

Date: Tue, Nov 28, 2017

Subject: Re: November Program Director Meeting Follow Up Items - Action Required:

Hi all,

I had a good question about background checks, so I thought I would respond to the whole group.

The question is whether narrating the release of the member's background is duplication of effort since there is a clearance date on the BCI background check.

The date the background check is reviewed by program staff would be the actual date the member is cleared to serve. This is important especially in accompaniment situations as the member needs to be accompanied until the program reviews the background check. This is because BCI provides a search result but they do not make a decision of eligibility, that is the program's responsibility. This is done by comparing any background hits to CNCS and program requirements.

An example would be if the check showed a sex offense causing the member to be ineligible and they were not found on the NSOPW, we would want to be able to show that accompaniment had not stopped before the program reviewed results.

Meaning you have reviewed the background check and notified the site supervisor that accompaniment can cease and the Accompaniment Form 2 has been batched.

That said, if you have the proper clearance language written on the background check, with the date cleared and it is properly imaged in IPT, that would be sufficient to show the clearance date. In that case I would still recommend a contact log entry but we would not cite an issue on the member file during a review.

Thanks,

Greg

On Tue, Nov 28, 2017 at 12:17 PM, Gregory Bates <gregbates@utah.gov> wrote:
Good afternoon,

I wanted to follow up on a few items that were brought up at the program directors meeting.

IPT Issues:

This included IPT Weekly Service Hour Records requiring zeroes to be entered in un-used fields and continued issues with expired passwords. I am working with the developer to see if these can be remedied. I will kkeep you posted as a group. **One question I have for the group is**

whether the Weekly Service Hour Record without Dates is ever used or if it is necessary to keep in IPT. Can you please email me if you utilize this form and explain why?

NSCHC Narration:

At the meeting we also discussed recording NSCHC initiation in the contact log in IPT. The step your program takes after gaining consent to "initiate" background checks has to be clearly identified in your internal policy. For each member you should note in the contact log when you initiate the check and also later note when you clear the check. **The contact log provides a time stamped way to record these steps. These steps are something that CNCS looks at when they review our member files so notating the contact log will help you properly record that the process was completed on time.**

Days of Service:

We reminded everyone at the meeting that all members are required to participate in a service project for MLK Day in January and for 9-11 Day of Service. We have seen some awesome cross program collaboration on these over the last year. To help support this and also to provide a forum for peer to peer questions we have sent out email invitations for a Utah AmeriCorps Program Staff Facebook page that Corynn created. Please join if you are able and share your thoughts and plans for service projects.

Recruitment:

We at the Commission have been working hard to promote AmeriCorps and each of your programs. I have sent separate emails out about these efforts. I am asking for your decisive action to utilize the resources we provide and to drive recruitment in your program. I will follow up this Friday on progress. If you haven't tried posting to new site(s) and have positions available please make this a priority. As I mentioned before, leaving slots on the table is not an option. This is another great discussion topic for the new Facebook page.

Lastly, thank you all for your feedback and ideas on a possible evaluation form. I appreciate the input and we will try to make the form usable and effective, hopefully as a time saving resource.

Thanks,

Greg Bates

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Date: Tue, Dec 5, 2017

Subject: Memorandum - Documenting Background Check Initiation and Clearance:

Hi all,

We have uploaded my previous emails dated 11/28/2017 to the program director resources page. These were regarding contact log narrations in I.P.T. regarding background check initiation and clearance .

As a reminder you must ensure that the initiation date of each background check is narrated in the contact log on IPT. "Initiation" of a background check is the step identified in your internal policy, beyond (after) gaining written consent, that you take to begin the background check process.

The date the member is cleared for service should also be clearly documented either in the contact log or on the imaged background check within the required language.

We must be able to show documentation of these dates to remain in compliance with CNCS regulations.

Please let me know if you have questions.

Best,

Greg Bates

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