

Background Checks:

An important step when hiring service providers

Why do it?

Before purchasing a car it's routine to do some research to determine the safety and performance of the vehicle. Performing a background check on a service provider is the same thing. Whether that person is a sitter, therapist or home health aide, you are ensuring that the person working with your child is qualified and has a good safety record.

Hiring from an agency

If your provider comes from an agency, therapy center or other type of organization it is within your right to ask:

- What type of background checks do you do before hiring your employees?
- How long has the person been employed by your company?
- What credentials/expertise does the person have in treating or working with my son or

daughter's special needs?

- Ask for references of current or past clients that the person has directly worked with to learn about their work performance from other families.

Hiring a self-employed provider

If your provider is self-employed, it is within your right to ask:

- Person's resume and/or have them fill out your own personal job application
- Personal information including current and maiden names, current and past residences, driver's license and social security number.
- Educational history including any special training or internships.
- Employment history
- How long they have been self-employed in their current profession?



With compliments from www.oneplaceforspecialneeds.com

One Place for Special Needs is a social networking community, resource center and service provider directory for special needs families.

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- Their experience working with children who have your son or daughter's particular special needs.
- Are they up to date on certifications (Many professions require the person to be licensed in their state in order to practice their chosen field)?
- Have they ever committed the crimes of theft, fraud, embezzlement, larceny or other related crimes?
- Have they ever committed sexual contact offenses, specified offenses against minors or other sex related crimes?
- Ask for at least three references to learn about their work performance from other families.

general information to confirm the information given is accurate, driving records, statewide or nationwide criminal search and sex offender search. Some links that may help include:

<http://www.inet-investigation.com/free-background-check/index.htm>

Free background check tutorial from iNet-Investigation.com

http://business.uschamber.com/P05/P05_1500.asp

How do you do a background check from the U.S. Chamber of Commerce

<http://www.incbiznet.com/blog-posts/trend-toward-free-background-checks-federal-state-local-governments-open-access-records>

Article: Trend toward free background checks—federal, state and local governments open access to records from IncBizNet.com

Professional background check services

Background checks can be done by the parent or by a professional service. One Place for Special Needs highly recommends that parents hire a professional service to do background checks on potential providers. These reports will be more detailed and accurate than doing it on your own.

You must tell your job candidate that a background check will be performed and have them fill out an information release form.

Links to background check services

<http://www.napbs.com>

National Association of Professional Background Screeners – a non-profit trade association with a member lookup of background checkers in your area.

<http://background-check-services-review.toptenreviews.com/>

Top Ten Reviews ranking and review of the top 10 background check services.

Doing the background check yourself

Different types of background searches may include

Criminal/sexual abuse

Individuals with cognitive and/or communication deficits are at an increased risk for abuse. Here are some links on this subject.

<http://www.fbi.gov/hq/cid/cac/registry.htm>

National/State sex offender registry from the Federal Bureau of Investigation

http://www.dfps.state.tx.us/Child_Care/Other_Child_care_Information/abuse_registry.asp

Obtaining a child abuse and neglect central registry check in each state from the Texas Department of Family and Protective Services

<http://www.spiesonline.net/criminal-records.shtml>

How to find criminal records from Spies Online

<http://www.liberatedfromabuse.com/childabuse.html>

Liberated from Abuse includes characteristics of a sex offender, abuse prevention plan form letter and all state child abuse hotline numbers.

<http://www.trynova.org/victiminfo/ovc-disabilities/>

Working with victims of crime with disabilities from the National Organization for Victim Assistance.



One Place for Special Needs has parent rated resources and providers so families can make informed choices in the care of their child. www.oneplaceforspecialneeds.com