



Oregon

John Kitzhaber, Governor

**Department of Human Services
Aging & People with Disabilities
Field Delivery Supports Unit**

500 Summer Street NE, E-02

Salem, OR 97301-1073

Voice (503) 945-6465

FAX (503) 373-7823

May 5, 2014

TO: Long Term Care Community Nurse Providers

From: Sarah Hansen
LTC Community Nursing Contract Administrator

Subject: REMINDER: Background Check for Contract Compliance

Your Long Term Care Community Nursing Services Contract renewed July 2013 requires you to complete a criminal record background check per exhibit B (3.) and Oregon Administrative rule (OAR) 407-007-0210. Background checks for previous contracts are not sufficient for the contract renewal of 2013-2015. To ensure all contractors are in compliance with their contract and rule, **you must initiate a background check via your local APD/AAA or DD office by May 14, 2014.**

If you have not yet initiated your background check, you will need to begin immediately as the Background Check completion process may take several weeks. The local APD/AAA or DD office will provide you a copy of the completed notice of final fitness determination. You must email a copy of the completed final fitness determination form to: lrc.nsg@state.or.us or you may fax the form along with a cover sheet to: 503-373-7823 Attention: *Long Term Care Community Nursing*.

If you have questions you may email the Long Term Care Community Nursing email box at lrc.nsg@state.or.us.

You have until May 14, 2014 to initiate a Background Check. If you fail to initiate this process by **May 14, 2014** you may be subject to contract termination.

Cc: Becky Callicrate, LTC Community Nursing Program Coordinator

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