## **AwC SDE Drug and Background Screening Requirements**

An additional part of the new hire onboarding process is completing the required drug and background screening to ensure that all SDEs follow state and agency (FMS) regulations.

***Please note that all screenings must be completed and cleared prior to beginning working and providing service/ support to the consumer.***

**Drug Screen**: Initiated via I3Screen drug screening system instructions: You will receive an email directly from the I3 Screen system with a link to schedule your drug screening appointment.

 **Fingerprinting: IdenToGo fingerprinting service**

New Hire employees working within the Agency with Choice (AwC) program must schedule their fingerprinting appointment immediately to prevent delays in scheduling and completing the fingerprinting process.

 ***Once fingerprinting is completed, you must return the form and receipt to the AWC Enrollment Specialist via email or fax.***

 **Motor Vehicle Check (MVR)**: Initiated via Hire Right background screening service.

 Instructions: You will receive an email from the Hire Right system with a link to complete your personal information and initiate the MVR check.

**CARI Background Check (Child Abuse Registration Information) Check** **(Instructions attached**)

 The Department of Human Services (DHS) and Division of Developmental Disabilities (DDD) require all SDE’s to comply with the CARI check by completing the online application form.

 You receive an email directly from the CARI system with a link to complete your initiate the MVR check.