



Oregon

Kate Brown, Governor

Oregon Department of Human Services

Safety, Oversight and Quality

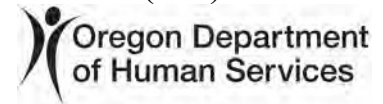
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NF-22-064 – Provider Alert



Date: December 6, 2022

To: All Nursing Facility Care Providers
All Assisted Living Facility Providers
All Residential Care Facility Providers

From: Aging and People with Disabilities (APD)
Safety, Oversight and Quality Unit (SOQ)

Subject: **Reminder of Background Check Requirements
for all employees, volunteers and subcontractors**

The Background Check Unit (BCU) plays an important role to make sure individuals who serve clients do not have a history of criminal behavior or abuse that suggest they could be a danger to residents. BCU processes background checks for all contractors, subcontractors, vendors, volunteers or employees of qualified entities that provide care and are licensed, certified, registered or otherwise regulated by the Oregon Department of Human Services (ODHS), which includes all nursing facilities, residential care facilities and assisted living facilities. The persons who are receiving the background check are designated as the subject individual. If the applicant meets the definition of a subject individual, then the qualified entity is required to have BCU conduct the criminal background check in the Oregon Criminal History and Abuse Records Data System (ORCHARDS, formerly known as CRIMS).

This is a reminder that providers must ensure background checks are being conducted upon initial hire and then conducted again every two years as required by [OAR 411-085-0200](#).

The requirements for ODHS background checks are located in the following OARs: [OAR 407-007-0200 to 407-007-0370](#), (the Oregon Department of Human Services

Background Check Unit rules, “Criminal Records Checks and Abuse Checks on Providers”).

For more information on ORCHARDS or how to use the ORCHARDS system, please visit the [ORCHARDS website](#) or take the [QED ORCHARDS Overview Training video](#).

If you have any questions, please contact the Oregon Department of Human Services [Background Check Unit](#):

bcu.info@odhsoha.oregon.gov

Phone: 503-378-5470

Phone: 888-272-5545

TTY: 503-373-7800

Oregon Department of Human Services website: www.oregon.gov/DHS/