

ADCS REGISTRY - FREQUENTLY ASKED QUESTIONS

- 1. We already run our employees through a background check. Is this background check the same as the criminal background check?**
No. This background check addresses findings related to a registry database for the Arizona Department of Child Safety (ADCS) for complaints. The criminal and ADCS databases belong to different governmental agencies and are not integrated with one another.
- 2. Is this a one-time background check?**
It is recommended that all employees are referred for a background check at least once in a 3 year period, since you will not be notified automatically if an employee acquires substantiated finding as a result of a ADCS complaint investigation. Also, if you receive information that suggests that there might be a question that needs to be addressed with an employee's status you may request a background check.
- 3. Do I need to have new employees fill out the Central Registry Affidavit and request background checks on them?**
Yes. The *ADCS Central Registry Affidavit Direct Service Position form* should be completed immediately upon hiring, prior to the employee working with children. The request for a background check should be sent in for processing within the first seven working days.
- 4. What forms do I have to return to the Department? Do I send in the ADCS Affidavit as well as the Request of ADCS Central Registry for Background Check form?**
The Request for ADCS Central Registry Background Check must be sent to the Department. The affidavit form must be kept by the facility.
- 5. What does "alias" mean?**
(noun) 1. A false name used to conceal one's identity; an assumed name: The police files indicate that "Smith" is an alias for Simpson.
(adverb) 2. At another time; in another place; in other circumstances; otherwise. "Simpson alias Smith" means that Simpson in other circumstances has called himself Smith.
- 6. Can an employee appeal the disqualifying act?**
Yes. Contact information to the appropriate Board is provided to the employee and they have the opportunity to follow the established process to obtain a good cause exemption.
- 7. If I am a DES contracted provider do I need to fill out the BCCL forms also?**
No. You do need to ensure that you have followed DES protocols to obtain background checks for all of your employees.
- 8. Which employees do I need a background check for? (Secretaries, school principals, parents who volunteer, people who prepare meals, college students who participate in the program due to earning college credit, etc.)**
These background checks are specifically required for any staff member working directly with enrolled children in any capacity.