Appendix B to rule 173-9-04 of the Administrative Code

Deadlines

Table B1

Table B1 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.

PERSON TO CHECK	START DATE	DEADLINE
Initial check on an applicant	When under final consideration for paid employment	The moment of hiring
Initial check on a subcontracted self-employed provider	When under final consideration for subcontracting	The moment the contract is signed
Subsequent checks on an employee	Any time after hiring	30 days after every 5-year hiring anniversary
Subsequent checks on a subcontracted self-employed provider	Any time after being subcontracted	30 days after every 5-year subcontracting anniversary

Notes: Rapback checks criminal records daily. A responsible party using rapback meets the five-year deadline without needing the employee or subcontracted self-employed provider to undergo subsequent fingerprinting.

Table B2

Table B2 applies when the responsible party is one of the following:

1. AGE in the case of self-employed provider applying to become a certified non-agency provider under Chapter 173-39 of the Administrative Code and in the case of a self-employed provider already established as a certified non-agency provider under the same chapter.
2. An AAA in the case of a self-employed provider when bidding for an AAA-provider agreement and in the case of a self-employed provider after entering an AAA-provider agreement.

PERSON TO CHECK	START DATE	DEADLINE
Initial check on a self-employed provider	When self-employed provider applies for certification or When self-employed provider bids on an AAA-provider agreement	The moment of certification or The moment of entering into an AAA-provider agreement
Subsequent checks on a self-employed provider	Any time after certification or Any time after entering into an AAA-provider agreement	30 days after every 5-year certification anniversary or 30 days after every 5-year anniversary of entering into an AAA-provider agreement

Note: Rapback checks criminal records daily. A responsible party using rapback meets the five-year deadline without needing the self-employed provider to undergo subsequent fingerprinting.