

Information Memorandum Transmittal Aging and People with Disabilities



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Topic: Long Term Care

Subject: Expedited Background Checks for Homecare Workers

Number: APD-IM-19-022

Issue date: 4/24/2019

UPDATED: 5/4/2022

Due date:

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" 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 (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: This IM has been updated to remove homecare worker preliminary hire (allowing work before a background check is complete). An HCW must have a fully completed and approved background check before they will be approved for enrollment. Any COVID-19 related variances that allowed preliminary hires will no longer be allowed. Requesting an expedited background check has been revised and is described below.

Expedited Background Checks

The Background Check Unit (BCU) may complete an expedited background check for care/staffing needs in emergent instances when the lack of an available homecare worker (HCW) is likely to put an individual at risk of harm. Emergent care/staffing needs mean that it is probable that an individual's needs will go unmet if a background check for a homecare worker is not processed with an expedited review. An expedited request should only be used in situations of emergent need and should not be requested in instances where there are suitable alternatives to meet the individual's needs.

If an expedited requested is needed, local office Qualified Entity Designees (QED) should email BCU.Info@dhsoha.state.or.us with the name or names of individuals needing an expedited review.

The BCU cannot expedite any applications until any pending reasons are resolved:

- Authorization from the HCW applicant to do the background check
- A fingerprint capture from the HCW applicant (expedite requests requiring fingerprints should not be made if this is needed)
- Fingerprint results are pending from Oregon State Police or the FBI
- Research needed to make a final fitness determination; or
- More information from the HCW applicant.

When the BCU receives an expedited request, every effort to complete the fitness determination as quickly as possible, usually within one business day. Pending factors listed above or BCU workloads may prevent a one business day turn-around.

Any AAA office that do not maintain HCW files should coordinate with the local APD office for any HCWs that need an expedited request.

If you have any questions about this information, contact:

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