**PROTECTION AND PERMANENCY M EMORANDUM, 13-06**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  April 1, 2013

**SUBJECT:** AOC Fast Check System Process

In an attempt to better serve DCBS, AOC has modified their fast check system for records. This process will be effective April 1, 2013. The following is a guide of access levels for AOC fast check, which includes several tiers. Each tier will provide a different set of options for each user and will provide different types of results.

Below is a list of the tiers and the description of what each will provide:

**Tier 1 – CPS/APS investigations-**Will provide the user with 2 options for requests. Both options will provide *criminal* and *domestic violence results.*

* Imminent Risk Investigation: This option will provide the highest priority possible and should only be selected in true emergency situations; and
* Non-Imminent Risk Investigation: This will still receive a high priority, just not on an emergency basis.

**Tier 2 – Foster care/adoption/ongoing casework-**Will provide the user with three (3) options for requests.

* Foster Care/Adoption Application: Selecting this option will provide *criminal and domestic violence results*;
* Foster Care/Adoption Certification (Initial Approval): Selecting this option will provide *criminal results only*. An address for the person being checked will be required. That person will be notified that the request was made and be provided with a copy of the results; and
* Annual Recertification (Annual Re-evaluation of resource homes)/Ongoing Case Work (Ongoing CPS cases): Selecting this option will provide *criminal results only*. An address for the person being checked will be required. That person will be notified that the request was made and be provided with a copy of the results.

**Tier 3–Employment-**Will provide the user with only one (1) option. These requests are intended for employment purposes only and will *only return criminal results*.

* Employment. An address for the person being checked will be required. That person will be notified that the request was made and be provided with a copy of the results.

The [Electronic AOC Check Registration and Request Process](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Electronic%20AOC%20Check%20Registration%20and%20Request%20Process.docx) document has been developed to assist staff and is posted on the online SOP manual website. This document contains screen shots for quick reference.

The central office contact for DCBS is Sharon Hilborn. She will be responsible for notification to the AOC records unit with updates for new users and when users separate from state government.

Please check your status in the system to ensure you are registered. If you are not currently registered, please register: <http://kcoj.kycourts.net/PublicMenu/Register.aspx> and notify Sharon Hilborn SharonK.Hilborn@ky.gov that you have registered.

If you have questions or concerns about results you receive, please contact AOC at 1-800-928-6381. If you have additional questions/concerns please contact Jimmy Lawson at JimmyLawson@KYCOURTS.NET.