

Policy Transmittal Developmental Disabilities Services



Lilia Teninty

Authorized signature

Number: APD-PT-18-027

Issue date: 6/27/2018

Topic: Developmental Disabilities

Due date: Immediate

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): Service Coordinators; provider agencies; foster care providers |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Agencies and providers hiring staff from temporary hiring agencies		
Policy/rule number(s):	OAR 411-323-0050(6) OAR 411-360-0040(3) OAR 411-346-0140(8) OAR 411-407	Release number:	v1
Effective date:	June 22, 2018	Expiration date:	n/a
References:			
Web address:	https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1626 https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=91		

Discussion/interpretation:

When agencies who are certified as Medicaid Certified agencies via OAR 411-323, or foster care through OAR 411-346 or OAR 411-360 use staff from a temporary staffing agency, have volunteers or use contractors (who have direct contact or access to individuals or their information), the Medicaid Certified agency or foster care provider must ensure that the staff person meets all of the same criminal history check and training expectations as employees of the Medicaid Certified agency. Medicaid Certified agency and foster care provider will herein be referred to as 'agency'.

This means that if the DD agency uses a temporary agency staff person for any position and that position has contact with an individual or individual records, they must meet all the qualifications, background screenings and trainings as any potential or newly hired Direct Support Professional (DSP). These include but may not be limited to:

1. Check CRIMS to identify if the staff person is on the Long Term Care Registry (LTCR)
 - a. If the staff person is **'active'** on the LTCR, the agency must attach themselves to the staff person in CRIMS
 - b. If the staff person is **not 'active'** on the LTCR, the agency must continue with the submission of the criminal history check through the DHS Background Check Unit.
 - i. If the staff person is given preliminary approval by the BCU, they may work under supervision if deemed appropriate by the agency (see [PT-18-020](#))
 - ii. Once the staff person is given a positive Fitness Determination (approval), the agency must attach themselves to the staff person in CRIMS
2. Require that the staff person completes the training requirements outlined in administrative rule.
3. Require that the staff person completes all internal agency required trainings
4. Require that the staff person completes all internal agency required on the job training specific to individual support plans
5. Require that the staff person completes all internal agency required trainings regarding administrative expectations.
6. Require that the staff person completes Oregon Intervention System (OIS) training as necessary for their job.

Implementation/transition instructions:

All Medicaid Certified Agencies and foster care providers must ensure that staff they hire meet the minimum qualifications.

Local/branch action required:

Ensure providers are aware of the expectations of hiring practices.

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Chelas Kronenberg	
Phone: 971-600-7892	Fax: 503-373-7274
Email: Chelas.a.kronenberg@state.or.us	