Developmental Disabilities Services

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Authorized signature

Number: APD-AR-15-026

Issue date: 4/27/2015

Topic: Developmental Disabilities

Due date: 4/27/2015

Subject: Position Title Provider Designations for Background Check

**Applies to (check all that apply):**

- [ ] All DHS employees
- [x] County Mental Health Directors
- [x] County DD Program Managers
- [x] ODDS Children’s Residential Services
- [x] ODDS Children’s Intensive In Home Services
- [ ] ODDS Children’s Intensive Stabilization and Crisis Unit (SACU)
- [ ] Other (please specify): Brokerages, DD Providers
- [ ] Area Agencies on Aging
- [ ] Health Services
- [ ] Aging and People with Disabilities
- [x] Office of Developmental Disabilities Services (ODDS)
- [ ] Self Sufficiency Programs
- [ ] Office of Developmental Disabilities Services (ODDS)
- [ ] Child Welfare Programs
- [ ] Office of Developmental Disabilities Services (ODDS)

**Action required:**
Qualified Entity Designees (QED), in coordination with CDDP Service Coordinators and Brokerage Personal Agents need to use the appropriate position title designations when submitting background checks.

Position titles are based on the following Oregon Administrative Rules: 411-330-0020; 411-360-0020; 411-346-0110; 411-305-0020; 411-308-0020; 411-340-0020; 411-375-0010

See attached chart.

**Reason for action:**
It is necessary for the Background Check Unit and Provider Relations Unit to receive an individual's appropriate position title according to job description and service element in order to complete an accurate criminal history check.

**Field/stakeholder review:**

- [x] Yes
- [ ] No

If yes, reviewed by: Sarah Jane Owens and Katie Rose
If you have any questions about this action request, contact:

<table>
<thead>
<tr>
<th>Contact(s):</th>
<th>Michael Harmon</th>
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<tbody>
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<tr>
<td></td>
<td>Service element individual will be associated with</td>
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</table>
| 1 | Comprehensive In- Home (DD49)                    | a) PSW-DE  
b) PSW- IC  
c) Behavior Consultant  
d) Volunteer  | a) DD PSWs 443.004  
b) DD PSWs 443.004  
c) DD paid 443.004  
d) DD non-paid |
| 2 | DD Foster Homes Adult (DD58)                     | a) AFH-Caregiver  
b) AFH – Occupant  
c) AFH- Licensee  
d) AFH-Resident Manager  
e) AFH- Substitute Caregiver  | a) DD paid 443.004  
b) DD non-paid  
c) DD paid 443.004  
d) DD paid 443.004  
e) DD paid 443.004 |
| 3 | DD Foster Homes Children (DD58)                  | a) CFH-Caregiver  
b) CFH – Occupant  
c) CFH- Licensee  | a) DD CFH paid 443.004  
b) DD CFH non-paid  
c) DD CFH paid 443.004 |
| 4 | Family Support for Children (DD150)              | a) PSW-DE  
b) PSW- IC  
c) Behavior Consultant  
a) Volunteer  | a) DD PSWs 443.004  
b) DD PSWs 443.004  
c) DD paid 443.004  
d) DD non-paid |
| 5 | Long-Term Support for Children (DD151)           | a) PSW-DE  
b) PSW- IC  
c) Behavior Consultant  
a) Volunteer  | a) DD PSWs 443.004  
b) DD PSWs 443.004  
c) DD paid 443.004  
d) DD non-paid |
| 6 | Support Service Providers                        | a) PSW-DE  
b) PSW- IC  
c) Behavior Consultant  
d) Volunteer  | a) DD PSWs 443.004  
b) DD PSWs 443.004  
c) DD paid 443.004  
d) DD non-paid |
| 7 | Discovery                                        | a) PSW-IC  
b) Discovery Provider | a) DD paid 443.004  
b) DD paid 443.004  |