

Criteria for Hiring Authorities' "Discretionary Disqualification" CORI Reviews

For each candidate with a conviction or pending charge on Tables A, B, or C who a vendor agency or other hiring authority wishes to hire, the following information must be submitted to the Department of Mental Health:

1. A complete description of the criminal conviction(s) and related sentence(s), including a copy of the CORI report. DMH is authorized by the Criminal History Systems Board to receive such CORI reports.
2. A statement whether the conviction(s) or the pending charge(s) are on Table A, B, or C.
3. A copy of the hiring authority's written determination documenting why the candidate is appropriate for the position and does not pose a danger to the program's clients. The determination should reflect consideration of the following factors:
 - Time since the conviction;
 - Age of candidate at the time of the offense;
 - Seriousness and specific circumstances of the offense;
 - Relationship of the criminal act to the nature of the work to be performed;
 - The number of offenses;
 - Any relevant evidence of rehabilitation or lack thereof; and,
 - Any other relevant information.
4. If the conviction is listed on the Lifetime Presumptive Disqualification table (Table A), a copy of documentation from a Criminal Justice Official or Qualified Mental Health Professional.
5. A description of the position for which the agency wishes to employ the candidate, including:
 - The supervision that will be provided to the individual holding this position;
 - The type and amount of unsupervised contact with agency clients expected for the individual holding this position.
6. A description of why this candidate is a good candidate for the position for which s/he is being considered
7. A copy of the candidate's resume and employment application, if available.
8. If the position requires professional licensure, a statement that the hiring authority has verified the candidate's license status.
9. Documentation that the hiring authority has verified prior employment (in particular all social services jobs held during the prior five years) and checked work-related references.
10. A completed Form for Hiring Authorities' "Discretionary Disqualification" CORI Reviews, or a cover letter from the hiring authority summarizing the above-listed items and why the entity believes that the proposed candidate should be hired.

The information should be submitted to CORI Coordinator – Human Resources, Massachusetts Department of Mental Health, 25 Staniford Street, Boston, MA 02114.

Important Notes:

DMH's 5-day review period starts on the first full work day following DMH's receipt of the request to hire and expires at the close of business 5 working days later, excluding Saturdays, Sundays, and State holidays.

END

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