



13.2 CRIMINAL CONVICTIONS AND CRIMINAL CHARGES

LADD is required to run numerous clearance checks on all employees. LADD complies with all State and Federal Rules per the Medical Services Administration Bulletins (MSA), the Licensing Administration of Regulatory Affairs rules and regulations and all Contractual Requirements from the Medicaid Mental Health Specialty Supports/Services Contracts we hold.

LADD receives state and federal funding through Medicaid and Medicare and must be compliant with all regulations. Per 42 CFR 431.51(c)(2), 42 CFR 455.452, and pursuant to Michigan's Social Welfare Act (Public Act 280 of 1939 [MCL 400.111e]) employees who are convicted of a crime categorized under the above rulings and contract requirements may not be eligible to continue employment with LADD. These situations are handled on a case-by-case basis depending on the final judgment and contractual requirements.

1. Any employee, contracted staff, and volunteers (including students and interns) must notify LADD in writing of criminal convictions (felony or misdemeanor), pending felony charges, or placement on the Central Registry as a perpetrator, **at hire or within ten (10) days of the event after hiring.**
2. Any employee aware of criminal convictions and/or pending convictions of a LADD employee must report these allegations to Management. Reports can be made anonymously.

An employee who is arrested or charged with a crime may be subject to suspension without pay until the charge is resolved. If the charge is not conclusively resolved in the court system, LADD reserves the right to separate from employment or alter that employee's employment if it is determined necessary to protect the best interest of the people we provide supports to. In addition, if the employee is determined not to be guilty but trial publicity or knowledge among co-workers is such as to create a negative atmosphere, LADD reserves the right to separate the employee.

LADD reserves the right to perform clearance checks on all employees randomly; annually or at any time it is deemed necessary. If arrest and/or convictions are discovered during the clearance checks, appropriate action up to and including separation from employment will be taken at that time.

WE MAKE THE DIFFERENCE