Guide to the Workforce Background Checks Program

Components of the Background Check Program

The Michigan Long-Term Care Workforce Background Checks Program consists of two major components: a Web-based system that allows employers to search available registries for potentially disqualifying information, and a state and federal fingerprint-based criminal history check.

1. Legislation to expand criminal background checks was signed into law by Governor Granholm and is effective as of April 1, 2006.

2. The Web-based criminal background check system is available to licensed facilities and agencies beginning April 1, 2006.

3. Training sessions are scheduled throughout the state. Requests for group training should be directed to your licensing department.

Identix Identification Services (IIS) is under contract with the State of Michigan, department of Michigan State Police, to provide fingerprinting services for the fingerprint-based criminal history checks. IIS has 38 locations throughout Michigan serviced by mobile units. These mobile units can be utilized for remote areas and on-site fingerprinting for groups of 30 or more. As part of the agreement with the State, appointments will be available within 10 days of the request for services, and IIS will provide locations within fifty miles of any individual requiring fingerprinting services.

The on-line system is also designed to collect data in order to assess the efficiency and effectiveness of the background check program in Michigan.

Overview of the Michigan Workforce Background Check System

User Identification and Passwords

The Web-based background check process begins once an individual receives a bona fide good faith offer of employment and signs a Unified Consent, Disclosure, and Appeal form to authorize a request for a criminal background check.
Each State licensee was sent a temporary user identification (ID), and passwords to access and utilize the Web-based application. These IDs and passwords were mailed to the Director of the facility or agency on March 29, 2006. If you did not receive the letter, please call Technical Assistance at 1-888-678-2760.

Access the Web-based background check system at http://www.miltcpartnership.org

Before accessing the web based system, please disable pop-up blockers on your browser.

- Click on “Conduct background checks” to access the application
- Enter the User Name and Password provided and Click “Login” to proceed.
Revised 6/01/2006

Figure 3 Login Screen

Figure 4 Create your account

Figure 5 Insert contact information

Figure 6 Create new user name/password
This screen provides a summary of completed applications (with access to final decisions) and applications in progress.

- A consent form, signed by the applicant, is required before proceeding to Step 1 of the background check process. Forms are available to download and print by clicking on “disclosure/consent and conditional employment statement” in the right section of the screen.
Step 1 – New Application

Figure 9 New Application Screen
• Indicate that you have obtained the written consent, disclosure and notice of right to appeal form signed by the applicant by checking the box in the upper left hand corner.

• Enter the applicant’s first and last name. If including maiden name and/or other names used by the applicant. If additional name fields are required for other names used by the applicant such as maiden name or other married names, or nicknames select “Add another” and enter additional names. Enter the applicant’s date of birth using the format mm/dd/yyyy

• Record the applicant’s gender

• Choose one of the options in the drop-down menu for Race

• Enter the applicant’s Social Security number

• Enter the applicant’s current street address on Address Line #1

• Enter additional address information (apartment number, P.O. Box, etc.) on Address Line #2

• Choose the category describing the job for which the applicant is applying from the drop-down list

• Choose the occupation describing the job for which the applicant is applying from the drop-down list

• Enter the state-issued Identification number or Driver’s License number and choose the issuing state from the drop-down menu

• Enter Certified Nurse Aide number, if applicable, and any professional license numbers. If applicant has multiple professional licenses, select “Add another”

• Cancel the New Application or Continue to Step 2 by clicking on the corresponding button at the bottom of the screen

For applicants who are Canadian citizens or domiciled in Canada, enter the facility address. The system will not mail to addresses outside the United States.
Step 2: Verify Applicant Information

### Applicant's Personal Information
- **Applicant Name:** Jungle, George
- **Other Name #1:** N/A
- **Other Name #2:** N/A
- **Other Name #3:** N/A
- **Date of Birth:** 11/11/1977
- **Place of Birth:** Michigan
- **Country of Citizenship:** US
- **Height:** 5 feet 9 inches
- **Weight:** 160 LBS
- **Hair Color:** Blonde or Strawberry
- **Eye Color:** Blue
- **Gender:** Male
- **Race:** Pacific Islander
- **Social Security Number:** 431-32-9678

### Address
- **Address Line #1:** 123 main st
- **City:** Lansing
- **State:** MI
- **Zip Code:** 48824
- **County:** Ingham

### Occupation
- **Occupation:** Speech Language Pathologist

### Driver License or State Identification
- **State License Number:** d776891
- **State Issue License:** MI

### Professional License Number
- **Certified Nurse Aide Number:** N/A
- **Professional License Number #1:** N/A
- **Professional License Number #2:** N/A
- **Professional License Number #3:** N/A
- **Professional License Number #4:** N/A
- **Professional License Number #5:** N/A
- **Professional License Number #6:** N/A
Figure 6 Verify Information

- Review the information entered.
- If there is missing or incorrect information, select the “Back” button to edit.
- If the information is correct, you may select “Save and Close” to save the information and exit the process, or select “Continue” to proceed to Step 3.
- **This is the only place you can edit applicant data. Make sure the data is correct before proceeding to Step 3!**

**Step 3 – Registry Checks**

With the exception of Internet Criminal History Access Tool (ICHAT), all information entered on the previous screens will be imported into each registry, eliminating the need to re-enter information. The results of each registry check will appear in a secondary window, allowing you to move between the results window and the background check application easily.

### Available Registries

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>U.S. HHS Medicare/Medicaid OIG Exclusion List</td>
</tr>
<tr>
<td>2)</td>
<td>Nurse Aid Registry (NAR)</td>
</tr>
<tr>
<td>3)</td>
<td>Public Sex Offender Registry (PSOR)</td>
</tr>
<tr>
<td>4)</td>
<td>Offender Tracking Information System (OTIS)</td>
</tr>
<tr>
<td>5)</td>
<td>Internet Criminal History Access Tool (ICHAT)</td>
</tr>
</tbody>
</table>

- The registries must be checked in the order they appear on the screen.
- Any exclusionary finding in the OIG Exclusion List or the Nurse Aid Registry makes the applicant ineligible for employment.
- Once a result of Exclusionary finding is recorded in the Registry Check Results section, the registry checks process ends.
- You must continue to Step 4, Preliminary Hiring Decision, even if the registry checks result in exclusionary findings.

**NOTE:**

Even where the applicant is not excluded by registry checks of relevant convictions or substantiated findings, the applicant may still be excluded by the fingerprint check. If the applicant is excluded from employment at any point in the review process, it is appropriate to stop your review of any further convictions.
Click on the U.S. HHS Medicare/Medicaid Exclusion List (OIG) link to initiate a check of this registry. The results of the automated registry checks will display in a secondary window.

For a description of the Office of Inspector General's (OIG) List of Excluded Individuals/Entities List of Exclusions database and exclusions, click here.

If the results screen shows “No results returned” then select “No Exclusionary Findings” from the corresponding Registry Check Results drop-down menu.

Click “Save and Close” to exit the application, or proceed to the Michigan Nurse Aide Registry Check.
If the Results screen shows a list containing matching name(s), you must verify that a similar or matching name does or does not belong to the applicant. Click on the last name that corresponds to a matching first name for the applicant to find additional identifying information such as date of birth and address. If more verification is needed, go to U.S. HHS Medicare/Medicaid OIG Exclusion List and run the search. This will allow you to verify the identity of the applicant by social security number.

If verifying information confirms that the applicant appears on the OIG exclusion list, choose Exclusionary Findings from the drop-down menu. Exclusionary findings in this registry mean that the applicant is ineligible for employment. You will be unable to proceed with additional registry checks.

Choose to either “Save and Close” the application or “Continue” to Step 4, Preliminary Hiring Decision.
Michigan Nurse Aid Registry

The Michigan Nurse Aid Registry was previously administered by the Chauncy Group International, now a part of Thomson Prometric, which provides training for Nurse Aides, competency evaluations, and registry services for the State of Michigan. The name of every Nurse Aide eligible to work in Michigan should appear on the NAR.

- This registry must be checked, even if the applicant is not applying for a position as a Nurse Aide.
- Click on the second link on the Registry Check page to initiate an automatic check of the Michigan Nurse Aide Registry.
- The results of the registry check will appear in a secondary window.

Figure 8 Nurse Aide Registry Results

The Michigan Nurse Aide Registry contains information only for Certified Nurse Aides. The list is organized by last name, so a registry check will return a list of all persons with the same or similar last name as the applicant.

- Check the list for names matching or similar to the applicant.
- Click on a name to access the Nurse Aide Inquiry Report.
Information on the Nurse Aide Inquiry Report, such as complete name, date of birth, gender can be used to verify or distinguish the applicant.

The registry document number is a very good way to confirm that the information on the report is for the applicant.

Check for Patient Abuse Findings on the last line. If there is an “N”, there are no findings.

Record the result in the corresponding Registry Results section.

Proceed to the Public Sex Offender Registry Check.

If the Patient Abuse Finding shows a “Y”, there has been a finding of patient abuse. The applicant is ineligible for employment and the registry check process ends.

Choose “Exclusionary Findings” from the drop-down menu of the Registry Results section.

Click on “Save and Close” to exit the application or select “Continue” to proceed to Step 4, Preliminary Hiring Decision.
The registration requirements of the Sex Offender Registration Act are intended to provide the people of Michigan with an appropriate, comprehensive, and effective means to monitor those persons who pose a potential danger to the health, safety, morals, and welfare of the people of the state of Michigan. Information available on the PSOR includes an offender’s name, address, offense information, and a photograph.

Figure 9 Results from PSOR - No Record

- The results indicate that there are no records matching the search. Select “No Exclusionary findings” from the corresponding drop-down list.
- Save and Close the application, or proceed to the next registry check.
The Public Sex Offender Registry (PSOR) returns a list of anyone having the same last name as the applicant.

- Click on a name similar to or matching the applicant’s name to view the detailed record.

Note: You can also check OTIS and ICHAT registries to find more information on any relevant convictions found on PSOR.
If the applicant appears on the registry, you must determine the type of crime committed and the resulting exclusionary period based on the tiered system outlined in the new legislation.

- Determine whether the offense is a felony or misdemeanor based on the offense code. To conduct a Michigan Compiled Laws search, go to [http://www.legislature.mi.gov](http://www.legislature.mi.gov) and enter the offense code into the search field.

- Check the Legal Guide to determine the type of exclusion (mandatory and permanent for all offenses under 42 USC 1320a-7).

- If the offense constitutes an exclusionary finding, or if the proscribed exclusionary time period has not expired, the applicant is not eligible for employment. Select “Exclusionary findings” from the drop-down menu. The registry check process ends.

- Save and close the application, or select Continue to proceed to Step 4, Preliminary Hiring Decision.
Offender Tracking Information System (OTIS)

OTIS is an online searchable database of the Michigan Department of Corrections (MDOC). Each offender whose pre-sentence investigation is handled by MDOC (all dispositions in circuit court) is assigned a unique offender number. The name, date of birth, gender, race, location and status of the offender is provided. In addition, the Michigan Compiled Law (MCL) number is given for the crime of the controlling sentence of the most recent conviction.

- Click on the Offender Tracking Information System link to conduct an automatic search of the database.
- If no records are found, select “No Exclusionary finding” from the drop-down menu.
- Select “Save and Close” to exit the application, or proceed to the next registry check.

Figure 12 OTIS result – record found

The Offender Tracking Information System is a name search; the results show all offenders in the system having the same name.

- Click on the Offender Number corresponding to the name showing a matching date of birth, sex, and race as the applicant to review the record.
If the applicant appears on the registry, you must determine the type of crime committed and the resulting exclusionary period based on the tiered system outlined in the new legislation.

- Determine whether the offense is a felony or misdemeanor based on the offense code. To conduct a Michigan Compiled Laws search, go to [http://www.legislature.mi.gov](http://www.legislature.mi.gov) and enter the offense code into the search field.

- Check the Legal Guide to determine the type of exclusion (mandatory and permanent for all offenses under 42 USC 1320a-7).

- If the offense constitutes an exclusionary finding, or if the proscribed exclusionary time period has not expired, the applicant is not eligible for employment. Select “Exclusionary findings” from the drop-down menu. The registry check process ends.

- Save and close the application, or select Continue to proceed to Step 4, Preliminary Hiring Decision.
The Michigan Criminal History Record Database is updated daily with Felony and Misdemeanor Arrest, Charge & Conviction information provided by Law Enforcement, Prosecuting Attorneys and Courts throughout the State of Michigan. This search includes all Public Michigan Criminal History Information as allowed by Public Act 310 of 2005. This search does not include federal arrests or criminal records from other states.

- Click on the Michigan Internet Criminal History Access Tool (ICHAT) link on the Registry Checks page to conduct a check of the database.

- If you are a new user, you must register in order to conduct an ICHAT search and enter the Agency Code provided by the department.
- If you are a registered ICHAT user, you must re-register and enter the Agency Code provided by the department.
Click Fill in the necessary information in the appropriate fields.

Click on the “Submit” button to finalize the registration.
**Michigan State Police**

$10.00 Criminal Record Searches

The official MSP Criminal History record database for using MasterCard or Visa. The Michigan Criminal History record database is updated daily with Felony and Misdemeanor arrest, charge & conviction information provided by Law Enforcement, Prosecuting Attorneys and Courts throughout the State of Michigan.

This search includes all Public Michigan Criminal History Information as allowed by Public Act 310 of 2005. This search does not include federal arrests or criminal records from other states.

A search for criminal record information that might be in another state requires you to correspond directly with the criminal record repository of that state.

---

**Account Login**

Enter your current ICHAT E-mail address and password.

E-mail address: [Input Field]
Password: [Input Field]

Login
Forget your password?
Once you log in, select “My Account.”

You will enter your ICHAT Agency Code on the next screen. This code allows you to conduct searches at no cost. Your ICHAT Agency Code was sent to the Director of the facility or agency along with the temporary ID and Password. An ICHAT code begins with an uppercase I, followed by zeros, a number and another uppercase letter.

**Sample ICHAT Agency Code: I00005436E**

If you do not have an ICHAT Agency Code, call Technical Assistance at 1-888-678-2760.
To change your ICHAT Agency Code, you must first enter the required information in the fields indicated by a red asterisk (*).

- Enter your current password.
- Enter your current password again to verify.
- Enter your ICHAT Agency Code.
- Enter your local Zip Code.
- Click on “Submit.” You will be returned to the ICHAT Search Home page.
• In the upper left section, click on “Search for Criminal History Record” to begin the ICHAT search process.

• There is no charge to the employer, provider, or employee for an ICHAT search when the search is conducted through the workforce background check program.

• The total on this screen should be $0.00 if you entered the ICHAT Agency Code correctly.
Criminal Record Search

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

THE SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY.

* Required Fields

* Last name: 
* First name: 
* Race: 
  - White
  - Other
* Sex: 
  - Male
  - Female
* Month of Birth: 
  - January
  - February
  - March
  - April
  - May
  - June
  - July
  - August
  - September
  - October
  - November
  - December
* Day of Birth:
  - 01
  - 02
  - 03
  - 04
  - 05
  - 06
  - 07
  - 08
  - 09
  - 10
  - 11
  - 12
* Year of Birth:

Please click on the "submit" button once you have filled in the above information. This will increment the number of searches submitted by one. As the responses to your submission are returned, you are shown how many of the submissions have a response waiting. You may view the responses at any time during the search process, or at the end.

* Required Fields

Searches Ordered: 0
Responses Received: 0

Submit  Clear Fields  View Responses

After you've entered the required information, click "Submit" to begin the search.

- Click "Submit" to begin your search.
The ICHAT search usually takes less than one minute. You may have to scroll to the bottom of the screen to click “View Responses.” The search is complete when a number appears next to “Responses Received.”

The ICHAT record provides the most complete criminal history record and includes the information necessary to make a determination of an applicant’s eligibility for employment.
• Determine whether the offense is a felony or misdemeanor based on the offense code. To conduct a Michigan Compiled Laws search, go to [http://www.legislature.mi.gov](http://www.legislature.mi.gov) and enter the offense code into the search field.

• Check the Legal Guide to determine the type of exclusion (mandatory and permanent for all offenses under 42 USC 1320a-7). If the offense constitutes an exclusionary finding, the applicant is not eligible for employment. Select “Exclusionary findings” from the drop-down menu. The registry check process ends.

• If the offense does not appear in the list as a mandatory and permanent exclusion, check for the date of conviction under the Judicial Segment. Add the sentence/probation/parole requirements to determine the current status of the applicant. If the exclusionary period has expired, the applicant is eligible for employment. Select “No Exclusionary findings”.

• Save and close the application, or select Continue to proceed to Step 4, Preliminary Hiring Decision.

**Step 5 – Preliminary Hiring Decision**

After receiving the results of the registry checks, you must record your preliminary hiring decision before continuing to the fingerprint-based criminal background check.
Choose one of the options that best describes your preliminary hiring decision.
Choose “Save and Close” if you are not ready to select one of the options or select “Continue” to proceed to Step 5.

Step 5 – Fingerprint Request
Phase II of the background check process includes a state and federal fingerprint-based criminal history check.
• A Fingerprint Request Form may be downloaded and printed by clicking on “Fingerprint Request Form”.

The State of Michigan has contracted for electronic fingerprinting services from Identix Identification Services (IIS). The form contains the required codes to request fingerprinting services at no cost to the employer or employee.

• The applicant must schedule an appointment with Identix by calling 1-866-226-2952 or online at http://www.identix.com/IIS/mi.html.
• The applicant must present the completed form and a state or federally issued picture ID at the allotted appointment time.

IIS will obtain fingerprints and forward them to the Michigan State Police Fingerprinting Processing Unit. After a check against state databases, Michigan State Police will send the electronic fingerprint records to the Federal Bureau of Investigation. The results of the federal criminal history checks will be sent directly to the Michigan State Police who will forward the results to the Background Check System or to the State of Michigan analysts. The analysts will report to the department any information found that disqualifies the applicant from employment.

A notification of a fingerprint check result showing no criminal background will be sent via email to the department, usually within 48 hours of the fingerprinting.
3/27/2006

Paul Davis
234 Marsect
Lansing, MI 48911

RE: Background Check Fingerprint Results

Dear Paul Davis:

The department has received the following information from the Michigan Department of State Police regarding the results of your fingerprint record check.

The offense(s) listed do not disqualify this applicant from long term care employment.

NO FINDING FOUND

| Internet Criminal History Access Tool (ICAT):      | No Exclusionary Findings |
| Nurse Aide Registry (NAR):                        | No Exclusionary Findings |
| Offender Tracking Information System (OTIS):      | No Exclusionary Findings |
| Public Sex Offender Registry (PSOR):              | No Exclusionary Findings |
| U.S. HHS Medicare/Medicaid Exclusion List (OXI):  | No Exclusionary Findings |

Sincerely,

Lee Ez
Michigan Department of Human Services
Office of Children and Adult Licensing
7136 W. Saginaw St., 2nd Floor
P. O. Box 10850
Lansing, MI 48909
1-877-710-0542

Figure 23 No Hit Letter
The final disposition or hiring decision is recorded for each applicant in the associated drop-down menu. This completes the background check process. It is important to update this page as applicants are hired or withdrawn from consideration. Employers who have a proportionately high number of pending applications with no final disposition recorded may have access temporarily denied.

IMPORTANT CONTACT INFORMATION

www.miltcpartnership.org

Department of Community Health (DCH)
For adult foster care and home for the aged
1-877-718-5547

Department of Health Services (DHS)
For long-term care settings
1-877-718-5542

Technical Help Center
1-888-678-2760
bckhelp@msu.edu