

Long Term Care Registry Guidebook

A Guide to the Registry Upgrade of the Criminal Records
Information Management System (CRIMS)

*For Oregon's Assisted Living & Residential
Care Communities, and Skilled Nursing*

Background Check Unit (BCU), March 2015

Welcome to the new online Long Term Care Registry

January 2015 marked a significant improvement in background check processes for Oregon's Long Term Care (LTC) Communities. The online Long Term Care Registry (or the Registry for short) became operative and the Background Check Unit (BCU) began populating the new Registry with background check submissions for new and recertifying Subject Individuals (SIs). The Registry provides you, the employer, with an advantage of hiring qualified SIs without having to submit another background check.

The Qualified Entity Designee (QED) will also see these other features:

- ✓ Ability to apply employment start and end dates to an SI's record in CRIMS.
- ✓ Registry check for SIs who are immediately hireable.
- ✓ The Registry prompts notification to all QEs employing an SI if the SI's Registry status is revoked or suspended for adverse history.
- ✓ Reminders prior to the end of an SI's certification period sent to all QEs employing the SI. These reminders occur at 60 days prior to certification ending.
- ✓ In cases of multiple employers, once a QE has submitted a recertifying background check for an SI, all QEs employing that SI are notified of the final fitness determination.

We, at BCU, appreciate your dedication and patience as we strive to improve the health and welfare of all Oregonians in Long Term Care. Please contact the BCU team if you have any questions regarding the use and benefits of the Registry.

Sincerely,

Dale Jackson, Policy Analyst

BCU LTCR Coordinator

Part 1

Subject Individual (SI) Enrollment onto LTCR

- **Subject Individual (SI) Applies for position. (Volunteers, students, etc)**
- **SI offered position.**

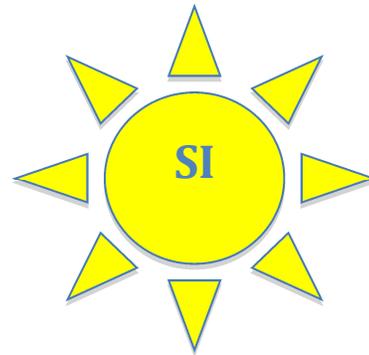
● QED confirms identity of SI and submits Background Check through CRIMS. QED may request SI to enter own information into CRIMS.

● BCU Completes Fitness Determination which may include a weighing test prior to approval

● QED Receives final notification of Fitness Determination from BCU.

SI is now listed in the Registry and has portability allowing QEDs to add, change or end positions. See Long Term Care Registry (LTCR) Administrative Rules for requirements.

Note: The Registry is not viewable to the public, only to QEDs after SI has applied and is offered a position.



Part 2
QED Data Entry

DATA ENTRY & SUPPORT

- ✓ Log into CRIMS.
- ✓ Enter User Name and Password.
- ✓ QEDs may reset their own password. Call BCU at 888-272-5545 if password for QEIs requires reset.
- ✓ Select appropriate Application Type from the drop down menu.
- ✓ Enter SI Name, Date of Birth, Social Security Number (optional), and/or Driver's License to query if the SI is on the Registry.
- ✓ Application type drives entry into Registry –ensure accuracy also in spelling and data entry for best results.
- ✓ Receive instant notice: “This person is already Registry Certified Enter Employment Information” or “SI not found on LTCR” – then enter employment information and submit request.

301 Form or SI Enters own information into CRIMS Web to provide disclosure of any and all adverse history.

Technical Support Contact:
BCU at 888-272-5545 Option 7
or
Email BCU.LTCR@state.or.us

Qualified Entity Designees QEDs and affiliated Qualified Entities QEs such as Residential Care Facilities, Assisted Living Facilities and Skilled Nursing provide the following:

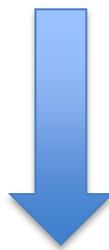
1. Entering new SIs in CRIMS
2. Contacting BCU if new Adverse History is discovered
3. Updating Permanent Hire Date /Termination Date (last day worked)
4. Ensuring SIs remain on a two year recheck cycle and giving guidance when necessary to inform SIs of upcoming expiration and recertification process
5. Appropriately using application types and only running checks when hiring an SI (use of Registry for pre-screening applicants is not allowed)
6. Adding and ending positions when an SI has a change. He/she may have more than one position with a QE when the SI has a dual role.

Although it's a new process, it is user friendly which displays help functions by simply using the mouse and hovering over a field. It will also give you messages in **red** if data entry is incomplete or missing.

For a complete list of policies, procedures and rules, check out this link

[BCU Policy, Procedure and Updates](#)

LET'S BEGIN



Log in.

Click on Field Headers for Help and Further Information

By logging in you are acknowledging that you are an authorized recipient of the information for the Subject Individuals processed through the CRIMS system. You will only be provided access to the information on Subject Individuals that have been provided to you by DHS - Background Check Unit. Unauthorized access of this site or improper use of the information provided may result in a variety of penalties up to and including criminal prosecution.

** If you are a Subject Individual (Employment Applicant), please go to: <https://crims.oregon.gov/Crims/CrimsWeb.dll/Main?cmd=SpecialEntryForm>

IMPORTANT NOTICES:

4/16/2015. For QEDs with access to the Long Term Care Registry: If you have an SI on the LTCR and the SI changes position or QE, please start a new background check submission (as normal): you will get a hit on the LTCR and be able to hire immediately once you enter the new information. For licensing and safety purposes, you need to have documentation of a background check for all your SIs: you should be able to find all your SIs in the current position either by searching for your SIs in CRIMS, or seeing them listed in "My SIS on LTCR."

It may help to clear your computer's cache before logging into CRIMS. Go to <http://www.wikihow.com/Clear-Your-Browser%27s-Cache> to find out how.

User Name*

Password*

Review Important Notices at CRIMS Log In Page

Create New

- Search CRIMS Records
- Create New
- My SIs on LTCR
- Recently Completed CRIMS Records
- Pending CRIMS Records
- Training
- Contact Us
- Help
- Edit Your Account
- Logout

Input Search Criteria

Name

Social Security Number (last 4 or Complete)

Transaction Number

Date Range to (mm/dd/yyyy)

Application Type

Transaction Status

Agency Selection

Record Creator

Submit Query

New Background Check & Adding New Positions

- ✓ If brand new SI, start with Create NEW
- ✓ If tenured SI and it's the first background check as an enrollee onto the Registry, create NEW and follow directions on CRIMS.
- ✓ Once you receive notification of approval from BCU, click onto My SIs on LTCR to add the permanent hire date.

Create New

#1

OREGON.GOV
Department of Human Services - Background Check Unit
Department of Human Services
Click on Field Headers for Help and Further Information

Search CRIMS Records
Create New
My SIs on LTCR
Recently Completed CRIMS Records
Pending CRIMS Records
Training
Contact Us
Help
Edit Your Account
Logout

2015 Upgrade to CRIMS
Choose an application to continue.

Application Type*
Start the process for a new subject individual

v1.1.15 - 2/25/2015

Select Application Type EG. APD PAID 443.004 (See Appendix for list of Application Types)

Check Registry

#2

Click on Field Headers for Help and Further Information

Search CRIMS Records
Create New
My SIs on LTCR
Recently Completed CRIMS Records
Pending CRIMS Records
Training
Contact Us
Help
Edit Your Account
Logout

Application Type*
APD paid 443.004

QE Selection*
Select...

Long Term Care Registry Check

- Based on the application type you chose, your SI (subject individual) may be subject to the Long Term Care Registry (LTCR).
- If on the LTCR, your SI may not need a new background check, and may be hireable immediately.

Enter your SI's Last Name, First Name, and DOB. Do not enter a middle name or suffixes (e.g., Jr, Sr, III).

Last Name* First Name* DOB*

Enter either the SI's Social Security Number or both the Driver's License Number and the Driver's License State. You may enter all three fields if you wish.

Social Security Number Drivers LicenseID Number Drivers LicenseID State
Oregon

If your SI isn't found on the LTCR, you will be directed to the Create New screen for submitting a new background check request.

Check Registry

Enter Data - Click on *Check Registry*.

Complete Data Fields * Required



SI FOUND

If the SI is Found, he/she already has portability and are able to be hired. Once the position is added, the expiration date will be displayed on the immediate notice to the QED indicating the position has been added to the QE with Name, Date, Employment Information including Final Determination and Expiration date.

The QED receives notice indicating the SI has an added position on the LTCR and is able to print it for both the SI and QE's records.

*****This person is already Registry Certified*****

Human

Click on Field Headers for Help and Further Information

Search CRIMS Records

Create New

SIs on Registry

Recently Completed CRIMS Records

Pending CRIMS Records

Training

Contact Us

Help

Edit Your Account

Logout

Application Type*
APD paid 443.004

QE Selection*
JEFF APD AGENCY Registry and nonRegistry

*****This person is already Registry Certified*****

Full Name: PANKEY, HARRY
DOB: 12/25/1957
SSN: 426-02-5479
Driver's License #: 3056909
Driver's License State: OR

Enter Employment Information for New Position

Start Date*
(mm/dd/yyyy)

- ✓ Start Date
- ✓ Position Title
- ✓ Description of duties
- ✓ Requires direct contact with
- ✓ Does the duties include driving
- ✓ Location
- ✓ Initial for checked for proper ID

Update Registry with
Employment Information

SI FOUND, Contd.

Start Date
Position Title,
Duties, Driving,
Documents
Verified, Initials

Enter Employment Information for New Position

Start Date*
(mm/dd/yyyy)

Position Title* **Description of Duties***

Requires direct contact with*:
 Children
 Adults
 Seniors (65 years and older)
 Confidential Information
 Secure Facilities
 Finances/Financial Records
 Information Technology Systems

Do the duties require driving?*
 Yes
 No

Type(s) of documents checked to verify identity (check all that apply)*
 DL or State ID
 SSN
 Passport
 Other _____

Initial if you have checked the proper IDs*

Worksite Location*

Update Registry with Employment Information Cancel

- ✓ Start Date, the date considered the SI has met obligations to be hired including the background check (mm/dd/yyyy).
- ✓ Worksite location is “various or statewide” due to portability.
- ✓ Position Title, Description of Duties, Requires Direct Contact with..., Duties require driving? All have to be marked accordingly.
- ✓ Make sure to initial after indicating the type of ID verified for employment.
- ✓ Complete by selecting “Update Registry with Employment Information”.
- ✓ QED receives immediate notice of added position.

SI NOT FOUND IN ONLINE REGISTRY

- ✓ QED completes Employment Information and submits Background Check through CRIMS awaiting for Final Determination.

City _____ State Oregon Zip _____

SUBJECT INFORMATION

Last Name* **First Name*** **Middle Name**
Johnson Dale _____

Social Security Number **DOB* (mm/dd/yyyy)** **Email**
*** Per Federal Law, SSN is optional *** 12/04/1966 _____
111-11-1111

Please check your Work before continuing. You cannot return to this Screen.

Email to Subject Individual to Finish Complete Application Now Print Request Form and Complete Later Cancel

Data Entry

Permanent Hire and Termination Dates

#4

SI found in Registry

Add Position including Permanent Hire Date

Update termination date or when SI changes positions

Add Permanent Hire Date

1. Go to My SIs on LTCR
2. Click on the SI's Name
3. Add Permanent Hire Date (the date in which the SI is considered hired by the QE).

LTCR Job Detail	
Subject Individual Information	Job Information
Name: TEST, JOSPEH	QE: ZAPATO TRAINING CENTER
Date of Birth: 10/05/1952	Application Type: APD paid 443.004
Gender: M	Position Title: Homecare Worker
Email Address:	Worksite Location: VARIOUS
Drivers License ID#: 8032266	Job Description: provide care in home
Drivers License State: OR	Requires Contact With: Adults, Elderly
Social Security Number:	Permanent Hire Date:
Status: Approved	Termination Date:
Last Registry Approval Date: 03/18/2015	
Next Registry Approval Date: 03/18/2017	
<input type="text" value="(mm/dd/yyyy)"/> <input type="button" value="Add Permanent Hire Date"/>	

Add Termination Date

1. Go to My SIs on LTCR
2. Click on the SI's Name
3. Add Termination Date (last day worked)

LTCR Job Detail	
Subject Individual Information	Job Information
Name: TEST, JOSPEH	QE: ZAPATO TRAINING CENTER
Date of Birth: 10/05/1952	Application Type: APD paid 443.004
Gender: M	Position Title: Homecare Worker
Email Address:	Worksite Location: VARIOUS
Drivers License ID#: 8032266	Job Description: provide care in home
Drivers License State: OR	Requires Contact With: Adults, Elderly
Social Security Number:	Permanent Hire Date: 03/18/2015
Status: Approved	Termination Date:
Last Registry Approval Date: 03/18/2015	
Next Registry Approval Date: 03/18/2017	
<input type="text" value="(mm/dd/yyyy)"/> <input type="button" value="Add Termination Date"/>	

Best Practice:

Routinely review *My SIs on LTCR* to ensure that the SIs Permanent or Termination dates are current. Once the Termination Date has been added, the SI will not show up on *My SIs on LTCR*.

Tips and Reminders

- As you enter the SI information into CRIMS, the start date can be the BCU Approval date or the anticipated start date. Once approved by BCU, you will go into CRIMS Web to **My SIs on LTCR**, click on the SI's name and enter the permanent hire date.
- **Permanent Hire Date:** BCU Approval is the Permanent Hire Date for the new SI. However, if you have the original start date (or background check approval) of a long-term employee, please include that as the Permanent Hire Date.
- If the SI leaves the position (e.g. fired, quits, promotes, etc.), please enter the last date worked by going into CRIMS WEB to **My SIs on LTCR**, click on the SI's name and enter the last day worked.
- Please remember to update employment information for any employee **switching to a new position** by accessing CRIMS and completing data entry for the new position.
- Rules and other important Background Check information for the Registry may be found by clicking on this link <http://www.oregon.gov/dhs/chc/Pages/index.aspx>.
- You may email BCU.LTCR@state.or.us for questions to the BCU team, or call toll free at 888-272-5545 Option 7.
- If you enter the wrong permanent hire date or mistakenly terminate an SI, please inform the BCU Coordinator by email or phone. Provide any SI identifying information and the correction required. You will receive an update from the LTCR email once it is corrected.
- Ensure the SI is given every opportunity to disclose any and all possible adverse history.

Appendix

A: Application Types

B: Technical Support

C: OARS of Long Term Care Registry

Appendix A

Application Types

QE	SIs	LTCR?	App Types
Assisted living facilities ALF	Employees	Y	APD Paid 443.004
	Owners	Y	APD Paid 443.004
	Contracted workers	Y	APD Paid 443.004
	Volunteers	Y	APD volunteer or student-facility
	Non-medical interns (e.g. Admin interns)	Y	APD volunteer or student-facility
Residential care facilities RCF	Employees	Y	APD Paid 443.004
	Owners	Y	APD Paid 443.004
	Contracted workers	Y	APD Paid 443.004
	Volunteers	Y	APD volunteer or student-facility
	Non-medical interns (e.g. Admin interns)	Y	APD volunteer or student-facility
Nursing Facilities SNF	Employees	Y	APD Paid-NF/SNF
	Owners	Y	APD Paid-NF/SNF
	Contracted workers	Y	APD Paid-NF/SNF
	Volunteers	Y	APD volunteer or student-facility
	Non-medical interns	Y	APD volunteer or student-facility
Staffing Agencies	CNA students	Y	APD volunteer or student-facility
	Caregivers	Y	APD Paid 443.004
AAAs/APD branches	Employees	N	APD AAA/ADS Paid
	AAA/APD volunteers	N	APD AAA/ADS Non-Paid
	HCWs	Y	APD Paid 443.004
	AFH Licensees	Y	APD Paid 443.004
	AFH employees	Y	APD Paid 443.004
	AFH volunteers	Y	APD volunteer or student-facility
	AFH household members	N	APD occupant/tenant PROVIDES NO CARE
AFH tenants	N	APD occupant/tenant PROVIDES NO CARE	
In-Home Care Agencies	Employees	N	APD in-home care 443.004.

Technical Assistance

- ✓ *Clear out the Cache of your machine.*
- ✓ *If you get an error message in red – you may be using a character that is not permitted in the field.*
- ✓ *Place cursor over the field header for further clarification.*
- ✓ *If this doesn't work, contact BCU for additional support.*
- ✓ *Be ready to provide detailed information of an error message or problem.*
- ✓ *Provide browser system information, e.g. Internet Explorer, Safari etc.*

Website for directions on clearing cache

<http://www.wikihow.com/Clear-Your-Browser's-Cache>

Click on the field header for further explanation.

Show stopper in RED, plus error message to help with data entry.

Show Stopper

The screenshot shows a web form with the following fields: 'Worksite Location*' (with a 'Cancel' link), 'Address Line 1', 'Address Line 2', 'City', 'State' (dropdown menu showing 'Oregon'), and 'Zip' (with '97203' entered). Below these are 'SUBJECT INFORMATION' fields: 'Last Name*' (with a 'Test' link), 'Social Security Number' (with a note 'Per Federal Law, SSN is optional'), 'First' (with a 'Last' link), 'Middle Name', and 'Email'. A red error message is displayed: 'Please check your input before continuing. You cannot return to this page.' A blue tooltip is overlaid on the 'First' field header, containing the text: 'Once e-mailed to the SI, ONLY the SI will be able to complete the application. If the SI does not log in to complete the application within 7 days, the application will close, and you will need to submit a new application.'

Long Term Care Registry Rules

CHAPTER 407 DEPARTMENT OF HUMAN SERVICES

DIVISION 7 CRIMINAL RECORDS AND ABUSE CHECK RULES

Long Term Care Registry

Effective 12/1/2014:

Date background check request Submitted to BCU

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407-007-0600 Purpose

- (1) The purpose of these rules, OAR 407-007-0600 to 407-007-0640, is to provide for procedures and standards for the Background Check Registry pursuant to 2014 Oregon Laws Chapter 104.
- (2) These rules apply to subject individuals (SIs), as defined in OAR 407-007-0210, who work or seek to work in facilities and positions subject to these rules.

Stat. Auth.: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.025, 409.027, 409.050, 410.020, 411.060, 413.036, 443.725 & 443.735

Stats. Implemented: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.010, 409.025, 409.027, 411.060 & 443.004

407-007-0610 Definitions

In addition to the definitions in OAR 407-007-0210, the following definitions apply to OAR 407-007-0600 to 407-007-0640:

- (1) “Background check” means a criminal records check and an abuse check pursuant to OAR 407-007-0210 to 407-007-0370 and any additional checks as required per federal code or Oregon statute.
- (2) “Background Check Registry (Registry)” means a comprehensive listing of subject individuals who meet the requirements of these rules.
- (3) “Criminal Records Information Management System (CRIMS) user” means an individual who has been approved to use CRIMS.
- (4) “Facility” means:
 - (a) A long term care facility in Oregon as defined in ORS 442.015 including skilled nursing facilities and intermediate care facilities.
 - (b) A residential care facility as defined in ORS 443.400 including but not limited to assisted living facilities and intermediate care facilities.

-
- (c) An adult foster home as defined in ORS 443.705. This definition does not apply to adult foster homes licensed by the Department to provide care and services to adults with intellectual or developmental disabilities, or to adult foster homes licensed by the Oregon Health Authority (Authority) to provide care to adults with mental illness.
- (5) “Homecare worker” has the same meaning given in ORS 410.600, including but not limited to personal support workers and personal care attendants.
- (6) “Permanent hire date” means:
- (a) For an employee, temporary worker or contractor of a facility, the date the qualified entity (QE) considers the SI to be permanently hired, after the background check approval date and when the SI is no longer considered provisional or working under active supervision pursuant to OAR 407-007-0315.
 - (b) For a volunteer of a facility, the date the QE considers the SI to be approved to volunteer for the QE, after the background check approval date.
 - (c) For a homecare worker, the date the Department of Human Services (Department) or Authority enrolls the SI as a homecare worker and the homecare worker enrollment number is approved and active. For medical assistance programs this date is called the “enrollment” contract active dates.
- (7) “Position” means the position listed in the background check request which determines whether the individual is an SI under OAR 407-007-0210.
- (8) “Qualified entity (QE)” means:
- (a) A facility;
 - (b) An Area Agency on Aging (AAA) office or a Department or Oregon county Aging and People with Disabilities program branch which enrolls homecare workers;

- (c) An agency, program or county office in Oregon serving individuals with intellectual or developmental disabilities which hires, enrolls, or contracts personal support workers;
- (d) An agency, program or county office in Oregon serving individuals with mental illness which assists an individual to complete personal support worker enrollment; or
- (e) The Department's Children's Intensive In-home Services program.

Stat. Auth.: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.025, 409.027, 409.050, 410.020, 411.060, 413.036, 443.725 & 443.735

Stats. Implemented: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.010, 409.025, 409.027, 411.060 & 443.004

407-007-0620 Background Check Registry

- (1) The background check registry includes SIs who work or seek to work as:
 - (a) An employee, contractor, temporary worker, or volunteer in a facility; or
 - (b) A homecare worker, including the position of personal support worker.
- (2) The registry includes SIs who have a record of a background check with an outcome of approved or approved with restrictions in CRIMS dated on or after January 1, 2015 with no subsequent background check with an outcome other than approved or approved with restrictions.
- (3) The registry shall include information regarding the SI including but not limited to:
 - (a) Name and other identifying information.
 - (b) Date of background check approval.
 - (c) Current position.
 - (d) QE for each current position.

-
- (e) Permanent hire date with each QE.
 - (f) Permanent hire date in the position at each QE.
 - (g) Last day of work for each position at each QE.
- (4) An SI shall complete a new background check:
- (a) At least every two years.
 - (b) If the Department requires a new background check due to a change in position by the SI.
 - (c) If the Department has reason to believe a new background check is needed.
- (5) BCU shall immediately remove an SI from the registry if a subsequent background check results in any outcome other than approved.

Stat. Auth.: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.025, 409.027, 409.050, 410.020, 411.060, 413.036, 443.725 & 443.735

Stats. Implemented: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.010, 409.025, 409.027, 411.060 & 443.004

407-007-0630 Reporting Requirements for Qualified Entities

- (1) CRIMS users for facilities and homecare workers may access the registry online through CRIMS.
- (2) If an SI is not found in a search of the registry, CRIMS users may enter a background check request in CRIMS to determine if the SI may be placed on the registry to work.
- (3) QEs shall provide BCU with the following information regarding an SI on the registry including but not limited to:
 - (a) Permanent hire date of SI for each position.
 - (b) 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).

(c) Change of position with the QE.

(d) The SI's last day of work once the SI leaves a position.

Stat. Auth.: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.025, 409.027, 409.050, 410.020, 411.060, 413.036, 443.725 & 443.735

Stats. Implemented: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.010, 409.025, 409.027, 411.060 & 443.004

407-007-0640 Access and Release of Information

(1) BCU shall maintain the registry through CRIMS. CRIMS users for facilities and homecare workers may access the registry online through CRIMS.

(2) An SI may request in writing that BCU provide documentation of information included in the registry about the SI.

Stat. Auth.: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.025, 409.027, 409.050, 410.020, 411.060, 413.036, 443.725 & 443.735

Stats. Implemented: Or Laws 2014, ch 104; ORS 181.534, 181.537, 183.459, 409.010, 409.025, 409.027, 411.060 & 443.004