



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

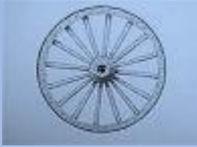


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Background Check Center

Employer Webinar #2

September, 2012



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Group I

- Certified Facilities Licensed by DLTCRP
- Assisted Living
- IBSER
- Neighborhood Homes
- Group Homes

Group II

- Hospice
- Home Health
- Personal Assistance Service Agencies
- Psychiatric Hospitals

Group III

- Temporary Agencies
- CNA Training Schools





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Today's content includes...



1. “Grandfathered” Employee Roster
2. A review of each of the nine data sources included in the project
3. Review of schedule



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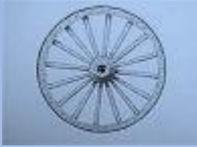
The Grandfathered Employee Roster

Thanks for your timely response to our request for the number of grandfathered employees.

We were surprised by the large number = 1400

We hope to avoid fingerprinting all of them by connecting their profile to an SBI number assigned previously.

In order to do that, we will be asking you to complete an information template for each grandfathered employee which will look something like this:



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The Grandfathered Employee Roster

Template layout:

Field
First Name
Middle Name
Last Name
Date of Birth
Social Security Number
Address Line 1
Address Line 2
City
State
Postal Code
Driver's License
Sex
Race



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The Grandfathered Employee Roster

Following the launch of the BCC

All grandfathered employees are required to be fingerprinted

Purpose – to create the SBI number

All grandfathered employees must be fingerprinted within 120 days of the launch

Group I – July 1, 2013

Group II – July 22, 2013

Group III – August 13, 2013

SBI will perform the fingerprints at no charge to the employers

SBI will create a schedule for grandfathered employees to be fingerprinted

Employers must allow time for employees to be fingerprinted

May not always be a weekend or off hours



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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* will all be available at the DLTCRP website and 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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Remember –

The BCC is a hub that consolidates existing data from nine (9) different sources which are listed here within the wheel. You will be able to access all of this data from one source... the BCC!





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The Quick Check Feature

- Gives the employer a quick and free snapshot of potential disqualifiers for applicants using four sources which include:
 - CNA Registry (NAR)
 - Office of the Inspector General (OIG)
 - Public Sex Offender Registry (SOR)
 - Adult Abuse Registry (AAR)
- This information provided at the beginning of the applicant registration process on the BCC.
- Can potentially save the provider time and \$ over time



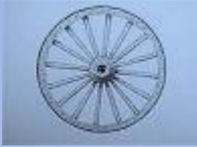


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IMP – 004 Adult Abuse Registry (AAR)



- Employer checks on-line for any substantiated findings of abuse, neglect, mistreatment or financial exploitation.
- The BCC will do automatically



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IMP – 009 Certified Nurse Aide Registry (NAR)



- You are currently able to review on-line the certification history of CNA applicants.
- The BCC will do this automatically



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IMP – 011 Office of the Inspector General (OIG)

The OIG maintains a registry of individuals who are excluded from work in a federally funded health care setting. It is dedicated to combating fraud, waste and abuse and to improving the efficiency of HHS programs. A majority of OIG's resources goes toward the oversight of Medicare and Medicaid.

- This registry is on-line and it is public.
- Employers should know that there are mandatory and permissive exclusions applicable to individuals seeking work in a federally funded setting.





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IMP – 006 Sex Offender Registry (SOR)



This registry is on-line and it is public.
The BCC will do it automatically



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Following The Quick Check Feature



After the Quick Check, the BCC will guide you through the next five registries. They are separate because the data is not instantly available

- Child Protection Registry
- Criminal Background Check
- Drug Test
- Service Letters
- Professional Regulation



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IMP-007 Child Protection Registry (CPR)



- The primary purpose of the Child Protection Registry is to protect children and to ensure the safety of children in child care, health care, and public educational facilities. The registry contains information about persons who have been substantiated for abuse or neglect.
- The BCC will automatically make the inquiry and report findings.



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IMP – 003 Criminal Background Checks State and Federal



There are two parts to the criminal background check:

1. The criminal history from the State of Delaware
2. The federal criminal history which includes both federal and other state histories.

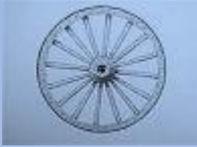


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IMP – 001 Drug Testing

- It is required by statute
- If using a DHIN-connected lab, the results will be returned electronically
- If not using a DHIN-connected lab, the results will come as they are now



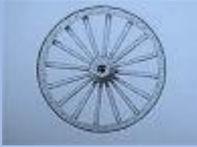


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IMP – 010 Service Letters



- As the BCC begins, employers will be prompted to complete the service letter (required) at separation.
- Information going forward will be stored in the BCC and available for download by prospective employers.



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IMP – 008 Professional Regulation-(ProReg)



- This registry provides licensing status for all health care providers except CNA's.
- A license number is required to complete the search.
- You are currently able to review on-line the licensing history of applicants.
- The BCC will do this automatically



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Background Check Center (BCC)

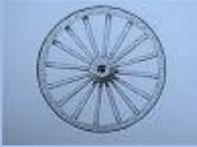
Some reminders to plan for:

Training begins in early February 2013!

Scheduled BCC Launches (Going Live!)

Group I	March 4, 2013
Group II	March 25, 2013
Group III	April 15, 2013





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Upcoming Meetings

October

How the Master List will be developed in advance of the BCC launch dates

Process for fingerprinting all Grandfathered employees

Process for integrating employees hired since 1999



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Upcoming Meetings

November

Rap-back and maintenance of the Master List

BCC termination process

Service Letters

BCC Regulations

December

System User Authorization

Process, Timeline and Registration



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Upcoming Meetings

January

Training

Process, Timeline and Registration



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QUESTIONS



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THANK YOU