

Senate Bill 1515 Changes to Background Check Procedures

The Background Check Unit is sending this letter to all qualified entity designees for child caring agencies impacted by 2016 Legislation SB1515. 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”). You are receiving this notice because your agency certifies child foster homes.

The changes in the background check process will impact only child caring agency foster parents. These changes do not impact the household members or alternate caregivers.

Effective July 1, 2016, you must use the attached background check request form for applicants.

- Provide the applicant the paper background check request form (pages 2-4) with the instructions (pages 6 - 9) attached.
- Ensure the applicant 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.

BCU has updated its background check rules and procedures, effective July 1, 2016, to include the following:

- 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. **This release of information is part of the background check request form.** This is another reason why you must attach the background check request form to the CRIMS record.
- If the child caring agency foster parent does not sign the release of information/background check request form, BCU **must close** the background check request without making a fitness determination.
- If the child caring agency foster parent does not disclose all criminal history, abuse history (in which the applicant is the perpetrator of founded or substantiated abuse), or protective order/restraining order history, BCU **must either close or deny** the applicant.
- In additions to the current potentially disqualifying convictions and conditions, a child caring agency foster parent now has the additional conditions:
 - Substantiated adult protective services investigation of neglect initiated on or after January 1, 2010, as provided to BCU by OAAPI and APD based on severity (note: found child protective services neglect is already potentially disqualifying)
 - Any restraining order or protective order against the child caring agency foster parent
 - False statement or failure to disclose information regarding substantiated or founded abuse, restraining orders, or protective orders.

The DHS Office of Licensing and Regulatory Oversight and the Background Check Unit are hosting Q&A telephone conferences on the following dates:

- Tuesday, 6/28/2016, 1:00 – 2:00 p.m.
- Thursday, 6/30/2016, 10:00 – 11:00 a.m.

- Tuesday, 7/12/2016, 10:00 – 11:00 a.m.
- Thursday, 7/14/2016 2:00 – 3:00 p.m.

To participate in any of the events listed above, on the date and time, please call 877-336-1828 and input the participant code 130849. This is a toll-free number.