

Required Background Check And Drug Screen Policy and Procedure

Dear Prospective Student:

Changes are taking place within healthcare facilities nationally. These changes affect all health occupations programs.

The Joint Commission of Accreditation of Healthcare Organizations (JCAHO), which accredits healthcare facilities across the country, requires background-screening effective September 2004, and has set requirements mandating that whatever their policy states regarding background checks be followed to the letter of the law. The full policy, Background Check/Drug Screen Process is attached.

A background investigation and drug screen must be completed prior to your rotation to any clinical experience. Each person is responsible for payment of the background investigation and drug screen. American DataBank must conduct the background investigation and Quest Diagnostics must conduct the drug screen through an agreement with the Health Professions Programs. The cost of the back ground check and drug screen is approximately \$65.00.

The following searches are required:

1. Criminal History Record Search (3 counties)
2. Social Security Number Trace (residential history, year and state SSN issued)
3. OIG/GSA-Medicare/Medicaid Excluded List
4. Nationwide Sex Offender Registry
5. 10-Panel Drug Screen

The Background Check and Urine Drug Screen are mandatory for the Occupational Therapy Assistant Program.

The applicant (Student or instructor) will:

1. Go on line at www.grossmontbackgroundcheck.com , read the descriptive information, privacy policy and download the **Disclosure and Release Form**. This form must be completed and **returned by fax or mail** to ADB prior to the company initiating their investigation.
2. Proceed by completing Step 1 (Applicant Information), Step 2 (Residence History) and Step 3, Payment.

3. After receiving payment, the applicant will receive a confirmation e-mail from ADB indicating that the investigation is in progress. A copy of this e-mail, indicating payment, must be given to Occupational Therapy Assistant Secretary.
4. Go to the Occupational Therapy Assistant Program Secretary, with copy of e-mail, to receive the **Chain of Custody Drug Screen Request**. And the location of the collection site to complete your drug screen. [The locations of the Quest Diagnostic sites are attached.]
5. Go to the location listed to provide your urine sample.
 - a. You are strongly recommended to complete the urine drug screen as soon as possible after you received notification that the background check has been completed. If the urine drug screen is not done in a timely manner, then the list sent to the Associate Dean of Health Professions will list the student as “incomplete”. In other words, the background company will not send a completed result until both the background check and urine drug screen are done.

American DataBank will:

1. Assist students/staff with questions they may have concerning inputting their order on the customized website.
2. Complete background checks generally within 48 hours.
3. Report drug screen results within 48 hours after the Quest Laboratory received them from the collection site.
4. Upon receipt of the spreadsheet roster from a school, enter results as incomplete, clear or flagged and electronically send this spreadsheet to the facilities where the school affiliates.
5. Periodically alert programs of students with missing and/or incomplete reports.

If you have questions about the general process, refer to the FAQ's on the website or below. For support in the use of the website, use the Contact Us link on the home page of www.grossmontbackgroundcheck.com or call 1-800-200-0853. For any other questions, contact the Coordinator of the Occupational Therapy Assistant Program.

Sincerely,

Christi Vicino, MA, COTA
Director
Occupational Therapy Assistant Program
Grossmont College

Frequently Asked Questions (FAQ's)

FAQ's

1. **Question:** Why are we suddenly doing all this checking of students?

Answer: In 2004, the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) mandated that clinical sites demonstrate that not only employees, but also affiliating students have clear background checks and drug screens. Thus, we are responding to that mandate so that each school's students have clinical placement opportunities to complete program requirements.

2. **Question:** What if the student has already had a background check from another vendor?

Answer: As health professions students use multiple clinical sites that have their individual requirements, a common procedure was adopted that would cover the use of any of these sites. Overall, this will simplify the process for students and make it more cost effective than meeting the clinical site's requirements individually. Many of the clinical sites do not currently require a urine drug screen, but others do. It was agreed that all would participate for the initial year trial, at which time we can re-look at the process. We agreed to use only one vendor for the backgrounds, again to simplify the process, and also so that we would be able to negotiate a better price for the students. Furthermore, clinical sites will not have to determine whether a particular background check is comprehensive enough or use someone else's judgment that a record is clear.

3. **Question:** Who will receive the results of my background investigation?

Answer: All results will go to ADB and then to the Associate Dean of Health Professions who will give the information to each program coordinator.

4. **Question:** Are the agencies or schools charged for any part of this process?

Answer: No, the cost of the background check is paid by the applicant.

Quest Diagnostics Collection Site Locations

Please contact one of the Quest Diagnostics locations below to set up an appointment for your drug screen.

Quest Diagnostics - Oceanside

3231 Waring Ct. Ste A
Oceanside, CA 92056
(760) 758-9113

Quest Diagnostics – Encinitas/North Coast

477 N. El Camino Real Ste B201
Encinitas, CA 92024
(760) 753-0281

Quest Diagnostics - Orange

1310 W. Stewart Dr. Ste 304
Orange, CA 92868
(714) 289-7682

Quest Diagnostics – Orange

1201 W. La Veta Ave Ste 103
Orange, CA 92868
(714) 639-4840

Quest Diagnostics -

Eastlake Chula Vista
765 Medical Center Ct Ste 204
Chula Vista, CA 91910
(619) 397-0294

Quest Diagnostics – Chula Vista

480 4th Avenue Ste 101
Chula Vista, CA 91910
(619) 425-4833

Quest Diagnostics - El Centro

1550 Pepper Dr. Ste A
El Centro, CA 92243
(760) 353-0885

Quest Diagnostics –La Mesa

La Mesa Internal
5125 Garfield St
La Mesa, CA 91941
(619) 461-4328

Occupational Therapy Assistant Program – Grossmont College

Background Check/Drug Screen Process

Policy: Students must have clear criminal background checks and drug screens to participate in placement in clinical facilities. Students under 18 years of age are exempt from this requirement.

1. All participating health professions programs agree to adhere to a standardized process for student screening.
2. The background check is not a requirement for admission to the program; however, the process will be completed after an invitation for admission is received.
3. Students must have clear criminal background checks to participate in placement(s) in clinical facilities.
4. Prior to clinical experience, the school will verify that the following information is on file for the assigned students. (see#5)
5. Background checks will minimally include the following:
 - a. Seven years residence/background history
 - b. Address verification
 - c. Sex offender database search
 - d. Two names (current legal and one other name)
 - e. Three counties
 - f. OIG search
 - g. Social Security Number verification
 - h. Search through applicable professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., C.N.A.)
 - i. Drug screen with urine sample
6. Students will be unable to attend clinical facilities for appropriate reasons, including the following convictions:
 - a. Murder
 - b. Felony assault
 - c. Sexual offenses/sexual assault
 - d. Abuse
 - e. Felony possession and furnishing (without certificate of rehabilitation)
 - f. Other felonies involving weapons and/or violent crimes
 - g. Class B and Class A misdemeanor theft
 - h. Felony theft
 - i. Fraud
7. The initial background check satisfies this requirement during continuous matriculation through the program; should the educational process be interrupted, a new background check will be required.
8. The student will contact American DataBank at www.grossmontbackgroundcheck.com or call 1-800-200-0853 to arrange for the required check.
9. Upon completion the results will be delivered to the applicant by American DataBank.

10. Students must provide information allowing American DataBank to conduct a background check with the authorization to share any positive or flag results on the background check with healthcare facilities to which students may apply or to which students may be assigned for clinical courses or clinical rotation (the school's clinical affiliates). American DataBank will conduct an internal review, verify student information, and send any flagged or positive results to the Associate Dean of Health Professions for review.
11. The school will advise the clinical site of the students assigned to their facility ten days in advance of their arrival.
12. Upon receipt of a "positive" background check, the clinical site will make the final determination whether the student will be accepted into the facility. The site will use the same guidelines used for the acceptance/rejections of an employment application in approving student placement at their site.
13. If the student's record is not clear, the individual may be unable to attend the clinical rotation. The clinical site will notify the campus of their denial of any clinical students.
14. If the student's record is not clear, they will be responsible for obtaining documents and having the record corrected to clear it.
15. If this is not possible, the student will be unable to attend clinical rotations.
16. Students may be denied access to clinical facilities based on offenses appearing on the criminal record, which may have occurred more than seven years ago.
17. Final placement status based on background check information is the clinical site's determination.
18. American DataBank shall include in any document used to obtain information from students for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school/American DataBank to share the results of the background check with the clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in clinical rotation.
19. Schools shall indemnify and hold healthcare facilities harmless from any and all actions or claims that may be asserted by students arising out of healthcare facilities' rejection of any student from clinical rotation based on the results of a criminal background check or any claim that such a background check was conducted improperly. American DataBank shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.

The requirement for student background checks will be implemented for students attending classes beginning with the 2006 Fall term.