



Tennessee Department of Children's Services

Protocol for YDC Background Check Monitoring of Contract Providers

Supplemental to DCS Policy: 4.1, Employee Background Checks

Initial Checks & Documentation Requirements:

Before a service provider is allowed to start working at Wilder Youth Development Center (YDC), the receipt of the following documents and checks must be confirmed for all direct contract service providers and sub-contracted service providers as required in DCS Policy [4.1, Employee Background Checks](#), (Section A).

- ☐ [CS-0559, Authorization of Release of Information and HIPAA Protected Health Information TO and FROM the Department of Children's Services and Notification of Release;](#)
- ☐ Criminal records check from local law enforcement records or county court records for all residences of employee within the immediate six (6) months preceding application for employment
 - [TN Felony Database Clearance](#)
 - [Drug Offender Registry Clearance](#)
- ☐ TBI/FBI fingerprint check – For a detailed description regarding the fingerprint check, refer to the [Protocol for Fingerprint Process and Analysis](#).
- ☐ Driving records check to include current valid driver license and a check of moving violations records;
- ☐ [National Sexual Offender Registry Clearance;](#)
- ☐ [TN Department of Health Abuse Registry Clearance;](#)
- ☐ DCS database records check includes a check of CPS records in TFACTS by submitting form [CS0741, Database Search Results](#) via email to: EI-DCS-Provider.Backgroundcheck@tn.gov.

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- ☐ If applicant has resided in another state within the past five (5) years, a check from each state's public child welfare agency's child abuse and neglect registry is requested. See the [Adam Walsh State Contacts for Child Abuse Registries](#) for out of state contact information. Refer to the [Protocol for Requesting Out of State Abuse and Neglect Registry Checks](#) for further guidance regarding Adam Walsh checks.
- ☐ [CS-0687, Background Check History and IV-E Eligibility Checklist](#) (Results from the completed background checks must be documented on form); ☐ Drug Screenings if required by vendor.

Annual Checks & Documentation Requirements:

The documentation and background checks listed below are required annually for all direct contract service providers and sub-contracted service providers working at Wilder YDC as required in DCS Policy [4.1, Employee Background Checks](#), (Section B).

- a) Driving records check to include current valid driver license and a check of moving violations records;
- b) An [Internet Records Clearance](#) which involves a background check of the following:
 - ☐ [Drug Offender Registry Clearance](#)
 - ☐ [TN Felony Offender Database Clearance](#)
 - ☐ [National Sexual Offender Registry Clearance](#)
 - ☐ [TN Department of Health Abuse Registry Clearance](#)
- c) [CS-0687, Background Check History and IV-E Eligibility Checklist](#) (Results from the completed background checks must be documented on form);

Verification & Monitoring Requirements:

Direct Contract Service Provider (*provider works directly with DCS*)

1. The Independent Contract Service Provider (ICSP) are required to complete all required Initial and Annual background checks with the assistance of DCS Human Resources. The [CS-0687, Background Check History and](#)

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[IV-E Eligibility Checklist](#) are submitted for each newly hired service provider to the Wilder Administrative Service Assistant (ASA).

2. The Wilder ASA maintains all background check documentation for the ICSP in a locked and secure location.
3. The Wilder ASA is responsible for the completion of the **Safety Documentation Spreadsheet** on a monthly basis by ensuring the following:
 - ☐ Each current service provider is listed;
 - ☐ Each safety check is identified on the spreadsheet by the date each check was completed;
 - ☐ Updates list of all new ICSPs beginning their employment with DCS;
 - ☐ Enters separation dates for all ICSPs no longer employed by DCS; and
 - ☐ Signs off on the spreadsheet as assurance that all safety requirement documents have been verified as compliant with policy and are contained within specified file for each ICSP listed on the spreadsheet; If there are no changes in ICSPs within a particular month, the spreadsheet is still signed to verify that fact.
4. The Wilder ASA maintains the signed **Safety Documentation Spreadsheet** and completed [CS-0687, Background Check History and IV-E Eligibility Checklist](#) forms by uploading them onto the “L” Drive for storage by the 10th of each month.
5. Any barriers to obtaining the required documentation on the ICSPs are reported by the Wilder ASA to the Executive Director (or designee).

Sub-Contracted Service Provider (*provider works for a DCS Contract Agency*)

1. The Primary Contracting Agency (PCA) contacts the Office of Juvenile Justice (OJJ) Program Specialist in Central Office and requests the **Safety Documentation Spreadsheet** template for recording the required information on all direct care staff;
2. The PCA completes and collects, all required background checks on all service providers associated with Wilder YDC. Each current service provider is listed and each safety check is identified on the spreadsheet by the date each check was completed with the PCA ensuring compliance with policy. The CEO/Executive Director (or designee), through signatory, attests to the validity of the agency’s internal review process. Upper management signs off on this document which is considered assurance that all safety requirement documents have been verified as compliant with policy and are contained within the Human Resources or Personnel file for each service provider listed on the spreadsheet.

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3. Each PCA is responsible for completion and submission of the **Safety Documentation Spreadsheet** on a monthly basis. The spreadsheet must be submitted to the OJJ Program Specialist by the 10th of each month. All monthly spreadsheets submitted must include an updated list of all new direct-care staff beginning their employment with the agency. Agencies must also include on the spreadsheet employees that are no longer with the agency along with the date of separation.

Note: If an agency experiences no changes in direct-care staff within a particular month, the spreadsheet is still signed by the CEO/Executive Director (or designee) and submitted to verify that fact.
6. The [CS-0687, Background Check History and IV-E Eligibility Checklist](#) are submitted for each newly hired service provider in addition to the monthly spreadsheet. Documentation will be reviewed in accordance with policy and a subsequent determination as to compliance.
7. The OJJ Program Specialist maintains the signed **Safety Documentation Spreadsheet** and completed [CS-0687, Background Check History and IV-E Eligibility Checklist](#) forms by uploading them onto the "L" Drive for storage.
8. If the required spreadsheet and CS-0687 form are not received by the deadline each month, the OJJ Program Specialist contacts the PCA for the needed documentation. Habitual noncompliance or submission refusals are reported to the Executive Director (or designee).