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| **How to Save Money on Background Checks** |

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| Agency employers are responsible for ensuring applicants, new employees and veteran employees in direct services positions have adequate background checks. Below is the order we recommend agency providers use to conduct the initial background checks. This order, if followed could alleviate unnecessary costs and time for the agency provider.   |

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**Step 1: Online Database Checks**Complete the seven free online database checks before you hire. If an applicant has a negative finding on any of the seven database checks, they are not eligible to be employed in a direct services position. You will save money by eliminating unqualified candidates before investing money in a BCII check. If an applicant will provide transportation, a driver's abstract is required at hire and every 3 years, also free online.**ARCS:**The Automatic Registry Check System - ARCS is a free service. Enroll employees into ARCS to meet the requirement for 5-year database checks. ARCS notifies the employer if an employee's name shows up on any of the seven database checks. This is a time saver and a free service. |

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**Step 2: Attestation Statement**Applicants sign a statement to attest they have no criminal history. If they are found to have disqualifying convictions later the employee may be terminated. You may find the appendix with the MUI/UI rule 5123:17-02. |

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**Step 3: BCII & FBI Checks**If the agency is considering the applicant for employment the next step is to run a BCII check before the hire date. If the applicant is new to Ohio the employer will also run a FBI check. Use the correct BCII/FBI codes (see next page), you will want to get this right the first time. The investment here is between $30 and $40 per applicant.   |

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**Step 4: Rapback**Enroll employees into the Attorney General's Retained Applicant Fingerprint Background Check or Rapback. Rapback will automatically notify provider agencies of employees' arrests, criminal charges & convictions, the annual cost is $5 per employee. Rapback enrollment is required. Employees enrolled in Rapback will not need subsequent fingerprint checks for BCII which saves the provider time and money.If an employee lives out of state an FBI check is required every 5 years.Employees not in Rapback due to inability to obtain fingerprints must have a BCII and FBI (if they live out of state) completed every 5 years.   |

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**BCII/FBI Checks – Use the Correct Code**

An applicant 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.

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| **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 |

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| **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.