

Lilia Teninty  
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**Number:** APD-AR-15-026  
**Issue date:** 4/27/2015

**Topic:** Developmental Disabilities

**Due date:** 4/27/2015

**Subject:** Position Title Provider Designations for Background Check

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors                            |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)       |
| <input type="checkbox"/> Self Sufficiency Programs             | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services                |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                                 |
| <input type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerages, DD Providers |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Action required:**

Qualified Entity Designees (QED), in coordination with CDDP Service Coordinators and Brokerage Personal Agents need to use the appropriate position title designations when submitting back ground checks.

Position titles are based on the following Oregon Administrative Rules: 411-330-0020; 411-360-0020; 411-346-0110; 411-305-0020; 411-308-0020; 411-340-0020; 411-375-0010

See attached chart.

**Reason for action:**

It is necessary for the Background Check Unit and Provider Relations Unit to receive an individual's appropriate position title according to job description and service element in order to complete an accurate criminal history check.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:** Sarah Jane Owens and Katie Rose

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

<b>Contact(s):</b>	Michael Harmon		
<b>Phone:</b>	503-947-1105	<b>Fax:</b>	503-373-7274
<b>Email:</b>	MICHAEL.A.HARMON@STATE.OR.US		

## Background Check Application Designation Chart

	Service element individual will be associated with	Position Title to be written on the BCU request document for the subject individual	Background Check Unit CRIMS application types
<b>1</b>	Comprehensive In- Home (DD49)	<ul style="list-style-type: none"> <li>a) PSW-DE</li> <li>b) PSW- IC</li> <li>c) Behavior Consultant</li> <li>d) Volunteer</li> </ul>	<ul style="list-style-type: none"> <li>a) DD PSWs 443.004</li> <li>b) DD PSWs 443.004</li> <li>c) DD paid 443.004</li> <li>d) DD non-paid</li> </ul>
<b>2</b>	DD Foster Homes Adult (DD58)	<ul style="list-style-type: none"> <li>a) AFH-Caregiver</li> <li>b) AFH – Occupant</li> <li>c) AFH- Licensee</li> <li>d) AFH-Resident Manager</li> <li>e) AFH- Substitute Caregiver</li> </ul>	<ul style="list-style-type: none"> <li>a) DD paid 443.004</li> <li>b) DD non-paid</li> <li>c) DD paid 443.004</li> <li>d) DD paid 443.004</li> <li>e) DD paid 443.004</li> </ul>
<b>3</b>	DD Foster Homes Children (DD58)	<ul style="list-style-type: none"> <li>a) CFH-Caregiver</li> <li>b) CFH – Occupant</li> <li>c) CFH- Licensee</li> </ul>	<ul style="list-style-type: none"> <li>a) DD CFH paid 443.004</li> <li>b) DD CFH non-paid</li> <li>c) DD CFH paid 443.004</li> </ul>
<b>4</b>	Family Support for Children (DD150)	<ul style="list-style-type: none"> <li>a) PSW-DE</li> <li>b) PSW- IC</li> <li>c) Behavior Consultant</li> <li>a) Volunteer</li> </ul>	<ul style="list-style-type: none"> <li>a) DD PSWs 443.004</li> <li>b) DD PSWs 443.004</li> <li>c) DD paid 443.004</li> <li>d) DD non-paid</li> </ul>
<b>5</b>	Long-Term Support for Children (DD151)	<ul style="list-style-type: none"> <li>a) PSW-DE</li> <li>b) PSW- IC</li> <li>c) Behavior Consultant</li> <li>a) Volunteer</li> </ul>	<ul style="list-style-type: none"> <li>a) DD PSWs 443.004</li> <li>b) DD PSWs 443.004</li> <li>c) DD paid 443.004</li> <li>d) DD non-paid</li> </ul>
<b>6</b>	Support Service Providers	<ul style="list-style-type: none"> <li>a) PSW-DE</li> <li>b) PSW- IC</li> <li>c) Behavior Consultant</li> <li>d) Volunteer</li> </ul>	<ul style="list-style-type: none"> <li>a) DD PSWs 443.004</li> <li>b) DD PSWs 443.004</li> <li>c) DD paid 443.004</li> <li>d) DD non-paid</li> </ul>
<b>7</b>	Discovery	<ul style="list-style-type: none"> <li>a) PSW-IC</li> <li>b) Discovery Provider</li> </ul>	<ul style="list-style-type: none"> <li>a) DD paid 443.004</li> <li>b) DD paid 443.004</li> </ul>