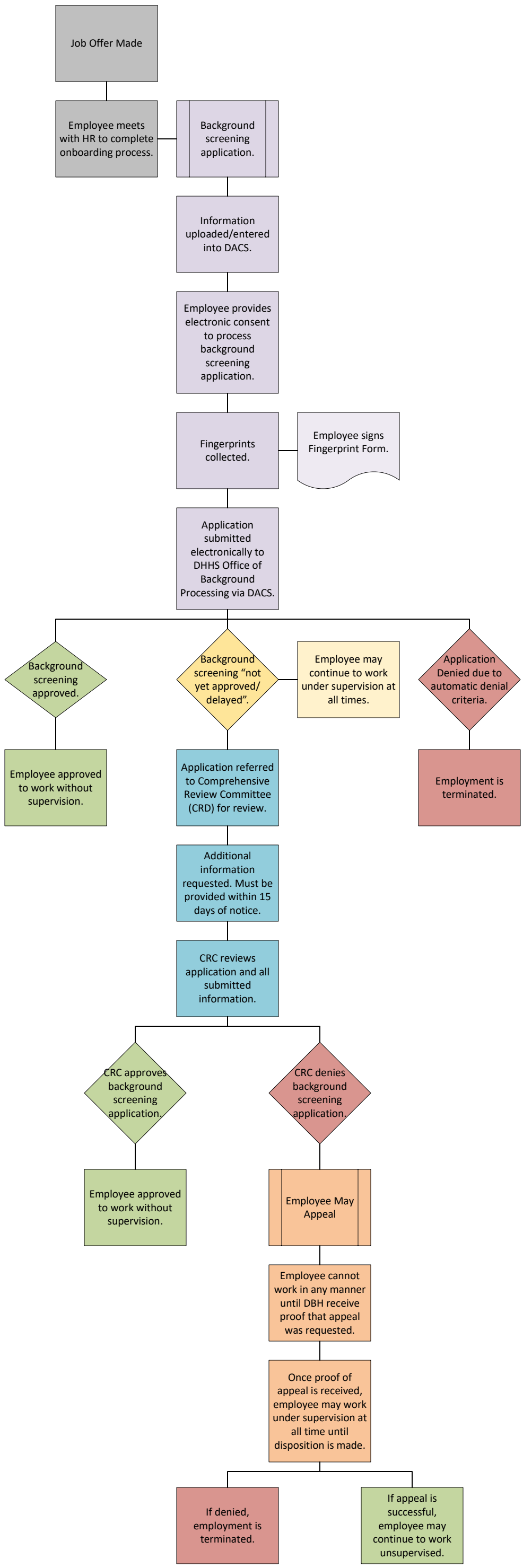
Job Offer Made
Employee meets with HR to complete onboarding process.
Background screening application.
Information uploaded/entered into DACS.
Employee provides electronic consent to process background screening application.
Fingerprints collected.
Employee signs Fingerprint Form.
Application submitted electronically to DHHS Office of Background Processing via DACS.
Background screening approved.
Background screening "not yet approved/ delayed".
Employee may continue to work under supervision at all times.
Application Denied due to automatic denial criteria.
Employee approved to work without supervision.
Application referred to Comprehensive Review Committee (CRD) for review.
Employment is terminated.
Additional information requested. Must be provided within 15 days of notice.
CRC reviews application and all submitted information.
CRC approves background screening application.
CRC denies background screening application.
Employee approved to work without supervision.
Employee May Appeal
Employee cannot work in any manner until DBH receive proof that appeal was requested.
Once proof of appeal is received, employee may work under supervision at all time until disposition is made.
If denied, employment is terminated.
If appeal is successful, employee may continue to work unsupervised.