



DDSN Executive Memo

**TO: EXECUTIVE DIRECTORS/CEOS, DSN BOARDS & CONTRACTED SERVICE PROVIDERS
HUMAN RESOURCE STAFF**

FROM: MARY POOLE, STATE DIRECTOR 

DATE: FEBRUARY 6, 2020

RE: FEDERAL BACKGROUND CHECK REQUIREMENTS

DDSN Directive 406-04-DD: Criminal Record Checks and Reference Checks of Direct Caregivers outlines the requirements for Criminal Background Checks and whether the applicant will need to have a state level check or if the federal report is required. The State of South Carolina currently has all federal background checks coordinated through L1 Identity Solutions/Morphotrust as the fingerprinting agent. Results are then sent from the FBI to the South Carolina Law Enforcement Division (SLED) and then to South Carolina Department of Health and Environmental Control (DHEC), before final submission to DDSN.

DDSN staff continue to monitor the process for acquiring Federal Background Checks for prospective employees within our provider network. Delays can be minimized by ensuring prospective employees are using the on-line registration form found at <https://sc.ibtfingerprint.com/>. Staff will need to select “**DHEC-Employee working in a Disabilities & Special Needs Facility- ORI-SCDHEC03Z.**” That designation will allow DHEC to direct the results to DDSN. If “In-Home Care Provider” is checked, results will end up in another division at DHEC and the results will not be forwarded to DDSN. If the applicant uses the paper form (found as the attachment to DDSN Directive 406-04-DD), they will need to use the code listed on that form (no exceptions).

DDSN has created a simple template for provider Human Resources staff to complete to let us know when an applicant has been referred for a Federal Background Check. Staff will need to enter the Provider Agency information, applicant’s name, and date of fingerprinting appointment in the attached form in order to notify DDSN of the pending results: <https://DDSNFingerprintResultsRequest> (also available in Business Tools on the DDSN Applications Portal). If this information is not entered, DDSN staff will not know where to send the results.

The processing of Federal Background Checks for DDSN providers will be moving from the Quality Management Division to the Human Resources Division, effective January 21, 2020. If you have questions about the process, of results that have not been returned, please email backgroundchecks@ddsn.sc.gov or contact Katherine Bishop at 803-898-9738.

Thank you for your support in both maintaining and improving this process.



SCDDSN Database for Fingerprint-Based Criminal Record Checks

*Results will be maintained for 90 days. It is the provider's responsibility to notify DDSN of any staff awaiting results of a Finger-print based Criminal Background Check.

* Required

Provider Agency *

Name of Applicant *

Date of Fingerprinting *

Date