



With our aging population, many people are faced with arranging care for their elderly parents and adult relatives. Choosing a caregiver can be a real challenge – including how to properly screen them.

## WHAT IS THE BEST WAY TO SCREEN A POTENTIAL CAREGIVER?

# THINGS YOU NEED TO KNOW

- ☑ Choosing a screening provider requires the same level of care used in selecting any professional service – all screening companies are not the same. Just as with doctors and lawyers the focus should be choosing the most qualified provider – their loved ones well being may very well depend on it. You will learn more about ESR Screened Caregiver in the following slides.
- ☑ Employment related background checks are regulated by the Federal Trade Commission (FTC) who require that specific notices be given and that the consent of the subject is obtained prior to making the inquiry. The ESR Screened Caregiver system automatically handles all of this.
- ☑ Those who hire caregivers directly automatically become an employer under federal and state laws and must withhold and submit payroll taxes accordingly. We have partnered with Paychex Payroll Services to make this easy and affordable. We provide more information about this service on the website.



# BEWARE OF INSTANT DATABASE SEARCHES

- ❑ There are many sources on the web for cheap criminal record database searches that are of little value on their own. They are far from complete and a “no records found” is not necessarily a true indicator of the subject’s background. These database searches may also run afoul of the FTC’s requirement for maximum accuracy.
- ❑ Importantly, these are no substitute for a real-time courthouse based criminal history check.



# COUNTY COURTHOUSE CRIMINAL HISTORY



- ✓ Criminal cases are charged, tried and adjudicated at the county level in all but federal offenses.
- ✓ The SSN Trace helps verify the identity of the potential caregiver and reveals where they have lived over time allowing for a thorough criminal history review.
- ✓ A search of county records over the last 7 years of residence undertaken at the courthouse is considered best practice.
- ✓ All of ESR Screened Caregiver packages include this type of criminal history check.

# IT TAKES MORE THAN CRIMINAL HISTORY

A criminal history check is just one part of a comprehensive screening program.

- ☑ Sex Offender Search: An absolute must. Undertaken in real-time with the appropriate state agencies.
- ☑ Criminal Records Database Search: Adds value when used as part of the overall screen. Importantly, all potential records are verified at the source jurisdiction before reporting them.



# IT TAKES MORE THAN CRIMINAL HISTORY

- ☑ Driver's Record Check: This is a must if the caregiver is going to drive those they are caring for on errands or to the doctor. It will also reveal DUI cases that might exclude the caregiver whether they drive or not. It also provides a second verification of identity.



- ☑ FACIS Level 3 - Fraud and Abuse Control Information System: Searches 850 state licensing and sanctioning agencies to see if the potential caregiver has ever lost a license, been involved in cases of abuse or has received other sanctions.

Medical Board and  
Medicare/Medicaid  
Fraud and Abuse  
Sanctions

# SCREENED CAREGIVER SERVICE PACKAGES

## **BASIC CAREGIVER SCREENING SERVICES PACKAGE: \$80.00**

- Social Security Number (SSN) Trace with Address History
- 7-Year County Courthouse Criminal History
- Department of Justice - Sex Offender Registry Search
- 50 State (Multi-Jurisdiction) Criminal Record Database Search

## **INTERMEDIATE CAREGIVER SCREENING SERVICES PACKAGE: \$100.00**

- Social Security Number (SSN) Trace with Address History
- 7-Year County Courthouse Criminal History
- Department of Justice - Sex Offender Registry Search
- 50 State (Multi-Jurisdiction) Criminal Record Database Search
- Motor Vehicle Record

## **COMPREHENSIVE CAREGIVER SCREENING SERVICES PACKAGE: \$120.00**

- Social Security Number (SSN) Trace with Address History
- 7-Year County Courthouse Criminal History
- Department of Justice - Sex Offender Registry Search
- 50 State (Multi-Jurisdiction) Criminal Record Database Search
- Motor Vehicle Record
- FACIS Level 3 – Fraud and Abuse Control Information System

**\*Some court records and all MVR searches incur access fees that are not included in these prices.**

# OUR QUALIFICATIONS

## **ESR IS AN ACCREDITED BACKGROUND SCREENING AGENCY\***

ESR has successfully passed a rigorous onsite audit, conducted by an independent auditing firm and has earned accreditation issued by the NAPBS Background Screening Credentialing Council (BSCC). ESR has demonstrated competency and compliance related to policies and procedures in the following areas.

- ✓ **Consumer Protection**
- ✓ **Legal Compliance**
- ✓ **Client Education**
- ✓ **Product Standards**
- ✓ **Service Standards**
- ✓ **General Business Practices**
- ✓ **ESR wrote the book on background screening – considered by many professionals as the definitive text on the subject.**

### ***Other Advantages***

- ✓ All work performed in the USA
- ✓ Uses only primary sources of information, no unverified aggregated 3<sup>rd</sup> party databases
- ✓ State of the art software and security



*\*Less than 2% of screening firms have earned this certification.*

# THE BIG PICTURE



A public records criminal history check is not infallible, nor is it the equivalent of a FBI fingerprint check – but it is the best method available in the private sector. When you add additional search elements as we described earlier in the presentation, the level of reliability increases accordingly, but there can be no guarantee that our service, or a service like ours cannot be circumvented.

We recommend that in addition to whatever background check package is chosen that in depth interviews are personally undertaken with the work, professional and personal references provided by the potential caregiver. Gaps of employment in the caregivers resume should be satisfactorily explained to determine that the potential caregiver is not withholding information on a past employer that might give a negative referral, or concealing a period of incarceration.

ESR Screened Caregiver is a reliable resource to help in selecting the best possible caregiver for the elderly or otherwise infirm relatives.

