



Dannel P. Malloy  
Governor

State of Connecticut  
Department of Developmental Services

DDS

Jordan A. Scheff  
Acting Commissioner

**Operation Center Memo 2017-13**

**TO:** Department of Development Services Qualified Providers

**FROM:** Peter Mason, Operations Center Director

**CC:** Jordan Scheff, Acting Commissioner, Cres Secchiaroli, Fiscal Administrator, Mary Fuller, Chief of Fiscal and Administrative Services, Regional Directors, Assistant Regional Directors, Resource Administrators, CT Community Non-Profit Alliance, ARC of CT

**DATE:** April 20, 2017

**SUBJECT:** Criminal Background Checks for Qualified Providers

A recently completed state audit has determined that the current process used by the Department of Developmental Services (DDS) to perform criminal background checks for qualified providers is not in conformance with Connecticut state statute. As a result, DDS can no longer access the state police records to complete these background checks.

As of April 13, 2017, providers will be required to submit the criminal background checks as follows:

**Applicants to Become a DDS Qualified Provider**

Applicants applying to become a DDS qualified provider are now required to complete a Criminal History Record Request through the Connecticut State Police. This applies to the principal of the entity, Connecticut administrator, any managing partners/owners and individual practitioners. DDS will notify the applicant to complete this step in the process of application, as follows:

- A Criminal History Record Request must be submitted for either the principal of the entity, Connecticut administrator, individual practitioners and any managing partners/owners.
- The applicant must access the Connecticut Criminal History Record Request form linked below and follow the instructions therein to complete the request.
- The applicant must request the "Conn. Only Criminal Conviction History Record searched by Fingerprint" option.

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001  
460 Capitol Avenue ♦ Hartford, Connecticut 06106  
[www.ct.gov/dds](http://www.ct.gov/dds) ♦ e-mail: [ddsct.co@ct.gov](mailto:ddsct.co@ct.gov)  
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- The applicant must arrange to complete the fingerprinting at a Connecticut State Police location.
- The Criminal History Record report with the results of the findings will be submitted to DDS ([dds.qpapenrollment@ct.gov](mailto:dds.qpapenrollment@ct.gov)) directly from the Connecticut State Police.
- The applicant is responsible for completing the request form, completing the appropriate steps as directed on the request form (i.e. fingerprinting), and all associated costs.

Connecticut Criminal History Record Request Form:

[http://www.ct.gov/despp/lib/despp/reports\\_and\\_records/dps-846-c.pdf](http://www.ct.gov/despp/lib/despp/reports_and_records/dps-846-c.pdf)

Connecticut State Police website:

<http://www.ct.gov/despp/cwp/view.asp?a=4212&q=494532>

Out of state providers may utilize their state agency for the criminal background check and fingerprinting process. All reports must be submitted to DDS ([dds.qpapenrollment@ct.gov](mailto:dds.qpapenrollment@ct.gov)) with the result of the findings.

### **Existing Qualified Providers**

When there is a change in Executive Director, Connecticut administrator or owner, DDS will notify the provider that the identified individual meets the minimum requirements after the submittal of a resume and [Provider Profile Correction Form](#). Once the provider receives notification that the individual has met the minimum requirements, the provider must complete a Criminal History Record Request through the Connecticut State Police or a contracted criminal background verification agency. The report must be completed as follows:

- A Criminal History Record Request must be submitted for either the principal of the entity, Connecticut administrator, and any managing partners/owners.
- The provider must access the Connecticut Criminal History Record Request form and follow the instructions therein to complete the request. Alternatively, the provider may request a comparable criminal background check from a contracted criminal background verification agency.
- The provider must request the “Conn. Only Criminal Conviction History Record searched by Fingerprint” option. If using a contracted criminal background verification agency, the provider must request that the background check be completed using fingerprinting.
- The provider must arrange to complete the fingerprinting at a Connecticut State Police location, or a location specified by the contracted criminal background verification agency.
- The Criminal History Record report with the results of the findings will be submitted to DDS ([dds.qpapenrollment@ct.gov](mailto:dds.qpapenrollment@ct.gov)) directly from the Connecticut State Police or contracted criminal background verification agency.
- The provider is responsible for completing the request form, completing the appropriate steps as directed on the request form (i.e. fingerprinting), and all associated costs.

Please contact Debra Lynch at (860) 418-6019 with any questions.