

Veridian Fiscal Solutions Background Check Overview

In order for an employee to provide services for you, it is a program requirement that the employee has a background check. This is a requirement because employees are being paid with Medicaid funds, and more importantly, to ensure the safety and well-being of the person receiving services.

The background check process can be lengthy. It can take four to eight weeks to complete depending on factors such as the employee's background, previous state of residence and the completeness of the application submitted by you and your potential employee. That said, there are things you and your potential employee can do to ensure the background check process is completed as quickly as possible.

The purpose of this Background Check Overview is to go over the steps you and your potential employee can expect to occur during the background check process as well as the enrollment process.

Topics:

- Background Check Process Q&A
- North Dakota Child Abuse Request Form-Frequently Missed Items
- North Dakota Criminal Background Check Request Form-Frequently Missed Items
- Successfully Submitting a Background Check-Helpful Hints
- Employee Enrollment Process Overview

Veridian Fiscal Solutions Background Check Process Questions and Answers

Q. Why does Veridian conduct background checks on my employees?

A. Veridian conducts background checks on behalf of the enrolled participant/employer. The program requires background checks because employees are paid with Medicaid funds. Background checks are performed to ensure the safety and well-being of the participants.

Q. What is needed for Veridian to conduct a background check on my employee?

A. Veridian needs the employee to complete the necessary background check forms and the program manager's approval to pay for the background check. This approval is called an authorization.

Q. Why is an authorization needed for Veridian to process a background check?

A. The authorization is provided by the program manager. This is the approval from the program to pay for the background check.

Q. Who receives the results of a background check?

A. It depends on the background check and the state. Some background check results are returned to Veridian and some are returned to the employee. Important: In the event the employee receives the results themselves, he/she should send the results to Veridian as soon as possible.

Q. My employee has lived in the state of North Dakota his/her entire life. What background checks must be completed?

- North Dakota Criminal Background Check
- North Dakota Department of Health's Certified Nurse Aide Registry
- North Dakota Child Abuse and Neglect Index

Q. I am an adult receiving services. Does my employee still require a child abuse clearance check?

A. Yes.

Q. How long will it take to get the North Dakota background checks results?

A. Once all of the background checks forms are completed properly and an authorization is on file, these background checks can take anywhere from four to six weeks. Note: Additional time might be needed in the event an out-of-state background check needs to be performed.

Q. Why do background checks at Veridian seem to take longer than they did with the previous fiscal agent?

A. There are additional background checks Veridian is required to complete as part of the enrollment process. These background checks are completed to comply with program rules.

Q. My employee has lived out of the state of North Dakota in the last five years. What background checks must be completed?

- North Dakota Criminal Background Check
- Criminal background check in the previous state of residence
- North Dakota Department of Health's Certified Nurse Aide Registry
- North Dakota Child Abuse and Neglect Index
- Child Abuse and Neglect Index in the previous state of residence

Q. How long will it take to get the out-of-state background checks results?

A. The timeline varies greatly based on that state's requirements. Please plan to wait four to eight weeks from the time Veridian submits the form.

Q. Can my employee begin working without a completed background check?

A. According to the program rules, the employee cannot begin working until the background check is complete, all of the enrollment paperwork is complete and accurate, and workers' compensation is obtained. You will be contacted by Veridian when all these steps are completed.

North Dakota Criminal Background Check Request Form-Frequently Missed Items

The following form is a resource provided by the North Dakota Bureau of Criminal Investigation. It covers some of the items that are frequently missed when an employee is completing the Request for Criminal History Record Information Form.

To prevent delays on the background check process, employees should review the Request for Criminal History Record Information Form for the items noted before submitting it to Veridian.

In addition to the items on the following form, it is important NOT to submit the Request for Criminal History Record Information Form as a photographed image because the form will be rejected.

MEMORANDUM
OFFICE OF ATTORNEY GENERAL
BUREAU OF CRIMINAL INVESTIGATION

TO: Noncriminal Justice Requester
FROM: Criminal Records Section
RE: Incomplete request form

The enclosed non-criminal justice request for criminal history record is being returned for the following reason(s):

- ___ 1. The fee amount is incorrect or not enclosed.
 - ___ 2. The requester portion of the form is not complete.
 - ___ 3. The request form must be signed.
 - ___ 4. The signature date contains the applicant's DOB and not the date the document was signed.
 - ___ 5. The last, first, middle or maiden name of individual is illegible.
Last Name: _____
First Name: _____
Middle Name: _____
Maiden Name: _____
 - ___ 6. The date of birth of individual is incomplete.
 - ___ 7. The social security number of individual is incomplete.
 - ___ 8. The fingerprint card is incomplete or missing valid signatures.
 - ___ The fingerprint card(s) must be signed by the individual(s) fingerprinted
 - ___ The fingerprint card(s) must be signed by the official taking the fingerprints
 - ___ The fingerprint card(s) must include demographic information
 - ___ The fingerprint card(s) must contain the reason fingerprinted
 - ___ The fingerprint card(s) must contain the date the individual(s) was fingerprinted
 - ___ 9. The current address or signed authorization of individual is incomplete or not included.
 - ___ 10. Other. _____
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After making the appropriate changes or additions please resubmit to the following address:

ND Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054

If you have any questions, please feel free to contact us at (701) 328-5500.

North Dakota Child Abuse Request Form-Frequently Missed Items

The following form is a resource provided by the North Dakota DHS Children and Family Service Division. It covers some of the items that are frequently missed when an employee is completing the Child Abuse and Neglect Background Inquiry Form.

To prevent delays on the background check process, employees should review the Child Abuse and Neglect Background Inquiry Form for the items noted before submitting it to Veridian.

In addition to the items on the following form, it is important NOT to submit the Child Abuse and Neglect and Background Inquiry Form as a photographed image because the form will be rejected.



Doug Burgum, Governor

We are unable to process your request for Child Abuse/Neglect Index screening because the necessary information was not provided as indicated below.

_____ Signature is over 60 days old – authorization expired. Please have applicant complete a new form.

_____ Old Form

_____ *Form not signed and/or dated **OR** signature and/or date is electronically entered

_____ *Part I of the form is incomplete

_____ *Part II authorization not initialed by applicant

_____ *Reason for request is not checked

_____ *Date of Birth blank or incomplete

_____ *Birth Name, Alias, Other Married Names box is blank and “check this box if you have no additional names” has not been checked

_____ *Full middle name not provided (If it’s an initial only, the applicant must indicate on form)

_____ *Full Middle Name is blank and/or “None” box has not been checked

_____ *Current physical address not provided

_____ Illegible, please clarify spellings (write it on the authorization form)

_____ *Other: _____

***Requires form to be re-signed and re-dated by the applicant. Re-submitted forms that have not been re-signed and re-dated by the applicant will not be accepted.**

Respectfully,

Tara Reed, CBCU Supervisor

dhscfscbc@nd.gov

Successfully Submitting a Background Check- Helpful Hints

The background check process can be lengthy. It can take four to eight weeks to complete depending on factors such as the employee's background, previous state of residence and the completeness of the application submitted by you and your potential employee. That said, there are things you and your potential employee can do to ensure the background check process is completed as quickly as possible.

While you are completing the employee application with your potential employee, keep the following questions in mind:

- **Have I submitted my completed employer/participant paperwork to Veridian?**
Veridian is not able to begin processing the employee application until complete employer/participant paperwork has been submitted.
- **Is the packet I am completing the most current version of the application?**
Forms within the employee application are updated often, so it is important to always be working off the most current version of the application to avoid submitting expired forms.
- **Have I submitted all the required forms within the employee application?**
Veridian provides a checklist of the required forms on the Welcome Letter in the employee application.
- **Have I reviewed the application to ensure the highlighted fields are completed on all the forms?** Veridian has highlighted the fields that are necessary for you and your employee to complete on each required form.
- **Have I reviewed the frequently missed items lists for both the Criminal and Child Abuse Checks provided in this overview?**
These lists will help prevent your form from being rejected by the registry.
- **If my employee has multiple/previous last names, are all the names listed in the fields where the information is requested?**
If an employee has previous/multiple names, all of them will be searched in the background check process.
- **Have I worked with my program manager to ensure the proper background check authorization has been submitted to Veridian?** This is the approval from the program to pay for the background check. Veridian cannot run a background check until the authorization is received.
- **Have I checked my email and been in communication with my program manager?**
If there are any issues with the application, Veridian will send you a secure email that explains the issues and how to resolve them.

North Dakota Employee Enrollment Process

Employee Packet

The employee packet can be printed from the Veridian website or by contacting Veridian for a copy.



Enrollment Review

Veridian will check the employee packet for completion and follow up on incomplete forms.



Employee Corrections

If applicable, the employee packet needs to be corrected and returned to Veridian.



Authorization

Veridian will confirm that the authorization was submitted by the program manager and that it includes funds for background checks.



Out of State Background Checks

(Allow 4-8 weeks to have returned)

If the employee has not lived in North Dakota for the past five years, Veridian will send the employee the additional required forms for completion (varies based on the prior state of residence).



In-State Background Checks

(Allow 4-6 weeks to have returned)

These are included in the employee packet and will be submitted once the packet is received.



Completed Enrollment

Veridian will notify the participant/employer when an employee is successfully enrolled and can begin working.