

# Action Request Transmittal Aging and People with Disabilities



Mike McCormick

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**Number: APD-AR-21-010**

**Issue date: 3/1/2021**

**Topic:** Long Term Care

**Due date:**

**Subject:** Homecare Workers Expiration Dates in 2021

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

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                                | <input type="checkbox"/> County Mental Health Directors                       |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities    | <input 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 type="checkbox"/> County DD program managers                       | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors              | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services             |   |
| <input type="checkbox"/> Child Welfare Programs                           |   |

**Action required:**

Homecare workers (HCWs) with approved credentials will not be required to complete a background check in 2021 unless there is new potentially disqualifying criminal history or substantiated abuse. Due to a variance put in place because of COVID-19, the Background Check Unit (BCU) has extended the background check requirement for HCWs. When the COVID-19 variance has been lifted, local office staff will receive notice 120 days before the expiration of the background check.

The Office of Information Services (OIS) completed an automated update of all homecare workers' credentials to expire in 2021 for 12 months. This was completed on 2/25/2021 during a night batch of updates. The updated dates are reflected in Oregon ACCESS.

When BCU sends notification to local office staff that a background check is due, either after the variance expires or due to new potentially disqualifying criminal activity, the following actions are needed:

- Request a new signed Provider Enrollment Agreement (PEA) from the HCW and updated email address.
- Initiate a new background check in ORCHARDS.
- Upon ORCHARDS notification that the background check has been approved, update the end date in Oregon ACCESS to match the ORCHARDS expiration date.
- Please note: Form 301 is no longer needed to run background checks. If the HCW submits a 301, the QED should either leave it with the HCW or shred it.

**Reason for action:** The BCU extended all HCW credentials for another year in ORCHARDS. Therefore, if a HCW was recertified in February of 2020, then in March of 2020, BCU extended that HCW to 2023. In January of 2021, BCU again extended the HCW to 2024.

Once BCU notifies local offices to initiate new background checks, those who process HCW credentials will need to initiate a new background check in ORCHARDS and manually extend credentials in OA to match ORCHARDS.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** APD Operations and Policy

*If you have any questions about this action request, contact:*

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