

Policy Transmittal

Office of Child Welfare Programs



Lacey Andresen, Deputy Director, Child Welfare Practice & Program

Number: CW-PT-20-009

Authorized Signature

Issue Date: 5/18/2020

Topic: New Provider Note Type C-19 Fingerprint Temporary Suspension

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other:

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input 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 (please specify): |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Procedure Title:	New Provider Note Type C-19 Fingerprint Temporary Suspension
Web Address:	Child Welfare Procedure Manual Important Changes Related to COVID-19

DHS has received federal guidance that, in light of delays and difficulties obtaining fingerprint-based FBI checks based on COVID-19, the department may, in certain situations, utilize federal funds for placements where the department has not obtained the FBI check results. It is important to be able to maximize federal funding when at all possible.

Due to this guidance, we have instituted a process to identify those certifications where we may be able draw down federal funding. ***This applies to those certifications where ALL certification requirements have been met, including having a home study that is otherwise completed and approved, except for obtaining a fingerprint-based FBI criminal background check.***

For those certifications that meet the above criteria, the certificate would remain a “temporary” certificate, including “extended temporary” if needed.

Procedure:

- Certifier drafts the home study.
- If supervisor reviews draft home study and determines the study is otherwise able to be approved, pending receipt and review of FBI fingerprint results.
- Supervisor sign/date with added statement- conditionally approved pending FBI for COVID-19.
- Open Temporary Certificate (if not already opened) or 'extend temporary' (if needed).
- The **certifier must enter a provider note** documenting that the reason for the certification remaining in temporary status is **solely** due to not having the FBI check completed. This note is to be documented in the provider record provider notes under:

Category: Info Rel to Certfn

Type: C-19 Fingerprint Temp Suspension

- Upon receipt of FBI results, review results and complete any necessary paperwork to fully conclude the criminal background check process.
- Finalize the home study, with certifier and supervisor signatures and date, remembering to add date completed to the FBI criminal records field for each adult (supervisor signature date must be on or after the date of FBI results/completion of crim check).
- Proceed to issue full certificate of approval per the usual process.

If you have questions, please contact your foster care coordinator.

If you have any questions about this policy transmittal, please contact:

Contact(s): Billy Cordero

Phone: 503-945-6620

Email: Billy.CORDERO@dhsosha.state.or.us