## 101 CMR 15.00 Criminal Offender Record Information (CORI) Checks

### Process Flowchart - 101 CMR 15.00

#### **START HERE**

Hiring Authority (HA) completes/obtains all pre-hire verifications and CORI authorizations. The otherwise qualified applicant is given a conditional offer of employment subject to results of CORI check. See 101 CMR 15.06 and 803 CMR 2.02.



HA accesses the <u>iCORI</u> system (registration required) and runs a CORI check on applicant at the EOHHS <u>Required 2</u> CORI Access Level. See <u>803 CMR 2.05(3)</u>.



HA retrieves and reviews CORI results from iCORI system.

NO AVAILABLE CORI

**CORI FOUND** 

Applicant is "CORI-Cleared."
Proceed with Hire and Referral
for DDS Fingerprint Check

HA waits for DDS Review per 101 CMR 15.09(3)

#### Table A

HA must submit completed CHRF to: <u>DDSCORIReview@mass.gov</u> for Review by DDS Commissioner or Designee(s)



# Table B

HA must complete CHRF & retain to document assessment and consideration of applicant's criminal history. 101 CMR 15.09.



**STOP** 

**Hire May Not** 

Proceed!

Hiring Decision
NOT DISAPPROVED





#### **EOHHS CORI HIRING REVIEW FORM**

- <u>Table A</u>: For all Cases with Convictions/Pending <u>Table A</u>
  Offenses whenever they occurred, the HA must confer with
  the applicant to complete the <u>EOHHS CORI Hiring Review</u>
  <u>Form (CHRF)</u>. If the HA still wishes to hire the applicant, follow
  the top Yellow Arrow immediately to the left.
- <u>Table B</u>: For all Cases with Pending <u>Table B</u> charges, or Convictions of <u>Table B</u> Offenses within the 101 CMR 15.08 look-back periods (10 years for felonies/five years for misdemeanors), the HA must confer with the applicant to complete the <u>EOHHS CORI Hiring Review Form</u> (CHRF). Please note, the look-back period starts the date the sentence, probation, or court supervision terminated. If the HA still wishes to hire the applicant, follow the bottom Yellow Arrow immediately to the left.
- Outside Scope: If there are no <u>Table A</u> convictions, and all <u>Table B</u> convictions are outside the scope of the regulatory look-back periods, there are no offenses to consider. Follow Green Arrow at right.

Review CORI Results Consistent with <u>101</u> <u>CMR 15.00</u> and verify if any offenses are on <u>101 CMR 15.15 CORI Tables of Offenses</u>:

- CORI Contains Convictions or Pending <u>Table A</u> or <u>Table B</u> Offenses (or Open Warrants of any kind). If Yes, follow Yellow Arrow at left.
- CORI Contains No Convictions/Pending Offenses Listed on the 101 CMR 15.15 Tables of Offenses (no open/pending cases with warrants). If Yes, follow Green Arrow at right.

END HERE

#### **CORI PROCESS COMPLETE**

HA May Proceed with Hire and Referral for DDS Fingerprint-based Criminal Background Check

**Disclaimer**: the flowchart above is for informational purposes only and should not be construed as providing a full description of the applicable requirements pertaining to 101 CMR 15.00 Criminal Offender Record Information ("CORI") checks. The flowchart is intended to provide a summary overview of the basic procedures for completing 101 CMR 15.00 CORI checks. Organizations processing 101 CMR 15.00 CORI checks are directed to review 101 CMR 15.00, 803 CMR 2.00, and the Massachusetts General Laws sections referenced therein, for a full statement of the applicable authorities for processing CORI checks.