

**Appendix A to rule 173-9-04 of the Administrative Code****Who to Check****Table A1**

Table A1 applies when the responsible party is one of the following:

1. An agency provider (including a PACE organization), in the case of its applicants, employees, and subcontracted self-employed providers.
2. An AAA or a PAA in the case of its applicants, employees, and subcontracted self-employed providers.
3. A consumer in the case of an applicant to become a participant-directed provider and in the case of an established participant-directed provider.

DIRECT-CARE POSITION	CHECK CRIMINAL RECORDS OF AN • APPLICANT OR • SELF-EMPLOYED SUBCONTRACTOR BEFORE SUBCONTRACTING	CHECK CRIMINAL RECORDS OF AN • EMPLOYEE OR • SELF-EMPLOYED SUBCONTRACTOR AFTER SUBCONTRACTING
The direct-care position only involves delivering meals under rule 173-4-05.2 or 173-39-02.14 of the Administrative Code	Required	Not required
The direct-care position includes access to consumers' personal records, but does not include access to consumers or their property (e.g., a position in an office, kitchen, or central monitoring station)	Required	Not required
The direct-care position only involves providing home maintenance and chores or home modification one time	Required	Not required
The direct-care position involves transporting a consumer, unless the position's sole duty is transporting consumers under Chapter 306. of the Revised Code (i.e., while working for a county transit system, regional transit authority, or regional transit commission)	Required	Required
Any direct-care position not listed above	Required	Required

## Table A2

Table A2 applies when the responsible party is one of the following:

1. ODA in the case of a self-employed provider who applies for certification from ODA as a non-agency provider under Chapter 173-39 of the Administrative Code and in the case of an established ODA-certified non-agency provider under the same chapter.
2. An AAA in the case of a self-employed bidder for an AAA-provider agreement and in the case of a self-employed provider already in an AAA-provider agreement.

DIRECT-CARE POSITION	CHECK CRIMINAL RECORDS OF A SELF-EMPLOYED PROVIDER WHO <ul style="list-style-type: none"> <li>• APPLIES TO BECOME ODA-CERTIFIED</li> <li>OR</li> <li>• BIDS FOR AN AAA-PROVIDER AGREEMENT</li> </ul>	CHECK CRIMINAL RECORDS OF A SELF-EMPLOYED PROVIDER <ul style="list-style-type: none"> <li>• AFTER BECOMING ODA-CERTIFIED</li> <li>OR</li> <li>• AFTER ENTERING INTO AN AAA-PROVIDER AGREEMENT</li> </ul>
The direct-care position only delivers alternative meals under rule 173-39-02.2 of the Administrative Code	Required	Not required
The direct-care position includes access to consumers' personal records, but does not include access to consumers or their property	Required	Not required
The direct-care position only involves providing home maintenance and chores or home modification one time	Required	Not required
Any direct-care position not listed above	Required	Required