



# Temporary Changes to the AFH CHC Process

In recognition of the need for our foster community to continue, on-boarding substitute caregivers during the current state of emergency, temporary changes are being implemented with ODDS approval.

- Subject Individuals (Caregivers in AFHs) will no longer schedule an in-person appointment with Lane County DDS. Prospective caregivers can download the Criminal History Check Form (QED 301) and the Supplemental Criminal History Check form from the Lane County Developmental Disabilities webpage.  
[https://lanecounty.org/government/county\\_departments/health\\_and\\_human\\_services/developmental\\_disabilities/adult\\_foster\\_care](https://lanecounty.org/government/county_departments/health_and_human_services/developmental_disabilities/adult_foster_care)
- The caregiver will complete, sign, and return the required forms and a legible photocopy of the front of the caregiver's identification,
  - Additionally for new care providers Lane County DDS requests that you also submit a picture of you with your ID held at face level, this allows us to verify your ID.
- Completed forms are sent to [LaneDDSCrims@lanecountyor.gov](mailto:LaneDDSCrims@lanecountyor.gov).
  - Forms can also be submitted by Fax – (541) 682-3879 or returned to our office drop slot.
- Lane County DDS Staff will review the submitted forms and submit the Criminal History Check.
  - Lane County DDS Staff may contact the substitute caregiver if any corrections or clarifying information is required.
- Upon submission of the Criminal History Check, Lane County DDS staff will email the caregiver to inform that they are able to work on a preliminary basis.
  - This email will be going directly to the caregiver, so please be sure to ask them for a copy of this email before allowing them to work in your home.
  - The preliminary determination may be revoked as outlined in the policy transmittal 20-038.
  - Fingerprinting requirements are currently suspended for any new background checks or previously pending background checks
- Individuals hired during this period will need to submit a new background check once the emergency declaration is lifted.