

**Developmental Disabilities Services**

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**Number: APD-IM-17-054**

**Issue date: 7/21/2017**

**Topic:** Developmental Disabilities

**Subject:** Background Checks for Developmental Disabilities

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

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors             |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services                                       |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" type="checkbox"/> Office of Developmental                    |
| <input type="checkbox"/> Self Sufficiency Programs             | Disabilities Services(ODDS)  |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> ODDS Children's Intensive                  |
| <input checked="" type="checkbox"/> ODDS Children's            | In Home Services   |
| Residential Services   | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)       |
| <input type="checkbox"/> Child Welfare Programs                | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerage |
|  | Directors; Service Coordinators;   |
|  | Personal Agentes   |

**Message:**

**Expedited Background Checks**

Background Check Unit (BCU) may complete an expedited background check for emergent care or emergent staffing needs where the lack of an available provider is likely to put an individual at risk of harm.

BCU asks that the Qualified Entity Designees (QED) with *emergent care/staffing needs*, or that is processing a CHC for a situation where there is an *emergent care/staffing need*, email [BCU.Info@state.or.us](mailto:BCU.Info@state.or.us) to request an expedited review.

*Emergent care/staffing needs* mean that it is more than likely that an individual's needs will go unmet if the CHC is not processed with an expedited review. Qualifying a preferred provider when another provider is available is not a reason for an expedited review.

BCU will generally process expedited requests within 2 business days. Notable exceptions that can delay a check are when fingerprinting is involved, and/or BCU requires archived or out-of-state information, in which cases BCU is unable to internally control timelines on processing the background check.

## Preliminary approvals

The Oregon Administrative Rules (OARs) that govern the service delivery for people receiving services from the Office of Developmental Disabilities Services allows for a worker to work with a preliminary approval under certain circumstances and only for certain providers.

If a caregiver has an adverse criminal history, the QED may request a preliminary fitness determination approval by BCU, by checking the preliminary hire option on the CHC form and on the SI Summary page in CRIMS. Preliminary hire is an initial check on certain specific factors that allows someone to work under supervision until the BCU is able to complete the full and complete approval for a Final Fitness Determination.

OAR 411-375 does not allow a Personal Support Worker to work with a preliminary approval. All Personal Support Workers must be fully approved to work prior to being enrolled as a Personal Support Worker.

OAR 411-360-0110 and the Collective Bargaining Agreement for Adult Foster Homes permits caregivers with a preliminary Fitness Determination to work for a foster care provider under supervision. An Adult Foster Care provider may be a Qualified Entity Designee (QED).

OAR 411-323-0050 permits a DD Medicaid certified provider to hire Direct Support Professionals with a preliminary fitness determination to work under supervision.

**Reviewed by Field? Yes** CDDP and Brokerage policy reviewers; BCU management

*If you have any questions about this information, contact:*

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