

Existing License Holder Four-Year Renewal Background Check Process

2008 Renewal Frequently Asked Questions

<p>Why are you asking for the background check information (BID, Appendix and fee) at this time?</p>	<p>The Caregiver Law, under s.50.065, Stats. And HFS 12 requires two types of caregiver background checks:</p> <ul style="list-style-type: none"> ▪ Those completed by employers on their employees and contractors ▪ Those completed by the Division of Quality Assurance (DQA) on license applicants/license holders, some principal officers and nonclient residents of DQA-regulated facilities <p>The Division of Quality Assurance (DQA) is now conducting the required four-year renewal of licensee background checks. Entity license holders/legal representatives must comply with the requirements of DQA Memo 08-015 by June 30, 2008.</p> <p>You can find additional information on the website at http://dhfs.wisconsin.gov/caregiver/CBCprocess.htm.</p>
<p>Who has to complete the four-year renewal background check process?</p>	<p>Any License Holder or Legal Representative Any individual who has regulatory approval to operate any entity regulated by DQA, whether or not the person has regular, direct contact with clients; Or, The legal representative for an organization that does not have a single owner who has regulatory approval to operate any entity regulated by DQA, whether or not the person has regular, direct contact with clients.</p> <p>Any Principal Officer, corporation or board member of the business organization, <u>if</u> the person has regular, direct contact with clients.</p> <p>Any Nonclient Resident Any individual who is ten years of age and older, who is not a client but who resides at the entity, <u>if</u> the person has regular, direct contact with clients.</p>
<p>If I own or operate more than one DQA regulated facility, do I have to submit my personal information and pay an \$8 fee for each facility?</p>	<p>No, if you are the license holder or legal representative for multiple facilities you may submit one Background Information Disclosure Form (BID), HFS 64 and one Background Information Disclosure Appendix, HFS 69.</p> <p>You must attach a list of all DQA regulated facilities, including the Facility Name, Facility Address (Street, City, State, Zip Code), Facility license or certification number (if known) and facility type.</p> <p>The total processing fee is \$8 per person, not per facility.</p>
<p>Our facility is owned by a corporation (or other type of organization that does not have a single owner). Who should complete the</p>	<p>The corporation must designate at least one person to legally represent the organization for the purposes of fulfilling the background check requirements.</p>

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required forms?	
<p>I am the owner/operator of a facility and live on the premises with my 13-year old son. He has regular direct contact with the clients. Does my son need to complete a BID and Appendix?</p>	<p>Yes, a BID and Appendix must be completed on each household member over the age of 10.</p> <p>The processing fee is \$8 per person.</p>
<p>Can I submit a copy of the BID form that I completed 4 years ago?</p> <p>Can I submit copies of a prior background check that I completed myself and not send the fee?</p>	<p>No, the BID and Appendix forms have been updated and the current versions should be completed.</p> <p>No, do not send copies of prior background check forms or results of earlier background checks.</p> <p>You can obtain a copy of the current forms at http://dhfs.wisconsin.gov/caregiver/fouryear.htm.</p> <p>You may also contact us at DHFSCaregiverPilot@wi.gov or 608-261-8319 to request that we e-mail or fax the current form to you.</p>
<p>I paid a fee to license a new facility in 2007. Do I have to pay the fee again?</p>	<p>Yes, the processing fee is required unless you paid the fee to DQA as part of an initial application in 2008.</p> <p>If you are unsure if you meet this exemption, please include the fee. It will be returned to you if our records indicate it is not necessary.</p>
<p>If I resided in a state other than Wisconsin or other U.S. jurisdiction (e.g. tribal courts, Puerto Rico, US Virgin Islands and Northern Mariana Island, Including Guam) within the last three years do I need to get an out of state records search?</p>	<p>Yes, if you resided out of state within the last three years, you must obtain a copy of the criminal history information from that state and submit it to Office of Caregiver Quality.</p> <p>See the Department of Justice website to obtain information on how to request the information from other states at: http://www.doj.state.wi.us/dles/cib/sclist.asp.</p>
<p>Do I have to send a copy of my military discharge papers (DD-214)?</p>	<p>Yes, if you were discharged within the last 3 years.</p> <p>If you were discharged more than 3 years ago, you do not need to send a copy of your DD-214. We will request it later if needed.</p> <p>In either case, be sure to indicate the date of discharge in question B3.</p>
<p>Who do I make the check or money order out to?</p> <p>Can I send cash or use a credit card?</p>	<p>Make checks or money orders payable to: <i>Division of Quality Assurance or DQA</i></p> <p>No, we are not able to accept cash or credit cards as payment.</p>

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<p>Can I submit the forms by fax or e-mail?</p> <p>Where do I send my completed forms and check?</p>	<p>No, you must mail the forms with the appropriate fee.</p> <p>Send completed forms with fee to:</p> <p>4-Year Entity Background Checks Office of Caregiver Quality PO Box 2969 Madison, WI 53701-2969</p>
<p>Who should I contact if I have additional questions?</p>	<p>Please e-mail the Office of Caregiver Quality at DHFSCaregiverPilot@wi.gov for assistance.</p>