Long Term Care Registry Guidebook
A Guide to the Registry Upgrade of the Criminal Records Information Management System (CRIMS)

For Oregon’s Assisted Living & Residential Care Communities, and Skilled Nursing

Background Check Unit (BCU), March 2015
Welcome to the new online Long Term Care Registry

January 2015 marked a significant improvement in background check processes for Oregon’s Long Term Care (LTC) Communities. The online Long Term Care Registry (or the Registry for short) became operative and the Background Check Unit (BCU) began populating the new Registry with background check submissions for new and recertifying Subject Individuals (SIs). The Registry provides you, the employer, with an advantage of hiring qualified SIs without having to submit another background check.

The Qualified Entity Designee (QED) will also see these other features:

 ✓ Ability to apply employment start and end dates to an SI’s record in CRIMS.
 ✓ Registry check for SIs who are immediately hirable.
 ✓ The Registry prompts notification to all QEs employing an SI if the SI’s Registry status is revoked or suspended for adverse history.
 ✓ Reminders prior to the end of an SI’s certification period sent to all QEs employing the SI. These reminders occur at 60 days prior to certification ending.
 ✓ In cases of multiple employers, once a QE has submitted a recertifying background check for an SI, all QEs employing that SI are notified of the final fitness determination.

We, at BCU, appreciate your dedication and patience as we strive to improve the health and welfare of all Oregonians in Long Term Care. Please contact the BCU team if you have any questions regarding the use and benefits of the Registry.

Sincerely,

Dale Jackson, Policy Analyst
BCU LTCR Coordinator
Subject Individual (SI) Applies for position. (Volunteers, students, etc)

SI offered position.

QED confirms identity of SI and submits Background Check through CRIMS. QED may request SI to enter own information into CRIMS.

BCU Completes Fitness Determination which may include a weighing test prior to approval

QED Receives final notification of Fitness Determination from BCU.

SI is now listed in the Registry and has portability allowing QEDs to add, change or end positions. See Long Term Care Registry (LTCR) Administrative Rules for requirements.

Note: The Registry is not viewable to the public, only to QEDs after SI has applied and is offered a position.
DATA ENTRY & SUPPORT

- Log into CRIMS.
- Enter User Name and Password.
- QEDs may reset their own password. Call BCU at 888-272-5545 if password for QEs requires reset.
- Select appropriate Application Type from the drop down menu.
- Enter SI Name, Date of Birth, Social Security Number (optional), and/or Driver’s License to query if the SI is on the Registry.
- Application type drives entry into Registry – ensure accuracy also in spelling and data entry for best results.
- Receive instant notice: “This person is already Registry Certified Enter Employment Information” or “SI not found on LTCR” – then enter employment information and submit request.

301 Form or SI Enters own information into CRIMS Web to provide disclosure of any and all adverse history.

Technical Support Contact:
BCU at 888-272-5545 Option 7
or
Email BCU.LTCR@state.or.us
Qualified Entity Designees QEDs and affiliated Qualified Entities QEs such as Residential Care Facilities, Assisted Living Facilities and Skilled Nursing provide the following:

1. Entering new SIs in CRIMS
2. Contacting BCU if new Adverse History is discovered
3. Updating Permanent Hire Date /Termination Date (last day worked)
4. Ensuring SIs remain on a two year recheck cycle and giving guidance when necessary to inform SIs of upcoming expiration and recertification process
5. Appropriately using application types and only running checks when hiring an SI (use of Registry for pre-screening applicants is not allowed)
6. Adding and ending positions when an SI has a change. He/she may have more than one position with a QE when the SI has a dual role.

Although it’s a new process, it is user friendly which displays help functions by simply using the mouse and hovering over a field. It will also give you messages in red if data entry is incomplete or missing.

For a complete list of policies, procedures and rules, check out this link

BCU Policy, Procedure and Updates

LET’S BEGIN
If brand new SI, start with Create NEW
If tenured SI and it's the first background check as an enrollee onto the Registry, create NEW and follow directions on CRIMS.
Once you receive notification of approval from BCU, click onto My SIs on LTCR to add the permanent hire date.
Select Application Type EG. APD PAID 443.004 (See Appendix for list of Application Types)

Check Registry

Enter Data – Click on Check Registry.

Complete Data Fields * Required
If the SI is Found, he/she already has portability and are able to be hired. Once the position is added, the expiration date will be displayed on the immediate notice to the QED indicating the position has been added to the QE with Name, Date, Employment Information including Final Determination and Expiration date.

The QED receives notice indicating the SI has an added position on the LTCR and is able to print it for both the SI and QE’s records.

***This person is already Registry Certified***

- Start Date
- Position Title
- Description of duties
- Requires direct contact with
- Does the duties include driving
- Location
- Initial for checked for proper ID
✓ Start Date, the date considered the SI has met obligations to be hired including the background check (mm/dd/yyyy).
✓ Worksite location is “various or statewide” due to portability.
✓ Position Title, Description of Duties, Requires Direct Contact with.., Duties require driving? All have to be marked accordingly.
✓ Make sure to initial after indicating the type of ID verified for employment.
✓ Complete by selecting “Update Registry with Employment Information”.
✓ QED receives immediate notice of added position.

**SI NOT FOUND IN ONLINE REGISTRY**

✓ QED completes Employment Information and submits Background Check through CRIMS awaiting for Final Determination.
Add Permanent Hire Date

1. Go to My SIs on LTCR
2. Click on the SI’s Name
3. Add Permanent Hire Date (the date in which the SI is considered hired by the QE).

Add Termination Date

1. Go to My SIs on LTCR
2. Click on the SI’s Name
3. Add Termination Date (last day worked)

Best Practice:
Routinely review My SIs on LTCR to ensure that the SIs Permanent or Termination dates are current. Once the Termination Date has been added, the SI will not show up on My SIs on LTCR.
• As you enter the SI information into CRIMS, the start date can be the BCU Approval date or the anticipated start date. Once approved by BCU, you will go into CRIMS Web to **My SIs on LTCR**, click on the SI’s name and enter the permanent hire date.

• **Permanent Hire Date:** BCU Approval is the Permanent Hire Date for the new SI. However, if you have the original start date (or background check approval) of a long-term employee, please include that as the Permanent Hire Date.

• If the SI leaves the position (e.g. fired, quits, promotes, etc.), please enter the last date worked by going into CRIMS WEB to **My SIs on LTCR**, click on the SI’s name and enter the last day worked.

• Please remember to update employment information for any employee **switching to a new position** by accessing CRIMS and completing data entry for the new position.

• Rules and other important Background Check information for the Registry may be found by clicking on this link [http://www.oregon.gov/dhs/chc/Pages/index.aspx](http://www.oregon.gov/dhs/chc/Pages/index.aspx).

• You may email [BCU.LTCR@state.or.us](mailto:BCU.LTCR@state.or.us) for questions to the BCU team, or call toll free at 888-272-5545 Option 7.

• If you enter the wrong permanent hire date or mistakenly terminate an SI, please inform the BCU Coordinator by email or phone. Provide any SI identifying information and the correction required. You will receive an update from the LTCR email once it is corrected.

• Ensure the SI is given every opportunity to disclose any and all possible adverse history.

**Appendix**
A: Application Types
B: Technical Support
C: OARS of Long Term Care Registry
<table>
<thead>
<tr>
<th>QE</th>
<th>SIs</th>
<th>LTCR?</th>
<th>App Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted living facilities ALF</td>
<td>Employees</td>
<td>Y</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Owners</td>
<td>Y</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Contracted workers</td>
<td>Y</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Volunteers</td>
<td>Y</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td></td>
<td>Non-medical interns</td>
<td>Y</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td>(e.g. Admin interns)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential care facilities RCF</td>
<td>Employees</td>
<td>Y</td>
<td>APD Paid 443.004</td>
</tr>
<tr>
<td></td>
<td>Owners</td>
<td>Y</td>
<td>APD Paid 443.004</td>
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<td>(e.g. Admin interns)</td>
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<tr>
<td>Nursing Facilities SNF</td>
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<td>Y</td>
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<tr>
<td></td>
<td>Owners</td>
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<td>Non-medical interns</td>
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<td>APD volunteer or student-facility</td>
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<tr>
<td></td>
<td>CNA students</td>
<td>Y</td>
<td>APD volunteer or student-facility</td>
</tr>
<tr>
<td>Staffing Agencies</td>
<td>Caregivers</td>
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<tr>
<td>AAs/ADP branches</td>
<td>Employees</td>
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<tr>
<td></td>
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<td>APD AAA/ADS Non-Paid</td>
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<td></td>
<td>HCWs</td>
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<td></td>
<td>AFH volunteers</td>
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<td>APD volunteer or student-facility</td>
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<tr>
<td></td>
<td>AFH household members</td>
<td>N</td>
<td>APD occupant/tenant PROVIDES NO CARE</td>
</tr>
<tr>
<td></td>
<td>AFH tenants</td>
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<td>APD occupant/tenant PROVIDES NO CARE</td>
</tr>
<tr>
<td>In-Home Care Agencies</td>
<td>Employees</td>
<td>N</td>
<td>APD in-home care 443.004.</td>
</tr>
</tbody>
</table>
Technical Assistance

- Clear out the Cache of your machine.
- If you get an error message in red – you may be using a character that is not permitted in the field.
- Place cursor over the field header for further clarification.
- If this doesn’t work, contact BCU for additional support.
- Be ready to provide detailed information of an error message or problem.
- Provide browser system information, e.g. Internet Explorer, Safari etc.

Website for directions on clearing cache

Long Term Care Registry Rules

CHAPTER 407
DEPARTMENT OF HUMAN SERVICES

DIVISION 7
CRIMINAL RECORDS AND ABUSE CHECK RULES

Long Term Care Registry

Effective 12/1/2014:
Date background check request Submitted to BCU

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407-007-0600  Purpose

(1) The purpose of these rules, OAR 407-007-0600 to 407-007-0640, is to provide for procedures and standards for the Background Check Registry pursuant to 2014 Oregon Laws Chapter 104.

(2) These rules apply to subject individuals (SIs), as defined in OAR 407-007-0210, who work or seek to work in facilities and positions subject to these rules.


407-007-0610  Definitions

In addition to the definitions in OAR 407-007-0210, the following definitions apply to OAR 407-007-0600 to 407-007-0640:

(1) “Background check” means a criminal records check and an abuse check pursuant to OAR 407-007-0210 to 407-007-0370 and any additional checks as required per federal code or Oregon statute.

(2) “Background Check Registry (Registry)” means a comprehensive listing of subject individuals who meet the requirements of these rules.

(3) “Criminal Records Information Management System (CRIMS) user” means an individual who has been approved to use CRIMS.

(4) “Facility” means:

(a) A long term care facility in Oregon as defined in ORS 442.015 including skilled nursing facilities and intermediate care facilities.

(b) A residential care facility as defined in ORS 443.400 including but not limited to assisted living facilities and intermediate care facilities.
(c) An adult foster home as defined in ORS 443.705. This definition does not apply to adult foster homes licensed by the Department to provide care and services to adults with intellectual or developmental disabilities, or to adult foster homes licensed by the Oregon Health Authority (Authority) to provide care to adults with mental illness.

(5) “Homecare worker” has the same meaning given in ORS 410.600, including but not limited to personal support workers and personal care attendants.

(6) “Permanent hire date” means:

(a) For an employee, temporary worker or contractor of a facility, the date the qualified entity (QE) considers the SI to be permanently hired, after the background check approval date and when the SI is no longer considered provisional or working under active supervision pursuant to OAR 407-007-0315.

(b) For a volunteer of a facility, the date the QE considers the SI to be approved to volunteer for the QE, after the background check approval date.

(c) For a homecare worker, the date the Department of Human Services (Department) or Authority enrolls the SI as a homecare worker and the homecare worker enrollment number is approved and active. For medical assistance programs this date is called the “enrollment” contract active dates.

(7) “Position” means the position listed in the background check request which determines whether the individual is an SI under OAR 407-007-0210.

(8) “Qualified entity (QE)” means:

(a) A facility;

(b) An Area Agency on Aging (AAA) office or a Department or Oregon county Aging and People with Disabilities program branch which enrolls homecare workers;
(c) An agency, program or county office in Oregon serving individuals with intellectual or developmental disabilities which hires, enrolls, or contracts personal support workers;

(d) An agency, program or county office in Oregon serving individuals with mental illness which assists an individual to complete personal support worker enrollment; or

(e) The Department’s Children’s Intensive In-home Services program.

407-007-0620 Background Check Registry

(1) The background check registry includes SIs who work or seek to work as:

   (a) An employee, contractor, temporary worker, or volunteer in a facility; or

   (b) A homecare worker, including the position of personal support worker.

(2) The registry includes SIs who have a record of a background check with an outcome of approved or approved with restrictions in CRIMS dated on or after January 1, 2015 with no subsequent background check with an outcome other than approved or approved with restrictions.

(3) The registry shall include information regarding the SI including but not limited to:

   (a) Name and other identifying information.

   (b) Date of background check approval.

   (c) Current position.

   (d) QE for each current position.
(e) Permanent hire date with each QE.
(f) Permanent hire date in the position at each QE.
(g) Last day of work for each position at each QE.

(4) An SI shall complete a new background check:
   (a) At least every two years.
   (b) If the Department requires a new background check due to a change in position by the SI.
   (c) If the Department has reason to believe a new background check is needed.

(5) BCU shall immediately remove an SI from the registry if a subsequent background check results in any outcome other than approved.


407-007-0630 Reporting Requirements for Qualified Entities

(1) CRIMS users for facilities and homecare workers may access the registry online through CRIMS.

(2) If an SI is not found in a search of the registry, CRIMS users may enter a background check request in CRIMS to determine if the SI may be placed on the registry to work.

(3) QEs shall provide BCU with the following information regarding an SI on the registry including but not limited to:
   (a) Permanent hire date of SI for each position.
   (b) Initiation of a new background check due to report of any potentially disqualifying convictions or conditions (see OAR 407-007-0280 to 407-007-0290).
(c) Change of position with the QE.

(d) The SI's last day of work once the SI leaves a position.


407-007-0640 Access and Release of Information

(1) BCU shall maintain the registry through CRIMS. CRIMS users for facilities and homecare workers may access the registry online through CRIMS.

(2) An SI may request in writing that BCU provide documentation of information included in the registry about the SI.