A QUICK GUIDE TO THE REGISTRY

FOR CONSUMER-EMPLOYERS

Web Address: https://or-hcc.org/

Click on the appropriate section:

- **Seniors and Adults with Physical Disabilities**
- **People with Developmental or Intellectual Disabilities**
- **Addictions and Mental Health**

Select: **New Employer?** "**Click to Register**"

Registry and Referral System

Please provide the following information to create your Registry account

Username

Password

Confirm Password

Register

Create a Username and Password:

• Username must be at least **four** characters - letters, numbers, or (preferably) a combination of letters and numbers

• Do not use your last name or provider number

• Enter and re-enter a password.

• The password must be at least **six** characters

Click on **Register**

Tip: When creating a Username, you may need to try more than once to create one that is not already in use.

Remember to write down the Username and Password. If you need a Password reset or assistance, email Registry.OHCC@State.OR.US, or call 1-877-867-0077 during regular business hours.
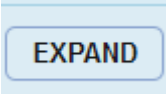
Complete or verify your information on each of the following five tabs:
- Personal Info
- Preferences
- Services
- Schedule
- Training

Summary Tab: This tab summarizes all of the information entered in the above five tabs and displays it in outline form.

Referral Tab: Upon completion of the information in the above five tabs, the Registry will automatically create a list of potential workers. The list of workers is determined by the selections chosen on the above tabs.

Expand Button:

EXPAND

Each worker on the list will have an "expand" box next to their name. Click on this box and a summary of the worker's information will appear. The list is weighted so the most likely match is at the top of the list and the least likely match is at the bottom of the list.

Provider Number: Each worker is assigned a Medicaid provider number. If you decide to hire a worker and you receive Medicaid services, report the worker's name and provider number to your case worker or personal agent.

Update Information: Be sure and update your profile as changes occur.

POSTING AN AD (OPTIONAL)

Would you like to have prospective workers contact you directly? Consumer-Employers can post an ad in order to attract available workers. Workers who respond to this ad are looking for work and may not necessarily be on the referral list.

By posting an ad, you agree to have your information released to providers who are looking for work. This information will automatically expire when the duration you select has completed or you can log in and cancel your ad at any time (see below).

- Select Ad Duration by using the dropdown menu
  - The ad will last either 7, 14 or 30 days, based on your selection
  - The ad's expiration date can be viewed at the top of the page
- Enter the contact information you would like the worker to use when replying to the ad.
- You are encouraged to enter a personal statement that will be shared with prospective workers.
- To cancel an ad, log in to the "Post Ad" tab and select "Cancel Ad" button

Worker Response to Ad

Workers will respond to your ad by calling or emailing you directly. Ask the worker for their provider number (write it down so you can provide it to your case worker or personal agent if you choose to hire them). During the interview, it is your responsibility to ensure the worker has the skills and experience you are looking for as you will not be able to view or "expand" this workers profile on the Registry. The "expand" button is only available on the referral list.

Click "**Post Ad**", located at the bottom when ready.

LOG OFF

Once you have reviewed and updated your information, click "**Log Off**" located at the top right.

HELP

If you have forgotten your user name, password, or need other assistance with the Registry, email Registry.OHCC@State.OR.US, or call 1-877-867-0077. Staff are available during normal weekday business hours.