

ASSESSMENT FOR PLACEMENT PROCESS

Upon receipt of the background check results that require a *Character, Competence and Suitability* assessment, you must send the following by secure email or fax to the HCRR Program Manager:

1. The **Background Authorization** form(s);
2. The **Assessment for Placement** form;
3. The Background check results; and
4. Any other written information submitted by the applicant (i.e, Confidential Applicant Statement, court documents, etc.)

The HCRR Program Manager will make a determination that either:

- a. Approves placement
 - Registry Coordinator is notified via email
 - Applicant is notified by Registry Coordinator

OR

- b. Denies placement
 - The applicant is notified via letter by HCRR Program Manager
 - The Registry Coordinator and/or Administrator will be cc'd

If the Background check results are **Disqualifying**, you must send them to the HCRR Program Manager along with the background authorization form.

- a. The HCRR Program Manager will send a letter denying placement to the applicant.
- b. The Registry Coordinator and/or Administrator will be cc'd.