

Congratulations on successfully completing the pre-employment on-boarding documents! The next step in the new hire onboarding process is completion of the required drug and background screening for compliance.

Please note that all screenings must be completed and cleared prior to beginning working.

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.

Motor Vehicle Check:

Initiated via Hire Right background screening service

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

Fingerprinting:

IdentGo :

New Hire employees working within the Agency with Choice (AwC) program must complete the attached **IdentGo New Jersey Fingerprint Form** and schedule their fingerprinting appointment immediately to prevent delays in scheduling and completion of the fingerprinting process

Once fingerprinting is completed, you must return the form and receipt to the AwC Onboarding Specialist either via email or fax.

Email:

AWCEnrollment@nj.easterseals.com

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

The Department of Human Services (DHS) and Division of Developmental Disabilities (DDD) requires 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.

Online training:

Initiated via College of Direct Support (CDS)

You will receive a link from the CDS website to complete the following online training:

- **Danielle's Law-** Requires staff working in facilities that provide services to individuals with intellectual/developmental or traumatic brain injury to call 911 when there is a life-threatening emergency.

- **Stephen Komninos Law-** Strengthens protections for participants of any New Jersey Department of Human Services (DHS) regulated program for adults with developmental disabilities, including State developmental centers and community programs.