

Background Checks

Jenny Kraftcheck, Guardianship & Resident Rights Consultant
May 9, 2025



WISCONSIN DEPARTMENT
of HEALTH SERVICES

Background Check Objectives

- Identify types
- Differentiate who needs which type
- Define required elements
- Evaluate supplemental information needs
- Assemble tools for success

Who?

Corporate Guardianship staff:

- **Owner/Designated Principal Officer**

Wis. Admin. Code § DHS 85.06

- **Program Manager**

Wis. Admin. Code § DHS 85.09 → DHS 85.06

- **Employees, Contractors, Volunteers**

Wis. Admin. Code § DHS 85.09(3)

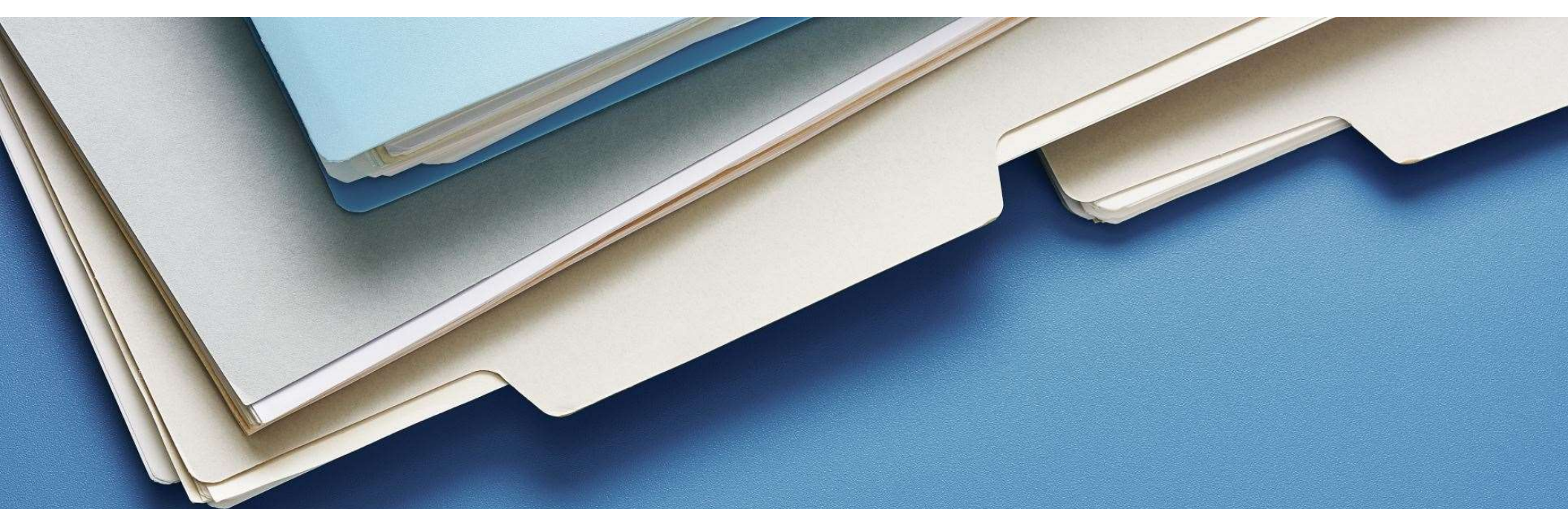
What?

- **Entity Operator and Non-Client Resident Background Check**
 - Guardianship requests and pays for DHS to process
 - Owner/Designated Principal Officer
 - Program Manager
- **Caregiver Background Check (CBC)**
 - Guardianship requests, pays for, and processes
 - Employees, Contractors, & Volunteers



When?

- Entity Operators
 - At least 10 days **prior to application**
 - **Change** in circumstances
 - **Every four years**
- CBC
 - At the **time of hire**
 - **Change** in circumstances
 - **Every four years**



Where?

Per Wis. Admin. Code DHS § 85.09(4)(d)

Guardianships must maintain current background checks **separately in individual employee, contractor, or volunteer files**

Why?

Wis. Admin. Code § DHS 85.09(3) directs corporate guardianships to follow background check procedures at:

- Wis. Stat. § 50.065
- Wis. Admin. Code ch. DHS 12

Per Wis. Admin. Code § DHS 12.01:

To protect clients served by department regulated programs from harm

Entity Operator - How?

- DHS oversight
- Guardianship requests & pays for DHS to process
- Whenever possible, entities must submit their entity operator background checks through DQA's online application



CBC - How?



- Guardianship oversight*
- Guardianship requests, pays, and processes
- DOJ Wisconsin Online Record Check System (WORCS)
- Select “caregiver” type

*DQA review upon request

CBC Elements

1. Background Information Disclosure (BID)
2. Department of Justice (DOJ) criminal record search
3. Government Findings Report (GFR)

*Supplemental materials, as needed

CBC Processing

Guardianship must:

1. Examine results
2. Make employment decision

Tools:

- Wisconsin Background Check and Misconduct Investigation Program Manual (P-00038)
- Wisconsin Background Check and Misconduct Investigation Program: Offenses Affecting Eligibility (P-00274)

BID Specifics

- Employee must complete every four years

OR

- Guardianship can create a written self-disclosure policy

AND

- Guardianship reminds employees annually of the self-disclosure policy

Possible supplemental documents

- ✓ Out of state records search
- ✓ Military discharge papers

DOJ Specifics

Offenses affecting eligibility (P-00247)

- Substantially related offenses
(Use Wis. Admin. Code § DHS 12.06 criteria)
- Five-year offenses (supplemental documents)
 - ✓ Obtain criminal complaint
 - ✓ Obtain judgement of conviction, if convicted
- Barring offenses

GFR Specifics

Tony Evers

Governor

Kirsten Johnson

Secretary DHS



State of Wisconsin

Department of Health Services

DIVISION OF ENTERPRISE SERVICES

1 WEST WILSON STREET

P.O. BOX 7850

MADISON WI 53707-7850

dhs.wisconsin.gov

Date: December 21, 2023

From: Department of Health Services

Department of Children and Families

Department of Safety and Professional Services

Re: **Caregiver Background Check - Governmental Findings Report**



On December 21, 2023, you requested a Caregiver Background Check from the Wisconsin Department of Justice for the above-named individual. This report contains information from various agencies related to governmental findings, rehabilitation reviews, and licensing. Criminal history information is provided in a separate letter. Please verify the above-listed name, date of birth, and social security number for the individual in question before contacting one of the listed agencies. For additional information about caregiver background check requirements see <https://www.dhs.wisconsin.gov/misconduct/backgroundchecks.htm>

Questions?



Resources

- DHS Background Check website

<https://www.dhs.wisconsin.gov/misconduct/backgroundchecks.htm>

- Background Check Program Manual

<https://www.dhs.wisconsin.gov/publications/p0/p00038.pdf>

- Caregiver Background Check Documentation Requirements

<https://www.dhs.wisconsin.gov/publications/p03513.pdf>

- Background Information Disclosure (BID) form

<https://www.dhs.wisconsin.gov/forms/f8/f82064.pdf>

- BID Instructions

<https://www.dhs.wisconsin.gov/forms/f8/f82064a.pdf>

- Offenses Affecting Eligibility

<https://www.dhs.wisconsin.gov/publications/p0/p00274.pdf>