

## **Background Screening Alternatives to Family Care Safety Registry**

Due to the length of time for individuals to become registered with the FCSR, agencies are experiencing significant problems employing persons quickly- and meeting the timelines required by state statute. The Division will be providing the following to providers as information on what would be the fastest alternative to using the FCSR:

(1) Missouri Automated Criminal History System (MACHS) - Criminal background check completed online through the MSHP. Name search is all that is required (no fingerprints).

Access to Portal: <https://www.machs.mshp.dps.mo.gov/MocchWebInterface/home.html>

Background information on system:

<https://www.machs.mshp.dps.mo.gov/MocchWebInterface/about.html>

(2) DHSS Employment Disqualification Check - Online EDL system.

Instructions: <http://health.mo.gov/safety/edl/webinstructions.php>

(3) DMH Employment Disqualification Registry - Fax Application to DMH Central Office at 573-526-4561.

Application form (Only check DMH Disqualification Registry):

<http://www.mshp.dps.missouri.gov/MSHPWeb/Publications/Forms/documents/MO300-1590s.pdf>

If agencies choose to use the Caregiver Background Screening form, how will OLC verify the date mailed? The Office of General Counsel suggests providers sign an attestation of the date that it was mailed. A completed copy of the request should be kept with the attestation in the employee file.

Example:

I hereby attest that I have completed the State of Missouri Caregiver Background Screening for \_\_\_\_\_ [employee name] \_\_\_\_\_ and mailed it to the Missouri State Highway Patrol on the \_\_\_\_\_ day of \_\_\_\_\_, 2016 at the following address:

Missouri State Highway Patrol  
Criminal Justice Information Services Division  
P.O. Box 9500  
Jefferson City, MO 65102

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reminders

The employee initiating the process to become registered on the FCSR is not considered initiating a background screening request.

This process can be used in lieu of the FCSR for the initial screening however, the individual is still required to personally register with the FCSR within 15 days of employment.

<http://www.moga.mo.gov/mostatutes/stathtml/21000009061.HTML>