

## How to choose the right position category for your applicants

Choosing the right position category for your applicants is an important step in the overall background check application process. Not only does this provide you with valuable information regarding what positions your staff are in, but also helps ensure correct communication between you, the Background Check Program, and the Division overseeing your entity.

To choose the correct position category, always choose the category that corresponds to the program under which the individual will work.

If you are an Assisted Living Home, Child Care Facility, Behavioral Health Facility, Foster Home, Personal Care Agency, Waiver Service Provider, Pre-K/Head Start, Student Training or Transportation agency, you should **NOT** use the **Health Care** position categories. You **SHOULD** use one of the position categories listed here:

Assisted Living Facility
Behavioral Health Facility
Child (Day) Care Facility
EED: Pre-K/Pre-School/Head Start
Foster Home
Grant Funded Program
Personal Care Agency
Residential Child Care Facility
Student/Apprentice Training
Transportation (DSDS)
Waiver Service Provider

The position categories labeled with **Health Care** are **only** to be used by those entities licensed and/or certified as Home Health, Hospice, ESRD, Hospitals, Specialized Hospital, Critical Access Hospital, Rural Health Clinic, Nursing Homes, Ambulatory Surgical Centers, Out-patient physical Therapy/Speech Pathology Services, Medical Laboratory, Maternity Home, Long Term Care Hospital, Frontier Extended Stay Clinic, Freestanding Birth Center, Birthing Center, or Direct Entry Midwifery Center. These entities should choose from the position categories listed below:

Health Care: Any other direct access employee
Health Care: Executive, Administrative, Managerial
Health Care: Food and Dietary Services
Health Care: Housekeeping and Engineer Services
Health Care: Laboratory and Radiology Services
Health Care: Professional / Licensed Health Care
Health Care: Technical, Unlicensed Health Care