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Section: 4 Human Resource	Date: June 1, 2018
Policy: HH4-2H.01 BCI Personnel Background Checks	Replaces: January 31, 2017

**BCI Personnel Background Checks and OAC exclusion lists.**

**Policy:**

Family and Friends LLP is required by law to obtain BCI/FBI criminal background checks on all personnel that have direct client/patient care and or access to client or patient records during orientation process. Background checks include State and Federal criminal background, Office of Inspector General Exclusion List, and National Sex offender registry. The FBI checks are also done for potential employees that have lived out of State for over five (5) years. We will also run the names of candidates through the Ohio Administrative Codes Exclusion Lists.

**Procedure:**

**A:** An employee is sent to a local law enforcement office or local agency that is licensed to do BCI/FBI checks. Contracted Employee are responsible for paying for their background checks.

**B:** An employee must take an authorized document from Family and Friends Home Care LLP as applicable, and Ohio state identification.

**C:** Criminal background checks are obtained in accordance with State and Federal requirements. In the absence of state requirements, criminal background checks must have proof of requested within (5) five days of the date of employment for State of Ohio and placed on conditional employment until background check returns without any derogatory information.

**D:** The Office Manager will run through the Office of Inspector General Exclusion List and OAC Exclusion List the names of all potential candidates prior to hiring individuals has lived or worked in the past 5 years. Any employee that is listed on the OIC General Exclusion List will be immediately terminated.

**E:** The Office Manager will notify that employee and contact our liability insurance provider in case of a questionable background check that may involve criminal activity that is noted on the Ohio Administrative Code 5160-45-07exclusion list of a potential employee to make certain she/he is a viable candidate for employment.

**F.** All BCI/ FBI checks include the National Sex offender registry.

**G.** Negative BCI/FBI Checks that are cleared by liability insurance provider will have an additional restriction agreement form that will include specific Supervisory Instructions to ensure that the employee will receive more frequent background checks and drug screenings. Plus, the Supervisor can adapt the form to fit the specific job duty within their skill set and department.

**H.** The Agency will conduct annual training to all **MEMBERS& EMPLOYEES** regarding our BCI/FBI Personnel Background Checks policy.

Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  
Reviewed by Executive Board and approved by the Board 6/1/18  
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All previous versions are obsolete