

DODD Provider Training Series July 31 2025 Background Check Basics		
Question Details		
#	Question	Answer
1	would we ever consider adding checking the Statewide Automated Child Welfare Information System's (SACWIS) alleged perpetrator database now that we are serving more children?	We do not have that information but will share internally. You can also find information about participating in the rule writing process here: https://dodd.ohio.gov/forms-and-rules/rules-under-development/rules-under-development .
2	what's the email for BCI for background check processing time?	civilianident@ohioago.gov
4	When we enter the employee data, agency pay \$5 for a year ?	Yes, you will be billed \$5/year for enrolled employees
5	Will the slides be available to us?	Yes, the slides are posted on the DODD website with the Provider Training Series info here: https://dodd.ohio.gov/compliance/office+of+compliance/provider-training-series .
6	An employee's recent BCI report includes the word 'Warrant' on first page. However, the employee asserts that he does not have an active warrant. How should this discrepancy be addressed?	If it indicates what entity the warrant is through, they should contact that entity. There is also a process on BCI's website about a request for challenging and review of criminal history records found here: https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/Request-for-Challenge-and-Review-of-Criminal-Histo.aspx
9	Freedom Family Healthcare - In the event an employee disputes a charge/disposition on an BCI or FBI background check, who should they contact for connection or resolution? Also, are we still permitted to hire ?	There is also a process on BCI's website about a request for challenging and review of criminal history records found here: https://www.ohioattorneygeneral.gov/Files/Publications-Files/Background-Check-Publications/Request-for-Challenge-and-Review-of-Criminal-Histo.aspx . If the person has disqualifying offenses, you would not be able to hire until that period has passed or the record has been corrected through the courts.
10	Can we get this recording	The recording is posted on the website here along with the handouts and Q&A: https://dodd.ohio.gov/compliance/office+of+compliance/provider-training-series .
11	Recently, I received a Rapback when the conviction occurred, but I was not notified when charged. Is this because the arresting agency didn't fingerprint the person upon arrest?	We don't know why you didn't receive a notification earlier, but you do now need to take action if the person has been convicted of a disqualifying offense
12	How do we find out if an out of state conviction is a disqualifying offense in Ohio?	You should first review with your legal counsel to see if it is substantially equivalent to any of the disqualifying offenses. Questions can also be sent to compliance@dodd.ohio.gov .
13	If a potential hiree has a Sealed Record, do employers still need to follow the Disqualifying Offenses Exclusion List?	Yes. Sealed records are still pulled for background checks for applicants in direct care positions and sealed records do affect employability
14	If the BCI/FBI didn't come back within 60 days, CAN we put someone on leave until it is received or do they need terminated?	You must pull someone from direct care if you have not received the results of their background check within 60 days of hire. You also must have initiated the background check prior to hire, completed the required database checks prior to hire, and obtained a signed attestation/criminal notification statement prior to hire to have preliminarily employed them for the 60 days.
15	If an employee is enlisted in Rapback, is there a need to complete another BCI/FBI check every 5 years?	If they are enrolled in Rapback, ongoing BCI checks are not required. However if they have continued to live outside of Ohio in the subsequent five years, you will need to obtain a new FBI check no less than once every five years.
16	If Administrator and DDO have been here 20+ years. Does the 5 year check need to be code 5123.169 going forward, or completed asap, even though not the 5 year reprint time??	If you're already approved as DDO, you do not need to complete a new DDO background check unless DODD's Provider Certification provides you that direction.
17	One of the agencies I work for provides remote supports to their clients. They have a staff member that provides remote support monitoring and she lives in Minnesota. Does she need to get an FBI check? I don't believe remote support staff are required to get background checks, correct?	Staff providing the remote support service from a monitoring hub are not currently subject to the background check rule. This is potentially changing in upcoming rule updates, so please watch for communication about rule updates for remote support.
18	If a potential hiree has a Sealed Record, do employers still need to follow the Disqualifying Offenses Exclusion List?	Yes. Sealed records are still pulled for background checks for applicants in direct care positions and sealed records do affect employability
19	If a disqualifying offense happened like 20 years and the time period has passed years ago, do we still take it into account when looking at the "multiple"?	Yes

20	If an administrator is also a DSP, do they need to have two BCI checks? If not, do they use the admin code or the DSP code?	If your DODD approved licensed facility Administrator or DOO also provides direct care, you do not need to do your own background check. DODD maintains BCI checks and Rapback enrollment for approved DOOs
21	So for an existing employee/DSP that we receive a RAPBACK notifying us of an arrest for a disqualifying offense, do we act on that or do we need to wait for conviction, guilty plea, etc. to consider it a disqualifying offense?	An offense is not disqualifying until conviction. Your agency can choose to react to the charge if that is your policy.
22	If a person who is hired as a cook (not a direct support professional) and does not disclose an offense on the attestation because they were told it had been sealed or expunged, are they to be terminated immediately like we would a direct services employee?	The Background Check rule applies to those in direct services position. Outside of those, it is at the agency's discretion how to set their expectations and standards.
23	Doesn't ARCS eliminate the need to repeat these searches individually every 5 years?	Yes, you would not need to repeat the 5 year check for any of the database checks except the SAM check if you have maintained the person in ARCS as a permanent employee since they were hired
24	If a new hire completes the fingerprinting process but then decides not to take the position, what do we do with the BCI check that is mailed to us?	Follow your records retention policy
25	For the Medicaid Provider Exclusion and Suspension List, Is it a requirement to screenshot the screen, or is it ok to print the page that the person would fall and date the page when printing?	Yes, printing would be acceptable. Make sure you note on the printed page when the check was completed
26	What do the exclusions mean?	ODM list of providers who have been excluded or that are currently suspended from the Ohio Medicaid program.
27	Why do we have to wait to receive the paper results to use the authentication number that is given upon printing an applicant. If the person is starting, that could be up to 30 days they are not being monitored through rapback for new charges.	The representatives from BCI indicated persons should not be enrolled in Rapback until you have received the results.
28	I need to see how we run the spreadsheets	We are not sure of your question. If you need more information please reach out to compliance@dodd.ohio.gov
29	Does a new background check need completed every 5 years, or just the recheck of the 7 required databases?	If a person is enrolled in Rapback, a 5-year background check is not required. If a person continues to live outside of Ohio, a 5-year FBI check is required. The 7 database checks need to be re-run every 5 years unless the provider uses ARCS. Then only the SAM check would need re-run.
30	Will the diploma/GED requirement for Med Admin training be waived at some point since it's a permanent waiver for DODD now?	There are no plans to waive the HSD/GED requirement for people certified to administer medication.
31	Does the D.O.D.D. plan to release a new list of tiers? I thought they do this every so many years and was told they were being reviewed in December 2024. So many laws have changed regarding marijuana.	We do not have that information at this time.
	We were previously told by the DODD that if a new hire comes to us from another agency and they have a background check that is under a year old, that our agency can use it. I just wanted to clarify if that is still accurate, or does my agency need to run another background check?	The employing agency is able to verify the Authentication of that report, but one word of caution, if the background check is even 6 months old and the individual/employee committed an offense after the background check was completed and prior to association/enrollment in the Rapback program there would be no notification of that offense. BCI recommends at the very least to submit the Request for Copy form and payment, this will enable BCI to release an updated BCI result.