

A Cost-Effective Way to Conduct Background Checks for Provider Agencies

The purpose of this information is to save providers money when conducting background checks. There are 4 steps to completing a background check on an applicant/new hire. Agency employers are responsible for ensuring applicants, new employees and veteran employees have adequate background checks. Below is the order we recommend agency providers use to conduct background checks. This order, if followed could alleviate unnecessary costs and time for the agency provider.

Step 1: Online Checks – Free

Employers must complete six online database checks for each applicant. Employers must interpret the database check results by ensuring the applicant's name, date of birth, status and other information is correct. Applicants with a negative finding on any of the six online database checks are not eligible for employment in a direct service position. Some searches give an option to enter the county, the searches must be state wide.

- 1) The List of Excluded Persons and Entities maintained by the Office of Inspector General
<http://exclusions.oig.hhs.gov/>
- 2) The Abuser Registry
https://its.prodapps.dodd.ohio.gov/abr_default.aspx
- 3) The Sex Offender and Child-Victim Offender Database
<http://www.icrimewatch.net/index.php?AgencyID=55149&disc>
- 4) The United States General Services Administration System for Award Management Database
<https://www.sam.gov/>
- 5) The Database of Incarcerated and Supervised Offenders
<http://www.drc.ohio.gov/OffenderSearch/Search.aspx>
- 6) The Nurse Aide Registry – look for a statement detailing findings of neglect, abuse or misappropriations
https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx

An applicant with a negative finding on any of the six online checks is not eligible for employment in a direct services position.

If an applicant is to be hired to provide transportation services the applicant must have a driver's abstract from the BMV. To provide transportation services the abstract must show a valid driver's license with fewer than 6 points. <https://services.dps.ohio.gov/BMVOnlineServices/> - Abstracts at this link are free.

Database checks must be repeated every 5 years or employees may be enrolled in the Automatic Registry Check System (ARCS) for ongoing online database checks. The Automatic Registry Check System (ARCS) is free.

<http://www.medicaid.ohio.gov/PROVIDERS/EnrollmentandSupport/AutomatedRegistryCheck.aspx> .

If the applicant's registry checks are clear proceed to step with Step 2.

Step 2: Attestation Statements – Free

Employers must ensure applicants have read and completed the required attestation statements. The applicant is attesting to having no previous convictions for the disqualifying offenses listed in 5123:2-2-02 and attesting they will notify the employer within 14 days if ever charged with or plead guilty to a disqualifying offense listed in 5123:2-2-02. <https://doddportal.dodd.ohio.gov/rules/ineffect/Documents/5123-2-2-02%20Effective%202013-01-01%20Attestation%20and%20Agreement.pdf>

If the applicant signs the attestations the agency may proceed to step 3.

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Step 3: BCII/FBI Checks – Cost Approximately \$32.00 for BCII and \$34.00 for FBI

An applicant being under final consideration for employment must have the BCII/FBI check completed before they are hired. Employers must submit the applicants' fingerprints for a BCII/FBI check using the correct codes (see below). The FBI check is required for an applicant that has lived outside of the state of Ohio in the 5 years prior to application for a direct services position. Once the finger prints have been submitted, the provider may employ a person for up to 60 days while waiting on the results of the BCII/FBI.

Type	Type of Employment or Application	Statute Code	Title
BCII	DODD or CBDD employment	5123.081	Employees of DODD, CBs of DD and contracting DD
BCII	Direct Service employment with provider or subcontractor	5123.081	Employees of DODD, CBS of DD and contracting DD
BCII	Those seeking certification as an independent provider or agency CEO	5123.169	Applicant for a Supported Living Certificate
FBI	DODD or CBDD employment	5126.28	Employment with DODD
FBI	Direct Service employment with provider or subcontractor	5126.28	Employment with DODD
FBI	Those seeking certification as an independent provider or agency CEO	5126.28	Employment with DODD

Type	State Agency - Position	Equivalent Statute Code for 5123.081
BCII	Aging – Ombudsman Position	173.27
BCII	Aging – Direct Care Position	173.38
BCII	Health – Direct Care	3701.881
BCII	Medicaid – Professional	5164.34
BCII	Medicaid – Agency Provider HCBS	5164.341
BCII	Medicaid – Independent Provider HCBS	5164.342

If a DD-only provider uses an equivalent reason code, the next BCII should be run using the DODD reason code. Providers can accept a BCII check for a new employee with a DODD equivalent code, if the BCII check is less than a year old. An agency with multiple certification, for example DODD and Aging, can use with the equivalent Aging code 173.38 or the DODD code 5123.081 for BCII checks.

Once received if the applicant's BCII and or FBI checks are clear of disqualifying offenses proceed to step 4.

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Step 4: Rapback \$5.00 per employee per year or 5-year BCII/FBI

Once the BCII results have been received the employer must enroll the employee into Rapback. <https://rapback.ohioattorneygeneral.gov/> Once enrolled in Rapback the employer will not need to complete a 5-year BCII if the annual fee of \$5.00 per employee is paid.

Employees who are unable to get a BCII using fingerprints will require a 5-year BCII. Employees who live outside of Ohio will require a 5-year FBI.

What to do If an agency receives a hit on Rapback for an employee. As a provider the agency is ultimately responsible for ensuring health and safety. If the charge on Rapback is a conviction for disqualifying offense the employee is no longer eligible to provide direct services. The agency must determine if the charges indicate the employee will put individuals at risk. The agency provider may act on the notification of a charge if the employee fails to notify the provider within 14 days of the charges.

Once the applicant has been enrolled in Rapback, the provider has met all the background check requirements.

Recent FBI Check Changes

As the result of an audit on 7/1/2017 BCI began updating FBI letters. The update required the removal of the FBI's name from the letters. The FBI background checks completed by the BCII will no longer include FBI in the title.

National FBI checks will include an ICN Number at the top of the results just below the Authentication Number. The forms below are attached and include information received from BCI and an example of the ICN Number placement on the letter.

[Information from BCI on FBI Changes](#)

[FBI Rapsheet Template](#)

[FBI No Convictions on File Template](#)