



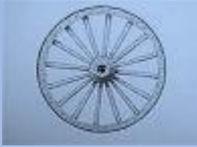
Delaware Health and Social Services
Division of Long Term Care Residents Protection



Background Check Center

Employer Webinar #5

December, 2012



BCC—1000



In order to reduce background noise, please mute your phones

- *6 to mute

Thank you!!!



BCC—1000

Today's content includes...

1. BCC User registration and authorization
2. Grandfathered employee update
3. Consents
4. BCC Regulations update



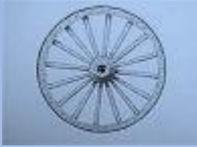


BCC—1000

The BCC contains secure data!

- Social Security #
- Criminal History
- Drug Test results





BCC—1000

DHSS Existing Secure System “IAS”



- **I**ntegrated **A**uthorization **S**ystem – IAS
- Each User must register
- DLTCRP must approve each IAS User



BCC—1000

User Registration



1. You will be provided via email a URL (web address) for IAS
2. Click on IAS Web Address
3. Complete IAS Entry Form – Page 1
 - a. Item Requesting – Background Check Center – PROD
 - b. Role – Default
 - c. Requester Email Address – Use your employer-provided email address
 - i. You will be notified by email when your user account is ready
 - d. Enter Code Shown
 - e. Click NEXT



BCC—1000

User Registration



Integrated Authorization System
Provided by Delaware Health & Social Services

New External User Authorization Request

Welcome to the authorization request process. Please provide information for all items below and click Next to begin the request process.

Request Info

Item Requesting: Background Check Center - Prod

Role Requesting: Default

Requester Email Address:

CRHDX Enter the code shown:

Next > Cancel Request

Operations
Homepage
Need Help?
Contact the DHSS
HelpDesk
at (302) 255-9150
System: IAS -
Production
Database: PROD
Version: 06/15/2012



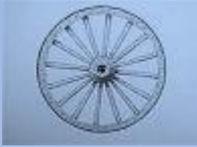
BCC—1000

User Registration



1. Complete Integrated Authorization System New User Information– Page 2
 - a. Enter First Name, Middle Initial, Last Name
 - i. Full First Name, no initials
 - b. Enter Email Address
 - c. Enter Full Company Name
 - d. Enter Phone number
 - e. Enter Fax Number

2. Click “NEXT”



BCC—1000

User Registration



Integrated Authorization System
Provided by Delaware Health & Social Services

New User Information: test@aol.com

Please enter all user information and click Next.

Operations
Homepage
Need Help?
Contact the DHSS
HelpDesk
at (302) 255-9150
System: IAS -
Production
Database: PROD
Version: 06/15/2012

Demographics
First Name:
Middle Name (Initial):
Last Name:
E-mail Address:
Company Name:
Phone Number:
Fax Number:

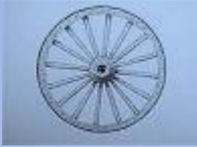


BCC—1000

User Registration



1. Complete Authorization Request Confirmation— Page 3
 - a. Validate data entered
 - b. Correct as necessary
2. Click “Save”
3. You are now in line to be approved!



BCC—1000

User Registration



Integrated Authorization System
 Provided by Delaware Health & Social Services

Authorization Request Confirmation: test@aol.com

Please verify all request information and click Submit Request to complete the request process.

Request Confirmation
 Request Information
[Change Request Information](#)
 Transaction Number: 55
 Date: 12/6/2012
 Authorization Item:
 Background Check Center - Prod - Default

User Information
[Change User Information](#)
 E-mail Address: test@aol.co
 Name: mickey a mouse
 Company Name: ABC Industries
 Phone Number: 3025555555
 Fax Number: 3025555555

Operations
 Homepage
 Need Help?
 Contact the DHSS
 HelpDesk
 at (302) 255-9150
 System: IAS -
 Production
 Database: PROD
 Version: 06/15/2012



BCC—1000

Types of Users



1. *Corporate*

- *Controls system access for Employer*
- *Has access to entire system*
 - *Authorizes other users*
 - *Has access to reports*
 - *Access to confidential data*

2. *HR Administrator*

- *Scope of access determined by Corporate User*
- *Primary input of applicant information*

3. Drug Test Evaluator (optional)

- User with limited access, can receive and comment on drug test results

4. Quick Check Administrator (optional)

- User who does not have access to confidential information
- May assist with some data entry



BCC—1000

User Registration and Authorization



1. Determine Corporate User and HR Administrator
 - a) Each employer MUST have at least one Corporate User (and a backup person) and one HR Administrator assigned to the BCC
2. All Users will have a State user ID consisting of
 - a) First Name.Last Name
3. Send an email to jerry.spilecki@state.de.us containing the following:
 - a) Company Name/Location
 - b) Provide the name and email address of the two Corporate Users and at least one HR Administrator
 - c) Copy (CC) all names people on the email to Jerry Spilecki.



BCC—1000

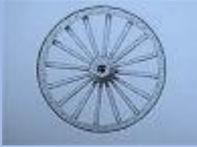
User Registration and Authorization



Each group has been assigned a starting date for providing the email to Jerry Spilecki:

- Group 1 – December 20, 2012
- Group II – January 10, 2013
- Group III – January 31, 2013

Please adhere to the schedule above for the group you are participating.



BCC—1000

Access Information

- User ID is assigned
- User receives a temporary Password
- You have 90 days to create your own Password. After 90 days it is lost.
- At first logon to the IAS
 - Customize your password
 - Follow Password requirements - IMP #15 will provide the details





BCC—1000

Wait



No further action is **required** until Go-live...

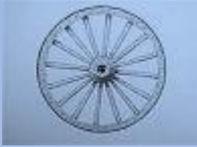


BCC—1000

At Go-live



- The link to the BCC will be provided
- DLTCRP will assign the Corp User to each Provider
- Corp user will enable other users to have access to the BCC
- A Dedicated phone support number will be established and communicated at a later webinar.

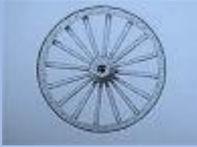


BCC—1000

Grandfathered Employees



- Success rate for SBI#, ~50%
- After Go-live: entered into the BCC and fingerprinted
- Dedicated, scheduled blocks of time for fingerprinting
- A reservation process is under development
- Locations in all three counties
- No double-booking
- No charge if completed as scheduled



BCC—1000



Single Consolidated Consent Form



BCC—1000

Required Consents



Pre employment

- Criminal Background Check and Rap back
- Drug Test
- Child Abuse Registry Check



BCC—1000

BCC Regulations

Check your email for copy of document

Comment period – January, 2013

Adoption expected by March 1, 2013



Highlights:

- Combined Consent Form – One document – Condition of employment
- Master List – All employees must be included; no exceptions
- Rap-back including Grandfathered employees
- Re-Fingerprinting requirement at 3 year interval
- Master List retention
- Service letter requirement



BCC—1000

The BCC Regulations Set the Minimum Standard



- Employers can re-use data that is on BCC i.e., criminal background report < 3 years
- Employer can choose to fingerprint at any time to obtain a fresh report
- Employer can access and use the Quick Check feature at any time
- Vetting process is determined by the Employer's own policy



BCC—1000

Implementation Notes



Reminder:

Throughout the rollout of the BCC, there will be *IMPs* to provide detailed information associated with the various data sources, policies, procedures and other useful information.

The *IMPs* are available at the DLTCRP website and are updated continually after each monthly presentation. The link to the website is below:

<http://www.dhss.delaware.gov/dhss/dltdcrp/bgcheckcenter1000.html>



BCC—1000



Background Check Center (BCC)

Some reminders to plan for:

Training begins in early February 2013!

BCC KEY EVENTS/DATES		
Group	User Registration Begins	Go Live
I	December 20, 2012	March 4, 2013
II	January 10, 2013	March 25, 2013
III	January 31, 2013	April 15, 2013



BCC—1000



Upcoming Webinars

January

Training

Process, Timeline and Registration

Disqualifying Convictions

February

Training update

Dedicated support identified



BCC—1000



QUESTIONS



BCC—1000



THANK YOU