

AFC/HFA BACKGROUND CHECK COMPLIANCE WORKSHEET

Attachment 516C

Facility Name	License Number	Date Completed
---------------	----------------	----------------

APPLICANT/EMPLOYEE NAME:				
Start date of employment, contracts or clinical privileges:				
MDHS-Applicant Consent and Disclosure form or equivalent* [400.734b(3), (4), (6), (12) and 333.20173a(3), (5), (11)]				
Fingerprint receipt, dated within 10 days of conditional offer of employment [400.734b(6)(a) and 333.20173a(5)(a)]				
Within 30 days of fingerprinting, one of the following documents demonstrates compliance: [400.734b(5) and 333.20173a(4)] NOTE: If no fingerprint results within 30 days, licensee to contact Background Check Unit at 877-718-5542 to determine status.				
DHS BCAL No Record Found notice				
DHS BCAL Non-Exclusionary Findings notice				
DHS BCAL Employment Exclusion notice				
DHS BCAL Appeal/Reconsideration Employability notice, if previously excluded but determined employable after appeal				

*Equivalent MDHS-Applicant Consent and Disclosure forms must include all of the following:

- Consent allowing background check to occur.
- Signed statement acknowledging:
 - No convictions described in (1)(a-g)
 - Not subject of order or disposition per (1)(h)
 - Not subject of finding per (1)(i)
 - Acknowledgment of good cause termination AFC(6)(b)(v) & HFA(5)(b)(v)
 - Agreement to notify licensee of being arraigned on a felony offense and/or convicted of any offenses listed in 1(a to g) or upon an order or disposition under (1)(h)(i)
 - Whether the applicant has lived in Michigan for the immediately preceding 12 months without interruption (effective 12/16/10). Continuous residency in the state of Michigan is required for the immediately preceding 12 months without interruption **only** if the employment applicant will be working unsupervised in the facility on a conditional basis before the facility receives their fingerprint results.
- Agreement to submit fingerprints via MILTC website process.

Note: If an employee is exempt (hired in a facility prior to April 1, 2006), the Exempt Employee Information and Agreement Form (instead of the Consent and Disclosure Form) and Exempt Employee Fingerprint Confirmation (instead of 'no record found' or non-exclusion notice) are acceptable.