



Delaware Health and Social Services
Division of Long Term Care Residents Protection



Background Check Center

Employer Webinar #6

January, 2013



BCC—1000



In order to reduce background noise, please mute your phones

- *6 to mute

Thank you!!!



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Today's content includes...

1. Update on IAS Registration
2. Registration for BCC Training
3. Grandfathered employee fingerprinting
4. BCC Regulations update
5. EEOC
6. BCC Support Helpline





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Update on IAS Registration

- IAS Registration *required* for using BCC
- IAS not part of BCC
- IAS process has been updated and is functional
- Groups 1 & 2 can now request user ID's





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User Registration



1. Click on IAS Web Address

(<https://ias.dhss.delaware.gov/External/AddRequest.aspx>)

2. Complete IAS Entry Form – Page 1

- a. Item Requesting – Background Check Center – PROD
- b. Role – Provider Corporate Level
- c. Requester Email Address – Use your employer-provided email address
 - i. You will be notified by email when your user account is ready
- d. Enter Code Shown
- e. Click NEXT



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User Registration



Integrated Authorization System
 Provided by Delaware Health & Social Services

New External User Authorization Request

Welcome to the authorization request process. Please provide information for all items below and click Next to begin the request process.

Request Info

Item Requesting: Background Check Center - Prod

Role Requesting: Default

Requester Email Address:

CRHDX Enter the code shown:

Next > Cancel Request



Operations
 Homepage
 Need Help?
 Contact the DHSS
 HelpDesk
 at (302) 255-9150
 System: IAS -
 Production
 Database: PROD
 Version: 06/15/2012

Please select
**“Provider Corporate
 Level”** for Role
 Requesting



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User Registration



1. Complete Integrated Authorization System New User Information– Page 2
 - a. Enter First Name, Middle Initial, Last Name
 - i. Full First Name, no initials
 - b. Enter Full Company Name
 - c. Profile – select ‘OTHER’
 - d. Enter Phone number
 - e. Enter Fax Number

2. Click “NEXT”



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User Registration



User Information

Integrated Authorization System

Provided by Delaware Health & Social Services



New User Information: ttaulogy@aol.com

Please enter all user information and click Next.

Demographics

| | |
|------------------------|---|
| First Name: | <input type="text"/> |
| Middle Name (Initial): | <input type="text"/> |
| Last Name: | <input type="text"/> |
| E-mail Address: | <input type="text" value="ttaulogy@aol.com"/> |
| Company Name: | <input type="text"/> |
| Profile: | <input type="text" value="--Select Profile--"/> |
| Phone Number: | <input type="text"/> |
| Fax Number: | <input type="text"/> |

Next >

Cancel Request

Operations

Homepage

Need Help?
Contact the DHSS
HelpDesk
at (302) 255-9150

System: IAS -
Production
Database: PROD
Version: 01/06/2013

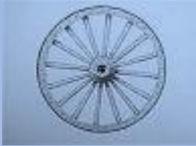


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User Registration



1. Complete Authorization Request Confirmation— Page 3
 - a. Validate data entered
 - b. Correct as necessary
2. Click “Save”
3. You are now in line to be approved!



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User Registration



Integrated Authorization System
 Provided by Delaware Health & Social Services

Authorization Request Confirmation: test@aol.com

Please verify all request information and click Submit Request to complete the request process.

Request Confirmation
 Request Information
[Change Request Information](#)
 Transaction Number: 55
 Date: 12/8/2012
 Authorization Item:
 Background Check Center - Prod - Default

User Information
[Change User Information](#)
 E-mail Address:
 Name: mickey a mouse
 Company Name: ABC Industries
 Phone Number:
 Fax Number:

Operations
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 System: IAS -
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 Database: PROD
 Version: 06/15/2012



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BCC User Registration and Authorization

If you have not already done so ...



1. Determine Corporate User and HR Administrator
 - a) Each employer **MUST** have at least one Corporate User (and a backup person) and one HR Administrator assigned to the BCC
2. All Users will have a State user ID consisting of
 - a) FirstName.LastName
3. Send an email to jerry.spilecki@state.de.us containing the following:
 - a) Company Name/Location
 - b) Provide the name and email address of the two Corporate Users and at least one HR Administrator
 - c) Copy (CC) all named people on the email to Jerry Spilecki.



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Review - Types of Users on the BCC



1. *Corporate*

- *Controls system access for Employer*
- *Has access to entire system*
 - *Authorizes other users*
 - *Has access to reports*
 - *Access to confidential data*

2. *HR Administrator*

- *Scope of access determined by Corporate User*
- *Primary input of applicant information*

3. Drug Test Evaluator (optional)

- User with limited access, can receive and comment on drug test results

4. Quick Check Administrator (optional)

- User who does not have access to confidential information
- May assist with some data entry



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Registration for BCC Training



- Two locations – New Castle County and Dover
- Group 1 dates:
 - February 19, 21, 26, 28
- **Group 2 dates;**
 - **March 12, 14, 19, 21**
- Group 3 dates
 - April 2, 4, 9, 11
- Keep to assigned Groups as space is limited
- Registration will be first come, first served basis
- Register app will be on the BCC website

<http://www.dhss.delaware.gov/dhss/dltcrp/bgcheckcenter1000.html>



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Grandfathered Employee Fingerprinting

- Following screening of Grandfathered Employees (GFE), approximately 50% have SBI# and will not need to be re-fingerprinted.
- DLTCRP will send list of names of GFE's that need to be fingerprinted to each Provider by email.
- List provided prior to "Go Live"
- DLTCRP will provide fingerprinting schedule as determined by SBI.





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BCC Regulations Update



- Proposed BCC Regulations have been posted on the BCC website and available for comment during the month of January
- Comments sent to Tom Murray, Deputy Director DLTCRP
- BCC Regs should be published by March 1, 2013

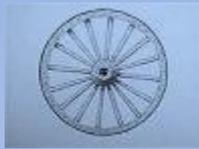


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EEOC Guidelines of April, 2012 Impact on the BCC



- Providers will continue to get a summary of Federal and State convictions from the DLTCRP following the fingerprint process.
- *Automatic* exclusion limited to the “conviction of the abuse, neglect, or mistreatment of a resident of a facility or an adult who is impaired.”
- Before excluding a prospective employee on the basis of criminal background, the Employer *must* conduct an “individual assessment”.
- The Employer must weigh the facts through individual assessment before making the hiring decision.
- Get advice from your Counsel
- The BCC will NOT make the hiring decision!



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Implementation Notes



Reminder:

Throughout the rollout of the BCC, there will be *IMPs* to provide detailed information associated with the various data sources, policies, procedures and other useful information.

The *IMPs* are available at the DLTCRP website and are updated continually after each monthly presentation. The link to the website is below:

<http://www.dhss.delaware.gov/dhss/dltdcrp/bgcheckcenter1000.html>



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IAS Registration



| BCC KEY EVENTS/DATES | | |
|----------------------|--------------------------|----------------|
| Group | User Registration Begins | Go Live |
| I | December 20, 2012 | March 4, 2013 |
| II | January 16, 2013 | March 25, 2013 |
| III | January 31, 2013 | April 15, 2013 |



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BCC Education Schedule



| BCC KEY EVENTS/DATES | |
|----------------------|-------------------------|
| Group | Education Dates |
| I | February 19, 21, 26, 28 |
| II | March 12, 14, 19, 21 |
| III | April 2, 4, 9, 11 |



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BCC Dedicated Support Line



302-577-1406



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Upcoming Webinars

February

Training update

Dedicated support identified



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QUESTIONS



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THANK YOU



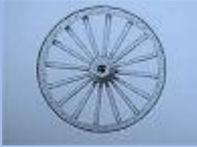
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