

Iowa Department of Human Services
Record Check Evaluation

A. Agency/Provider/Person Requesting Evaluation

Entity Requesting Evaluation	Requestor's Name	Phone	Fax	
Street	City		State	Zip Code

The agency/provider/person listed above is requesting a Record Check Evaluation (RCE) on the following person after a background check revealed a criminal conviction (or deferred judgment), founded abuse (child or dependent adult), or a combination thereof. In order to complete the evaluation, we need to have all information, including the Form 2310, SING, and Rap Sheet. Please ensure that all forms are dated within the 30 day period. All evaluation materials must be sent in together.

B. Person being Evaluated

Last Name, First Name	Middle Initial	Maiden/Previous Names	Role/Position Applying for:
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The individual listed above requests an evaluation to determine whether they can be permitted to perform duties under section "Role/Position Applying for:"

I realize that the information I provide in Section D. may be verified with local law enforcement agencies, the district court, Iowa Department of Human Services, or other persons having knowledge of the incident.

Signature of person being evaluated:	Telephone:	Email:	Date:	
Street Address:	City:		State:	Zip Code:

C. Evaluation Determination

HOW TO EXPLAIN YOUR CRIMINAL OR ABUSE HISTORY (on the 470-2310)

DHS has to look at your history to decide if it is ok for you to work in health care or child care.

We have to look at these things:

- How many crimes or abuses you have committed
- How bad they were
- What happened during those crimes or abuses
- Who were the victims of your crimes or abuses
- How long it has been since they were committed
- Have you taken responsibility for what you did
- What kinds of rehabilitation have you done
- How likely is it that you will do this kind of thing again
- What is your work history telling us

Here are a few examples of things you will want to give us if you have serious crimes or abuses:

- Proof of training, counseling, or therapy you have completed
- Reference letters from current or former employers
- Reference letters from others who can tell us about you

Below are examples of how to fill out the explanation of your crimes or abuses on the Record Check Evaluation Form.

(The more serious your criminal and abuse history is, the more explanation and supporting documentation you should provide.)

ASSAULT	<ul style="list-style-type: none"> • Who was the victim? Your spouse, child, parent, friend, stranger? (Identify the victim if known and applicable.) • If the person was injured, what was the injury? • If you used a weapon, what was it? • What have you done since then?
<p>Example: I was angry at my girlfriend because she wouldn't let me see our child. We argued and I hit her with my fist. I gave her a black eye and she had a small cut under her eye. She didn't need stitches. She called the police and I was charged with assault and later convicted of that. I completed anger management classes as part of my probation. I know I was wrong to lose my temper and I have not done that since. The classes taught me other ways of dealing with my anger. I'm sending in a letter from my probation officer so you can see I completed the classes.</p>	
POSSESSION OF A CONTROLLED SUBSTANCE	<ul style="list-style-type: none"> • What was it? • How did you come to have them in your possession? • What is your drug history? How long did you use and when did you stop? • What are you doing to maintain sobriety?
<p>Example: I had been at a friend's house smoking meth. I bought some from him and left. I got stopped by the police for speeding. They searched my car and found what I had bought. I had a substance abuse problem for about 4 years but I have been through in-patient treatment and have been clean for 3 years. I still go to meetings and see a counselor once a month. I am giving you a certificate from my treatment program and a letter from my counselor. I know I had a problem and I don't ever want to go back to that again.</p>	

<p>MINOR IN POSSESSION</p>	<ul style="list-style-type: none"> • What was it? • How did you come to have the drugs/alcohol in your possession? • What have you been doing since then to show responsibility and maintain sobriety?
<p>Example: When I was 17 I went to my senior class keg. Police gave everyone a Minor in Possession charge. After that I stopped drinking alcohol until I turned 21. I'm 26 now and moderately drink on special occasions. Since my possession charge I've been working and holding jobs. I worked at Walmart for 2 years and a receptionist at a doctor's office for the last 3 years.</p>	
<p>THEFT, FORGERY, IDENTITY THEFT etc.</p>	<ul style="list-style-type: none"> • Who was the victim? Your spouse, child, parent, friend, stranger? (Identify the victim if known and applicable.) • How did you get the person's possessions or identity? • What have you done since then?
<p>Example: I wasn't working and I was behind on my rent. I went to my mom's house and stole a check out of her checkbook when she left the room. I forged her signature on the check so I could pay my rent. I also wrote down her credit card information and used that to pay some other bills. My sister found out what I did and called the police. I went to jail for 6 months, paid my fines, paid restitution and did community service. I completed my probation and have not done anything like that again. I feel bad about what I did to my mom and I feel bad that I took advantage of her. I know I was wrong and no matter how desperate I was there were other ways I could have handled it.</p>	
<p>ABUSE</p>	<ul style="list-style-type: none"> • Who was the victim? Your spouse, child, parent, friend, stranger? (Identify the victim if known and applicable.) • What did you do to the victim? • What have you done since then?
<p>Example: I was watching my 1 year old while my wife worked overnight. The baby was really fussy and I couldn't do anything to stop him from crying. I tried to call my wife but I couldn't get a hold of her. I let him cry for a long time but then I lost my temper and spanked him. He quieted down and I put him in bed. The next morning when his mom came home, she saw that there was a bruise on his leg. We argued about it and she called DHS. They investigated and I ended up with a founded abuse report against me. DHS offered us some services and I took advantage of those. I know I was wrong and I know now that there are other ways to handle my frustration with my child. I'm attaching a letter from my FSRP provider to show you that I am cooperating with her.</p>	

**Employer Checklist
for
Completion of Request for Evaluation (470-2310)**

- Page 1
 - Facility information—Prefer typed info but if written it must be legible
 - Applicant signature, position, and date
- Page 2
 - **Thorough** explanation of **ALL** crimes/abuse
 - **Thorough** description of rehab—what has been done since crimes/abuse
 - **Detailed** work history
- Background checks (We do not evaluate matters handled in juvenile court. We do evaluate all convictions/deferred judgments)
 - SING dated within 30 days
 - Child and/or dependent adult abuse checks within 30 days
 - Criminal check, always include rap sheet when there is criminal history
- Supporting documentation (Examples below)
 - Reference letters
 - Current or previous employers
 - Probation Officer
 - Clients
 - Responsible person with knowledge of rehab
 - Sponsor
 - Treatment certificates
 - Classes (parenting, anger management, drunk driving, etc.)
 - All evaluation materials must be dated within 30 days
 - All evaluation materials must be sent in together
 - Send each applicant in separately

Evaluations on complete packets are completed in the order received.

Direct questions to recordcheckevals@dhs.state.ia.us or call SONIA at 515-362-7420.