To:** Oregon In-home Care Agencies (IHC)

**From:** In-Home Care (IHC) program

**Date:** 08/01/2025

**Subject:** IHC Change of Ownership (CHOW) Instructions

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The Oregon Administrative Rules (OARs) 333-536-0005(10), 0021(2) & 0085(11)

"Change of ownership (CHOW)" means adding or removing one or more owner(s) or a change of more than five percent interest in agency ownership.

If you notice the ownership information is not correct in your portal file, contact our office before starting a change of ownership. It's possible it is an error, not a change and our office can assist with correcting the information.

The following are the steps for an IHC change of ownership. A license is specific to an owner and is not transferrable. Therefore, a new license must be generated when a CHOW occurs.

The steps to be completed are:

1. Log into the agency account in the IHC online licensure portal [[hflclicensing.oregon.gov](http://hflclicensing.oregon.gov)];
2. If you are in renewal status, change the owner in the renewal application in the "Owner" tab (start at step 3 below). If you are not in renewal status, click the "Select" link in the upper right-hand corner of the license window;
3. Click "next" until you arrive at the "Owner" tab;
4. Click "change owner" or "add owner" or "remove owner" depending on which type of change your agency is conducting, in the upper right-hand side of the current owner's name;
5. Enter the requested information for the new owner (buyer);

6. Attach a completed Background Check Request form for new owner (buyer) (if applicable);
7. Current owner (seller) must attach a letter which notifies this office of the change of ownership with the effective date; New owner (buyer) must also sign the letter to verify the change of ownership with effective date;
8. Pay the fee if applicable (See below for more information);
9. Electronically sign and date; and
10. Click 'next' until you get to the "Submit Application" tab and click "Submit."

#### Fee:

There is a IHC licensure fee for CHOWs of \$350.00, if requested during a non-renewal period. 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.

#### Please Note:

- For agencies with subunits, the CHOW must be processed through the parent company. Once the parent company CHOW is approved, all subsequent subunits will change to reflect the new ownership structure.
- The old license must be returned after the change of ownership effective date and once the new license is received.
- The Oregon Administrative Rules OARs for IHCs with which the new owner must comply, the IHC application form, the applicable background check forms for the administrator or owner(s), if applicable, are found at [www.healthoregon.org/hcrqi](http://www.healthoregon.org/hcrqi)
- If the agency information is changing as result of the ownership change - such as name of agency, administrator, email addresses, etc. Change the information and attach the required documents after the CHOW has been approved and the new license is claimed. It will be reviewed to ensure that individual meets the qualifications set forth in the OARs.
- The CHOW will not be processed until the required documents and fee have been received.

- Once the CHOW is approved our office will reach out with next steps, including instructions on claiming (for full ownership changes) and printing a license.
- The new owner (buyer) will have to attest to the following:
  1. I have read and I understand the In-Home Care licensure requirements set forth in ORS 443.305 to 443.350 and OARs Chapter 333, Division 536.
  2. Written policies and procedures, including applicable forms and curriculums, have been developed to direct all administrative, personnel, and client care operations of the agency. The policies and procedures are complete, clear, and ensure compliance with the in-home care agency OARs.
  3. Client care and documentation systems have been developed and implemented to ensure compliance with the In-Home Care licensure OARs.
  4. Personnel management and documentation systems have been developed and implemented to ensure employees meet all screening, qualification, orientation, and training requirements consistent with the in-home care agency OARs.
  5. Branch offices operated by the IHC are managed as required by the In-Home Care OARs. Systems to ensure that the parent IHC maintains control and oversight of the branch office(s) have been developed and implemented.

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).