

**DRAFT - Implementation Plan  
Section 5.3  
Criminal History Requirements  
September 30, 2017**

<b>Unmet Requirement</b>	<b>Current Status</b>	<b>Overall Target Completion Date</b>	<b>Steps/Activities</b>	<b>Activity Start Date</b>	<b>Activity End Date</b>	<b>Responsible Agency and Partners</b>
Goal tied to requirement (e.g. implement policies, develop website, etc)	For example, not yet started  In progress	Date for overall goal	List each step out	Identify start date for each step	Identify end date for each step	Identify agency responsible for each step
Michigan will continue its current background check procedures and practices during the transition to the new regulations	In progress	September 30, 2017	MI will continue to fingerprint the licensee and program director and assess their criminal history based on the Good Moral Character statute.  We will continue ICHAT on adult household members, again utilizing the Good Moral Character statute.  Central registry will be checked on all. PSOR is run on the address of the facility. Self certification of central registry records if they've resided in another state.	Ongoing	Ongoing	LARA
Review current regulations for licensed and registered providers	Completed	July 31, 2015	Review current rules and regulations.	5/1/15	7/1/15	LARA
Identify needed changes	In progress	December 31, 2015	Identification of needed changes	7/1/15	12/1/15	LARA
Change PA 116 to require fingerprinting of applicants, licensees, registrants, employees, household members and others	Not started	September 30, 2017	<ol style="list-style-type: none"> <li>1. Review changes needed to PA116</li> <li>2. Work with Office of Policy and Legislative Affairs</li> <li>3. Develop final plan of action with concerned parties (MDE, DHHS, LARA, Licensees)</li> <li>4. Work with legislature to make changes to PA116</li> </ol>	<ol style="list-style-type: none"> <li>1. 12/31/15</li> <li>2. 1/31/16</li> <li>3. 1/31/16</li> <li>4. 4/30/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/31/16</li> <li>2. 3/31/16</li> <li>3. 3/31/16</li> <li>4. 12/30/16</li> </ol>	LARA
Identify needed rule changes	In progress	December 2015	Identify needed rule changes.	7/1/15	12/31/15	LARA

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Change child care center rules to ensure rules related to background checks are consistent with PA116	Not started	September 30, 2017	<ol style="list-style-type: none"> <li>1. Submit official request for rulemaking.</li> <li>2. Implement Ad Hoc Committee process in PA116 to draft rule changes</li> <li>3. Develop a Regulatory Impact Statement and Cost-Benefit Analysis.</li> <li>4. Schedule public hearings and provide public notices.</li> <li>5. Hold public hearings</li> <li>6. Finalize rule changes.</li> <li>7. Submit final draft of rules to Joint Committee on Administrative Rules</li> <li>8. Submit rules to the Office of the Great Seal.</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/2/2017</li> <li>2. 1/30/2017</li> <li>3. 6/1/2017</li> <li>4. 6/1/2017</li> <li>5. 7/1/2017</li> <li>6. 8/15/2017</li> <li>7. 8/31/2017</li> <li>8. 9/30/2017</li> </ol>	<ol style="list-style-type: none"> <li>1. 02/30/17</li> <li>2. 03/30/17</li> <li>3. 04/30/17</li> <li>4. 04/30/17</li> <li>5. 8/30/17</li> <li>6. 9/30/17</li> <li>7. 9/30/17</li> <li>8. 9/30/17</li> </ol>	LARA
Change child care home rules to ensure rules related to background checks are consistent with PA116	Not started	September 30, 2017	<ol style="list-style-type: none"> <li>1. Submit official request for rulemaking.</li> <li>2. Implement Ad Hoc Committee process in PA116 to draft rule changes.</li> <li>3. Develop a Regulatory Impact Statement and Cost-Benefit Analysis.</li> <li>4. Schedule public hearings and provide public notices.</li> <li>5. Hold public hearings.</li> <li>6. Finalize rule changes.</li> <li>7. Submit final draft of rules to Joint Committee on Administrative Rules.</li> <li>8. Submit rules to the Office of the Great Seal.</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/2/2017</li> <li>2. 1/30/2017</li> <li>3. 3/1/2017</li> <li>4. 3/30/2017</li> <li>5. 5/1/2017</li> <li>6. 8/1/2017</li> <li>7. 8/31/2017</li> <li>8. 9/30/2017</li> </ol>	<ol style="list-style-type: none"> <li>1. 02/30/17</li> <li>2. 03/30/17</li> <li>3. 04/30/17</li> <li>4. 04/30/15</li> <li>5. 08/30/17</li> <li>6. 09/30/17</li> <li>7. 09/30/17</li> <li>8. 09/30/17</li> </ol>	LARA
Identify other systems with similar requirements and see if changes should be made across systems	Not started	September 30, 2016	<ol style="list-style-type: none"> <li>1. Research who uses Good Moral Character Statute</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/2/2016</li> <li>2. 1/2/16</li> <li>3. 03/30/16</li> <li>4. 05/30/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 4/30/16</li> <li>2. 2/28/16</li> <li>3. 05/30/16</li> <li>4. 06/15/16</li> </ol>	LARA

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			<ol style="list-style-type: none"> <li>2. Reach out and identify if they need/want changes to the Good Moral Character Statute</li> <li>3. Assess whether we continue to use the Good Moral Character Statute for child care</li> <li>4. Recommendation on continued use of Good Moral Character</li> </ol>			
Identify questions for OCC based on reauthorization language	Ongoing	September 30, 2017	<ol style="list-style-type: none"> <li>1. Send questions to OCC</li> <li>2. Review responses and incorporate into the implementation plan</li> </ol>	Ongoing	Ongoing	MDE
Identify needed system changes to the Workforce Background Check System	In progress	February 28, 2016	<ol style="list-style-type: none"> <li>1. Review current system used by LARA/Adult Foster Care</li> <li>2. Receive proposal for modifications/enhancements</li> <li>3. Timeline for modifications created</li> <li>4. Obtain permissions for access to various criminal history databases</li> <li>5. Determine funding source</li> <li>6. Expansion of agreement with current fingerprint vendor</li> <li>7. Determine how to incorporate Central Registry</li> <li>8. Modify needed notifications</li> </ol>	<ol style="list-style-type: none"> <li>1. 09/30/15</li> <li>2. 11/30/15</li> <li>3. 02/28/16</li> <li>4. 11/30/15</li> <li>5. 11/30/15</li> <li>6. 11/30/15</li> <li>7. 02/28/16</li> <li>8. 09/30/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 02/28/16</li> <li>2. 02/28/16</li> <li>3. 09/30/16</li> <li>4. Ongoing</li> <li>5. 2/28/16</li> <li>6. Ongoing</li> <li>7. Ongoing</li> <li>8. Ongoing</li> </ol>	LARA
Create a cost proposal for incentivizing providers to get their updated criminal history checks in a timely manner	Not started	December 31, 2016	<ol style="list-style-type: none"> <li>1. Evaluate costs of background checks</li> <li>2. Create proposals for how we might incentivize providers to get criminal history checks in a timely manner</li> <li>3. Make recommendation</li> </ol>	<ol style="list-style-type: none"> <li>1. 4/1/16</li> <li>2. 4/1/16</li> <li>3. 7/1/16</li> <li>4. 8/1/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 7/1/16</li> <li>2. 7/1/16</li> <li>3. 7/31/16</li> <li>4. 8/31/116</li> </ol>	MDE/LARA

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			4. If recommendation accepted, create funding proposal			
Review current CCDF administrative rules related to criminal history checks for subsidy to allow for alignment	In progress	December 31, 2015	<ol style="list-style-type: none"> <li>1. Review current rules</li> <li>2. Identify needed changes</li> <li>3. Begin rule revision process</li> </ol>	<ol style="list-style-type: none"> <li>1. 9/1/15</li> <li>2. 9/1/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 12/31/15</li> <li>2. 12/31/15</li> </ol>	MDE MDE MDE
Review current CCDF subsidy crimes against child care licensing crimes and new CCDF reauthorization crimes	Completed	September 31, 2015	<ol style="list-style-type: none"> <li>1. Review current LARA crime codes and current CCDF subsidy crime codes</li> <li>2. Cross check crimes</li> <li>3. Identify differences</li> <li>4. Determine whether or not currently approved providers can continue</li> <li>5. Recommend changes to create consistency between crime codes, including review periods</li> <li>6. Create final crime code list</li> </ol>	<ol style="list-style-type: none"> <li>1. 07/01/15</li> <li>2. 11/1/15</li> <li>3. 11/1/15</li> <li>4. 1/2/16</li> <li>5. 11/1/15</li> <li>6. 06/1/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 09/31/15</li> <li>2. 11/30/15</li> <li>3. 11/30/15</li> <li>4. 06/30/16</li> <li>5. 06/30/16</li> <li>6. 06/30/16</li> </ol>	MDE/LARA
Continue to participate in learning opportunities about these requirements offered through the OCC	Ongoing	September 30, 2017	<ol style="list-style-type: none"> <li>1. Participate in opportunities offered by the OCC to define, outline and support implementation</li> </ol>	Ongoing	Ongoing	MDE/LARA
Communication to providers about rule changes	In progress	September 30, 2017	<ol style="list-style-type: none"> <li>1. As the CCDF state plan is developed introduce the new requirements to various stakeholder groups</li> <li>2. Engage providers in the rule change processes</li> <li>3. Communicate changes to providers</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/1/16</li> <li>2. 1/2/17</li> <li>3. 3/1/17</li> </ol>	<ol style="list-style-type: none"> <li>1. 3/1/17</li> <li>2. 12/30/17</li> <li>3. 9/30/17</li> </ol>	LARA/MDE LARA/MDE LARA/MDE/Partners
Update the child care licensing technical assistance manuals	Not started	September 30, 2017	<ol style="list-style-type: none"> <li>1. Identify needed changes</li> <li>2. Update manual</li> <li>3. Post updated manual</li> </ol>	<ol style="list-style-type: none"> <li>1. 1/2/16</li> <li>2. 3/1/16</li> <li>3. 6/1/16</li> </ol>	<ol style="list-style-type: none"> <li>1. 4/1/17</li> <li>2. 9/1/17</li> <li>3. 9/1/17</li> </ol>	LARA

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			4. Notify providers of updated manual	4. 9/1/16	4. 12/30/16	
Update appeals process	Not started	September 30, 2017	LARA to add steps	05/30/17	09/30/17	LARA
Update resources on the child care licensing website and in the technical assistance manual	Not started	September 30, 2017	Continually update the website for resources and TA as needed for licensees and staff	ongoing	9/30/17	LARA

**NEED TO ADD ---- LICENSE EXEMPT once decisions are made**