

Patricia Baxter
Authorized Signature

Number: SPD-AR-11-049
Issue Date: 6/21/2011

Topic: Long Term Care

Due Date: 7/22/2011

Subject: Background Checks for Contract Nurses.

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 type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Action Required: Contact the SPD Contract Nurses in your area and provide them with instructions on how to submit completed copies of 301 CP Background Check Request. A list of nurses with their contact information will be provided to each branch by separate email. Nurses will be notified of this action and their responsibilities by email and letter.

Local office actions include:

- Review the names on your branch list. Scan and email any completed and current (less than 2 years old) BCU reports (301 forms) you have on file for Contract Nurses to the BCU and copy Megan Hornby.
- Nurses on your branch list who do not have this evidence that they have passed a current background check, must be contacted and provided with instructions on how to complete the required paperwork by July 1st, 2011.
- Have an AD or CP in your office review the 301CPs that the nurses complete and send them onto the Background Check before July 22, 2011.
- The Background Check Unit (BCU) will check for abuse history and will make all final fitness determination approvals.
- The BCU will send their determinations to the CP or AD who reviewed the paperwork and copy Megan Hornby of the finding.
- Nurses who do not pass the Background Check or who do not submit required paperwork as instructed will have their contracts terminated. Megan Hornby will coordinate this decision with local office management on a case by case basis.
- Please use the sample [301 CP Form](#) for the AD or CP in your office to use as a template.

Reason for Action:

1. Per DHS Contract Requirements Exhibit A (G) and OAR 407-007 these contractors must pass criminal record background checks. This requirement was not implemented for nurses who received contracts prior to 2010. We need to ensure that all contractors are in compliance with their contract and rule.
2. In the Fall of 2011 the MMIS payment system will begin to send out a 90 day reminder notice to all Contract Nurses reminding them to update their Background Check and get their Oregon State Board of Nursing (OSBN) nursing license renewed. This cycle will be based on the nurses OSBN renewal date which occurs every two years on their date of birth. Nurses who do not meet this renewal requirement will have their Medicaid Provider status terminated. As a result of this automatic program some nurses may have to repeat the Background Check process.

Field/Stakeholder review: Yes No

If yes, reviewed by: **Program Managers, Ops Team**

If you have any questions about this action request, contact:

Contact(s):	Megan Hornby Behavior Supports and Nursing Manager Jeffrey T Akin Operations Manager Criminal Record Unit		
Phone:	503 945 6415 503 378 3356	Fax:	503 378 8966 503 378 5770
E-mail:	Megan.Hornby@state.or.us Jeffrey.T.Akin@state.or.us		