



Background Check Requirements for New Direct Support Professionals

Prior to Hire

- Complete 7 required Database checks using name and/or SSN only, ensuring applicants are not excluded from providing services:**
 - The list of excluded persons and entities maintained by the office of [inspector general](#) in the United States department of health and human
 - The [abuser registry](#) established pursuant to section 5123.52 of the Revised Code
 - The [nurse aide registry](#) established pursuant to section 3721.32 of the Revised Code
 - The [sex offender and child-victim offender database](#) established pursuant to division (A)(11) of section 2950.13 of the Revised Code
 - The United States general services administration [system for award management database](#)
 - The [Ohio Department of Medicaid provider exclusion and suspension list](#)
 - The [database of incarcerated and supervised offenders](#) established pursuant to section 5120.066 of the Revised Code

If the database checks are clear, move forward with:

- Verify if person has lived in Ohio for past five years:**
 - If they have only lived in Ohio, initiate a BCII check using reason code 5123.081.
 - If they have lived outside of Ohio within the past five years, initiate an FBI check using reason code 5126.28 AND a BCII check using reason code 5123.081.
- Have the person sign an [Attestation/Criminal Notification](#) statement**
 - This allows you to preliminarily employ the person for up to 60 days pending the results of the BCII check
 - The person cannot be enrolled in the medication administration course until background check results are received and the results show the person is eligible for employment
 - Requires the employee to notify employer if they have been convicted of, pleaded guilty to, or been found eligible for intervention in lieu of conviction for a disqualifying offense.
- Watch for BCII results**
 - Employee can only work for 60 days without BCII results
 - Check BCII/FBI results for disqualifying convictions and determine eligibility for employment (ref. OAC 5123-2-02)
 - If BCII/FBI results are clear:
- Rapback enrollment required within 14 days of receiving the BCII results**

If the employee will transport individuals, prior to driving obtain:

- Driver's license verification
- Proof of insurance
- Driver's Abstract prepared by BMV showing no more than 5 points

If the employee will be required to administer medication:

- Verify high school diploma or GED
- Verify background check results before enrolling the person in the medication administration course

Please direct any questions to Compliance@DODD.Ohio.gov

This is not an all-inclusive list of items providers are responsible for completing as they hire and employ direct services professionals (DSPs). Providers are responsible for following all applicable rules.