Automated Registry Check System [ARCS]

User Guide

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http://www.medicaid.ohio.gov
# 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
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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: 3,3,1,1,3,0 (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: 3,3,1,1,3,0 (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](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.”

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.
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.
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.

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

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.

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.
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.

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.
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.
3. To disable a user, select Disable under the actions column, on the far right of the User Search Result.
4. 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.

5. **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.**

![User Search Results](image)

2.3: **NAVIGATING THE HOME SCREEN**

1. 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.

2. There are also menu options for entering applications, updating employees, performing searches, and looking at reports and references.
3. 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.”

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.

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.
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.”

![Registry Result Screen]

**Registry Result: No Match**

1. 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.

<table>
<thead>
<tr>
<th>Registry Name</th>
<th>Research Requirements</th>
<th>Research Results</th>
<th>Research Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database of Inmates, ODRC</td>
<td>Automatic performed, no matches found</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>Ohio Nurse Aide Registry</td>
<td>Automatic performed, no matches found</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>Online Abuser Registry Verification</td>
<td>Automatic performed, no matches found</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>Sex Offender and Child-Victim Database</td>
<td>Automatic performed, no matches found</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>CSA System for Award Management, SAM</td>
<td>Automatic performed, no matches found</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>OIC List of Excluded Individuals/Entities</td>
<td>Automatic performed, no matches found</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>National Sex Offender Public Website</td>
<td>Manual Search Optional</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>TX Nurse Aide Registry</td>
<td>Manual Search Required</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
<tr>
<td>WV Nurse Aide Registry</td>
<td>Manual Search Required</td>
<td>Cleared</td>
<td>06/25/2014</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

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.”

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.
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.
5. 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.

6. 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.)

7. 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.

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.
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.

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.
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.

**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.

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.

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

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➢ 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, voluntarymanslaughter, 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.