

# Announcement

## Fingerprint Background Checks Required by the Health Care Worker Background Check Act

The Act provides for an implementation period. The Department is starting the implementation in the following counties: Jo Davies, Stephenson, Winnebago, Boone, McHenry, Lake, Carroll, Ogle, Whiteside and Lee. The facilities that participated in the federal fingerprint pilot are required to start using the fingerprint process for new hires through the Web application no later than November 1<sup>st</sup>. Any other facility governed by the Act in those ten counties shall start using the fingerprint process by December 1<sup>st</sup>.

To comply with the law, facilities in those ten counties that have not registered for access to the Department's Web Portal and the Health Care Worker Registry's Web application should register immediately. If you have registered but have not been granted access by your implementation date you will start within two weeks after being granted access. If you have questions about the fingerprint background check process or need instructions on how to register, please contact Jonna Veach at: [Jonna.Veach@Illinois.gov](mailto:Jonna.Veach@Illinois.gov) or call 217-785-9165.

**Until a facility is implemented into the new fingerprint process, the facility should continue to use the UCIA name-based background check and the old guidelines as is stated in the new rules.** The only exception to this are those individuals that are required to send an application to the Registry for a Waiver, to be considered equivalent to an Illinois CNA or have lost their CNA certification and want to recertify. The new applications may be found at <http://www.idph.state.il.us/nar>. The applicant will complete the application and send it to the Registry. The Registry will send the applicant instructions for having his or her fingerprint collected.

The Department has contracted with four livescan vendors. Each vendor has been connected to the Department's electronic process for fingerprint background checks. When a facility is implemented into the fingerprint process the facility will be required to work with one of these four contracted vendors. Vendors are allowed to set their own price and determine the area for which they will provide services. The vendors are: Accurate Biometrics Inc., 1-866-361-9944 Ext. 230, [www.accuratebiometrics.com](http://www.accuratebiometrics.com); FIRM Systems, 1-866-721-1203, [www.firmsystems.net](http://www.firmsystems.net); L-1 Enrollment Services, 1-800-377-2080, [www.l1enrollment.com](http://www.l1enrollment.com); and Metropolitan Chicago Healthcare Council, 1-877-746-0643, [www.mchc.com](http://www.mchc.com).

The vendor's contracts require that the vendor provide a means for the facility to prepay if the facility chooses to use that method of payment. The vendor is responsible for collecting their service fee and the fee that goes to Illinois State Police. For any applicant to whom the vendor agrees to provide service, the vendor shall provide fingerprinting within seven calendar days after a request. The fingerprints shall be collected at a location within the county of the applicant's residence or within 35 miles of the facility that provided the Livescan Request Form. The vendor shall provide a reasonable amount of weekend and after 5 p.m. hours.

### Who is Required to have a background check under the Health Care Worker Background Check Act?

- LONG-TERM CARE FACILITIES – all unlicensed individuals that have access or may have access to the resident, the resident's living quarters or the resident's financial, medical or personal records.
- OTHER HEALTH CARE EMPLOYERS LISTED IN THE ACT – all unlicensed individuals that provide direct care.

DIRECT CARE – is defined as the provision of nursing care or assistance with feeding, dressing, movement, bathing, toileting, or other personal needs, including home services as defined in the Home Health, Home Services, and Home Nursing Agency Licensing Act.

You are required to do a fingerprint background check on individuals that you contract if the services they perform would require them to have a background check if they were an employee, such as a direct care giver, etc.

Only new hires are required to have the fingerprint background check from the time you are implemented into the process. You are not required to do a fingerprint background check on your current employees.

While licensed personnel and current hires are not required to have a fingerprint background check, there is nothing to prevent a facility from conducting this type of background check if they choose to do so on any of their workers.