

Contract #: ADES11-005555

Attachment Change Order 4

The purpose of this Change Order is to renew the Contract, to revise the requirements of the Central Registry Background Checks, and to add the requirements of the Address Confidentiality Program.

1. Pursuant to the DES Special Terms and Conditions, Contract Term and Option to Extend, this contract is extended for the time period from 6/1/2013 to 5/31/2014. The rates are not adjusted for the extended period and shall remain the same as for the previous contract term.
2. Due to law change, Section of the DES Special Terms and Conditions is hereby replaced with the following, effective immediately:

5.0 Background Checks for Employment through the Central Registry. If providing direct services to children or vulnerable adults, the following shall apply:

- 5.1 The provisions of A.R.S. § 8-804 (as may be amended) are hereby incorporated in its entirety as provisions of this Contract.
- 5.2 The Department will conduct Central Registry Background Checks and will use the information contained in the Central Registry as a factor to determine qualifications for positions that provide direct service to children or vulnerable adults for:
 1. Any person who applies for a contract with this State and that person's employees;
 2. All employees of a contractor;
 3. A subcontractor of a contractor and the subcontractor's employees; and
 4. Prospective employees of the contractor or subcontractor at the request of the prospective employer.
- 5.3 Volunteers who provide direct services to children or vulnerable adults shall have a Central Registry Background Check which is to be used as a factor to determine qualifications for volunteer positions.
- 5.4
 1. A person who is disqualified because of a Central Registry Background Check may apply to the Board of Fingerprinting for a Central Registry exception pursuant to A.R.S. § 41-619.57. A person who is granted a Central Registry exception pursuant to A.R.S. § 41-619.57 is not entitled to a contract, employment, licensure, certification or other benefit because the person has been granted a Central Registry exception.
 2. Before being employed or volunteering in a position that provides direct services to children or vulnerable adults, persons shall certify on forms that are provided by the Department whether an allegation of abuse or neglect was made against them and was substantiated. The completed forms are to be maintained as confidential. The form

- 5.5 A person awaiting receipt of the Central Registry Background Check may provide direct services to ADES clients after completion and submittal of the Direct Service Position certification if:
1. The person is not currently the subject of an investigation of child abuse or neglect in Arizona or another state or jurisdiction; and
 2. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding.

The Certification for Direct Service Position is located at:

<https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/ACY-1287AFORFF.doc>

- 5.6 If the Central Registry Background Check specifies any disqualifying act and the person does not have a Central Registry exception, the person shall be prohibited from providing direct services to ADES clients.
- 5.7 The Contractor shall maintain the Central Registry Background Check results and any related forms or documents in a confidential file for five (5) years after termination of the Contract. The Request for Search of Central Registry for Background Check is located at: <https://www.azdes.gov/InternetFiles/InternetProgrammaticForms/doc/ACY-1288AFORFF.doc>
3. The following is added to Section 11.0 Confidentiality, of the DES Special Terms and Conditions:
- 11.2 The Contractor shall comply with the requirements of Arizona Address Confidentiality Program, A.R.S. §41-161 et. seq. The Arizona Department of Economic Security will advise the Contractor as to applicable policies and procedures the Arizona Department of Economic Security has adopted for such compliance.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Office of Licensing, Certification and Regulation

CHILD WELFARE AGENCY EMPLOYEE CENTRAL REGISTRY		REPORTING AGENCY	
EMPLOYEE'S NAME (Last, First, M.I.)		BIRTHDATE	SOC. SEC. NO.
<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Volunteer			
DATE EMPLOYED	DATE FINGERPRINTED	POSITION	
EDUCATION/TRAINING (List all degrees and/or certifications held)			

EXPERIENCE

<input type="checkbox"/> Separation	DATE OF SEPARATION	REASON FOR SEPARATION	ELIGIBLE FOR REHIRE <input type="checkbox"/> Yes <input type="checkbox"/> No
-------------------------------------	--------------------	-----------------------	---

This completed form is to be submitted to OLCR within 5 business days of the employee's dates of hire and separation.

FOR DES USE ONLY	
DATE RECEIVED	DATE CCTS CHECKED
CPS HISTORY Has a CPS history <input type="checkbox"/> Yes <input type="checkbox"/> No Date checked:	FCC#
	FCC EXPIRATION DATE
DATE AGENCY NOTIFIED, IF APPLICABLE	DATE ENTERED INTO CWL DATABASE
MISC	

Routing: Copy – OLCR Agency File, Copy – Child Welfare Agency File

Equal Opportunity Employer/Program ♦ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TTD Services: 7-1-1.