

The Right Door for Hope, Recovery and Wellness

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| Chapter Title Human Resources | Chapter # HR | Section # 560.3 | |
| Subject Title Background Checks | Adopted 2/7/11 | Last Revised 4/10/17 | Reviewed 2/7/11; 10/14/13; 2/13/14; 5/12/15; 04/10/17 |

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Criminal Background Checks

All prospective employees, including contracted employees, interns and volunteers, shall have had a criminal background check prior to employment. This includes:

- Michigan State Police Criminal Check
- Department of Human Services Central Registry Background check
- National Sex Offender Check
- Michigan Department of Community Health Medicaid Sanction Check
- National Medicaid Sanction Check
- Secretary of State Drivers

All current employees, including contracted employees, interns and volunteers, of The Right Door for Hope, Recovery and Wellness will also be subject to additional criminal background checks as a condition of continued employment. This occurs upon re-credentialing of licensed staff, or minimally every two years for non-licensed staff.

2.0 Driving Records

All new and current employees or agency-sponsored volunteers who intend to drive agency-owned vehicles or to transport consumers of this agency shall submit a copy of a valid and current Michigan driver's license and authorize The Right Door for Hope, Recovery and Wellness to register the employee with the State of Michigan for driving background checks prior to employment and The Right Door for Hope, Recovery and Wellness will be notified of any driving citation.

3.0 Adverse Driver's License Action

Any restriction or suspension of an employee's drivers license shall be reported by employee to HR Director immediately.

4.0 Confidentiality of Information

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All information obtained through background checks, including driving records, will be kept confidential to the fullest extent possible and allowable under law. The information will be held in confidential files within the Human Resources Office, available to the CEO, and reviewed only as necessary in determining the relevancy and potential impact on the individual's performance of the job for which s/he is applying or is currently employed.

5.0 Determination of Outcome of Background Checks and Driving Records

The CEO retains sole authority for judging the relevance, weight, and significance of the findings of all background checks and driving records, and for determining employment-related actions, including, but not limited to, hire, transfer, or termination of employment, resulting from those findings. The impact of such information on new or continued employment, transfers, promotions or assignment of duties will be determined by the CEO in consideration of such factors as the nature of the position for which the applicant or employee is being considered or is employed; the potential for risk to consumers, employees, or the organization; the type of offense committed; length of time since the offense; relevant regulations under Medicaid, licensing bodies, and accreditors; the length of time of employment (for current The Right Door for Hope, Recovery and Wellness employees); and other information or employment arrangements which may have a bearing on employment suitability. The CEO will document in the employee's personnel file the reasons for all decisions made in relation to this policy.

References

CARF, Section 1 Business Practices, Criterion F. Human Resources F.2, F.5, F.6, F.9 & Criterion E. Health & Safety E.9.a-n

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| Robert S. Lathers, Chief Executive Officer | Date | | |