

BCC-1000 November Webinars: Questions and Answers (as of November 29, 2012)

1. Q. Once hired, will there be any new regulation stating we have to re-run an employee's background check every 3years?
A. No one will need to be re-fingerprinted unless there is a change of job or a promotion, and the fingerprint date is beyond 3 years.
2. Q. When will we receive this e-mail?
A. The e-mail regarding the template will be distributed by the close of business on Friday, November 16, 2012.
3. Q. Are all these fields mandatory? For example, employers may not have a driver's license number.
A. All fields on the template are mandatory. If an individual does not have a driver's license, then the state-issued picture ID can be used.
4. Q. Can we please receive a copy of this information via e-mail?
A. The e-mail regarding the template will be distributed by the close of business on Friday, November 16, 2012.
5. Q. My boss wanted to know if the BCC would be compatible with Hospital required credentialing.
A. No. The BCC will not interface with any hospital system.
6. Q. Is there a letter we can provide our employees from the state that explains this new process/regulation requirement?
A. No letter has been created to explain the new process/regulation requirement.
7. Q. Would you please show the website link again?
A. <http://www.dhss.delaware.gov/dhss/dlcrp/bgcheckcenter1000.html> .
8. Q. Do agencies without grandfathered employees have to submit the template by Nov. 30th?
A. No. The template only needs to be completed by those facilities/agencies that have grandfathered employees.
9. Q. How many registered users can there be for the BCC?
A. It is recommended that each employer should have at least 2 registered users. However, there is no maximum limit for registered users.
10. Q. Can you repeat what is considered a grandfather employee?

A. For home health care, a grandfathered employee is someone who was hired prior to July 1, 2001. For all other employers, a grandfathered employee is someone who was hired prior to March 31, 1999.

11. Q. What if an employee does not have a driver's license?

A. If an individual does not have a driver's license, then the state-issued picture ID can be used.

12. Q. During this interim period, are we fingerprinting at 3 years or 5 years?

A. 3 years.

13. Q. How does a center know in what group they are placed? Is this on the website?

A. Yes. You can find what group you are in through the DLTCRP website for the BCC. It's <http://www.dhss.delaware.gov/dhss/dlcrp/bgcheckcenter1000.html> .

14. Q. Can more than one user have access to the secure website, i.e., administrator and human resources?

A. Yes.

15. Q. How soon will the facility get the template?

A. The template will be distributed by the close of business on Friday, November 16, 2012.

16. Q. When will the e-mail be sent from Jerry to begin the spreadsheet?

A. The template will be distributed by the close of business on Friday, November 16, 2012.

17. Q. When will we receive the new criminal history record request fingerprinting form?

A. The new Criminal History Record Request should be distributed before Monday, November 19, 2012.

18. Q. Will we be given a list of the grandfathered employees? How do we know what info you need on whom?

A. A template outlining the required fields will be distributed by the close of business on Friday, November 16, 2012. The list of grandfathered employees must be created from each employer's personnel records.

19. Q. Can you complete the template for all employees within the Company and send it over? That way it makes it an easier and quicker process.

A. The Division does not store the hire date for any of the employees, just a record of their criminal history record. Only the employers know who are grandfathered based on their hire date.

20. Q. Going back to the 3 vs. 5 year re-fingerprinting form, during this interim period are we going to have a new form indicating 3 years vs. the previous one of 5 years?
A. Yes, a new form will be provided and sent to all employers.
21. Q. I was not included in the first 2 sessions. What were the criteria for a grandfathered employee?
A. For home health care, a grandfathered employee is someone who was hired prior to July 1, 2001. For all other employers, a grandfathered employee is someone who was hired prior to March 31, 1999.
22. Q. We do not keep e-mail addresses on employees. Must we keep such data now for your purposes?
A. E-mail addresses are optional for the BCC. However, if you do have them, please place them into the BCC when entering job applicant and employee data.
23. Q. When do we provide non-grandfathered employee information?
A. Non-grandfathered data will be entered into the system after Go Live. Employers will enter all employee data into the BCC, including grandfathered employee data.
24. Q. When we receive the spreadsheet are we able to list the employees on the one page of the sheet or are we to start a new page for each grandfathered employee?
A. A new page for each grandfathered employee is not necessary. Just enter the grandfathered data on the one sheet provided.
25. Q. I don't think we submitted our number of grandfathered employees. Is it too late to do this now?
A. No. However, if you do have grandfathered employees, you will need to complete the template supplied by Jerry Spilecki. The template must be completed by November 30, 2012.
26. Q. What happens if someone gets missed?
A. If a grandfathered employee is missed, he will not be allowed to work in long term care in Delaware. The statute is very specific about grandfathered employees and obtaining their fingerprints.