

Entering your specific information

- Answer all questions that have an asterisk(*). If information is missing, messages will remind you.
 - » Click on **Continue** to move through the Registry **or**
 - » Click on **Update** and click on any option in the **Table of Contents**.
- When **Employer Proceed to Referral** screen opens, you can click on:
 - » Enter more information based on your needs and preferences. (This is recommended.) **or**
 - » Go directly to a list of HCWs.

Check your information and get referrals

- When the **Employer Referral Request** screen opens, review the information to be sure it is correct. Make changes if needed.
- Click on **Continue** to get a list of HCWs.
- Click on **Display Detail** for one or more HCWs to view why each HCW was matched with you. Click on **Continue**.
- **Employer Referral — HCW Detail** screen opens.

- **Lists** or **Details** can be printed by clicking on **Printable Version** and then clicking on **Print** when the print options box opens.
- If you did an **Anonymous Search**, click on **Continue** and answer the questions about saving your information.

State contacts

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REGISTRY and REFERRAL SYSTEM

Homecare worker
registry —
Available to all
Oregonians



The Oregon Home Care Commission (OHCC) was created through Ballot Measure 99 passed by the voters in 2000. The OHCC's roles are to:

- Ensure the quality of in-home services.
- Provide training for HCWs and seniors and people with disabilities who employ HCWs.
- Develop a registry of HCWs who can be referred to provide routine, emergency and respite care for individuals who need services to remain in their homes.

The OHCC Registry and Referral System (RRS) is available 24 hours a day on the Internet. The RRS matches employers with available homecare workers (HCWs). All HCWs who are available for referrals have:

- Met the State of Oregon's guidelines.
- Provided additional information about:
 - » Availability.
 - » Services they are willing to provide.
 - » Where they are willing to provide services.

The Registry will assist employers to find and hire HCWs by providing information about potential employees.

Hiring tips and more information are available on the website.

Training is available to Medicaid and OPI client/employers.

Overview

- Enter <https://www.or-hcc.org> into the **Address** field of the Internet. Then click on **Enter**.
- All bolded and underlined terms in the RRS are defined in the **Glossary**. You can click on the **Glossary** on any screen.
- All fields and questions that have an asterisk(*) must be answered.
- The **Employer Welcome** screens have good information about hiring HCWs.
- The more specific you are about your service needs, the better HCW matches you will receive.
- Click **Update** or **Continue** on each screen to save information entered. (**Update** saves the information and keeps you on the same screen. **Continue** saves the information and moves you to the next screen.)
- The list of topics on the left upper side of all screens is the **Table of Contents**. You can move from screen to screen by clicking on any title in the list.

Searching for a HCW

- Click on **Registry Log In** — (upper left of the screen).
- Click on **Employer** to log in and register so you can retrieve information later **or** Click on **Anonymous Search** to get referrals without registering.
- If you click on **Employer**, follow the registration instructions on the screen. If you make a mistake or forget to add something, the system will display messages telling you to make corrections.
- **Anonymous Search** and **Employer** screens open to the **Registry and Referral System Welcome screen**. After reviewing the information, click on **Continue** or **Personal Info** in the **Table of Contents**.

HCWs provide routine, emergency and respite care.

