

Background Screening Investigations

Highlights

Policy Statement

Our facility will not knowingly hire any individual who has a history of abusing other persons. This facility will conduct employment background screening checks, reference checks and criminal conviction investigation checks on individuals making application for employment with this facility.

Policy Interpretation and Implementation

Conducting Background Screenings

1. The business office, or other person designated by the administrator, will conduct employment background checks, reference checks and criminal conviction checks on persons making application for employment with this facility. Such investigation will be initiated and completed prior to offer of employment.

Agencies Contacted for Employee Background Screenings

2. When conducting background investigations, our facility may consult any or all of the following agencies:
 - a. Local, state, and/or federal law enforcement agencies;
 - b. Iowa Department of Human Services
 - c. Iowa Division of Criminal Investigation
 - d. Department of public safety;
 - e. Banks or other financial institutions;
 - f. Consumer reporting agencies; and
 - g. Other agencies as may become necessary.

Contacting the State Nurse Aide Registry

3. For any individual applying for a position as a certified nursing assistant, the state nurse aide registry for each state in which the applicant has worked will be contacted to determine if any findings of abuse, neglect, mistreatment of individuals, and/or theft of property have been entered into the applicant's file.

Contacting Professional Licensing Boards

4. For any licensed professional individual applying for a position that may involve direct contact with residents, his/her respective licensing board will be contacted to determine if any sanctions have been assessed against the applicant's license.

Findings of False/Misleading Information

5. Should the background investigation disclose any misrepresentation on the application form or information indicating that the individual has been convicted of abuse, neglect, mistreatment of individuals, and/or theft of property, the applicant will not be employed, or, if already employed, will be terminated from employment.

Discovery of Court Action(s)/ Notifications of Appropriate Boards

6. Information (e.g., court actions) discovered through the course of the background investigation that indicates that the applicant is unfit for duty will be provided to the individual's appropriate licensing boards.

**IOWA HEALTH CARE FACILITY (135C) RECORD CHECK
Form C**

ACCOUNT NUMBER _____

TO: Iowa Division of Criminal Investigation **FROM:** _____
 Bureau of Identification _____
 Wallace State Office Building _____
 Des Moines, Iowa 50319 _____
 (515) 281-5138 _____
 (515) 242-6876 (fax) _____

Phone # _____
 Fax # _____

I am requesting an Iowa Criminal History Check on:

(TYPE/PRINT LEGIBLY)

REQUEST

MAIDEN NAME

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)
/ / Date of Birth (mandatory)	_____ Sex (mandatory)	- - Social Security Number (mandatory)

Signature of Requester

There is a separate Form "C" required for each last name submitted

(DCI Use Only)

RESULTS

As of _____, a Name and date of birth check revealed:

CCH record Attached <input type="checkbox"/>	No CCH Record <input type="checkbox"/>
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DCI initials _____

WAIVER

I hereby give permission for the above requesting official to conduct an Iowa criminal history check with the Division of Criminal Investigation.

_____ Signature	_____ Date
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