

## IMP 012

### Screening of Grandfathered Employees for Prior Fingerprinting

The information provided by employers involved in the BCC project has informed us that over 1400 people **currently employed** are Grandfathered, i.e., have not been fingerprinted for long term care.

The purpose of fingerprinting is to assign an SBI number to a specific set of fingerprints. Some Grandfathered people have previously been fingerprinted for another reason, such as work in an educational setting, the gaming industry, or with children. If previously fingerprinted, a corresponding SBI number already exists.

*Consequently, there is a way to save time for some of the Grandfathered people and their employer.* That can be done by cross-referencing personal information provided by the employer with the existing data base. DLTCRP will provide that service for employers seeking to benefit from the time savings. To do that, employers must complete the BCC Grandfathered Employee Template with information about Grandfathered employees and submit the information to DLTCRP by November 30, 2012. The template will be emailed to employers.

Because the data needed are personal and confidential, the DLTCRP has chosen a secure method of transmitting the completed template through the State of Delaware secure mail server. Details on accessing and transmitting the template are provided in IMP 013.

A Grandfathered employee who has an SBI number will not require fingerprinting. Fingerprinting of all others will be coordinated by DLTCRP.

Again, Grandfathered employees are not subject to a criminal background check. Going forward, they will be included in the Rap-back process.

November 7, 2012