

Read and follow instructions on page 2.

Section 1: Completed by CP at personnel services or staffing agency

1. Name of CP, personnel services or staffing agency and mailing address: Type or print clearly.	2. CP phone: CP FAX:
	3. CP signature: Date: _____

4. Indicate each facility with which your agency contracts, the type of facility and the types of positions:
ALF=Assisted Living Facility RCF=Residential Care Facility NF=Nursing Facility

Name of long-term care facility:	Type: ALF, RCF, NF	Position titles: (must be direct care staff person)	DHS initials: (DHS use only)

Section 2: Approval of personnel services or staffing agency

The DHS Background Check Unit has reviewed the list of long-term care facilities and confirmed that they are licensed by the department pursuant to ORS chapter 441.

Signature: _____ Date: _____

Submit to: DHS Background Check Unit via mail or FAX 503-378-3873
QE Coordinator
PO Box 14870
Salem, OR 97309-5066

Instructions for the DHS 303 Supplemental Form for Personnel Services or Staffing Agencies

The Department of Human Services (DHS) Background Check Unit (BCU) requires that all personnel services or staffing agencies provide a list of all department-licensed long-term care facilities. Direct care staff persons secured through the services of a personnel services or staffing agency who work in any long-term care facility are subject to criminal records checks through the department. When conducting a fitness determination, the department will consider all facilities in this list.

Section 1: *(to be completed by the contact person (CP) at the personnel services or staffing agency).* Complete boxes 1 – 4. In box 4, list all requested information for each Seniors and People with Disabilities (SPD) licensed long-term care facility. The column “DHS initials” will be completed by DHS staff.

Section 2: *(to be completed by BCU).* BCU will confirm the licensing status of all listed facilities. After approval, BCU will send the form back to the personnel services or staffing agency and also maintain a file.

This form must be completed and approved before and any DHS criminal records request forms are processed.