

BACKGROUND CHECKS

Requirements for background checks vary by purpose, facility type, and funding source. The summary below is not comprehensive but is intended to provide highlights of what facilities will need to know as DBHDD commences its licensing work. The below is applicable to *new applications* for licensure and for *job applicants* at licensed facilities.

Background checks for **license applications**, regardless of funding source:

- For NTP license: owners/applicants and administrators must follow DBHDD background check procedures. Please see specific background check application instructions in the “**NTP Applicant Instruction Form**” and the “**Applicant User Guide**” available on the Background Policy & GAPS information site: [Background Policy & GAPS Information | Georgia Department of Behavioral Health and Developmental Disabilities](#).
- For ARMHP license: owners, governing body members, employees, and job applicants must follow DBHDD background check procedures. Please see specific background check application instructions in the “**ARMHP Applicant Instruction Form**” and the “**Applicant User Guide**” available on the Background Policy & GAPS information site: [Background Policy & GAPS Information | Georgia Department of Behavioral Health and Developmental Disabilities](#).
- For DATEP license: applicants should be prepared to demonstrate compliance with the requirement that a background check must be completed for employees prior to employment; see [Ga. Comp. R. & Regs. R. 111-8-19-.10\(7\)](#).
- For CLA license: each owner of the license applicant must submit evidence, satisfactory to DBHDD, that within the immediately preceding 12 months the owner has received a satisfactory nation-wide fingerprint-based criminal history background check determination or meets the exclusionary criteria; see [Ga. Comp. R. & Regs., R. 290-9-37-.07\(9\)](#).

Background checks for **job applicants** (for facilities that have been issued licenses):

- Any DBHDD-contracted facility must comply with DBHDD Policy 04-104 “[Background Checks for DBHDD Network Provider Applicants, 04-104](#),” which requires background checks for many employees. For additional information about the background check process see the **CheckPT Training Webinar** and **CheckPT User Guides** on the Background Policy & GAPS information site: [Background Policy & GAPS Information | Georgia Department of Behavioral Health and Developmental Disabilities](#).
- For facilities that are not contracted with DBHDD—due to differences in the statutory and regulatory authority for background checks, requirements vary according to facility type.
 - NTP— The facility must complete a background check through DBHDD for any person employed as an administrator; see [Ga. Comp. R. & Regs. R. 111-8-53-.10\(a\)](#). For additional information about background check process see the **CheckPT Training Webinar** and **CheckPT User Guides** on the Background Policy & GAPS information site: [Background Policy & GAPS Information | Georgia Department of Behavioral Health and Developmental Disabilities](#).

- ARMHP— The facility must complete a background check through DBHDD for any person employed as an administrator, on-site manager, and direct care staff member; see [Ga. Comp. R. & Regs. R. 111-8-2-.11](#). For additional information about background check process see the **CheckPT Training Webinar** and **CheckPT User Guides** on the Background Policy & GAPS information site: [Background Policy & GAPS Information | Georgia Department of Behavioral Health and Developmental Disabilities](#).
- DATEP— The facility must complete a background check for employees prior to employment; see [Ga. Comp. R. & Regs. R. 111-8-19-.10\(7\)](#). These background checks will not be done through DBHDD at this time; they must be obtained elsewhere, and the facility must maintain the records of the background check as required by the regulations.
- CLA—All CLAs are contracted with DBHDD; see above information for DBHDD-contracted facilities.

QUESTIONS

If you have additional questions, please submit all inquiries to DBHDD's [Provider Issue Management System](#) (PIMS) to ensure proper routing and timely response.