

Understanding Your IRIS Background Check Results Letter

Participant-hired workers provide IRIS services and are paid by Medicaid. To be qualified to be paid by Medicaid, workers must pass an IRIS background check. The IRIS background check searches for information about a person’s past. It searches their criminal history and also searches for findings of misconduct that happened while they worked as a caregiver.

Table 1: Caregiver Misconduct Findings

If a caregiver abused or neglected someone they cared for or stole from them, they can be added to the Caregiver Misconduct Registry.

If someone has a caregiver misconduct finding:	This means:
✗ They did not pass the IRIS background check.	✗ You cannot hire the applicant to provide IRIS services that are paid by Medicaid.
✗ They cannot be paid by Medicaid.	
✗ You cannot ask for an appeal through the Department of Health Services.	▶ If they are already working for you, let them know as soon as possible that Medicaid will no longer pay them for their IRIS services.

Rehabilitation Review

However, someone with caregiver misconduct findings can apply for a rehabilitation review process. If approved, the applicant or worker may be qualified to be paid by Medicaid.

If your applicant or worker already completed a rehabilitation review for caregiver misconduct findings, they can submit the written decision of approval from the review panel to your fiscal employer agent (FEA). The FEA will review the information and determine if the applicant or worker is qualified to be paid by Medicaid.

.....

Table 2: Serious Crimes

If someone was found guilty of a serious crime:

✗ They did not pass the IRIS background check.	▶ If they are already working for you, let them know as soon as possible that Medicaid will no longer pay them for their IRIS services.
✗ They cannot be paid by Medicaid.	
This means:	
✗ You cannot hire the applicant to provide IRIS services that are paid by Medicaid.	▶ You may be able to ask for an appeal through the Department of Health Services depending on the other IRIS background check findings. Your letter will tell you if you can appeal.

Table 3: Mandatory Disclosure Crimes

We must share these types of crimes with you so you can make your own decision about hiring an applicant or keeping a current worker.

If someone was found guilty of a mandatory disclosure crime:

- ✓ It doesn't impact whether they pass or fail the IRIS background check.
- ✓ It doesn't stop them from being paid by Medicaid.

After you review these mandatory disclosure convictions, if you decide to:

- ▶ Not hire an applicant, you must contact your FEA as soon as possible.
- ▶ Stop receiving IRIS services that are paid by Medicaid from someone who is already working for you, you must contact your FEA as soon as possible.

.....

Your Responsibilities as an Employer

It is important to talk to the people who work for you about convictions and caregiver misconduct findings.

- The IRIS Background Check Policy lists and explains the types of convictions and caregiver misconduct findings that can prevent someone from being paid by Medicaid.
- The policy is available online at dhs.wi.gov/publications/p00708e.pdf.
- People who work for you must tell you if they are convicted of any crimes or issued any caregiver misconduct findings that are listed in the policy. If your worker reports this information to you, you must notify your FEA as soon as possible.

Questions

If you have any questions or want a copy of the background check report, contact your fiscal employer agent.