

## Monthly Invoicing from Fieldprint



The Background Check Unit (BCU), serving Oregon Department of Human Services (ODHS) and Oregon Health Authority (OHA), conducts background checks on employees, contractors, volunteers and others for ODHS|OHA as well as for providers licensed, certified or otherwise regulated by ODHS|OHA; the person subject to a background check is called a subject individual (SI).

If BCU needs a fingerprint-based check on your SI, you will receive notification email from ORCHARDS alerting you to create in ORCHARDS the “Fingerprint Letter – Please Give to SI” document and give it to your SI. This document has direction to get fingerprinted through Fieldprint.

Fingerprint capture through Fieldprint costs \$12.50; this fee is paid by your agency or the SI (as determined by your agency).

If your agency is paying for fingerprint capture, you can set up monthly invoicing with Fieldprint, eliminating the need to pay for each SI as they schedule an appointment. Generally, Fieldprint wants an agency to complete 100 or more fingerprints per year as the primary guideline for whether or not Fieldprint can provide a specialized account(s) for an agency. If you would like to set up an account for monthly invoicing, please follow these steps:

1. Find out which request types your agency uses. Whenever you submit a background check in ORCHARDS, on the Pre-Employment/Placement Information page, there is field titled, “\* Request Type.” All the request types available to you are listed here.
2. Review the attached table. You will want to copy the row(s) showing your request types into your email to Fieldprint.
3. Create and email to send to either:
  - a. Jason DePalma at [jdepalma@fieldprint.com](mailto:jdepalma@fieldprint.com) (888-472-8918 x 2440); or
  - b. Client Services at [CustomerService@MyFieldprint.com](mailto:CustomerService@MyFieldprint.com).
4. In this email, tell Fieldprint:
  - a. You would like monthly invoicing
  - b. Who is your Contact for Fieldprint (name, phone number, email)
  - c. Your agency information (name, mailing address)
  - d. Your codes need to mirror Background Check Unit FieldPrint codes for the request types you use.
  - e. ADD the rows you have copied from the attached table.
5. Once your account is set up, FieldPrint will give you your own agency codes.
6. When you receive notification from ORCHARDS regarding an SI needing a fingerprint capture:
  - a. You still must login to ORCHARDS, go to the SI’s Person Summary page, Application tab, and click on the link titled, “Fingerprint Letter – Please Give to SI” to create the document.
  - b. Your SI will use your Agency code and the ORCHARDS ID in the “Fingerprint Letter – Please Give to SI” document:

Scheduling Livescan Fingerprinting through FIELDPRINT	
Subject Individual:	Joseph Test
Fieldprint Access code:	<del>FPDHSAPDP</del>
ORCHARDS ID:	1329947
Fingerprint Deadline Date:	5/12/2022

Use **your** agency code, not this one.

Use this Unique ORCHARDS ID. It is different for each SI and each background check.

# Monthly Invoicing from Fieldprint



BCU FieldPrint Information (copy rows regarding the request types you use to your email request to FieldPrint)

Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
APD AAA/ADS Nonpaid	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD AAA/ADS Paid	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD AFH NonPaid	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD AFH occupant/tenant PROVIDES NO CARE	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD AFH Paid 443.004	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD Fed'l SrComp or NCS-FPs	FPDHSAPDP	OR024CRU0	SOBCU	ORS181A.195 and NCS Act	NFUF	N
APD HCW 443.004	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD In-home care 443.004	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD LTC referral agency	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD Paid 443.004	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD Paid NF/SNF	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
APD volunteer or student-facility	FPDHSAPDP	OR024CRU0	SOBCU	ORS 181A.195	NFUF	N
CCA Alt Caregiver for Adop/Foster Home	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195	NFUF	N
CCA Foster Parent	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
CCA MH Foster Parent	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
CCA MH Paid Staff 443.004	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195	NFUF	N
CCA MH SI in CFH Non Paid	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
CCA MH SI in CFH Paid 443.004	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
CCA MH Volunteers	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195	NFUF	N
CCA Referral Agency SI	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195	NFUF	N

# Monthly Invoicing from Fieldprint



Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
CCA RHY Grantee SIs--FPs Req'd	FPDHSPLA	OR024CRU0	OPWBCU	ORS181A.195 and RHY Grant	NFUF	N
CCA SI in CFH Non Paid	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
CCA SI in CFH Paid	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
CCA Staff & Volunteers	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195	NFUF	N
CCA Staff--Family First Act	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Family First Prevention Safety Act	NFUF	N
Child Care Provider	FPDHSDFU2	OR024CRU0	COBCU	ORS181A.195 and Child Care Development Block Grant	NFUF	N
Clearinghouse CASA/CPS Employee/Contractor	FPDHSCHV	OR024CRU0	OCHE	ORS 181A.190	NFUF	N
Clearinghouse CASA/CPS volunteer (not mentoring)	FPDHSCHVol	OR024CRU0	OCHV	ORS 181A.190	NFUF	N
Clearinghouse Employee/Contractor	FPDHSCHV	OR024CRU0	OCHE	ORS 181A.190	NFUF	N
Clearinghouse NCS Employee/Contractor	FPDHSCHV	OR024CRU0	OCHE	ORS 181A.190	NFUF	N
Clearinghouse NCS Volunteer	FPDHSCHVol	OR024CRU0	OCHV	ORS 181A.190	NFUF	N
Clearinghouse NCS Waivered Volunteer	FPDHSCHVolW	OR024CRU0	OCHW	ORS 181A.190	NFUF	N
Clearinghouse Volunteer	FPDHSCHVol	OR024CRU0	OCHV	ORS 181A.190	NFUF	N
Clearinghouse Waivered CASA/CPS Volunteer (mentoring)	FPDHSCHVolW	OR024CRU0	OCHW	ORS 181A.190	NFUF	N
Clearinghouse Waivered Volunteer	FPDHSCHVolW	OR024CRU0	OCHW	ORS 181A.190	NFUF	N
CW Federal ORR SIs	FDDHSCWPFLDCont	OR024CRU0	WOBCU	ORS181A.195 and ORR Requirements	NFUF	N
CW programs--SIs	FDDHSCWPFLDCont	OR024CRU0	WOBCU	ORS 181A.195	NFUF	N
DD AFH NonPaid	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD AFH Occupant/Tenant PROVIDES NO CARE	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD AFH Paid 443.004	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N

# Monthly Invoicing from Fieldprint



Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
DD Brok/CDDP Employee Paid 443.004	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD Brok/CDDP Vol/student NonPaid	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD CFH AltCaregiverPaid 443.004	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
DD CFH Non Paid Lives in Home	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
DD CFH Paid 443.004 Lives in Home	FPDHSPLA	OR024CRU0	OPWBCU	ORS 181A.195 and Adam Walsh Act	NFUF	N
DD JOB+ Paid 443.004	FPDHSDDJP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD Non-Paid	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD Nonpaid In-Home Care Vol/Student	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD paid 443.004	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD Paid In-Home Care 443.004	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
DD PSW 443.004	FPDHSDDP	OR024CRU0	DOBCU	ORS 181A.195	NFUF	N
HCI certification	FPOHAPHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
HR DHS Contractors	FPDHSCE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR DHS CW--CJIS Staff [disabled ~8/2020]	FPDHSWCJIS	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR DHS SACU Staff	FPDHSE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR DHS SSP Staff/Volunteers	FPDHSE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR DHS Staff	FPDHSE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR DHS Staff--Access to FTI	FPDHSE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR DHS Volunteers/Students	FPDHSV	OR024CRU0	VOBCU	ORS 181A.195	NFUF	N
HR DHS--ODVA Volunteer	FPDHSV	OR024CRU0	VOBCU	ORS 181A.195	NFUF	N
HR OHA Contractors	FPOHACE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N

# Monthly Invoicing from Fieldprint



Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
HR OHA OSH Contractors	FPOHACE	OR024CRU0	EOBCU	ORS 181A.195	NFUF	N
HR OHA staff	FPOHAE	OR024CRU0	EOOHA	ORS 181A.195	NFUF	N
HR OHA Volunteers/Students	FPOHAV	OR024CRU0	VOOHA	ORS 181A.195	NFUF	N
HSD ADSS Cert	FPOHAPHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MH AFH Non-paid	FPOHAAMHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MH AFH occupant/tenant PROVIDES NO CARE	FPOHAAMHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MH AFH Paid 443.004	FPOHAAMHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MH Non-paid	FPOHAAMHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MH NWRRC NO FPs		OR024CRU0			NFUF	N
MH Paid 443.004	FPOHAAMHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MH PCA/PSW 443.004	FPOHAAMHP	OR024CRU0	MOBCU	ORS 181A.195	NFUF	N
MMD--FPs required	FPOHAMMD	OR024CRU0	OMMD	ORS 181A.195	NFUF	N
No LEDS Run					NFUF	N
OOS AW/FF CPS request		OR024CRU0			NFUF	N
OOS Childcare CPS request		OR024CRU0			NFUF	N
OR CASA request		OR024CRU0			NFUF	N
OR PREA request		OR024CRU0			NFUF	N
PH Oral health contract	FPOHAPHP	OR024CRU0	MOBCU	OAR 181A.195	NFUF	N
PH Staff/Volunteers	FPOHAPHP	OR024CRU0	MOBCU	OAR 181A.195	NFUF	N
PH Staff/Volunteers FP required	FPOHAPHP	OR024CRU0	MOBCU	OAR 181A.195	NFUF	N
THW certification	FPOHAPHP	OR024CRU0	MOBCU	OAR 181A.195	NFUF	N

# Monthly Invoicing from Fieldprint



Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
VR staff/contractors/volunteers	FPDHSVRP	OR024CRU0	ROBCU	OAR 181A.195	NFUF	N