

## Introduction to the Long Term Care Registry Upgrade

At the beginning of January 2015, the Background Check Unit (BCU) implemented the new Long Term Care (LTC) Registry, an upgrade to the Criminal Records Information Management System (CRIMS). The Registry is a user-friendly search window within the familiar CRIMS Online interface.

Designed to improve portability and speed of background checks, this regularly updated Registry available to Qualified Entity Designees (QEDs) in CRIMS lists a subject individual's (SI's) background check status.

BCU had commenced adding SIs to active status in the Registry as SIs either recertify or complete background checks for new employment. Thereafter, anyone listed as active in the online LTC Registry has been *approved* by BCU for a period of two years. Approval means that the SI has undergone a successful criminal records and abuse check.

Active status in the online Registry allows a QED to move forward with an SI's hiring process without the additional work of running another background check and awaiting results from BCU. It will also avoid duplication of entry between QEDs as SIs change roles within or between facilities. The result is a faster background check process for the Long Term Care community.

Please read below for some specific information about the Registry. In addition, instructions regarding use of specific functions within the Registry will be sent separately to QEDs as those functions and improvements are added.

### **WHO IS IN THE REGISTRY**

The Long Term Care (LTC) Registry includes the following providers and facility staff receiving funding from any public monies:

- Employees, students and volunteers at nursing facilities and skilled nursing facilities
- Employees, students and volunteers at assisted living facilities and residential care facilities
- Employees, students and volunteers at Aging and People with Disabilities (APD) adult foster homes
- Homecare workers (for APD)
- Personal support workers (for DD)
- Personal support workers or personal care attendants (for MH)

This also includes contractors and temporary workers at such facilities or programs. Please see [OAR 407-007-0620](#) for more information.

However you won't need to keep track of the positions for which the Registry rules apply. When you select a Registry-related application type in CRIMS, the Registry search function will **automatically pop up**. If you search and find an SI is active in the Registry, they are automatically considered approved for that application type. If they are not already on the Registry, then you will be able to submit a background check request as normal.

**WHAT INFORMATION IS IN THE REGISTRY**

The following information will be listed in the Registry on any active subject individual:

- Name and other identifying information.
- Date of background check approval.
- Current position(s).
- Qualified Entity (QE) for each current position.
- Permanent hire date with each QE.
- Permanent hire date in the position at each QE.
- Last day of work for each position at each QE.

**UPDATING THE REGISTRY**

The LTC Registry is updated in a variety of ways. BCU receives reports from DHS and OHA programs regarding SIs. In addition, QEDs and SIs will be required to report new criminal or abuse history to BCU immediately.

Any of these reports may lead to a new background check to review whether an SI should remain active on the Registry. Each SI is also checked every two years to remain active on the LTC Registry.

**REPORTING REQUIREMENTS**

QEDs for facilities and homecare workers may access the LTC Registry online through CRIMS. If an SI is not found in a search of the Registry, a QED may enter a background check request in CRIMS to determine if the SI may be placed on the Registry to work.

Over the duration of an SI's employment, a QED will be responsible for providing the following information or actions to BCU:

- Permanent hire date of SI for each position.
- Initiation of a new background check due to report of any potentially disqualifying convictions or conditions (see [OAR 407-007-0280 to 407-007-0290](#)).
- Change of position with the QE.
- The SI's last day of work once the SI leaves a position.

For more information on the BCU Registry rules, please use the following link:  
<http://www.oregon.gov/dhs/admin/dwssrules/Background%20Check%20Registry%20Rules.pdf>

If you have questions about the Registry, please feel free to email us at [BCU.LTCR@state.or.us](mailto:BCU.LTCR@state.or.us).