When are volunteers required to have a background study conducted by the Department of Human Services?

The new background study requirements regarding fingerprinting and photos do not change who is required to have a background study under the law. The fingerprinting and photo will be required for all new background study subjects and individuals who change jobs on or after January 1, 2015.

Volunteers are required to have a background study when all of the following are true.

1. The volunteer has direct contact with people served by the program.
   
   Direct contact means providing face-to-face care, training, supervision, counseling, consultation, or medication assistance to people served by the program.

   TRUE       FALSE

2. The volunteer is providing a program service.
   
   Program service means that if not for the volunteer, the program would be responsible to provide the service.

   TRUE       FALSE

3. The volunteer is alone and unsupervised with people served by the program and IS NOT within sight or hearing of staff.
   
   This means that the volunteer is NOT under continuous direct supervision (within sight or hearing) of a staff person who has a cleared background study and knows that s/he is responsible for intervening to protect the health and safety of the person served by the program, if needed.

   NOTE: If there is a staff person with a cleared background study who is within sight or hearing of the volunteer and knows s/he is responsible for intervening if the person served by the program is at risk, this question may be responded to as false.

   TRUE       FALSE

If any of the three responses is false the law does not require a background study by the Department of Human Services.

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