

National Service Criminal History Check Procedures Assessment

This form must be saved as grant record.

N/A	Yes	No	Assessment Questions - Procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Does your NSCHC procedure include verification of the identity of the candidate for a covered position through government-issued photo identification? (maintain documentation)</p> <p><i>This doesn't necessarily have to be a copy of the ID, but can be a notation of the ID #, type of ID and sign off by the individual who examined the ID.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Does your NSCHC procedure include getting written consent from candidates to perform checks? (maintain documentation)</p> <p><i>This can be incorporated in the application for work/service, or it can part of the service/work contract/agreement. You can also have a separate form that asks for this authorization.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Does your NSCHC procedure include clarifying for a covered position candidate the understanding that his or her position is contingent on eligibility determined by the results of the NSCHC? (maintain documentation)</p> <p><i>This can be incorporated in the application for work/service, or it can part of the service/work contract/agreement. You can also have a separate form that affirms understanding.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Does your NSCHC procedure specify the check components you need for the covered position according to episodic or recurring access to vulnerable populations?</p> <p><i>You may indicate the type of covered position in the position description. For example, staff with no access or episodic access to vulnerable populations would only conduct the NSOPW and either state checks or the FBI check. Not all three.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Does your NSCHC procedure specify the data sources designated or approved by CNCS?</p> <p><i>You must go through CNCS designated state sources in order to obtain the state and FBI check. The NSOPW must be obtained from NSOPW.gov. To use any other data source would be noncompliant. When going through a vendor; make sure you are getting results from CNCS-approved sources, see Vendor assessment section below.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Does your NSCHC procedure include requirements to conduct a nationwide NSOPW search before candidate begins work or service including orientation and training hours (maintain documentation)?</p> <p><i>You must retain results by either taking a screenshot or printing the screen, including a</i></p>

			<i>'no hits found' result.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Does your NSCHC procedure include requirements to conduct a subsequent NSOPW check if state(s) are not reporting when you run the initial check?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Does your NSCHC procedure include a process for resolving any hits on a candidate's name? (maintain documentation) <i>You must save the hits result on a name, along with documentation that each hit was resolved before clearing the individual to begin work or service.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Does your NSCHC procedure include requirements to initiate the State check (state of residence and state of service), depending on access to vulnerable populations (maintain documentation)? <i>You must document initiation which is one tangible, documentable step after getting permission to conduct the checks.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Does your NSCHC procedure include requirements to initiate the FBI check, depending on access to vulnerable populations (maintain documentation)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Does your NSCHC procedure include requirements to provide accompaniment while checks are pending when service or work involves recurring access to a vulnerable population?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Does your NSCHC procedure include steps to cease accompaniment once a candidate has cleared the State(s) or FBI check component?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Does your NSCHC procedure include steps to document accompaniment? <i>This can be done on a timesheet that identifies who did the accompaniment, on whom, on what days and for what period of time with regular sign off from the individual performing the accompaniment attesting to their physical presence.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Does your NSCHC procedure document receipt date when check results arrive (maintain documentation)? <i>You can document this with a sign off from the individual who reviewed the results.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Does your NSCHC procedure include a step to consider check results in selecting the individual (maintain documentation)? <i>You can document this with a sign off from the individual who reviewed and considered the results of each component and made the final selection.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Does your NSCHC procedure provide opportunity for candidates to review their own results and to correct as needed?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>17. Does your NSCHC procedure include an ASP approval, if so, is your program adhering to the requirements of the approval?</p> <p><i>Often ASPs have conditions within the decision letter that must be met, including following the process you described in your request. If the circumstances described in your ASP request have changed, or CNCS policies on NSCHC have changed since your ASP was approved, you may have to submit an updated request.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>18. Does your NSCHC procedure include an Exemption approval, if so, is your program adhering to the requirements of the approval?</p> <p><i>Exemptions expire after a year. If you need to reapply for an Exemption, be sure to do so ahead of the expiration.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>19. Does your NSCHC procedure include steps to maintain results of the NSOPW, the FBI and State(s) check, while providing confidentiality.</p> <p><i>Results can be maintained electronically or as a paper printout.</i></p>

If you answered No to any of the above, you must correct your policies and procedures to include the missing element.

Vendor Assessment

Conduct this assessment if your program uses a vendor to conduct NSCHC. If so, for what component(s):

- | | |
|--------------------------------|---|
| <input type="checkbox"/> NSOPW | <input type="checkbox"/> State of Service |
| <input type="checkbox"/> FBI | <input type="checkbox"/> State of Residence |

Please identify the data source used by the vendor for each check component (as applicable):

NSOPW [Click here to enter text.](#)

FBI [Click here to enter text.](#)

State of Service [Click here to enter text.](#)

State of Residence [Click here to enter text.](#)

Who maintains the result or summary of the check result from the vendor (for the time period required by the grant)?

- Program
- Vendor