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Number: APD-IM-15-059
Issue date: 8/18/2015

Topic: Licensing

Clarification about New Background Check Requirement, Effective June 28,
Subject: 2015

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 checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Message: On June 28, 2015, the Oregon Administrative Rules (OAR) for Adult Foster Homes were amended. Included in the amendments were new requirements surrounding background checks (please refer to OAR 411-050-0620). The amended rule now requires background checks to be completed every two years, instead of annually.

The name of any Subject Individual (SI) with an approved background check will be placed on the Long Term Care Registry, and will remain on the Registry as approved for two years, or until a new background check is requested. The Long Term Care Registry (LTCR) is an upgrade to the Criminal Records Management System (CRIMS). It was activated in January, 2015. Since the registry was activated, subject individuals with approved background checks have been sent a letter from BCU stating the background check is valid for two years from the date of approval. The approval must still be verified on the LTCR before an SI can begin employment, but after verification the letter should become part of the facility records (see OAR 411-050-0645(6)(a)(A)).

Prior to the activation of the LTCR, SI's received approved background checks that were valid for one year. Consequently, those SIs will be required to submit another background check prior to its expiration.

Licensees, resident managers, floating resident managers, shift caregivers and substitute caregivers must maintain an approved background check in order to meet the qualification and training requirements under OAR 411-050-0625.

General information about the Long Term Care Registry can be found in the link below:
<http://www.oregon.gov/dhs/chc/Pages/crims/index.aspx>

If you have any questions about this information, contact:

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