Policy:

It is the policy of Mid-Missouri Supported Living, LLC to complete an FCSR screening prior to employment and as deemed appropriate thereafter.

Mid-Missouri Supported Living, LLC, initiates background screenings for employees, (full time, part time, contracted), volunteers, and household members, over the age of 18, to ensure they meet the requirements for employment prior to contact with individuals and no later than two working days of hire. Mid-Missouri Supported Living, LLC, will obtain a criminal record review through the Missouri State Highway Patrol, the DHSS Disqualification List, and the DMH Employee Disqualification Registry. This information will be maintained confidentially; Results will only be shared and reviewed with Human Resources and CEO/owner and will be kept in personnel records for the life of the record, which are safeguarded within the Human Resources department. Background check results will be reviewed and evaluated to see that they are not disqualifying pursuant to RSMo630.170 and 9CSR10-5.190. Mid-Missouri Supported Living, LLC, will maintain a list of employees/potential employees that have ever pled guilty to a qualifying crime, including SIS or SES of the sentence. Family Care and Safety Registry (FCSR) will be run on every employee and volunteer (paid or unpaid) every six months., however, Mid-Missouri Supported Living reserves the right to run/review FCSR more frequently as necessary to review and maintain compliance with these background standards. The purpose of the FCSR was established by law to promote family and community safety. Per Department of Mental Health guidelines outlined in 630.170 RSMo 9CSR-10-5.190, there are certain types of acts/criminal offenses that preclude employment in this field unless an exception is requested and granted by the Department of Mental Health. Mid-Missouri Supported Living, LLC follows these guidelines and employment with Mid-Missouri Supported Living, LLC is ALWAYS contingent upon:

A successful background screening upon hire through Missouri's Family Care Safety Registry (FCSR) and as deemed necessary by management.
-OR- Mid-Missouri Supported Living, LLC Administration decision to assist potential employee in asking for an exception to the ruling, and written approval by the DMH Exceptions Committee for said potential employee to be hired. No interaction with individuals supported will occur before written exception is received from the committee.

If a disqualifying crime is committed after employment, whether to request an exception or not will be decided on a case-by-case basis by Mid-Missouri Supported Living, LLC Administration with the best interest of individuals supported as priority and employment is either terminated or suspended without pay until a written decision is received from Exceptions Committee granting an exception.

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL