

Health Information Management Criminal History Checks

COCC COLLEGE POLICY:

Purpose:

Criminal history checks are a crucial piece to a student's successful completion in a program that requires a clinical setting, State licensure or National certification, or before a student enters a facility that provides services to vulnerable people. Consistent with this principle, criminal background checks will be performed according to the following guidelines.

Guidelines:

1. Program Director will notify the student in advising and in printed material, i.e. college catalog, program shells, etc., that a criminal background check will be required in the beginning of his/her first term.
2. Each student will be required to sign a letter of agreement provided by the Program Director signifying a background check resulting in criminal convictions may result in non-certification and/or non-completion of the designated program.
3. Completion of and payment for criminal background checks will be the responsibility of each COCC student during his/her first term of the matriculated program.
4. Central Oregon Community College recognizes Verified Credentials, Inc. as the third party agency for background checks. Students will be provided directions on completing the background check during advising and in printed material.
5. Criminal background checks will be sent directly to the Program Director and a copy may be sent to the student if requested.
6. When the background check results in a positive result, the Program Director will notify the program's Dean. The Program Director will then notify the student and request a confidential face-to-face meeting to clarify the findings and discuss future options for the student. Students will have due process through the Student Code of Rights & Responsibilities.
7. Program Directors will not disclose student information concerning criminal background checks except as noted above and student privacy will be protected.
8. All criminal background check results will be kept confidential and student records will be kept in a locked file in the Program Director's office. The student record will be shredded upon graduation or exit from the program unless other regulations apply. Students reentering the program will be required to complete an additional background check.

Procedure:

Students must initiate a criminal history check on or before the deadline date with COCC's designated agency. Go to the Verified Credentials website <http://scholar.verifiedcredentials.com/cocc>. See the information on the next page for the log-in code. The cost is ~\$55.00 and may be paid for by credit card or check. Students without home computers have access to computer labs in the Library and in the Pioneer building. **This is the only criminal history check accepted at COCC.**

- **Students failing to initiate a criminal history check by the deadline will forfeit his/her seat in the course.**



Central Oregon Community College

Central Oregon Community College has partnered with Verified Credentials to manage your program requirements including the following:

- Background Check

To access QualifiedFirst go to:

<http://scholar.verifiedcredentials.com/cocc>

How It Works:

1. **Enter code for the program you will be attending** located above the “Get Started!” button on the right side of the page

PRDVK-73862

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

Conditions That May Affect Admission, Professional Practice Placement, and/or Continuation in the HIM program

HIM Program Policy:

The Health Information Management Program will require all students to initiate a criminal background check through a college designated law enforcement data system prior to beginning HIM 103. Students that have not initiated this process by the deadline will be denied admission to the course per the COCC Health Information Management Program policies and procedures.

The Health Information Management Program has the right to deny admission or progression in the program to any student whose background poses a threat to an individual, the college, the HIM profession, and/or the community. Once charges have been cleared/expunged, a student may re-register for the course.

Disqualification Based on Background Checks

POLICY: All applicants whose background checks reveal potentially disqualifying information will be reviewed individually by the Health Information Management Program Director and Department Chair as well as appropriate College/RHS Administrators as necessary. Potentially disqualifying information includes, but is not limited to:

- Permanently Disqualifying Crimes
- Potentially Disqualifying Crimes
 - Seriousness of the crime
 - Applicability of the crime to the practice of health information management
 - Elapsed time since the date of conviction
- Arrests that have not resulted in convictions
 - Alleged behavior is job-related
 - When the criminal matter is pending adjudication
- Other potentially disqualifying background information
 - Intentional failure to disclose requested or relevant background information.
 - History of conduct contrary to generally accepted codes of conduct and behavior pertinent to health information management protocols.

Criminal Background Check: Permanently Disqualifying Crimes

POLICY: A **conviction** for any of the following crimes permanently disqualifies an individual from being admitted to the Central Oregon Community College Health Information Management Program. A student **charged** with any of these crimes will not be allowed admission or progression in the course until charges have been cleared.

Department of Human Services (DHS) Background Check Rules

For the full documents go to: www.state.or.us and search for Oregon Revised Statutes, and Oregon Administrative Rules

Disqualifying Crimes under ORS 443.007

407-007-0275

Conviction of any of the following crimes is disqualifying.

163.095, 163.115, 163.118, 163.125, 163.145, 163.149, 163.165, 163.175, 163.185, 163.187, 163.200, 163.205, 163.225, 163.235, 163.263, 163.264, 163.266, 163.275, 163.355, 163.365, 163.375, 163.385, 163.395, 163.405, 163.408, 163.411, 163.415, 163.425, 163.427, 163.432, 163.433, 163.435, 163.445, 163.465, 163.467, 163.535, 163.537, 163.670, 163.684, 163.686, 163.687, 163.688, 163.689, 163.700, 164.055, 164.057, 164.098, 164.125 (5)(c) or (d), 164.215, 164.225,

164.325, 164.377 (2) or (3), 164.405, 164.415, 165.022, 165.032, 165.800, 165.803, 167.012, 167.017, 167.054, or 167.057.

Of an attempt, conspiracy, or solicitation to commit a crime described in the above section of this rule.

Of a crime in another jurisdiction that is substantially equivalent to a crime described in this section of rule.

Potentially Disqualifying Crimes

407-007-0280

A conviction of any of the following crimes is potentially disqualifying. The list includes offenses that are crimes and are not intended to include offenses that are classified or treated as violations (See ORS 161.505 through 161.565).

Permanent Review. The crimes listed in this section are crimes which require that a fitness determination be completed regardless of date of conviction.

ORS 162.155, 162.165, 162.285, 162.325, 163.005, 163.095, 163.115, 163.118, 163.125, 163.145, 163.160, 163.165, 163.175, 163.185, 163.187, 163.190, 163.200, 163.205, 163.207, 163.208, 163.213, 163.225, 163.235, 163.257, 163.275, 163.355, 163.365, 163.375, 163.385, 163.395, 163.405, 163.408, 163.411, 163.415, 163.425, 163.435, 163.445, 163.452, 163.454, 163.465, 163.427, 163.515, 163.525, 163.535, 163.537, 163.545, 163.547, 163.555, 163.575, 163.670, 163.673, 163.675, 163.680, 163.684, 163.686, 163.687, 163.688, 163.689, 163.693, 163.700, 163.732, 163.750, 164.055, 164.057, 164.075, 164.085, 164.125, 164.135, 164.215, 164.225, 164.315, 164.325, 614.377, 164.395, 164.405, 164.415, 165.013, 165.022, 165.055, 165.065, 165.581, 165.800, 166.005, 166.085, 166.087, 166.155, 166.165, 166.220, 166.270, 166.272, 166.275, 166.429, 166.720, 167.012, 167.017, 167.062, 167.065, 167.070, 167.075, 167.080, 167.087, 167.212, 167.262, 167.315, 167.320, 167.322, 167.333, 181.599, 433.010, 475.525, 475.805, 475.840, 475.846, 475.848, 474.850, 475.852, 475.854, 475.856, 475.858, 475.860, 475.862, 475.864, 475.866, 475.868, 475.870, 475.872, 475.874, 475.876, 475.878, 475.880, 475.882, 475.884, 475.886, 475.888, 475.890, 475.892, 475.894, 475.904, 475.906, 475.910, 475.914, 677.080, 677.990.

- Any federal crime.
- Any U.S. military crime,
- Any unclassified felony defined in Oregon Revised Statutes not listed elsewhere in this rule.
- Any other felony in Oregon Revised Statutes not listed elsewhere in this rule that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the authorized designee. Any felony in a jurisdiction outside Oregon that is not the substantial equivalent of any of the Oregon crimes listed in this section but that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the AD.
- Any crime of attempt, solicitation or conspiracy to commit a crime listed in this section pursuant to ORS 161.405, 161.435, or 161.450, including any crime based on criminal liability for conduct of another pursuant to ORS 161.155.
- Any crime in any other jurisdiction that is the substantial equivalent of any of the Oregon crimes listed in this section (section (1)) as determined by the AD.
- Any crime that is no longer codified in Oregon or other jurisdiction but that is the substantial equivalent of any of the crimes listed in this section (section (1)) as determined by the AD.

Ten-Year Review. The crimes listed in this section are crimes that require that a fitness determination be completed if the date of conviction is within ten years of the date the DHS Criminal History Request form was signed or the date the Department conducted a criminal history check due to imminent risk.

ORS 133.076, 162.015, 162.025, 162.065, 162.075, 162.117, 162.145, 162.175, 162.185, 162.195, 162.205, 162.247, 162.265, 162.275, 162.295, 162.305, 162.315, 162.335, 162.355, 162.365, 162.367, 162.369, 162.375, 162.385, 162.405, 162.415, 162.425, 163.195, 163.212, 163.245, 163.275, 163.467, 164.043, 164.045, 164.095, 164.140, 164.162, 164.235, 164.255, 164.265, 164.272, 164.354, 164.365, 164.369, 165.007, 165.017, 165.032, 165.037, 165.042, 165.070, 165.074, 165.080, 165.085, 165.090, 165.095, 165.100, 165.102, 165.540, 165.543, 165.570, 165.572, 165.577, 165.579, 165.692, 166.025, 166.065, 166.076, 166.090, 166.116, 166.180, 166.190, 166.240, 166.250, 166.370, 166.382, 166.384, 166.470, 166.480, 166.649, 166.651, 166.660, 167.007, 167.090, 167.222, 167.325, 167.330, 167.355, 167.365, 167.370, 167.820, 192.865, 411.630, 411.675, 411.840, 417.990, 418.130, 418.140, 418.250, 418.327, 418.630, 471.410, 475.950, 475.955, 475.960, 475.965, 475.990, 475.912, 475.916, 475.965, 657A.280, 803.230, 807.620, 811.060, 811.540, 811.700, 811.705, 819.300, 830.475.

- Any unclassified misdemeanor defined in Oregon Revised Statutes not listed elsewhere in this rule.
- Any other misdemeanor in Oregon Revised Statutes not listed elsewhere in this rule that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the AD.
- Any misdemeanor in a jurisdiction outside Oregon that is not the substantial equivalent of any of the Oregon crimes listed in section (2) but that is serious and indicates behavior that poses a threat or jeopardizes the safety of vulnerable persons, as determined by the AD. If a misdemeanor in a jurisdiction outside Oregon is similar to a violation in Oregon, then it cannot be considered potentially disqualifying under this section.
- Any crime of attempt, solicitation or conspiracy to commit a crime listed in this section pursuant to ORS 161.405 or 161.435, including any conviction based on criminal liability for conduct of another pursuant to ORS 161.155.
- Any crime in any other jurisdiction which is the substantial equivalent of any of the Oregon crimes listed in this section (2) as determined by the AD.
- Any crime which is no longer codified in Oregon, but which is the substantial equivalent of any of the crimes listed in this section (2) as determined by the AD.

Five-Year Review. The crimes listed in this section are crimes which require that a fitness determination be completed if the date of conviction is within five years of the date the DHS Criminal History Request form was signed or the date the Department conducted a criminal history check due to imminent risk.

ORS 162.085, 162.235, 164.245, 164.335, 164.345, 165.555, 166.075, 166.095, 167.340, 811.182, 813.010, 830.315, 830.325, 830.730,

- Any conviction for attempt, solicitation or conspiracy to commit a crime listed in this section pursuant to ORS 161.405 or 161.435, including any conviction based on criminal liability for conduct of another pursuant to ORS 161.155.
- Any crime in any other jurisdiction which is the substantial equivalent of any of the Oregon crimes listed in this section (3) as determined by the AD.
- Any crime which is no longer codified in Oregon, but which is the substantial equivalent of any of the crimes listed in this section (3) as determined by the AD.

Evaluation Based on Oregon Laws. Evaluations of crimes shall be based on Oregon laws and laws in other jurisdictions in effect at the time of the fitness determination, regardless of the jurisdiction in which the conviction occurred.

Juvenile Record. Under no circumstances shall a subject individual be denied under these rules because of the existence or contents of a juvenile record that has been expunged pursuant to ORS 419A.260 through 419A.262.

Adult Records. Under no circumstances shall a subject individual be denied under these rules due to the existence or contents of an adult record that has been set aside pursuant to ORS 137.225.

Stat. Auth.: ORS 181.537, 409.050

Stats. Implemented: ORS 181.534, 181.537, 409.010

Effective 4/1/2009

Other Potentially Disqualifying Conditions

407-007-0290

The following are potentially disqualifying conditions:

- (1) False Statement.
- (2) Sex Offender.
- (3) Warrants.
- (4) Deferred Sentence, Diversion Program
- (5) Parole or Probation, or Post-Supervision
- (5) Parole or Probation Violation.
- (6) Unresolved Arrests, Charges or Indictments.

Stat. Auth.: ORS 181.537, 409.050

Stats. Implemented: ORS 181.534, 181.537, 409.010

Effective 4/1/2009

Central Oregon Community College Health Information Management Criminal Background Check Permanently Disqualifying Crimes*

These crimes involve violence, sex crimes, harm to children, serious theft, and identity theft.

ORS 163.095	Aggravated murder
ORS 163.115	Murder
ORS 163.118	Manslaughter I
ORS 163.125	Manslaughter II
ORS 163.145	Criminally negligent homicide
ORS 163.149	Aggravated vehicular homicide
ORS 163.165	Assault III
ORS 163.175	Assault II
ORS 163.185	Assault I
ORS 163.187	Strangulation
ORS 163.200	Criminal mistreatment II
ORS 163.205	Criminal mistreatment I
ORS 163.225	Kidnapping II
ORS 163.235	Kidnapping I
ORS 163.263	Subjecting another person to involuntary servitude II
ORS 163.264	Subjecting another person to involuntary servitude I
ORS 163.266	Trafficking in persons
ORS 163.275	Coercion
ORS 163.355	Rape III
ORS 163.365	Rape II
ORS 163.375	Rape I
ORS 163.385	Sodomy III
ORS 163.395	Sodomy II
ORS 163.405	Sodomy I
ORS 163.408	Unlawful sexual penetration II
ORS 163.411	Unlawful sexual penetration I
ORS 163.415	Sexual Abuse III
ORS 163.425	Sexual Abuse II
ORS 163.427	Sexual Abuse I

- ORS 163.432 Online sexual corruption of a child II, if the offender reasonably believed the child to be more than five years younger than the offender
- ORS 163.432 Online sexual corruption of a child I, if the offender reasonably believed the child to be more than five years younger than the offender
- ORS 163.435 Contributing to the sexual delinquency of a minor
- ORS 163.445 Sexual misconduct, if the offender is at least 18 years of age
- ORS 163.465 Public Indecency, if it occurs subsequent to a conviction resulting in Sex Offender status
- ORS 163.467 Private Indecency, if it occurs subsequent to a conviction resulting in Sex Offender status
- ORS 163.525 Incest with a child victim
- ORS 163.535 Abandonment of a child
- ORS 163.537 Buying or selling a person under 18 years of age
- ORS 163.670 Using a child in display of sexually explicit conduct
- ORS 163.680 Paying for viewing a child's sexually explicit conduct
- ORS 163.684 Encouraging child sexual abuse I
- ORS 163.686 Encouraging child sexual abuse II
- ORS 163.687 Encouraging child sexual abuse III
- ORS 163.688 Possession of materials depicting sexually explicit conduct of a child I
- ORS 163.689 Possession of materials depicting sexually explicit conduct of a child II
- ORS 163.700 Invasion of personal privacy
- ORS 164.055 Theft I
- ORS 164.057 Aggravated Theft I
- ORS 164.098 Organized retail theft
- ORS 164.125 Theft of services, if charged as a felony
- ORS 164.215 Burglary II, if committed with intent to commit any of the Sex Offender offenses
- ORS 164.225 Burglary I, if committed with intent to commit any of the Sex Offender offenses
- ORS 164.325 Arson I
- ORS 164.377 Computer crime, if charged with a felony
- ORS 164.405 Robbery II
- ORS 164.415 Robbery I
- ORS 165.022 Criminal possession of a forged instrument I
- ORS 165.032 Criminal possession of a forgery device
- ORS 165.800 Identity theft
- ORS 165.803 Aggravated identity theft
- ORS 167.012 Promoting prostitution
- ORS 167.017 Compelling prostitution
- ORS 167.054 Furnishing sexually explicit material to a child
- ORS 167.057 Luring a minor
- ORS 181.594 Sex Crimes, including transporting child pornography into the state

Seven and Five Year Disqualifying Crimes*

Seven Years:

- 166.087 Abuse of Corpse, 1st Degree
- 166.085 Abuse of Corpse, 2nd Degree
- 167.322 Aggravated Animal Abuse
- 167.320 Animal Abuse, 1st Degree
- 475.986 Apply Controlled Substance to Minor
- 167.339 Assault Law Enforcement Animal
- 163.208 Assault Public Safety Officer
- 811.540 Att Elude Police Ofc-Vehicle
- 161.405 Attempt to Commit Crime
- 166.220 Att Use/Carry Dangerous Weapon
- 162.015 Bribe Giving
- 162.025 Bribe Receiving
- 162.275 Bribe Receiving by Witness

162.265 Bribing a Witness
 164.225 Burglary, 1st Degree
 164.215 Burglary, 2nd Degree
 475.984 Cause Person to Ingest Controlled Substance
 475.993 Controlled Substance Off-Registrant
 475.992 Controlled Substance Offense
 161.450 Criminal Conspiracy
 811.182 Criminal Driving-Susp/Revoked
 162.367 Criminal Impersonate Peace Officer
 164.365 Criminal Mischief, 1st Degree
 164.140 Criminal Possession Rented/Leased Property
 163.245 Custodial Interference, 2nd Degree
 163.257 Custodial interference I
 161.725 Dangerous Offender
 475.995 Deliver Controlled Substance-Minor
 813.010 Drive Under Influence Intox
 162.205 Fail to Appear, 1st Degree
 181.599 Fail to Register/Sex Offender
 166.270 Felon in Possession of Weapon
 163.207 Female Genital Mutilation
 165.013 Forgery, 1st Degree
 165.055 Fraudulent Use of Credit Card
 811.705 Hit and Run-Vehicle-Injury
 166.165 Intimidation, 1st Degree
 475.999 Man/Del Control Sub-1000 Ft School
 166.384 Manufacture Destructive Device
 144.350 Parole Violation
 162.065 Perjury
 475.967 Poss Subst W/Intent to Manufacture
 166.382 Possess Destructive Device
 166.370 Possess Firearm/Device-Pub Bld
 166.272 Possess Prohibited Firearm
 166.275 Possession of Weapon by Inmate
 144.108 Post Prison Supv Sanction
 163.465 Public Indecency
 166.015 Riot
 164.395 Robbery, 3rd Degree
 161.435 Solicitation to Commit Crime
 433.010 Spread Communicable Disease
 163.731 Stalking
 167.212 Tampering with Drug Records
 164.075 Theft by Extortion
 260.575 Threaten/Extort-Petition
 165.074 Unlawful Factoring Credit Card
 167.262 Using Minor-Control Sub Off
 163.750 Violation Court Stalk Protect Order

Five Years:

164.245 Criminal trespass II
 164.335 Reckless burning
 164.345 Criminal mischief III
 166.095 Misconduct with emergency telephone calls
 167.340 Animal abandonment
 830.315 Reckless operation of a boat
 830.325 Operating boat while under influence of intoxicating liquor or controlled substance