



Missouri Department of Health and Senior Services

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VM-16-16

February 11, 2016

MEMORANDUM FOR ALL HOME AND COMMUNITY BASED CARE PROVIDERS

FROM: Jessica Bax, Chief of the Bureau of Program Integrity
Division of Senior and Disability Services

SUBJECT: Background Screenings for Employees

In an effort to expedite responses to screening requests, the Family Care Safety Registry (FCSR) is recommending providers utilize the Internet to request background screenings. Providers/vendors who do not currently have Internet access to the FCSR can expedite their screening response time by doing so. Instructions for providers/vendors are available at:
<http://health.mo.gov/safety/fcsr/pdf/registrationinstructions.pdf>

In order to conserve resources, such as paper and postage, and to expedite delivery of background screening notifications to employees, the FCSR is asking that when possible, providers obtain email address information from employees, and provide such listings to the FCSR via email, mail or FAX. The listings should include the employee name, SSN, and email address. Alternatively, individual employees may contact the FCSR via its toll-free call center at 866-422-6872, to provide the email address.

FCSR Contact Information
fcsr@health.mo.gov
P.O. Box 570, Jefferson City, MO 65102-0570
FAX (573)522-6981
Toll-free Call Center: 866-422-6872

JB/tv

CC: Distribution lists 3 & 4

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