

Administrator Alert

Policy updates & rule clarifications for Assisted Living, Residential Care & Nursing Facilities

Office of Licensing & Quality — Oregon Department of Human Services

DATE: March 22, 2010

Subject: Urgent - New Implementation Date for Criminal Record Checks in all Community Based Care Facilities.

ORS 443.004 (also known as Section 6 of House Bill 2442) is effective as of July 28, 2009. It directly impacts the criminal records check process. In this legislation, public funds may not be used to support, in whole or in part, the employment in any capacity of an individual who has contact with a recipient of home health or in-home care agency services or support services; or contact with a resident of a residential facility or an adult foster home, if that individual has specific convictions.

As ORS 443.004 is effective July 28, 2009, the Department of Human Services requires you to submit information on the following individuals:

- Anyone hired or who changed positions on or after July 28, 2009.
- Any owners or others completing criminal records check for new licensure on or after July 28, 2009.
- Subject to a background check (OAR 407-007-0200 through 0370)
- Any of these individuals who are still working or in the same position (i.e., there is not need to submit information on persons no longer working or placed in the facility)

The required information:

- Full Name
- Date of Birth
- Social Security Number
- Current Position
- Date of Hire or Move to New Position

This information must be submitted no later than **5:00pm, Monday April 5, 2010**. The information may be submitted to:

- Email: cru.info@state.or.us
- Mail: Jeff Akin, BCU, PO Box 14870, Salem, OR 97309-5066
- Fax: Attention Jeff Akin, (503) 378-6314

Note: You will also receive this notice via US Mail.



For more information, contact the DHS Office of Licensing and Quality of Care, 1-800-232-3020. Visit the DHS Web site at www.oregon.gov/DHS/