

Background Check Matrix for Unlicensed Placements, Foster Care and Adoptions Desk Guide

	Unlicensed Placements	Foster Care	Adoptions	National Name Based Criminal History Check	Follow Up Action for Name Based Check Form	Fingerprint-Based National Criminal History Check	CPS History Check	Sex Offender Registry Check	Local Law Enforcement Records Check
	Policy 8.6	Policy 12.29	Policy 10.13						
Emergency Background Check Timeframe	✓	N/A	N/A	Immediately	Within 72 hours	Within 72 hours	Within 72 hours	Within 72 hours	Within 30 days
Non-Emergency Background Check Timeframe	✓	N/A	✓	N/A	N/A	Prior to Placement	For IN, Prior to Placement; Other States, at least initiate	Prior to Placement	Prior to Placement
Household members age 18 and over	✓	✓	✓	Yes	Yes	Yes ^{1 2}	Yes	Yes	Yes
Household members age 14-17	✓	✓	✓	No	No	No	Yes	Yes	Yes
Household members age 0-13	✓	✓	✓	No	No	No	Yes	No	No
Noncustodial parents	✓	N/A	N/A	No	No	No	Yes	Yes	Yes
Noncustodial parent's household members	✓	N/A	N/A	No	No	No	Use Discretion	Use Discretion	Use Discretion
Occasional babysitter	✓	✓	N/A	No	No	No	No	No	No
Extracurricular Activity Individual	✓	✓	✓	No	No	No	Use Discretion	Use Discretion	Use Discretion
Employee or Volunteer of any household like regular(In-Home) babysitting	✓	✓	✓	Yes	Yes	Yes	Use Discretion	Use Discretion	Use Discretion
Licensed Child Care	N/A	N/A	N/A	No	No	No	No	No	No
Unlicensed Child Care (Out of Home) follow checks appropriate for ages of household	✓	✓	Use Discretion	Yes	Yes	Yes	Yes	Yes	Yes

¹ See Exceptions to Fingerprint-Based Checks in the policy. Do not perform a National Name Based Check on a person who qualifies for an exception.

² If subject of the check refuses to be fingerprinted, excluding the exceptions, do not place the child or remove the child from that home.

Steps	Done	Steps for Emergency Placement Relative Background Checks – Checklist
1		Contact ISP, Data Operations (1a-1b below), and request a National Name Based Criminal History Check for Emergency Relative Placement. This is to be completed on all persons 18 yrs+ that reside, work or volunteer in the household, regardless of the person's caregiver status. This check should not be completed for those subjects: -Under the age of 18 years, -The alleged victim's parents and those residing in the home of those parents, or -A subject that will not be able to complete the fingerprinting and an <i>Exception to Fingerprinting</i> will be requested. Example-If the subject has no fingers.
1a		EMAIL OR FAX IS THE PREFERRED METHOD OF SUBMISSION. EMAIL to EDataOperationsCenter@ISP.in.gov ; subject of email should read: "Application For Criminal History Background Check.", or FAX: 317-233-3057, Attention Data Operations. -The Application for Criminal History Background Check form, section 1 and 2, will be completed by local office staff, ensuring the FCM phone number is included so ISP can return results, and the subject is to complete section 4 – 5 and signing page 2. The subject should use the name that appears on their government issued ID. -Submit the completed Application for Criminal History Background Check to ISP for each subject.
1b		PHONE: 317-232-8294 or 1-800-622-4961. -Relay name, DOB and other applicant information to ISP exactly as it appears on the subject's government issued ID. -Submit completed Application for Criminal History Background Check forms for each subject as instructed in 1a
1c		Evaluate the results obtained from the National Name Based Criminal History Check for Emergency Relative Placement. -If a conviction or arrest without a disposition that involves a misdemeanor related to the health and safety of a child or a felony conviction that is not waiver eligible per policy section 8.7, do not place at that time. -If other convictions or arrests without dispositions are returned, the placement must be evaluated on an individual situation. See policy 8.7 for factors to consider in making this decision.
2		If child was placed in the relative care for any period of time, skip this step and move to #3. When a National Name Based Criminal History Check for Emergency Relative Placement has been completed -A child is not placed in the subjects care, for any period of time (even a few hours), -Within 72 hours (No extensions of this time limit due to weekends or holiday) of the Name Based Search, complete the Follow Up Action for Name Based Search form indicating the child was not placed -Scan and e-mail completed form to ISPRecords@isp.in.gov . (preferred method) or fax to 317-233-8813, Attention Records
3		When a National Name Based Criminal History Check for Emergency Relative Placement has been completed and children are placed, even if briefly, -All individuals living, working or volunteering within the home, age 18 yrs+ must be fingerprinted through the DCS approved vendor, L-1 Identity Solutions within 72 hours (No extensions of this limit due to holidays or weekends) of the completion of the name based check. -L-1 Registration Instruction Sheet for Emergency Relative Placement should be customized and used to complete the registration of the subject of the check for fingerprinting. This form is available on http://intranet.dcs.in.gov/Pages/Resources.aspx , under background check documents. Instructions for customizing the form are on the last page of the document. -The local office may register the subject of the check for fingerprinting at www.L1enrollment.com ; (internet registration is highly encouraged). If no internet access, call 1-877-472-6917, option 4; - Give applicant confirmation registration number provided at the end of the registration process. -If the subject of the check will complete their own registration for fingerprinting, the subject must be provided a print-off of the L-1 Registration Instructions sheet for Emergency Relative Placement that has been customized by the FCM responsible for their fingerprinting.. -Inform applicants to use same Gov't ID when registering for fingerprints as was used for name based check (name and DOB should be identical) and to take this ID with them to the printing appointment.
3a		If applicant refuses to be printed with 72 hours, children must be removed and FCM must complete the Follow Up Action for Name Based Search form and submit to ISP by scanning and e-mailing to ISPRecords@isp.in.gov (preferred method) or by faxing to 317-233-8813, Attention Records NOTE: If initial fingerprint is rejected, follow instructions on reprint notice (do not have applicant complete new registration; applicant must request reprint or DCS will be charged twice). Subject must continue to reprint as many times as necessary otherwise you should consider the subject as refusing to print and follow the instruction above if the subject has refused to print and remove the children. -If fingerprint result is returned with a disqualified or conditionally disqualified status, contact background check unit for further information. (See policy, 8.7)
4		Within 72 hours, ensure below checks are completed and evaluated per policy 8.7 for each person that lives, works or volunteers in the unlicensed home the child was placed. -CPS Check regardless of age -Indiana Request for a Child Protective Service (PS) History Check as well as CPS requests of any other state the subject has resided during the past five years. Contact information for other states, http://www.cclcd.ca.gov/AdamWalsh1_2609.htm Click on " List of Contacts For Other State's Child Abuse and Neglect Registries " -Sex & Violent Offender Registry for ever state the subject has resided in the last five years: -All in home 14yrs+ (http://www.nsopw.gov) -File the complete hardcopies in the child's case file and summarize results in ICWIS:
4a		Within 30 days ensure that Local Law Enforcement Agency (LEA) is completed, returned and evaluated per policy 8.7 for each person that lives, works or volunteers in the unlicensed home the child was placed -For all persons 18 + years old -Request of all LEA that would have responded to each home address the subject has resided in the past five years. -File the completed searches in the child's file and summarize results in ICWIS

Questions? Send an email to Background.CheckUnit@dcs.in.gov