



Background Study Requirements

I. Policy

Lakes Homes and Program Development will complete a background study on each person who will have direct contact with consumers of Lakes Homes, prior to having contact with the consumers, the chief executive administrator, the chief financial officer, and the Development Director, as entity who has management over policies.

II. Procedures

When an applicant comes to Lakes Homes to apply for a paid or volunteer position, Lakes Homes will complete a background study on that individual at the time it is determined that the applicant will have future contact with Lakes Homes consumers. Lakes Homes will assure that the background process has been submitted using NETStudy, and that the applicant has not been removed from working with vulnerable adults. Only then will the applicant be scheduled to have direct contact with the consumer.

At any time Lakes Homes is instructed to remove an employee or volunteer, by the Commissioner of Human Services, the employee or volunteer will be removed immediately. That individual may not have contact with Lakes Homes' consumers until cleared by the commissioner of Human Services, to do so.

For an individual who is not on Lakes Homes active roster, Lakes Homes must initiate a new background study through NETStudy when an individual returns to a position requiring a background study, following an absence of 120 or more consecutive days.

Lakes Homes will maintain a copy of the notification provided to the commissioner. If an individual's disqualification was previously set aside for Lakes Home's program and the new background study results in no new information that indicates the individual may pose a risk of harm to persons receiving services from Lakes Homes, the previous set-aside will remain in effect.

If an individual has a name change or any other legal status change, a new NETStudy 2.0 must be submitted.