# IOWA DEPARTMENT OF HUMAN SERVICES

Record Check Evaluation Unit 7/10/12

### **Evaluation Requirements**

135C.33- Employees in licensed health care facilities

237.8- Residential personnel

152.5 - RN and LPN students

218.13- Institutions

217.44 – DHS employees/volunteer

135H.7- PMIC

125.14A- Substance Abuse-juveniles

IAC 441-107.5 (6) – Certified adoption worker

IAC 441-108 – Licensing and Regulation of Child-Placing Agencies

IAC 441-114-Licensing and Regulation of all Group Living Foster Facilities

#### Considerations

The nature and seriousness of the crime or founded child or dependent adult abuse in relation to the position sought or held

The time elapsed since the commission of the crime or founded child or dependent abuse

The circumstances under which the crime or founded abuse was committed

The degree of rehabilitation

The likelihood that the person will commit a crime or founded child or dependent adult abuse again

The number or instances of founded child or dependent adult abuse committed by the person involved

### Iowa Administrative Code 441-119.(1) (135C) 119.3(1) Required Documentation



Form 470-2310 completed by employer and prospective employee; employee must sign



Employer shall submit Form 470-2310 to DHS to request an evaluation



Position sought or held must be clearly written on first page of form

## And accompanying documents



DCI check generated within 30 days of the time that the request for evaluation is submitted to DHS



Copy of Iowa Criminal History (rap sheet)



Documentation of applicant's status on dependent adult abuse registry generated within 30 days of the time the request for evaluation submitted to DHS

#### Additional Documentation?

Criminal Justice proceedings

Rehabilitation

References

Substance abuse education or treatment

Criminal history records, child abuse/dependent adult abuse information from other states

Prior residences

#### **Statistics**



Completion is approximately 7600 per year



Average turnaround time is 8 days from receipt of complete packet



Return approximately 40% for incomplete information

## Contacts

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#### 441—119.3(135C) Request for evaluation.

- 119.3(1) Required documentation. The employer and the prospective employee shall complete and the employer shall submit Form 470-2310, Record Check Evaluation, to the department to request an evaluation. The employer shall submit the form and required documentation to the Department of Human Services, Central Abuse Registry, 1305 East Walnut, Des Moines, Iowa 50319-0114. The department shall not process evaluations that are not signed by the prospective employee. The position sought or held must be clearly written on the first page of Form 470-2310, Record Check Evaluation. Form 470-2310 shall be accompanied by the following documents:
- a. A copy of the documentation of the applicant's status on the DCI criminal history database generated within 30 days of the time that the request for evaluation is submitted to the department.
- b. A copy of the Iowa Criminal History, if there is a history, as provided to the employer by the division of criminal investigations.
- c. A copy of the documentation of the applicant's status on the dependent adult abuse registry generated within 30 days of the time that the request for evaluation is submitted to the department.

#### 119.3(2) Additional documentation.

- a. The employer may provide or the department may request from the prospective employee or employer information to assist in performance of the evaluation that includes, but is not limited to, the following:
- (1) Documentation of criminal justice proceedings.
- (2) Documentation of rehabilitation.
- (3) Written employment references or applications.
- (4) Documentation of substance abuse education or treatment.
- (5) Criminal history records, child abuse information, and dependent adult abuse information from other states.
- (6) Documentation of the applicant's prior residences.
- b. Any person or agency that might have pertinent information regarding the criminal or abuse
- history and rehabilitation of a prospective employee may be contacted.
- c. The department may check the child abuse registry during a record check evaluation. If there is a record of child abuse, the department shall consider the information in the child abuse record in reaching a decision regarding employability.