

BACKGROUND CHECK UNIT
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QED MANUAL FOR CRIMS

This manual is a guide for “qualified entity designees” (QEDs) to use the BCU’s Criminal Records Information Management System (CRIMS). In addition to this manual, please eSubscribe to BCU’s website, listed above, to receive updates

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.ltcrcr@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).

Use of the paper Background Check Request form is optional with CRIMS.

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/>. 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/>), 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. QEI's 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 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 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. **No other punctuation should be included 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

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 this 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.

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.

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.
 - 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.
 - 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:
 - 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: 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
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

A blank copy of the Background Check Request form (including instructions for SI and instructions for the QED) is provided after the last page of this manual.

Appendix B
Application Types for Aging & People with Disabilities programs

QE	SIs	App Types
Assisted living facilities	Employees and contractors	APD Paid 443.004
	Owners	APD Paid 443.004
	Volunteers	APD volunteer or student-facility
	Nonmedical interns/students	APD volunteer or student-facility
	(e.g.. Admin interns)	
Residential care facilities	Employees and contractors	APD Paid 443.004
	Owners	APD Paid 443.004
	Volunteers	APD volunteer or student-facility
	Nonmedical interns/students	APD volunteer or student-facility
	(e.g.. Admin interns)	
Nursing facilities	Employees and contractors	APD Paid-NF/SNF
	Owners	APD Paid-NF/SNF
	Volunteers	APD volunteer or student-facility
	Nonmedical interns	APD volunteer or student-facility
	CNA students in SNF training	APD volunteer or student-facility
Staffing Agencies	Caregivers	APD Paid 443.004

Appendix B
Application Types for Aging & People with Disabilities programs
continued

QE	SIs	App Types
AAAs/APD branches	Employees and contractors	APD AAA/ADS Paid
	AAA/APD volunteers	APD AAA/ADS NonPaid
	HCWs	APD Paid 443.004
	Federal Senior Companion volunteers	APD Federal SrCompanion-FPs
	Independent Choices Providers	APD Paid 443.004
	Independent Choices Representatives	APD AAA/ADS NonPaid
	AFH Licensees	APD Paid 443.004
	AFH employees	APD Paid 443.004
	AFH volunteers	APD volunteer or student-facility
	AFH household members	APD occupant/tenant PROVIDES NO CARE
	AFH tenants	APD occupant/tenant PROVIDES NO CARE
Adults Day Services	Employees and contractors	APD AAA/ADS Paid
	Volunteers	APD AAA/ADS NonPaid
In-Home Care Agencies	Employees and contractors ONLY working under contract with DHS/APD for DHS Senior clients	APD in-home care 443.004.
R & B	Owners and Managers	APD AAA/ADS Paid

Appendix B

Application Types for Developmental Disabilities programs

QE	SIs	App Types
ALL DD Adult Programs	Employees and contractors	DD Paid 443.004
	Volunteers	DD NonPaid
	Interns/Students	DD NonPaid
	PSWs (including domestic employees and independent contractor PSWs)	DD PSW 443.004
	AFH licensees and AFH staff	DD Paid 443.004
	AFH staff	DD Paid 443.004
	AFH volunteers	DD NonPaid
	AFHs occupants	DD NonPaid
	AFH room & board tenants	DD NonPaid
ALL DD Children Programs	Employees and contractors	DD Paid 443.004
	Volunteers/interns	DD NonPaid
	PSWs (including domestic employees and independent contractor PSWs)	DD PSW 443.004
	CFH licensees and CFH staff LIVING in CFH	DD CFH paid 443.004 lives in home
	CFH adult occupants not receiving pay	DD CFH non-paid lives in home
	CFH alternative caregivers NOT living in the CFH	DD CFH AltCaregiverPaid 443.004
Programs with dual licenses: DD and as Private licensed child caring agency	Employees and contractors	PLA DD Paid Staff 443.004
	Volunteers and interns	PLA DD Volunteers
	DD CFHs licensed through the PLA licensees and paid staff	PLA DD SIs in CFH Home paid 443.004
	DD CFHs licensed through the PLA occupants and volunteers	PLA DD SI in CFH Home Non Paid

Appendix B Application Types for Mental Health programs

QE	SIs	App Types
ALL MH programs	Employees and contractors	MH Paid 443.004
	Volunteers	MH NonPaid
	Students/interns	MH NonPaid
	Personal care attendants or PSWs	MH PCA/PSW443.004
	AFH licensees	MH Paid 443.004
	AFH staff	MH Paid 443.004
	AFH volunteers	MH NonPaid
	AFHs occupants	MH NonPaid
	AFH room & board tenants	MH NonPaid
Programs with dual licenses: MH and as Private licensed child caring agency	Employees and contractors	PLA MH Paid 443.004
	Volunteers and interns	PLA MH Volunteers
	MH CFHs licensed through the PLA licensees and paid staff	PLA MH SI in CFH Home Paid 443.004
	MH CFHs licensed through the PLA occupants and volunteers	PLA MH SI in CFH Home Non Paid

Appendix B
Application Types for Child Welfare Programs
(not Private Licensed Child Caring Agencies)

QE	SIs	App Types
<u>SOC programs</u>	Employees	CW programs--SIs
	Volunteers	CW programs—SIs
	Student/Interns	CW programs—SIs
ISRS programs	Employees	CW programs--SIs
	Volunteers	CW programs—SIs
	Student/Interns	CW programs—SIs
SPRF providers	Employees	CW programs--SIs
	Volunteers	CW programs—SIs
	Student/Interns	CW programs—SIs
VR	All VR SIs	VR staff/contractors/volunteers

Appendix B

Application Types for Child Welfare Private Licensed Child Caring Agencies

QE	SIs	App Types
ALL PLAs with ONLY CW license/certification	Employees	PLA Staff & Volunteers
	Volunteers	PLA Staff & Volunteers
	Interns/Students	PLA Staff & Volunteers
	CFH licensees	PLA SIs in Homes Paid
	CFH staff	PLA SIs in Homes Paid
	CFH volunteers	PLA SI in Homes Non Paid
	CFH occupants	PLA SI in Homes Non Paid
Programs providing Office of Refugee Resettlement (ORR) services	ALL SI having access to ORR children	CW-Federal ORR SIs
Programs with dual licenses: MH and as Private licensed child caring agency	Employees and contractors	PLA MH Paid 443.004
	Volunteers and interns	PLA MH Volunteers
	MH CFHs licensed through the PLA licensees and paid staff	PLA MH SI in CFH Home Paid 443.004
	MH CFHs licensed through the PLA occupants and volunteers	PLA MH SI in CFH Home Non Paid
Programs with dual licenses: DD and as Private licensed child caring agency	Employees and contractors	PLA DD Paid Staff 443.004
	Volunteers and interns	PLA DD Volunteers
	DD CFHs licensed through the PLA licensees and paid staff	PLA DD SIs in CFH Home paid 443.004
	DD CFHs licensed through the PLA occupants and volunteers	PLA DD SI in CFH Home Non Paid

Appendix B
Application Types for Public Health

QE	SIs	App Types
OHA Office of Equity and Inclusion	Traditional Healthcare Workers certificate candidates	THCW certification
Medical marijuana Dispensaries	Person Responsible for the Facility (PRF)	MMD—FPs required
OHA Public Health	School Based Dental Sealant Contractor	PH Oral health contract
In-Home Care Agencies	Employees and contractors ONLY working under contract with DHS/APD for DHS Senior clients	APD in-home care 443.004.

BACKGROUND CHECK REQUEST (301QED)

This form is to be used to assist in gathering information to be entered into the CRIMS system.

The instructions for the Qualified Entity Designee (QED) are available separately in form MSC 301QED-Instructions.

The instructions for the Subject Individual (SI) are attached to this form and **must** be given to the SI.

Section 1 — To be completed by the QED or the Qualified Entity Initiator (QEI)

1. QED agency name:	
QED agency street address:	
QED agency City/State/ZIP code:	
2. QED name:	QED phone number:
QEI name (if applicable):	QEI phone number:
3. Application type (select one program area for this position): <input type="checkbox"/> APD <input type="checkbox"/> DD <input type="checkbox"/> MH <input type="checkbox"/> PLA <input type="checkbox"/> CW <input type="checkbox"/> VR If an ADP, is this application for a skilled position in a nursing facility only? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this position: <input type="checkbox"/> Paid (for example: employee or contractor) <input type="checkbox"/> Non-paid (for example: volunteer, household member in AFH, etc.)	
4. Start date for position (mm/dd/yyyy): _____	
Is this a recheck of the SI in the same position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Position title:	
Description of duties:	
6. Position requires direct contact with (select all that apply):	
<input type="checkbox"/> Children	<input type="checkbox"/> Adults
<input type="checkbox"/> Confidential information	<input type="checkbox"/> Seniors (65 years and older)
<input type="checkbox"/> Finances/financial records	<input type="checkbox"/> Secure facilities
	<input type="checkbox"/> Information technology systems
7. Do the duties require driving? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 1 — To be completed by a QED (continued)

8. Type(s) of documents checked to verify identity (*check all that apply*):
 Driver's license or state ID Social Security card Passport
 Other: _____
 Initials of person checking ID: _____

9: Worksite locations/address for this position (*enter all if multiple*):

Section 2 — To be completed by the SI

10. Individual name: (Last/First/Middle)

11. Social Security number (*optional*): 12. Date of birth (*mm/dd/yyyy*):

13. Email address: 14. Gender:
 Female Male

15. Driver's license ID:
 State: Number:

16. Aliases/other names used:

17. Check only if you prefer correspondence be sent to your residential or mailing address (*rather than an email address*).

18. Residence street address:
 City: State ZIP code:

Mailing address: Same as residence
 City: State ZIP code:

19. Home phone: Mobile phone:

20. During the last five (5) years, have you been outside of Oregon for 60 days in a row or more?
 Yes No If yes, complete the following for each residence in the past 5 years:

Date (<i>mm/dd/yy</i>)		City:	State:	Country:	Name(s) used at this residence:
Start:	End:				

Section 2 — To be completed by the SI (continued)

21. Have you ever been charged, arrested and/or convicted of a crime?
 Yes No
 If you answered yes, list all charges, arrests and/or convictions (*adult and juvenile*) and the outcome, regardless of how long ago. Attach additional pages as needed.

Date (mm/dd/yyyy):	Charge, arrest or conviction:	Outcome (e.g., conviction dismissal):	City:	County:	State:

For each arrest, charge or conviction you list, attach extra pages and provide as much information as possible regarding the incident.

If you have potentially disqualifying convictions or conditions, the BCU must consider several factors to determine the risk of vulnerable individuals and your fitness to hold the position. Please provide any information about the details of your criminal history, yourself, your training, education, work history, treatment and circumstances since your criminal history that you want the BCU to weigh. Add additional pages as needed.

I understand that a criminal records check, which may include a national criminal records check requiring fingerprints, will be completed on me. I understand that an abuse check will be completed on me. The BCU may share information with a designee at the facility associated with this request. My submission of this electronic signature authorizes the BCU to request and receive any juvenile, police, court, or investigation reports needed to complete this background check. In the event potentially disqualifying abuse is discovered, I will be notified at the address or email I have given and asked to provide additional information.

I authorize, the BCU to process, this background check request. I understand the background check may be repeated during the time I hold this position.

22. SI signature: _____ Date: _____

Section 3 — To be completed by the QED.

23. Has the SI disclosed any adverse criminal history occurring within the past five (5) years?
 Yes No

If the answer is yes, you MAY NOT hire the SI on a preliminary basis pending the final fitness determination.

If the answer is no, you may hire the SI on a preliminary basis pending the final fitness determination.

SI being hired on a preliminary basis? Yes No

I request an expedited review for hiring on a preliminary basis. The BCU may complete a preliminary fitness determination if fingerprints are required for this SI.

24. The SI has disclosed (*check all that apply*):

- Out-of-state driver's license/state ID card
- Out-of-state residence
- Out-of-state residence within the past five (5) years
- Out-of-state criminal history

If any of the above is checked or if you have reason to believe that the SI's identity needs to be confirmed, fingerprints are required for this SI. If this background check request is submitted without evidence of fingerprint submission, the BCU will reject the request.

- I am submitting one fingerprint card with this background check request.
- The SI is submitting fingerprints via LiveScan.

25. QED signature:

Date:

All documents related to this background check request (*including this form*) should be scanned and attached to the CRIMS record using the **add/edit documents** function on the SI summary page.

Background Check Request Instructions for Subject Individual (SI)

Read all of the instructions before completing the form.

As the subject of this background check, you are referred to in these instructions as the subject individual (SI). The qualified entity (QE) listed in box 1 may be your employer or local branch. The authorized designee (AD) or contact person (CP) has received training from the Department of Human Services Background Check Unit (BCU) for background checks.

Section 2 – You, the SI, completes this section.

10. Type or print your complete name.
11. The disclosure of your Social Security Number (SSN) is optional. The BCU requests the SSN or INS number solely for the purpose of positively identifying you during the background check process. If you do not provide a SSN, the BCU may request fingerprints to confirm identity.
12. Enter your date of birth (mm/dd/yyyy).
13. Enter your email address. The BCU will use your email for any correspondence regarding our background check unless you indicate to use your mailing address (see #17).
14. Check the box for your gender.
15. Enter your driver license or state ID, listing the state and the number.
16. Type or print all aliases or other names you have ever used.
17. Check this box only if you prefer to have correspondence from BCU sent to your mailing address rather than email.
18. Type or print your residence address. If you have a mailing address that is different from your residence, type or print it.
19. Type or print the phone numbers where you can be reached.
20. If you have lived outside of Oregon in the past 5 years for more than 60 days in a row, check the “yes” box and provide details of your previous residences. If you have lived in Oregon for the entire past 5 years, check the “no” box and go to #21.
21. Provide information on your criminal history. If you have never been arrested, charged, or convicted, check the “no” box and go to #22.

Disclose all criminal history — You must accurately and completely disclose all history (*adult and juvenile*) regardless of how long ago it happened. This includes all felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history, your application may be closed or you may be denied due to false statement. Any serious traffic offense such as reckless driving, driving under the influence of intoxicants (DUII) and driving while suspended (DWS), must be listed. Failure to appear, even for a minor traffic violation, must be listed. If you are not sure if something should be listed, you

should list it. For each charge, arrest or conviction, include the exact date (*mm/dd/yyyy*), location and the outcome.

If you do not have proof the charge, arrest, conviction or adjudication has been expunged or set aside then list it.

Violations. Minor moving and non-moving traffic violations are not required to be listed.

If you have criminal history, BCU will weigh several factors to decide if you are fit for the position for which you are applying. Respond to the following questions. Attach documentation to support your responses.

- What happened leading up to the charge, arrest, conviction or other history?
- List any requirements resulting from each charge, arrest or conviction.
- Describe any treatment, education and training specifically related to your history.
- How is your history relevant to your position?
- Explain how you no longer pose a risk to the physical, emotional or financial well-being of vulnerable people.
- How has your life changed since your history?
- List other information you believe would be helpful in making a decision in this case.

22. Sign and date the form. Return it to the person listed in #2.

Possible outcome of your background check:

- **Approved:** Your background check is approved for the position listed on this form. An approval does not guarantee employment or placement.
- **Approved with restrictions:** Your background check is approved to work but are restricted to a specific client, a specific work site or a set of duties. This decision may be appealed. A restricted approval does not guarantee employment or placement.
- **Denial:** Based on the background check, you are denied. You may not hold the position listed on this form and you must be terminated immediately. This decision may be appealed, but you may not hold the position during the appeal.
- **Case closed:** If you do not provide a complete and accurate disclosure of your criminal history or you do not cooperate with this background check process, your application may be closed without a final decision. There are **no** appeal rights, but you may be able to reapply immediately. If closed, the department will provide you with further information.
- **Ineligible:** Due to ORS (Oregon Revised Statute), 443.004, prohibits individuals from working in certain positions if they have one or more specific convictions. If found ineligible, you may not hold the position listed on this form and must be terminated immediately. You do not have hearing rights. The BCU will provide more information in the email or letter sent to you.

Abuse checks — BCU will also conduct an abuse check on you. Potentially disqualifying abuse includes the following:

- **For ALL subject individuals:** Adult protective services history of physical or sexual abuse or financial exploitation assessed on or after January 1, 2010 for which you were found to be responsible. Abuse information is provided to BCU by the Office of Abuse Prevention and Investigations and the Aging and People with Disabilities (APD) based on severity.

- **For subject individuals associated with private licensed childcaring agencies, child foster homes or child adoptive homes.** Child protective services history held by the Department, regardless of the date of assessment or outcome, for which you were found to be responsible, and include founded or substantiated child protective services reports from states where you lived in the past 5 years.

If potentially disqualifying abuse is found, you will be contacted and asked to provide additional information. Due to its sensitive nature, the information you provide will not be disclosed to your potential employer or QED.

Authority — BCU is authorized by state law, to complete background checks on SIs who work, volunteer or live with individuals who are vulnerable to abuse or mistreatment (ORS 181.534, 181.537, 409.027 and 443.004; OAR 407-007-0200 to 407-007-0370, OAR 943-007-000 to 943-007-0501). Vulnerable individuals include children, senior citizens and individuals with physical disabilities, developmental disabilities or mental illness. A check may be required even if you, the SI, do not have direct contact with vulnerable individuals.

Sources checked — BCU may check information from the Driver and Motor Vehicle Services Division, Department of Corrections, Oregon State Police, Federal Bureau of Investigation and local, state and federal courts. BCU may use information from other criminal justice, corrections and law-enforcement agencies and other state and local government agencies. You may be requested to provide fingerprints for a national criminal records check.

Challenging criminal information — If you want to obtain a copy of your record, or challenge information in the record, you must contact the Oregon State Police, 503-378-3070, extension 330 (*for Oregon criminal records*) or the Federal Bureau of Investigation, 304-625-3878 (*for national criminal records*). You may request a copy of the national FBI report from BCU. Depending on your previous contacts with law enforcement and courts, you may need to contact several sources to find your complete criminal records.

Rechecks — This background check process may be repeated at any time while you work, reside or otherwise continue in this position.

If you have questions or need this form in large print or in a different format, contact the qualified entity listed in section 1, box 1.

Keep these instructions for your records.

Background Check Request Form Instructions for Qualified Entity Designees and Qualified Entity Initiators

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.

The Background Check Unit (BCU), the Department of Human Services (DHS) and the Oregon Health Authority (OHA), conduct certain background checks for providers and provider agencies. Use this form for individuals who have been offered a position subject to the background check rules (OAR 407-007-0200 to 407-007-0370; 943-007-0001(2)). Potentially disqualifying convictions and conditions are listed in these rules. The background check should not be used as a screening tool to determine if an applicant is eligible for a position.

The subject of the background check is called the subject individual (SI). The qualified entity (QE) may be the SI's employer or the local branch or office where services are administered. Local contacts for the background check process are qualified entity designees (QEDs). Some QEs also have individuals who enter a background check request for the QEDs to review; these individuals are called qualified entity initiators (QEIs).

CRIMS. The BCU uses the Criminal Records Information Management System (CRIMS) for all the background checks. Most of the QEDs and all QEIs have access to CRIMS once the BCU approves them to use CRIMS. **If you have access to CRIMS, you do not need to use this form but may enter all information directly into CRIMS.**

This form is available for situations when it might be more convenient to have the information in writing before you enter it into CRIMS. **As a CRIMS user, YOU MUST STILL ENTER EACH BACKGROUND CHECK REQUEST INTO CRIMS.** For records retention, scan and attach this completed form when you submit the background check request in CRIMS.

If you are a QED without access to CRIMS, please contact the BCU at 503-378-5470 or 888-272-5545.

ORS 443.004/OAR 407-007-0275 and 407-007-0277 (effective 7/28/2009 with subsequent updates)

ORS 443.004/OAR 407-007-0275 and 407-007-0277 directly impacts the background check process. OAR 407-007-0275 addresses positions in Aging and People with Disabilities programs, including Developmental Disabilities programs. OAR 407-007-0277 addresses Addictions and Mental Health Division programs. Public funds may not be used to support, in whole or in part, the employment in any capacity, of individuals in certain positions if the individual has specific convictions. These positions include but are not limited to:

- Employees and contractors of residential facilities, including assisted living facilities, residential care facilities, residential treatment homes, residential treatment facilities and residential training facilities. Employees of staffing agencies **are** subject, unless they work exclusively in nursing facilities. Nursing facilities **are not** subject.
- Staff at adult foster homes including any licensed adult foster home for mental health, developmental disability, seniors or adults with physical disabilities. Relative adult foster homes **are not** subject.
- Employees of in-home care agencies which are licensed through the Oregon Health Authority (OHA) **and** have contracts with the Department of Human Services (DHS) Aging and People with Disabilities programs.
- Home care workers, personal care assistants and others in similar positions.

- Anyone employed or contracted by programs for individuals with developmental disabilities.
- Mental health or substance abuse treatment providers, as defined in ORS 443.004.

The ORS 443.004/OAR 407-007-0275 and 407-007-0277 crimes list is included with these instructions. Discovery of a conviction for any of these crimes may occur in one of the following ways:

- During your recruitment process provide a copy of the ORS 443.004/OAR 407-007-0275 407-007-0277 crimes list as part of your application packet. The person may decide s/he is not eligible to apply for the position. No background check is needed.
- If you have offered a person a position and you find any of these convictions disclosed on the 301, you must submit the 301 to the BCU. **DO NOT HIRE THE INDIVIDUAL ON A PRELIMINARY BASIS.** BCU will review the background check request and, if an ORS 443.004 conviction is confirmed, the BCU will send a letter to you and to the SI stating the SI is ineligible due to ORS 443.004.
- Finally, if the BCU finds evidence of one of these convictions during a background check, the BCU will notify you and the SI that the SI is ineligible due to ORS 443.004.

Section 1 — Complete section 1 before giving the 301 to the SI.

1. Type or print the name of the QE and the complete address of the QE. NOTE to QEI's: The QE is the agency you submit the background check, such as the local AAA or branch office.
2. Type or print the name and phone number of the QED. Include area code and extension number.
If there is a qualified entity initiator (QEI) associated with this background check request (*for example an Adult Foster Home (AFH) licensee*), type or print the name and phone number of the QEI. Include area code and extension number.
3. Application type: Check the program area for this position.
 - APD Aging and People with Disabilities programs. If you check this box, please indicate if the position includes work in a skilled nursing facility.
 - DD Developmental disabilities programs.
 - MH Mental health programs. Currently the BCU has the authority to only check alcohol and drug programs which have mental health certification.
 - PLA Private licensed child caring agencies licensed as a DHS program.
 - CW Child Welfare, (*e.g., housekeepers*)
 - VR Vocational Rehabilitation position

Indicate if the position is a paid position (*employee, contractor, etc.*) or is a non-paid position (*volunteer, household member in an adult foster home, etc.*). Note: The BCU may NOT run background checks for students or interns unless the student is in a CNA/CMA training program in a nursing facility approved by the Oregon State Board of Nursing.

4. Enter the **exact** start date for the position (*mm/dd/yyyy*). If you do not have an exact date, enter the first date of the following month (*for example, if you are completing the background check in July 2012, enter 08/01/2012*).
If this form is for a recheck, check that box. The start date you enter should be the **original start** date of the SI in the current position. Rechecks are only allowed by program rules, for the SI moving to a new position with the QE, quality assurance purposes at the BCU's direction or if there is reason to believe a check is justified, such as new criminal history.
5. List the exact title of the SI position. If the SI is a volunteer, indicate a specific volunteer title. If the SI is a household member or frequent visitor in a foster home, be specific regarding the position.

Provide a brief list of duties, especially if they are not clear from the position title or if the individual is providing care. You may attach a position description, which is especially helpful if the SI has potentially disqualifying convictions and conditions, and the BCU needs to complete a weighing test, for the final fitness determination.

6. Check all boxes that apply to the SI's contact with vulnerable individuals and sensitive areas.
7. Indicate whether the SI's position requires driving.
8. The QED must verify the SI's identity with government-issued photo identification from the SI, or ensure that the person verifying the SI's identity understands how to do this. List the type of identification(s) used. Include the initials of the individual who verified the identity.

If the background check is a recheck, you may check "other" and write in "recheck" on the available line.

9. List the SI's worksite and address. If the SI has multiple worksites (*e.g., several AFHs or client homes if a home care worker*), you may list all of them or combine them. For example:
 - Baylor Sun Assisted Living Facility (ALF) and Baylor Park Residential Care Facility (RCF)
 - Various Adult Foster Homes (AFH) in District 10

For homecare workers, you may enter "statewide" if the SI has clients outside your jurisdiction.

The information you enter in the "worksite location" field will show on all notices regarding this SI and position.

Section 2 — Have section 2 completed by the SI. Give the SI:

- The Background Check Request form.
- The instructions for the Background Check Request form.

Allow the SI enough time and privacy to complete the form completely and accurately.

Review section 2 after the SI has completed it.

Review for accuracy and completeness. Ensure that the SI has listed their full name (*no initials*), correct date of birth, gender, Social Security number/Immigration & Naturalization Service number (*if given*), other names used, driver's license/identification number, email address (*if given*), mailing and residence address, and phone number. Confirm the residency information in #20. If the SI discloses criminal history in #21, make sure the SI provides information and details of each incident and further information for a weighing test. Confirm the SI has signed the form and verify the date is correct in #22.

Section 3 — QED completes section 3.

23. Determine if the SI's disclosures include any adverse history. The **adverse history** includes any criminal history within the past five (5) years, with ANY of the following outcomes:
 - Pending outcome
 - Convicted
 - Juvenile adjudication
 - Diversion or conditional discharge
 - On probation
 - Unknown

If you cannot tell the outcome from the SI's disclosure, consider it "unknown."

If no potentially disqualifying history is disclosed, indicate whether you will hire on a preliminary basis, sign and date box 11.

If potentially disqualifying history is disclosed, you are not allowed to hire on a preliminary basis.

24. Determine if the SI background check requires fingerprints. If you check any boxes, or if you believe that fingerprints are necessary to confirm the SI's identity, send in fingerprints with the Background Check Request form, or submit the fingerprints via LiveScan if available.

25. Sign and date the form.

Once Sections 1, 2, and 3 are completed, submit the Background Check Request form.

CRIMS Users

QEDs Follow the instructions in the CRIMS manual you have received from the BCU and the online help instructions. Enter all data into CRIMS. Scan this form and attach it on the SI summary page. CRIMS will retain copies of the record and attached documents following the BCU record retention schedule so you do not need to keep the original document.

If you received this form from a QEI or the SI, enter any data (*if not already in CRIMS*), review the SI summary page, scan and attach the documents and submit the background check for processing. CRIMS will retain copies of the record and attached documents following the BCU record retention schedule, so you do not need to keep the original document.

QEIs Follow the instructions in the CRIMS manual you have received from the BCU and the online help instructions. Enter all data into CRIMS. Once completed, give or send this form to the local QED so they may complete the background check process in CRIMS.