

Lois A. Day, Administrator

Authorized Signature
Number: CW-IM-10-009

Issue Date: 03/15/2010

Topic: Adoptions and Foster Care

Subject: Criminal Background Checks for Foster and Adoptive Families

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): Please include all personnel at the DHS Background Check Unit at the Parkway Building and please include Paula Hansen. No need to send to CAF Self Sufficiency personnel |

Message:

This message is to alert CAF Child Welfare personnel to a change in the process for completing required criminal background checks on prospective foster and adoptive parents, others who live in their homes, foster respite providers and prospective System of Care contractors. The changes only pertain to the forms and the process used to complete the checks. The rules governing background checks are not changing at this time.

Many field offices across the state are already familiar with the new forms and process through their participation in an on-going pilot over the last several months. Feedback received during the course of the pilot resulted in further improvements, and the process we are now implementing statewide has proven to be simpler and more efficient for all involved. Here are the primary components:

- Thorough revision of the "Consent for Criminal Records & Fingerprint Check" form (CF 1011F)
- Elimination of the "OSP/FBI Fingerprint Results" form (DHS 1012)
- Elimination of the "Criminal History Tracking Form" (CF 1016)
- Field Offices no longer required to notify the Background Check Unit (BCU) of the results of individual fitness determinations

The new 1011F is a multi-copy color-coded NCR form, like the current version.

There's no need to place orders for the new form. It will be initially distributed to all field offices statewide around the time this memo goes out. When quantities of this initial shipment run low, field offices may re-order the form as they normally do.

At this point staff in almost every field office have received training in the new form and process. For those who have not yet been trained, instructions are printed on the back of the new 1011F. Training is still available and can be provided upon request. You can also feel free to contact me or your assigned Foster Care Coordinator with questions. The BCU will continue to accept criminal check requests submitted on the old version of the 1011F for up to 30 days from the date of this memo.

A few additional reminders with regard to the background check process in general:

- Please do not fax emergency background check requests to the BCU unless there is truly a need to immediately certify a home for emergency placement purposes. The BCU has noted a substantial increase in the number of faxed emergency requests over the last several months, and the need to prioritize these requests ahead of other work has contributed significantly to a back-log of non-emergency requests.
- Please do not fax background check requests related to foster home *re-certification* as emergency requests.
- Once a 1011F is complete and signed by the subject individual, it must be sent to the BCU within 60 days. If more than 60 days have elapsed, a new 1011F must be completed.
- Under the process that's been in place up until now, the BCU would keep the original signed copy of the 1011F (the white copy) until the field office sent in the completed tracking form (CF 1016). Since the tracking form has now been eliminated, the BCU plans to return any 1011Fs they've been holding. The 1011Fs will be sent back to the original requestor.

Thank you for taking the time to read this. Those who participated in the pilot of this new process, both in the field and at the BCU, have found it to be a lot less cumbersome and time-consuming, and we hope that those who will now be using it for the first time will have the same experience. Thanks.

If you have any questions about this information, contact:

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