



Michigan Department of Human Services
Bureau of Children and Adult Licensing
Division of Adult Foster Care and Home for the Aged Licensing
Background Check Unit

Background Check Website
Orientation Manual



Table of Contents

| | |
|--|-----------|
| <u>Components of the Background Check Program</u> | 3 |
| <u>Getting Started</u> | 4 |
| Accessing the System: User Names and Passwords | 4 |
| System Requirements | 4 |
| Starting the Background Check System | 5 |
| Logging In | 5 |
| Creating Your Account (automatic when logging in for the first time) | 5 |
| <u>Your Home Page</u> | 7 |
| Overview | 7 |
| <u>Conducting Background Checks</u> | 8 |
| Overview of Application Steps | 8 |
| Starting a New Application | 8 |
| Type of Application | 9 |
| Step 1: Enter Applicant Information | 9 |
| Step 2: Verify Information | 12 |
| Step 3: Registry Checks | 13 |
| General Steps for Checking Registries | 14 |
| U.S. HHS Medicare/Medicaid Exclusion List (OIG) | 14 |
| Michigan Nurse Aid Registry (NAR) | 16 |
| Michigan Public Sex Offender Registry (PSOR) | 18 |
| Michigan Offender Tracking Information System (OTIS) | 20 |
| Step 4: Preliminary Hiring Decision | 22 |
| Step 5: Fingerprint Request | 23 |
| Final Hiring Decision | 24 |
| <u>Managing Your Website</u> | 25 |
| Sorting Applications | 25 |
| Opening an Application | 25 |
| Search Applications | 26 |
| Manage Users | 27 |
| Preferences | 28 |
| <u>Rap Back Feature</u> | 29 |
| Rap Back Notices | 29 |
| Processing Rap Backs | 30 |
| <u>Appeal Management</u> | 32 |
| <u>Contact Information and Resources</u> | 35 |



Components of the Background Check Program

The Background Check Program consists of two major components: a Web-based system that allows Licensee's to search available registries for potentially disqualifying information, and a state and federal fingerprint-based criminal history check.

Facts

1. Legislation, MCL 400.734b and MCL 333.20173a, to expand criminal background checks was signed into law April 1, 2006.
2. Employees hired by you before April 1, 2006 are considered "exempt". Anyone given a good faith offer of employment by you after April 1, 2006 is considered a "new applicant".
3. Training sessions are available for licensees or their designees. Requests for training should be directed to 877-718-5547.

The website is designed to facilitate the mandatory background checks for new employees, independent contractors and those seeking clinical privileges (home for the aged facilities only). The user-friendly interface:

- Provides licensee's with convenient centralized access to available registries
- Generates the official fingerprint request form to be used at the time of fingerprinting
- Provides for quick retrieval of employability notices for licensee's
- Provides for notification of subsequent felony arrests or disqualifying convictions of fingerprinted employees
- Provides a centralized location of relevant news items and resource documents useful to the licensee
- Collects data in order to assess the efficiency and effectiveness of the background check program in Michigan

L1 Identity Solutions is currently under contract with the Michigan Department of State Police to provide fingerprinting services for the fingerprint-based criminal history checks. Other vendors may be incorporated to provide this service in the future. As part of the agreement with the Michigan Department of State Police, appointments will be available within 10 days of the request for

services, and fingerprint vendors will provide locations within fifty miles of any individual requiring fingerprinting services. **There may be occasions in which the applicant may be required to travel beyond the 50 miles to be fingerprinted in order for you to meet the 10 day fingerprinting requirement to maintain compliant.**



Getting Started

Accessing the System: User Names and Passwords

Access the Web-based background check system at:

<http://www.miltcpartnership.org>

If you cannot access the system or have questions, contact us at:

**1-877-718-5542 or
OCALCHECK@Michigan.gov**

A temporary user name and password to access the web-based application is sent to the licensee upon being newly licensed. This user name and password are mailed to the licensee within ten days after license issuance. If you have not received the letter, please call 1-878-718-5542.

You can access the web-based background check system at: <http://www.miltcpartnership.org>. You will need to login to perform background checks.

The Web-based background check process begins once an individual receives a bona fide good faith offer of employment and signs a MDHS-Employment Applicant Consent and Disclosure form (or its equivalent) to authorize a request for a criminal background check.

System Requirements

The background check system is a web-based system. To access the system you must use one of the following web browsers:

- **Internet Explorer 6.0 (or higher)**
Internet Explorer can be downloaded for free at:
<http://www.microsoft.com/windows/products/winfamily/ie/default.msp>
- **FireFox 1.5 (or higher)**
FireFox can be downloaded for free at:
<http://www.mozilla.com/en-US/firefox/all.html>

Your web browser preferences should be set to have both Javascript and Cookies enabled.

You will also need Adobe Acrobat Reader 7.0 (or higher) installed so that you can read PDF documents. Adobe Acrobat Reader can be downloaded for free from:
<http://www.adobe.com/products/acrobat/readstep2.html>

Before accessing the web-based system, please disable pop-up blockers on your browser.



Starting the Background Check System

Access the web-based background check system at: <http://www.miltcpartnership.org>.

Click on “Conduct Background Checks” from the main menu on the left side of the page to access the “Login” page.

Logging In

Enter the user name and password provided and click “Login” to proceed.

Don't know your user name and password?

If you are not sure what your user name and password is, see the section “Accessing the System: User names and Passwords” of this orientation manual.

Know your user name, but forgot your password?

If you know your user name, but forgot your password, click on “Forgot your password?” You will need to enter your Background Check user name and email address. Once you submit this information, you will be emailed a new password to login with.

Figure 1: Login Screen

The screenshot shows the login interface for the Michigan Long Term Care Partnership Workforce Background Check system. At the top, there is a header with the logo and the text 'MICHIGAN LONG TERM CARE PARTNERSHIP'. Below the header is a navigation menu with 'NEWS FLASH' and 'Conduct Background Checks' highlighted. The main content area features a circular image of two people, a 'User Name:' field, a 'Password:' field, a 'Login' button, and a 'Forgot your password?' link.

Creating Your Account (automatic when logging in for the first time)

You will automatically be prompted to create your account for the Background Check System when you login for the first time.

You will identify the person responsible for performing the workforce background checks for your license. Enter their first and last name and email address (all three of these fields are required). Then you will create a new user name and a new password of your choice. Your user name must be between 6 to 12 characters (only letters (a-z), digits (0-9), and period (.) are allowed) and must



start with a letter. Your password must also be at least 6 characters (all characters allowed) and must have at least 1 letter and 1 digit.

You will see a confirmation screen after you have entered all of the requested information. An email confirmation will be sent to the email address listed containing your new user name and password.

Figure 1: Enter your contact information

WORKFORCE BACKGROUND CHECK MICHIGAN LONG-TERM CARE PARTNERSHIP HELP DESK :: LOG OFF ::

create your account

create an account

First Name:

Last Name:

Email Address:

Next

Note:

Keep in mind that the individual designated at this stage as the responsible administrator of this log-in will receive all email notices from this web-site intended for the licensee. Therefore, a valid email address for the user is necessary.

Figure 2: Create new user name and password

create profile & preferences

Enter new username: (maximum 12 characters)

Confirm new username:

(password is case sensitive)

Enter current password:

Enter new password: (maximum 12 characters)

Confirm new password:

Back Next

Figure 3: Account Confirmation

confirmation

First Name: Johnny

Last Name: Spirit

Email Address: johnnyspirit@somewhere.com

New Username: johnnyspirit

An email will be sent to your email address containing your new username and password. Click Next to continue.
*** Please wait for the the system to process your request. ***

Back Next



Your Home Page

Overview

Your home page in the Background Check System gives you an overview of the applications you have in progress and those that are completed. From your home page you can view:

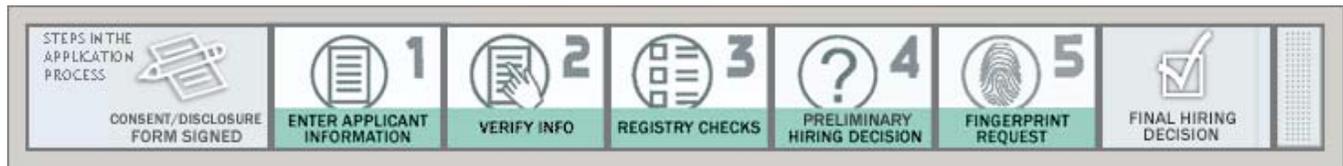
- The facility you are performing background checks on. If you are licensed for multiple facilities you may view each one by clicking the drop down arrow and selecting the facility you wish to view.
- Applications in progress.
- Applications that require a final decision.
- Applications that have had subsequent felony arrests or disqualifying convictions. (This feature is only viewable when a rap back notification is present.)
- Links to news items and documents on the right side of the screen.

The screenshot shows the user interface of the Michigan Department of Human Services Background Check System. At the top, there is a navigation bar with the following elements: the logo for 'WORKFORCE BACKGROUND CHECK', the text 'MICHIGAN LONG-TERM CARE PARTNERSHIP', and links for 'REQUEST HELP ::' and 'LOG OFF ::'. Below this is a secondary navigation bar with tabs for 'home', 'new application', 'open applications', 'reports', and 'manage users'. The main content area displays the user's login status and a 'SEARCH APPLICATIONS' link. The primary section is titled 'choose a facility' and features a dropdown menu for 'FACILITY:' with 'CLUB FORTIS - ANN' selected. Below this, there are three main sections: 'applications in progress', 'applications - final decisions', and 'applications - final decision'. Each section contains a message box indicating that there are no applications in that category. On the right side, there are two vertical panels: 'news' and 'documents'. The 'news' panel lists several items, including 'MDHS-RAP BACK FEATURE', 'MDHS-EXEMPT EMPLOYEE FINGERPRINTING UPDATE', 'IMPORTANT NEWS - EXEMPT EMPLOYEE PROCESS SUSPENDED', 'DID YOU KNOW?', 'MDHS-NEW FORMS', and 'OCTOBER 2007 UPDATES'. The 'documents' panel lists various forms and notices, such as 'AFC/HFA-BACKGROUND CHECK TRAINING-AUGUST 2008', 'MDHS-NEW FORMS NOTICE', 'MDHS-EMPLOYMENT APPLICANT CONSENT AND DISCLOSURE FORM', 'MDHS-EXEMPT EMPLOYEE INFORMATION AND AGREEMENT FORM', 'MDHS-ADULT FOSTER CARE, MCL 400.734B', 'MDHS-HOME FOR THE AGED, MCL 333.20173A', and 'DOCUMENT COMPLIANCE REQUIREMENT'. At the bottom of the page, there is a copyright notice: '© 2006 Michigan State University Board of Trustees.'



Conducting Background Checks

Overview of Application Steps



For each person that you run background checks on, an “application” is created. There are 7 stages to this process:

Consent Form: After making a good faith offer of employment, a consent form is required to be signed by the employment applicant before you start the online application. The consent form is called the “MDHS-Applicant Consent and Disclosure” form. There is a link to this form on the right side of your home page where you can download and print the form.

Step 1: Enter “applicant information” into the website

Step 2: Verify “applicant information” entered in step 1

Step 3: Complete “registry checks” and select employability findings for each

Step 4: Make a “preliminary hiring decision”

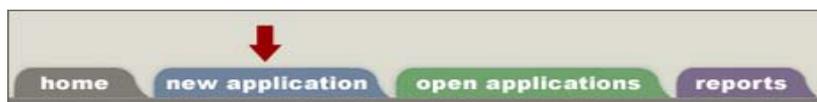
**Step 5: Schedule fingerprint appointment and generate “Fingerprint Request” form
Final Hiring Decision**

Each of the steps are explained in detail in the following sections.

Starting a New Application

You must be logged into the Workforce Background Check System with your assigned Username and Password. Start a new application by selecting the “New Application” tab from the top menu.

Figure 4: Select the “New Application” Tab



Type of Application

You will be prompted to answer “Was this person employed with you before April 1st 2006?” in order to determine if you are performing a background check on a new applicant or an exempt employee. Please select “yes” or “no”.



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

Figure 5: Type of Application

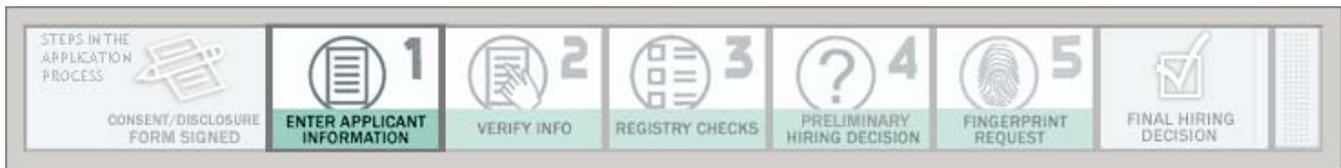


Important Note:

Selection of "Yes" will identify your application as an exempt employee. The same process is followed as a new applicant outlined in this manual with the exception of:

- 1) The employee must fill out the "MDHS-Exempt Employee Information and Agreement form"
- 2) Only the OIG Registry is reviewed at Step 3
- 3) There is no Step 4
- 4) The fingerprinting of these individuals is to begin April 1, 2009. The Home for the Aged fingerprinting deadline has been extended until 04/01/2011 but can begin now.

Step 1: Enter Applicant Information (New Applicant)



Fill in the fields utilizing information from the MDHS-Applicant Consent and Disclosure form. All fields marked with an asterisk (*) are required to be completed:

- ***Consent Obtained:** Indicate that you have obtained the MDHS-Applicant Consent and Disclosure form signed by the applicant by checking the box in the upper left hand corner.
- ***Applicant's Name:** (middle name is not required) Enter the applicant's first and last name. If additional name fields are required for other alias's used by the applicant such as maiden name or other married names, or nicknames select "Add another" and enter all additional names.
- ***Date of Birth:** Enter the applicant's date of birth by selecting the month from the dropdown menu and entering the two-digit day and four-digit year.
- ***Place of Birth:** Select the applicant's place of birth from the dropdown menu.
- ***Country of Citizenship:** Select the applicant's country of citizenship from the dropdown menu.
- ***Height:** Select the applicant's height in feet and inches from the dropdown menu.
- ***Weight:** Enter the applicant's weight in pounds.
- ***Hair Color:** Select the applicant's hair color from the dropdown menu. If the applicant's hair color is unknown, select "Unknown" from the dropdown menu.



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

- ***Eye Color:** Select the applicant's eye color from the dropdown menu. If the applicant's eye color is unknown, select "Unknown" from the dropdown menu.
- ***Gender:** Select "Female" or "Male" for the applicant's gender.
- ***Race:** Choose one of the options in the drop-down menu for Race
- ***Social Security Number:** Enter the applicant's nine-digit Social Security number.
- ***Address Line #1:** Enter the applicant's current street address on Address Line #1. See note →
- **Address Line #2:** Enter additional address information (apartment number, P.O. Box, etc.) on Address Line #2
- ***City:** Enter the applicant's city of residence.
- ***State:** Enter the applicant's state of residence.
- ***Zip:** Enter the applicant's zip code.
- ***County:** Enter the applicant's county of residence.
- ***Category:** Choose the category describing the job for which the applicant is applying from the dropdown list.
- ***Occupation:** Choose the occupation describing the job for which the applicant is applying from the dropdown list.
- **Long term care:** Answer the questions "Has this applicant worked in long term care prior to April 1, 2006?" by selecting "Yes" or "No".
- ***Number and State:** Enter the state-issued Identification number or Driver's License number and choose the issuing state from the drop-down menu.
- **Certified Nurse Aide Number:** Enter Certified Nurse Aide number, if applicable, and any professional license numbers. If applicant has multiple professional licenses, select "Add another".

Important Note:

For applicants who are Canadian citizens or domiciled in Canada, enter the facility address. The system will not mail to addresses outside the United States.

Once you are done filling out the form, continue to Step 2 by clicking on the "Continue" button. You may also cancel the new application by clicking on the "Cancel" button. By Clicking "Cancel" all information entered will be deleted.



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

Figure 6: Applicant information

Step 1: Enter Applicant Information

Fields marked with an asterisk * are required.

CONSENT

I have obtained the written consent, disclosure and notice of right to appeal form signed by the applicant.

APPLICANT PERSONAL INFORMATION

* First Name:

Middle Name:

* Last Name:

Suffix: [add another name](#)

* Date of Birth: [add another name](#)

* Place of Birth:

* Country of Citizenship:

* Height:

* Weight: lbs

* Hair Color:

* Eye Color:

* Gender: Female Male

* Race:

* Social Security Number: - -

ADDRESS

* Address Line #1:

Address Line #2:

* City:

* State:

* Zip:

* County:

OCCUPATION

* Category:

* Occupation:

* Has this applicant worked in long term care prior to April 1, 2006? Yes No

DRIVER'S LICENSE or STATE IDENTIFICATION

* Number:

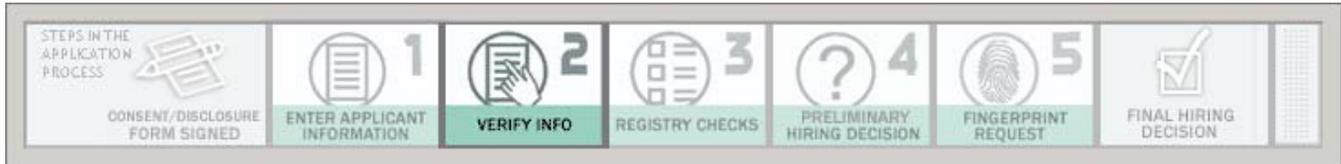
* State:

PROFESSIONAL LICENSE NUMBER (Required if applicant has ever had a license)

Certified Nurse Aide Number: [add another license](#)



Step 2: Verify Information



Review the information entered.

If there is missing or incorrect information, select the “Back” button to edit.

If the information is correct and you wish to exit the application to return at a later time to finish, you may select “Save & Return”. Otherwise, click “Save & Continue” to proceed to Step 3.

Figure 7: Verify applicant information

This was obtained when processing a new employee.

APPLICANT'S PERSONAL INFORMATION

Applicant Name: Johnny Spirit
Other Name #1: N/A
Other Name #2: N/A
Other Name #3: N/A
Date Of Birth: 03/23/1973
Place of Birth: Michigan
Country of Citizenship: United States
Height: 5 feet 9 inches
Weight: 143 LBS
Hair Color: Blonde or Strawberry
Eye Color: Maroon
Gender: Male
Race: All
Social Security Number: 123-45-6789

ADDRESS

Address Line #1: 1234 Green Ave.
Address Line #2:
City: Spiritville
State: MI
Zip Code: 12345
County: Calhoun

OCCUPATION

Occupation: Other
Hire Date: 3/9/2008
LTC employment: No, the applicant has not worked in long term care prior to April 1, 2006.

DRIVER'S LICENSE OR STATE IDENTIFICATION

State License Number: 123456789
State Issued License: MI

PROFESSIONAL LICENSE NUMBER

Certified Nurse Aide Number: 123456789
Professional License Number #1: N/A
Professional License Number #2: N/A
Professional License Number #3: N/A
Professional License Number #4: N/A
Professional License Number #5: N/A
Professional License Number #6: N/A

Back Save & Return Save & Continue

Important Note:

Be careful! This is the only place you can edit applicant data without having to duplicate your work and adding unnecessary time to your process. If you proceed to step 3 with errors on step 1 you will be required to correct your error and perform the registry reviews again!



Step 3: Registry Checks



All information entered on the previous screens will be imported into each registry, eliminating the need to re-enter information. The results of each registry check will appear in a new window (or tab, depending on your web browser), allowing you to move between the results window and the background check application easily.

Registries:

1. U.S. HHS Medicare/Medicaid Exclusion List (OIG)
2. Michigan Nurse Aid Registry (NAR)
3. Michigan Public Sex Offender Registry (PSOR)
4. Michigan Offender Tracking Information System (OTIS)

Figure 8: Registry Checks

Step 3: Registry Checks - You are working on [Applicant's Profile] application

Follow the steps below to conduct the registry checks for your applicant. The results will display in a pop-up window.

1. Check these registries. If the applicant is found in any of these three registries, the person is not eligible to work.

1a. HHS Medicare/Medicaid Exclusion List (OIG) registry:

Does the applicant appear in the registry?
 No Yes

1b. Michigan Nurse Aide Registry (NAR) registry:

Does the applicant appear in the registry?
 No Yes

1c. Michigan Public Sex Offender Registry (PSOR) registry:

Does the applicant appear in the registry?
 No Yes

2. Check the Michigan Offender Tracking Information System (OTIS) registry. ([Legal Guide](#))

Are there any exclusionary findings?
 No Yes



General Steps for Checking Registries

The registries must be checked in the order they appear on the screen. For each registry (starting with the first one):

1. Click on the name of registry. The results of the automated registry checks will display in a newly opened secondary window.
2. For the OIG Exclusion List, Public Sex Offender Registry, or the Nurse Aid Registry determine if the employment applicant is listed and select “yes” or “no” to the question if the applicant is listed in that registry. Proceed through each registry following this procedure.
3. For the OTIS Registry determine if exclusionary results exist. If there is select “yes” if not select “no”. For further clarification, there is a guide available. Click the “Guide” link next to the registry name to view it. You may also review the statutes, AFC/HFA Background Check Training, or Registry Review Tips documents located on your home page under the “Documents” section on the right of your screen.
4. When all registries have been reviewed and the corresponding “Yes” or “No” selection is made for each, select the “Save & Continue” button to proceed to the next step.

Important Notes:

- The registries must be checked in the order they appear on the screen.
- If the registries are temporarily not accessible due to maintenance, you must return and check them at a later time. You are not allowed to skip the review of any registry.
- Any applicant that is listed in the OIG Exclusion List, Public Sex Offender Registry, or the Nurse Aid Registry makes the applicant not employable.

Explanation of Registry Use

U.S. HHS Medicare/Medicaid Exclusion List (OIG)

Click on the U.S. HHS Medicare/Medicaid Exclusion List (OIG) link to initiate a check of this registry. The results of the automated registry checks will display in a secondary window.

For more information, there is a guide available for each registry. The Registry Review Tips document is located on your home page under the “Documents” section on the right of your screen.

- **No Results Returned**
 - If the results screen shows “No results returned” then select the “No” button.
 - Click “Save & Return” to exit the application, or proceed to the next registry



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

Figure 9: Results of OIG Registry Check- No Results



- **Results Found**

- If the Results screen shows a list containing matching name(s), you must verify that a similar or matching name does or does not belong to the applicant.
- Click on the last name that corresponds to a matching first name for the applicant to find additional identifying information such as date of birth and address. If further verification is needed to determine an exact match you can type in the applicant’s social security number. The HHS website will confirm an exact match.

Figure 10: Results of OIG Registry Check- Results Found



Figure 11: Detailed Results of OIG Registry Check





→ None of the Found Results Match Applicant

- If none of the results appear to match the applicant, then select the “No” button.
- Choose to either “Save & Return” to save your current progress and return later or move on to checking the next registry, the Michigan Nurse Aid Registry (NAR).

→ Applicant Appears on the OIG List

- If verifying information confirms that the applicant appears on the OIG exclusion list, choose the “yes” button.
- Exclusionary findings in this registry mean that the applicant is ineligible for employment. You will be unable to proceed with additional registry checks. Click the “Save & Continue” button to proceed to the next step. You must continue to Step 4, Preliminary Hiring Decision.

Michigan Nurse Aid Registry (NAR)

Click on the “Michigan Nurse Aid Registry (NAR)” link on the Registry Check page to initiate an automatic check of the Michigan Nurse Aide Registry.

The results of the registry check will appear in a secondary window.

The Michigan Nurse Aide Registry contains information only for Certified Nurse Aides. The list is organized by last name, so a registry check will return a list of all persons with the same or similar last name as the applicant you are processing.

Check the list for names matching or similar to the applicant.

- **No Results Found**

- If the results screen shows “No record found” then select the “No” button.
- Click “Save & Return” to exit the application, or proceed to the next registry.

Important Notes:

- This registry must be checked, even if the applicant is not applying for a position as a Nurse Aide.



Figure 12: Results of NAR Registry Check- No Results



• **Results Found**

- If the Results screen shows a list containing matching name(s), you must verify that a similar or matching name does or does not belong to the applicant.
- The registry certificate number is a very good way to confirm that the information on the report is for the applicant.
- The names listed in the NAR results are of Certified Nurse Aides with a patient abuse finding.
- If verifying information confirms that the applicant appears on the NAR list, choose the “Yes” button.
- Exclusionary findings in this registry mean that the applicant is ineligible for employment. You will be unable to proceed with additional registry checks. Click the “Save & Continue” button to proceed to the next step. You must continue to Step 4, Preliminary Hiring Decision, even if the registry checks result in exclusionary findings.

Figure 13: Results of NAR Registry Check- Results Found





Michigan Public Sex Offender Registry (PSOR)

The registration requirements of the Sex Offender Registration Act are intended to provide the people of Michigan with an appropriate, comprehensive, and effective means to monitor those persons who pose a potential danger to the health, safety, morals, and welfare of the people of the state of Michigan. Information available on PSOR includes an offender’s name, address, offense information, and a photograph.

Click on the “Michigan Public Sex Offender Registry (PSOR)” link on the Registry Check page to initiate an automatic check of the Michigan Public Sex Offender Registry.

The results of the registry check will appear in a secondary window/tab.

- **No Results Found**
 - If the results screen shows “0 Match(es)” then select the “No” button.
 - Click “Save & Return” to exit the application, or proceed to the Step 4; Hiring decision.

Figure 14: Results of PSOR Registry Check- No Results



- **Results Found**
 - If the Results screen shows a list containing matching name(s), you must verify that a similar or matching name does or does not belong to the applicant.
 - Click on the “Details” link to view the detailed record.



Figure 15: Results of PSOR Registry Check- Results Found

The screenshot shows the Michigan State Police PSOR search results page. The header includes the Michigan State Police logo and the Michigan.gov website. The search criteria are set to 'Last Name' and 'Middle Name'. The results table shows 11 matches, with the first three visible. Each row includes an image, offender name, state, county, city/town, and zip code, along with a 'Details' link.

| Image | Offender Name | State | County | City/Town | Zip Code | |
|---------------------|-------------------------|-------|---------|--------------|----------|-------------------------|
| | Michigan, Alan Michael | MI | Gratiot | St Louis | 48880 | Details |
| Image Not Available | Michigan, Bruce E | MI | Wayne | Lincoln Park | 48146 | Details |
| | Michigan, David Michael | MI | Wayne | Detroit | 48214 | Details |

→ **None of the Found Results Match Applicant**

- If none of the results appear to match the applicant, then select the “No” button.
- Choose to either “Save & Return” to save your current progress and return later or move on to step 4; Hiring Decision.

→ **Applicant Appears on the PSOR List**

- If the applicant appears on the registry they are not eligible for employment. Select the “Yes” button.
- Exclusionary findings in this registry mean that the applicant is ineligible for employment. Click the “Save & Continue” button to proceed to the next step. You must continue to Step 4, Preliminary Hiring Decision, even if the registry checks result in exclusionary findings.

Important Note:

You can also check the OTIS registry to find more information on any relevant convictions found on PSOR.



Michigan Offender Tracking Information System (OTIS)

OTIS is an online searchable database of the Michigan Department of Corrections (MDOC).

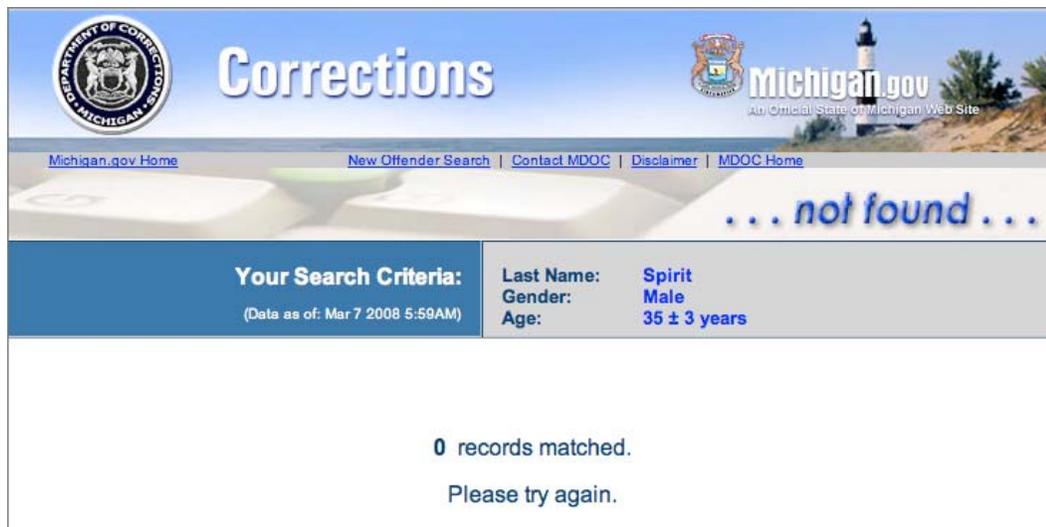
Each offender whose pre-sentence investigation is handled by MDOC (all dispositions in circuit court) is assigned a unique offender number. The name, date of birth, gender, race, location and status of the offender is provided. In addition, the Michigan Compiled Law (MCL) number is given for the crime of the controlling sentence of the most recent conviction.

Click on the “Michigan Offender Tracking Information System (OTIS)” link on the Registry Check page to initiate an automatic check of the Michigan Offender Tracking Information System.

The results of the registry check will appear in a secondary window.

- **No Results Found**
 - If the results screen shows “0 records matched” then select the “No” button.
 - Click “Save & Return” to exit the application, or proceed to the next registry.

Figure 16: Results for OTIS Registry Checks- No Results



- **Results Found**
 - If the results screen shows a list containing matching name(s), you must verify that a similar or matching name does or does not belong to the applicant.
 - Click on the Offender Number to view the detailed record.



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

Figure 17: Results of OTIS Registry Check-Results Found

Corrections Michigan.gov
An Official State of Michigan Web Site

Michigan.gov Home | New Offender Search | Contact MDOC | Disclaimer | MDOC Home

... found ...

Your Search Criteria:
(Data as of: Mar 7 2008 5:59AM)

Last Name: [redacted]
Gender: Female
Age: 27 ± 3 years
Race: White

| Offender Number | Last Name | First Name | Date of Birth | Sex | Race | MCL Number | Location | Status | Earliest Release Date | Maximum Discharge Date | Date Paroled |
|-----------------|------------|------------|---------------|-----|-------|------------|--------------|---------|-----------------------|------------------------|--------------|
| 750.81A | [redacted] | [redacted] | [redacted] | F | White | | Lansing Prob | Dischrg | | 05/02/2008 | |
| [redacted] | [redacted] | [redacted] | [redacted] | F | White | 750.81A | Lansing Prob | Prob | | 12/06/2008 | |

Click on the offender number to access the detail page. **NOTE:** If available, an image of the offender will appear on the detail page.

2 matches found.

Michigan.gov Home | MDOC Home | Site Map | Contact MDOC | State Web Sites
Accessibility Policy | Privacy Policy | Link Policy | Security Policy
Copyright © 2001-2003 State of Michigan

→ None of the Found Results Match Applicant

- If none of the results appear to match the applicant, then select the “No” button.
- Choose to either “Save & Return” to save your current progress and return later or move on to checking the next registry.

→ Applicant Appears on the OTIS List

- If the applicant appears on the registry, you must determine the type of crime committed and the resulting exclusionary period based on the tiered system outlined in MCL 400.734b and MCL 333.20173a.
- Determine whether the offense is a felony or misdemeanor based on the offense code.
- Review MCL 400.734b for AFC facilities or MCL 333.20173a for HFA facilities, or the AFC/ HFA Background Check Training located to the right on your home page, under “Documents”.
- If the offense is an exclusionary finding, or if the exclusionary time period has not expired, the applicant is not employable. Select the “Yes” button.
- Exclusionary findings in this registry mean that the applicant is ineligible for employment. Click the “Save & Continue” button to proceed to the next step. You must continue to Step 4, Preliminary Hiring Decision, even if the registry checks result in exclusionary findings.



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

Step 4: Preliminary Hiring Decision



After receiving the results of the registry checks, you must record your preliminary hiring decision before continuing to the fingerprint-based criminal background check.

Figure 18: Step 4- Preliminary Hiring Decision

Step 4: Preliminary Hiring Decision - You are working on [Nelson Richards's] application

| REGISTRIES | RESULTS |
|---|--------------------------|
| U.S. HHS Medicare/Medicaid Exclusion List (OIG) | No Exclusionary Findings |
| Nurse Aide Registry (NAR) | No Exclusionary Findings |
| Public Sex Offender Registry (PSOR) | No Exclusionary Findings |
| Offender Tracking Information System (OTIS) | No Exclusionary Findings |

Based on the results of the registry checks, select your preliminary hiring decision below:

- I intend to have this applicant start working immediately on a conditional employment basis.
- I intend to hire this applicant, but not until the fingerprint results come back.
- The applicant withdrew from the hiring process.
- I am withdrawing this application from the hiring process.

Choose one of the options that best describes your preliminary hiring decision. The options include:

- "I intend to have this applicant start working immediately on a conditional employment basis."
- "I intend to hire this applicant, but not until the fingerprint results come back."
- "The applicant withdrew from the hiring process."
- "I am withdrawing this application from the hiring process."

Choose "Save & Return" if you are not ready to select one of the options or select "Save & Continue" to proceed to Step 5.

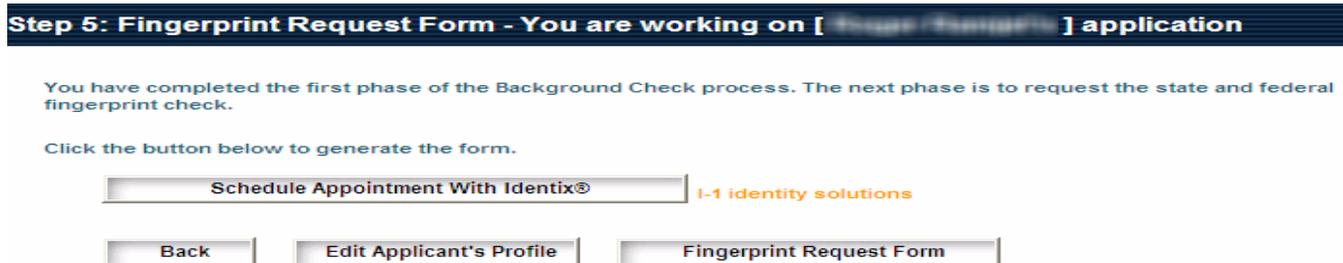


Step 5: Fingerprint Request



Step 5 of the background check process includes a state and federal fingerprint-based criminal history check.

Figure 19: Step 5- Fingerprint Request



The Licensee may select “Schedule Appointment with Identix” button and schedule the appointment online for the applicant. The licensee or applicant may also schedule an appointment with Identix (L-1 Identity Solutions) by calling 1-866-226-2952.

A Fingerprint Request Form must be downloaded and printed by clicking the “Fingerprint Request Form” button. The form is a PDF, so Adobe Acrobat Reader is required to open and print the document.

The applicant must present the completed Fingerprint Request form and a government issued picture ID at the scheduled appointment time. The fingerprint vendor will scan the applicant’s fingerprints and forward them to the Michigan State Police Fingerprinting Processing Unit. The applicant will then be given a receipt for fingerprint capture. That receipt is to become part of the employees permanent employment file. The State Police will then send the electronic fingerprints to the Federal Bureau of Investigation. The results of the federal criminal history checks will be sent directly to the Michigan State Police who will forward the results to your account on the Background Check website, if no record was found (usually within 24-48 hours), or to the Michigan Department of Human Services Background Check Unit analysts, if a record was found. Electronic notifications sent via the website will inform you of the employability status of your applicant. **If 30 days have lapsed since the applicant was fingerprinted, and you have not received an employment notification, please contact the Department of Human Services Background Check Unit at 877-718-5542.**



Michigan Department of Human Services
Adult Foster Care and Home for the Aged Licensing
Background Check Website Orientation Manual

Figure 20: Fingerprint Request Form



**LONG TERM CARE WORKFORCE BACKGROUND CHECK
 FINGERPRINT REQUEST FORM**

This form is to be provided to L-1 Enrollment Services Division to collect a set of fingerprints from the below named employment applicant. The fingerprints are to be provided to the Michigan State Police in order to conduct a state and federal criminal record check as required by MCLs 333.20173a, 330.134a, and 400.734b.

REQUESTING AGENCY INFORMATION – The Department of Community Health is responsible for payment to L-1 for fingerprinting for this facility.

| | | | |
|------------------------------------|------------------------|---|-------------|
| Provider/Agency Licensee | | Facility Name | |
| TIMBER RIDGE OF EAST LANSING, INC. | | TIMBER RIDGE SENIOR ASSISTED LIVING FACILITY #2 | |
| Application ID | Background Provider ID | MSP Requester ID | Reason Code |
| A0000009 | 0010000000004422 | 0000545824 | FCE |

L-1 ENROLLMENT SERVICES

| | | |
|--------------------|---|-----------|
| Date Fingerprinted | Type of Governmental Picture ID Presented | ID Number |
| | | |

APPLICANT INFORMATION

| | | | |
|--|-------|------------|--------|
| Name (First, Middle, Last) | | Suffix | |
| [REDACTED] | | [REDACTED] | |
| Telephone Number (Including Area Code) | | | |
| [REDACTED] | | | |
| Street | | | Apt # |
| 1115 W. Camarillo Way | | | |
| City | State | Zip Code | County |
| [REDACTED] | MI | 48874 | Eaton |

| | | | | | |
|------|----------------------------|------------------------|------------------------|-----------|-------|
| Age | Date of Birth (mm/dd/yyyy) | Place of Birth (State) | Country of Citizenship | | |
| 39 | 03/22/1976 | MI - Michigan | United States | | |
| Sex | Height | Weight | Hair Color | Eye Color | Race |
| Male | 5 ft, 08 in. | 150.00 lbs | Brown | Blue | White |

| | |
|---------------------|------|
| Applicant Signature | Date |
| | |

Final Hiring Decision

A final hiring decision is necessary for each applicant. Once logged in and from the licensee’s home page, find the applicant’s name from the “Applications-Final Decision” folder. Select “view results”, then select “view results in PDF”. Print the employability notice paying close attention to whether it is a “No Record Found”, “Non Exclusionary Findings”, or “Exclusionary Findings” notice and retain this notice in the employee file. Then select appropriate hiring decision from the drop down arrow. This completes the background check process.



Managing your Website

Sorting Applications

You can sort your applications within your website by:

- Application ID
- Last Name
- First Name
- Application Stage

If you would like to sort your applications by one of these categories, just click on the category header that you want to sort by. Click the category header once and it will sort the applications in ascending order, click it again and it will sort the applications in descending order.

Remember that when you have many applications, you may have multiple pages of applications. You can view the other pages by clicking on the page numbers located at the bottom of the screen.

| APPLICATION ID | LAST NAME | FIRST NAME | APPLICATION STAGE | PROFILE | APPLICATION |
|----------------|-----------|------------|---------------------------|----------|--------------|
| A0000256 | SMITH | JANE | Pending Results | [view] | [continue] |
| A0000259 | SMITH | JANE | Pending Results | [view] | [continue] |
| A0000261 | SMITH | JANE | Pending Results | [view] | [continue] |
| A0000260 | SMITH | JANE | Pending Hiring Decision 1 | [view] | [continue] |

Viewing an application already started

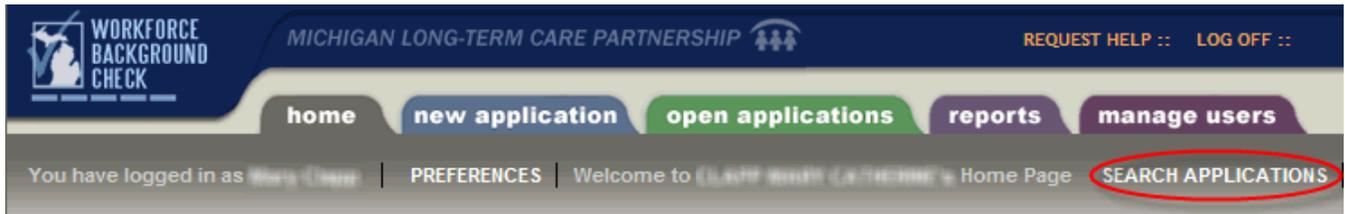
There are two ways to view an application. If you would like to see the applicant’s summary page click on “[view]” in the profile column for the desired applicant. If you would like to open the application at the current step in the process that it is on, click on the “continue” listed in the “Application” column for the desired applicant.

| APPLICATION ID | LAST NAME | FIRST NAME | APPLICATION STAGE | PROFILE | APPLICATION |
|----------------|-----------|------------|---------------------------|----------|--------------|
| A0000256 | SMITH | JANE | Pending Results | [view] | [continue] |
| A0000259 | SMITH | JANE | Pending Results | [view] | [continue] |
| A0000261 | SMITH | JANE | Pending Results | [view] | [continue] |
| A0000260 | SMITH | JANE | Pending Hiring Decision 1 | [view] | [continue] |



Search Applications folder

“Search Applications” labeled in white letters is located in the upper right area of your website under the purple “Manage Users” tab. This folder allows easy access to all applications entered by the logged in licensee for each facility.



From this page the licensee may

- View and print employability notices for applicants listed in the facility selected.

| applicant profile | | | | | | | |
|-------------------|-----------|------------|-------------------------|----------|------------------|--------------|------------|
| APPLICANT ID | LAST NAME | FIRST NAME | APPLICATION STAGE | PROFILE | FINGERPRINT | APPLICATION | STATUS |
| A0000000 | [blurred] | [blurred] | Final Employment(Hired) | [view] | [view results] | [continue] | [resign] |

- “Resign” employees that no longer work for the licensee in the facility selected.

| applicant profile | | | | | | | |
|-------------------|-----------|------------|-------------------------|----------|------------------|--------------|------------|
| APPLICANT ID | LAST NAME | FIRST NAME | APPLICATION STAGE | PROFILE | FINGERPRINT | APPLICATION | STATUS |
| A0000000 | [blurred] | [blurred] | Final Employment(Hired) | [view] | [view results] | [continue] | [resign] |



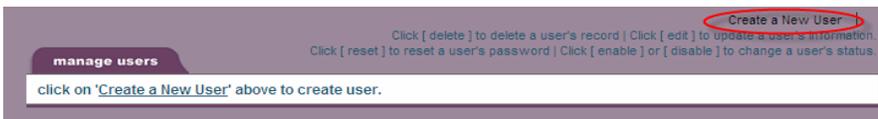
Manage Users

“Manage Users” tab is located in the upper right area of your home page. This tab allows you to set up sub-users that, under your direction, will have the ability to perform background checks for your license.



By selecting “Manage users” tab the following page will open.

You may then select “Create a New User”



You may fill in the name fields; first and last and email field for the person you have identified as being a sub-user. Then select “Create a New User”

manage users

Please complete the form fields below for the new user.

First Name

Last Name

Number of Queries
 (number must be greater than zero)

Email Address
 (an e-mail with login ID and password will be sent to the new user)

An email containing a temporary username and password will be sent to the address you provided for your sub-user. They can now establish their own account by choosing a username and password of their own and logging into website.

Your “Manage Users” tab will now contain your sub-user.

manage users

| USER NAME | LAST NAME | FIRST NAME | STATUS | PROFILE | PASSWORD | CHANGE STATUS | USER |
|------------|-----------|------------|----------|---------|----------|---------------|----------|
| XXXXXXXXXX | XXXXXX | XXXX | New User | [edit] | [reset] | | [delete] |

From this page you may edit the sub-users name or email fields, reset their password, and/or delete them in the event you wish to disable their access.

Important Note!

Only the originally issued login has the ability to setup sub-users. The “Manage Users” tab is absent on a sub-users home page.

Be Careful!

Make sure the email address you list is a valid email address. Otherwise, your sub-user will not receive their temporary username and password.



Preferences

The “Preferences” tab allows the logged in individual to change or update the:

- User
- User’s email
- User Password
- User Name
- Disable/Enable “Exempt Employee” Background Check Process

WORKFORCE BACKGROUND CHECK

MICHIGAN LONG-TERM CARE PARTNERSHIP

REQUEST HELP :: LOG OFF ::

home new application open applications reports manage users

You have logged in as [username] | **PREFERENCES** | Welcome to [username] | Home Page | SEARCH APPLICATIONS

Please provide the required information in order to change your preferences.
change name

change name

First Name:

Last Name:

change email

Email Address:

change password

Enter current password: (password is case sensitive)

Enter new password: (maximum 12 characters)

Confirm new password:

change user name

Enter current username:

Enter new username: (maximum 12 characters)

Confirm new username:

Facility you currently using is highlighted.

| FACILITY ID | FACILITY NAME | EXEMPT STATUS |
|----------------------|----------------------|---------------|
| 00000000000000000000 | 00000000000000000000 | enabled |

Important Note!

Clicking “change” will only change the fields directly to the left of the button. Each area must be done separately.

If you have no “Exempt” employees (hired by you before April 1, 2006) or have entered them all on the website, by selecting “disable” you will remove the “Yes/No” question when starting a new application. Once disabled all applications will be treated as applicants conditionally hired after 04/01/2006



Rap Back feature

If an employee or contractor or individual granted clinical privileges (HFA only) is arrested, arraigned or convicted of a crime and their fingerprints match prints on file with the Michigan Department of State Police, the State Police will inform the Department of Human Services (DHS). DHS will then inform the licensee of any felony arrests and disqualifying convictions. If the employee is convicted of a disqualifying crime they must be terminated from employment in order for the licensee to maintain compliance.

Rap Back notices

There are two types of Rap Back notices:

- Felony arrest notices

Notices of **felony arrests** sent by the DHS are informational only and may not be used as a basis for termination of employment. Your licensing consultant will receive a copy of this notice. The intent is to provide you with information related to possible criminal activity of your employee. It is suggested that you inform the employee to keep you informed of the judicial process identified by the rap back notice.

- Exclusionary findings notice

Notices of exclusion require immediate termination of the employee. The employee is provided the right to appeal however they are not extended the right to work during the appeal process.



Processing Rap Backs

The Rap Back folder will only be viewable by you when an employee is identified as having been involved in criminal activity. It will appear above the “Applications in Progress” folder of the Licensee’s home page for the facility selected.

The screenshot shows the Michigan Workforce Background Check website interface. At the top, there is a navigation bar with 'home', 'new application', 'open applications', and 'reports'. Below this, a user is logged in as 'Support@mdhs.michigan.gov'. The main content area is divided into sections: 'choose a facility' (with 'LICENSEE' and 'FACILITY' dropdowns), 'rap back', 'applications in progress', and 'applications - final decisions'. The 'rap back' section is highlighted with a red header and contains a table with one row of data. The 'applications in progress' section has a green header and a table with two rows of data. The 'applications - final decisions' section has a green header and a table with one row of data.

rap back

click [view rapback] to examine the rap back results.

| APPLICANT ID | LAST NAME | FIRST NAME | PROFILE | RAPBACK |
|--------------|-----------|------------|----------|------------------|
| A0000220 | ... | ... | [view] | [view rapback] |

applications in progress

Click [view] to review an applicant's information.
 Click on the [current status] to continue an incomplete application.

| APPLICATION ID | LAST NAME | FIRST NAME | PROFILE | CURRENT STATUS |
|----------------|-----------|------------|----------|----------------------|
| A0000256 | ... | ... | [view] | pending fingerprints |
| A0000259 | ... | ... | [view] | pending fingerprints |

There are 3 applications pending criminal history results [view]

applications - final decisions

Click [view results] to examine the results of the criminal background check.

| APPLICANT ID | LAST NAME | FIRST NAME | PROFILE | FINGERPRINT |
|--------------|-----------|------------|----------|------------------|
| A0000260 | ... | ... | [view] | [view results] |



Once the rap back folder appears you must click on “view rap back” of the employee identified.

| rap back | | | | |
|--------------|------------|------------|----------|------------------|
| APPLICANT ID | LAST NAME | FIRST NAME | PROFILE | RAPBACK |
| A0000220 | [REDACTED] | [REDACTED] | [view] | [view rapback] |

There are two possible notices; arrest notice or exclusionary findings notice. You must perform the following steps for each.

- o **Arrest Notice**

- 1) Select “view letter in PDF”
- 2) Print informational notice
- 3) To finish process select either “Employee is not working here anymore” or “Remove this notice”

| rap back | |
|-----------------|---|
| Applicant ID: | A0000161 |
| Applicant Name: | [REDACTED] |
| Arrest Notice: | [view letter in .pdf] Employee is not working here anymore Remove This Notice |

- o **Exclusionary findings notice**

- 1) Select “view letter in PDF”
- 2) Print exclusionary findings notice then close that window
- 3) To complete the process make final hiring decision by selecting from the drop down arrow either
 - “I intend to terminate based on exclusionary findings”
 - “The employee does not work at this facility anymore”

| rap back | |
|-------------------|----------------------------------|
| Applicant ID: | A0000220 |
| Applicant Name: | [REDACTED] |
| Exclusion Notice: | [view letter in .pdf] |
| Select Decision: | [Select Final Hiring Decision] |



Appeal Management

An individual who has been disqualified from or denied employment by an adult foster care or home for the aged facility has the right to file an appeal if:

- The applicant/ employee is able to prove the criminal record the Department reviewed was inaccurate.
- The conviction for which the applicant/ employee was disqualified or denied employment was set-aside or expunged by the Court of jurisdiction.

Processing Appeals

The Appeal folder will only be viewable by you when an employee is successful in their appeal request and has been determined employable by the Department. It will appear above the “Applications in Progress” folder of your home page for the facility selected.

The screenshot shows the 'WORKFORCE BACKGROUND CHECK' website interface. At the top, there are navigation tabs: 'home', 'new application', 'open applications', and 'reports'. Below the navigation, a user is logged in as 'Alice Stewart'. A 'choose a facility' dropdown menu is set to 'TEST NAME HEALTH'. The 'appeals' section is highlighted with a red circle and contains a table with the following data:

| APPLICANT ID | LAST NAME | FIRST NAME | PROFILE | APPEAL |
|--------------|-----------|------------|----------|------------------|
| A000058 | Patton | Patton | [view] | [view results] |

Below the table, there are three sections: 'applications in progress' (no applications in progress), 'applications - final decision' (no applications awaiting a final hiring decision), and 'applications - criminal history results' (3 applications pending criminal history results).



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

Once the appeal folder appears click on “View Results” for the employee identified.

| APPLICANT ID | LAST NAME | FIRST NAME | PROFILE | APPEAL |
|--------------|-----------|------------|----------|------------------|
| A0000058 | Phelan | Phelan | [view] | [view results] |

Then click on “view letter in PDF” to view employability notice.

| | |
|------------------|----------------------------------|
| Applicant ID: | A0000058 |
| Applicant Name: | Phelan Phelan |
| Appeal Results: | [view letter (pdf)] |
| Select Decision: | [Select Final Hiring Decision] |

Print the employability notice and maintain in the employee file.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



ISMAEL AHMED
DIRECTOR

April 20, 2009

SLAVES REALTY MANAGEMENT LLC
3000 W. WELLS ROAD
CHESTERFIELD MI, 48047

RE: Employment Non-Exclusion Notice

| | |
|-------------------------------|-------------------------------|
| Employee [REDACTED] | Facility [REDACTED] |
|-------------------------------|-------------------------------|

The purpose of this communication is to notify licensees when a previously disqualified employee has been determined to be employable.

It has been determined that this person's criminal history record does not disqualify them from long-term care employment under MCL 400.734b or 333.20173a.

Respectfully,



Russell Misiak, Departmental Analyst
Michigan Department of Human Services
Bureau of Children and Adult Licensing
Adult Foster Care and Home for the Aged Licensing
7109 W. Saginaw St., 2nd Floor, P.O. Box 30650
Lansing, MI 48909
ocalcheck@Michigan.gov
1-517-335-5061

BCAL 10/06/09

P.O. BOX 30650 · LANSING, MICHIGAN 48909-8150
www.michigan.gov (517) 335-6124

Page 1 of 1
AC00001118



Michigan Department of Human Services

Adult Foster Care and Home for the Aged Licensing

Background Check Website Orientation Manual

You must make an employment decision. Click on the drop down box and select your choice.

The screenshot shows a web form titled 'appeals'. It contains the following fields:

- Applicant ID: A0000058
- Applicant Name: Peter Parker
- Appeal Results: [view letter (pdf)]
- Select Decision: [Select Final Hiring Decision] (This dropdown menu is circled in red)

At the bottom of the form are two buttons: 'Make Decision' and 'Cancel'.

You must choose either:

- I intend to hire or continue to employ this individual.
- Or
- I intend to terminate this individual's employment based on exclusionary findings.
(You choose not to employ despite the Department's approval)

Then click "Make Decision" to complete the process.

This screenshot shows the same 'appeals' form as above, but with the 'Select Decision' dropdown menu now displaying the text: 'I intend to hire or continue to employ this individual.' The 'Make Decision' button at the bottom is circled in red.



Contact Information

Department of Human Services

Call us at: 877-718-5542

Email us at: OCALCHECK@Michigan.gov

Workforce Background Check website: www.miltcpartnership.org

Adult Foster Care and Home for the Aged Licensing website: www.michigan.gov/afchfa

Resources

These resources are listed under “documents” on the right side of your home page once you are logged into the Workforce Background Check Website.

- ❖ AFC/ HFA Background Check Training presentation
- ❖ MDHS-Employment Applicant Consent and Disclosure Form
- ❖ MDHS-Exempt Employee Information and Agreement Form
- ❖ Adult Foster Care Statute, MCL 400.734b
- ❖ Home for the Aged Statute, MCL 333.20173a
- ❖ Document Compliance Requirements