

Background Checks

Helpful Tips for Navigating through Background Checks, effective Jan. 1, 2026

Step 1: ODDS shares information with the Background Check Unit (BCU)

On December 1, ODDS will provide BCU with all foster home information and email addresses on your behalf.

Step 2: Complete training

In December, BCU will email you resources and training opportunities to become a **Qualified Entity Initiator (QEI)**. For questions, email bcu.qed@odhs.oregon.gov.

Step 3: Become a Qualified Entity Initiator (QEI)

BCU will email you instructions to access **ORCHARDS**, which allows you to start background checks—both initial checks and rechecks—for all subject individuals in your foster home.

Step 4: Initiate background checks

After completing training and setting up your ORCHARDS account, you can submit background check applications and rechecks. You must verify each subject individual's identity. As the QED, ODDS will review and submit the background checks.

Step 5: Maintain and record progress

Monitor the progress of each background check. ODDS will email you if additional information, like fingerprints, is needed or when results are complete. Keep copies of all background checks as required by administrative rules.

Step 6: Assign Qualified Entity Designees (QEDs)

By Jan. 1, 2028, your foster home must have at least one **QED**—this can be you or someone else. QEDs can initiate and submit all background checks, including renewals.

ODDS Foster Licensing is using a phased approach for providers to become QEDs. We will contact you to let you know when your transition is expected and how to complete additional training.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Office of Developmental Disabilities Services at dd.licensingfoster@odhs.oregon.gov or 503-945-7800. We accept all relay calls.