

FAQ for the implementation of the VRPM Section 3.38

Q1: What is the deadline for AAAs to comply with the VRPM policy?

A1: The deadline for AAA's compliance is March 31, 2020.

Q2: Who is required to obtain a national-level criminal record check?

A2: All current and potential HICAP staff and volunteers.

Q3: When should HICAP staff and volunteers complete the national-level criminal record checks?

A3: The national-level criminal record check should be completed after the potential staff and/or volunteers have completed the full 24 hours of required HICAP counselor training but before the potential staff and/or volunteer begins the internship of 10 hours required prior to face-to-face counseling. If potential HICAP staff and/or volunteers have access to client PII/PHI before or during the 24 hours of required HICAP counselor training, then the national-level criminal record check must be completed prior to their participation.

Q4: What type of criminal record check is required?

A4: A national-level criminal record check is required. The national-level criminal record check should include a search of the National Sex Offender Public Website.

Q5: Which organizations provide acceptable national-level criminal record checks?

A5:

- California's Department of Justice Live Scan program.
- A third-party firm accredited through the National Professional Background Screening Association (NPBSA).
- The list of acceptable firms, their contact information, and the type of report that meets the national-level criminal record check requirement can be found on ATTACHMENT B.

Q6: How often must the national-level record checks be re-submitted?

A6: HICAP paid staff and volunteers are required to re-submit to a national-level criminal record check every three years from the date of the last check.

Q7: Which crimes disqualify current and potential HICAP staff and volunteers from SHIP assignments?

A7: Disqualifying crimes include those found guilty of one or more of the following:

- All Sex Offenses regardless of the amount of time since the offense.
- All felony violent offenses within the past seven years. Examples include murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, drug offenses, theft, embezzlement, fraud, child endangerment, elder endangerment.

ATTACHMENT A

- All violent misdemeanor offenses within the past five years. Examples include simple assault, battery, domestic violence, hit & run.
- All non-violent misdemeanor offenses within the past one year. Examples include driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia.

For these purposes, guilty is defined as being found guilty following a trial, the applicant has entered a guilty plea, or the applicant entered a no contest plea followed with a court finding of guilty, regardless of whether there was a conviction or a withholding of guilt. Any other misdemeanors within the past five years that would be considered a potential danger to beneficiaries must be reviewed by the AAA and the California Department of Aging.

Q8: What is the cost of the national-level Criminal record check?

A8: Costs vary from agency to agency and from county to county but typically range from \$15 to \$80.

Q9: Who is responsible for paying the cost for the national-level criminal record check?

A9: The local AAA will be responsible for paying the cost of all national-level criminal record checks. Meanwhile, CDA is exploring possible reimbursement to the AAAs for the cost of completed criminal record checks.

Q10: What if I am unable to comply with the VRPM Policy?

A10: The VRPM Policy is required by our federal funders and by contract. If AAAs fail to implement the policy, it is a breach of the contract and may result in reduction or removal of HICAP funding.