



## **To: Providers of HCBS Services**

### **RE: 2023 HCBS Provider Qualifications Audit Process**

The purpose of this bulletin is to provide clarification to the 2023 HCBS Provider Qualifications Audit process.

- All HCBS Providers are subject to the audit.
- All individuals who provide HCBS must have all required KDADS background checks completed with no adverse findings prior to providing services. This includes volunteers, non-Kansas residents and IDD residential providers (foster families).
- Nurse Aide Registry results are required for all HCBS employees including those non-certified or nurses.
- The HCBS Provider will have 30 business days to comply with the audit.
- The date of the background check result must be within two years of the start of the audit to be compliant. (Example: Audit start date 3/15/2023. The date of the background check results must be between 3/15/2021 to 3/15/2023).
- Averifi will reach out via email to obtain a current list of HCBS employees. This list must include active, inactive, temp or variable staff, paid or unpaid. Note that if a terminated employee is on the employee list, the provider is still required to provide background check documentation.
- At the completion of the audit, Averifi will send notification to the provider if the audit was compliant or failed. Any failed audit will automatically initiate a ReAudit.
  - The provider will be required to submit compliant documentation upon request
  - The timeframe will be the same as the original audit.
  - The KanCare MCOs may require additional follow-up.



For HCBS providers to demonstrate an understanding of the KDADS HCBS Background Check policy, it is suggested the requirements are incorporated into your business' policy and process documentation.

Key components to include are

- All required KDADS HCBS Background Checks will be processed on anyone employed or contracted to provide HCBS, paid or unpaid who received HCBS funding. The required background checks are listed below.
  - KDADS Criminal Record Check
  - Adult Abuse Registry Check
  - Child Abuse Registry Check
  - Nurse Aide Registry Check
  - Office of Inspector General List Check
  - Motor Vehicle Screen Check
  
- All background checks will be processed and receive clear results prior to the individual providing HCBS.
- Subsequent background checks will be processed and receive clear results before the individual's two-year anniversary hire date. Biennial background checks must be done throughout the individual's employment.
- Individuals with adverse findings cannot provide HCBS. The individual cannot be hired to provide HCBS or if currently providing HCBS must be removed from providing services.
- Any individual providing HCBS must disclose all arrests to the provider. The provider will track the outcome and if convicted, conduct another KDADS criminal background check to verify if the conviction prohibits the individual from providing HCBS.
- Background check results will be retained during and after employment for the timeframe specified by provider's HR department and readily available for audit.