

Employer/Agency Responsibilities

- Make employment and client safety decisions.
- Prescreen applications prior to the applicant being fingerprinted.
- Identify and act if any disqualifying offenses or relevant records are listed in the application that may pose a risk to the health or safety of clients.
- Exclude any persons that disclose disqualifying offenses. You cannot hire them, so do not have them go through the background check.
- Provide applicants with the 4 digit Employer ID #, service type and contact to select in the website.
- Assist the applicant in submitting their application.
- Ensure time frames are met.
- You must have a signed/notarized application on file before you can put individuals to work.
- In most cases, fingerprints are required to be submitted within 21 days of signing the application and having it notarized.
- Review background check results.
- Print the clearance letter within 14 days of it being available for review and keep it on file.
- You have the option of not hiring the applicant if you are not comfortable with their criminal history.
- Know how to use the web site as the agency.
- If the agency accepts the transfer of a previously completed IDHW background check, it will contact the Criminal History Unit to add their ID# to the applicant's records.
- The Idaho State Police Records check must be conducted on all accepted transfer applicants



Rev 7/14. Previous editions are obsolete

IDAHO DEPARTMENT OF
HEALTH & WELFARE

Criminal History & Background Check

Criminal History Unit web site

<https://chu.dhw.idaho.gov>

E-mail

crimhist@dhw.idaho.gov

1720 Westgate Drive
Boise ID 83704

Phone: (208) 332-7990
Toll Free: 1-800-340-1246
FAX: (208) 332-7991

DISCLAIMER

The information contained in this brochure is not intended to replace or substitute current statutes and/or regulatory guidance. It is the responsibility of the agency to understand and follow statutes and administrative rules that apply to them.

Employer ID# _____

Contact: _____

Who needs a background check?

Service Providers:

- This may include employees, contractors, volunteers and interns at agencies who provide direct service or have direct client access. Check with your agency.

IDHW Licensure or Certification Programs:

- Individuals seeking licensure or certification from the Department

Health & Welfare Employees

- IDHW employees providing direct care and service or who have access to children or vulnerable clients;
- IDHW Bureau of Audits and Investigations employees;
- IDHW/EMS communication specialists and Managers;
- Employees at State Institutions.

How much does it cost?

Please refer to your application status page. It will show the fee to be paid. You may pay with cash (**exact amount only**), check, money order, credit or debit card at our fingerprinting locations. A convenience fee is added to the cost of the background check when using a debit or credit card. **For applications mailed to us, the credit/debit card payment option is not available.**

How do I start the background check?

Go to the web site <https://chu.dhw.idaho.gov>. Follow the instructions at the home page. You will need to use a computer with access to the internet.

If you do not have a computer at home, your agency should assist you with your application, or check at your local library. Computers are available at certain Health & Welfare offices for this purpose. Please follow these steps:

1. Register as an applicant to create your personal user name and password. **Write them down and keep them in a secure place - you will use them several times.**
2. Next, you must log on with your personal user name and password that you just created.
3. Choose **Complete Application** from the menu on the left.
4. Fill in the information page after page. Clicking the **Next** button at the bottom of each page will take you to the next page.
5. You must know the Agency ID number and enter it when asked. Please ensure that you have that information on hand before you apply.
6. When done, click the **SUBMIT** button
7. Now, you can follow the instructions to schedule your fingerprint appointment.
8. Finally, if employed, print your application and print your status page.
9. If employed, you must allow your agency to review and file a copy of your signed and notarized application. Bring it to your appointment.

NOTE

Your agency may not allow you to continue the background check process if they determine that you would not pass the background check based on your disclosures.

What do I bring to the fingerprint appointment?

- Your picture ID.
- The fee or payment.
- Your signed & notarized application if you have started to work.
- **If you are under 18 years of age, your parent or guardian must sign the application in front of a notary.**

During the background check process, you may be interviewed by Health and Welfare staff and questioned about information you have disclosed.

I live in a rural area and can't get to an IDHW fingerprint location.

You still need to complete your application on the web site. Instead of scheduling a fingerprint appointment, you would click the "Mailing Fingerprints" button.

Call or e-mail the Criminal History Unit. We can provide you fingerprint cards upon request. Or, you may use one from your local law enforcement agency as long as it is an FD-258 card.

When you receive the fingerprint card in the mail, you can ask your local law enforcement agency if to roll your fingerprints on our card.

Mail your signed and notarized Application forms, fingerprint cards and fee to the designated Criminal History Unit location.

When can I work with clients?

That is up to your agency/employer and the rules that govern them. They may choose to have you work once they have your signed application that has been notarized. They may want to wait until you have been fingerprinted. Or, they may want to wait until your background check is cleared.

Persons seeking Department license or certification must wait until their background check is entirely complete. This includes those seeking to be foster parents, those looking to adopt, and those setting up Certified Family Homes. If you are unsure about your availability, ask the specific department program issuing your licensure or certification.

What does the Application for Criminal History Background check ask?

The application is going to ask you to answer questions about yourself, your employer or agency, or, the program you are applying for.

You must disclose all criminal history items you have. This includes juvenile and adult charges, convictions, dismissals and withheld judgments. If you answer yes to any of the questions you will be asked by the website to fill out a supplemental form with the details.

You are required to indicate if you have ever been involved in a child or adult protection action or have any pending crimes or warrants.

Your notarized signature on the Application gives Health & Welfare the authorization to conduct the background check and the right to share certain information with your employer or licensing/certification agency. Your notarized signature also affirms that the information you provided is correct. Failure to disclose your criminal record may result in the denial of your application for a period of three years, or criminal prosecution for perjury.

What is looked at in the background check?

The background check is a nationwide search of crimes using your fingerprints. The Criminal History Unit also checks certain registries.

- Federal Bureau of Investigation's National Criminal History Background Check System
- State Bureau of Criminal Identification
- Statewide Child Abuse Registry
- State Driving Records
- Federal and state Sex Offender Registers
- Medicare and Medicaid Exclusion Lists
- Certified Nurse Aide Registry

How do I and my agency know when the background check is completed?

The criminal history system sends out an e-mail to you and your agency each time your status changes. If you do not have an e-mail address you will have to check your status on the web site periodically. If any action is taken, other than clearance, you and your employer will be notified by mail.

What will prevent me from passing the background check?

NOTE

For some persons that provide behavioral health services, a limited purpose IDHW waiver may be requested through the Division of Behavioral Health. No waiver will be granted for any crime identified with a * on this list. Contact your agency for more information.

Obtaining a Behavioral Health Waiver does not nullify or stay any denial issued by the Criminal History Unit

Disqualifying Offenses - Permanent

If you have a conviction or withheld judgment as an adult or juvenile of any of the disqualifying offenses, or some findings on the child abuse or nurse aide registry, regardless how long ago it occurred; you need to tell your employer or agency because you will be excluded and, will not pass the background check. You should not apply if you have these crimes or if you are listed in those registries at the disqualifying level.

- Abuse, neglect, or exploitation of a vulnerable adult;
- Aggravated, first degree and second-degree arson;
- Child Abuse Registry listing Level 1 or 2;
- Crimes against nature;
- Forcible sexual penetration by use of a foreign object; *
- Incest; *
- Injury to a child, felony or misdemeanor;
- Kidnapping;
- Lewd conduct with a minor; *
- Mayhem;
- Voluntary Manslaughter, Involuntary Manslaughter or Felony Vehicular Manslaughter;

- Murder in any degree; or Assault with intent to commit murder; *
- Negative finding on Nurse Aide Registry;
- Poisoning;
- Possession of sexually exploitative material; *
- Rape; in any degree; *
- Robbery;
- Felony or first degree stalking;
- Sale or barter of a child; *
- Sexual abuse or exploitation of a child; *
- Video voyeurism;
- Enticing of children; *
- Inducing individuals under 18 years of age into prostitution or to patronize a prostitute; *
- Any felony punishable by death or life imprisonment; or *
- Attempt, conspiracy, accessory after the fact or aiding and abetting to commit any of the Disqualifying offenses. *

Disqualifying Five –Year Offenses

If you have a conviction or withheld judgment within five years of any of the disqualifying Five Year offenses as an adult or juvenile you need to tell your employer or agency because you will be excluded and, will not pass the background check. You should not apply if you have these crimes.

- **Any** felony not described on the permanent disqualifying offenses list;
- Misdemeanor forgery of and fraudulent use of a financial transaction card;
- Misdemeanor forgery and counterfeiting;
- Misdemeanor identify theft;
- Misdemeanor insurance fraud;
- Misdemeanor public assistance fraud;
- Stalking in the second degree;
- Misdemeanor Vehicular Manslaughter
- Sexual exploitation by a medical care provider
- Attempt, conspiracy, accessory after the fact or aiding and abetting to commit any of the Disqualifying Five Year offenses.