



State of Connecticut
Department of Developmental Services

DDS

Dannel P. Malloy
Governor

Morna A. Murray, J.D.
Commissioner

Jordan A. Scheff
Deputy Commissioner

TO: Private Providers

FROM: Peter Mason, Operations Director

CC: Morna Murray, Commissioner, Jordan Scheff, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Cres Secchiaroli, Finance Administrator, Regional Directors, Assistant Regional Directors, Resource Administrators, CCPA, CT Nonprofits, ARC/CT

DATE: October 9, 2015

SUBJECT: Employee Background Checks

~~In 2001, DDS issued a directive regarding the verification of employee background checks. The purpose of the policy was to promote the careful review and documentation of a formal criminal background check no later than the date of hire for all direct service employees who work directly with individuals or their families either in the Department of Developmental Services (DDS) or any of the private sector agencies certified or under contract with the department.~~

This memo serves as a reminder that all staffing (provider and subcontractor) is subject to this directive, for positions including, but not limited to: temporary relief staff, direct support professionals, administrative support, clinicians and nursing consultants who have a direct and/or ongoing contact with individuals and families receiving services and supports from the Department. It has come to the attention of the DDS that not all staff employed through a subcontractor have met the requirements of the DDS required background checks. For the protection of both the individuals supported and the providers, we would like to confirm that providers have a written policy requiring background checks for subcontractors' employees.

If a written policy is not already in place, providers shall create a policy no later than January 1, 2016, requiring a documented review of the subcontractor's relevant employees. The policy shall make provisions to ensure that the following information is gathered for all relevant employees, including those hired through subcontractors:

1. Criminal Background Check.
2. Verification of licenses and certifications.
3. A check of the CT Sexual Offenders Registry.
4. A check of the DDS/DCF Abuse and Neglect Registry.

Providers may satisfy this requirement by including a provision in subcontractor agreements that identifies the above background checks to be performed, the timeline of the completion of the checks as outlined in the DDS policies and procedures, and a verification method to be completed by the provider.

In the meantime, and in the absence of an already existing provision, providers should establish a spot check process with the subcontractor to ensure that all of the relevant subcontractors' staff meet the requirements of the DDS standards in terms of criminal background checks, licenses and certifications and the applicable registry checks.