



# STEPS – To Success with Your Homecare Worker

## Referral Process

STEPS is a state-wide project that trains seniors and people with disabilities (and/or their representatives) how to be knowledgeable, empowered employers of homecare workers. This project was developed by the State Independent Living Council (SILC) under contract with the Home Care Commission. Oregon's eight Centers for Independent Living have trained staff to teach employer skills to consumers under the following programs: Client-Employed Provider, Oregon Project Independence, State Plan Personal Care (for seniors and people with physical disabilities), and the Spousal Pay program.

STEPS training is offered in three venues, workshops, one-on-one trainings (often in the consumer's home), and "Guide-on-the-Side". The training is FREE and includes topics such as how to recruit, interview, hire, manage, dismiss and provide a safe working environment. A \$25 gift card is available for the eligible participants.

**THE REFERRAL PROCESS.....**to refer a consumer/employer to a Center for Independent Living (CIL) for the STEPS training in your region is simple and easy. When a case manager has contact with a consumer/employer who may benefit from the training, follow the steps below:

- ✓ Obtain a verbal okay from the consumer/employer to refer his or her name and phone number to the CIL – (narrate in OACESSS)
- ✓ Call, email or fax local CIL contact person the name, and phone number of the consumer/employer. Your office and the CIL should discuss the most convenient way to send/receive referrals.
- ✓ CIL will follow-up with consumer/employer by phone to explain the program and provide services if they request such

The case manager may use this process when s/he encounters a consumer/employer in one of the following circumstances.

- ✓ After intake at approval of in-home services or during reassessment
- ✓ Anytime you think of a consumer/employer that could benefit

Contact information for the CILs that provide STEPS training is on the following page. For additional information on the STEPS training program call 1-877-277-0513 and ask for STEPS Project Staff, or on the web go to [orsteps.org](http://orsteps.org).

## STEPS PROJECT

### (Consumer/Employer Training)

Service Area	County(s) Served	CIL Contractor	Contact Information
#1	Crook, Deschutes & Jefferson	<b>CORIL</b> (Central Oregon Resources for Independent Living)	541-388-8103 (voice) 541-388-1226 (fax) coril@coril.org (E-mail)
#2	Baker, Gilliam, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa & Wheeler	<b>EOCIL</b> (Eastern Oregon Center for Independent Living)	EOCIL ~ Ontario CIL 541-889-3119 (voice/TTY) 541-889-4647 (fax) eocil@eocil.org (E-mail) ----- EOCIL ~ Pendleton Satellite 541-235-2224 (voice) 541-276-1037 (fax)
#3	Josephine & Jackson	<b>HASL</b> (Independent Abilities Center)	541-479-4275 (voice) 541-479-7261 (fax) haslstaff@yahoo.com (E-mail)
#4	Multnomah, Washington & Clackamas	<b>ILR</b> (Independent Living Resources)	503-232-7411 (voice) 503-232-8408 (TTY) 503-232-7480 (fax) steps@ilr.org (E-mail)
#5	Lane	<b>LILA</b> (Lane Independent Living Alliance)	541-607-7020 (voice) 541-345-7021 (fax) office@lilaoregon.org (E-mail)
#6	Lincoln, Polk & Yamhill	<b>LILA</b> (Lane Independent Living Alliance)	503-378-2556 (voice) office@lilaoregon.org (E-mail)
#7	Coos & Curry	<b>HASL</b> (Independent Abilities Center)	541-479-4275 (voice) 541-479-7261 (fax) haslstaff@yahoo.com (E-mail)
#8	Klamath & Lake	<b>SPOKES</b> Unlimited	541-883-7547 (voice/TTY) 541-885-2469 (fax) Wendy.howard@spokesunlimited.org (E-mail)
#9	Douglas	<b>UVDN</b> (Umpqua Valley disAbilities Network)	541-672-6336 (voice) 541-440-2882 (TTY) 541-672-8606 (fax) uvdn@uvdn.org (E-mail)
#10	Hood River, Sherman & Wasco	<b>EOCIL</b> (Eastern Oregon Center for Independent Living)	EOCIL ~ Ontario CIL 541-889-3119 (voice/TTY) 541-889-4647 (fax) eocil@eocil.org (E-mail)
#11	Marion, Linn & Benton	<b>LILA</b> (Lane Independent Living Alliance)	503-378-2556 (voice) office@lilaoregon.org (E-mail)
#12	Tillamook	<b>ILR</b> (Independent Living Resources)	503-232-7411 (voice) 503-232-8408 (TTY) 503-232-7480 (fax) steps@ilr.org (E-mail)
#13	Clatsop & Columbia	<b>ILR</b> (Independent Living Resources)	503-232-7411 (voice) 503-232-8408 (TTY) 503-232-7480 (fax) steps@ilr.org (E-mail)