ATTACHMENT: A

STATE REQUIRED BACKGROUND CHECK PROCESS PROVIDED TO KDADS FMS PROVIDERS

1) KBI, KNAR and KDOR Background Checks

1. For a KBI criminal history record information (CHRI) check, HCBS providers shall submit employee information through KDADS Health Occupation Credentialing Division (HOC). The process for requesting the checks can be accessed at:

   http://www.kdads.ks.gov/commissions/scc/health-occupations-credentialing.

2. HCBS providers shall complete an online check for abuse, neglect and exploitation:

   a. ANE checks for licensed Certified Nurse Assistant (CNA) and Certified Medication Aid (CMA) professions can be obtained at:

   https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html and click on **Certification Verification**

   A screen print of the search shall be maintained in the file in order to verify date and time the online check was completed.

   b. ANE checks for non-licensed, non-certified professions can be obtained at:

   https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html and click on **Non-Licensed/Non-Certified**

   A screen print of the search shall be maintained in the file in order to verify date and time the online check was completed.

3. HCBS providers shall submit Driver's License Records requests through KDOR. Information related to searches, associated forms and costs is available at:

   https://www.accesskansas.org/ssrv-mvr-ltd/.

2) DCF Registries

1. K.S.A. 65-6205 authorizes community service providers, mental health centers, and independent living agencies to request information for background checks on applicants and employees regarding abuse, neglect and exploitations. Providers or employers not listed in K.S.A. 65-6205 shall have the applicant or employee sign a DCF release of information form.

2. DCF Adult Abuse, Neglect and Exploitation (ANE) Central Registry

   a. DCF maintains a statewide registry identifying, after due process, persons substantiated for the abuse, neglect, exploitation or fiduciary abuse of vulnerable adults.

   b. Requests for adult registry checks shall be submitted to DCF for the applicant or employee using the required request for information form currently found at:

      http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_10000_Forms/PPS10400.pdf.

3. DCF Child Abuse and Neglect Central Registry

   a. DCF maintains a statewide registry identifying, after due process, persons substantiated for the abuse or neglect for children.

   b. Requests for children registry checks shall be submitted to DCF for the applicant or employee using the required request for information form currently found at:

      http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_1000_Forms/PPS1011.pdf.

3) KSBN

1. License Status Verification is available online at https://www.kansas.gov/ksbn-verifications/ or, written request for verification may be submitted to the board office. License status verification will include the following information:

   - Kansas license number
   - Date of issue and expiration
   - Legal and/or disciplinary action (if any)

2. Please refer to the KSBN website for additional information and any updates.

4) Office of Inspector General (OIG)

1. The U.S. Health and Human Services OIG has the authority to exclude individuals and entities from federally-funded health care programs and maintains the List of Excluded Individuals and Entities.

2. The Online Searchable Database (https://exclusions.oig.hhs.gov/) enables users to enter the name of an individual or entity and determine whether they are currently excluded. If a name match is made, the database can verify the match using a Social Security Number or Employer Identification Number.

3. Anyone who hires an individual or entity on the LEIE may be subject to civil monetary penalties. According to the OIG, providers and contracting entities have an affirmative duty to check the program exclusion status of individuals and entities prior to entering into employment or contractual relationships, or run the risk of civil monetary penalties if they fail to do so.