

Hetlinger Community Developmental Disabilities Organization

BACKGROUND CHECK PROTOCOL

PURPOSE:

This protocol is being established to ensure that all Affiliates are obtaining the needed background check information on employees in accordance with Kansas Regulations.

PROTOCOL:

1. Any individual wishing to provide services to individuals eligible for the Home and Community Based Services MR/DD waiver must have a signed affiliate agreement on file with the CDDO if direct billing or utilize the services of a payroll agent who is a current affiliate.

2. All affiliates of Hetlinger CDDO must insure per their affiliate agreement that individuals employed to provide services have not been convicted of or had a prior history of abuse, neglect or exploitation of children and/or vulnerable adults.

3. Affiliates will complete at a minimum the following background checks on all employees:

- ◆ Kansas Bureau of Investigation
- ◆ Kansas Department of Health and Environment
- ◆ SRS Adult Protective Services Registry
- ◆ SRS Child Protective Services Registry

4. Affiliates will annually provide verification to the CDDO that they have completed the above background checks on all employees. Verification will consist of written documentation which is signed and dated by an authorized representative of the Affiliate. This written documentation will be due by June 30 of each year.

5. Hetlinger CDDO will complete background checks as requested for individual affiliates. The charge for this service will be \$30.00 and is subject to change. Hetlinger CDDO will keep completed background checks on file and a copy will be returned to the individual upon request.

6. In the event that a background check is returned with findings that would prohibit the affiliate from providing services under this agreement the affiliate agreement with that individual and/or community service provider will be immediately revoked. Families who may be affected will also be notified in writing that the affiliate agreement has been terminated and that the individual is no longer able to bill for services.

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