

## 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, 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: owners, employees, and job applicants must follow DBHDD background check procedures. Please see specific background check application instructions in the “**DATEP 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 CLA license: owners, employees, and job applicants must follow DBHDD background check procedures. Please see specific background check application instructions in the “**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](#).

### Background checks for **new owners and 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 prior to being 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 new owner and any person applying to be employed as a direct access staff member; see O.C.G.A. §§ 37-1-140, 37-1-143, and 37-1-147, and [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 through DBHDD for any new owner and any person applying to be employed as a direct access staff member; see O.C.G.A. §§ 37-1-140, 37-1-143, and 37-1-147. 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](#).
- CLA— The facility must complete a background check through DBHDD for any new owner and any person applying to be employed as a direct access staff member; see O.C.G.A. §§ 37-1-140, 37-1-143, and 37-1-147. 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](#).

## **Definitions**

For ARMHP, DATEP, and CLA, the following definitions apply for both license applications and for background checks for licensed facilities:

- **“Direct access staff”** means staff having, or expecting to have, duties that involve routine personal contact with a patient, resident, or client, including, but not limited to, face-to-face contact, hands-on physical assistance, verbal cuing, reminding, standing by or monitoring or activities that require the person to be routinely alone with the patient's, resident's, or client's property or access to such property or financial information, including, but not limited to, the patient's, resident's, or client's checkbook, debit and credit cards, resident trust funds, banking records, stock accounts, or brokerage accounts.
- **“Owner”** means a person with an ownership interest in a facility or license candidate or with an ownership interest in a corporation, partnership, legal entity, or association which has any ownership interest in a facility or license candidate, including an indirect ownership interest.
  - **“Ownership interest”** means the possession of equity in the capital, stock, or profits of either a:
    - Facility or license candidate; or
    - Corporation, partnership, legal entity, or association that holds a

license for a facility.

- **“Indirect ownership interest”** means an ownership interest in a corporation, partnership, legal entity, or association which owns an ownership interest in another corporation, partnership, legal entity, or association. This term includes an ownership interest in any corporation, partnership, legal entity, or association that has an indirect ownership interest in a facility or in a license candidate.

## **QUESTIONS**

If you have additional questions, please submit all inquiries to DBHDD’s

[support@dbhddpims.zendesk.com](mailto:support@dbhddpims.zendesk.com) (PIMS+) to ensure proper routing and timely response.