



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number IO0125**

**Subject: Option for Criminal History Background Check for all ID/DD Waiver and IDD Community Support Program Providers**

**Issue Date: 4/4/2022**

**Effective Date: 4/1/2022**

**Scope**

All IDD Service Providers

**Purpose**

To inform all IDD Providers of option to go through MS Department of Health for required criminal records background checks

**Subject**

Rule 11.2.E. describes required background checks for all employees, volunteers, interns and contractual employees. The MS Division of Medicaid has requested the Department of Mental Health send the information below providing an option for all agencies certified to provide ID/DD Waiver or IDD Community Support Program Services to go through the MS Department of Health Criminal History Fingerprint Unit.

The MS Division of Medicaid has worked with the MS Department of Health to facilitate fingerprint based criminal history background checks for all persons working for Medicaid approved Home and Community Based Services (HCBS) providers. The MS Department of Health Criminal History Fingerprint unit has updated and/or changed several processes to accommodate Medicaid approved HCBS providers. As a result, the background check training can be viewed at [https://medicaid.ms.gov/wp-content/uploads/2022/02/Fingerprint-Background-Checks\\_2.22.22.pdf](https://medicaid.ms.gov/wp-content/uploads/2022/02/Fingerprint-Background-Checks_2.22.22.pdf)

Additionally, several new LiveScan machines have been installed across the state to streamline the fingerprinting process. An updated list of LiveScan locations is available at <https://www.msdh.ms.gov/msdhsite/static/resources/17159.pdf>

If the IDD provider agency chooses to use MS Department of Health and has difficulty getting approval or has other questions, notify Kimberly Sartin-Holloway at the Division of Medicaid at [kimberly.sartin-holloway@medicaid.ms.gov](mailto:kimberly.sartin-holloway@medicaid.ms.gov)

*End of Provider Bulletin*