

# **SRS/CSS Policy**

**Regarding:** Background Checks

**Final Revisions and Approval date:** July 2, 2003, August 1, 2006

**Effective Date: December 4, 2002**

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## **Policy Language:**

Community Developmental Disability Organizations (CDDOs), Community Service Providers (CSPs), and all other affiliates (excluding environmental/adaptive equipment vendors) providing DD funded services shall conduct appropriate background checks to ensure that no owner/employee has a history of abuse, neglect and/or exploitation of children or vulnerable adults. Background checks are required of owners/employees regardless of whether they are providing a licensed or non-licensed service.

## **Procedures:**

1. CDDOs, CSPs, and other affiliates shall complete background checks on all owners/employees within 2 months of the ownership/hire date. Background checks shall include information from the following sources:
  - a. SRS-Adult Protective Services Registry
  - b. SRS-Child Protective Services Registry
  - c. KDHE-Kansas Nurse Aid Registry
  - d. Criminal Background ( The CDDO may identify which criminal background check is to be conducted )

If the required background checks identified above have not already been completed and retained on file for owners/employees hired prior to this policy's effective date, the CDDO, CSP and other affiliates shall have completed the background checks identified below before October 1, 2006 .

2. CDDOs, CSPs, and other affiliates are responsible for ensuring background checks are completed on their owners/employees and employees of persons or families for whom they perform administrative duties.
3. CDDOs, CSPs and other affiliates may require additional or follow-up background checks as they deem appropriate.
4. Results of background checks must be available for review by authorized SRS and CDDO staff.