



Understanding the Changes

What is changing regarding background checks?

As of Jan. 1, 2026, background checks must be initiated by foster home providers or their designees.

What is a Qualified Entity Initiator (QEI)?

A QEI is a person who has permission to use the state's online background check system (called ORCHARDS). Their job is to start the background check process for subject individuals.

In plain terms:

- The QEI collects basic information like legal name and aliases, date of birth, address, and a copy of their identification from the person needing a background check.
- They enter that information into ORCHARDS so the process can begin.

Think of the QEI as the person who kicks off the background check by entering the details and copy of the identification into the system.

What is a Qualified Entity Designee (QED)?

Qualified Entity Designee (QED) means an approved subject individual appointed by the qualified entity appointing authority to handle background checks on behalf of the qualified entity.

What is a Subject Individual (SI)?

A Subject Individual (SI) is anyone who needs a background check because they will have direct contact with people receiving services or access to their personal information, records, or funds.

The Background Check Unit (BCU) may check their criminal history, abuse history, or both. Sometimes, fingerprints are required for a national check.

Examples of who counts as an SI:

- Providers and co-providers
- Resident managers and caregivers
- Volunteers
- Household members (age 16+ in Adult Foster Homes, age 18+ in Child Foster Homes)
- Room and board tenants
- Long-term visitors
- Anyone who will interact with residents or their information

In general, if someone will be around individuals or their sensitive information, they likely need a background check and are considered a Subject Individual.

Why am I required to initiate background checks?

Initiating the background checks will allow you as the provider the ability to manage your own background checks for your foster home. It allows for greater flexibility and independence to you as the provider.

As of Jan. 1, 2026, most foster home providers will become a QEI for their homes(s). Eventually, all foster homes will have QEDs to handle background checks

I am already a QEI or QED, does this change affect me?

If you are a QED for your DD Adult or Child Foster home, nothing will change for you.

If you are a QEI for your DD Foster home, you will create new applications in ORCHARDS and the QEDs at ODDS Licensing will submit the application and will help you monitor and act on the application.

If you are a QED for a group home or other agency, you will receive a new QEI login specifically for your foster home.

Background Check Process

Do I need to upload an ID to the background check?

Yes, as a rule requirement, you must provide a copy of the subject individual's identification in their background check application.

If you do not upload a copy of the identification, we are unable to submit the background check.

How does the subject individual get their fingerprints processed?

If fingerprints are required, the SI receives their fingerprint letter from the QED and follows the enclosed instructions to navigate to the Fieldprint website, find a location near them, and complete the printing process using Fieldprint's livescan technology process.

What should the background check say under "worksite?"

This should be the address of the foster home. If a subject individual will be working at multiple foster homes, please enter the address of each foster home. ODDS discourages the use of "various". Since caregivers have portability in their background checks, if they want to work at multiple homes, any additional background checks applications will return quickly.

If we've completed the QEI training, do we still need to complete the QED training?

BCU only requires you to take the training for your specific role. If you've completed the QEI training, you don't need to take the QED training until your account is modified to QED status.

Account Management

Are there any fees related to background checks?

There is no charge to you for processing background checks. The only possible charge is for fingerprint capture if fingerprints are required. Due to federal requirements all child foster home checks require fingerprints; for adult foster homes, about 35% of subject individuals need fingerprints. When an SI needs fingerprints, there is a fee, usually paid by the SI. Currently, Fieldprint is the least expensive at \$12.50.

Can I designate another person or entity to act as a QEI or QED on my behalf?

Yes, you will eventually be able to designate another person or entity, although you will initially be registered as the QEI. Email BCU at bcu.qed@odhsoha.oregon.gov to transition the information over to another approved subject individual of a foster home or management company that you would like to act as QED. This request may take several weeks to process.

I already have an ORCHARDS account for my group home. Does this account work for my AFH or CFH?

No, you will still receive a QEI account specific to your AFH. Please run background checks separately until the BCU can review and modify your account.

If we have multiple foster homes, do we use the same account or different accounts for each?

Each foster home was set up with its own account in ORCHARDS. When your access is modified to QED status by January 2028, your foster home account(s) will be combined under one username and password login.

Who is my QED, and how do I contact them?

When you are a QEI, ODDS Foster Licensing Unit administrative team are your Qualified Entity Designees who will be reviewing the background check applications you submit for approval and then submitting them to the background check unit. You can contact them by emailing dd.licensingfoster@odhs.oregon.gov.

When do I have to assign a QED to my foster home?

By Jan. 1, 2028, providers will transition from being a QEI to a QED. A foster home must have at least one QED, which would be you or someone else. ODDS is using a phased approach for the transition and will contact you when your transition is expected.

Resources

Will there be trainings available?

The Background Check Unit will continue to hold combined trainings for both the QEI and QED role every other Thursday at 1:15 p.m., beginning Jan. 15, 2026. Join using [this link](#).

You can attend these trainings if you were unable to attend the first set of trainings or if you need ongoing support.

Is there a transcript or recording of the QEI trainings that have occurred?

An instructional video presenting the same information that we demonstrated as well as other documents about ORCHARDS and background check processing are posted in the ORCHARDS HELP Section.

Is there a document that describes all the acronyms?

Many of the documents in the ORCHARDS HELP section include explanation of acronyms you see in the background check process.

Where can I find additional resources?

For additional resources on how to utilize ORCHARDS, please visit the HELP section of your ORCHARDS home screen (top right corner) to find the QEI Guide, How to Start a New Application, Fingerprinting Guidelines, a QEI instructional video guide, an Acronym Description Guide, and more.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Office of Developmental Disabilities Services at dd.licensingfoster@odhs.oregon.gov or 503-373-2052. We accept all relay calls.