QED MANUAL FOR CRIMS

The Criminal Records Information Management System (CRIMS) is the database and processing system for abuse and criminal records checks for many of the providers licensed by the Department of Human Services and the Oregon Health Authority to serve vulnerable individuals.

The Long Term Care Registry (LTCR), for certain positions and subject individuals under 2014 OR Law 104, is an integral part of CRIMS. Although mentioned in this manual, there are other guidebooks available for learning the LTCR. If your agency has access to the LTCR, please contact bcu.ltcr@state.or.us to request the guidebooks.

With CRIMS, the background check process can be virtually paperless. Data entry for each subject individual (SI) is completed through CRIMS online. Correspondence to CRIMS Users and SIs can be done via e-mail. Agencies and DHS/OHA licensing staff can run reports on who has an approved background check by agency. BCU has updated the Background Check Request form (MSC 301QED, effective 10/2012).

Except for child-caring agency foster parents, use of the paper Background Check Request form is optional with CRIMS.

Effective July 1, 2016, there are special guidelines for child-caring agency foster parents, requiring the use of the paper 301CCA-appl form. See Appendix C.

CRIMS USERS
People who can have access to CRIMS are called Users. There are several types of Users. Users for Oregon providers (programs, branches, facilities, etc.) may create and see records for SIs associated with their qualified entities (QEs).

- **QED**: A qualified entity designee (QED) can search CRIMS for SIs, enter new background check requests, resubmit new background check requests on existing SIs, see pending background check requests, and recently completed background checks. If the SI discloses no adverse criminal history within the past five (5) years, the QED may hire on a preliminary basis if the specific program rules regarding the facility or position allow it.

- **QEI**: A qualified entity initiator (QEI) is a licensed provider who is authorized to enter SI data into CRIMS. A QEI may “create new” background check requests, which may then be submitted to BCU by QEDs. QEIs may not see SI’s information in CRIMS; however QEIs may find SIs on the LTCR, hire them immediately, and see a listing of all their SIs on the LTCR. Currently, only AFH licensees are QEIs; *Note: this manual is for QEDs; because QEIs have such limited access to CRIMS, BCU has created other technical assistance materials for QEIs.*

**FIRST TIME LOG IN TO CRIMS**

1. After BCU approves you to be a QED, you will receive an e-mail from CRIMS titled “CRIMS User Approval” which will provide you with the CRIMS web address and a temporary password.  
*Note: You will need to allow links for this e-mail (ability to click on a hyperlink to go directly to a website). If your e-mail from CRIMS shows there are attachments, disregard them. They are copies of the letterhead logos.* Depending on your e-mail server and how your e-mail account is configured you may get blocked images or you may not be able to use links embedded in the e-mail. You may disregard any blocked images, but allow the links to work—the link to the CRIMS login page included in the e-mail is the following:  
https://crims.oregon.gov/CRIMS/

2. If you miss the deadline in the e-mail approval, contact BCU at (503)378-5470, (888) 272-5545, and a CRIMS technical assistance staff can quickly help you get logged into CRIMS.
3. Click on the CRIMS link in the e-mail [https://crims.oregon.gov/CRIMS/](https://crims.oregon.gov/CRIMS/). If the log-in screen does not automatically appear, open a new tab and copy and paste the CRIMS Web address into the address window of your Web browser. *Note: This is the CRIMS address that you will ALWAYS use to open CRIMS, so you may want to bookmark this address or create a shortcut on your desktop for future use.*

If you have trouble accessing CRIMS, try different browsers (Internet Explorer, Mozilla Firefox, etc.); you may find that CRIMS works better for you in a certain browsers.

4. Your user name is listed in the e-mail. Your user name may be your e-mail address or some variation of your name.

5. Your password is the temporary password given in the e-mail.

6. Click on “Login.” CRIMS will automatically open the “Initializing your CRIMS Information” screen. Type in the temporary password as the “old” password, and create a new password.

7. Choose 3 security questions and provide answers. If you ever forget your password or have problems logging in, BCU will use this information to verify your identity either when you reset your password or you call BCU for help.

8. Click on “Set Login Credentials.” CRIMS will automatically go to your home screen, the “Pending Requests” screen. This is a list of all the pending background checks for your agency currently open in CRIMS.

**LOGGING INTO CRIMS ANY TIME AFTER THE FIRST TIME**

On the CRIMS web address ([https://crims.oregon.gov/CRIMS/](https://crims.oregon.gov/CRIMS/)), BCU can add notes and information to update you and provide you notice of any problems or changes to CRIMS. *Please always review the CRIMS login page for notices!!*

Use your user name, and your password, any time you wish to login to CRIMS.

If you forget your password, you may reset your password using the ‘reset password” button, or contact BCU. QEIs should always contact BCU for a password reset.
All links in CRIMS require one mouse click. If you accidentally double click, CRIMS may close your session and you will need to log in again.

While logged into CRIMS, use your browser’s “back” button ONLY in the places indicated below. IN GENERAL, do not use the “Back” button because doing so may cause duplicate background check records to be created.
TO SUBMIT A NEW BACKGROUND CHECK REQUEST:

BCU completes many different kinds of criminal records checks and abuse checks, based on federal, state, and administrative rule requirements for agencies and positions. To identify the types of background checks your SI needs, CRIMS uses application types (or “app types”). The app type is the first field you will see when creating a new background check request in CRIMS. Using the correct app type is vital for your SI to receive the correct background checks. Appendix B includes a complete list of App Types. Review them very carefully.

If you need the SI to complete information in writing before you start data entry into CRIMS, the Background Check Request form (MSC 301QED form) with the SI instructions are included in this manual in Appendix C. This form has been updated with an effective date of “10/12” on the bottom right corner; all previous versions of the 301 forms are obsolete.

Note: Use of the Background Check Request form (MSC 301QED form) is OPTIONAL!!! If you choose to use it, you still need to enter the data into CRIMS. Once you enter the data, scan the form as a PDF document; on the SI Summary Page (explained below), you should attach the form to be part of the SI’s record in CRIMS.

1. Log in to CRIMS (https://crims.oregon.gov/CRIMS/).
2. Click on “Create New” from the column on the left.
   Note: if your agency uses QEIs, their CRIMS opens on the “Create New” screen. The QEI can immediately start entering a background check request.
3. There are three pages in the request process; each is discussed separately below. All required fields have an asterisk in the field label.

   Most screens and windows in CRIMS have a small question mark mark at the top of the page on the right: 🎨. If you click on this icon a new window will open with general information about completing the screen or window.

   Any field whose label is underlined also has a pop-up help feature with information on how to enter data. Access the help pop-ups by left-clicking on the label (your cursor “arrow” will change to a “pointing
hand” when hovered over a label with a help pop-up). Some of the information provided is critical for CRIMS to function as intended. You are strongly encouraged to read the help information for each field at least the first time you enter a request into CRIMS. Your agency will have a short list of request types from which to choose. If you have any questions, contact BCU at (503) 378-5470 or (888) 272-5545, or bcu.info@state.or.us and ask for CRIMS technical assistance.
"Create New Request" page

Most fields are self-explanatory. Here are some details about the fields.

**Application Type:** The application type determines what types of background checks are required (e.g., fingerprint requirements, review for possible convictions under ORS 443.004, type of abuse check completed, etc.). The list of application types you see is determined by the way your agency is licensed or the programs it administers.

If your agency has LTCR-eligible app types, your Create New screen will first require SI details to check for the SI already being listed on the LTCR. See the LTCR guidebooks for specifics.

**QE Selection:** If you are the QED for more than one QE you will see a dropdown list to choose the correct QE. If you are associated with only one QE, you will not see this field.

**Start Date:** The “Start Date” must be an exact date, and should be the date the SI starts the position.

- If the SI has yet to begin work, then enter the proposed start date or the first of the next month (June 2012 = 6/1/2012).
- If the SI has already been hired, or you are doing a re-check on the SI, the start date is the date the SI originally started in the position.

**Position Title:** Indicate the SI’s job title. If the position is either volunteer or a student internship, indicate it here.

**Description of Duties:** Briefly explain what the SI will be doing, including access to clients, client information, or client funds. If you want to provide a copy of the position description, you may attach it on the SI Summary Page (discussed below).

**Requires direct contact with:** Check all the boxes that apply. Please note: it is very important to clearly indicate which age populations the SI will serve. If the SI is working exclusively with only one group (for example Seniors, individuals 65 years or older), then only mark one age group. If there is any chance the SI will work with more than one age group, check all that apply.
Please note that the Children checkbox typically means unmarried children 18 years old or younger. However, for child-caring agencies licensed by Department of Human Services Child Welfare, children in care includes any child up to 21 years old receiving services.

Please also note that the Seniors checkbox is specifically for Seniors 65 years and older. If your SI will have contact with anyone younger, you must also check the Adults checkbox.

**Do the duties require driving?:** Check yes or no. BCU has limited access to DMV records, mainly for identification and criminal information. If the position requires driving, your agency should be doing any driving and insurance related checks.

**Type(s) of documents check to verify identity:** Check any documents you used to verify identity of the SI. If you checked documents not listed in this area, add them under “Other.” You will need to add the initials of the person who verified the SI’s identity.

If you are completing a recheck on an SI, you may check the identity again or keep the previous documents checked. You will need to add the initials again.

**Employment Category:** The Centers for Medicare and Medicaid Services (CMS) requires that each position be categorized in preset types. When QEDs or QEIs submit a new background check on a subject individual (SI), they complete this field. This field also shows up if hiring from the Long Term Care Registry (if the QED or QEI has access to this in CRIMS). This field will ONLY show up in CRIMS if required by the application type you have used. If you do not see this field, proceed with entering the other data fields.

The Employment Categories with examples are as follows:

- **Executive, Administrative, Managerial:** Owners, administrators, business managers, accountants, human resources. Note—if a Manager fits into another category, place in other category (see Dietary Manager listed below)
• **Professional/Licensed Health Care:** Any position licensed by a state board, such as nurses, nurse practitioners, psychiatrists, medical doctors, pharmacist, occupational/physical therapist, etc.

• **Technical or Certified Health Care; and AFHs:** CNAs (who are certified, not licensed), Student nursing assistants, orderlies, medication aides, PT or OT assistants, social workers, activities staff, homecare workers, personal support workers, adult foster homes licensees, adult foster home resident managers, adult foster home caregivers

• **Laboratory or Radiology Services:** Specific to any lab or x-ray staff; radiologists, phlebotomists, lab technicians, laboratory supervisor

• **Food and Dietary Services:** Anyone involved with kitchen, dining or food services; cooks, food servers, dish washers, dietary aides, dietary managers

• **Housekeeping and Engineer Services:** Any housekeeping or facilities positions; janitors, maintenance directors, housekeeping, maintenance worker, maintenance supervisors

• **Any other direct access employee:** Anyone you cannot fit into another category; receptionist, telephone receptionist

• **Applicant self-initiated:** This is a CMS category not currently used by BCU. Do not choose this category.

If your SI has several duties, choose the category that best fits the majority of his/her duties.

**Worksite Location:** The Worksite Location field will print on any notices generated by CRIMS. The worksite field is large enough to accommodate a full address if you prefer to see such detail in any notice. Some examples you can type into Worksite Location:

- “QE site.” The SI works at your facility only
- “Various.” The SI is a homecare worker working for several clients.
- “Sea Breeze AFH.” The SI is working only at one adult foster home.
- “Various AFHs in District 3.” Even if the background check is being handled through one branch in District 3, the SI will be
able to use the results of this background check for any AFH in the district.

- “Statewide in client homes.” This can be used for homecare workers who have a background check through any APD office or AAA; and for personal support workers who have a background check through community mental health programs, community developmental disability programs, or DD brokerages. The ability to work statewide ONLY applies to homecare workers and personal support workers who show “Statewide” as the Worksite on their notice of approval in the most recent background check.

- “Caring for John Doe Only” This is not a location really, but if you have some restriction on the SI already to work with a specific population, client(s), or have other restrictions, you can use the Worksite Location field because it will show on all notices for this SI.

Note: There are additional fields under worksite for address, city and state; **these will not show on any notices or correspondence: it is best to use the “worksite location” field only.**

**SI Name fields:** LEDS will be run directly from these fields. Only hyphenated last names are allowed. **You cannot use any other punctuation in first, middle or last names, such as apostrophes or periods.**

**Social Security Number:** The input of the Social Security Number is **voluntary** by the SI. Do not enter the number if the SI has not granted you permission.

**DOB:** Enter the SI’s date of birth.

**Email:** Enter the SI’s e-mail address if available

**Once you have entered all the information you have for the “Create New Request” page, check your work. After you leave this page you will NOT be able to make any changes.**
At the bottom of the “Create New Request” page you will choose how to continue:

a. **E-mail to Subject Individual to Finish**: If you have entered an e-mail address for the SI, CRIMS will send a special link to the SI to complete the request within 21 days. Once the SI completes the request, the status will show on your Pending list as “Pending QE submission” for you to review before submitting the request for processing. If you click this button, you will be able to resend the e-mail to the SI (the original e-mail address or a different e-mail address) or complete the data entry yourself if you receive the needed information from the SI on the SI Summary page [discussed below]).

b. **Complete Request Now**: If you have all the SI information and disclosures to input, click here and you will be able to add the information immediately.

d. **Cancel**: Click here if you do not want to proceed with the request. All the information you have typed will be deleted and not processed.
“SI Request Data Entry” page
If you have sent an e-mail to the SI to complete this page, you will not see the “SI Request Data Entry” page yourself. But the SI will be able to enter all necessary information for QEDs to view on the “SI Summary” page before submitting the request for processing. The SI does not have access to any other screen or information in CRIMS and the password given to the SI will only allow access for 21 days. If the SI does not provide information online within 21 days, you will need to begin the request process again.

Note: even if you have sent the SI e-mail to complete the “SI Request Data Entry” page, you can complete this page yourself if needed. On the SI Summary page, click on Complete SI Data Entry Now button.

At the top of this page is a heading called “Review Subject Individual Instructions and Help.” If you or the SI clicks on there, a new window will open with detailed information for the SI. This page can be printed by right-clicking and then left-clicking on the “print” command.

At the top of the “SI Request Data Entry” page, you will see basic identifying information about the SI (based on information entered on the “Create New Request” page). This information is not editable.

Complete all required fields and input any disclosed history or explanations provided by the SI. If the SI has aliases, out-of-state residency history or criminal history, additional windows will appear for data entry.

If you are completing data entry using a paper 301 form, enter data exactly as given by the SI on the form, with a few exceptions:

Aliases: Most people with aliases have had a change of the last name; for example, Mary Jones to Mary Smith. When adding aliases, the last name and the first name are required. ONLY if the SI has a one-name alias (such as Cher or Madonna), then enter the one name in the last name field, and enter “X” as the first name.

Identifiers: An SI may be licensed or certified, or have some other identifying code or number. Identifiers may help BCU confirm an SI’s
identity and gives an additional way to search for the SI when contacting BCU. Enter the identifier and choose its type. This field is voluntary.

Residency and Criminal History Questions: There are two questions on this page for SI disclosure of history:

- During the last five (5) years, have you been outside of Oregon for 60 days or more in a row?
- Have you ever been charged, arrested and/or convicted of a crime?

If “Yes” is checked for either of these questions, a new window will automatically open for you or the SI to enter the history. Once the history has been completed and the button “Close Window” is clicked, the window will close, but the history will show on the SI Request Data Entry Page. This information may also be edited before leaving this page.

Date Fields: In the Out of State Residence and Crime Disclosure windows, there are fields for Dates. The SI will need to provide specific dates for residency history or criminal history. If the date is not known, you or the SI may round to the first of the month or year (e.g., 12/1/2008 for “December 2008” or 1/1/2002 for “2002”). If the SI is living out of state, the “end date” can be the date the SI or user is completing data entry in CRIMS.

Outcome: On the Crime Disclosure window, you or the SI must choose an outcome from the given list of Outcomes. If you are entering data from written information from the SI and you are uncertain of the outcome based on the SI’s disclosure, choose “Unknown.” Enter the SI’s actual response and details in the space provided.

City and County: On the Crime Disclosure window, you or the SI must provide the city and county of the disclosed arrest, charge or conviction. If you are entering data from written information from the SI and the information is incomplete, you may enter “Unknown” into either of these fields.

Once you have entered all the information on this page, check your work. After you leave this page you will NOT be able to make any changes.
QEDs will be able to attach any handwritten forms or other documents from the SI. With CRIMS, all the SI’s crimes and explanations may be input completely online. However, if the SI has handwritten or other supporting documents, QEDs will be able to attach them on the “SI Summary” page. Scan the documents at your office and have them available on your computer in PDF format. In the Documents section of the SI Summary Page, click “Add/Edit Documents.” In the new window, click Browse and find the document on your computer. Highlight the document and click “Open” on the File Upload window. You may add a description of the document. Finally, click on “Upload Document.” The .pdf document will now be a part of the SI’s background check record.
"SI Summary" page
This page is only available to QEDs. QEIs do not have access to the SI Summary page.

On this page QEDs will see the summary of the SI’s information for the background check. If the SI has disclosed any residency history or criminal history, you will see it here at the bottom of the page.

If the SI has disclosed criminal history, CRIMS will indicate if the SI has any adverse criminal history which occurred in the last five (5) years.

**Adverse** criminal history will have one of the following outcomes:
- Pending outcome
- Diversion or conditional discharge
- Convicted
- On probation
- Juvenile adjudication
- Unknown

The following outcomes are not considered adverse:
- No complaint filed
- Dismissed
- Expunged or set aside by court

If the SI has NO adverse criminal history which occurred in the past five (5) years, you may hire the SI on a preliminary basis if your program rules allow it and if you want the SI to begin work, placement, or training.

If the SI has any adverse criminal history which occurred in the past five (5) years, **you may NOT hire the SI on a preliminary basis.**

You may request an expedited review for hiring on a preliminary basis by checking the appropriate box in the Preliminary Review section on the SI Summary Screen. Please note, however, that BCU will only consider completing a preliminary fitness determination if fingerprints are required for this SI. Because adverse history is by definition within five years, it is unlikely that a preliminary fitness determination will result in allowing you to hire on a preliminary basis. If you have any information that you would
like to be considered in a preliminary fitness determination, please add notes or documents.

After reviewing the information on the “SI Summary” page, click on Submit Request. A signature verification screen will open. Review it and complete the required fields to submit the request.

If you identify that a request has errors you can withdraw the request after submission to BCU. You can reopen the file in CRIMS, withdraw the request on the Summary page in the Withdraw section under the SI information. You must indicate why the request is being withdrawn in the box provided (i.e. Incorrect App Type, incorrect or additional information in the Name, etc.), and resubmit the request with the corrected information.
HANDLING PENDING REQUESTS
1. Whenever you log in to CRIMS, the default screen for QEDs will be the list of pending requests for your qualified entity; QEIs will go directly to the Create New screen for data entry.

2. Each Request has a status. Some of the statuses you will see are:
   • Pending SI Initial Entry: if you have started a request and either sent it to the SI via e-mail to complete or you are going to complete it yourself.
     o If you will be completing the request and you click on the SI’s name, the “SI Request Data Entry” page will come up for this SI.
     o If you have sent an e-mail to the SI to complete and you click on the SI’s name, the “SI Summary” page will come up. If you need to resend the SI e-mail again or complete data entry yourself, you may do so here.
   • Pending QE Submission to BCU: all data entry for the request has been entered; it is just waiting for you to review it, determine if you will hire on a preliminary basis (if allowed) and submit it for processing. Clicking on the SI name will bring up the “SI Summary” page.
   • Pending BCU Initial Review: you have submitted the request, and it is waiting for initial review by BCU. BCU staff will run any records that are necessary, depending on the request type.
   • FPs-Pdg SI Prints: The background check request needs fingerprints for a final fitness determination. The background check will remain in this status while waiting for fingerprint submission (by Life Scan or FieldPrint, or by card).
   • FPs—Results Returned: The fingerprint results from Oregon State Police or the FBI have been attached to the SI’s record and are pending final fitness determination.
   • Pending More Info: if BCU staff request further information (e.g., from the SI or from courts). Unless BCU contacts you, you do not need to do anything. This status will remain in place until:
     o The request is closed (due to non-participation of the SI or your withdrawal of the request), or
The file is ready for a final fitness determination (all research materials have been received).
FITNESS DETERMINATIONS AND NOTICES
BCU makes final fitness determination: Once BCU makes the final fitness determination, you will receive an e-mail notification of the decision. Note for AFHs and the AFH provider is not a QED: if the SI is working for an AFH, there is no notice going to the AFH provider. The QED should send a copy of the e-mail to the AFH provider.

**Note:** You can use the SI Summary Page as an official notice. However, remember that there may be confidential information on this page (for example, if the SI disclosed criminal history, it will be listed on the SI Summary Page).

If the final fitness determination is “approved,” provide a copy of the e-mail notice to the SI. On the SI Summary Page, you may forward the approval e-mail to yourself or the SI.

If the final fitness determination is “restricted approval” or “denied,” CRIMS will send you a notification of the decision and send a final notice of fitness determination to the SI with information on reasons for the decision and hearing rights.

OTHER CRIMS FUNCTIONS (Available to QEDs)

1. QEDs may choose the “Search” screen from any main CRIMS page. You can choose one or a combination of several criteria to make your search.
2. QEDs may create a report regarding their SIs from the Pending or Search Results screens. If you have DHS/OHA Licensing staff requiring information on the background checks for your staff, volunteers, and contractors, you can create an Excel spreadsheet report. This report is sufficient to prove your compliance with processing background checks. If Licensing staff have questions, please have them call the BCU Compliance Team at (503) 378-5470 or (888) 272-5545.
3. Any requests which have been completed in the last two weeks (e.g., a final fitness determination by you or BCU; a case that has been withdrawn), can be found using the “Recently Completed” link.
4. The “Training” link will take you to the BCU website/CRIMS page. Use your return/back button on your browser toolbar to return to CRIMS. From the BCU website/CRIMS page, you may use your browser’s “Back” button to return to CRIMS.

5. The “Contact Us” link sends you to the BCU contact information. From the BCU website/CRIMS page, you may use your browser’s “Back” button to return to CRIMS.

6. The “Edit Your Account” link will allow you to change your password and security information, as well as basic information. However, if you need to change your e-mail address, you must contact BCU at bcu.info@state.or.us.
Appendix A
Glossary of Abbreviations Used in the Training Manual for CRIMS

AAA: Area Agency on Aging
AFH: Adult Foster Home
ALF: Assisted Living Facility
APD: Aging and People with Disabilities - Division of DHS
CCA: Child-caring agency
CFH: Child Foster Home
CIIS: Children’s Intensive In-Home Services
CMHP: Community Mental Health Program
CRIMS: Criminal Records Information Management System
CW: DHS Child Welfare
DD: Developmental Disabilities
DHS: Department of Human Services
HCW: Homecare Worker
ICP: Independent Choices Provider
ISRS: Child Welfare In-Home Safety and Reunification Services provider
MFCS: Medically Fragile Children Services
MH: Mental Health
NF: Nursing Facility
OHA: Oregon Health Authority
PSW: Personal Support Worker
QE: Qualified Entity
QED: Qualified Entity Designee
QEI: Qualified Entity Initiator
R&B: Room & Board Facility
RTF: Residential Treatment Facility
RTH: Residential Treatment Home
SOC: Child Welfare System of Care provider
SPRF: Child Welfare Strengthening, Preserving and Reunifying Families provider
### Appendix B

**Application Types for Aging & People with Disabilities programs**

<table>
<thead>
<tr>
<th>QE</th>
<th>Sls</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted living facilities</td>
<td>Employees and contractors</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Owners</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>Nonmedical interns/students</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>(e.g., Admin interns)</td>
<td></td>
</tr>
<tr>
<td>Residential care facilities</td>
<td>Employees and contractors</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Owners</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>Nonmedical interns/students</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>(e.g., Admin interns)</td>
<td></td>
</tr>
<tr>
<td>Nursing facilities</td>
<td>Employees and contractors</td>
<td>APD Paid-NF/SNF</td>
</tr>
<tr>
<td></td>
<td>Owners</td>
<td>APD Paid-NF/SNF</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>Nonmedical interns</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>CNA students in SNF training</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td>Staffing Agencies</td>
<td>Caregivers</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td>Adults Day Services</td>
<td>Employees and contractors</td>
<td>APD AAA/ADS Paid</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>APD AAA/ADS NonPaid</td>
</tr>
</tbody>
</table>
### Appendix B

#### Application Types for Aging & People with Disabilities programs

*continued*

<table>
<thead>
<tr>
<th>QE</th>
<th>Sls</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAs/APD branches</td>
<td>Employees and contractors</td>
<td>APD AAA/ADS Paid</td>
</tr>
<tr>
<td></td>
<td>AAA/APD volunteers</td>
<td>APD AAA/ADS NonPaid</td>
</tr>
<tr>
<td></td>
<td>HCWs</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Federal Senior Companion volunteers</td>
<td>APD Federal Sr Companion-FPs</td>
</tr>
<tr>
<td></td>
<td>Independent Choices Providers</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Independent Choices Representatives</td>
<td>APD AAA/ADS NonPaid</td>
</tr>
<tr>
<td></td>
<td>AFH Licensees</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH employees</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH volunteers</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>AFH household members</td>
<td>APD occupant/tenant PROVIDES NO CARE</td>
</tr>
<tr>
<td></td>
<td>AFH tenants</td>
<td>APD occupant/tenant PROVIDES NO CARE</td>
</tr>
<tr>
<td>In-Home Care Agencies</td>
<td>Employees and contractors ONLY working under contract with DHS/APD for DHS Senior clients</td>
<td>APD in-home care 443.004</td>
</tr>
<tr>
<td>R &amp; B</td>
<td>Owners and Managers</td>
<td>APD AAA/ADS Paid</td>
</tr>
</tbody>
</table>
# Appendix B

## Application Types for Developmental Disabilities programs

<table>
<thead>
<tr>
<th>QE</th>
<th>Sls</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL DD Adult Programs</strong></td>
<td>Employees and contractors</td>
<td>DD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>DD NonPaid</td>
</tr>
<tr>
<td></td>
<td>Interns/Students</td>
<td>DD NonPaid</td>
</tr>
<tr>
<td></td>
<td>PSWs (including domestic employees and independent contractor PSWs)</td>
<td>DD PSW 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH licensees and AFH staff</td>
<td>DD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH staff</td>
<td>DD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH volunteers</td>
<td>DD NonPaid</td>
</tr>
<tr>
<td></td>
<td>AFHs occupants</td>
<td>DD NonPaid</td>
</tr>
<tr>
<td></td>
<td>AFH room &amp; board tenants</td>
<td>DD NonPaid</td>
</tr>
<tr>
<td><strong>ALL DD Children Programs</strong></td>
<td>Employees and contractors</td>
<td>DD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers/interns</td>
<td>DD NonPaid</td>
</tr>
<tr>
<td></td>
<td>PSWs (including domestic employees and independent contractor PSWs)</td>
<td>DD PSW 443.004</td>
</tr>
<tr>
<td></td>
<td>CFH providers and CFH staff LIVING in CFH</td>
<td>DD CFH paid 443.004 lives in home</td>
</tr>
<tr>
<td></td>
<td>CFH adult occupants not receiving pay</td>
<td>DD CFH non-paid lives in home</td>
</tr>
<tr>
<td></td>
<td>CFH alternative caregivers NOT living in the CFH</td>
<td>DD CFH AltCaregiverPaid 443.004</td>
</tr>
<tr>
<td>Programs with dual licenses: DD and as Child Welfare child caring agency</td>
<td>Employees and contractors</td>
<td>CCA DD Paid Staff 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers and interns</td>
<td>CCA DD Volunteers</td>
</tr>
</tbody>
</table>
## Appendix B

### Application Types for Mental Health programs

<table>
<thead>
<tr>
<th>QE</th>
<th>Sls</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL MH programs</strong></td>
<td>Employees and contractors</td>
<td>MH Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>MH NonPaid</td>
</tr>
<tr>
<td></td>
<td>Students/interns</td>
<td>MH NonPaid</td>
</tr>
<tr>
<td></td>
<td>Personal care attendants or PSWs</td>
<td>MH PCA/PSW 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH licensees</td>
<td>MH Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH staff</td>
<td>MH Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>AFH volunteers</td>
<td>MH NonPaid</td>
</tr>
<tr>
<td></td>
<td>AFHs occupants</td>
<td>MH NonPaid</td>
</tr>
<tr>
<td></td>
<td>AFH room &amp; board tenants</td>
<td>MH NonPaid</td>
</tr>
</tbody>
</table>

**Programs with dual licenses: MH and as Child Welfare licensed child caring agency**

| | Employees and contractors | CCA MH Paid 443.004 |
| | Volunteers and interns | CCA MH Volunteers |
| | MH CFHs certified through the CCA licensees and paid staff | CCA MH SI in CFH Home Paid 443.004 |
| | MH CFHs certified through the CCA occupants and volunteers | CCA MH SI in CFH Home Non Paid |
# Appendix B

## Application Types for Child Welfare or Vocational Rehabilitation Programs

*(not Private Licensed Child Caring Agencies)*

<table>
<thead>
<tr>
<th>QE</th>
<th>SIs</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC programs</td>
<td>Employees</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td></td>
<td>Student/Interns</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td>ISRS programs</td>
<td>Employees</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td></td>
<td>Student/Interns</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td>SPRF providers</td>
<td>Employees</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td></td>
<td>Student/Interns</td>
<td>CW programs--SIs</td>
</tr>
<tr>
<td>VR</td>
<td>All VR SIs</td>
<td>VR staff/contractors/volunteers</td>
</tr>
</tbody>
</table>

---

**Notes:**
- SOC programs include Employees, Volunteers, and Student/Interns.
- ISRS programs include Employees, Volunteers, and Student/Interns.
- SPRF providers include Employees, Volunteers, and Student/Interns.
- VR includes All VR SIs.
## Appendix B

### Application Types for Child Welfare Licensed Child Caring Agencies

<table>
<thead>
<tr>
<th>QE</th>
<th>SIs</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL</strong> CCAs with ONLY CW license/ certification</td>
<td>Employees</td>
<td>CCA Staff &amp; Volunteers</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>CCA Staff &amp; Volunteers</td>
</tr>
<tr>
<td></td>
<td>Interns/Students</td>
<td>CCA Staff &amp; Volunteers</td>
</tr>
<tr>
<td></td>
<td>CFH licensees</td>
<td>CCA SIs in Homes Paid</td>
</tr>
<tr>
<td></td>
<td>CFH staff</td>
<td>CCA SIs in Homes Paid</td>
</tr>
<tr>
<td></td>
<td>CFH volunteers</td>
<td>CCA SI in Homes Non Paid</td>
</tr>
<tr>
<td></td>
<td>CFH occupants</td>
<td>CCA SI in Homes Non Paid</td>
</tr>
<tr>
<td>Programs providing Office of Refugee Resettlement (ORR) services</td>
<td>ALL SIs having access to ORR children</td>
<td>CW-Federal ORR SIs</td>
</tr>
<tr>
<td>Programs providing with National Service programs</td>
<td>ALL SIs participating under federal National Service Act</td>
<td>CW-NationalService--FPs needed</td>
</tr>
<tr>
<td>Programs with dual licenses: MH and as Child Welfare licensed child caring agency</td>
<td>Employees and contractors</td>
<td>CCA MH Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers and interns</td>
<td>CCA MH Volunteers</td>
</tr>
<tr>
<td></td>
<td>MH CFHs certified through the CCA licensees and paid staff</td>
<td>CCA MH SI in CFH Home Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>MH CFHs certified through the CCA occupants and volunteers</td>
<td>CCA MH SI in CFH Home Non Paid</td>
</tr>
<tr>
<td>Programs with dual licenses: DD and as Child Welfare licensed child caring agency</td>
<td>Employees and contractors</td>
<td>CCA DD Paid Staff 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers and interns</td>
<td>CCA DD Volunteers</td>
</tr>
</tbody>
</table>
## Appendix B
### Application Types for Public Health

<table>
<thead>
<tr>
<th>QE</th>
<th>Sls</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHA Office of Equity and Inclusion</td>
<td>Traditional Healthcare Workers certificate candidates</td>
<td>THCW certification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical marijuana Dispensaries</td>
<td>Person Responsible for the Facility (PRF)</td>
<td>MMD—FPs required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHA Public Health</td>
<td>School Based Dental Sealant Contractor</td>
<td>PH Oral health contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Home Care Agencies</td>
<td>Employees and contractors ONLY working under contract with DHS/APD for DHS Senior clients</td>
<td>APD in-home care 443.004.</td>
</tr>
</tbody>
</table>
Appendix C
Requirements for Foster Parents Certified by Child Welfare Child-Caring Agencies

Effective July 1, 2016, there are specific changes to background checks for applicants for certification or recertification of a proctor foster home governed by OAR chapter 413 division 215 (hereafter called “child caring agency foster parents”). Beginning July 1, 2016, you must use a specific background check request form for applicants, the 301CCA-appl form.

You must use the 301CCA-appl form because:

- All child caring agency foster parents must submit a release of information allowing BCU to disclose abuse history and child foster home certification history to the child caring agency, including any mental health, alcohol and drug treatment or medical records contained therein. **This release of information is part of the background check request form, including the foster parent’s dated signature.**

- All child-caring agency foster parents must disclose all criminal history, abuse history (in which he or she is the perpetrator of founded or substantiated abuse), or protective order/restraining order history. **The 301CCA-appl form has space for disclosure of abuse and protective orders/restraining orders.** You will be able to enter the abuse information into CRIMS, but there is not yet data entry fields for the protective orders/restraining orders.

Follow these steps for any background check on a foster parent:

- Provide the child caring agency foster parents the paper background check request form (pages 2-4) with the instructions (pages 6 - 9) attached.

- Ensure the child caring agency foster parent is given the time and privacy to complete the background check request form.

- Using the completed background check request form, enter the data into CRIMS. **The correct application type for the child caring agency foster parent is “CCA foster parent.”**

- **The question regarding the disclosure of protective orders or restraining orders is not yet in CRIMS.** Scan the background check
request form (pages 1 - 5) and attach the .pdf file in CRIMS, on the SI Summary page under Documents using the “Add/Edit Documents” button.

• Submit the background check request by clicking the “Submit Application for processing” button on the SI Summary page.

  If BCU does not receive the background check request form attached to an applicant’s record, processing will be delayed.