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 involves only 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 involves only providing home maintenance and chores or home modification one time	Required	Not 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. AGE in the case of a self-employed provider who applies for certification from AGE as a non-agency provider under Chapter 173-39 of the Administrative Code and in the case of an established 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.

SELF-EMPLOYED PROVIDER	CHECK CRIMINAL RECORDS OF A SELF-EMPLOYED PROVIDER WHO • APPLIES TO BECOME CERTIFIED OR • BIDS FOR AN AAA-PROVIDER AGREEMENT	CHECK CRIMINAL RECORDS OF A SELF-EMPLOYED PROVIDER • AFTER BECOMING CERTIFIED OR • AFTER ENTERING INTO AN AAA-PROVIDER AGREEMENT
The self-employed provider provides only alternative meals under rule 173-39-02.2 of the Administrative Code	Required	Not required
The self-employed provider has access to consumers' personal records, but no access to consumers or their property	Required	Not required
The self-employed provider provides home maintenance and chores or home modification only one time	Required	Not required
Any self-employed provider not listed above	Required	Required