**PROTECTION AND PERMANENCY M EMORANDUM, 14-09**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  September 30, 2014

**SUBJECT:** AOC Fast Check System Process-Reminder

This correspondence is a re-issue of a release that was sent out in April 2013. In an attempt to better serve DCBS, AOC has modified their fast check system for records. 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.

Please do not contact AOC directly with questions regarding Fast Check registration. The central office contact for DCBS is Sharon Hilborn and she can answer any questions staff may have. New users must register with the Fast Check system and then notify Sharon Hilborn by e-mail. Please check your status in the system to ensure you are registered. If you are not currently registered, please register here: <http://kcoj.kycourts.net/PublicMenu/Register.aspx>.

SRAAs are to notify Sharon Hilborn when a registered user leaves employment or otherwise no longer needs Fast Check access. Sharon is responsible for notification to the AOC records unit with updates for new users and when users separate from state government.

If you have any questions regarding this memorandum, please contact:

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