



## National Service Criminal History Check (NSCHC) Self-Audit Intake Questionnaire

### OVERVIEW:

As part of the National Service Criminal History Check (NSCHC) Self-Audit process, OneStar will be assessing AmeriCorps\*Texas programs' current processes and systems in order to troubleshoot and correct issues proactively and ensure a higher level of compliance across all Texas programs. This questionnaire includes approximately 30 questions related to your AmeriCorps program's criminal history check procedures. When you have answered all questions, you will be prompted to attach your program's internal policy and/or procedure for conducting criminal history checks on AmeriCorps members.

### INSTRUCTIONS:

Please respond to the following questions by **Wednesday, May 9, 2012** by completing our online form at <http://www.tfaforms.com/236437>. This hard copy version is being provided for planning purposes only.

For your convenience, you will be able to save your information as you enter it online by clicking the button at the top that reads "Save my progress and continue later." You will then be asked to create a username for yourself to go back to this report template. OneStar does not have access to your account if you forget your password, so please select "Forgot Password" from the link and have them resend it to you in the event that you cannot remember it.

Once you log in, you will select, "Resume a previously saved form" from the top and continue with your report.

Please remember to hit the "Submit" button after you've previewed your information. If you do not hit "Submit," the report will be saved as a draft only.

Please note that you may need to use a different internet browser if you are having trouble with completing this online form.

Thank you for your participation! We look forward to working with you on this project.

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### SECTION 1: BACKGROUND INFORMATION

1. Organization/Program Name:
2. Name and email address of person filling out this questionnaire:
3. How many staff at your organization in 2011-12 are currently funded by your AmeriCorps\*Texas grant? (Note: "grant-funded staff" includes any staff members whose time are *actually* charged to your AmeriCorps grant in either grantee or CNCS share, whether or not they were listed in your budget narrative. Please check with your fiscal staff or OneStar Grants Officers if you have questions about this).
4. Please list name(s) and title(s) of 2011-12 grant-funded staff:
- 5a. How many members do you have currently (2011-12)?
  - TOTAL:
  - FT:
  - HT:

- RHT:
- QT:
- MT:
- EAO:

5b. Please indicate which, if any, of the member types listed above receive W2s at any time during their service year. If yes, please also list the specific name of the employer that is listed on their W2.

6. Do any of your members have recurring access to “vulnerable populations”? (This is currently defined as “the ability on more than one occasion to approach, observe, or communicate with children, the elderly, and/or individuals with disabilities through physical proximity or other means, including but not limited to, electronic or telephonic communication.” (45 CFR 2510.20) (yes/no)

7. Do your 2011-12 member position descriptions specify whether or not members will have recurring access to vulnerable populations? (yes/no)

8. Please list any position titles/sites in which members have recurring access to vulnerable populations:

9. Please list any position titles/sites in which members do NOT have recurring access to vulnerable populations:

10. During what month(s) do you typically enroll members? (select all that apply)

- August
- September
- October
- January
- May
- June
- July
- Rolling/throughout the year
- Other (please specify):

11. If a member chose to serve for more than one year at your program, would s/he experience a gap in service of more than 30 days (between exit and reenrollment)? (indicate yes/no and please explain)

12. Approximately how many members at your program in 2011-12 came from out of state (i.e., indicated on their applications or other official program documents that they resided in another state at the time they applied)?

13. If you have members in 2011-12 who came from out of state, please list the states they indicated as their states of residence:

14. Does your program ever enroll members who are under the age of 18 at the time of enrollment? If yes, do you receive parent permission before conducting National Service Criminal History Checks on those members? (indicate yes/no and please explain)

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**SECTION 2: CURRENT PRACTICES**

15. Does your organization have an account with Texas Department of Public Safety (TXDPS), our designated repository for both statewide and FBI checks? (yes/no)

16. If yes:

-Which type of DPS account access do you have? Please refer to your DPS contract. (National Child Protection Act (NCPA), School Contractor, School District (for employment purposes), Unsure/Other

-Who at your organization is authorized to use your DPS account to conduct the checks (this is usually limited to 1-2 staff who are listed in your DPS contract):

-Who is your main contact person at DPS? Please tell us their name/title.

If no:

-What has prevented your program from getting an account with TX DPS?

17. Do you currently have relationships/agreements in place with any other entities/vendors/third parties to help you run National Service Criminal History Checks? Please list and describe.

18. Please tell us *how* you currently conduct the following types of checks for AmeriCorps members and grant-funded staff at your organization:

a. NSOPW

-When do you initiate this check? (i.e., during recruitment/before offering a position, after offering a position but before enrollment/hire, during/as part of enrollment/hire, varies/other).

-How do you currently define "initiate" for this check?

-Source used: NSOPW website, Other/vendor (please specify):

-What type of documentation do you keep on file after you complete this check?

-Where do you keep this documentation?

-Who has access to this documentation?

-When do you consider this check to be 'complete' in order to determine if the individual is eligible for service/work according to your organizational policy and AmeriCorps requirements?

-Please use this space to more fully explain your answers to the questions in this section.

b-1. Statewide Repository Check – State of Service (TX)

-When do you initiate this check? (i.e., during recruitment/before offering a position, after offering a position but before enrollment/hire, during/as part of enrollment/hire, varies/other).

-How do you currently define "initiate" for this check?

-Source used: TX Department of Public Safety, Other/vendor (please specify):

-Method: Which type of TX Statewide Repository Check do you currently use (check all that apply):  
Public site, Secure site, Name-based, Fingerprint-based, Other (please specify):

- Cost: how much does this check cost?
- What type of documentation do you keep on file after you complete this check?
- Where do you keep this documentation?
- Who has access to this documentation?
- When do you consider this check to be 'complete' in order to determine if the individual is eligible for service/work according to your organizational policy and AmeriCorps requirements?
- Please use this space to more fully explain your answers to the questions in this section.

b-2. Statewide Repository Check – State of Residence (if other than TX)

- When do you initiate this check? (i.e., during recruitment/before offering a position, after offering a position but before enrollment/hire, during/as part of enrollment/hire, varies/other).
- How do you currently define "initiate" for this check?
- Source(s) used (please list specific names of any out-of-state repositories you have an account with or use and/or any other vendor/source you are using to check other states). For each source listed above, please include the following information:
  - Designation: Does this source match the approved, [CNCS-designated state repository list](#)?
  - Method: Which type of Statewide Repository Check do you currently use: Public site, Secure site, Name-based check, Fingerprint-based check, Other (please specify):
  - Cost: how much does this check cost?
- What type of documentation do you keep on file after you complete this check?
- Where do you keep this documentation?
- Who has access to this documentation?
- When do you consider this check to be 'complete' in order to determine if the individual is eligible for service/work according to your organizational policy and AmeriCorps requirements?
- Please use this space to more fully explain your answers to the questions in this section.

c. FBI Fingerprint-based Check

- When do you initiate this check? (i.e., during recruitment/before offering a position, after offering a position but before enrollment/hire, during/as part of enrollment/hire, varies/other).
- How do you currently define "initiate" for this check?
- Source used: TX Department of Public Safety FACT Clearinghouse, Self-requested directly from FBI, FBI Channeler (please specify), Other/vendor (please specify):
- Cost: how much does this check cost?
- What type of documentation do you keep on file after you complete this check?
- Where do you keep this documentation?
- Who has access to this documentation?
- When do you consider this check to be 'complete' in order to determine if the individual is eligible for service/work according to your organizational policy and AmeriCorps requirements?
- Please use this space to more fully explain your answers to the questions in this section.

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### SECTION 3: NEXT STEPS/ADDITIONAL INFORMATION

19. Have you submitted an Alternate Search Protocol (ASP) to OneStar/CNCS? (yes/no)

If yes: Was your ASP approved by CNCS? (yes/no/still pending/still under OneStar review)

If no: Do you plan to submit an ASP? (yes/no/not sure)

20. What, if any, questions do you have for OneStar staff regarding Alternate Search Protocols?

21. What are your greatest concerns/obstacles with running National Service Criminal History Checks currently?

22. What do you anticipate will be your greatest concerns/obstacles with aligning with the new National Service Criminal History Check rule when it is finalized and published? (click [here](#) to read the proposed rule draft from July 2011).

23. Is there anything else you would like to share with us about your NSCHC process?

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#### SECTION 4: SUBMIT ATTACHMENTS

24. Please attach the following documents to this Form Assembly survey or submit them via email to [americorps@onestarfoundation.org](mailto:americorps@onestarfoundation.org):

- Your organization's written policy and/or procedure for conducting National Service Criminal History Checks (specific to AmeriCorps members and grant-funded staff)
- Your completed NSCHC Separation of Duties Worksheet, indicating the names/titles of staff at your organization who are involved with administering National Service Criminal History Checks at your organization.
- A copy of any tracking forms your program keeps in/with member files to verify that the checks were conducted (Note: this is different than the actual check results, which should not be kept in accordance with TX law).
- Copies of your TX DPS contract or any other vendor agreements/materials you have (if you are able to share them)
- Copies of any authorization/consent forms members or grant-funded staff are asked to sign before checks are conducted
- Sample documentation of accompaniment for a member whose check is still pending (i.e., a scanned timesheet, memo, form, email language, etc.)

25. Would you be willing to share your National Service Criminal History Check procedures and/or best practices with other programs? (yes/no/not sure)

**Thank you for your time and participation!**