

Announcement

Fingerprint Background Checks Required by the Health Care Worker Background Check Act

From the Illinois Department of Public Health

The implementation of fingerprint background checks is continuing successfully. We had a problem with the hospitals and local health departments not being able to enter data but that problem has been resolved. We are currently experiencing another problem with our automatic emails. The automatic emails are working when the Department makes a determination on a conviction but are not working properly for the background checks that have no "hits". Our programmer is making these email responses her highest priority in updating the web application. Until this is fixed, facilities will know that the person's background check has been processed if he or she no longer shows in the "Applications" tab. You can then go to the "Workers" tab and look the individual up. The profile page will show that a new FEE_APP background check has been received and that the individual has no disqualifying convictions. Print this web page out and keep it in the employment record in lieu of the email that you should have received. As soon as this problem is fixed, facilities will receive an email when not only a determination is made on a conviction but also when the application automatically processes the background checks received with no hits.

Again, please realize that facilities that have not been granted access to the Web application cannot be implemented into the fingerprint process. It does take the Department a while to get the requests for access processed. If a facility is in one of the counties that has been implemented and has not registered for access to the Department's Web portal and the Health Care Worker Registry's Web application at www.idphnet.com, that facility needs to register to be in compliance with the law. After a facility is granted access that facility shall start using the new fingerprint background check process within two weeks of the web portal account being established or by the specific date given them individually in the approval email; whichever date is later.

Following are the counties that have been implemented as of February 1st: Jo Daviess, Stephenson, Winnebago, Boone, McHenry, Lake, Carroll, Ogle, Whiteside, Lee, Cook, DuPage, Kane and Will. March 1st these counties will be implemented: DeKalb, LaSalle, Kendall and Grundy. On April 1st the following counties will be implemented: Rock Island, Mercer, Henry, Bureau, and Putnam. An implementation schedule for the entire State is enclosed as an attachment to this announcement. Adjustments to this schedule will be made if necessary.

CNA Training Programs, no matter where they are located, are encouraged to register for access to the Web application. The Department's goal is to have all the CNA Training Programs using the fingerprint background check process by their fall semester.

10 day fingerprint restriction

The consequence for not getting an applicant's prints taken in 10 working days (Saturday and Sunday do not count) after the applicant signed the disclosure and authorization form is that the facility suspends the applicant from work. If the applicant does not get his or her prints collected in 30 calendar days, the facility terminates the applicant. If the applicant has not been hired, the 10-day restriction does not apply, as the facility cannot suspend someone who is not working. If the applicant was hired and then suspended the applicant may start work again as soon as he or she has proof that his or her fingerprints were collected. If the applicant was hired and terminated, for not having prints collected within 30 days after signing the authorization and disclosure form, the facility may hire the individual again as soon as the prints are collected. After there is proof that the prints have been collected and the individual has been hired the individual may work under the 90 day conditional hire while waiting for the background check results. Generally, the results come back in about 24 to 48 hours. If the State Police are trying to find the results to an open disposition then the results may come back much slower.

For questions pertaining to the fingerprint process, registration, or changes in the law please do not hesitate to contact Jonna Veach. E-mails are the preferred method of contact and usually result in the fastest response.

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