



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

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Commissioner

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January 30, 2008

Dear Provider:

You received the attached notice, dated September 7, 2007, advising of the passage of a new section of the Elderly and Adult Services law, RSA 161-F:49.

This letter is to provide clarification regarding the submission of release forms for prospective employees. When a provider receives a returned release form from BEAS that is stamped "no finding" it only addresses findings made from July 1, 2007 forward. The name of an individual who was determined to have abused, neglected or exploited an incapacitated adult prior to that time IS NOT on the registry. Therefore, providers are encouraged to establish their own systems, beyond the BEAS State Registry, for assessing the appropriateness of prospective employees with regard to client safety. Individual employers with questions about their responsibilities and practices regarding employee background checks may wish to seek legal advice from their own legal counsel.

We continue to have difficulty with the release forms because of illegible handwriting. We request that you either type or clearly print the full name of the employee so that we can be sure we are checking the correct name, and to save time by not having to return the form for clarification. The release form, the September 7, 2007 notice and this letter can all be accessed at the DHHS website.

Finally, the new contact person for questions or concerns regarding the registry is Michele Beasley, Supervisor, BEAS State Registry. She can be contacted via telephone at 1-800-852-3345, extension 8154 or 271-8154, or via email at mbeasley@dhhs.state.nh.us.

Sincerely,

Kathleen F. Otte
Bureau Administrator
BEAS