



DDS National Background Check Unit

Required Pre-Hire Checks & Temporary Staff – October 14, 2022

The Department of Developmental Services (DDS) – National Background Check Unit (NBC Unit) is issuing this advisory to Vendor Agencies and Hiring Authorities to provide information on compliance with their statutorily-required DDS National Background Check obligations.

- **Temporary and Relief Staff:** In accordance with DDS National Background Check regulations, temporary-staff, relief-staff, contractors, consultants, sub-contractors, interns, trainees, and volunteers are included within the definition of “employee” set forth at *115 CMR 12.04*. Individuals working in such capacity are **required to undergo a DDS Fingerprint-based National Criminal Background Check to work in a DDS-licensed, funded, or approved program.** Before utilizing the services of temporary or relief staff, providers should obtain a copy of the individual’s DDS Suitability Letter from the temporary/relief staff agency to confirm the individual has been determined Suitable following a DDS National Background Check.
- **Compliance Tracking:** It is your responsibility as the Vendor Agency and Hiring Authority to ensure candidates seeking employment in your programs schedule and attend a fingerprint appointment. The DDS NBC Unit does not track candidates’ attendance at fingerprint appointments. Vendor Agencies and Hiring Authorities should obtain a copy of the fingerprint appointment receipt from employees to ensure they attend a fingerprint check and monitor the cases they create to confirm a Suitability determination is issued. Please note, DDS is aware of some fingerprint enrollment centers operated by Idemia ([IdentoGO](#)) experiencing staffing irregularities causing unexpected closure or shortened hours creating delays for candidates. The appropriate Commonwealth authorities are addressing these issues with Idemia. Cases for candidates who have not completed a fingerprint check within 60 days are subject to Administrative Withdrawal. Candidates whose cases are withdrawn or who otherwise do not receive a DDS Suitability Letter **must be removed from positions with the potential for unsupervised contact until their Background Check is completed and a DDS Suitability Letter is received.**
- **DPPC Abuser Registry:** Providers who are funded by, contract with, or licensed by DDS are also required to conduct a search of the Disabled Persons Protection Commission (DPPC) Abuser Registry prior to hiring, contracting with, or utilizing the services of a “care provider” to ensure such persons do not have a substantiated finding of registrable abuse. Providers may only offer employment, contract with, or agree to utilize services **after** the results of the Abuser Registry check have confirmed that the prospective care provider is not listed on the Abuser Registry. **This requirement applies to a provider’s utilization of temporary or relief staff.**

Providers should obtain a copy of the confirmation that the individual is not listed on the DPPC Abuser Registry from the temporary/relief staff agency before allowing such person(s) to work in their programs. Please click [here](#) if you have questions regarding the DPPC Abuser Registry and regulations.

For more information or questions about these or other changes to the Background Check System, please contact the [DDS National Background Check Unit](#).

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