

Ohio

National Background
Check Program

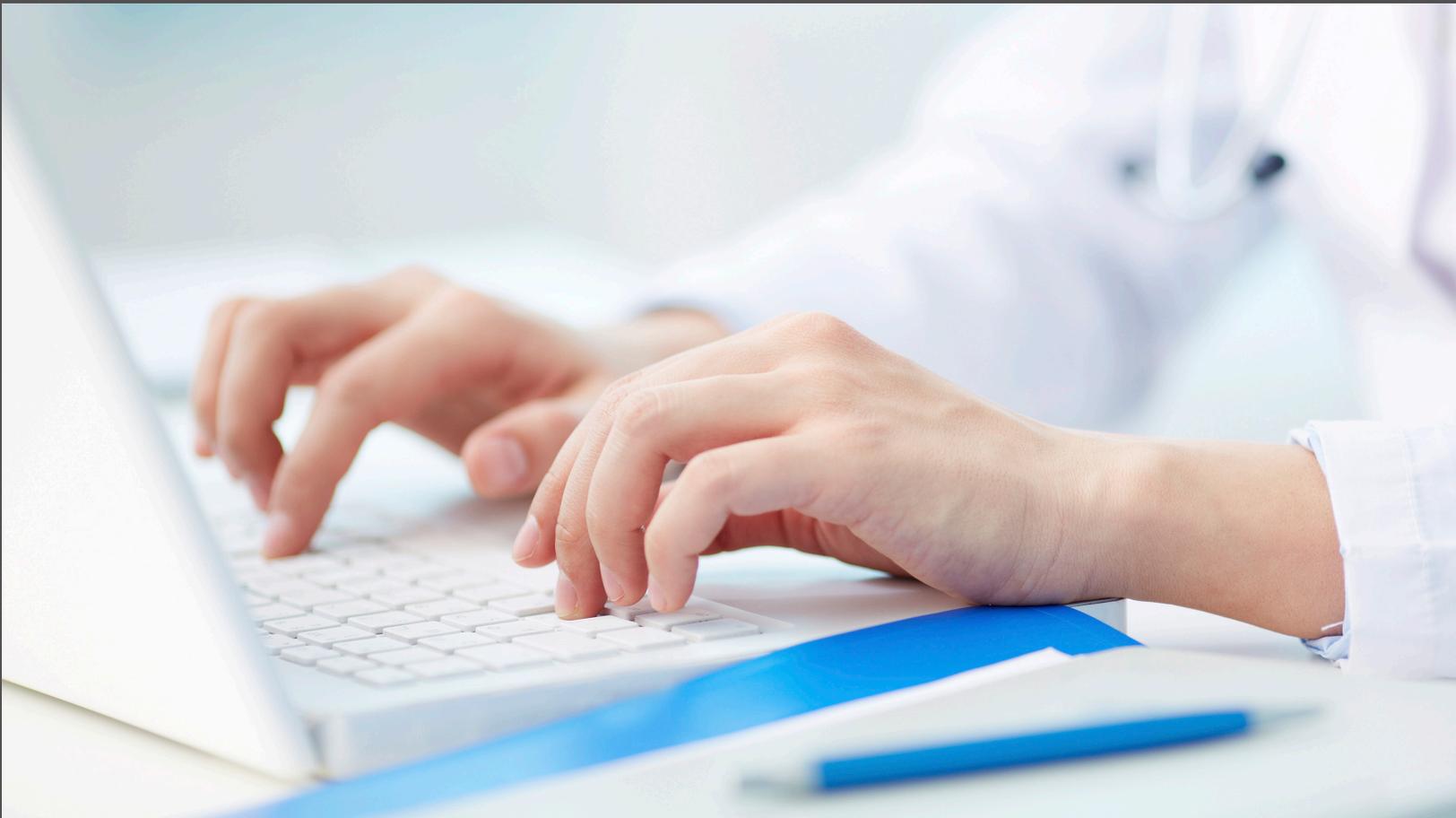
Ohio

Department of Medicaid

John R. Kasich, Governor
John B. McCarthy, Director

Automated Registry Check System [ARCS] User Guide

March 2015



OHIO NATIONAL BACKGROUND CHECK PROGRAM

Key Partners and Stakeholders

STATE GOVERNMENT PARTNERS

Governor's Office of Health Transformation (OHT)
Ohio Department of Medicaid (ODM)
Ohio Attorney General's Office (AGO)
Ohio Department of Administrative Services (DAS)
Ohio Department of Aging (ODA)
Ohio Department of Developmental Disabilities (DODD)
Ohio Department of Health (ODH)
Ohio Department of Mental Health & Addiction Services (OhioMHAS)
Ohio Department of Rehabilitation and Correction (ODRC)
Ohio Colleges of Medicine Government Resource Center (GRC)

KEY STAKEHOLDERS

Midwest Care Alliance
Ohio Association of Area Agencies on Aging
Ohio Assisted Living Association
Ohio Association of County Boards
Ohio Association of Senior Centers
Ohio Council for Home Care and Hospice
Ohio Health Care Association
Western Reserve Area Agency on Aging
Ohio Provider Resource Association (OPRA)
Home Care by Black Stone

FEDERAL PARTNERS

Centers for Medicare and Medicaid Services (CMS)
CMS Technical Vendor: CNA

Table of Contents

SECTION 1: OVERVIEW	2
1.1: INTRODUCTION TO OHIO’S RAPBACK EXPANSION	2
Legislative Support	2
Training Goals	3
ARCS Features	3
How to Use this Manual	3
SECTION 2: AUTOMATED REGISTRY CHECK SYSTEM (ARCS) .	5
2.1: ARCS ELIGIBILITY AND REGISTRATION	5
Eligibility for ARCS	5
How to Create a New MITS Account for ARCS Eligibility	5
2.2: ARCS REGISTRATION	8
Registering as a New User	8
Resetting a Forgotten Password	11
2.2: ADDING A PROVIDER USER	12
Creating New User Accounts	12
Editing/Disabling a Provider User	13
2.3: NAVIGATING THE HOME SCREEN	14
The “Not Yet Submitted” List	15
2.4: APPLICATIONS FOR PROSPECTIVE EMPLOYEES .	16
Adding a New Application	16
2.5: SEARCHING REGISTRIES	17
Registry Result: No Match	18
Registry Result: Match Found	19
Applicant: Confirmation	21
2.6: HIRING DECISION	22
Provisional and Permanent Employment	22
2.7: APPLICANT INFORMATION	25
Person Summary	25
SECTION 3: TECHNICAL ASSISTANCE	29
SECTION 4: INDEX	30
APPENDICES	31
LEGAL AND REGULATORY AUTHORITY	31
DISQUALIFYING CONDITIONS	33

SECTION 1: OVERVIEW

1.1: INTRODUCTION TO OHIO'S RAPBACK EXPANSION

Ohio's Rapback Expansion to Support Home and Community Based Providers' Background Checks was designed to:

- Increase the safety of Ohio's vulnerable home and community-based service (HCBS) users;
- Implement new statutory requirements to ensure uniformity and consistency of background checks for HCBS providers;
- Increase the efficiency and effectiveness of pre- and post-employment background checks and decrease administrative burden; and
- Provide timely notice to the State and agency providers regarding post-hiring disqualifying criminal convictions of HCBS providers and direct access employees.

The Rapback Expansion is supported by a CMS Grant (Nationwide Program for National and State Background Checks for Direct Patient Access Employees of Long Term Care Facilities and Providers) and technical assistance. Ohio used this support to build an Automated Registry Check System (ARCS) to expedite the mandatory check of six registries for disqualifying offenses and expand Rapback to conduct post-employment background checks of HCBS workers.¹

Legislative Support

The Ohio Revised Code (ORC) enhanced the requirements for completing background checks for direct patient care workers providing HCBS. The specific legislative language is referenced in amended Substitute House Bill 487 (HB487), and House Bill 483 (HB483), and in amendments to ORC 173.27 and 173.394. The ORC establishes post-employment background check requirements for HCBS workers and identifies uniform criteria and definitions for disqualifying offenses.

House Bill 487 (ORC 173.27 and 173.394) became effective January 1, 2013. HB487 requires HCBS providers and agencies to conduct a criminal background check before hiring a person who will have direct access to patients. Additional post-hiring checks will

¹ While ARCS and Rapback are both part of the Ohio National Background Check Program, this manual only provides training for ARCS. Please see the training manual, found at <https://rapback.ohioattorneygeneral.gov/Default.aspx#sectionUserManuals>, created by the Ohio Attorney General's Office for Rapback 2.0.

have to be conducted every five years. The bill also identifies uniform criteria and definitions for disqualifying offenses.

Effective July 1, 2014, House Bill 483 allows participating private employers to utilize the Bureau of Criminal Identification and Investigation's (BCI) existing Rapback service and enables future expansion to other providers.

Ohio's HCBS employers can enroll HCBS workers in Rapback after an initial background check has been performed. The Rapback system will send an automated notification to the employer if an employee has a new arrest or conviction.

Training Goals

Using this guide, providers will learn how to:

- Update their Medicaid Information Technology System (MITS) profile for ARCS eligibility
- Use ARCS
- Access technical support

ARCS Features

Security: User accounts and system access validated through mapping to providers' MITS profile to ensure security.

Efficiency: For new employment applicants ARCS accesses information from six registries simultaneously, eliminating the need to enter information into each registry system.

Coordination: For applicants with no significant findings, ARCS generates the form needed to order a fingerprint check.

Follow-Up: After an applicant becomes an employee, ARCS notifies employers of any new registry findings that are recorded.

How to Use this Manual

- This manual will be most effective if consulted while the user is using ARCS.
- The user may follow the manual from beginning to end to learn how to use ARCS or the user may consult the table of contents or the index to find specific topics.
- The appendices in this manual are provided as a source of additional technical assistance and general information about the Ohio National Background Check Program.
- Users may also contact the Help Desk for assistance.

STEPS IN ARCS PROCESS

- Create or update provider data on MITS
- Receive ARCS welcome e-mail with log in information
- Complete initial registration on ARCS and add provider users
- Search for an applicant
- Add a new application for a prospective employee
- Search six required registries
- Confirm any positive registry results
- Print Background Check Fingerprint Request
- Enter an initial hiring decision
- Update hiring decisions for provisional employees based on fingerprint results
- Attach any relevant employee forms in the Documents area.

STEPS IN RAPBACK PROCESS

- Request to participate in Rapback
- Set up administrator account and create user accounts
- Enroll employees to be Rapbacked
- Review fingerprint match notices and view the rap sheet
- Review enrollee and user reports
- Make employment decisions
- Un-enroll employees who leave the organization

SECTION 2: AUTOMATED REGISTRY CHECK SYSTEM (ARCS)

2.1: ARCS ELIGIBILITY AND REGISTRATION

Eligibility for ARCS

In order to assure privacy and security of employee data, only providers with an active Medicaid Information Technology System (MITS) account will be eligible to participate.

Provider identifying information from MITS will be used to generate ARCS registration information.

Providers must update their information in MITS in order to receive an **ARCS welcome e-mail** with an ARCS user id and instructions to create a password in ARCS.

How to Create a New MITS Account for ARCS Eligibility

Note: If you have difficulties accessing or updating your MITS account, please call the MITS help line at 1-800-686-1516. To talk to a real person, select the following options: 3,3,3,1,1,3,0 (make sure you wait until the talking starts again), then select 0 again.

For **New** MITS Providers

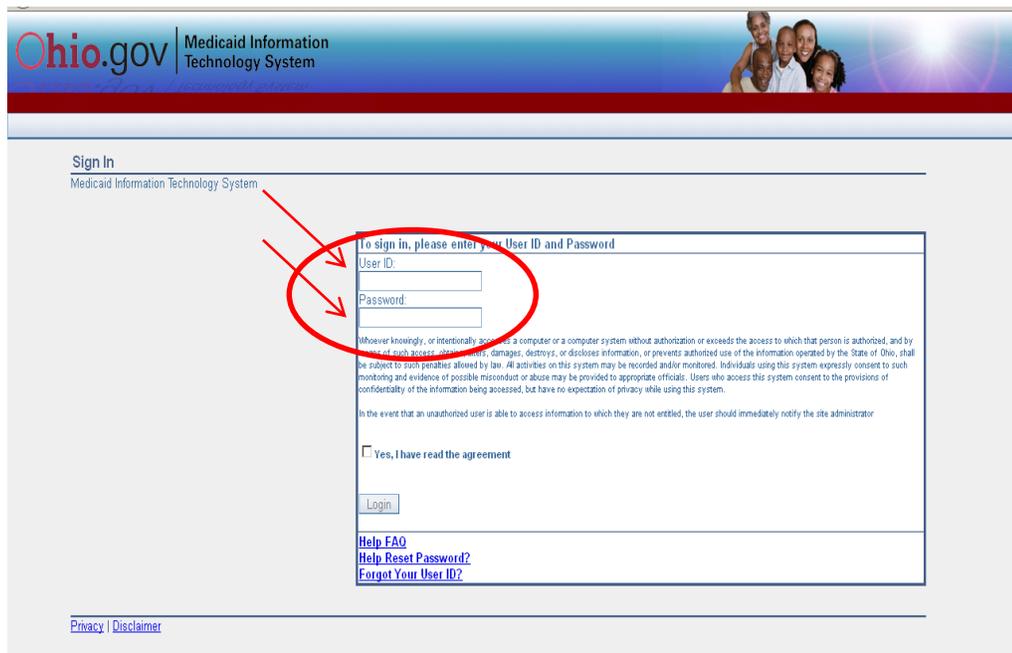
1. To begin the MITS Portal registration process, go to:
<https://portal.ohmits.com/Public/Providers/Account%20Setup/tabId/49/Default.aspx>
2. In the "Login ID" field, enter your **Medicaid provider number**.
3. In the "PIN" field, enter the last four digits of your tax ID or Social Security Number.
4. Click on the "setup account" button.
5. You will be taken to a page where you will enter your contact information and create a new User ID and Password.
6. Once you have registered, you can log into the MITS portal with the User ID and Password that you created above.

For **Existing** MITS Accounts

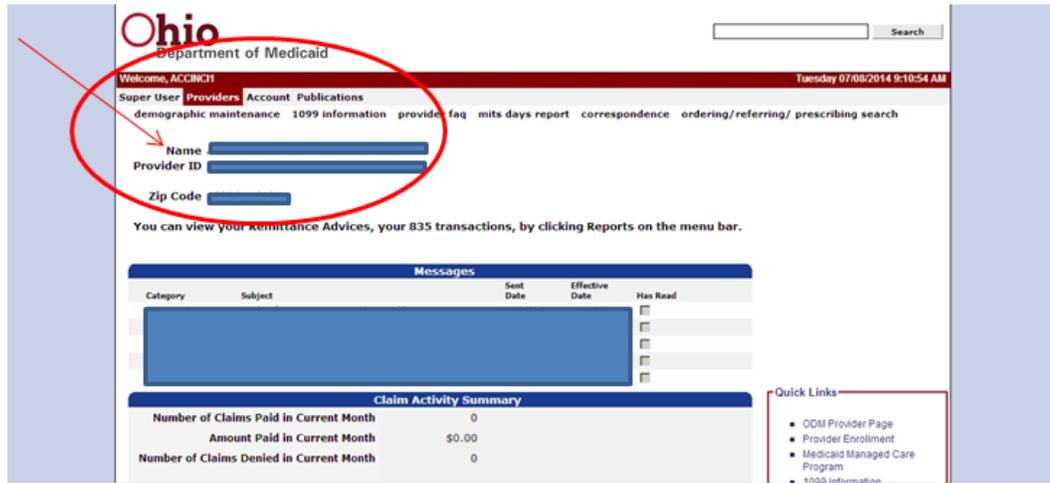
1. Login to the Ohio Department of Medicaid homepage at <http://medicaid.ohio.gov/> . Click on "Providers" at the top. You will see a screen with a large blue box to the right that says MITS PORTAL. Click on this box. You will see the screen below.
Click Here to Login



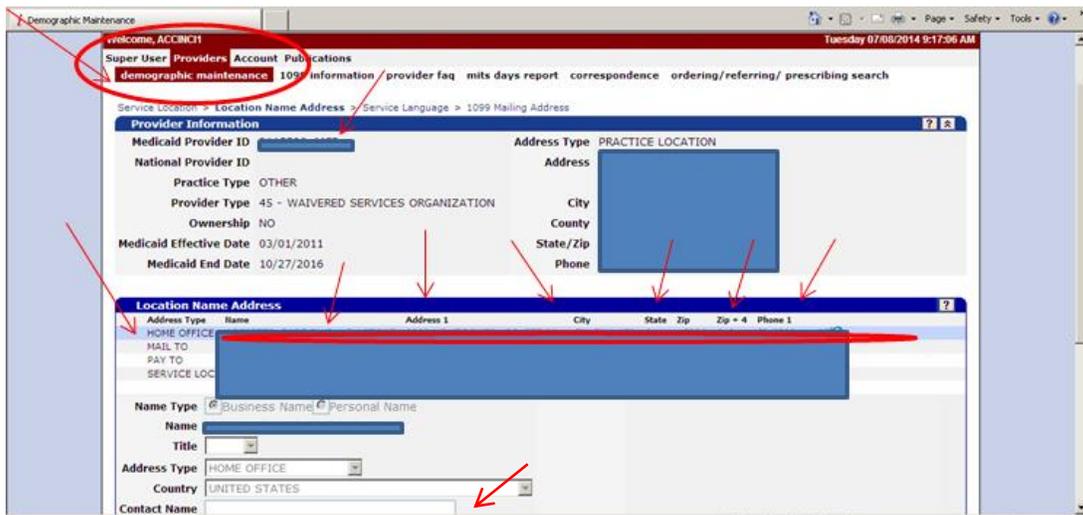
2. On the next screen enter your MITS User ID and Password.
Read the User agreement, check the box, and select **Login**.



3. The next screen will have a tab called Providers, which lists your provider name, ID and zip code as well as summary claims activity. Click on the Tab labeled **“Demographic Maintenance.”**



4. Verify and Update your provider information:
 - a. Under the blue Provider Information bar, verify your **Medicaid Provider ID**.
 - b. Under the blue Location Name Address bar, select HOME OFFICE, and verify the following information: **Name (of provider), Address, City, State, Zip or Zip + 4, and Phone**.
 - c. Add the **Contact Name** for your ARCS administrator in the appropriate field.



5. Scroll to the bottom of the screen. Enter and confirm your **E-mail address**. Please ensure the e-mail address is correctly entered. Your ARCS Username will be sent to the e-mail address you enter.

6. Once you have verified the information in MITS is current and complete and provided an e-mail address, click **SAVE** and log out of MITS.

If you have difficulties accessing or updating your MITS account, please call the MITS help line at 1-800-686-1516.

To talk to a real person, select the following options: 3,3,3,1,1,3,0 (make sure you wait until the talking starts again), then select 0 again.

2.2: ARCS REGISTRATION

Registering as a New User

ARCS Welcome Email: Once providers have updated their information in MITS, the contact person will receive an e-mail, which will include a user name and instructions on how to create a password in ARCS.

1. To access ARCS users may click on the ARCS link in the welcome e-mail or click on the link here: <https://arcs.ohio.gov/bcs>

Login: The first screen within ARCS will ask for a username and password. For the very first log in the user will not have a password.

2. Click on the link in the lower left corner, which reads “Register as a new user.”

User Registration: After clicking on “Register as a new user” the screen below appears.

3. Next to the field labeled “Username” type in the username that was included in your ARCS Welcome email.
4. Next to the field labeled “Medicaid Provider #” enter your provider Medicaid ID.
5. Next to the field labeled “Tax ID” enter your Tax ID or Employer Identification Number (EIN).
6. Click on the button labeled “**Register.**”

User Registration

To register, you must enter the Username from the ARCS welcome email, the Medicaid Provider Number and EIN/SSN from your organization’s MITS account. If you receive an error message, please make sure you have typed in the correct information. (It is not case sensitive). You may login to the secure MITS portal at <https://www.ohmits.com/prosecure/authtam/login?HOSTNAME=portal.ohmits.com> to verify your organization’s Medicaid Provider Number and EIN/SSN. If you need assistance regarding your MITS account, please call 1-800-686-1516.

* Username:

* Medicaid Provider #:

* Tax ID:

Register

Completing Registration: After clicking on “Register”, you will be prompted to set your password and security questions on the following screen.

7. Note that every field in this section must be completed.
8. Follow the rules for creating a password listed below:
 - a. Must be 8-16 characters.
 - b. Must contain one or more uppercase letters.
 - c. Must contain one more lowercase letters.
 - d. Must contain one or more numbers.
 - e. Must contain one or more special characters.
 - f. Must not be a previously used password.
9. Choose security questions that you will easily remember the answers to as you will need to answer these questions to get help recovering a forgotten password.
10. Once you have created a password and provided an answer to the security questions, click on the **Submit** button.

Complete Registration

*** Required**

* New Password:

* Confirm New Password:

* Security Question 1: ▼

* Security Answer 1:

* Confirm Security Answer 1:

* Security Question 2: ▼

* Security Answer 2:

* Confirm Security Answer 2:

* Security Question 3: ▼

* Security Answer 3:

* Confirm Security Answer 3:

Password Rules

Must be 8 - 16 characters.
 One or more uppercase letters.
 One or more lowercase letters.
 One or more numbers.
 One or more special characters.
 Cannot reuse prior passwords.

End User License Agreement: The next screen will show the end user agreement. This screen will need to be completed each time you log onto the ARCS system. You may print the license agreement for your records. It is required that users accept the end user license agreement in order to use ARCS.

11. Read the agreement in its entirety.
12. Click in the box to accept the terms and conditions of the end user license agreement, and click on the **Submit** button.

End User License Agreement

Terms and Conditions

The Ohio Automated Registry Check System (ARCS) is password protected. By logging into the web site with an authorized username and password, you are agreeing to the set of conditions below. By clicking the box below, you and your company shall adhere to the following set of username and password policies:

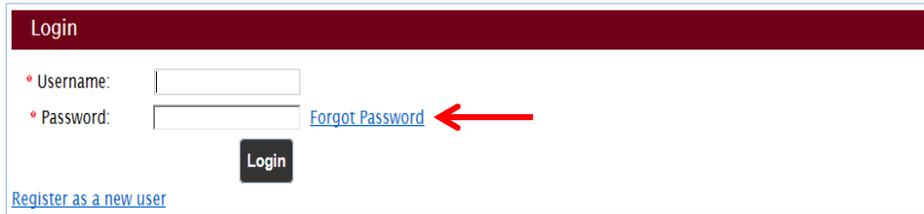
1. You and your company are entirely responsible for maintaining the confidentiality of your usernames and passwords.
2. Usernames and passwords are not to be shared at any time.
3. You and your company are entirely responsible for all activities that occur on this site under your usernames.
4. You and your company are responsible for the management of your company's usernames. This would include disabling and enabling access to the web site pending the status of employees within your company. If an employee is no longer authorized due to change in employment status, role assignment or job function, access must be disabled by you or your company immediately for that user.
5. The web site Administrator of your company will regularly audit the list of usernames associated with the company to ensure all accounts are up-to-date and accurate.
6. Whoever knowingly or intentionally accesses a computer or a computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law.
7. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and expressly agree that any potential evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.
8. In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately notify the Ohio Department of Medicaid. The company also shall notify the Ohio Department of Medicaid when it becomes aware of an unauthorized use or user.

I accept the Terms and Conditions of the End User License Agreement

Resetting a Forgotten Password

It is easy to reset a forgotten password without needing to contact the help desk.

1. From the login screen, click **Forgot Password**. A new screen will appear.



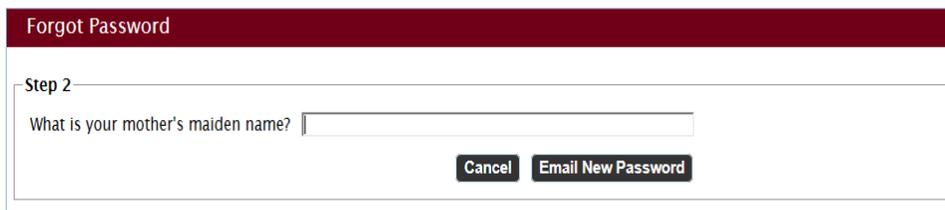
The screenshot shows the 'Login' screen with a dark red header. Below the header, there are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a blue link labeled 'Forgot Password' with a red arrow pointing to it. Below the input fields is a 'Login' button. At the bottom left, there is a link that says 'Register as a new user'.

2. Enter your username, then click **Next**. Once you have clicked **Next**, you will be asked to answer your chosen security question.



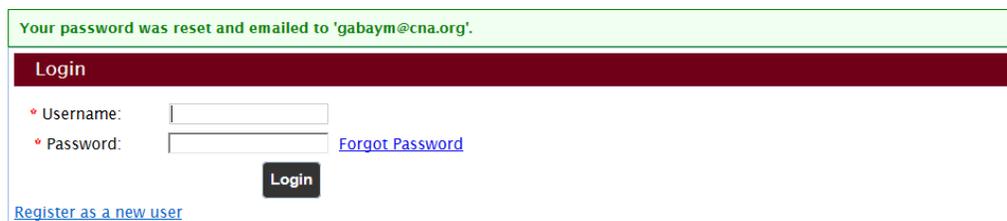
The screenshot shows the 'Forgot Password' screen with a dark red header. Below the header, it says 'Step 1'. There is a 'Username:' input field. Below the input field are two buttons: 'Cancel' and 'Next'.

3. Correctly answer the question, then click **Email New Password**. A green banner will appear on the login screen to let you know that your password has been reset and a new one has been emailed to you.



The screenshot shows the 'Forgot Password' screen with a dark red header. Below the header, it says 'Step 2'. The question 'What is your mother's maiden name?' is followed by an input field. Below the input field are two buttons: 'Cancel' and 'Email New Password'.

4. Please check your e-mail for the new computer generated random password.
5. The next time you log in you will use your user id and the password e-mailed to you. At that time, you will be prompted to set up a new password of your own choosing. Please remember that you may not use previous passwords again.



The screenshot shows the 'Login' screen with a dark red header. At the top, there is a green banner with the text 'Your password was reset and emailed to 'gabaym@cna.org''. Below the banner, there are two input fields: 'Username:' and 'Password:'. To the right of the 'Password:' field is a blue link labeled 'Forgot Password'. Below the input fields is a 'Login' button. At the bottom left, there is a link that says 'Register as a new user'.

2.2: ADDING A PROVIDER USER

Creating New User Accounts

You may want to create accounts for other individuals throughout your department or organization who may need to use ARCS. The new provider admin account has the ability to create both provider users and more provider admin accounts but **ONLY** for their assigned providers.

1. To create a new provider user account go to **Admin > User Accounts** and click **Add New User**.
2. Fill out the required information including a user name, last name, first name, email, phone number, and the provider for which the user will conduct searches.

Provider users are ONLY able to create more provider users, so you will not be able to select anything other than **Provider** on the User Type dropdown.

Administration: User Accounts

User Account

* Required

Status: Enabled

* Is Pending:

* Username:

* First Name:

* Last Name:

* Email:

Phone:

* User Type: Provider

* Role(s): OH Provider User OH Provider Admin

* Provider(s):

[Assign Providers](#)

Back to Search Save

3. To complete the new account setup, you must assign a provider. To assign a provider, click **Assign Providers**.

Select the provider to which the new account belongs from the list of providers. In the example below the individual who is logged into the system is authorized to access only one provider, Ohio Hospice Care, so only that one provider will appear on the Assign Providers page.

4. Click **Save** once you have assigned the provider, and click **Save** again on the User Account page to complete to new user setup.

Assign Providers

Search for Provider - Enter at least 3 characters

Select Provider(s)

[Ohio Hospice Care](#)

Providers Assigned to User

Editing/Disabling a Provider User

Once a new user has been assigned you may need to edit or disable the account. This may happen if a user is out on long-term leave or has left the organization. In order to edit or disable a user account:

1. Go to **Admin > User Accounts** from the main menu.
2. Once you have filled in the relevant fields, click **Search**. When the search results appear you have the option to either edit or disable a user. Disabling a user means that the user will no longer be able to log into ARCS. You will be able to edit the user's status back to "enabled" if you need to.

Administration: User Accounts

Enter Search Criteria

Type: Role:

Status: Is Pending:

Provider:

Last Name: Username:

Email:

→

3. To disable a user, select **Disable** under the actions column, on the far right of the User Search Result.

User Search Results						
UserName	Name	Email	Type	Status	Is Pending	Actions
ASmith	Smith, Allison	Allison.Dudziak@innovativearchitects.com	Provider	Enabled	No	<input type="button" value="Edit"/> <input style="color: red; font-weight: bold;" type="button" value="Disable"/>

- To edit a user, select **Edit** under the actions column, on the far right of the User Search Result. You will be taken to the User Accounts page, where you will be able to edit the user's information, change their status, and assign new providers.

User Search Results						
UserName	Name	Email	Type	Status	Is Pending	Actions
ASmith	Smith, Allison	Allison.Dudziak@innovativearchitects.com	Provider	Enabled	No	Edit Disable

- You must click **Save** to save the changes or the changes to the user account will be lost and you will have to re-enter them.

Administration: User Accounts

User Account

* Required

Status:

* Is Pending:

* Username:

* First Name:

* Last Name:

* Email:

Phone:

* User Type:

* Role(s): OH Provider Admin

* Provider(s):

[Assign Providers](#)

2.3: NAVIGATING THE HOME SCREEN

- The ARCS Home page has multiple menu options. In the upper right corner, you can access help for the system, information about your account, and the log out button. The **Help** link provides access to various documents to help the user navigate the system. The **My Account** link allows a user to change their password and security questions. A user can also change the name and email address associated with their account.
- There are also menu options for entering applications, updating employees, performing searches, and looking at reports and references.

- In the center of the page is a section called At a Glance. At a Glance provides you with quick access to any pending tasks.

The “Not Yet Submitted” List

- In the example below there are three applications listed as “Not Yet Submitted By Provider.” To access those applications that are not yet submitted, click on the number next to “Not Yet Submitted By Provider.”

[Help](#) | [My Account](#) | [Logout](#)

Ohio Automated Registry Check System

Home Applications Employees Search Reports Reference

Home

Welcome

Welcome to the Ohio Automated Registry Check System (ARCS) portal. This secure site allows you to initiate registry checks for direct care applicants, search for existing registry checks for the applicant processed on this site, track and review determination results for your applicants, and view results of subsequent rechecks of registries for applicants hired.

At a Glance

Applications	
Not Yet Submitted By Provider	3
Hiring Decision	3
Not Yet Submitted By Provider > 10 Days	2
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	0

Providers

Provider	Provider Status	Provider Contact
Test OH Provider	Enabled	

Important Messages

In order to visit the Ohio Attorney General's Bureau of Criminal Investigation website for the Criminal Background Check needed for employment, please use the following link to start that process:

[Ohio Attorney General-BCI](#)

OhMary2 ARCS-Test - Version: 20140531

This will provide a short cut to the **Applications: Not Yet Submitted** menu. On the top of the screen is an option to search for or filter for applications. You may search by application number, by the applicant’s last name or by a range of dates when the application was saved. You may also filter by provider.

- You may search for an application by entering the application # and/or the applicant’s last name. You may also search for a group of applications by entering a date range (two dates) between which the applications were last saved. If entering dates, a calendar will appear from which you can select the relevant dates.

Pending applications are also available on the lower part of the next screen.

- You may click on the last name of any individual to be taken to the “Person Summary” page and take action on an applicant. You may click on “Resume” or “Withdraw” the application.

Ohio Automated Registry Check System

Help | My Account | Logout

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Hiring Decision | Registry Recheck

Applications: Applications Not Yet Submitted

Enter Filter Options

Application #: Provider: Test OH Provider

Last Name:

Date Saved: to

Search

Results

Locked	App # - Type	Provider	Last	First	SSN	Date Saved	Actions
	53	Test OH Provider	Hinkle	Mary	-6789	05/01/2014	Resume Withdraw
	98	Test OH Provider	Smitty	Johann	-2553	05/27/2014	Resume Withdraw
	9	Test OH Provider	Williams	Brad	-1429	04/15/2014	Resume Withdraw

2.4: APPLICATIONS FOR PROSPECTIVE EMPLOYEES

Adding a New Application

1. From the **Home Screen** click on **Applications**.
2. From the **Applications** menu click on **Add New**.
3. Before you are able to add a new application, you must first search to see whether the application already exists. In order to search for an existing profile you must enter the applicants Social Security Number (SSN) **AND** Last name, **OR** the applicants SSN **AND** date of birth. You may substitute an Individual Taxpayer Identification Number (ITIN) for the SSN.
4. Once the applicant’s information has been entered, click **Search**. The results of the search will show up on the bottom of the screen. If the results section indicates “the individual was not found in the background checking system,” the applicant will need to be added.
5. Click on **Add New Applicant** to start an application for the individual.
6. If the person has an existing application, you will be directed to the [Person Summary](#) page.

Home	Applications	Employees	Search	Reports	Reference	Admin
Add New	Not Yet Submitted	Hiring Decision	Registry Recheck			

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

* SSN / ITIN: AND Last Name: OR Date of Birth:

Results

This individual was not found in the background checking system.

2.5: SEARCHING REGISTRIES

Once the application has been entered, you may search the six required registries and one optional registry for the applicant. All six registries are required for any applicant who is a resident of Ohio and who has not resided or worked in other states for the last five years. Additional steps are required for applicants who have worked in another state in the last five years.

Required Registries:

- Excluded Parties List System (US General Services Administration)
- List of Excluded Individuals and Entities (US Office of Inspector General)
- Abuser Registry Verification (DODD)
- Sex Offender and Child Victim Database (AGO)
- Ohio Department of Rehabilitation and Correction (ODRC) Inmates Database
- Nurse Aide Registry (ODH)

Optional:

- National Sex Offender Public Website

The results of a registry search will appear on a screen similar to the screen below. At the top of the results screen there will be information about the applicant including First Name, Last Name, SSN, DOB (mm/dd/yyyy), application number, and a listing of any alias the individual may have.

Under the heading, “Research requirements” will be the outcome of each registry search. In the example below, the outcome is “No matches found.” This means there were no reported events in the registry that were linked to the applicant you entered. Next, you will need to update “**Research Results.**”

Applicant: Research Registries

Chip Linder, 654-67-8656, 1/1/1980, Application #: 15497
No recorded aliases.

Registry Name	Research Requirements	Research Results	Research Completed	Comments
Database of Inmates, ODRC Registry Checked On 06/23/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>
OH Nurse Aide Registry Registry Checked On 06/23/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>
Online Abuser Registry Verification, DODD Registry Checked On 06/23/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>
Sex Offender and Child-Victim Database, AGO Registry Checked On 06/23/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>
GSA System for Award Management, SAM Registry Checked On 06/23/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>
OIG List of Excluded Individuals/Entities Registry Checked On 06/23/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>
National Sex Offender Public Website	Manual Search Optional	<input type="text"/>		<input type="text"/> <input type="button" value="View (0)"/> <input type="button" value="Add"/>

Research Registries Not Listed

Registry Result: No Match

- When no results are returned for the registry search, click on the drop down menu for **Research Results**. For each instance in which no match was found, select “**Cleared.**”

2. Click **Submit**.

Applicant: Research Registries

Timothy Smith, XXX-XX-4444, 5/1/1990, Application #: 15500
Alias: Tim

Registry Name	Research Requirements	Research Results	Research Completed	Comments
Database of Inmates, ODRC Registry Checked On 06/25/2014	Automatch performed, no matches found Recheck Registry	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
OH Nurse Aide Registry Registry Checked On 06/25/2014	Automatch performed, no matches found Recheck Registry	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
Online Abuser Registry Verification, DODD Registry Checked On 06/25/2014	Automatch performed, no matches found Recheck Registry	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
Sex Offender and Child-Victim Database, AGO Registry Checked On 06/25/2014	Automatch performed, no matches found Recheck Registry	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
GSA System for Award Management, SAM Registry Checked On 06/25/2014	Automatch performed, no matches found Recheck Registry	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
OIG List of Excluded Individuals/Entities Registry Checked On 06/25/2014	Automatch performed, no matches found Recheck Registry	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
National Sex Offender Public Website	Manual Search Optional	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
TX Nurse Aide Registry	Manual Search Required	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>
WV Nurse Aide Registry	Manual Search Required	Cleared	06/25/2014	<input type="text"/> <input type="button" value="View (D)"/> <input type="button" value="Add"/>

Research Registries Not Listed

Registry Result: Match Found

1. When a match is found in one or more of the registries, click on **View Details** and review them. They will be underlined and highlighted in bright blue indicating that they are hyperlinked.
2. Each match must be verified by re-checking the database the match came from.
3. Click on the hyperlink for the database. In the example below it is the Ohio Nurse Aide Registry.
4. You will be connected to the website for that registry.

5. Enter the required information on the applicant and search the registry in order to confirm there is a finding.

Home	Applications	Employees	Search	Reports	Reference	Admin
Add New	Not Yet Submitted	Hiring Decision	Registry Recheck			
Applicant: Research Registries						
<p>sasha summerlin, XXX-XX-3927, 6/4/1985, Application #: 104 No recorded aliases.</p>						
Registry Name	Research Requirements	Research Results	Research Completed	Comments		
Database of Inmates, ODRC Registry Checked On 06/13/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="View (0)"/> <input type="button" value="Add"/>	
OH Nurse Aide Registry Registry Checked On 06/13/2014	1 Match - View Details <input type="button" value="Recheck Registry"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="View (0)"/> <input type="button" value="Add"/>	
Online Abuse Registry Verification, DODD Registry Checked On 06/13/2014	Automatch performed, no matches found <input type="button" value="Recheck Registry"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="View (0)"/> <input type="button" value="Add"/>	

6. If the finding is confirmed you must return to the Research Registries page and select either **Not Cleared** or **Cleared**. For any registry in which there is a match, the user must enter a comment.

1 Match - View Details <input type="button" value="Recheck Registry"/>	<input type="text" value="Not Cleared"/>	<input type="text" value="08/07/2014"/>	<input type="text"/>	<input type="button" value="View (0)"/> <input type="button" value="Add"/>
1 Match - View Details <input type="button" value="Recheck Registry"/>	<input type="text" value="Cleared"/>	<input type="text" value="08/07/2014"/>	Last comment: RKlein - 8/7/2014 10:40 AM Finding is outdated. Applicant	<input type="button" value="View (1)"/> <input type="button" value="Add"/>

7. If **Not Cleared** or **Cleared** is selected then the provider must enter an appropriate explanation of the finding or why the applicant is being cleared despite a registry finding. You will not be able to move forward until a comment is entered. The time and date of the comment will be recorded as well as the user name of the user who entered it.
8. After a comment has been entered click **Submit**.

Applicant: Confirmation

An applicant must be confirmed once all of the registries are marked as cleared and submitted. Once the submit button is pressed you will be directed to a screen called “Application Submitted Confirmation.”

Ohio Automated Registry Check System [Help](#) | [My Account](#) | [Logout](#)

Home Applications Employees Search Reports Reference Admin

Add New | Not Yet Submitted | Hiring Decision | Application Forms | Registry Recheck

Applicant: Confirmation

Application Submitted Confirmation

Joe Smith, 450-78-0890, 8/14/1974, Application #: 145

Application Status

Your application was successfully submitted. This applicant has completed the initial registry checks necessary for employment. Following fingerprinting, this applicant can be hired using the [Hiring Decision](#) link above

Application Forms

- [Final Registry Results](#)
- Final Registry Results
- [Background Check Fingerprint Request](#)
- Background Check Fingerprint Request

The link is provided for two forms on the application completion page. The first form is the final registry results. This form will provide a printable version of the registry results.

Name: Timothy Smith DOB: 5/1/1990 Last Four SSN: 4444 6/25/2014 11:34:46 AM

6/25/2014 11:34:46 AM
Ohio Hospice Care
12345 C St NW
Columbus, OH 12345

ARCS
Ohio Automated Registry Check System
<https://arcs.ohio.gov/bcs>
Ohio Department of Medicaid
50 West Town Street
Columbus, OH 43215

Final Registry Results Form

The Final Registry Results Form provides personal, demographic, and registry results for the applicant listed below as it was captured in the Background Checking System on 6/25/2014 during the application process. The form can be printed and stored in the applicant's human resources file to verify the person's registry results as of this date.

This applicant has not been previously determined eligible for employment and must be fingerprinted by 07/25/2014.

Note: The application was submitted on 06/25/2014 and the following information is current as of 6/25/2014. Please check the system for updated information on the applicant.

Applicant Information

Application #:	15500	SSN:	XXX-XX-4444
Name:	Timothy Smith	This is an ITIN:	No
Address:	1234 Water St. Cleveland, OH 41007	Date of Birth:	5/1/1990
County:		Race:	Native American
US Citizen:	Yes	Gender:	Male
Place of Birth:	US: Ohio	Eye Color:	Brown
		Hair Color:	Brown
		Weight:	180 lbs
		Height:	6'0"

Aliases/Prior Names

Name: Tim	Date of Birth:
------------------	-----------------------

Prior Addresses

City, State: Dallas, TX	Years: 2008 - 2010
City, State: Morgantown, WV	Years: 2010 - 2011

OHDPH10129320140625 1 of 5

The second form is the Background Check Fingerprint Request. This form must be completed in order for the person to complete a criminal background check.

1. Print out the Background Check Fingerprint Request.
2. Give the form to the individual to take to the local fingerprinting office. Your provider name and address will be listed on the form, and the results will be mailed to you.

2.6: HIRING DECISION

Provisional and Permanent Employment

1. If no disqualifying information is revealed in the self-disclosure or registry check, the applicant may be provisionally hired while the State and FBI (as appropriate) criminal record search process is completed. Applicants for direct patient access employment in home health, personal care, AL Waiver, and ICF/IIDs may be hired provisionally for up to 60 days and applicants for positions in nursing facilities and hospices may be hired provisionally for up to 30 days.
2. In order to complete the process, log into ARCS and select **Applications** from the Home menu.
3. Select **Hiring Decisions** from the Applications menu.
4. In the top part of the screen you may search for the person by application number or last name. On the bottom of the screen you may scroll through the list of applications and select the application in question. Click on “**Enter Fingerprint Date**” and enter the date the person was finger printed.

Applications: Hiring Decision

Enter Filter Options

Application #:

Provider:

Last Name:

Results

Locked	App # ^	Provider	Last	First	SSN	Employment Status	Action
	15421	Ohio Hospice Care	smith	James	-8907		<input type="button" value="Enter Fingerprint Date"/>
	15422	Ohio Hospice Care	Williamson	Wanda	-3213		<input type="button" value="Enter Fingerprint Date"/>
	15439	Ohio Hospice Care	Klein	Keith	-3445		<input type="button" value="Enter Fingerprint Date"/>
	15440	Ohio Hospice Care	Williams	Clark	-2322		<input type="button" value="Enter Fingerprint Date"/>
	15441	Ohio Hospice Care	Walker	James	-3940		<input type="button" value="Enter Fingerprint Date"/>
	15459	Ohio Hospice Care	Willis	Bruce	-3402		<input type="button" value="Enter Fingerprint Date"/>
	15500	Ohio Hospice Care	Smith	Timothy	-4444		<input type="button" value="Enter Fingerprint Date"/>

- Once the fingerprint date is entered and saved, the **Enter Fingerprint Date** button is removed from the Hiring Decision record and two hire buttons are added.
- To complete a provisional hire, click on the **Hire Provisionally** button.
(If background check results have been received and there are no disqualifying conditions, you may hire the applicant permanently. Click on the **Hire Permanently** button.)

Applications: Hiring Decision

Enter Filter Options

Application #:

Provider:

Last Name:

Search

Results

Locked	App #	Provider	Last	First	SSN	Employment Status	Action
	15421	Ohio Hospice Care	smith	James	-8907		Enter Fingerprint Date
	15422	Ohio Hospice Care	Williamson	Wanda	-3213		Enter Fingerprint Date
	15439	Ohio Hospice Care	Klein	Keith	-3445		Enter Fingerprint Date
	15440	Ohio Hospice Care	Williams	Clark	-2322		Enter Fingerprint Date
	15441	Ohio Hospice Care	Walker	James	-3940		Enter Fingerprint Date
	15459	Ohio Hospice Care	Willis	Bruce	-3402		Enter Fingerprint Date
	15500	Ohio Hospice Care	Smith	Timothy	-4444		Hire Provisionally Hire Permanently

- If you click on the **Hire Provisionally** button, a confirmation screen will appear with the employment information. Review the information and click **Save** to complete the provisional hire process.

Hire Provisionally

George Wilson, 3/1/1965

*** Required**

Employment Status: Provisional

* Provider:

* Position Category:

* Position:

* Employee Type:

* Provisional Hire Date:

Cancel **Save**

Once an applicant is hired provisionally, ARCS will automatically track and count the number of days the employee has had provisional status. You may review or edit the list of individuals who are provisional:

1. On the home screen click on **Employees**.
2. From the **Employees** menu click **Provisional**.

On this page you will see a list of employees who have provisional status. Listed will be the “total days in provisional” and the “days remaining provisional.”

Employees who are initially hired provisionally may be converted to permanent employment when appropriate. To convert a provisional employee to a permanent employee:

1. Click on the **Convert to Permanent** button.

The “At a Glance” summary page will have a summary of the number of people who have a provisional status that will expire within five days or has expired. These individuals will need your immediate attention.

Home	Applications	Employees	Search	Reports	Reference
----------------------	------------------------------	---------------------------	------------------------	-------------------------	---------------------------

Home

Welcome

Welcome to the Ohio Automated Registry Check System (ARCS) portal. This secure site allows you to initiate registry checks for direct care applicants, search for existing registry checks for the applicant processed on this site, track and review determination results for your applicants, and view results of subsequent rechecks of registries for applicants hired.

At a Glance

Applications	
Not Yet Submitted By Provider	3
Hiring Decision	3
Not Yet Submitted By Provider > 10 Days	2
Registry Recheck	0
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employment Verification Needed (Within 30 Days)	0
Employment Verification Past Due	0

Important Messages

In order to visit the Ohio Attorney General's Bureau of Criminal Investigation website for the Criminal Background Check needed for employment, please use the following link to start that process:

[Ohio Attorney General-BCI](#)

Provider	Provider Status	Provider Contact
Test OH Provider	Enabled	

OhMary2 ARCS-Test - Version: 20140531

2.7: APPLICANT INFORMATION

Person Summary

The person summary page contains summary information on each applicant. This information is stored in 5 tabs (Profile, Applications, Employment, Documents and History). On all screens that contain lists of applicants or employees, the individual's last name will be hyperlinked (underlined in bright blue). This means you may click on the person's name and be taken directly to the Person Summary page. The Person Summary page is also the page that will show up if you search for an applicant that has already been entered by another provider.

Locked	App # ^	Provider	Last	First	SSN	Employment Status	Action
	15421	Ohio Hospice Care	smith	James	-8907		Enter Fingerprint Date
	15422	Ohio Hospice Care	Williamson	Wanda	-3213		Enter Fingerprint Date
	15439	Ohio Hospice Care	Klein	Keith	-3445		Enter Fingerprint Date
	15440	Ohio Hospice Care	Williams	Clark	-2322		Enter Fingerprint Date
	15441	Ohio Hospice Care	Walker	James	-3940		Enter Fingerprint Date
	15459	Ohio Hospice Care	Willis	Bruce	-3402		Enter Fingerprint Date
	15500	Ohio Hospice Care	Smith	Timothy	-4444	Provisional Employee Convert to Permanent	

- To see a summary of information about the person you may click on the last name and you will be brought to the **Person Summary** page. There are five tabs on this page. The one shown below is the profile tab. It contains a summary of demographic information for the applicant.

Person Summary

Timothy Smith, XXX-XX-4444, 5/1/1990

[Add New Application](#)

Profile | Applications | Employment | Documents | History

Personal and Demographic Information

* Required

* First Name: Timothy
 Middle Name:
 * Last Name: Smith
 Suffix:

SSN: XXX-XX-4444 This is an ITIN: No
 * Date of Birth: 5/1/1990
 Race:
 Gender:
 Eye Color:
 Hair Color:
 Height:
 Weight: lbs
 US Citizen:
 Place of Birth:
 Primary Phone:
 Primary Phone Type:
 Secondary Phone:
 Secondary Phone Type:
 Email Address:

Permanent/Physical Address

* Address Line 1: 1234 Water St.
 Address Line 2:
 * City: Cleveland
 * State: Ohio
 * ZIP: 41007
 County:

Mailing Address

Same as Permanent Address: Yes

[Edit](#)

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB	
Tim					Delete

[Add New](#)

Prior Addresses within the last 5 years

Years	City	State	
2008-2010	Dallas	TX	Delete
2010-2011	Morgantown	WV	Delete

[Add New](#)

The **Documents** tab stores any documents for the applicant that have been generated by ARCS or uploaded by you or another provider. These might include the Background Check Fingerprint Request, and the Final Registry Results.

Note: Other providers will be able to view any documents you upload for an applicant, if they search for that applicant.

Person Summary

Joe Smith, 450-78-0890, 8/14/1974

[Add New Application](#) [Case Notes](#)

Profile | Applications | Employment | **Documents** | History

Background Check # 100143

Generated Forms, Letters, and Reports

Document Type	Provider	Document Name	File Size	Generated By	Generated On
Application	Ohio Hospice Care	Background Check Fingerprint Request.pdf	147.0KB	RKleinState	8/14/2014 5:24 PM
Application	Ohio Hospice Care	Final Registry Results.pdf	217.0KB	RKleinState	8/14/2014 4:43 PM

Uploaded Documents

There are no Uploaded Documents

Person Files

There are no Person Files

Searching for an Existing Profile

In some cases when you search for an applicant you will find they are not in the system. Other times they may already be in the system. If your search returns an applicant who is

already in the system, you might find that you need to make edits to the Person Summary page.

Applicants: Add New

Search for Existing Profile

Enter Search Criteria

If using the Name field, be sure to type the LAST name as it appears on the applicant's driver's license or valid government issued ID. **This cannot be changed once you start the application.**

An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. The ITIN should be used as a substitute for the SSN only if the applicant does not have a Social Security Number issued by the Social Security Administration (SSA).

* SSN / ITIN: AND Last Name: OR Date of Birth:

Search

To make edits, click on the **Edit** button. You may edit all of the profile information except the last name, Social Security number and date of birth of the person.

Person Summary

Timothy Smith, XXX-XX-4444, 5/1/1990 **Add New Application**

Profile Applications Employment Documents History

Personal and Demographic Information

Required

- First Name: Timothy
- Middle Name:
- Last Name: Smith
- Suffix:

SSN: XXX-XX-4444 This is an ITIN: No

Date of Birth: 5/1/1990

Race:

Gender:

Eye Color:

Hair Color:

Height:

Weight: lbs

US Citizen:

Place of Birth:

Primary Phone:

Primary Phone Type:

Secondary Phone:

Secondary Phone Type:

Email Address:

Permanent/Physical Address

- Address Line 1: 1234 Water St.
- Address Line 2:
- City: Cleveland
- State: Ohio
- ZIP: 41007
- County:

Mailing Address

Same as Permanent Address: Yes

Edit

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB	
Tim					Delete

Add New

Prior Addresses within the last 5 years

Years	City	State	
2008-2010	Dallas	TX	Delete
2010-2011	Morgantown	WV	Delete

Add New

After you have made changes remember to save them by clicking **Save** or they will be lost.

Person Summary

Timothy Smith, XXX-XX-4444, 5/1/1990

Add New Application

- Profile
- Applications
- Employment
- Documents
- History

Personal and Demographic Information

* Required

* First Name: Timothy
Middle Name:
* Last Name: Smith
Suffix:

SSN: XXX-XX-4444 This is an ITIN

* Date of Birth: 5/1/1990

Race:
Gender:
Eye Color:
Hair Color:
Height:
Weight: lbs

Permanent/Physical Address

* Address Line 1: 1234 Water St.
Address Line 2:
* City: Cleveland
* State: Ohio
* ZIP: 41007
County:

US Citizen:
Place of Birth:

Mailing Address (Uncheck box to enter mailing address)

Same as Permanent Address

Primary Phone:
Primary Phone Type:
Secondary Phone:
Secondary Phone Type:
Email Address:

Cancel Save

Aliases/Prior Names (Includes all names by which an applicant is currently known or has been identified as)

Last	First	Middle	SSN	DOB	
	Tim				Delete

Add New

Prior Addresses within the last 5 years

Years	City	State	
2008-2010	Dallas	TX	Delete
2010-2011	Morgantown	WV	Delete

Add New

SECTION 3: TECHNICAL ASSISTANCE

MITS Helpline 1-800-686-1516

To talk to a real person, select the following options: 3,3,3,1,1,3,0 (make sure you wait until the talking starts again), then select 0 again.

ARCS Technical Assistance Resources

Training Manual Link: To be published soon

Training Webinar Recording Link:

https://grcdata.osu.edu/bcs/Ohio_BCS_ARCS_Training_Webinar.mp4

Help Desk Email: ARCS.SUPPORT@medicaid.ohio.gov

Rapback 2.0 Technical Assistance Resources

Training Manual Link:

<https://rapback.ohioattorneygeneral.gov/Default.aspx#sectionUserManuals>

Training Webinar Recording Link:

https://grcdata.osu.edu/bcs/Ohio_BCS_Rapback_Training_Webinar.mp4

Help Desk Email: To be published soon

SECTION 4: INDEX

A

account · 5, 12, 13, 14
applicant · 3, 15, 16, 17,
18, 20, 21, 22, 23, 24,
25, 26, 31

Applications · 15, 16,
22, 25

At a Glance · 24

B

background · 2, 3, 16,
22, 23, 30, 31

C

Cleared · 18, 20
conviction · 3, 33

D

Date · 22
disable · 13

E

edit · 13, 14, 24, 27
EIN · 8
eligibility · 3, 5

F

fingerprint · 3, 22

H

HCBS · 2, 3, 31
Help · 3, 28
hiring · 2, 22, 31
HOME · 7

I

ITIN · 16

L

License · 10

M

match · 18, 19, 20
Medicaid · i, 3, 5, 8, 33
MITS · 3, 5, 8

O

OAC · 31
orc · 31

P

password · 5, 8, 9, 11
Pending · 15
Permanent · 24
Portal · 5
profile · 3, 16, 25, 27
provider · 5, 8, 12, 15,
20, 22, 25, 26, 31

Provider · i, 5, 8, 12, 15

R

Rapback · 2, 3
registration · 5
Registration · 8, 9
registry · 3, 17, 18, 19,
20, 21, 23
Registry · 2, 17, 19, 26
Results · 18, 26
Resume · 16

S

Sex Offender · 17, 18
SSN · 16, 18

U

user id · 5, 11

W

Withdraw · 16

APPENDICES

LEGAL AND REGULATORY AUTHORITY

The legislative authority for the State's background check system for home health, personal care, independent Home and Community-Based Services (HCBS), Assisted Living (AL) Waiver providers, and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs/IIDs) is derived from House Bill (H.B.) 487's amendments to sections 173.27 (<http://codes.ohio.gov/orc/173.27>) and 173.8 of Ohio Revised Code (ORC) (<http://codes.ohio.gov/orc/173.38>) and rules based on this statute. Additional legislation relevant to providers regulated by the Department of Developmental Disabilities is contained in section 5123.08 (<http://codes.ohio.gov/orc/5123.081>) of Ohio Revised Code.²

Legislative authority for the state's background check system for nursing facilities, hospices, and assisted living facilities that are not AL Waiver providers is established through ORC section 109.572 (<http://codes.ohio.gov/orc/109.572>) and delimited in Ohio Administrative Code (OAC) section 3701 (<http://codes.ohio.gov/oac/3701>), which governs the administration and direction of the Department of Health, including its responsibility for protecting the individuals receiving services from its employees or the agencies with which it contracts. Chapter 13 (<http://codes.ohio.gov/oac/3701-13>) of OAC section 3701 explains the rules around hiring direct care provider employees who coordinate, supervise, or provide personal, nursing, or health related care and/or activities which require routine contact and alone time with service recipients.

Ohio has a small number of Long Term Care Hospitals. These hospitals are subject to accreditation standards by The Joint Commission (TJC), which requires that patients are protected from neglect, exploitation and abuse. TJC accreditation standards require hospitals to verify staff qualifications, including:

- TJC standard and element HR. 01.02.05 (E4), requires that, "The hospital obtains a criminal background check on the applicant as required by law and regulation or hospital policy: [And that c] criminal background checks are documented."

² Ohio Department of Developmental Disabilities, OAC rules 5123:2-2-02 (<http://codes.ohio.gov/oac/5123:2-2-02>); Ohio Department of Aging, OAC Chapter 173-9 (<http://codes.ohio.gov/oac/173-9-01>), and rule amendments in OAC 173-3-16, 173-14-14 (<http://codes.ohio.gov/oac/173-14-14>), 173-39-03 (<http://codes.ohio.gov/oac/173-39-03>), 173-39-05 (<http://codes.ohio.gov/oac/173-39-05>), 173-39-07 (<http://codes.ohio.gov/oac/173-39-07>), 173-40-06 (<http://codes.ohio.gov/oac/173-40-06>), 173-42-06 (<http://codes.ohio.gov/oac/173-42-06>); Ohio Department of Health OAC rule 3701-60-01 (<http://codes.ohio.gov/oac/3701-60-01>, <http://codes.ohio.gov/oac/3701-60-02>, <http://codes.ohio.gov/oac/3701-60-03>, <http://codes.ohio.gov/oac/3701-60-04>, <http://codes.ohio.gov/oac/3701-60-05>, <http://codes.ohio.gov/oac/3701-60-06>, <http://codes.ohio.gov/oac/3701-60-07>, <http://codes.ohio.gov/oac/3701-60-08>) through 3701-60-09 (<http://codes.ohio.gov/oac/3701-60-09>); Ohio Department of Job and Family Services, OAC rule 5101:3-45-07, 5101:3-45-08, 5101:3-45-11.

- TJC Patient Rights standard and element RI.01.06.03 (E1) “The patient has the right to be free from neglect; exploitation; and verbal, mental, physical and sexual abuse.”
- “The hospital determines how it will protect the patient from neglect, exploitation, and abuse that could occur while the patient is receiving care, treatment, and services.”

DISQUALIFYING CONDITIONS

Tier I offenses require a permanent bar.

Aggravated murder, murder, voluntary manslaughter, felonious assault, permitting child abuse, failing to provide for a functionally-impaired person, patient abuse or neglect, patient endangerment, kidnapping, abduction, human trafficking, unlawful conduct with respect to documents, rape, sexual battery, unlawful sexual conduct with a minor, formerly corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, felonious sexual penetration, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, soliciting or providing support for an act of terrorism, making terroristic threats, terrorism, Medicaid fraud, if related to another offense previously listed conspiracy, attempt, or complicity, a conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, and illegal use of SNAP or WIC program benefits, or a violation of an existing or former municipal ordinance or law that is substantially equivalent to any of the offenses or violations described above.

Tier II offenses require a 10-year bar.

If the person has multiple disqualifying offenses, of which at least one falls under Tier II, the person is barred for 15 years.

Involuntary manslaughter, reckless homicide, child stealing, child enticement, extortion, compelling prostitution, promoting prostitution, procuring, aggravated robbery, arson, aggravated robbery, aggravated burglary, illegal use of SNAP or WIC, program benefits, worker's compensation fraud, identity fraud, aggravated riot, carrying concealed weapons, illegal conveyance or possession of deadly weapon or, dangerous ordnance in a school safety zone, illegal possession of, an object indistinguishable from a firearm in a school safety zone, illegal conveyance, possession, or control of deadly weapon or ordnance into a courthouse, having weapons while under disability, improperly discharging a firearm at or into a habitation or school, discharge of firearm

on or near prohibited premises, improperly furnishing firearms to a minor, engaging in a pattern of corrupt activity, participating in a criminal gang, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, illegal assembly or possession of chemicals for the manufacture of drugs placing harmful or hazardous objects in food or confection, if related to another offense previously listed offense conspiracy, attempt, complicity, a violation of an existing or former municipal ordinance or law that is substantially equivalent to any of the offenses or violations described above, or multiple offense in Tier II, III, or IV.

Tier III offenses require a 7-year bar.

If the person has multiple disqualifying offenses, of which at least one falls under Tier III, the person is barred for 10 years.

Cruelty to animals, prohibitions concerning companion animals, aggravated assault, aggravated menacing, menacing by stalking, coercion, disrupting public services, robbery, burglary, insurance fraud, inciting to violence, aggravated riot, riot inducing panic, endangering children, domestic violence, intimidation, perjury, falsification, falsification in a theft offense, falsification to purchase a firearm, or falsification to obtain a concealed handgun license, escape, aiding escape or resistance to lawful authority illegal conveyance of weapons, drugs, or other prohibited items onto the grounds of a detention facility or institution funding drug trafficking, illegal administration of distribution of anabolic steroids, tampering with drugs, ethnic intimidation, if related to another offense previously listed offense conspiracy, attempt, complicity, a violation of an existing or former municipal ordinance or law that is substantially equivalent to any of the offenses or violations described above, or multiple offense in Tier III or IV.

Tier IV offenses require a 5-year bar.

If the person has multiple disqualifying offenses, of which at least one falls under Tier IV, the person is barred for 7 years. A drug possession offense only fits into this tier if it is a minor drug possession offense.

Assault, menacing, public indecency, soliciting, prostitution, deception to obtain matter harmful to juveniles, breaking and entering, theft, unauthorized use of a vehicle, unauthorized use of computer, cable, or telecommunication property, telecommunications fraud, passing bad checks, forgery, criminal simulation, defrauding

a rental agency or hostelry, tampering with records, securing writings by deception, impersonating an officer, unlawful display of law enforcement emblem, defrauding creditors, receiving stolen property, unlawful abortion, unlawful abortion upon minor, unlawful distribution of an abortion-inducing drug, interference with custody contributing to the unruliness or delinquency of a child, tampering with evidence, compounding a crime, disclosure of confidential information, obstructing justice, assaulting or harassing a police dog, horse, or service, animal, impersonation of peace officer, illegal administration, dispensing, distribution, manufacture, possession, selling, or using of any dangerous veterinary drug, drug possession, unless a minor drug possession, offense, permitting drug abuse, deception to obtain a dangerous drug, illegal processing of drug documents, illegal dispensing of drug samples, unlawful sale of pseudoephedrine product, unlawful sale of pseudoephedrine product, if related to another offense previously listed offense conspiracy, attempt, complicity, a violation of an existing or former municipal ordinance or law that is substantially equivalent to any of the offenses or violations described above, or multiple offense in Tier IV.

Tier V offenses do not bar a person from employment.

Drug possession but only if a minor drug possession offense; illegal use, possession, dealing, selling, advertising of drug paraphernalia, or if related to another offense previously listed offense conspiracy, attempt, complicity, a violation of an existing or former municipal ordinance or law that is substantially equivalent to any of the offenses or violations described above.