



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



Background Check Center

Employer Webinar #4

November, 2012



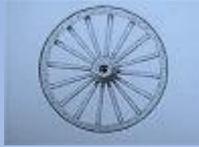
BCC—1000



In order to reduce background noise, please mute your phones

- *6 to mute

Thank you!!!



BCC—1000

Today's content includes...



1. Update on the BCC regulations
2. Grandfathered Employees
 - a) Identification
 - b) Secure Email System- IMP 13
 - c) Complete Template
 - d) Transmit completed Template
 - e) DLTCRP cross references for SBI#
 - f) DLTCRP informs you of persons needing fingerprinting



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The proposed regulations will soon be on the website.

They will be published for comment.

30 day Comment Period

The final regulations will be published so as to be in place before the BCC goes live.



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During the interim period until the BCC Regulations become effective, the following measures have been taken:

- Submission of employee drug tests was discontinued. Currently, employers email the date of employee drug testing to the DLTCRP.
- The 5-year re-fingerprinting requirement was removed from the statute. DLTCRP was given the authority to establish the time period – 11 Del. C. 1141. IMP 14 explains the details.



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Definition of Master List



“Master List” is the list maintained by the BCC for each employer. The list contains the names of all persons who:

- Are employed in the employer’s facility, if the employer is a facility;
- Are employed by a temporary employment agency, home health or personal care agency, or any other entity to work in a facility or with individuals in the community;
- Are self-employed individuals working as independent contractors and providing direct care to residents/clients;
- Are listed on an employer’s Master List and wish to stay on the Master list to facilitate rehire and have consented to stay on the Master List for up to 3 years.



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Persons Employed



New employees are directly processed through the BCC.

Non-grandfathered employees already have an SBI # because fingerprinting was required.

Grandfathered employees must be on the Master List within 120 days from the date the BCC goes live. The law prohibits the continued employment of a Grandfathered person beyond the 120 days.



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Grandfathered Employees



The process for including the Grandfathered Employees is as follows:

- *Identify* each Grandfathered employee
- *Get* secure e-mail access
- *Complete* template with identifying information
- *Submit* to DLTCRP to determine if an SBI# has previously been assigned
- *Receive* list of those with and without SBI#s
- *Arrange* fingerprinting for those without SBI#s
- *After Go-Live, complete* applicant profile for all in BCC



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Grandfathered Employees



You gave us the # of Grandfathered employees that you employ

By November 30, we need their names and other information to screen for SBI#



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Non-Grandfathered Employees



After Go-Live, the employer will provide basic information on the Applicant Profile screen, name, dob and social security #. The system will populate the balance of the information.

An SBI# is already attached.

Thus, the employer need only *verify* the information in the Applicant profile. The person will then be added to the Master List.



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New Employees



These people are added to the Master List when processed through the BCC and hired.



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You'll send a list of your Grandfathered Employees by secure email

Here's how you'll do it...



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Get Secure e-mail Access

IMP 13



1. You will receive a message via the secure email system of the State of Delaware. **It will look like this:**

<p>You have received a secure message from the State of Delaware.</p> <p>Read your secure message by opening the attachment, securedoc.html. You will be prompted to open (view) the file or save (download) it to your computer. For best results, save the file first, then open it in a Web browser.</p> <p>If you have concerns about the validity of this message, contact the sender directly or contact the DTI Service Desk at 302-739-9560.</p> <p>First time users - will need to register after opening the attachment. Help - https://securemail.state.de.us/websafe/help?topic=RegEnvelope About State of Delaware Encryption - https://securemail.state.de.us/websafe/about</p>

CLICK "OPEN"

2. After you click "Open", you will be prompted to register as a new user of the State of Delaware secure email system. Follow the instructions. You must be registered to use the secure email system. Click "REGISTER". You will see a screen like the one below. Provide the requested information. Click "REGISTER".



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IMP 13 - continued



From: jerry.spilecki@state.de.us
 To: Youremail.address@whatever.com
 Subject: Grandfathered Employee Template

Click REGISTER

NEW USER REGISTRATION

* = required field

Email Address Youremail.address@whatever.com

First Name*

Last Name*

Password*

Confirm Password*

Personal Security Phrase

Enter a minimum of 10 characters or numbers. Passwords are case-sensitive. Your password must contain both letters and numbers. Passwords must contain at least one special character (anything that is not a number or a letter).

Enter a short phrase that only you will know. This phrase will appear on message envelopes when you log in. When you see your phrase, you know you are logging in to our secure site.

Remember me on this computer

Register



Complete form – Click “REGISTER”



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IMP 13 - continued

Once you have registered you will notice the secure email system referred to as “IronPort”.



NEW USER REGISTRATION

Thanks! You've created an IronPort Encryption account.
To exit this page, close your browser window.

Close BROWSER page. Click X.

Remember to save the password you provide for future reference.

1. You will receive an email from Jerry Spilecki. Open the email. Type in the password that you just created and **Click “OPEN ONLINE”**.
2. Open the attachment, you will see a screen like that shown below. Enter your password again. Click “OPEN ONLINE” which open the file which is an excel spreadsheet. Save the spreadsheet on your computer so that you can complete it offline.

[Help](#)

From: jerry.spilecki@state.de.us
To: Youremail.address@whatever.com
Subject: Grandfathered Employee Template

Personal Security Phrase
Your personal phrase is not enabled on this machine.
[More info](#)

Forgot password?

Remember me on this computer

Submit your password above to open your message online



BCC—1000

IMP 13 - continued



1. Assemble Grandfathered Employee data
2. Add Data to Grandfathered Template Spreadsheet. You may prefer to complete the Template in several sessions, especially if it is large; remember to save your work before closing.
3. When you have completed the Template and have saved it to your computer, you will return it to jerry.spilecki@state.de.us via the **secure email system**.
4. To do that, open your Browser and go to <https://securemail.state.de.us>. Login using the name and password you provided when registering. The screen will look like this.

ACCOUNT LOGIN

Welcome, please log in:

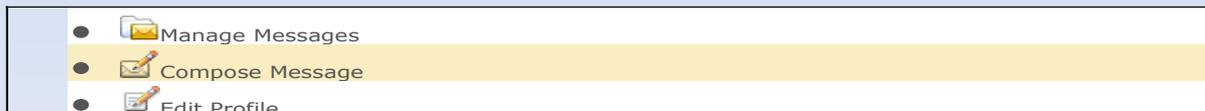
Email Address

Password

Remember me on this computer.

[Forgot password?](#)

5. After logging in, select the “Compose Message” option





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IMP 13 - continued

1. You will then see the Compose Message screen shown below. In the To: portion, write: jerry.spilecki@state.de.us. Check the box that reads “Automatically BCC me on this email”. Attach the file containing the completed Template. **Click “Send”**.



COMPOSE MESSAGE

To:

CC:

BCC:

Subject:

Attachment (none)

To add or remove attachments, click on Attachments. In the popup window, select the file(s) to attach or select and remove attachments you have already added.

Message:

Attached is the completed template for our facility or company.
Name of person providing the data
Phone number
Email address

Automatically BCC me on this email.

Send me a read receipt when a recipient has opened this email.

This option does not guarantee a receipt will be sent; recipient email applications can sometimes block read receipt requests.

Note re: Attachment:

Current Attachments: *Maximum size per attachment is 10MB. Maximum total message size is 10MB*



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Once you have completed the transmission of the Grandfathered Employee Template via the Secure Email System, you will receive an email from Jerry Spilecki acknowledging receipt of your completed file.



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The DLTCRP will:

- Cross reference Template data to identify people with SBI#s



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The DLTCRP will tell you:

- Which employees do have an SBI#
- Which employees do not have an SBI#
 - These employees will require fingerprinting



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Why put everyone on the Master List ?

Every person on the Master List is subject to Rap back – A regular electronic update of their criminal history

More detail on the Rap back will be provided in a future webinar



BCC—1000



More detail on the Rap back will be provided in a future webinar



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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* will all be available at the DLTCRP website and 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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Background Check Center (BCC)

Some reminders to plan for:

Training begins in early February 2013!

Scheduled BCC Launches (Going Live!)

Group I	March 4, 2013
Group II	March 25, 2013
Group III	April 15, 2013





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Upcoming Webinars

December

System User Authorization
Process, Timeline and Registration
Rap back in detail

January

Training
Process, Timeline and Registration



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QUESTIONS



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THANK YOU