

**Effective: March 19, 2012**

**MEMORANDUM**

**TO:** Administrators of Nursing Homes, Home Health Agencies, Community Residential Care Facilities, Day Care Facilities for Adults, Residential Treatment Facilities for Children & Adolescents, Hospice Programs, and In-home Care Providers

Administrators of Residential Programs Operated or Contracted for Operation by the Department of Mental Health or the Department of Disabilities & Special Needs

**FROM:** Dennis L. Gibbs, Chief  
Bureau of Health Facilities Regulation

**SUBJECT:** Procedures for Conducting Criminal Records Checks for Direct Caregivers

Attached to this memorandum are the procedures that outline the steps for conducting state and federal background checks for direct caregivers employed or being considered for employment at your facility.

These procedures are intended as a guide only. They do not supercede applicable state regulations/laws or federal regulations/laws relevant to employee eligibility. The procedures do not address or exempt facilities from federal regulations applicable to facilities that participate in the Medicare/Medicaid reimbursement program through the Centers for Medicare and Medicaid Services (CMS).

The procedures attached to this memorandum will explain in detail the individuals who are required to have a background check and the procedure for having a background check conducted. Following the procedures and requirements described in the enclosures will facilitate the background check process required by Section 44-7-2910 of the South Carolina Code of Laws.

Should you have any questions, please contact the Bureau of Health Facilities Regulation in writing at the above address that appears beneath our logo, by phone at (803) 545-4370, or by e-mail at [FORDSR@dhec.sc.gov](mailto:FORDSR@dhec.sc.gov).

DG:JR:jr

Enclosures:

1. Procedures for Conducting Criminal Records Checks for Direct Caregivers
2. Application for Electronic Fingerprint Scan DHEC Form 0285

(Both 1 and 2 above are located on the Web at <http://www.scdhec.gov/health/licen/crc.htm>)