



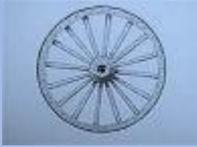
**Delaware Health and Social Services**  
Division of Long Term Care Residents Protection



# Background Check Center

Employer Webinar #7

February, 2013



# BCC—1000



In order to reduce background noise, please mute your phones

- \*6 to mute

Thank you!!!



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## Today's content includes...

1. User Verification Letter
2. Training Update. Announce training dates (new), venues, and instructors
3. Discussion of staggered Go-Live dates for Group I
4. Grandfathered Employee fingerprinting update
5. User designations
6. Update on Proposed Regs
7. Post- Go-Live Process
8. Cancellation notices for classes



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## User Verification Letter (Part 1)



Dear Provider,

The Delaware Background Check Center (BCC) became law on July 1, 2012. All Providers covered by the statute must enter all current employees into the BCC as of the Go-Live date but prior to September 30, 2013. After the Go-Live date, all job applicants must be processed through in the BCC.

Any individual user of the BCC must be approved by the Division of Long Term Care Residents Protection (DLTCRP) in order to have access to the BCC. Because users have access to sensitive personal information pertaining to employees and job applicants, it is essential that Providers verify their users. The purpose of this letter is to verify primary users already provided to DLTCRP or to select users if that information has not already been provided to DLTCRP. After verifying or adding the users and contact information on the lines below, you must sign certifying the individuals listed. The “Corporate” user and Backup Corporate user have complete access to the BCC system and all of its functions including the selection and management of other BCC users. The HR Administrator is responsible for the input and/or the supervision of applicant or employee data input by others.

Please list the person(s) you are designating in your facility or company to serve as Corporate users. Thank you.

<u>Primary user(s)</u>	<u>Name: First and Last</u>	<u>Email Address</u>	<u>Phone</u>
Corporate User	_____	_____	_____
Corporate Backup User	_____	_____	_____
HR Administrator	_____	_____	_____



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## User Verification Letter (Part 2)

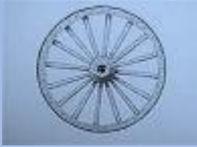


I certify that the individuals listed above are designated users of this company and, as such, are authorized to access, enter, and/or retrieve personal employee or applicant information for this designated company.

Signed \_\_\_\_\_  
Date \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_

Fax the completed form to the attention of: BCC Implementation Coordinator    Fax:  
**(302)-577-6672**

**Questions can be directed to the BCC Support line at (302) 577-1406**



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## Training Update



Group 1 - Wilmington		
<u>Date</u>	<u>Trainer</u>	<u>Venue</u>
2/19/13	Jerry S	GoodStay
2/21/13	Jerry S	GoodStay
2/26/13	Jerry S	GoodStay
2/27/13	Jerry S	GoodStay

Group 1 - Woodside		
<u>Date</u>	<u>Trainer</u>	<u>Venue</u>
2/20/13	Barbara W	Polytech
2/21/13	Barbara W	Polytech
2/26/13	Barbara W	Polytech
2/27/13	Barbara W	Polytech

- Time (for all sessions) 9:00 am- 1:00 pm
- Beverage Service available
- Certificate of Completion provided through DETRAIN
- Must have at least one User complete Training
- Project team will support all trained employers following GO-Live



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## Training Update



Group 2 - Wilmington		
<u>Date</u>	<u>Trainer</u>	<u>Venue</u>
3/12/13	Jerry S	GoodStay
3/14/13	Jerry S	GoodStay
3/19/13	Jerry S	GoodStay

Group 2 - Woodside		
<u>Date</u>	<u>Trainer</u>	<u>Venue</u>
3/12/13	Barbara W	Polytech
3/13/13	Barbara W	Polytech
3/14/13	Barbara W	Polytech

- Time (for all sessions) 9:00 am- 1:00 pm
- Beverage Service available
- Certificate of Completion provided through DETRAIN
- Must have at least one User complete Training
- Project team will support all trained employers following GO-Live



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## Training Update



Group 3 - Wilmington		
<u>Date</u>	<u>Trainer</u>	<u>Venue</u>
4/02/13	Jerry S	GoodStay
4/04/13	Jerry S	GoodStay
4/09/13	Jerry S	GoodStay
4/11/13	Jerry S	GoodStay

Group 3 - Woodside		
<u>Date</u>	<u>Trainer</u>	<u>Venue</u>
4/02/13	Barbara W	Polytech
4/04/13	Barbara W	Polytech
4/09/13	Barbara W	Polytech
4/11/13	Barbara W	Polytech

- Time (for all sessions) 9:00 am- 1:00 pm
- Beverage Service available
- Certificate of Completion provided through DETRAIN
- Must have at least one User complete Training
- Project team will support all trained employers following GO-Live



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## Staggered Go Live dates for *Group I*

- 3/4/13 – First letter of facility name beginning with letters A,B,C
- 3/6/13 - First letter of facility name beginning with letters D through M
- 3/8/13 - First letter of facility name beginning with letters N through Z
  
- Note: All Grandfathered Employees must be fingerprinted by July 6, 2013
- BCC Implementation Coordinator will distribute the listing for each Group via email prior to the Go-Live date.



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***Group 2*** Go-Live Date is 3/25/13



Note: All Grandfathered Employees must be fingerprinted by July 23, 2013.



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***Group 3*** Go-Live Date is 4/15/13



Note: All Grandfathered Employees must be fingerprinted by August 13, 2013.



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## Grandfathered Employee fingerprinting update

- Grandfathered Employees identified with fingerprints and w/o fingerprints
- SBI currently developing schedule
- List of Grandfathered Employees needing fingerprints to be distributed by DLTCRP at Go-Live
- Schedule for fingerprinting to be distributed at Go-Live

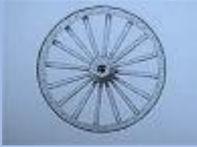


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## User Designations



- If not already completed, submit names, email addresses, and designations to [jerry.spilecki@state.de.us](mailto:jerry.spilecki@state.de.us) and include the designation for each
- User designations include:
  - Corporate User
  - Backup Corporate User
  - HR Administrator



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## BCC Regulations Update



- Comments received and currently being evaluated
- BCC Regs should be published by Go-Live



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## Post Go-Live Process



- After Go-Live- NO MORE PAPER!
- All requests for background checks come through the BCC
- No secondary employer requests to DLTCRP
- No requirement to email drug test results to DLTCRP
- Data entry for ALL current employees starts
- Grandfathered employees must be fingerprinted within 120 days of Go-Live
- Support will be provided by the project team for trained providers

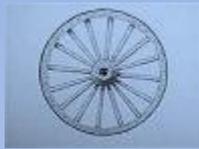


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## Cancellation of BCC Training Classes



- In the event that a class(es) have limited enrollment, the class(es) will be cancelled with three days notice.
- In the event of inclement weather, notice will be made via email.



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## 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>



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## User Support Lines



Application	Phone Number
Background Check Center	302-577-1406
DETrain	302-577-7295 Ext 256
IAS Helpdesk	302-255-9150



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# QUESTIONS



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**THANK YOU  
AND GOOD LUCK**