



How to Complete Background Checks

Individuals who provide HCBS waiver services must have certain required Background Checks to ensure the safety of HCBS participants and to continue to receive Federal and State monies to support the program. The KDADS HCBS Background Check Policy (E2019-010) effective date 1/14/2019, outlines the following.

- Background checks must be done on all paid and unpaid employees who receive HCBS funding. This includes volunteers, out-of-state employees even though they may not interact with the HCBS participant.
- Background check results must be obtained at the start of employment (prior to serving HCBS participants) and every 2 years from the date of the last result.
- An individual cannot provide HCBS if the background check result indicates
 - a criminal prohibition
 - an abuse, neglect, or exploitation in an Adult Care Home prohibition
 - their name is listed in the Kansas Child Abuse Registry
 - their name is listed in the Kansas Adult Abuse Registry
 - their name was matched on the Office of Inspector General's (OIG) online database for excluded entities and individuals.
- A new employee cannot provide HCBS prior to receiving a clear background check.
- If a current employee does not receive a clear background check, they can no longer provide HCBS.
- All background check results must be maintained in the individual's file.

The six background checks required:

1. KDADS Criminal Record Check
2. DCF Adult Abuse Registry Check (APS)
3. DCF Child Abuse Registry Check (CPS)
4. KDADS Nurse Registry Check for ANE in an adult care home
5. Office of Inspector General Exclusions List Check (OIG)
6. KDOR Motor Vehicle Screen (only required if transport HCBS participants)



1. KDADS (Kansas Department for Aging and Disability Services) Criminal Record Check

It is important to note that a criminal record check via the KBI (Kansas Bureau of Investigation) is not acceptable. It is required per Kansas Statute – K.S.A 39-2009 that HCBS providers must obtain their criminal record check results through the KDADS program.

Price: \$10.00 (plus convenience fee)

Website: <https://www.kansas.gov/kdads-criminalhistory/index.do>

Prior to using this service, a Facility ID must be requested using this [form](#). Complete the form and submit it to the following email kdads.crcstaff@ks.gov. They will assign you a facility id.

Once you have your facility ID, you can request the criminal record results. Go to the [KDADS Online Criminal Record Check Submission website](#), and follow the new user instructions.

It can take 7-10 business days for a result. Results will not be sent to you. To view criminal record results, go to the [Kansas Nurse Aide Registry site](#).

- Select the second option titled "Health Care Facility Access"
- Enter your Facility ID # and click "submit"
- Select "Employment List / Employment Verification Page"
Here you will have a listing of all employees currently affiliated with your facility. Across from each name will be a "View Results" button once the Criminal Record Check is completed. When you click this button, it will have one of two results:
 1. **No Criminal History:** Will populate a Word document that states this individual does not have a criminal history. You will print this off and save in their file.
 2. **Criminal History Match:** Will give you a message that states it has been determined that the individual does have a criminal history and that KDADS will send the results; however, this does not necessarily mean the person is prohibited. Once the history has been reviewed a letter is only mailed if the individual is prohibited from working.

For step by step instructions with screenshots, click here [criminal-record-check-instructions.pdf \(ks.gov\)](#).



2. DCF Adult Abuse Registry Check

Price: No Charge

The Department for Children and Families maintains a statewide registry identifying, after due process, persons substantiated for the abuse, neglect, exploitation, or fiduciary abuse of vulnerable adults.

Go to this link [Adult Abuse, Neglect and Exploitation Central Registry](#). Complete the [OBI10400 Form](#) and sign appropriately. Submit the form to DCF.APSRegistry@ks.gov.

Results should be received within 3 to 7 business days. If there are any delays in receiving the results, please contact DCF.APSRegistry@KS.GOV and enter "Backlog" in the subject line of your email.

It is important to review the result. When the result is returned, you will look for a date stamp.

- **No Match, No Record Found or Not Listed** indicates a clear search. The individual's name is not on the Adult Abuse Registry.
- **Match** indicates the individual is in the Adult Abuse Registry and has been substantiated for abuse, neglect, exploitation, or fiduciary abuse. A letter titled "Notice of Registry Check Match" will accompany the result.

If the Adult Abuse Registry Check is returned with a substantiated finding and the individual is interested in seeking expungement information, please contact: Adult Protective Services at 785-368-8105.

For Additional information or questions regarding the Adult Abuse Registry, please contact DCF.APSRegistry@ks.gov

3. DCF Child Abuse Registry Check (CPS)

Price: \$10.00

The Department for Children and Families maintains a statewide registry identifying, after due process, persons substantiated for the abuse and neglect of children.

Go to this link [Child Abuse and Neglect Central Registry](#). Complete the [Registry Release Form](#) and sign appropriately.

Prior to sending the form to request the results, you must first pay the online fee. Enter the online payment through [Central Registry](#). Once you have clicked Central Registry, the following screen will appear.

Transaction Item	Unit Price	Quantity	Amount
Central Registry	\$ 0.00	1	\$ 0.00
TOTAL ▶			\$ 0.00

- Enter your agency name
- Enter your FIN (Facility Identification Number) Enter all 1111 if you do not know it.
- Enter in 10.00 for unit price.
- Enter the number of requests you are submitting. If it is 2 employees, the number will be 2.
- Amount - This will auto-populate.
- Click the green “Next” button

- Enter your information in the Customer Information fields and click Next.

- Enter your company’s payment information, click box next to “ I’m not a robot” and click submit payment.

Once you have paid and obtained the receipt of payment, you will send an email with your signed Registry Release form and copy of the receipt attached to DCF.CentralRegistry@ks.gov. Results should be received within 3 to 7 days. If there are any delays in receiving the results, please contact DCF.CentralRegistry@ks.gov.

It is important to review the result.

- **No Match** or **Not Listed** with date stamp indicates a clear search. The individual’s name is not on the Child Abuse Registry.



- **Match** indicates the individual is in the Child Abuse Registry and has been substantiated for abuse and/or neglect. A letter titled “Notice of Registry Check Match” will accompany the result.

4. KDADS Nurse Registry Check for Abuse, Neglect or Exploitation in an adult care home

Price: No Charge

The KDAD’s Survey, Certification and Credentialing Commission is responsible for investigating allegations of abuse, neglect, exploitation, or failure to provide adequate care and services to residents in adult care homes licensed by KDADS. Investigations are done to determine compliance with federal and state regulations regarding the health, safety, and welfare of any resident of any licensed adult care home.

All individuals who provide HCBS must be checked for a result.

- Go to the [Nurse Aide Registry](#)
- Click the third button titled “Non-Licensed/Non-Certified”
- Enter the employee’s information (DOB and SSN) and search.
- The result should indicate “NO” under the Prohibition column.
- If taking a screen shot, make sure to capture your computer’s time and date for evidence of when result searched. If printing result, make sure there is date of when the registry was searched.
- If a nurse aide registry search does not produce a result, (no name or date), this can happen if the search is done before KDADS has completed the criminal record check. KDADS will update the Nurse Aide registry once they have completed the criminal record check. They will indicate the date of the criminal record and enter “NO” under prohibition if there are no criminal convictions and if there is not a finding of abuse/neglect/exploitation in an adult care home that would prohibit the individual from providing HCBS.

For Nurse Aide Registry documentation to be valid, the name & date when the information is pulled will need to be visible and legible.

It is important to review the result.

- If there is a “**No**” under the Prohibition column, this indicates the individual does not have a criminal conviction or a finding of abuse, neglect, or exploitation in an adult care home.
- If there is a “**Yes**” under the Prohibition column, this indicates the individual has a criminal conviction or a finding of abuse, neglect, or exploitation in an adult care home.



5. Office of Inspector General Exclusions List Check (OIG)

Price: No Charge

OIG has the authority to exclude individuals and entities from Federally funded health care programs for a variety of reasons, including a conviction for Medicare or Medicaid fraud. Those that are excluded can receive no payment from Federal healthcare programs for any items or services they furnish, order, or prescribe. This includes those that provide health benefits funded directly or indirectly by the United States (other than the Federal Employees Health Benefits Plan).

OIG maintains a list of all currently excluded individuals and entities called the List of Excluded Entities. Anyone who hires an individual or entity on the LEIE may be subject to civil monetary penalties (CMP). To avoid CMP liability, health care entities should routinely check the list to ensure that new hires and current employees are not on it.

To search the database, go to [OIG Database List of Excluded Entities](#)

Enter the name of the employee and click search, results will display automatically. When conducting the search, use the **“Search For An Individual”** option. HHS OIG exclusions search must be conducted for the individual’s **current name**, and for any **prior names** the individual may have used previously.

For OIG documentation to be valid, the name & date when the information is pulled will need to be visible and legible.

- If **no results** were found, the individual or entity is not currently excluded.
- If **results are found**, click on the name of the individual or entity to verify the record and determine if it is the same individual.
 - **NO MATCH** – individual is not currently excluded.
 - **MATCH** – individual is on the exclusions list and cannot provide HCBS.



6. KDOR(Kansas Department of Revenue) Motor Vehicle Screen

Price: No Charge

A motor vehicle screen must be run on individuals who will be transporting HCBS participants. To search the database, go to [KDOR Database](#)

Kansas Driver's License Status Check

This information is up-to-date as of 10/5/2022 9:53:38 AM

The information must be entered as it appears on the driver's license.

Driver's License #
(example: K12345678)
Your Kansas Driver's License Number
With no dashes or spaces

First Name
Your First Name

Last Name
Your Last Name

Date Of Birth
Your Date of Birth
(MM/DD/YYYY)



Criminal Record Result – Clear

New England Building
503 South Kansas Avenue
Topeka, KS 66603-3404

Laura Howard, Secretary



Phone: (785) 296-4986
Fax: (785) 296-0256
kdads.wwwmail@ks.gov
www.kdads.ks.gov

Laura Kelly, Governor


The criminal record check process on the individual listed below has been completed. No documentation of the existence of any criminal history related to prohibited offenses has been received from the Kansas Bureau of Investigation on the individual listed. If you have any questions please call (785)-296-1226.

DATE: Mar 07, 2022

NAME: Jane Doe



Criminal Record Result – Prohibition



New England Building
303 South Kansas Avenue
Topeka, KS 66603-3404
Laura Howard, Secretary

Phone: (785) 296-4086
Fax: (785) 296-0236
kdsds.www.ks.gov
www.kdsds.ks.gov
Laura Kelly, Governor

Notice of Employment Prohibition

Now on this 24th day of June 2022, Kansas Department for Aging and Disability Services, gives [REDACTED] an applicant or employee, has been convicted/adjudicated of an offense which **prohibits employment** in an adult care home, home health agency, or as an HCBS provider, service providing employee, contractor, or subcontractor in the state of Kansas pursuant to K.S.A. 39-970, K.S.A. 65-5117 and K.S.A. 39-2009 respectively.

Under the provisions of Kansas Administrative Regulations (K.A.R.) 10-31-1, the subject of the record check may challenge the accuracy and completeness of the record. **If the subject believes the criminal history record information is incomplete or inaccurate:**

- 1) The Subject may make application for changes, corrections and update directly to the applicable state's arresting agency, prosecutor, court or correctional facility that contributed the disputed information. Kansas Department for Aging and Disability Services does not have contact information.
- 2) The Subject may also choose to contact KBI to challenge accuracy and completeness of the record. Requests for correction of records must be submitted in writing by the subject, must identify the record being challenged, must include the details of the subject's request for modifications of the record and must include valid official documents supporting the action requested. All such communications are to be directed to:

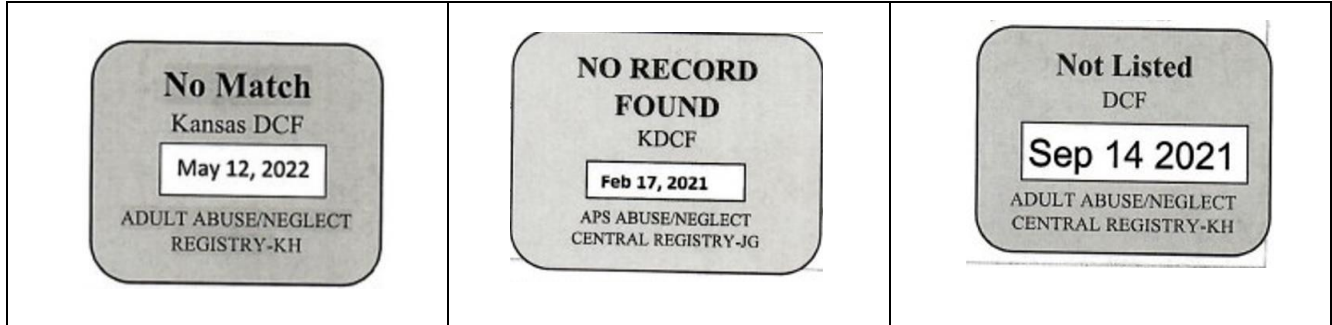
Kansas Bureau of Investigation--Attn: Criminal History Record Unit--1620 SW Tyler-Topeka KS 66612

Application for a waiver of disqualification may be made to the Secretary for Aging and Disability Services for certain prohibiting offenses if five years have elapsed since *completion of all sentence requirements.* Application for a waiver must be submitted within 30 days of receipt of the notice of employment prohibition.

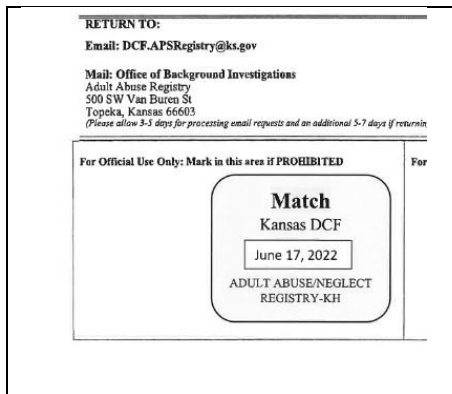
[REDACTED] that is encouraged to seek legal counsel if further guidance is necessary in response to this information.



Adult Abuse Registry Result – Clear



Adult Abuse Registry Result - Match





Adult Abuse Registry – Notice of Registry Check Match

Kansas Department for Children and Families
Office of Background Investigations
Adult Registry
P.O. Box 2637
Topeka, Kansas 66601

Notice of Registry Check Match

The Department for Children and Families (DCF) confirms that the above-named individual appears in the Adult Abuse, Neglect, & Exploitation Central as a person substantiated for abuse, neglect, or financial exploitation.

Adult Care Homes are licensed by the Department for Aging and Disability Services (KDADS). Please contact KDADS at 785-296-4986, for any questions regarding regulation, whether this person is eligible to work for your Adult Care Facility.

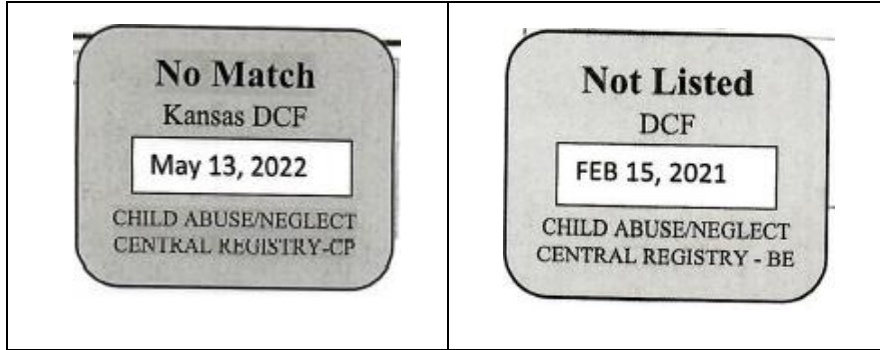
If this registry listing is thought to be in error, please contact DCF.APSRegistry@ks.gov.

A request for expungement of this individual from the Adult Abuse, Neglect & Exploitation Central Registry may be made in writing to the Secretary of Children and Family, 555 S. Kansas Ave., Administration Building, 2nd Floor, Topeka Kansas 66603. You may also phone 785-368-8105 or Jessica.snyder@ks.gov.

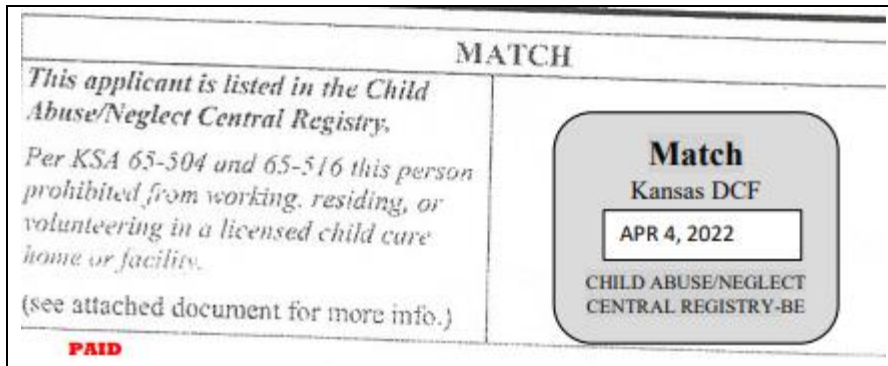
Sincerely,

Adult Abuse, Neglect & Exploitation Central Registry
KS Dept. for Children & Families
Office of Background Investigations

Child Abuse Registry Result – Clear



Child Abuse Registry Result - Match





Child Abuse Registry – Notice of Registry Check Match

Kansas Department for Children and Families
Office of Background Investigations
Child Abuse and Neglect Central Registry
P.O. Box 2637
Topeka, Kansas 66601

Notice of Registry Check Match

The Department for Children and Families confirms that the above named individual appears in the Child Abuse/Neglect Central Registry as a person confirmed, validated or substantiated for abuse or neglect.

Persons listed in the child abuse registry as confirmed, validated or substantiated for abuse or neglect are prohibited from working, residing, or volunteering in a child care home or facility. If additional information is needed or if this registry listing is thought to be in error, please contact 785-368-8161.

A request for expungement of this individual from the Child Abuse/ Neglect Central Registry may be made in writing to the Secretary of Children and Family, 555 S. Kansas Ave., Administration Building, 4th Floor, Topeka Kansas 66603. You may also phone 785-296-6620.

Sincerely,

Child Abuse & Neglect Registry
KS Dept. for Children & Families
Office of Background Investigations



OIG Result – No Match

An official website of the United States government. [Here's how you know >](#)

REPORT FRAUD Home • FAQs • FOIA • Contact • HEAT • Download Reader •

U.S. Department of Health & Human Services
Office of Inspector General
U.S. Department of Health & Human Services

Report #, Topic, Keyword..
Advanced

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Home > Exclusions

Visit our [tips page](#) to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Individuals

No Results were found for

- ↳ Clause , Santa

If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#)

Search conducted 10/3/2022 4:01:01 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/8/2022 8:00:00 AM EST

[Return to Search](#)



OIG Result - NO MATCH – Name matched however SSN verified no match

If the individual has a common name, it is important to verify there is not a match. Click verify under the SSN/EIN column.

Visit our [tips page](#) to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Individuals

Results were found for

- » Smith

If the name of the individual or entity appears below, click on the underlined last name or entity name to Verify the record. If the name does not appear in the search results below, print this Web page for your documentation.

[Print Search Results](#)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>General</u>	<u>Specialty</u>	<u>Exclusion</u>	<u>Waiver</u>	<u>SSN/EIN</u>
SMITH	██████	██████	INDIVIDUAL (UNAFFILIATED)	PERSONAL CARE PROVIDER	1128(a)(1)		Verify
SMITH	████		INDIVIDUAL (UNAFFILIATED)	PERSONAL CARE PROVIDER	1128(a)(1)		Verify

Enter the SSN and click Verify

To verify if you have a match, please enter a Social Security Number (SSN) or Employer Identification Number (EIN) without dashes (123456789).

[Verify](#)

Result – NO MATCH

Verification conducted 10/3/2022 4:09:17 PM

To verify if you have a match, please enter a Social Security Number (SSN) or Employer Identification Number (EIN) without dashes (123456789).

NO MATCH

[Verify](#)



OIG Result - Match Name or Match SSN

When you search by Name or if you have to verify by SSN and you the result is a Match, the individual cannot provide HCBS.





Nurse Aide Registry

No Prohibition for Abuse, Neglect or Exploitation in an adult care home

Kansas
Department for Aging and Disability Services

Non-Licensed/Non-Certified Individual

Name	Prohibited	Date of Last CRC	City State
Santa Clause	No	09/29/2021	

67°F Cloudy 11:35 AM 10/13/2022

Prohibition

If yes is displayed under the Prohibition column, it could be for a criminal conviction or abuse, neglect, or exploitation in an adult care home.

Kansas
Department for Aging and Disability Services

Non-Licensed/Non-Certified Individual

Name	Prohibited	Date of Last CRC	City State
Santa Clause	Yes	05/06/2002	ELK CITY KS

67°F Cloudy 11:41 AM 10/13/2022



Certified Individual – No Prohibition



Survey, Certification and Credentialing Commission

Nurse Aide Registry Confirmation Notice

certification@kdads.ks.gov - REGISTRY INQUIRIES ONLY! [FAQS](#)

Pursuant to EO 23-02 and in accordance with KS House Bill 2477, KDADS Certified individuals: Certified Nurse Aide, Certified Medication Aide, and Home Health Aide that were active and in good standing as of January 6, 2022, their certification shall be considered active through January 20, 2023. At which time, all renewal requirements outlined by statute and regulations must be met or their certification will lapse.

Name: ██████████ AideID: ████████
 Other Names:
 Certification Type: Certified Nurse Aide
 Issued: 03/06/2020
 Expiration: ██████████
 Status: Active
 Employment Verification End Date: 01/10/2024
 Last Criminal Record Check: 03/11/2022

Last Criminal Record Check Requested By
██████████
██████████
██████████

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Health Occupations, Credentialing
503 S Kansas Ave
Fax: 785-296-3075 <http://www.kdads.ks.gov>



Certified Individual - Prohibition

Nurse Aide Registry Confirmation Notice

certification@kdads.ks.gov - REGISTRY INQUIRIES ONLY!

Name: DENNY TESTEROUDE AideID: 204695
 Other Names:
 DENNY MAIN
 DENNY SMITH
 Certification Type: Certified Nurse Aide
 Issued: 12/24/2013
 Expiration: ██████████
 Status: Active
 Employment Verification End Date: 12/24/2016
 Last Criminal Record Check: 11/06/2012

Last Criminal Record Check Requested By
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES
KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES

EMPLOYMENT PROHIBITION ON FILE.
IF YOU HAVE QUESTIONS, PLEASE CONTACT
(785)-296-8628.

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