

**BCC-1000 DECEMBER 2012 WEBINARS: QUESTIONS AND ANSWERS (as of December 17, 2012)**

Q. Just to clarify - training programs will need to enter all background info?

A. Yes, for the current students enrolled in the CNA training program.

Q. If a student is fingerprinted and is placed at a facility to continue his/her education, and then the person is hired by a facility/agency after graduation, will he/she need to be fingerprinted again?

A. If the fingerprinting occurred within the last 3 years, then the student will not need to be fingerprinted by the new employer. The DLTCRP determination letter and subsequent information from the Rap-back can be used by the new employer to determine if the student can be hired. However, the new employer will need to register the student as a new job applicant within the BCC. If the fingerprinting occurred more than 3 years ago, then the student will need to be fingerprinted again by the new employer.

Q. Currently, we use one lab for our drug testing. When the system goes live, will we need to use the lab associated with the system?

A. The choice of lab still belongs to the employers and schools. The system will not require anyone to use a particular lab to perform drug testing.

Q. Will the training starting in February, 2013 occur through a Webinar or live sessions?

A. The training for the BCC will be held live in several venues throughout the state.

Q. Are all employees required to be re-fingerprinted after 3 years?

A. No, only employees who are promoted or leave their job and take a new one with another company that falls under the statute. In either case, if the individual was fingerprinted longer than three years ago, re-fingerprinting is required.

Q. I have the same HR Designee for all three business units - so is it okay to just have one HR Administrator?

A. Yes. The decision on how many Users rests with the employer. One HR Administrator is required as a minimum.

Q. Explain the term "vetting."

A. Vetting is the process of reviewing and evaluating the credentials of an applicant for employment.

Q. What is Rap-back?

A. Rap-back is the process of the BCC that continually monitors each person in the Master list for criminal activity and reports convictions to the employer.

Q. We do not hire CNAs. We are a high school CNA certification program. What type of user are we?

A. Because you "place" students for clinical experience in a facility that provides long term care, you fall under the category of Temp Agency (Group III).

Q. The criminal background check is going to be a national check, correct? Not just in DE?

A. At the initial background check, an employee receives both a state and federal background check.

Q. How will you know which group you are assigned to?

A. For clarification, go to the DLTCRP website, Background Check Center page, and review the user group membership.

Q. The consent form is an additional form for new employees to let them know we are utilizing this new system?

A. The new Consolidated Consent Form combines the required consent for the three areas consisting of: criminal background check, drug test, and Child Abuse registry into a single form.

Q. Is the 3-year updated re-check of background required no matter what, or only if there is a change in employment status?

A. The 3-year re-fingerprint requirement applies to employees who are promoted or change jobs.

Q. I work for a contract food service company with several sites in DE; how should I register?

A. As a Temp Agency (Group III).

Q. Is the corporate user within the facility, such as the administrator and whoever else is selected?

A. Yes, unless your company has a centralized HR function that might require a user outside your facility.

Q. What is the purpose of having the 3-year background check run for reason of promotion?

A. It is a job change. But re-fingerprinting is required only if the last fingerprinting occurred more than three years ago.

Q. We currently have a form for Adult Abuse, Child Abuse; so the consent form will replace these two forms?

A. It will replace three forms: criminal background check, drug test, and Child Abuse registry.

Q. Who pays for these background checks?

A. For new employees, either the employer or the employee pays. For Grandfathered employees, the State will pay for the fingerprinting. (There is no criminal background check on these Grandfathered individuals, provided they report as scheduled for fingerprinting.)

Q. Where do we find our group number?

A. On the DLTCRP website, on the Background Check Center page.

Q. I have an employee who was hired prior to March 31, 1999 but was fingerprinted and had a background check done in 2007. Is this person considered Grandfathered?

A. That individual should not have had a background check, since Grandfathered employees were exempt by statute. However, it may have been due to a promotion in 2007 that the criminal background check was completed.

Q. When can we start fingerprinting our folks?

A. After the Go-Live date, all Grandfathered employees must first be entered into the BCC, then fingerprinting can occur. The BCC will produce the Fingerprinting Form.