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To:	Certified Mental Health and AODA Programs	CMHA - 01
	Community Based Residential Facilities	CBRF - 04
	Facilities for the Developmentally Disabled	FDD - 04
	Home Health Agencies	HHA - 03
	Hospices	HSPC - 05
	Hospitals	HOSP - 05
	Licensed Adult Family Homes	AFH - 04
	Nurse Aide Training Programs	NATP - 01
	Nursing Homes	NH - 05
	Residential Care Apartment Complexes	RCAC - 04
	Rural Health Clinics	RHC - 02

From: Shari Busse, Director
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cc: Otis Woods, Administrator
Division of Quality Assurance

Caregiver Background Check Update

The purpose of this memo is to share information regarding the upcoming caregiver background check fee increase and the revised Background Information Disclosure Form. If you have questions, please e-mail the Office of Caregiver Quality at DHSCaregiverIntake@dhs.wisconsin.gov, or call (608) 261-8319.

Caregiver Background Check Fee

Effective April 1, 2008, the Department will charge **\$3.00** for the Response to Caregiver Background Check letter that is included in a caregiver background check request. This is the first increase in the DHS fee since it was implemented in May 2000. The increase will be reflected on the Department's website at <http://dhs.wisconsin.gov/caregiver/EmplContrs.htm>, as well as the Department of Justice's (DOJ) website at <http://www.doj.state.wi.us/dles/cib/Caregiver.asp>. DOJ will return any criminal history requests received beginning April 1, 2008, that do not include payment at the increased rate. Account holders will automatically be billed at the increased rate. Please access either the DHS or DOJ website on or after April 1, 2008, to obtain updated copies of the Wisconsin Criminal History Request Form(s).

Background Information Disclosure Form Updates

The Background Information Disclosure Form, DHS-64, has been updated. Please access the Department's website at <http://dhs.wisconsin.gov/caregiver/BkgdFormsINDEX.HTM> to obtain a copy of the January 2008 version of the form.