Background Check Information for ADVSD Community Services Contracted Partners

Updated 3/13/24

Per state rule, your agency must conduct background checks on employees and volunteers must have a criminal background check completed with the State's ORCHARDS system.

What is ORCHARDS?

ORCHARDS is the Oregon Criminal History and Abuse Records Data System. It provides a portal for submitting background checks and receiving fitness determination results. Oregon started using ORCHARDS in July of 2020. ORCHARDS was developed on behalf of the Centers for Medicare and Medicaid Services for the National Background Check Program (NBCP).

Who uses ORCHARDS?

Only qualified entities can submit background checks in ORCHARDS. This includes:

- Oregon Department Human Services (**ODHS**) and Oregon Health Authority (**OHA**).
- Businesses regulated by ODHS or OHA.
- Businesses not regulated by the state that meet criteria to use the [BCU Clearinghouse](#). These are businesses that serve youth, older adults or people with disabilities.
- ★ The contract that your agency has with ADVSD Community Services for senior/older adult services makes you a "qualified entity"

How is the background check completed?:

- The applicant completing a background check is called a **<u>subject individuals (SI)</u>**. To ensure privacy, the SI logs in to a special applicant portal to authorize BCU to do the background check and make any disclosures.
  - The SI needs an email account to log into the portal. Our Applicant FAQ page gives information on how an applicant can set up an email if they don't have one.
- **Clearinghouse Qualified Entity (QE)** - A business or organization that is approved to use the Clearinghouse.
- **Clearinghouse-authorized Designee (CHAD)** - A person designated by the business or organization to submit background checks.
- **Organization** - A business that provides mentoring or tutoring programs and is exempt from taxation under section 501(c) of the Internal Revenue Code, as amended and in effect on January, 1, 2002.

What do you need to do?

- ☐ Complete the ORCHARDS State training (see link below)
- ☐ Set up your account for your agency
- ☐ Ensure all of your employees and volunteers in your Senior Program have an ORCHARDS background check completed with an outcome that does not disqualify them.
- ☐ Sign up to get updates from ORCHARDS (see link below)

Mult Co ADVSD Community Services info about background checks for contracted partners

Source of information:
The ODHS ORCHARDS Background Check web site
https://www.oregon.gov/odhs/background-checks/Pages/orchards.aspx
Training is required for designated staff who use ORCHARDS to process background checks.

To get started - Contact the BCU training coordinator to request the initial training materials. Call 503-378-5470 or toll-free at 888-272-5545, or request training materials by email.

On demand training - Resources and training videos and are available below. Videos give step-by-step instructions for using ORCHARDS. All videos play in YouTube.
https://www.oregon.gov/odhs/background-checks/Pages/training.aspx