

# Workforce Background Check

## Adult Foster Care Providers

Bureau of Community and Health Systems  
March 2021



# AUTHORIZING STATUTE (effective 4/1/2006)

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- MCL 400.734b (Adult Foster Care Licensing Act)

Miltcpartnership.org background check system created to provide consistent and efficient process for completion of required background checks.

A background check account is automatically created upon issuance of a license, and a launch letter is mailed to the licensee containing login information. Until a license is obtained these laws do NOT apply and system access cannot be granted.

One account is assigned per license – numerous facilities under one licensee will use the same account (system provides drop-down option to select specific facility).

You may ONLY use miltcpartnership.org to conduct background checks.



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## REQUIRES STATE AND FBI FINGERPRINT-BASED BACKGROUND CHECK

### TIERED SYSTEM OF EXCLUSIONS

1 year to permanent

Section (1) of MCL 400.734b provides exclusionary offenses/time frames.

\* The old Legal Guide should NOT be used.

### ALSO EXCLUDES FOR:

Any finding of not guilty by reason of insanity

Relevant findings on registry checks:

Office of Inspector General (OIG) – Exclusionary

Sanctioned Provider List (SPL) – Exclusionary

Nurse Aide Abuse Registry (NAR) – Exclusionary

Public Sex Offender Registry (PSOR) – Exclusionary

Offender Tracking Information System (OTIS) – SOMETIMES Exclusionary



# PROVIDER DASHBOARD IN THE miltcpartnership.org WORKFORCE BACKGROUND CHECK SYSTEM

You have logged in as [Name] [News & Documents](#) [Account Settings](#) [Request Support](#) [Log Off](#)

[Home](#) [Quick Check](#) [New Application](#) [Search Applications](#) [Reports](#) [Manage Users](#) [Messages](#)

**⚠ You have 1 new message(s).**

[In Progress](#) [Pending Results](#) [Employability Results](#) [Summary](#)

ID	First Name	Last Name	Facility Name	Created Date	Stage	Action
No record found.						

[Quick Check](#): Allows check of registries without beginning a new application

[New Application](#): Begin a new background check

[Search Applications](#): Search of all background checks for account

[Manage Users](#): Allows Administrator to add/remove sub-user accounts

[In Progress](#): Shows background checks currently being worked on prior to fingerprinting

[Pending Results](#): Shows background checks awaiting employability results after fingerprinting has occurred

[Employability Results](#): Locate completed background checks awaiting final hiring decision



# WHO MUST GET A BACKGROUND CHECK?

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The background check law requires providers to conduct a fingerprint-based background check on persons they are:

- **EMPLOYING**
- or
- **INDEPENDENTLY CONTRACTING WITH**

...who regularly have direct access or provide direct services to patients or residents of the facility.

“Direct Access” means, “... access to a resident or resident’s property, financial information, medical records, treatment information, or any other identifying information.”

A background check application **MUST** be entered under each specific facility at which the person will be working!



# EMPLOYEES WORKING AT MULTIPLE FACILITIES

Employees MUST have a background check for each facility in which they are working.

If a licensee operates multiple facilities, there should be a drop-down menu to select which facility they are running the background check for, then proceed with application as usual.

The screenshot shows a web application interface for starting a new application. At the top, there is a navigation bar with the following items: Home, Quick Check, New Application (highlighted with an orange underline), Search Applications, Reports, Manage Users, and Messages. Below the navigation bar is a header section titled "Start New Application" with a "Switch to Contracted Staff" button on the right. The main form area contains the following fields:

- Facility:** A dropdown menu with the text "Select Facility" and a downward arrow. This field is circled in red.
- Consent:** A checkbox followed by the text "I have obtained the written consent, disclosure and notice of right to appeal form signed by the applicant. (consent form - PDF )".
- SSN:** A text input field with the placeholder "Social Security Number (###-##-####)".
- Date of Birth:** A form with three input fields: "Month" with a dropdown arrow, "dd", and "yyyy".

At the bottom right of the form is a blue button with a right arrow and the text "Next".



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Applicants may be conditionally hired prior to results if:

They have no direct access/direct services without supervision

OR

Without supervision:

- ICHAT search with no exclusions
- 12 months Michigan residency
- Fingerprinted within 10 business days of start date

Licensees and Licensee Designees do not fall under this background check law and should be fingerprinted per the direction of the AFC Licensing Office.

Students and volunteers DO NOT fall under this law.



# HOW DO I GET SOMEONE FINGERPRINTED?

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[Consent and Disclosure Form](#) – Completed and Signed (keep for your records!)

Appointments must be scheduled with IdentoGO by IDEMIA through the background check system by clicking the link provided

Fingerprinting outside of the system or for a different purpose is not allowable as we cannot access those fingerprint results

For instructions on fingerprinting out-of-state applicants see “IdentoGO by IDEMIA Non-Resident Card Scan Processing Procedures” under “Information” on the [miltcpartnership.org](http://miltcpartnership.org) homepage HOME PAGE



# HOW MUCH DOES THE BACKGROUND CHECK COST?

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\$64.25 – Effective June 1, 2020

You can pay with a credit card through the background check system at the time of scheduling, by sending a money order or company check with the applicant, or by creating an escrow account (Information > IdentoGO by IDEMIA Escrow Account Packet)

Changes to law do allow for applicants to be charged for the cost of the printing

Scheduling and payment issues should be directed to IdentoGO by IDEMIA at 866-226-2952



# SHARED BACKGROUND CHECK RESULTS

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Shared results are provided when an applicant has been fingerprinted under this program within the preceding 12 months and if they have continuously resided in Michigan during that time.

To obtain a shared result, enter the applicant into the background check system as usual.

After the registry checks are complete, if a shared result is available, the system will prompt you to select a FINAL hiring decision.

New fingerprinting is not required in this scenario.

If the background check system prompts a new printing a shared result is not available, and the applicant should be scheduled for printing.



# RAPBACKS

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RAPbacks provide continuous monitoring of employees (within Michigan) and are a requirement of the background check laws.

Workforce Background Check unit will notify employers via the [miltcpartnership.org](http://miltcpartnership.org) system of any exclusionary RAPback conviction.

If disqualified, the employee is no longer eligible to work in a direct access/direct service position.



# REDETERMINATIONS

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Process to dispute exclusionary findings.

Disqualified applicants may request a Redetermination of their eligibility based upon:

- **INACCURACY IN CRIMINAL HISTORY**
- or
- **CONVICTION BEING EXPUNGED/SET ASIDE/REMOVED FROM RECORD**

Employees are provided a Redetermination form with their Exclusion Letter.

Applicants must provide supporting documentation to the Workforce Background Check unit to substantiate inaccuracy or removal of record.

Background Check unit CANNOT provide disqualifying information to providers.



# ACCOUNT ADMINISTRATORS

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Each background check account should have a primary user (Administrator) who is responsible for adding and removing sub-users and overseeing the security and maintenance of the account.

The name and email address on the Administrator account determines who we send correspondence to.

If the Administrator account login information is unknown, access to the account must be requested in writing on company letterhead. Requests can be faxed to 517-241-0093.

Name, username, password, email address, etc. can be updated by clicking on “Account Settings.”



# ONGOING PROVIDER RESPONSIBILITIES

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Ensure Administrator account is up to date

Check system messages

Maintain accurate hiring statuses



**⚠ You have 21 new message(s).**

[In Progress](#) [Pending Results](#) [Employability Results](#) [RAPbacks](#) [Summary](#)

ID	First Name	Last Name	Facility Name	Created Date	Stage	Action
[redacted]	George	Smith	<u>UTE</u>	02/20/2019	Fingerprints Pending	Continue

Account Administrator can create/disable sub-user accounts by clicking on “Manage Users”

Sub-user accounts should be disabled immediately if the sub-user terminates employment or no longer requires access to the system!



# RESIGNING EMPLOYEES

Resigning employees upon termination of employment

- Turns off RAPbacks
- Ensures no further notifications are received

C141XJLY	Test	Test	03/12/1980	<u>UTE</u>	Hired	Continue
C141ZQPY	Test	Johnson	01/01/1980	<u>UTFEL</u>	Withdrawn	Continue

**Update Hiring Decision**

The employee does not work at this facility any more.

Update Hiring Decision

Click on confirmation ID or 'Continue.' At the bottom of the applicant profile, click to indicate that the employee is no longer employed, then click 'Update Hiring Decision'

PLEASE RESIGN EMPLOYEES WHO ARE NO LONGER WORKING!



# MISCELLANEOUS

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- Always verify correct SSN and DOB
- Be certain that applicant information in the system matches the information on the picture ID that the applicant will be taking to the fingerprinting appointment
- A valid government issued picture identification is required to get fingerprinted (driver's license, State ID, military ID, passport)
- For applicants with foreign addresses, use the address of your facility/agency
- If the applicant does not have a SSN, contact the background check unit



# HELPFUL LINKS



**SECURE LOG IN**

Username

Password

Log In

Forgot your password?

- Home
- Information
- Frequently Asked Questions**
- Contact Us
- Quick Check
- Staffing & Contractor Agency Registration

## Frequently Asked Questions

This page will provide answers to some frequently asked questions about the background check process.

- Frequently Asked Questions Brochure (Updated 11/19/2020)
- Information and Provider Responsibilities PowerPoint (Updated 11/2020) (Updated 11/23/2020)
- Resigning Applications (Updated 05/08/2019)
- Students (Updated 06/26/2017)
- System Access (Updated 06/14/2017)
- Volunteers (Updated 03/09/2018)

## Information on the Background Check Program

As new information is developed, it will be made available on this Web page. Please check back often.

### Forms

- Account Set-up Fee Payment Form (Staffing Agencies and Independent Contractors) (Updated 06/19/2017)
- Consent and Disclosure Form (Updated 02/04/2016)
- LARA Redetermination Request Form (Updated 06/24/2016)

### Communications

- How to Verify a Staffing Agency/Contractor (Updated 06/19/2017)
- IdentoGO by IDEMIA Escrow Account Packet (Updated 07/19/2018)
- IdentoGO by IDEMIA Non Resident Card Scan Processing Procedures (Updated 02/25/2021)

### Authorizing Statutes

MCLA 333.20173a, 333.20173b, 330.1134a, 400.734b, 400.734c

**SECURE LOG IN**

Username

Password

Log In

Forgot your password?

- Home
- Information**
- Frequently Asked Questions
- Contact Us
- Quick Check
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## Contact Us

Katelyn or Nicole

877-718-5542

or

Click on 'Contact Us' on the [miltcpartnership.org](http://miltcpartnership.org) homepage

or

When logged in, click on 'Request Support' to submit an online support case