



Background Checks

 Intermediate

The Background Checks - Intermediate packet is designed to provide a higher level of information than was included in the Basics packet. In this packet, you will find a glossary of legal terms and additional information about optional checks a CDASS employer can run on a prospective attendant.



COLORADO
Department of Health Care
Policy & Financing



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Disclaimer

Nothing in these materials developed by Consumer Direct for Colorado (CDCO) is legal advice. Should you have legal questions, CDCO recommends you seek independent legal advice. These materials are for informational purposes only. CDCO does not vouch for the accuracy of the information compiled from third-party websites.

Background Checks



Intermediate

The following glossary provides definitions for a variety of common legal terms.

Glossary

- **Adjudication:** Automating a judgment based on the outcome of a background screening. The judgment usually results in “meets requirements” or “does not meet requirements.”
- **Adjudication Guilty:** This is a conviction. It takes place when the defendant is found guilty of the charges.
- **Adjudication Withheld:** This is a non-conviction. It takes place when the court does not issue a final judgment regarding a case. Instead, the defendant receives probation or community service.
- **Collection Site:** A place where the employee presents himself or herself to provide a urine sample for drug testing purposes.
- **Conditional Discharge:** This is a non-conviction. It happens when the court finds a defendant not guilty and discharges him or her from the trial, based on the condition that the defendant follows conditions set forth by the court.
- **Confirmed Drug Test:** A test result received by a Medical Review Office from a laboratory, which confirms the presence of a particular drug or drugs.
- **Consumer Reporting Agency:** Also known as CRA, this is a bureau that collects and issues information about individuals to employers, creditors, and landlords.
- **Deferred Judgment and Sentence:** This is where defendants plead guilty and are required to meet certain conditions during a probationary period. If they complete the terms of the deferred sentence, the case against them is dismissed. Violating the terms of the deferred sentence may result in immediate sentencing for the criminal offense.
- **Dismissed:** When a case is dismissed, it means that the court has chosen to dismiss the lawsuit without finding evidence of guilt, and without issuing a conviction for the defendant. Dismissed cases remain on a person’s criminal record.
- **Disposition:** The disposition is the court’s final decision in a case.
- **Expungement:** A court-ordered process that legally seals or erases an individual’s legal record.
- **Felony:** The most serious category of criminal offense. By definition, a felony is a crime punishable by a sentence of at least one year in state prison and/or a significant fine.

Glossary (Continued)

- **Federal Criminal Record:** This includes crimes that happen across state lines, involve federal law, or take place on federal property. Each of these cases is heard in a federal court of law.
- **Guilty in Absentia:** This is a conviction. It means that the jury issued a guilty verdict against a defendant, even though the defendant did not appear in court.
- **Indictment:** An indictment is a formal accusation, which generally begins the hearings for a criminal case. Indictments are issued by a grand jury and are commonly associated with serious crimes such as felonies.
- **Misdemeanor:** Less serious crimes than felonies but more serious than petty offenses.
- **Probation:** A type of alternative sentencing in which you agree to abide by certain terms and conditions in exchange for not going to jail or for getting a reduced jail sentence.
- **Rejected:** This is a non-conviction. It happens when the case does not go to trial because the state denied the hearing of the case.

Background Check Options

Financial Management Services (FMS) Background Checks

During the hiring process, your FMS will run some background checks on the prospective attendant for you. The checks the FMS will run include:

- Board of Nursing Background Check
- Colorado Bureau of Investigation (CBI) Criminal Background Check
- Office of the Inspector General Background Check

For more information, refer to the training manual on the [CDCO website](#).

Choice Screening Background Screening Options Introduction

The Choice Screening Background Screening Options section provides information about additional optional checks a Consumer-Directed Attendant Support Services (CDASS) employer can run on a prospective attendant. These checks will **not** be run by the Financial Management Service (FMS) for you. You as a CDASS employer have the option to reach out to Choice Screening or a similar company to run additional reports if desired. If you choose to run additional reports via a third-party company such as the one described here, you as the CDASS employer will be responsible to pay for them.

Some additional types of background check reports you have the choice to run through a third-party company are:

- Motor Vehicle Record
- National Sex Offender Registry
- US Federal Criminal (National)

Before you run additional background checks, it is important that you clearly inform your prospective attendant of which reports you will pull and why this information is important to you in making a hiring decision. Remember, CDASS attendants provide services in the privacy of Members' homes. This provides great benefits to the Member but also introduces some risk to health and safety. You must ensure that you are comfortable with each person you choose to hire.



ChoiceScreening

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Background Screening Options





Background Screening you can TRUST

The Choice Screening Difference

Choice Screening's commitment to excellence is distinctive in our quality of service, quick turnaround, accurate results and our attention to detail. Our staff is experienced, many of whom hold and maintain FCRA Basic or Advanced Certification through the National Association of Professional Background Screeners (NAPBS). The right products, utilized by an experienced researchers and supported by courteous Account Executives and Customer Support is a combination unrivaled by many.

We designed and developed our proprietary Background Screening application to give our clients the latest technology that is flexible and completely customized to meet your needs. We constantly evaluate our technology to ensure you're receiving the industry's best.

I'd like to thank you for considering Choice Screening as your Background Screening partner. In the following pages, you can expect to gain more insight into the Choice Screening Difference and learn about our broad range of background screening and employment services. Should you have any questions along the way, please do not hesitate to contact me.

Sincerely,

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Service Overview

PRICING + NO ADMIN FEES At Choice Screening, we do not charge set-up fees, maintenance costs or monthly minimums. You are only charged for the reports you request and relevant access fees for your search. No matter how small or large the account, Choice Screening gives every client the same level of commitment and support - from dedicated Account Executives to our outstanding Customer Service team!

In the following pages, you can view our recommended customized package as well as individual product pricing for your company.

PRODUCTS Choice Screening offers a full range of background screening products through our state of the art technology. This results in the precise information you need, tailored to meet your individual preference. The fast, easy access to information provided by Choice Screening saves you time and money.

Studies have shown that 34% of applicants misrepresent facts on their application. This makes it vitally important to know you can trust your background report.

Following your customized packages and individual product pricing, you will find a brief description of our most common products, such as criminal and civil records, motor vehicle, drug and alcohol testing and compliance services. You can also find in depth descriptions on our website at www.choicescreening.com/background-screening-services.

ORDER & DELIVERY Our customers have different demands, so we offer a variety of options for ordering and receiving background reports, from the consent form to the final results. Each provides varying levels of automation so you can select your preferred approach. Your Account Executive will help you decide what works best for you

Custom Packages

STANDARD PACKAGE –

PRICE – \$19.00*

Colorado State Criminal

FACIS Level 3

Includes all medical sanctions and debarments (OIG, SAM, etc.)

*Price does not include state agency or third party mandatory access fees. (We will not access records from County/State agency with fees associated without your approval).

Individual Service Pricing –

CRIMINAL RECORDS

7 Year Misdemeanor & Felony (Choice Screening AutoComplete)	Package based
County Criminal	\$9.00*
Statewide Criminal	\$9.00*
Verified National Criminal	\$7.00
Verified Enhanced National Criminal	\$9.00
National Sex Offender Registry	\$4.00
National Wants & Warrants	\$9.00
US Federal Criminal (National)	\$9.00
International Criminal	Price Varies

CIVIL RECORDS

County Civil	\$9.00
US Federal Civil (National)	\$9.00
TransUnion Credit Search	\$9.00
Bankruptcy, Liens, & Judgements	\$9.00
Evictions Search	\$9.00

SSN, ADDRESS HISTORY

Social Security Trace & Address History	\$2.00
Social Security Verification	\$4.00

MOTOR VEHICLE

Motor Vehicle Record	\$4.00*
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RESUME VERIFICATIONS

Employment Verification	\$10.00*
Education Verification	\$10.00*
Professional License & Certificate	\$10.00*
Professional & Personal Reference	\$10.00*

Individual Service Pricing –

DRUG, ALCOHOL & HEALTH SCREENING

LabCorp / eScreen

5 Panel Drug Test

\$25.00 / \$35.00

10 Panel Drug Test

\$29.00 / \$38.00

5 or 4 Panel Instant

\$29.00 / \$40.00

10 Panel Instant

\$33.00 / \$45.00

POST HIRE SERVICES

Workers Compensation

\$9.00

Choice ReScreen

Package based

COMPLIANCE SERVICES

Online Consent Form

Complimentary

Adverse Action Letters (Pre or Post)

\$2.00/letter

MEDICAL SANCTIONS

OIG

\$3.00

Medical Registries FACIS III

\$9.00

*Price does not include state agency or third party mandatory access fee

**Credit Reports are subject to site inspection prior to activating service

Product Descriptions

Below you will find a brief description of our various products. What is set up in your account will be based on your specific needs - it's up to you if you have everything or only some activated. Your Account Executive can also help you select packages with practically any combination.

Criminal Records

7 YEAR MISDEMEANOR & FELONY (Choice Screening AutoComplete) This county criminal record search based on your applicant's 7 year address history is the cornerstone of a comprehensive background check. Reliable, thorough and accurate – this may be your most valuable resource to uncover criminal history.

COUNTY CRIMINAL Available in every county throughout the US, county criminal record searches are the foundation of your background check. Our public records researchers find, verify and report your candidate's criminal record history.

STATEWIDE CRIMINAL Access a broader scope of criminal records, beyond the county in which your candidate resides. Where available, statewide criminal records are uncovered and verified by our experienced researchers before reporting.

VERIFIED NATIONAL CRIMINAL Cast a wide net by accessing over 1,000 sources including sex offender registries, sanctions and national and international fugitive lists. This broad scope search can uncover criminal activity outside an applicant's residential jurisdictions.

VERIFIED ENHANCED NATIONAL CRIMINAL Harness all the power of the national criminal record search and gain a thorough address history from a variety of sources as well as an alias name criminal record search. This is our broadest search available and is verified by our skilled public records research team.

NATIONAL SEX OFFENDER REGISTRY Uncover sex offender and sexual predator records from all 50 states, DC and Guam. This search is especially appropriate for employees with access to vulnerable populations.

NATIONAL WANTS & WARRANTS Reveal active and open warrants reported in both US District and County courts. This broad-scoped search identifies active warrants, which are verified before reporting.

US FEDERAL CRIMINAL Identify and uncover criminal activity, prosecuted only in the federal court system. Our team searches nationwide to reveal the most expansive results of federal law violations, such as embezzlement, identity theft, drug and arms trafficking, and kidnapping.

INTERNATIONAL CRIMINAL Available in over 250 countries and territories, this search reveals criminal records outside domestic US searches. As mobility increases throughout the world, this search has proven value for employers with international applicants.

Civil Records

COUNTY CIVIL Uncover civil case records filed in the county courts, typically including small claims, breach of contract, lawsuits and more. Our researchers find, verify and report cases from upper and lower level courts.

US FEDERAL CIVIL Access records from all 94 federal courts to uncover federal civil disputes including bankruptcy, patent and anti-trust cases and when potential damages exceed \$75,000. This search is especially valuable when fiscal responsibility is a qualifying, or disqualifying, factor.

SSN, Address History & Credit

SSN VERIFICATION & ADDRESS HISTORY As a long-standing basis of a comprehensive background screen, the SSN Verification & Address History provides direct access to the Social Security Administration (SSA). You'll easily confirm the primary name and DOB associated with a SSN and uncover alias names and address history to drive your criminal and civil record searches.

SS TRACE & ADDRESS HISTORY The Social Security (SS) Trace & Address History provides a thorough list of reported addresses and alias names associated with your applicant. Employers who do not need additional details associated with a SSN, such as death master index, will appreciate this focused search!

EMPLOYMENT CREDIT REPORT Gain insight into your applicant's fiscal responsibility and financial history. Employment Credit Reports uncover negative accounts, accounts in collections, and third party inquiries. This search is especially valuable for individuals with access to assets and discretionary spending accounts. A site inspection is required for use of this product; your Account Executive can provide further details upon request.

Motor Vehicle Record

MOTOR VEHICLE RECORD Confirm the status of your applicant's drivers license and uncover driving history records including infractions, tickets and DUI's as reported by the state. Records are retrieved directly from the state Department of Motor Vehicles for the most accurate and up to date information available.

Resume Verifications

EMPLOYMENT VERIFICATION Past performance is a strong indication of future success. Verify and uncover discrepancies in your applicant's employment, reason for leaving and eligibility for rehire.

EDUCATION VERIFICATION Confirm your applicant's reported educational achievements match the institution's records, such as graduation date, course of work, GPA and other factors. Our researchers can help authenticate these important qualifications.

PROFESSIONAL LICENSE & CERTIFICATE Ensure your applicants and employees have a valid and active license, without restriction or disciplinary action. Our researchers access the primary source of the claimed license so you can hire with confidence.

PROFESSIONAL & PERSONAL REFERENCE Gain valuable insight into an individual's behavior, work ethic and other factors that could influence your decision. Our experienced verifications team can help validate and expand upon details through former colleague and personal acquaintance interviews.

Medical Sanctions

OIG Access nationwide records of exclusions, sanctions and debarments as listed with the Office of the Inspector General (OIG). This search helps institutions maintain their ability to bill and receive reimbursement from federal programs by avoiding restricted and excluded individuals.

FACIS®¹ The Fraud and Abuse Control Information System (FACIS®) provides reliable, primary source data aggregation of disciplinary action and medical provider sanctions. This service is certified by NCQA, accredited by URAC and meets JACHO compliance standards.

¹FACIS® is a licensed trademark of the Verisys Corporation.

MEDICAL REGISTRIES Verify that medical and administrative applicants will not pose a risk to patient safety, billing and reimbursement denial, or result in civil monetary penalties due to a negligent hire. This service offers direct access to various federal restriction, sanction and debarment databases.

Drug, Alcohol & Health Screening

URINE DRUG & ALCOHOL TEST As the most commonly used test for alcohol and drugs, the urine drug test is flexible, cost effective and available at thousands of lab collection sites. Negative results are returned within days while positive results are confirmed through our Medical Review Office (MRO).

HAIR DRUG TEST With up to a 90 day detection window, hair testing is tamper resistant and results in nearly twice the number of positive tests as compared to a urine drug test. This service is particularly beneficial when long-term observation is needed.

SALIVA DRUG & ALCOHOL TEST Saliva testing allows employers to collect on-site in 3-4 minutes, while still relying on traditional lab for accurate analysis. Negative results are returned within days while positive results are sent for MRO review.

DOT DRUG & ALCOHOL TEST Effectively manage your DOT compliance, stay organized and gain access to thousands of lab collection sites. DOT panels and procedures adhere to regulatory requirements as specified by the Department of Transportation.

TITERS In an effort to protect against the spread of disease, medical institutions use Titers testing to verify the presence of antibodies as part of initial hire and ongoing employment practices. This service will help you ensure compliance and regulatory standards are met and to maintain patient safety standards.

Tenant Screening

RENTAL HISTORY Uncover a previous landlord's experience with your prospective tenant including lease terms, payment history and experience with the individual. This valuable search is an important part of a comprehensive tenant background check.

Post Hire Services

WORKERS COMPENSATION Gain a more complete picture when dealing with work injury records. Identify past work injuries to aid in accommodation as well as help uncover and track related work injury claims.

CHOICE ReSCREEN The need to run a comprehensive, but cost effective, background check doesn't stop after the initial hire. Choice ReScreen helps employers stay organized and efficient when screening current employees, transfers and promotions. This service commonly aids employers with annual credentialing requirements.

Compliance Services

ONLINE CONSENT FORM Before any background check begins a signed consent form must be received from the applicant. Our online consent form helps save time, keeps you organized and it's complimentary to all our clients!

ADVERSE ACTION Any unfavorable decision based all or in part on the results of a background screen requires adherence to Adverse Action regulation according to the FCRA and some local legislatures. Our service will help keep you organized, efficient and compliant.



ChoiceScreening

Choice Screening holds tight to our core values of integrity, innovation and partnership with every business relationship we establish. As a client, we're held to your highest expectations - we strive to keep you satisfied and happy with every background report!

Should you have any questions, please feel free to contact me at your convenience. You can also view extended service descriptions and access informative articles and resources on our website – www.choicescreening.com.

For additional information, to answer any of your questions, or to schedule a demo, please feel free to contact me at your convenience!

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