

Aging and People with Disabilities

Angela Munkers
Authorized signature

Number: APD-IM-14-011
Issue date: 2/13/2014

Topic: Long Term Care

Subject: Training Update: Registry and Referral System (RRS) Changes

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (<i>please specify</i>): |

Message: Due to issues that arose from inclement weather, The Oregon Home Care Commission had to cancel and reschedule the Registry and Referral System (RRS) trainings scheduled the week of February 10, 2014. The new dates and times are listed below and participants will register directly through Go ToMeeting instead of the Learning Center. The trainings are limited to 200 participants per session and additional dates will be added if needed. The training manual is attached to this transmittal. **Please note:** Go ToMeeting will display the training as an all-day event. This was done for scheduling convenience. Note whether you are attending the am or pm and attend at the time you selected.

Times: 10:00-11:30am and 1:30-3:00pm

Go ToMeeting information: <https://www2.gotomeeting.com/register/847823042>

Call in number: 1-877-807-5706

Passcode: 569102

Training Date: February 20th

Times: 10:00-11:30am and 1:30-3:00pm

Go ToMeeting information: <https://www2.gotomeeting.com/register/360346658>

Call in number: 1-877-807-5706

Passcode: 569102

Training Date: February 21st

Times: 10:00-11:30am and 1:30-3:00pm

Go ToMeeting information: <https://www2.gotomeeting.com/register/295271970>

Call in number: 1-877-807-5706

Passcode: 569102

If you have any questions about this information, contact:

Contact(s):	Jenny Cokeley, Operations & Policy Analyst Ron McGhee, Operations & Policy Analyst, OHCC		
Phone:	Jenny: 503-945-6985 Ron: 503-373-1842	Fax:	503-947-4245
Email:	Jenny.e.cokeley@state.or.us ; Ronald.g.mcghee@state.or.us		



Registry and Referral System

HCW/PSW Staff User Manual

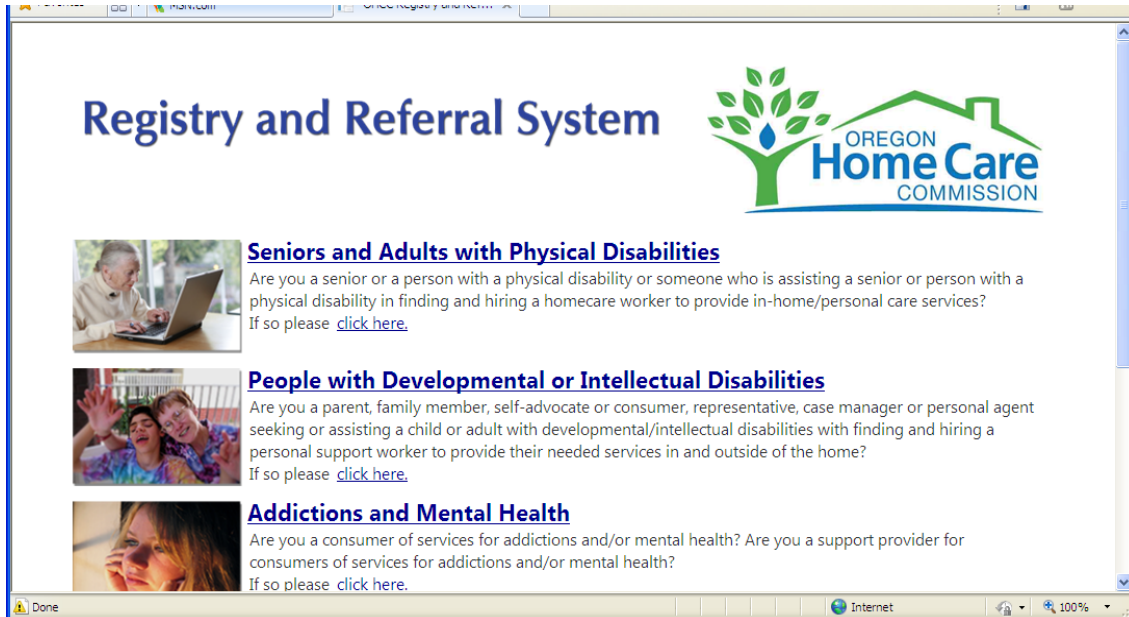
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Using the RRS

Type **or-hcc.org** into the browser address line. This screen will appear.

You may wish to save this address in Favorites or Bookmarks for future use.



Main Page for the Registry and Referral System.

Move your mouse and select your Service Group to access the system:

APD: Choose **Seniors and Adults with Physical Disabilities**.

DD or CIIS: Choose **People with Developmental or Intellectual Disabilities**.

AMH: Choose **Addictions and Mental Health**.




After choosing a Service Group, the Login Page will appear

Login page.

The screenshot shows a web browser window displaying the 'Registry and Referral System' login page for the Oregon Home Care Commission. The page has a light blue header with the title 'Registry and Referral System' and the commission's logo, which features a green tree and the text 'OREGON Home Care COMMISSION'. Below the header, there are two main sections. On the left, a box labeled 'New employer?' contains a 'Click to Register' button. Below this, a welcome message reads: 'Welcome to the Oregon Home Care Commission Registry and Referral System'. A red instruction states: 'If this is your first visit, please click the registration button. If you are already registered, please log in.' On the right, a box labeled 'New Worker?' also contains a 'Click to Register' button. Below this is a 'Please login' section, which is highlighted with a red border. This section contains two input fields: 'Username' and 'Password', each with a red arrow pointing to it. A 'Login' button is located below the password field, also highlighted with a red border. At the bottom left of the page, there is a logo for 'DHS'.

Suggested Sites Web Slice Gallery

Registry and Referral System



New employer? [Click to Register](#)

New Worker? [Click to Register](#)

Welcome to the Oregon Home Care Commission Registry and Referral System


If this is your first visit, please click the registration button. If you are already registered, please log in.

Please login

Username

Password

[Login](#)



In the **Please login** box, enter your **Username** and **Password** in the appropriate fields, and select **Login** with the mouse.

You will be taken to the **Staff** section of the Registry.

These are the Tabs for each functional area of the Registry.

Staff Info – This is information about the user who has logged in.

Employer – This lets the user search for and access Employers in the Registry.

Worker – This lets the user search for and access workers in the system.

Statistical Reports – This lets the user search for workers by Office, Registry Status, Availability, Provider Database Status and Provider Database Level.

Specialty Reports – This lets the user search for workers by Language, Services offered, and other profile information.

CRIMS Check – This lets the user manage the CRIMS background check for workers.

Help Wanted – This lets the user see a list of Employers who have posted a help wanted ad.

The screenshot shows a web browser window displaying the 'Registry and Referral System' interface. The browser's address bar shows 'Internet Explorer cannot display this page'. The page header includes the system title 'Registry and Referral System' and the Oregon Home Care Commission logo with the text 'Welcome, tweythman! Log off'. Below the header, a user information bar displays: Name: T Weythman, Staff Level: Administrator, Local Office: [0000] OHCC, and Service Group: None. A horizontal menu contains tabs for 'Staff Info', 'Employer', 'Worker', 'Statistical Reports', 'Specialty Reports', 'CRIMS Check', and 'Help Wanted'. The 'Staff Info' tab is selected and highlighted with a red box. The main content area is divided into two sections: 'Contact Information' and 'Custom Information'. The 'Contact Information' section contains input fields for First Name (with 'T' entered), Middle Name (or Initial), Last Name (with 'Weythman' entered), Job Title, Phone Number, and Email Address. A 'Manage Password' button is located below the Password field. The 'Custom Information' section is partially visible at the bottom. The browser's status bar at the bottom indicates 'Done, but with errors on page.' and 'Internet'.

Staff Info page

This is the **Staff Info** page. It shows information about the user and also about the Registry.

Please enter your information in the provided fields and press **Update** to save the data.

The screenshot shows the 'Registry and Referral System' interface. At the top right is the logo for the Oregon Home Care Commission with the text 'Welcome, tweythman! Log off'. Below the logo is a navigation bar with tabs: 'Staff Info' (highlighted with a red box), 'Employer', 'Worker', 'Statistical Reports', 'CRIMS Check', and 'Accounts'. The main content area is divided into two sections: 'Contact Information' and 'System Information'. The 'Contact Information' section contains fields for 'First Name' (with 'T' entered), 'Middle Name (or Initial)', 'Last Name' (with 'Weythman' entered), 'Job Title', 'Phone Number', and 'Email Address'. There is also a 'Password' field and a 'Manage Password' button. The 'System Information' section displays a table with system details. At the bottom left of the form area, there is an 'Update' button, which is also highlighted with a red box. The footer of the page features the DHS logo.

System Information			
Registry Version	1.0.42.9631		
Registry DB Database	OHCC	Registry DB Datasource	WDDHSCRL08
Provider DB Database/Schema	DB2D / WFPC	Provider DB Datasource	DHRMF.hr.state.or.us:9002

Employer Tab

Move your mouse to select the **Employer tab**.

From the **Service Group** dropdown, scroll and select with your mouse which **Service Group** you want to view. Then select **Find Employees** button with your mouse.

The screenshot shows the 'Registry and Referral System' interface. At the top, there's a navigation bar with tabs: 'Staff Info', 'Employer' (highlighted with a red box), 'Worker', 'Statistical Reports', 'CRIMS Check', and 'Accounts'. Below the tabs, there are input fields for 'Last Name' and 'Benefits Identifier'. A 'Service Group' dropdown menu is highlighted with a red box, and its list of options is expanded, showing 'Any', 'Seniors and People with Disabilities', 'Developmental Disabilities', 'Addictions and Mental Health Services', and 'Health Services'. The 'Find Employees' button is also highlighted with a red box. Below the dropdown, there's a table with columns 'UserID', 'Last', and 'First'. At the bottom, there's a 'DHS Oregon Department of Human Services' logo.

Registry and Referral System

Staff Info **Employer** Worker Statistical Reports CRIMS Check Accounts

Last Name

Benefits Identifier

Service Group **Find Employees**

Any
Any
Seniors and People with Disabilities
Developmental Disabilities
Addictions and Mental Health Services
Health Services

UserID Last First

20 items per page

Type Email Phone

No items to display

DHS Oregon Department of Human Services

When selecting the **Seniors and People with Disabilities** option you will see the **Employers** who are in this group.

Registry and Referral System

Welcome, **tweythman** ! [Log off](#)

Name: T Weythman **Local Office:** [0000] OHCC
Staff Level: Administrator **Service Group:** None

Staff Info **Employer** Worker Statistical Reports Speciality Reports CRIMS Check Help Wanted Accounts

Last Name

Benefits Identifier

Service Group Seniors and People wit... ▼

Find Employers

UserID	Last	First	MI	Svc Group	Email	Phone
nicelady	Lady	Nice		SPD		(123) 456-7890

20 items per page 1 - 1 of 1 items

Error on page. Internet 100%

The **UserID**, **Last Name**, **First Name** and **MI**, **Service Group**, **Email** and **Phone** are shown. Choose the one you are looking for by selecting the **UserID** with the mouse.

Name: T Weythman
Staff Level: Administrator
Local Office: [0000] OHCC
Service Group: None

Staff Info | Employer | Worker | Statistical Reports | Speciality Reports | CRIMS Check | Help Wanted | Accounts

Last Name:
Benefits Identifier:
Service Group: Seniors and People wit...
Find Employers

UserID	Last	First	MI	Svc Group	Email	Phone
nicelady	Lady	Nice		SPD		(123) 456-7890

20 items per page 1 - 1 of 1 items

Error on page. Internet 100%

All Tabs which have information for this Employer will appear. They are **Personal Info, Preference, Services, Schedule, Training, Summary, Referral** and **Post Ad**.

The screenshot shows a web browser window titled "OHCC Registry and Referral Service - Windows Internet Explorer". The address bar displays "http://170.104.63.50/RRS2/Employer/Home/1?inputPersonID=181400". The page content includes a header section with the following information:

- Name:** Nice Lady
- User Name:** nicelady
- Service Group:** Seniors and People with Disabilities
- [Back to Staff](#)

Below the header is a navigation bar with the following tabs: **Personal Info**, **Preferences**, **Services**, **Schedule**, **Training**, **Summary**, **Referrals**, and **Post Ad**. The **Personal Info** tab is currently selected.

The **Personal Information** section contains the following form fields:

- Contact Information:**
 - First Name:** Nice
 - Middle Name (or Initial):** (empty)
 - Last Name:** Lady
 - Phone Number:** (123) 456-7890
 - Email Address:** (empty)
 - Password:** (empty) with a **Manage User** button
 - Benefits Identifier:** (empty)
- Personal Information:**
 - Gender:** ☒ Female, ☐ Male
 - Age:** ☒ 65 or Older, ☐ Under 65
 - Do you smoke?:** ☐ Yes, ☒ No
 - LGBT-friendly (optional):** ☐

Personal info contains the information entered by the Employer.

The screenshot shows a web browser window with the address bar displaying "OHCC Registry and Ref..." and "Internet Explorer cannot dis...". The page header includes "Name: Nice Lady", "User Name: nicelady", and "Service Group: Seniors and People with Disabilities". A navigation bar contains tabs: "Personal Info" (highlighted with a red box), "Preferences", "Services", "Schedule", "Training", "Summary", "Referrals", and "Post Ad".

Contact Information

First Name	Nice	Phone Number	(123) 456-7890
Middle Name (or Initial)			
Last Name	Lady	Email Address	
Password	Manage User	Benefits Identifier	

Personal Information

Gender:	<input checked="" type="radio"/> Female <input type="radio"/> Male
Age:	<input checked="" type="radio"/> 65 or Older <input type="radio"/> Under 65
Do you smoke?	<input type="radio"/> Yes <input checked="" type="radio"/> No
LGBT-friendly (optional)	<input type="checkbox"/>

The bottom of the browser window shows a status bar with "Done", "Internet", and "100%" zoom level.

To correct and save information, make change and select the **Update** button.

****NOTE****: When making any changes to information already in the Employer's tabs, select **Update** button with your mouse after making the change. Without selecting the Update button, the tab will not save the changes.

OHCC Registry and Referral Service - Windows Internet Explorer

http://170.104.63.50/RRS2/Employer/Home/1?inputPersonID=181400

File Edit View Favorites Tools Help

OHCC Registry and Ref... X Internet Explorer cannot dis...

LGBT-friendly (optional) ☐

Payment

How will your worker be paid?

☒ Medicaid Funds
☐ Personal Funds

Location

County Multnomah **City / Area** Portland - NW

Public Transportation

Do you live near public transportation? ☒ Yes ☐ No

Language

	Read	Speak
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select Language...	<input type="checkbox"/>	<input type="checkbox"/>

Update **Next**

Preferences tab includes what the Employer is looking for in a worker, and any conditions which might limit referrals.

Suggested Sites Web Slice Gallery

Personal Info **Preferences** Services Schedule Training Summary Search Post Ad

Preferences

Gender Preference:
☐ Female
☐ Male
☒ No Gender Preference

Can the worker be a smoker?
☒ Yes ☐ No

Referral Conditions

Check all that apply
☐ Select all

Do you need a worker who can provide services to someone who:

Has a dog? ☐

Has a cat? ☐

Has a bird? ☐

Has another type of animal? ☐

Smokes Medical Marijuana? ☐

Ingests Medical Marijuana? ☐

Has Alzheimer's or dementia? ☐

Is terminally ill? ☐

[Previous](#) [Update](#) [Next](#)

To move among the tabs select one of the following:

Previous = You can move back to the tab you were at before this one.

Update = This saves any changes you just made on this screen

Next – This moves you to the next screen

Referral Conditions

Check all that apply

☐ Select all

Do you need a worker who can provide services to someone who:

Has a dog? ☐

Has a cat? ☒

Has a bird? ☐

Has another type of animal? ☐

Smokes Medical Marijuana? ☐

Ingests Medical Marijuana? ☐

Has Alzheimer's or dementia? ☐

Has a behavioral disorder? ☐

Is terminally ill? ☐

[Previous](#) [Update](#) [Next](#)

Done, but with errors on page. Internet 100%

Services tab includes a list of services that the Employer wants from a worker.

Suggested Sites Web Slice Gallery

Personal Info Preferences **Services** Schedule Training Summary Search Post Ad

Transportation Check all that apply

☐ Select all

Do you need a worker to:

Drive you in their vehicle? ☒

Drive you in your vehicle? ☐

Escort you on public transportation? ☐

Escort you in your vehicle? ☐

Activities of Daily Living Check all that apply

☐ Select all

Bathing ☐

Delegated Nursing Tasks ☒

Dressing ☐

Elimination (Toileting, Bowel and Bladder Management, Incontinence Care) ☒

Eating (spoon, tube) ☐

Grooming ☐

Medications/Oxygen Use ☒

Mobility, Ambulation, Transfers, and Repositioning ☐

Monitoring Health and Welfare ☐

Schedule tab includes the **Type of Work** and the scheduled times that an employer needs a worker.

Type of Work

Check all that apply ☐ Select all

Full-time	<input checked="" type="checkbox"/>
Part-time	<input checked="" type="checkbox"/>
24-Hour Respite	<input checked="" type="checkbox"/>
Hourly Respite	<input checked="" type="checkbox"/>
Immediate Need	<input checked="" type="checkbox"/>

Day

Select all ☐

	Morning	Afternoon	Evening	Overnight
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sunday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


[Previous](#) [Update](#) [Next](#)

Training tab includes the certificates and/or training the Employer wants workers to have.

The screenshot shows a web browser window displaying the 'Registry and Referral System' for the 'OREGON Home Care COMMISSION'. The user is logged in as 'tweythman!'. The 'Training' tab is selected and highlighted with a red box. The user's profile information is shown as Randy1 Wolf1 (Wolfman1) in the Developmental Disabilities service group. A 'Back to Staff' link is available. The 'Desired Worker Certifications' section includes a 'Select all' checkbox and two checked items: 'CPR?' and 'First Aid?'. Navigation buttons for 'Previous', 'Update', and 'Next' are at the bottom of the certification section. The DHS logo is visible in the footer.

Suggested Sites Web Slice Gallery

Registry and Referral System



Welcome, **tweythman!** [Log off](#)

Name:	Randy1 Wolf1	Service Group:	Developmental Disabilities
User Name:	Wolfman1		

[Back to Staff](#)


Personal Info Preferences Services Schedule **Training** Summary Search Post Ad

Desired Worker Certifications

☐ Select all

CPR?	<input checked="" type="checkbox"/>
First Aid?	<input checked="" type="checkbox"/>

[Previous](#) [Update](#) [Next](#)




Summary tab shows all of the Employer's that a must have. worker.
No changes are allowed on this page.

The screenshot shows a web application interface with a top navigation bar containing tabs: Personal Info, Preferences, Services, Schedule, Training, **Summary** (highlighted with a red box), Search, and Post Ad. Below the tabs, the 'Employer Summary' section displays the following information:

Name	Randy1 Wolf1	Phone Number	(123) 456-7891
Location	Lane County - Eugene	Email Address	1@1.com
Personal Information <ul style="list-style-type: none">• Male• 18 or Older• Smoker: No• LGBT-friendly (optional)			
Payment		Medicaid Funds	
Type of Worker		Personal Support Worker	
Preferences		<ul style="list-style-type: none">• No Gender Preference• Smoker: Yes	
Language		Read	Speak
English		X	X
German		X	X
Public Transportation		Residence near public transportation: No	

Referral tab will show all of the workers who match the Employer's needs.


Registry and Referral System



Welcome, **tweythman!** [Log off](#)

Name:	Randy1 Wolf1	Service Group:	Developmental Disabilities
User Name:	Wolfman1		
Back to Staff			

[Personal Info](#) [Preferences](#) [Services](#) [Schedule](#) [Training](#) [Summary](#) [Referrals](#) [Post Ad](#)



Post Ad tab includes areas for Employer to enter information for an ad to find a Homecare worker. When completed, select **Post Ad** button at the bottom of the page.

Suggested Sites Web Slice Gallery

Name: Randy1 Wolf1
User Name: Wolfman1
Service Group: Developmental Disabilities
[Back to Staff](#)

Personal Info Preferences Services Schedule Training Summary Search **Post Ad**

Would you like to have prospective workers contact you directly?

By selecting Yes, you agree to have your information released to providers who are looking for work. This information will automatically expire after the number of days you select, or you can log in again and change your response to no.

You have not posted a Help Wanted ad

Ad Duration 30 Days

Contact Information

Contact Name

Contact Phone Number

Contact Email Address

Personal Statement

You may enter up to 2500 characters of additional information that you would like to share with prospective employers.

Previous **Post Ad**

To find a **Worker**, User selects the **Worker** tab to search.

Suggested Sites Web Slice Gallery

Registry and Referral System

OREGON Home Care COMMISSION
Welcome, **tweythman!** [Log off](#)

Staff Info **Employer** **Worker** Statistical Reports CRIMS Check Accounts

Contact Information

First Name	<input type="text" value="T"/>	Job Title	<input type="text"/>
Middle Name (or Initial)	<input type="text"/>	Phone Number	<input type="text"/>
Last Name	<input type="text" value="Weythman"/>	Email Address	<input type="text"/>

Password [Manage Password](#)

System Information

Registry Version	1.0.42.9631		
Registry DB Database	OHCC	Registry DB Datasource	WDDHSCRL08
Provider DB Database/Schema	DB2D / WFPC	Provider DB Datasource	DHRMF.hr.state.or.us:9002

[Update](#)

A list of workers will appear. Select the provider number of the worker that you want to review from the list.

Registry and Referral System

OREGON Home Care COMMISSION
Welcome, **tweythman!** [Log off](#)

Staff Info | Employer | **Worker** | Statistical Reports | CRIMS Check | Accounts

Provider Number:

Last Name:

Service Group:

[Find Workers](#)

Provider #	Last	First	MI	Type	Email	Phone
629026	HEINEN	DORA	M	SPD	IrishHexe65@aol.com	(343) 345-0329
654423	CORONA	EFRAIN	T	SPD	etctenorio@clearwire.net	(123) 456-7890
749239	Zimmerman	Rosemary		SPD	swissmiss065@centurylink.net	(541) 223-2232
678241	Quirk	Betty	E	SPD	bq313@hotmail.com	
650748	Falkner	Debra	A	SPD	88debsmail@gmail.com	(123) 456-7890
727302	Boles	Heidi	M	SPD	gloves@gmail.com	(123) 456-7899
728750	DAVIS	JESSICA		DD	Jsikadv@gmail.com	
734743	HOEVET	SHARON	LEE	DD	sharonlee12005@yahoo.com	

Or the user can limit the search in several ways:

Type in the Provider Number for the Worker in the **Provider** number field,

Or Enter all or part of the Worker's **Last Name** in **Last Name** field,

Or Select a **Service Group**

Move the mouse and select the **Find Workers** button.

****NOTE**** User can specify any or all letters in a field for any option.

Example: Last Name : Jo

Service Group: select the service group you work with.

This will give the user all workers whose Last Name starts with "Jo".

The screenshot shows the 'Registry and Referral System' interface. At the top, there is a header with the system name and the Oregon Home Care Commission logo. Below the header, there is a user information section showing 'Name: T Weythman', 'Staff Level: Administrator', 'Local Office: [0000] OHCC', and 'Service Group: None'. A navigation bar contains tabs for 'Staff Info', 'Employer', 'Worker' (which is highlighted), 'Statistical Reports', 'Speciality Reports', 'CRIMS Check', 'Help Wanted', and 'Accounts'. The main search area has three input fields: 'Provider Number', 'Last Name', and 'Service Group' (a dropdown menu set to 'Any'). Below these fields is a 'Find Workers' button. At the bottom, there is a table with columns: 'Provider #', 'Name', 'Svc Group', 'Availability', 'Email', and 'Phone'. The table is currently empty, and a message at the bottom right states 'No items to display'. The page also includes a pagination control showing '20 items per page'.


Or select a **Service Group** type from the dropdown list, then select the **Find Workers** button.

The screenshot displays the 'Registry and Referral System' interface. At the top right is the 'OREGON Home Care COMMISSION' logo and a welcome message for 'tweythman!'. Below the header, user information is shown: Name: T Weythman, Staff Level: Administrator, Local Office: Unknown, and Service Group: None. A navigation bar contains tabs for 'Staff Info', 'Employer', 'Worker' (highlighted with a red box), 'Statistical Reports', 'Speciality Reports', 'CRIMS Check', 'Help Wanted', and 'Accounts'. The main form area includes input fields for 'Provider Number', 'Last Name', and 'Service Group'. A red arrow points from the 'Service Group' label to its dropdown menu, which is open and shows options: 'Any', 'None', 'Seniors and People with Disabilities', 'Developmental Disabilities', and 'Addictions and Mental'. The 'Find Workers' button is also highlighted with a red box. Below the form is a table with columns: 'Provider #', 'Name', 'Svc', 'City', 'Email', and 'Phone'. The table is currently empty, with a message 'No items to display' at the bottom right. A pagination bar at the bottom shows '20 items per page' and navigation controls.

A List of Workers will appear. Select the worker you want to review from the list

Suggested Sites Web Slice Gallery

Registry and Referral System



Welcome, **tweythman!** [Log off](#)

Staff Info Employer **Worker** Statistical Reports CRIMS Check Accounts

Provider Number

Last Name

Service Group

[Find Workers](#)

Provider #	Last	First	MI	Type	Email	Phone
<u>629026</u>	HEINEN	DORA	M	SPD	IrishHexe65@aol.com	(343) 345-0329
<u>651423</u>	CORONA	EFRAIN	T	SPD	etctenorio@clearwire.net	(123) 456-7890
<u>749239</u>	Zimmerman	Rosemary		SPD	swissmiss065@centurylink.net	(541) 223-2232
<u>678241</u>	Quirk	Betty	E	SPD	bq313@hotmail.com	
<u>650748</u>	Falkner	Debra	A	SPD	88debsmail@gmail.com	(123) 456-7890
<u>727302</u>	Boles	Heidi	M	SPD	gloves@gmail.com	(123) 456-7899
<u>728750</u>	DAVIS	JESSICA		DD	Jsikadv@gmail.com	
<u>734743</u>	HOEVET	SHARON	LEE	DD	sharonlee12005@yahoo.com	

The **Personal Info** tab shows the worker that you selected. Additional tabs are **Preference, Services, Availability, Schedule, Summary and Office Use.**

****NOTE**:** When making any changes to information already in the Worker's tabs, select the **Update** button with your mouse after making the changes. If you do not select the **Update** button, your changes will **not** be saved.

Suggested Sites Web Slice Gallery

Provider Number:	629026	OAccess Status:	Approved To Work
Provider Name:	DORA M HEINEN	OAccess Level:	Career
Local Office:	[1811] Klamath	Registry Status:	Complete
User Name:	HeinenDM	Availability:	Available for Referral
Back to Staff		Service Group:	Seniors and People with Disabilities

Personal Info Preference Services Availability Schedule Summary Office Use

Registry Information

Phone Number (343) 345-0329 Process Status Complete

Email Address IrishHexe65@aol.com Availability Available for Referral

Last Info Review User JeffKapustka

Password Manage User Last Info Review Date 12/23/2013

Personal Information

Gender: ☒ Female ☐ Male

Do you smoke? ☐ Yes ☒ No

LGBT-friendly (optional) ☒

Language

	Read	Speak
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select Language....	<input type="checkbox"/>	<input type="checkbox"/>

Work Locations

To move among the tabs select one of the following:

Previous = You can move back to the tab that you were on before this one.

Update = This saves any changes you just made on this screen.

Next – This moves you to the next screen.

The screenshot shows a web form with a list of checkboxes on the left and a 'Check all that apply' section on the right. The list includes:

- Activities of Daily Living
- Alzheimer's or other dementias
- Behavioral disorders
- Females
- Males
- Self-Management Tasks
- 65 years of age or older
- Smokers
- Terminally ill
- Under 65 years of age

Below this list is a section titled 'Transportation' with the instruction 'Check all that apply'. It includes a 'Select all' checkbox and a list of questions:

- Are you willing to:
- Drive an employer's vehicle?
- Transport an employer in your vehicle?
- Escort an employer in their vehicle?
- Escort an employer on public transportation?

At the bottom of the form are three buttons: 'Previous', 'Update', and 'Next'. The 'Previous' and 'Next' buttons are highlighted with red boxes.

Work Locations displays the counties and cities (areas) chosen on the worker's application. .

Workers can only select three (3) counties unless they are willing to provide 5, 6, or 7 day live-in services.

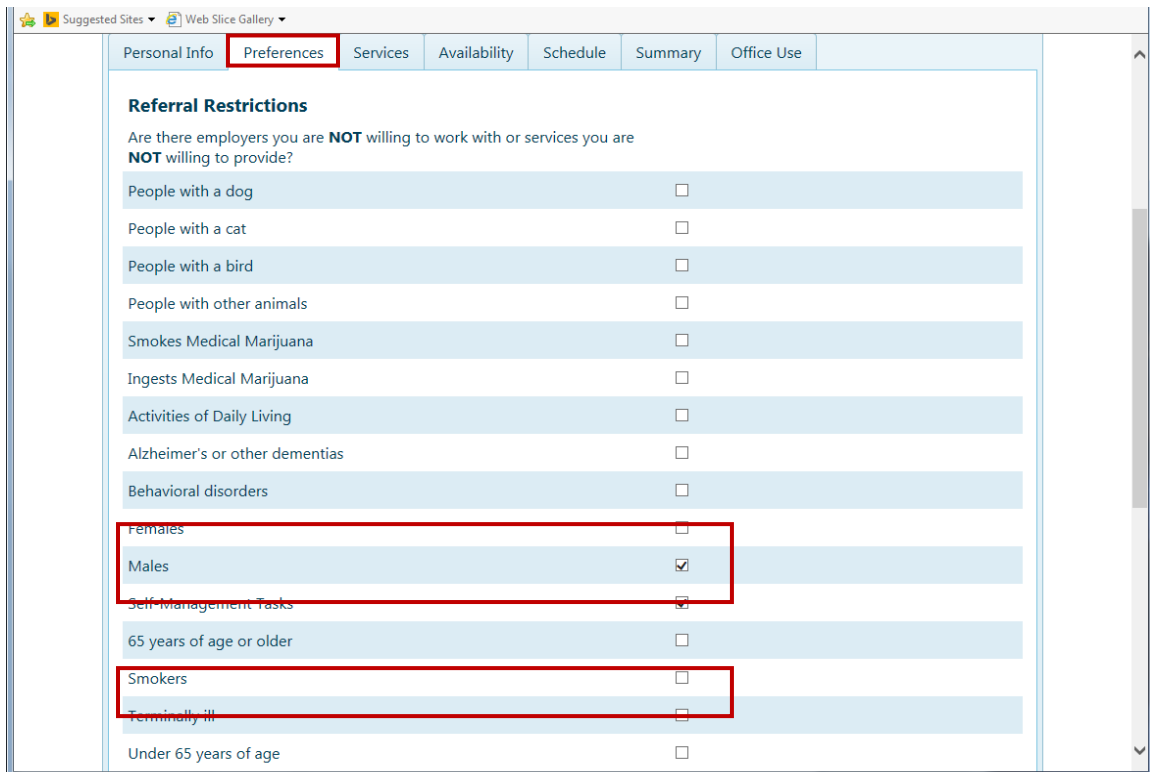
If no cities are checked, the Worker cannot be made **Complete** and will not be eligible for referrals.

The screenshot shows a web application window titled "OHCC Registry an...". The "Work Locations" section is highlighted with a red box. It contains a heading "Work Locations" and a subheading "You may select up to three counties:". Below this is a grid of 24 counties, each with a checkbox. The counties are: Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur (checked), Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, and Yamhill. Below the county grid is a section titled "Cities for Malheur county:" with a "Select all" link and a "Delete" button. It contains a grid of 16 cities, each with a checkbox: Adrian, Brogan, Fruitland, Idaho, Harper, Huntington, Jordan Valley, Juntura, McDermitt, New Plymouth, Idaho, Nyssa, Ontario, Parma, Idaho, Payette, Idaho, Vale, and Weiser, Idaho. Below the cities section is a "Personal Statement" section with a text area and a character count. At the bottom is a "Credential Information" table.

Credential Information			
Credential Begin Date	9/10/2013	Credential Recheck Due	9/10/2015
Credential End Date	9/30/2015		

Preferences tab includes all of the preferences and restrictions that a worker will do or not do for an Employer.

****NOTE** Gender and Smoking questions must be answered for the system to make the Worker **Complete**. Without the **Complete** status, the Worker cannot be eligible for referral.**



The screenshot shows a web application interface with a top navigation bar containing tabs: Personal Info, Preferences (highlighted with a red box), Services, Availability, Schedule, Summary, and Office Use. Below the tabs, the 'Referral Restrictions' section is displayed. It asks, 'Are there employers you are **NOT** willing to work with or services you are **NOT** willing to provide?'. A list of restrictions follows, each with a checkbox. The 'Males' checkbox is checked and highlighted with a red box. The 'Smokers' checkbox is unchecked and also highlighted with a red box. Other restrictions include People with a dog, People with a cat, People with a bird, People with other animals, Smokes Medical Marijuana, Ingests Medical Marijuana, Activities of Daily Living, Alzheimer's or other dementias, Behavioral disorders, Females, Self-Management Tasks, 65 years of age or older, Terminally ill, and Under 65 years of age.

Restriction	Checkbox
People with a dog	<input type="checkbox"/>
People with a cat	<input type="checkbox"/>
People with a bird	<input type="checkbox"/>
People with other animals	<input type="checkbox"/>
Smokes Medical Marijuana	<input type="checkbox"/>
Ingests Medical Marijuana	<input type="checkbox"/>
Activities of Daily Living	<input type="checkbox"/>
Alzheimer's or other dementias	<input type="checkbox"/>
Behavioral disorders	<input type="checkbox"/>
Females	<input type="checkbox"/>
Males	<input checked="" type="checkbox"/>
Self-Management Tasks	<input checked="" type="checkbox"/>
65 years of age or older	<input type="checkbox"/>
Smokers	<input type="checkbox"/>
Terminally ill	<input type="checkbox"/>
Under 65 years of age	<input type="checkbox"/>

Services tab shows which services the worker will provide for the Employer. A worker may only check **“Experienced”** if they also check **“Willing”**.

Activities of Daily Living		select all <input type="checkbox"/>	Willing	Experienced
Ambulation	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bladder care	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowel care	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognition		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dressing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Feeding	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grooming	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal hygiene	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioning	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toileting	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transferring	EXPAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Management Tasks		select all <input type="checkbox"/>	Willing	Experienced
Housekeeping		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Laundry		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meal preparation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Availability tab displays workers availability for Employers who need help.

Workers must answer the **Online Referral** questions and **Private Pay Referral**.

If the **Worker** answered “**No**”, the **Worker’s** name will only appear in a search or a report done by a Staff User. The worker will not be matched in an Employer search.

Transportation Method; worker must select at least one of the options.

Select **Update** button to save any changes.

The screenshot shows a web application window titled "Apps" with a sub-header "OHCC Registry an...". The main content area has a tabbed interface with the following tabs: Personal Info, Preferences, Services, Availability (highlighted with a red box), Schedule, Summary, and Office Use. The "Availability" tab is active and contains several sections:

- Looking For Work**: A section with the question "Are you currently looking for work?" and radio buttons for "Yes" (selected) and "No".
- Online Referral** (highlighted with a red box): A section with the question "I agree to have my contact information: Released through the Registry via the internet?" and radio buttons for "Yes" (selected) and "No". A note below states: "Note: Checking 'No' will limit referrals."
- Private Pay Referral** (highlighted with a red box): A section with the question "I agree to have my contact information: Referred to individuals who pay privately for in-home services?" and radio buttons for "Yes" (selected) and "No". A note below states: "Note: Hours will not count toward SEIU negotiated benefits."
- Transportation Method** (highlighted with a red box): A section with a "Select all" checkbox and the question "What kind of transportation do you use to get to work? (You must check at least one):". Below this are three options: "Bike / Walk" (checkbox), "Motor Vehicle" (checkbox), and "Public Transportation" (checkbox, which is checked).
- Work Type**: A section with a "Select all" checkbox and the question "Check all work types you are willing to consider:".

At least one **Work Type** must be checked if the worker is looking for work. It is each worker's responsibility to keep this information current. If you become aware that a worker is declining a **Work Type** that is checked in the profile, please contact OHCC RRS Staff.

The screenshot shows a web browser window with a 'Suggested Sites' and 'Web Slice Gallery' header. The main content area is a form titled 'Work Type' (highlighted with a red box). The form contains a list of service options, each with a checkbox. The options are: Motor Vehicle (unchecked), Public Transportation (checked), Full-time (checked), Part-time (checked), Being a 7-day live-in (24 hour services)? (checked), Being a 6-day live-in (24 hour services)? (checked), Being a 5-day live-in (24 hour services)? (unchecked), Being a 2-day live-in (24 hour services)? (unchecked), Being a 1-day live-in (24 hour services)? (unchecked), Providing live-in relief? (unchecked), Providing substitute services paid by the hour? (checked), Working with Short Notice (unchecked), and Assisting with evacuation and in-home services in the event of a natural disaster? (unchecked). There is a 'Select all' checkbox at the top right of the list. At the bottom of the form are three buttons: 'Previous', 'Update', and 'Next'.

Work Type	Selected
Motor Vehicle	<input type="checkbox"/>
Public Transportation	<input checked="" type="checkbox"/>
Work Type	
<input type="checkbox"/> Select all	
Check all work types you are willing to consider:	
Full-time	<input checked="" type="checkbox"/>
Part-time	<input checked="" type="checkbox"/>
Being a 7-day live-in (24 hour services)?	<input checked="" type="checkbox"/>
Being a 6-day live-in (24 hour services)?	<input checked="" type="checkbox"/>
Being a 5-day live-in (24 hour services)?	<input type="checkbox"/>
Being a 2-day live-in (24 hour services)?	<input type="checkbox"/>
Being a 1-day live-in (24 hour services)?	<input type="checkbox"/>
Providing live-in relief?	<input type="checkbox"/>
Providing substitute services paid by the hour?	<input checked="" type="checkbox"/>
Working with Short Notice	<input type="checkbox"/>
Assisting with evacuation and in-home services in the event of a natural disaster?	<input type="checkbox"/>

[Previous](#) [Update](#) [Next](#)

Schedule tab shows all of the times when a worker is available to work.

Provider Number: 629026 OAccess Status: Approved To Work
Provider Name: DORA M HEINEN OAccess Level: Career
Local Office: [1811] Klamath Registry Status: Complete
User Name: HeinenDM Availability: Available for Referral
[Back to Staff](#) Service Group: Seniors and People with Disabilities

Personal Info Preferences Services Availability **Schedule** Summary Office Use

Day Select all ☐ **Morning** **Afternoon** **Evening** **Overnight**

Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Previous](#) [Update](#) [Next](#)

Summary tab shows all of the choices for a particular worker. No changes can be made on this page.

back to start

Personal Info Preferences Services Availability Schedule **Summary** Office Use

Worker Summary

Name	DORA M HEINEN	Provider Number	629026
Registry Phone	(343) 345-0329	Home City	KLAMATH FALLS

Work Locations

Malheur county:

- Adrian
- Brogan
- Fruitland, Idaho
- Harper
- Huntington
- Jordan Valley
- Juntura
- McDermitt
- New Plymouth, Idaho
- Nyssa
- Ontario
- Parma, Idaho
- Payette, Idaho
- Vale
- Weiser, Idaho

Personal Information

- Female
- Smoker: No
- LGBT-friendly (optional)

Looking For Work

Yes

Online Referral

Yes

Private Pay Referral

Yes

Referral Restrictions

Office Use Tab

This Tab may be used by worker coordinators and CEP Specialists to track the application approval process and additional information, if applicable.

Orientation Verified field is checked if the information has been entered on the Worker Orientation/Certified Training screen

Check Abuse Investigation box is checked if the worker has been investigated.

Certified Training (CPR and First Aid) can be entered here as well as on the Worker Orientation/Certified Training screen.

Referral Status (worker availability) can be changed here as well as on the Worker Personal Information Screen.

Fingerprints Needed from Worker

Fingerprints Needed from Salem

Workers Needing Orientation.

Suggested Sites Web Slice Gallery

Personal Info Preferences Services Availability Schedule Summary **Office Use**

Office where application was submitted: [1811] Klamath

Worker Availability Available for Referral

Registry Status: Complete

Office Use Only

I-9 form completed? ☒

Provider 18 years of age or older? ☒

W-4 completed? ☒

DHS 0301 completed and submitted to local office? ☒ Date submitted:

SDS 0356 signed and witnessed? ☒

Fingerprints requested from worker? ☐ Date requested:

Fingerprints received from worker? ☐ Date received:

Fingerprints submitted to Salem? ☐ Date submitted:

Fingerprints returned from Salem? ☐ Date returned:

Initial Criminal History Fitness Determination Clearance? ☒

SDS 736, Enrollment form completed? ☒

Orientation verified: ☒

Live-in Orientation Taken ☐

Abuse investigation: ☐

Worker Statistical Reports provide lists of workers based on any combination of **Oregon ACCESS Status, Worker Level, and Registry Process Status – Availability**. In Addition to the **Local Office**, User may create reports for County Work Force.

Creating Statistical Reports.

Choose **Service Group**

Select the **Office** you wish to run the report for.

Select **Oregon ACCESS** of Interest.

Select **Registry Status**.

Select **OACCESS Status** and **Level**.

- Please note that this is a flexible report so you can modify the suggestions we have made above.

Provider #	Name	Type	Agency	Availability	OAC Level	OAC Status
629026	HEINEN, DORAM	SPD	1211 Jo	Available for Referral	Career	Approved To Work
651423	CORONA, EFRAIN T	SPD	2217 Albany DSO	Unavailable – Not Currently Looking	Career	Approved To Work
749239	Zimmerman,	SPD	1801 null	Unavailable –	Career	Approved To

***Please note that these screens will be released 1-2 weeks after Registry 2.0 releases. Worker Specialty Report** can be used when a search for a Worker did not return a viable list. The report is generated by selecting criteria in the following categories:

Local Office

Work Type

Language

Health-Related Procedures

Employer Conditions

Driving/Escorting

****NOTE**** Only one criteria can be specified for each Category, but you can click on a Worker name and select service details from the menu to view specific services and conditions. Specialty reports include Workers who are not otherwise available for referral through the RRS, including those needing to update Information, and those who have indicated they are not presently Looking for Work.

Registry and Referral System

Welcome, **tweythman!** [Log off](#)

Staff Info | Employer | Worker | **Statistical Reports** | CRIMS Check | Accounts

Service Group: Any

Office: Any (dropdown open)

Registry Status: Any

Availability: OHCC, Baker City, Baker Help, Oregon City (Old), Warrenton - Aging

OACCESS Status:

OACCESS Level:

[Show Workers](#)

Provider #	Name	Type	Agency	Reg Status	Availability	OAC Level	OAC Status
629026	HEINEN, DORA M	SPD	1211 John Day	Complete	Available for Referral	Career	Approved To Work
651423	CORONA, EFRAIN T	SPD	2217 Albany DSO	Complete	Unavailable – Not Currently Looking	Career	Approved To Work
749239	Zimmerman,	SPD	1801 null	Incomplete	Unavailable –	Career	Approved To

The **CRIMS Check** report creates a list of Workers whose criminal background rechecks are due within a specified range.

Select **Local Office**

Enter **Date Range** (default is 30 days before and 90 days after the present date)

The screenshot shows a web browser window displaying the "Registry and Referral System" interface. The browser's address bar shows the URL "http://170.104.63.50/RRS2/Staff/Home". The page has a navigation menu with tabs: "Staff Info", "Employer", "Worker", "Statistical Reports", "CRIMS Check" (highlighted with a red box), and "Accounts". Below the navigation menu, there are several input fields and buttons:

- Local Office:** A dropdown menu currently set to "All", highlighted with a red box.
- Date Range:** Two date input fields. The first is "11/27/2013" and the second is "3/27/2014", both highlighted with a red box. There are calendar icons next to each date.
- Show Workers:** A button located below the date range fields.
- Letter/Label Format:** A dropdown menu set to "CSV File: Worker Cont..."
- Return Date:** A date input field set to "1/10/2014" with a calendar icon.
- Create Labels/Letters:** A button located below the return date field.

Below these fields is a table with the following headers: "Provider #", "Name", "Local Office", "Recheck Date", and "Select All". The "Select All" column has a checkbox. Below the table header, there is a pagination control showing "20 items per page" and a status message "No items to display". At the bottom left of the page, there is a logo for "DHS".

Matching Employers with Workers

There are two ways to create matching lists.

1. Search as **Staff**
2. Search as **Employers**

Search as Staff

1. After logging into the RRS using User ID and Password, click **Employer** tab.
2. Select **Service Group**.
3. Select **Find Employers** button

Search as Employers

1. After clicking the Registry log in button, choose the **Employer** tab
2. If you know the **Consumer/Employer's User ID** and **Password**, enter it into the **User ID** Box and Click **Log In**.
3. If you are creating a **New Consumer/Employer**, select the appropriate Service Group, then click the **New Employer** on the Login page the on the Main Page of **Registry and Referral System**.