

GETTING STARTED

- ❖ Enter <https://www.or-hcc.org> into the **address bar** of your Internet browser and click **Go** or press the **Enter** key.
 - **Do not** use a search tool such as Google or Bing.
- ❖ To log into the RRS, click the big, blue button in the top left corner titled Registry Log In.
- ❖ On the Select User Group screen there are two options for consumers:
 - Anonymous Search
 - ◆ This will search for a list of HCWs and will not save your profile.
 - Employer
 - ◆ This allows you to save your profile and obtain a list of new HCWs without reentering your information.



STEPS TO FINDING YOUR HOMECARE WORKER (HCW) AND SAVING YOUR PROFILE

- ❖ Click Employer.
- ❖ On the OHCC-Registry Log In screen there are three options:
 - Log In with a User ID.
 - Did you forget your User ID?
 - New to the Registry and Referral System?
- ❖ If you have never used the RRS, click the box next to New to the Registry and Referral System? You will be taken to a new screen titled Create Your User ID.
- ❖ On this screen there are three boxes:
 - User ID
 - Email Address
 - Email Address Confirmation
- ❖ In the User ID box, enter your User ID containing between four to eight characters which can be numbers, letters, or letters and numbers combined.
- ❖ Write your User ID in the following space:
- ❖ If you have an email, type your email address in the Email Address and Email Address Confirmation boxes.

- ❖ Once your User ID has been created, the Employer Welcome screen appears. Click **Continue** at the bottom or top of this screen to move to the Employer Personal Information screen.
- ❖ Please enter all your needs and preferences in the available fields, especially the ones marked with an asterisk (*).
- ❖ Click **Continue** to move to the next page.
- ❖ Click **Update** to save information and stay on the same page.
- ❖ Click **Previous** to move back to the previous screen.

THE NEXT TIME YOU LOG IN

- ❖ Click Employer.
- ❖ Enter the User ID you created and click Log In.



STEPS TO FINDING YOUR HOMECARE WORKER (HCW) WITHOUT SAVING YOUR PROFILE

- ❖ Click Anonymous Search.
- ❖ Read and/or print the information on the Anonymous Search Welcome screen.
- ❖ Click **Continue** at the top or bottom of the screen.
- ❖ Enter all information which has an asterisk (*) beside it on each screen and click **Continue** to go to the next screen until reaching the Employer Summary screen.
- ❖ At the Employer Summary screen, check your responses for accuracy.
 - If an error is found, look at the name of the screen to the left of the response and click the screen name on the Menu.
 - Make your changes, click **Update**, and click Employer Summary in the Menu to resume checking your responses.
- ❖ Click **Continue** to go to the HCW Summary screen.
 - To print details for one or all of the HCWs listed, check the Display Detail column and click **Continue**.

INFORMATION YOU WILL FIND ON THE EMPLOYER REFERRAL-HCW SUMMARY SCREEN

- ❖ Homecare workers (HCWs) who are closely matched to your needs and preferences.
- ❖ The Provider Number that is assigned to each individual HCW.
- ❖ The HCW's Name appears in last name, first name order.
- ❖ Phone Numbers for the HCWs.
- ❖ The Local Office that keeps the HCWs' records and completes their criminal background checks.
- ❖ HCWs that have been previously referred will have "Yes" appear next to their names.
- ❖ Display Details checkbox that allows you to see additional information about each HCW you select.
- ❖ The list can have up to five pages of 20 names on each page.

Oregon Home Care Commission

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Salem, OR 97301

For assistance, call
OHCC's toll-free number
877.867.0077, Option 1

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REGISTRY AND REFERRAL SYSTEM (RRS) FOR CONSUMERS WHO EMPLOY HOMECARE WORKERS

