



AnsCare Services, LLC

Physical Address: 7965 N High St , Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone: 614-381-1936 Fax: 614-392-0304 Email: anscare26@gmail.com

AnsCare Services LLC – Hiring & Applicant Vetting Procedure

Effective Date: August 14, 2025

Applies To: All positions involving direct or indirect client care under Medicaid, Medicare, Ohio Department of Developmental Disabilities (DoDD), Ohio Department of Aging (ODA), and Passport programs.

Approved By: Charles Ansah, CEO

Purpose

To ensure that all employment applicants are thoroughly vetted to meet state and federal requirements for working in home health care, protect the safety of clients, and maintain compliance with Medicaid, Medicare, DoDD, ODA, and Passport regulations.

Scope

This procedure applies to all individuals applying for employment with AnsCare Services LLC in any role involving client interaction, direct care, or access to client records.

Definitions

- 7-Point Check:
 - A standardized Ohio vetting process for healthcare workers, which includes multiple registry and database checks to identify disqualifying findings.
- BCI Background Check:
 - State of Ohio Bureau of Criminal Investigation check for criminal history.
- FBI Background Check (if applicable):
 - Federal criminal history check required if the applicant has lived outside Ohio in the past 5 years.
- Disqualifying Offenses:
 - Any criminal convictions or substantiated findings listed under applicable Ohio Administrative Code (OAC) rules for healthcare providers.

Charles Ansah, CEO



AnsCare Services, LLC

Physical Address: 7965 N High St , Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone: 614-381-1936 Fax: 614-392-0304 Email: anscare26@gmail.com

Procedure

Step 1: Application Review

- 1) Applicant completes the Employment Application and signs all required consent forms for background checks.
- 2) Human Resources (HR) reviews the application for completeness and verifies:
 - a. Minimum qualifications
 - b. Relevant certifications/licenses
 - c. Employment history
 - i. Conduct a check of past employment
 - d. Personal references

Step 2: 7-Point Check

- HR or the Compliance Officer completes the following registry searches (and documents findings):
 - 1) State Nurse Aide Registry – Verify no disqualifying status.
 - 2) Abuser Registries – Ohio Nurse Aide, Developmental Disabilities, and Adult Protective Services.
 - 3) Sex Offender and Child-Victim Offender Database.
 - 4) Office of Inspector General (OIG) List of Excluded Individuals/Entities.
 - 5) Ohio Medicaid Provider Exclusion/Termination List.
 - 6) State Medical Board or Licensing Board Verifications (if applicable).
 - 7) SAM.gov Excluded Parties List.

Note: If the applicant is listed on any exclusion, abuse, or disqualification registry, the application is immediately rejected.

Step 3: Initial Screening

- 1) Conduct an interview to assess:
 - Professional skills and experience
 - Understanding of home health care duties
 - Commitment to agency mission and compliance



AnsCare Services, LLC

Physical Address: 7965 N High St , Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone: 614-381-1936 Fax: 614-392-0304 Email: anscare26@gmail.com

Step 4: BCI Background Check

AnsCare Services LLC conducts criminal background checks on all applicants for direct care roles in accordance with Ohio law. Certain offenses—such as violent crimes, sexual offenses, kidnapping, drug trafficking, and child abuse—constitute permanent disqualifiers for employment in direct care positions. However, applicants who were later found innocent or whose convictions were overturned may be eligible for reconsideration.

- 1) Schedule the applicant for fingerprinting through an authorized Ohio BCI site.
- 2) Request FBI check if applicant has lived outside Ohio in the last 5 years.
- 3) Review results against Ohio Revised Code (ORC) 109.572 and OAC 173-9 (for ODA and Passport) and OAC 5123:2-2-02 (for DoDD).
- 4) Any disqualifying offense per applicable regulations results in immediate disqualification

The BCI checks for convictions or guilty pleas related to serious offenses such as:

- Violent crimes (e.g., homicide, assault)
- Sexual offenses
- Kidnapping and abduction
- Drug trafficking and manufacturing
- Child abuse and neglect.
- Include equivalent offenses from other states or federal law

Step 5: Criminal Charge Review

- 1) If results show pending charges or convictions not automatically disqualifying, the Administrator and Compliance Officer jointly review:
 - a. Nature and severity of offense
 - b. Relevance to job duties
 - c. Time elapsed since offense
 - d. Rehabilitation evidence

The following types of convictions within the last three years will affect employment

- DUI
- Hit and run
- Negligent homicide
- Murder or assault with a motor vehicle
- Theft of a motor vehicle
- Reckless driving



AnsCare Services, LLC

Physical Address: 7965 N High St , Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone: 614-381-1936 Fax: 614-392-0304 Email: anscare26@gmail.com

Although, an employee and/or potential employee has a right to dispute any of the above findings, employment and/or continued employment with AnsCare Services LLC is contingent upon passing a criminal records check.

- a. Review of Disputed Records
 - If an applicant provides documentation showing that a conviction was overturned, dismissed, or resulted in acquittal, the agency will:
 - Request official court records or certified documentation.
- b. Verify the updated status with BCII or legal counsel if necessary.
- c. Determine whether the offense remains on the record as a conviction or guilty plea.

There are a few exceptions to the rule, if the charges were later overturned

- a. Charges dismissed or acquitted
 - No conviction = **not disqualified**
- b. Conviction overturned on appeal
 - If record is updated = **not disqualified**
- c. Record still shows conviction
 - May still trigger disqualification unless corrected
- d. Expungement or sealing of record
 - May remove visibility, but **does not override disqualification** unless CQE is granted
- e. Certificate of Qualification for Employment (CQE)
 - Can override disqualification, even if conviction remains on record

2. Document decision-making process and rationale.

Step 6: Employment Decision

- 1) Only applicants who successfully pass all vetting steps will be offered conditional employment.
- 2) Employment remains contingent upon:
 - a. Successful orientation and training completion
 - b. Ongoing registry checks per program requirements

Step 7: Documentation

All vetting records, including registry screenshots, background check results, and decision notes, must be:

- Filed in the applicant's confidential personnel file
- Retained for minimum 6 years after termination per Medicaid/Medicare recordkeeping rules

Compliance References

- Ohio Revised Code (ORC) 109.572
- Ohio Administrative Code (OAC) 173-9 (ODA/Passport)
- OAC 5123:2-2-02 (DoDD)

Charles Ansah, CEO



AnsCare Services, LLC

Physical Address: 7965 N High St , Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone: 614-381-1936 Fax: 614-392-0304 Email: anscare26@gmail.com

- 42 CFR § 455.106 – Medicaid Provider Screening
- OIG Exclusion Program Requirements

Policy Owner: HR & Compliance Officer

Review Cycle: Annually or upon regulatory change



AnsCare Services, LLC

Physical Address: 7965 N High St , Suite 350, Rm 20, Columbus, OH 43235

Mailing Address: 2068 Teakwood Dr., Columbus, Ohio 43229

Phone: 614-381-1936 Fax: 614-392-0304 Email: anscare26@gmail.com

Hiring Vetting Checklist

Applicant Name: _____ Date: __ / __ / __

Position Applied For: _____

- ☐ Application completed and signed
- ☐ Consent forms signed for background checks
- ☐ Interview completed

7-Point Check:

- ☐ State Nurse Aide Registry
 - ☐ Abuser Registries (Ohio Nurse Aide, DD, APS)
 - ☐ Sex Offender & Child-Victim Offender Database
 - ☐ OIG List of Excluded Individuals/Entities
 - ☐ Ohio Medicaid Provider Exclusion/Termination List
 - ☐ State Medical/Licensing Board Verification
 - ☐ SAM.gov Excluded Parties List
-
- ☐ BCI Background Check completed
 - ☐ FBI Background Check (if applicable)
 - ☐ Criminal charge review completed (if applicable)

Final Decision: ☐ Approved for Hire ☐ Rejected

Notes/Comments: _____

Applicant Reviewer: _____

Charles Ansah, CEO