



DDS Criminal Background Check Unit (CBCU) March 2025 Advisory

COMPLIANCE WITH DDS BACKGROUND CHECK REQUIREMENTS UTILIZATION OF TEMPORARY RELIEF STAFF IN DDS-LICENSED / FUNDED PROGRAMS

Agencies licensed, funded, or approved by the Department of Developmental Services (DDS) are responsible for ensuring all staff working in their programs, including temporary / relief staff, are in compliance with all pre-employment screenings, including DDS Background Check requirements set forth at 101 CMR 15.00 (CORI Checks) and 115 CMR 12.00 (DDS Fingerprint Checks). DDS Providers are not permitted to delegate the obligation of ensuring only qualified staff work in their DDS-licensed / funded programs by contracting with relief staffing agencies.

The DDS Criminal Background Check Unit is aware that some DDS Providers obtain attestations from relief staffing agencies certifying they've completed all required pre-employment checks, including DPPC Abuser Registry Checks, Massachusetts CORI Checks, and DDS Fingerprint Checks. The DDS Criminal Background Check Unit is also aware of instances where attestations have been confirmed to be inaccurate upon audit, and it remains the responsibility of the DDS licensed / funded agency to ensure that only qualified staff work in their programs. For these reasons, the DDS Background Check Unit highly recommends DDS Providers obtain a copy of each temporary employees' DDS Suitability Letter from the relief staff agency as the best evidence for confirming the individual has been CORI-cleared and been determined Suitable following a DDS Background Check before authorizing such staff to work in their DDS licensed / funded programs.

Inquiries pertaining to this Advisory should be addressed to:

DDS Criminal Background Check Unit at DDS.NationalbackgroundUnit@mass.gov