

Background Checks—Quick Reference

PSS will check the following— must be completed by next business day in emergency placement conditions.

- APSIN must be run on individuals 16 and older in the home prior to placement.
- CPS – checking Prober, ORCA and JOMIS
- Sex Offender Registry.
- Alaska Court System/ Court View.
- PSS enters results into the provider background tab in ORCA.

Tips:

1. When assessing the home remember that children who will be turning 16 will need to be screened through the background check requirements. PSS or Licensing should inform the family that the youth will need to have documentation ready when they turn 16. Also a good reminder to children close to 16 who are being adopted that parents will need to have their updated birth certificate.

2. For unlicensed providers it is responsibility of PSS staff to ensure fingerprints are completed within 30 days.

APSIN & Fingerprint Based Background Check

- APSIN will be requested by PSS in ORCA on any individual 16 and older in the home (after hours contact Troopers **907-451-5100 phone/ 907-451-5165 fax** for APSIN).
- PSS will get verbal or written consent from individual prior to completing APSIN (see form 06-9712).
- APSIN unit will complete request and send email with APSIN #. PSS will then review APSIN results in the APSIN reader, and update ORCA.
- Emergency placements have 30 days post placement to complete fingerprints.
- Fingerprints results are reviewed by PSS and entered into ORCA.

Reminder: If a barring crime or condition is identified, supervisor staffing and approval is needed before a placement can be made.

Within 30 days of Placement

- Designated staff member (ie. licensing) at each office will complete a background check application in NABCS.
- Fingerprints completed on livescan machine
- Anyone 16 and older who lived out of state in the past 5+ years that state's child abuse and neglect registry records will be requested.
- Licensing will email results to PSS I/II and PSS IV. PSS will verify and document results in ORCA.

Recording Background Checks

- Assigned staff member at office will enter results into ORCA.
- Community Care Licensing Staff will enter for Licensed providers and licensing applicants.
- PSS will review results and ensure placement is appropriate.
- Fingerprint results will not be placed in the child's case file.
- PSS or assigned staff will ensure BCP # in ORCA is documented with any barring crime or conditions, and shred the results.

Out of Town Requests

Placements

- Emergency Placements can only be made if child requires immediate access to medical or psychiatric facilities.
- Foster Care Placement may only be made if there are no placement resources in the community, the foster parents are moving and it's in the child's best interest to move, or in a case where reunification is the goal and the parents have moved.
- Unlicensed relative placements – only if APSIN, CPS, ORCA, Prober have been completed and the provider has passed.

Procedure

- Workers will fill out 06-9748 Out of Town Request (OTR) and email to appropriate regions OTR inbox.
- Primary worker will check each relative's background.