

# Long Term Care Registry Guidebook

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

*For Oregon's Long Term Care Professionals  
AAAs, APD, AFH, CDDPs, CMHPs employing  
HCWs, PSWs, PCAs, Licensees, Employees  
and Volunteers*

Background Check Unit (BCU), March 2015

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# 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 SIs records 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 SIs certification period sent to all QEs employing the SI sixty days prior to expiration.
- ✓ 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.

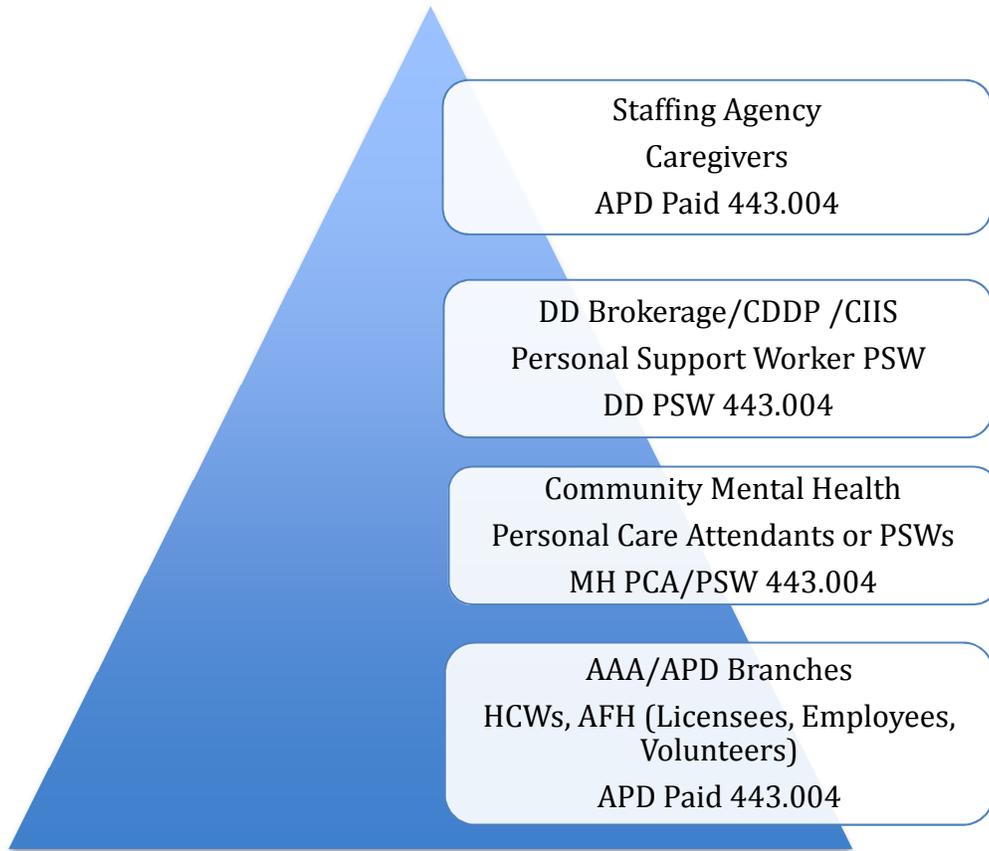
Sincerely,

Dale Jackson, Policy Analyst

BCU LTCR Coordinator

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**Applicant Types  
Featured in the Registry**



## Part 1

### Subject Individual (SI) Enrollment onto LTCR

- **Subject Individual (SI) Applies for position.**
- **SI offered position.**

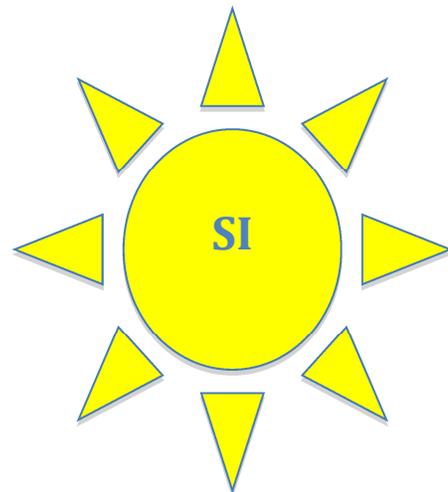
● QED confirms identity of SI and submits Background Check through CRIMS

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

● QED Receives final notification. If approved, SI enrolled onto LTCR.

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.**



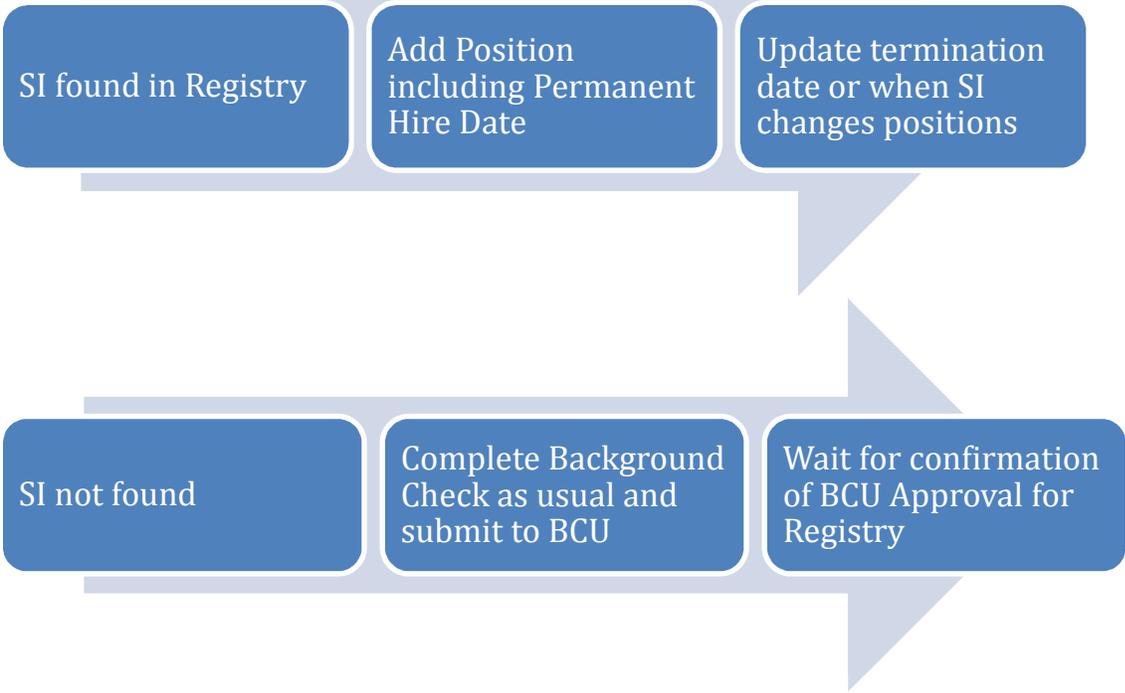
# DATA ENTRY & SUPPORT



- ✓ 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.

For technical support contact:  
BCU at 888-272-5545 Option 7  
or email [BCU.LTCR@state.or.us](mailto:BCU.LTCR@state.or.us)

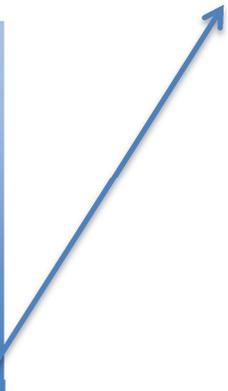


**LTCR Job Detail**

<ul style="list-style-type: none"> <li>Search CRIMS Records</li> <li>Create New</li> <li>My SIs on LTCR</li> <li>Recently Completed CRIMS Records</li> <li>Pending CRIMS Records</li> <li>Training</li> <li>Contact Us</li> <li>Help</li> <li>Edit Your Account</li> <li>Logout</li> </ul>	<p><b>Subject Individual Information</b></p> <p>Name: TEST, JOSPEH          Date of Birth: 10/05/1952          Gender: M          Email Address:          Drivers License ID#: 8032266          Drivers License State: OR          Social Security Number:          Status: Approved          Last Registry Approval Date: 03/18/2015          Next Registry Approval Date: 03/18/2017</p>	<p><b>Job Information</b></p> <p>QE: ZAPATO TRAINING CENTER          Application Type: APD paid 443.004          Position Title: Homecare Worker          Worksite Location: VARIOUS          Job Description: provide care in home          Requires Contact With: Adults, Elderly          Permanent Hire Date:          Termination Date:</p>
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(mm/dd/yyyy)

Upon approval, add the permanent hire date by going to My SIs on LTCR and completing the appropriate fields.



## Department of Human Services - Background Check Unit

### LTCR Job Detail

Search CRIMS Records

Create New

My SIs on LTCR

Recently Completed  
CRIMS Records

Pending CRIMS Records

Training

Contact Us

Help

Edit Your Account

Logout

#### Subject Individual Information

Name: TEST, JOSPEH  
Date of Birth: 10/05/1952  
Gender: M  
Email Address:  
Drivers License ID#: 8032266  
Drivers License State: OR  
Social Security Number:  
Status: Approved  
Last Registry Approval Date: 03/18/2015  
Next Registry Approval Date: 03/18/2017

#### Job Information

QE: ZAPATO TRAINING CENTER  
Application Type: APD paid 443.004  
Position Title: Homecare Worker  
Worksite Location: VARIOUS  
Job Description: provide care in home  
Requires Contact With: Adults, Elderly  
Permanent Hire Date: 03/18/2015  
Termination Date:

(mm/dd/yyyy)

Add Termination Date

Termination for any reason should be input into CRIMS by going to **My SIs on LTCR** and adding the last day worked.

*Application (or App) Types drive accuracy and timeliness in the hiring process. Knowing your App type is vital in Registry Enrollment.*

*For your convenience please check the following chart if you have any doubt what App Type you should be using.*

## Do you know your Application Type?

QE	SIs	LTCR	Application Types
Staffing Agencies	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
Adults Day Services	Employees	N	APD AAA/ADS Paid
	Volunteers	N	APD AAA/ADS Non-Paid
DD Brokerages / CIIS	Employees	N	DD Paid 443.004
	Volunteers	N	DD Non-Paid
	Personal support workers	Y	DD PSW 443.004
CDDPs	Employees (incl. AFHs)	N	DD Paid 443.004
	Vol./occupant (incl. AFHs)	N	DD Non-Paid
	PSWs	Y	DD PSW 443.004
CMHPs	Employees (incl. AFHs)	N	MH Paid 443.004
	Volunteers (incl. AFHs)	N	MH Non-Paid
	Personal care attendants or PSWs	Y	MH PCA/PSW443.004

**Yes (Y) most App Types are on the Registry, but there are a few that are not (N)**

**Adult Foster Homes**

Some Qualified Entity Initiators (QEIs) from Adult Foster Homes are now using CRIMS to initiate the process of Background Checks. Once approved, the SI will be viewable to the QEI who will be able to add the Permanent Hire and Expiration Dates. They will not be able to view any other SIs but their own, and only then after he/she has been notified by email that the SI has received BCU Approval.

AFH – QEIs are required to follow the same instructions as QEDs in other offices by following the Data Entry Guidelines and Oregon Administrative Rules which requires SIs to disclose any and all adverse history. The QED will be notified, and in turn, will notify BCU for a new check.

**Let's Begin**



Log In

Special Instructions are found on the Login page of CRIMS.

Department of Human Services - Background Check Unit

Department of Human Services

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.dllMain?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\*

Choose Application Type

Create New Application

OREGON.GOV

2015

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

Sis on Registry

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\*  
Select ...

8

Keep going... almost done...



## Check Registry

Click on Field Headers for Help and Further Inform

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 NF/SNF

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

Social Security Number Drivers License/ID Number Drivers License/ID 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

**Instruction assistance is featured throughout the LTCR.**

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

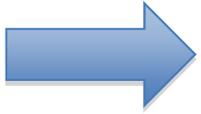
Social Security Number Drivers License/ID Number Drivers License/ID State

Select by using the drop-down arrow towards the right of the box

**Enter Data – Click  
on Check Registry.**

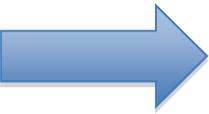
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## Subject Individual Found – Registry Certified



**SI is Immediately Hirable**

## Subject Individual Not Found – Initiate Check



**SI Requires Background Check**

Registry certification lasts for up to two years from the original check. QEs are all listed with the SI, and each will be notified by email for the following events:

- Recertification due (60 days prior to expiration).
- Expiration if recertification is not completed.
- Revocation status due to possible adverse history.
- Approval for new employment or recertification.

QEDs are responsible to add an SI's permanent hire & termination date. And to inform BCU of any change of position or additional position by entering this information into CRIMS within ***My SIs on the LTCR*** field on the CRIMS Web.

Once in the Registry, new background checks for an SI are required every two years or if there is reason to believe that a new check is needed. If you have reason to believe a new check is needed (for example, new criminal history) contact the LTCR Coordinator by phone at 888-272-5545 option 7 or by email at [bcu.ltcrc@state.or.us](mailto:bcu.ltcrc@state.or.us).

# SI FOUND

Click on Field Headers for Help and Further Information

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)

Not Finished Yet – Enter Employment Information for New Position.

1. Required entry of \* fields.
2. Worksite location is “various or statewide” due to portability. However, if you have reason to limit an SI to a very specific site or client, e.g. spouse or parent only, please indicate accordingly.

\* Unless the SI has another qualifying position on the Registry that is unrestricted, any restriction will automatically negate addition of the SI to the Registry.

3. Complete by selecting “Update Registry with Employment History”.

Driver's License State: OR

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

# SI NOT FOUND

**Application Type\***  
APD paid 443.004

**OE Selection\***  
JEFF APD AGENCY Registry and nonRegistry

**\*\*\*SI not found in Online Registry\*\*\***

**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\***

**Address Line 1**

**Address Line 2**

**City** **State** **Zip**  
Oregon

**SUBJECT INFORMATION**

**Last Name\*** Johnson **First Name\*** Dale **Middle Name**

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

**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

SI is not currently on the Registry. Background Check initiated.

1. Required entry of \* fields.
2. For current staff, entering the original hire date for a position (e.g. 02/15/1998) is appropriate in both the initial CRIMS check as well as when you receive the request for Permanent Hire Date with notification of BCU approval and SI addition to Registry.
3. Worksite location is “various or statewide” due to portability. However, if you have reason to limit the SI to a very specific site or client, e.g. spouse or parent only, please indicate accordingly. Unless the SI has another qualifying position on the Registry that is unrestricted, any restriction will automatically negate addition of the SI to the Registry.
4. Select appropriate tab to either email, complete or print.

## Technical Assistance Regarding Error Messages or Grayed Out Monitor When Accessing CRIMS.

- ✓ *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 prepared to provide detailed information of an error message or problem.*
- ✓ *Provide browser system information, e.g. Internet Explorer, Safari, etc.*

## Website for directions on 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 several input fields. A red error message is displayed at the bottom of the form, stating: "Please check your application before continuing. You cannot return to this application." A blue tooltip is overlaid on the form, 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." The tooltip also includes a "DO NOT" icon. A blue arrow points from the text in the orange box to the tooltip.

## Helpful Tips and Reminders

- As you enter an SI's employment 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 an 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 add employment information for any Registrant **switching to a new position** by accessing CRIMS and completing the appropriate data fields. Rules and other important Background Check information for the Registry are found at the Background Check Unit website by clicking on this link <http://www.oregon.gov/dhs/chc/Pages/index.aspx>
- You may email [BCU.LTCR@state.or.us](mailto:BCU.LTCR@state.or.us) for questions to the BCU LTCR Coordinator, 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 relevant SI identifying information and the correction required. You will receive an update of the correction made, once it has been completed.

\* An asterisk means this information is required.

Application Type drives LTCR inclusion.

Incorrect App types creates errors and delays hiring.

No license or ID?  
Social Security Number data entry can be 000-00-0000, but prevents finding a match on LTCR.

Wrong information or data entry errors counters portability since a match on the LTCR can not be found.

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## Additional Information for AFH and non-QEDs

***AFH Licensors who are Qualified Entity Initiators***, please keep the following in mind:

1. Various APD offices may receive Background Check Request 301's from the QEI and will submit the Background Check Request directly to BCU through CRIMS. The field office will assist with modifying the Permanent Hire and Termination Date from the AFH Licensor and provide the Licensor with the BCU Approval Notification for the SI.
2. Other AFH Licensors who are ***QEIs*** submit Background Checks through CRIMS web and are now able to view their own SI's on CRIMS in the *My SIs on the LTCR* Menu. The QEI will be able to add a position, permanent hire or termination date, but are not able to see other SIs except the ones that they have hired.

Please make sure you follow these instructions if you are an AFH Licensor with QEI Rights to CRIMS:

1. Log in
2. Create New
3. Choose Application Type
4. Data Entry of SI's Name, Date of Birth, etc. Enter either or both Social Security Number or Driver's License to see if the SI is already on the Registry.
5. Check Registry

If the SI is already on the Registry – you will receive the message *This person is already Registry Certified*. The next step is to update Employment Information for the New Position. Sixty days prior to expiration of certification, you will receive an email from the BCU indicating it is time for the SI to have a new Background Check.

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## **Additional Information for Non-QED staff**

When receiving applications from SIs, please ensure that 301s are submitted along with application information. You may receive questions regarding the Long Term Care Registry LTCR from current or future SIs. Please note the following:

1. Inclusion into the Registry means an SI has portability between Qualified Entities such as APD -ADH, HCWs, ALFs, RCFs, DD Brokerages which reduces duplication of work and speeds up the hiring process.
2. Fingerprint cards will be going away, and LiveScan is available, cheaper & quicker than Fingerprint cards. If an SI is already on the Registry and applies with another QE, he/she will not have to submit new prints since the SI will be added to the new QE site rather than creating a new Background Check.
3. SIs will be on a two year cycle for recertifications. Sixty days prior to expiration the QED will receive an email and begin the recertification process. If recertification does not happen, the SI will drop off the Registry.
4. The LTCR Registry is not the same as the Home Care Worker Registry in which SIs can track training, job search and is viewable by the public. If an SI is worried that this Registry is used for scheduling, ensure them it is not. Only QEs where the SI has applied and are working are listed in the Registry under *My SIs on LTCR* on CRIMS.
5. If you have any reason to believe a new check is needed (for example new criminal history) contact the BCU at 888-272-4454 Option 7 or email [BCU.LTCR@state.or.us](mailto:BCU.LTCR@state.or.us).

Thank you for taking the time to review this Guidebook. If you have any questions or recommendations, please contact Dale Jackson, LTCR Coordinator at [BCU.LTCR@state.or.us](mailto:BCU.LTCR@state.or.us).

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# Long Term Care Registry Rules

## DIVISION 7 CRIMINAL RECORDS AND ABUSE CHECK RULES

### Long Term Care Registry

Effective 12/1/2014:

Date background check request Submitted to BCU

#### Table of Contents

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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.

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- (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).

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(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*