

Background Check Matrix for Unlicensed Placements and Foster Care Desk Guide

	Unlicensed Placements Policy 13.5	Foster Care Policy 13.9	¹ National Name Based Criminal History Check, age 18+	Follow Up Action for Name Based Check Form	Fingerprint-Based National Criminal History Check, age 18+	CPS History Check, all ages	Sex Offender Registry Check, age 14+	Local Law Enforcement Records Check, age 18+	Indiana Limited Criminal History, age 18+
Emergency Background Check Timeframe	✓	N/A	Prior to Placement	When no child is placed, within 72 hours	Within 72 hours of National Name Based Check	For Indiana, Within 72 hours. Other States must be initiated within 72 hours	Within 72 hours	Received results back and evaluation within 30 days	NO
Non-Emergency Background Check Timeframe	✓	✓	Do Not Complete	NO	Prior to Placement	Prior to Placement;	Prior to Placement	Prior to Placement	NO
Household members age 18 and over	✓	✓	Yes-for emergency placements only	Yes-if National Name Based check done	Yes ^{1 2}	Yes	Yes	Yes	NO
Household members age 14-17	✓	✓	No	No	No	Yes	Yes	No	NO
Household members age 0-13	✓	✓	No	No	No	Yes	No	No	NO
Custodial and Noncustodial parents and their household members	✓	✓	No	No	No	Optional, use discretion	Optional, use discretion	Optional, Use discretion	Optional, use discretion
Employee or Volunteer of a resource home (including child care providers who provide regular care) in the resource home-	✓	✓	No	No	Yes	Yes	Yes	Yes	No
Child Care unlicensed, regular care provided outside of the resource home	✓	✓	No	No	No	Yes, all HH members per age guidelines	Yes, all HH members per age guidelines	No	Yes, all HH members per age guidelines
Child Care, irregular care provided inside or outside resource home	✓	✓	No	No	No	Optional, use discretion	Optional, use discretion	No	Optional, use discretion

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 within 72 hours of name based check.

Childcare, licensed outside home	✓	✓	No	No	No	No	No	No	No
Extracurricular Activity Individual. Including visitation, overnight visits with friends or family	✓	✓	No	No	No	Optional, use discretion	Optional, use discretion	No	Optional, use discretion

Steps	Done	Steps for Emergency Placement Relative Background Checks – Checklist
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1	<p>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.</p>
1a	<p>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 3 - 4 . The subject should use the name that appears on their current government issued picture ID. -Submit the completed Application for Criminal History Background Check to ISP for each subject.</p>
1b	<p>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 current government issued picture ID. -Submit completed Application for Criminal History Background Check forms for each subject as instructed in 1a</p>
1c	<p>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 13.6, 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 13.6 for factors to consider in making this decision.</p>
2	<p>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</p>
3	<p>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.</p>
3a	<p>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 indicating the child has been removed due to refusal to print and document efforts to ask subject to be printed 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, 13.6)</p>
4	<p>Within 72 hours, ensure below checks are completed and evaluated per policy 13.6 for each person that lives, works or volunteers in the emergency relative unlicensed home the child was placed. -CPS Check regardless of age: -Indiana Request for a Child Protective Service (CPS) 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/AdamWalsh/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:</p>
4a	<p>Within 30 days ensure that Local Law Enforcement Agency (LEA) is completed, returned and evaluated per policy 13.6 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</p>

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

