

# ORR Background Check Process

## Applicability

All Northern Lakes Community Mental Health Authority contracted providers and recipients in self-determined arrangements (hereafter called “employers”)

## Purpose

To provide a mechanism for employers to screen potential new employees for substantiated rights violations

## Description

The Northern Lakes Community Mental Health Authority office of recipient rights background check process was developed to assist employers with hiring the best quality staff they can. The process is completely voluntary and meant as a service provided to employers by the Northern Lakes Community Mental Health Authority Office of Recipient Rights (ORR). When an employer submits the Northern Lakes Community Mental Health Authority background check form to the ORR a search will be conducted to determine whether the applicant has had a past substantiated violation. The database is specific to Northern Lakes Community Mental Health Authority and will only report on violations found by the Northern Lakes Community Mental Health Authority ORR. The search is conducted only using an applicant’s name as stated on the form and no other identifying information is collected.

The decision to hire an applicant is the sole responsibility of the employer. The ORR does not require that an employer not hire an otherwise qualified applicant if a substantiated rights violation is found. When an applicant is found to have a substantiated violation, the ORR strongly encourages the employer to seek additional information from the ORR. The form signed by the applicant grants the ORR permission to discuss the violation and action taken within the limits of confidentiality.

## Process

1. The applicant will complete and sign the ORR Background Check form titled *Authorization to Disclose Employee Information and Release of Liability, Office of Recipient Rights Check* found on the Northern Lakes Community Mental Health Authority website. Alternate forms will not be accepted.
2. The employer will email the completed and signed form to [Recipint.Rights@nlcmh.org](mailto:Recipint.Rights@nlcmh.org). Faxed forms will no longer be accepted.
3. ORR staff will search the rights database for the name provided on the form. If a violation is found, the date and category of the violation will be noted.
4. Results will typically be sent within forty-eight hours after receipt of the signed form.
5. ORR staff will send results to the individual noted on the form **via email only**. ORR will not fax results.
6. An employer may seek additional information about a specific allegation via email or telephone if they desire.
7. ORR background check forms received will be retained for one year.