



THE CENTER FOR DISCOVERY

Criminal Background Check (CBC) Audit Form

Name of Person Performing Audit: _____

Date: _____

	Yes	No	Comments
1 Is there a list of all employees and volunteers who were hired or assumed duties on or after April 1, 2005 that includes their job title or duties and whether they were subject of a CBC?			
2. Is there a list of employees and volunteers who had a position or volunteer opportunity which did not involve regular and substantial unsupervised or unrestricted physical contact with consumers prior to April 1, 2005 and subsequently after April 1, 2005 assumed a position or volunteer opportunity either a new position or an additional responsibility position which does involve such contact?			
3 Is there a list of all entities, individuals, corporations, etc. that the Center for Discovery contracts with to provide staff or services to consumers; for example consultant services; temp workers; contract transportation; and to identify for each of the entities and/or contractors: all services that are provided and those deemed by the agency to meet their criteria which would require them to be subject to a CBC?			
4 Can it be verified that all the employees and volunteers the Center for Discovery determined to require a CBC, were actually checked? The only difference should be: a timing difference; if there are any, verified that the appropriate OMRDD. forms were completed by the agency; or if the employee filled out an application prior to April 1, 2005; then the employee is exempt.			
5 Can it be verified from the information obtained in steps numbered 1.and 2. that employees identified were not subject to a CBC?			
6 Does the Center for Discovery appropriately deal with employees and volunteers for whom OMRDD either issued a denial or for pending charges, or is holding the application in abeyance?			
7 Can it be verified that the Center for Discovery appropriately dealt with active			

employees and volunteers who have a criminal charge or conviction subsequent to the initial CBC?			
8 Can it be verified that the Center for Discovery meets its CBC responsibilities regarding all entities; for example individuals, corporations, the agency contracts with?			
9 Can it be verified that the Center for Discovery meets its CBC responsibilities for the contractors and employees deemed by the agency to not meet the CBC criteria?			