PROVIDER ALERT

CJIS BACKGROUND CHECK REQUIREMENT: ABA PROVIDERS

MARCH 29, 2018

The Maryland Medicaid ABA regulations require a Criminal Justice Information System (CJIS) background check for all providers rendering ABA services to Maryland Medicaid participants. The provider application process requires all group providers to sign an addendum with the group application attesting that the CJIS check has been completed for all providers (BCaBAs, RBTs, and BTs) rendering services under the group provider number. Please note, MDH and/or Beacon Health Options may require proof of the completed CJIS background checks at any time. Upon request, the provider will need to submit evidence that the background check has been completed for all rendering providers.

In order to obtain CJIS background checks for you and your employees, the provider group must obtain a CJIS authorization number, which may take up to four weeks. CJIS will contact the group via email with the results of the background checks completed for their rendering providers. CJIS will also continue to update the provider group with any changes regarding their providers' criminal backgrounds. If you don't already have an authorization number, please complete the General Registration Form which can be found at:

http://dpscs.maryland.gov/publicservs/pdfs/bgchecks/General-Registration-Form-r.pdf.

When completing the CJIS General Registration Form:

1. Please identify only one contact person. This is the person to whom CJIS-Central Repository will address all correspondence.
2. Please print or type all information clearly.
3. Once completed either fax it to 410-653-6320; mail it to CJIS-Central Repository, P.O. Box 32708, Pikesville, MD 21282-2708; or take it in person to CJIS-Central Repository, 6776 Reisterstown Road, Suite 102, Baltimore, MD 21215.

Please use the Authorization Update Form found at:
http://dpscs.maryland.gov/publicservs/pdfs/bgchecks/Registration-Update-Form.pdf to keep CJIS updated with your current information.

Provider Alerts can be viewed online by clicking on the following link:
http://maryland.beaconhealthoptions.com/provider/prv_alerts.html.

Provider Alerts typically published to the website within 10 business days.

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