

Children's Intensive in-home services (CIIS) Nursing Enrollment Checklist

Please return this checklist with your application

Provider Name: _____ Child's Name: _____

Please send all completed documents to CIIS for processing.

Mail: ODHS/ODDS/CIIS
Provider Enrollment Unit
500 Summer St NE, E-09
Salem OR 97301

Fax: 503-378-5756

e-mail: CIIS.providers@odhsoha.oregon.gov

Required Application Forms

- Nursing Enrollment Packet (All pages)
- CIIS Background Check Information Sheet – (revised 8/25/2020)
- Information for ORCHARDS*, Section 1

Remember to Complete, sign and date all forms.

Documents Required

- Photocopies of current identification.
- Make sure the photocopies are clear and legible.
- Proof of Professional Liability Insurance.
- National Provider Indicator (NPI) number

Note: The process for fingerprinting has changed, do not send fingerprint cards.

Keep all information and instruction pages of your information.

If any of your information is missing or incomplete, your application will not be processed and will be returned.

*ORCHARDS – Oregon Criminal History and Abuse Records Data System

POTENTIALLY DISQUALIFYING CONVICTIONS AND CRIMINAL CONDITIONS

If you have something potentially disqualifying, BCU conducts a weighing test to make a fitness determination.

Potentially Disqualifying Convictions:

If you have a conviction for a crime, it is potentially disqualifying and subject to a weighing test. A potentially disqualifying crime includes any conviction for crime regardless of when it occurred or where it occurred. This includes:

- All felonies
- All misdemeanors
- All international convictions
- All military convictions

Any expunged or set aside convictions; violations or infractions; or a conviction relating to marijuana if the charge is no longer a criminal offense are not potentially disqualifying.

Potentially Disqualifying Conditions Related to criminal history:

If you are doing this background check for any of these positions, the following potentially disqualifying conditions apply:

- ✓ Employment in any child foster or adoptive home
- ✓ Living in any child foster or adoptive home
- ✓ Staff or volunteer for any type of child caring agency licensed by the Children's Care Licensing Program
- Outstanding warrant in any jurisdiction
- Deferred sentence, conditional discharge, or participating in a diversion program
- An unresolved arrest, charge or a pending indictment
- Arrest in any jurisdiction as a fugitive from another state or a fugitive from justice for a crime that results in a potentially disqualifying conviction or condition
- Adjudication in a juvenile court in any jurisdiction with a finding that the subject individual was responsible for a crime that would result in a conviction if committed by an adult
- A finding of "guilty except for insanity" for a crime
- Currently on probation, parole, or post-prison supervision for a potentially disqualifying conviction
- A violation of post-prison supervision, parole, or probation in the past 5 years for a potentially disqualifying conviction
- Registration as sex offender in any jurisdiction (note: This condition may be due to a conviction or a juvenile adjudication)

In addition, specifically for proctor foster parents:

- Any restraining order or protective order against you
- False statement regarding abuse, restraining orders, or protective orders

Please note: some positions and programs also have mandatory exclusions due to federal or state directives. This means there are convictions which are not "potentially disqualifying" but always results in ineligibility. See Oregon Administrative Rules (OAR) linked below.

If you are doing this background check for any of the following reasons, see [OAR 407-007-0279](#).

- You are applying for or doing a recheck for any of the following, you are subject to the Adam Walsh Act or the Family First Act:
 - A child foster home licensed under the Office of Developmental Disability Services
 - A child foster home licensed by a child caring agency under the Children's Care Licensing Program
 - A child adoptive home licensed by a child caring agency under the Children's Care Licensing Program
 - A household member, 16 years old and above, residing in any kind of child foster or adoptive home listed here.

POTENTIALLY DISQUALIFYING CONVICTION LIST

If you have criminal history, it is potentially disqualifying based on how long ago it occurred.

If you have something potentially disqualifying, BCU does a weighing test to make a fitness determination.

❖ **FIVE YEAR CRIMES:** Two or more convictions of ORS 813.010 (Driving under the Influence of Intoxicants (DUI)) or 830.325 (Operating Boat while under Influence of Intoxicants (BUI)) or a misdemeanor conviction under a law in any jurisdiction that imposes criminal penalties for operating a vehicle or boat while under the influences of intoxicants, if both convictions occur within five years from the date of the background check submission.

❖ **TEN YEAR CRIMES:** Conviction of any misdemeanor or felony, in any jurisdiction, not listed as 5-year or permanent, if the conviction occurred within 10 years from the date of the background check submission. Includes attempt, solicitation or conspiracy for any crime in this category.

❖ **PERMANENT REVIEW CRIMES:** Conviction for any crime listed below or substantial equivalent of any Oregon crime in other jurisdictions. Includes attempt, solicitation or conspiracy to commit for any crime in this category. Note: if you are subject to ORS 443.004; a conviction for any crime in this category may result in Ineligibility for the position this background check is for.*

Abandonment of a child [ORS 163.535]
Aggravated animal abuse I [ORS 167.322]
Aggravated identity theft [ORS 165.803]
Aggravated murder [ORS 163.095]
Aggravated theft I [ORS 164.057]
Aggravated vehicular homicide [ORS 163.149]
Animal abuse I [ORS 167.320]
Arson I [ORS 164.325]
Assault I [ORS 163.185]
Assault II [ORS 163.175]
Assault III [ORS 163.165]
Burglary I [ORS 164.225]
Burglary II [ORS 164.215]
Buying or selling a person under 18 yrs. [ORS 163.537]
Child neglect I [ORS 163.547]
Coercion [ORS 163.275]
Compelling prostitution [ORS 167.017]
Computer crime [ORS 164.377]
Contributing to sex. delinquency of minor [ORS 163.435]
Criminal mistreatment I [ORS 163.205]
Criminal mistreatment II [ORS 163.200]
Criminal possession of a forged instrument I [ORS 165.022]
Criminal possession of a forgery device [ORS 165.032]
Criminally negligent homicide [ORS 163.145]
Encouraging child sexual abuse I [ORS 163.684]
Encouraging child sexual abuse II [ORS 163.686]
Encouraging child sexual abuse III [ORS 163.687]
Forgery I [ORS 165.013]
Identity theft [ORS 165.800]
Incest (if with a child victim) [ORS 163.525]
Invasion of personal privacy I [ORS 163.701]
Invasion of personal privacy II [ORS 163.700]
Kidnapping I [ORS 163.235]
Kidnapping II [ORS 163.225]
Luring a minor [ORS 167.057]
Manslaughter I [ORS 163.118]
Manslaughter II [ORS 163.125]
Murder I [ORS 163.107]
Murder II [ORS 163.115]
Online sexual corruption of a child I (If the offender believed the child to be 5 years younger than the offender) [ORS 163.433]
Online sexual corruption of a child II (If the offender believed the child to be 5 years younger than the offender) [ORS 163.432]
Organized retail theft [ORS 164.098]

Paying for viewing child's sexual conduct [ORS 163A.005]
Poss. child sexually explicit materials I [ORS 163.688]
Poss. child sexually explicit materials II [ORS 163.689]
Private indecency [ORS 163.467]
Promoting prostitution [ORS 167.012]
Public indecency [ORS 163.465]
Purchasing sex with a minor (If the court designates as a sex crime or is a second or subsequent offense) [ORS 163.413]
Rape I [ORS 163.375]
Rape II [ORS 163.365]
Rape III [ORS 163.355]
Robbery I [ORS 164.415]
Robbery II [ORS 164.405]
Sexual abuse I [ORS 163.427]
Sexual abuse II [ORS 163.425]
Sexual abuse III [ORS 163.415]
Sexual assault of animal [ORS 167.333]
Sexual misconduct (the offender is at least age 18) [ORS 163.445]
Sodomy I [ORS 163.405]
Sodomy II [ORS 163.395]
Sodomy III [ORS 163.385]
Strangulation [ORS 163.187]
Subjecting person to invol. servitude I [ORS 163.264]
Subjecting person to invol. servitude II [ORS 163.263]
Theft I [ORS 164.055]
Theft of services [ORS 164.125]
Trafficking in persons [ORS 163.266]
Transporting child pornography into state [ORS 163A.005]
Unlawful sexual penetration I [ORS 163.411]
Unlawful sexual penetration II [ORS 163.408]
Using a child in display of sexually explicit conduct [ORS 163.670]

Drug Crimes:

All Manufacture/Delivery statutes & crimes [ORS Ch. 475]
Application of controlled substance to the body of another person [ORS 475.910]
Administration to another person under 18 years of age [ORS 475C.349]
Causing another person to ingest a controlled substance [ORS 475.908]
Penalties for distribution to minors [ORS 475.906]
Prohibited acts for registrants (with Board of Pharmacy) [ORS 475.914]
NOTE: a conviction related to marijuana is not PDQ if the charge is no longer a criminal offense

POTENTIALLY DISQUALIFYING CRIMINAL CONDITIONS

If you have something potentially disqualifying, BCU conducts a weighing test to make a fitness determination.

Potentially Disqualifying Conditions related only to Permanent Review Crimes:

- Outstanding warrant in any jurisdiction
- Deferred sentence, conditional discharge, or participating in a diversion program
- An unresolved arrest, charge or a pending indictment
- Arrest in any jurisdiction as a fugitive from another state or a fugitive from justice for a permanent review crime that results in a potentially disqualifying conviction or condition.
- Adjudication in a juvenile court in any jurisdiction with a finding that the subject individual was responsible for a permanent review crime that would result in a conviction if committed by an adult
- A finding of “guilty except for insanity” for a crime

❖ Potentially Disqualifying Conditions Related to all Five Year/Ten Year/Permanent Review Crimes:

- Currently on probation, parole, or post-prison supervision for a potentially disqualifying conviction
- A violation of post-prison supervision, parole, or probation for a potentially disqualifying conviction if within 5 years from the date of the fitness determination
- Registration as sex offender in any jurisdiction (note: This condition may be due to a juvenile adjudication).

Mandatory Exclusion Notes:

* Being Subject to ORS 443.004. If you are subject to ORS 443.004, you may be found Ineligible for the position the background check is for. ORS 443.004 does not allow any public funds to be used to support, in whole or in part, the employment in any capacity of an individual who has a conviction for one or more permanent review convictions listed on this flyer. Individuals subject to ORS 443.004 include:

- Employees of home health or in-home care agencies providing care or having direct contact with a client
- Employees of any program, agency, residential facility or home for individuals with Intellectual or Developmental Disabilities, including personal support workers.
- Homecare workers for Aging and People with Disabilities (APD)
- Employees of APD residential care facilities, assisted living facilities, or adult foster homes (nursing facilities are not subject to ORS 443.004)
- Any mental health/behavioral health services, including peer support specialists (substance abuse treatment providers are also subject): The mandatory exclusion convictions for this group only include Aggravated murder, Murder I, Murder II, Rape I, Sodomy I, Unlawful sexual penetration I or Sexual abuse I.

Under certain circumstances, you may be allowed to stay with your employer. More details about ORS 443.004 are in the in the authorization and disclosure you read when authorizing a background check.

Office of the Inspector General (OIG) Exclusion List. Certain convictions place people on the OIG list, also known as the List of Excluded Individuals and Entities. If you are on the list, you are ineligible for many different positions working or volunteering:

- In-home care agencies or home health agencies
- Any residential facility or home for Aging and People with Disabilities
- Adult foster homes for individuals with Intellectual or Developmental Disabilities
- Homecare workers or personal support workers
- Individuals with Traditional Health Worker certificates

You can check to see if you are on the list at <https://exclusions.oig.hhs.gov/>.

CIIS Background Check Information Sheet:

Information CIIS Will Need to Submit a Background Check into ORCHARDS

With ORCHARDS, the Background Check Unit is no longer using the background check request form (MSC301) or its various versions. This system is meant to work paperlessly. However, CIIS will use this form to gather information needed when submitting a new background check request into ORCHARDS.

Please complete **section 1** of this form for use to initiate your background check in ORCHARDS.

Section 1: Subject individual (SI) Information Required Fields Marked with Asterisk (*)

Social Security # (Note This is voluntary. The SI must approve):			
*Complete Name:			
*Date of birth (mm/dd/yyyy):			
*Residential address:			
Mailing address (if different):			
*Prior names and aliases:			
*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Not Specified <input type="checkbox"/> Other <input type="checkbox"/> Both			
*Phone:		*Type of Phone (home, mobile, etc.):	
2 nd Phone:		Type Phone:	
*Email:			
Residential History outside OR, past five years (SI will also disclose this):			
City and State:		Year To and From:	

For Office Use Only:

Section 2: Pre-Employment Information

Provider: **ODHS DD Children's In-home Support (Salem)**

Request type (From dropdown): **DD paid 443.004**

Position Category (Already listed or from dropdown): **RN/LPN**

Position (From dropdown): **Private Duty Nursing**

Position Description (include worksite location; you can also upload on Verify Identity page):

Private Duty Nursing, Medication Management, Delegation (RN Only), Other duties as assigned

Employee Type (from dropdown): **Employee**

Position Requires Direct Contact with: ☐ Adults ☒ Children ☒ Confidential Information

☐ Finances/Financial Records ☐ Information Technology Systems ☐ Secure Facilities ☐ Seniors

Position Requires: ☐ Driving

Section 3: Applicant: Verify Identity

Document:

Issuing State/Authority:

Document Number:

Expiration Date:

Identity Document to upload (can be .doc, .pdf, .jpg, etc.).