

## FVHCA UNIFORM BACKGROUND CHECK REQUIREMENTS:

ALL of the checks below are required, and must be performed and cleared without criminal record. ANY positive findings must be discussed between the school and clinical faculty and permission from the healthcare facility granted for the student to proceed with clinical placement. Students – if you have any questions regarding these checks, please work with your school coordinator/faculty for more information.

- 1. Background Information Disclosure Form (BID)**
  - a. <https://www.dhs.wisconsin.gov/forms/f8/f82064.pdf>
  - b. Required annually and within 48 hours of any change in status
  
- 2. Department of Justice Criminal Background Check/Department of Health and Family Services (DHFS) Caregiver Background Check**
  - a. <https://recordcheck.doj.wi.gov/>
  - b. Click on the “Public Access” tab; under background request, click on “Submit Request.” Once you read the security warning, check the accept box, and continue. For “Background Request Type,” use drop down arrow to select “Caregiver.” Fill in the required fields and click continue (note – background check report is required).
  
- 3. Health and Human Services (HHS) Office of the Inspector General Exclusions Check**
  - a. <http://exclusions.oig.hhs.gov/>
  
- 4. System for Award Management (SAM) - (formerly EPLS) Check:**
  - a. <https://sam.gov/SAM/>
  - b. Create user login.gov account (bottom, left side of page) or log in if you have an existing account

For the following items, regulatory approval, employment as a caregiver, and non-client residency at and contracting with an entity are prohibited until rehabilitation approval is received, for all entities and programs that serve any clients who are under the age of 18.

(Please see page 2 for more information):

<b>WISC. STATS</b>	<b>CRIME</b>
940.01	1st degree intentional homicide
940.02	1st degree reckless homicide
940.03	Felony murder
940.05	2nd degree intentional homicide
940.12	Assisting suicide
940.19	(2) through (6) Battery (felony)
940.22	(2) or (3) Sexual exploitation by therapist; duty to report
940.225	(1), (2), or (3) 1st, 2nd, or 3rd degree sexual assault
940.285	Abuse of vulnerable adults (misdemeanor or felony)
940.29	Abuse of residents of a penal facility
940.295	Abuse or neglect of patients & residents (misdemeanor or felony)
948.02	(1) or (2) 1st or 2nd degree sexual assault of a child
948.025	Repeated acts of sexual assault of same child
948.03	(2) (a), (b), or (c) Physical abuse of a child - intentional causation of bodily harm
948.05	Sexual exploitation of a child
948.055	Causing a child to view or listen to sexual activity
948.06	Incest with a child
948.07	Child enticement
948.08	Soliciting a child for prostitution
948.11	(2) (a) or (am) Exposing child to harmful materials or harmful descriptions or narrations (felony)
948.12	Possession of child pornography
948.13	Child sex offender working with children
948.21	(1) Neglect of a child - resulting in death (felony)
948.30	Abduction of another's child; constructive custody
<b>OTHER OFFENSES</b>	
Finding by a governmental agency of neglect or abuse of a client, or of misappropriation of a client's property	
Finding by a governmental agency of child abuse or neglect	

