

Obtaining a User Name and Password

All new licensees will receive a copy of this letter upon the issuance of their license. (If you were licensed prior to April 1, 2006, this letter was sent to you in April of 2006.) This letter contains your temporary user name and password to log into the Workforce Background Check website. After receiving this letter, licensees can begin running background checks at www.miltcpartnership.org.



RICK SNYDER
GOVERNOR

State of Michigan
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN
DIRECTOR

July 12, 2012

OFFICE OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING
1000 WESTLAND AVENUE
ANN ARBOR, MI 48106

Congratulations on the issuance of your license for an Adult Foster Care or Home for the Aged Facility in the State of Michigan. In order for you to comply with MCL 400.734b (Adult Foster Care) or MCL 333.20173a (Homes for the Aged) you are being provided a temporary User Name and Password. These will allow you to access the web-based application at www.miltcpartnership.org in order for you to perform a workforce background check on your employment applicants and employees. These codes are intended for use by the person you designate to complete the background checks for your employees and employment applicants. **If your new license is the result of a change of ownership of an existing licensed facility, please contact us.**

It is your responsibility to ensure the proper use of the web-based application and the confidentiality of any Criminal History Record information obtained. There are criminal and civil penalties associated with the misuse of this information. [MCL 400.734b(10) and MCL 333.20173a(9)]

User Name:

Password:

To begin Login Please:

- Step 1: Go to the www.miltcpartnership.org website.
- Step 2: Click on "Conduct Background Checks."
- Step 3: Log in using the temporary User Name and Password provided above.
- Step 4: Update your profit/non-profit status and click "Next".
- Step 5: You will then be prompted to create your own user name and password. Please choose easily remembered user names and passwords. Please remember these are case sensitive. Click "Continue" to reach your home page.

If you have difficulty logging in please contact us by phone at 877-718-5542 or you may email us at OCALCheck@Michigan.gov.

Obtaining Consent and Disclosure

Before conducting a background check on potential employees, licensees must obtain the Consent and Disclosure form for each individual. Click on 'Information', then 'Consent and Disclosure'.

WORKFORCE BACKGROUND CHECK

Latest News: Background Check Fees Reduced! 05/24/2012
On March 19, 2012 the FBI reduced its fee for fingerprint-based background checks from \$19.25 to \$16.50. Effective immediately, the fee for background checks under the Michigan Workforce Background C... [\[more news & information\]](#)

Michigan.gov
The Official State of Michigan Website

Background Check Home Help

Home
Information
Tutorial
Frequently Asked Questions
Support Services
Staffing & Contractor Agency Registration

NEWS FLASH
[Background Check Fees Reduced!](#)

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The State of Michigan &
MICHIGAN STATE UNIVERSITY
Michigan State University

Information on the Background Check Program
As new information is developed, it will be made available on this Web page. Please check back often.

Communications

- [Background Check Fee Reduced](#) (Updated 5/24/2012)
- [New Fingerprint Vendor - June 1, 2010](#) (Updated 6/3/2010)
- [Fingerprinting Period for Conditional Employment Extended to 15 Business Days](#) (Updated 6/11/2010)
- [REMINDER: EXEMPT EMPLOYEE FINGERPRINTING DEADLINE APRIL 1, 2011](#) (Updated 9/3/2010)
- [Receipt For Verification of Fingerprint Submission](#) (Updated 10/6/2010)
- [Legislative and System Changes as of 3/11/11](#) (Updated 2/28/2011)
- [How to Verify a Staffing Agency/Contractor](#) (Updated 1/6/2012)
- [Notice: Beginning March 5, 2012 exempt employee registration will be closed.](#) (Updated 3/2/2012)
- [New Fingerprint Vendor - Process](#) (Updated 6/2/2010)
- [L-1 Escrow Account Refund Request](#) (Updated 5/27/2010)
- [ICHAT registry optional](#) (Updated 4/8/2009)
- [Rap Back Process Update](#) (Updated 5/9/2008)
- [Interim Policy to Exempt Students](#) (Updated 12/22/2006)
- [Registry Review Tips](#) (Updated 8/15/2006)
- [MDCH "Exempt Employee Policy"](#) (Updated 11/20/2006)
- [MDHS-AFC/HFA EXEMPT EMPLOYEE FINGERPRINTING BEGINS 04/01/09](#) (Updated 4/1/2009)
- [MDHS-Exempt Employee Policy](#) (Updated 2/15/2008)
- [MDHS-Rap Back Feature Notice](#) (Updated 5/7/2008)
- [MDHS-Exempt Employee Fingerprinting Update](#) (Updated 6/5/2008)

Forms

- [Consent and Disclosure Form](#) (Updated 4/27/2011)
- [Account Set-up Fee Payment Form](#) (Updated 1/6/2012)
- [LARA Appeal Request Form](#) (Updated 1/20/2012)
- [DHS Appeal Request Form](#) (Updated 3/15/2012)
- [Agreement to Notify of Arraignment/Conviction Rev. 6/29/07](#) (Updated 7/9/2007)
- [MDHS-New Forms Notice](#) (Updated 2/15/2008)
- [MDHS-Exempt Employee Information and Agreement Form](#) (Updated 3/5/2008)

Legal

By completing the Consent and Disclosure form, the applicant is providing the licensee with the following:

- the necessary information to conduct the background check (name, address, social security number, etc.)
- consent for the licensee to conduct the background check
- disclosure of any disqualifying/exclusionary convictions
- acknowledgment that if the background check reveals disqualifying information, their employment will be terminated for good cause
- acknowledgment they are required to report in writing to the AFC/HFA facility immediately upon being arraigned on a felony charge or convicted of a disqualifying offense.

It is not necessary for licensees to use this exact form; however, they must use an equivalent in its place. If opting to use an equivalent, it must include the following:

- consent allowing the background check to occur
- signed statement acknowledging no conviction described in MCL 400.734b(1)(a-g) or MCL 333.20173a(1)(a-g)
- signed statement acknowledging not subject of order or disposition under MCL 400.734b(1)(h) or MCL 333.20173a(1)(h)
- signed statement acknowledging not subject of finding per MCL 400.734b(1)(i) or MCL 333.20173(1)(i)
- acknowledgment of good cause termination
- agreement to notify licensee of being arraigned and/or convicted of any offenses listed in MCL 400.734b(1)(a-g) or MCL 333.20173a(1)(h-i), or upon an order or disposition under MCL 400.734b(1)(h-i) or MCL 333.20173(1)(h-i)
- agreement to submit fingerprints via Workforce Background Check website process
- statement they have lived in Michigan for the immediately preceding 12 months without interruption (only if applicant will be working on a conditional basis unsupervised)

Logging Into Workforce Background Check Website

The screenshot shows the Michigan Workforce Background Check Website. At the top, there is a navigation bar with the Michigan.gov logo and the text "The Official State of Michigan Website". Below this, there is a "Background Check Home" section with a "Help" link. The main content area is divided into two columns. The left column contains a navigation menu with links for Home, Information, Tutorial, Frequently Asked Questions, Support Services, and Staffing & Contractor Agency Registration. The right column contains a welcome message, a "Login to Conduct Background Checks" form, and a "NEWS FLASH" section. The login form has two input fields: "User Name:" and "Password:". A red arrow points to the "Password:" field. Below the input fields is a "Login" button and a link for "Forgot your password?". The "NEWS FLASH" section is titled "Exempt Employee Registration Closed" and includes a logo for Michigan State University.

WORKFORCE BACKGROUND CHECK

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Michigan.gov
The Official State of Michigan Website

Background Check Home Help

Welcome to the Michigan Workforce Background Check Website from the Michigan Long-Term Care Partnership (MLTC).

Login to Conduct Background Checks

User Name:

Password:

Login

[Forgot your password?](#)

NEWS FLASH
[Exempt Employee Registration Closed](#)

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LEGAL DISCLAIMER:
P.A. 27, 28 and 29 require that a health facility or agency, or an employee of the health facility or agency, shall use all criminal history information obtained at this web-based application for the sole and only purpose of evaluation of an applicant's qualifications for employment, an independent contract or clinical privileges. Criminal history records information shall not be disclosed to a person who is not directly involved in evaluation of the applicant's qualifications for employment, an independent contract or clinical privileges. An individual who knowingly uses or disseminates criminal history record information in violation of P. A. 27, 28 or 29 of 2006, is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000.00, or both.

The State of Michigan acknowledges the support and involvement of Michigan State University, collaborating partners, the long term care community, advocates, stakeholders, and other concerned citizens.

Once you have obtained the Consent and Disclosure form, you may log into the Workforce Background Check website to begin conducting the background check. Type your user name in the box for the user name, and type your password in the box for the password, then click 'login'.

NOTE: Your user name and password are case sensitive. All capitalized letters must be capitalized, and all lower case letters should be entered as lower case. Be sure your Caps Lock button is not **engaged** on your keyboard.

	<p>Latest News: Background Check Fees Reduced! 05/24/2012 On March 19, 2012 the FBI reduced its fee for fingerprint-based background checks from \$19.25 to \$16.50. Effective immediately, the fee for background checks under the Michigan Workforce Background C... [more news & information]</p>	<p>Michigan.gov The Official State of Michigan Website</p>
	<p>Background Check Home Help ↑</p>	

Update Profit Status

Please update your facility's profit/non-profit status then scroll down and click Next.

Provider Name	Type
<input type="text"/>	<input checked="" type="radio"/> Profit <input type="radio"/> Non-profit

If logging in for the first time, you will need to update your facility's profit/non-profit status, and then click 'next'.

	<p>Latest News: Background Check Fees Reduced! 05/24/2012 On March 19, 2012 the FBI reduced its fee for fingerprint-based background checks from \$19.25 to \$16.50. Effective immediately, the fee for background checks under the Michigan Workforce Background C... [more news & information]</p>	<p>Michigan.gov The Official State of Michigan Website</p>
	<p>Background Check Home Help ↑</p>	

Create Profiles & Preferences

First Name:

Last Name:

Email Address:

Next, you will need to enter the account administrator's information. Enter their first name, last name, and email address. Then click 'next'.

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Background Check Home Help

Create An Account

Username

Enter new username: Must be 6 to 12 characters.
Must start with a letter.
Only letters (a-z) , digits (0-9) and periods (.) are allowed.

Confirm new username: Examples: johnsmith, jsmith, john.smith2

Password

Enter current password:

Enter new password: Must be at least 8 characters.
Must have at least 1 lower case letter (a-z).
Must have at least 1 upper case letter (A-Z).
Must have at least 1 digit (0-9).
All characters allowed.

Confirm new password: Examples: MarySmith24/7, CUI8tr4lunch, John@trinity3

Next, you will need to enter your new user name and password. Note the password requirements and the password is case sensitive.

WORKFORCE BACKGROUND CHECK Latest News: Background Check Fees Reduced! 05/24/2012
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Background Check Home Help

Confirmation

Please confirm your information. An email will be sent to your email address listed below containing your new username and password.

First Name:

Last Name:

Username:

Email Address: [\(change\)](#)

Last, you will need to confirm the account administrator's information and click 'next'. You are now set up to conduct background checks on employment applicants.

Creating a New Application

WORKFORCE BACKGROUND CHECK

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#) | [Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Background Check Home | Logged in as () - change) to

Home | **New Application** | **Search Applications** | **Reports** | **Manage Users**

Choose a Facility: [dropdown menu]

RAPbacks Why is this here? (RAPbacks Help)

APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	RAPBACK
A0000298			View	View Results
A0000229			View	View Results
A0000125			View	View Results
A0000191			View	View Results
A0000298			View	View Results

Appeals Why is this here? (Appeals Help)

APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	APPEAL
A0000121			View	View Results
A0000158			View	View Results
A0000159			View	View Results
A0000224			View	View Results
A0000229			View	View Results

In Progress | **Pending Results** | **Employability Results**

APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	CURRENT STATUS
A0000260			View	Fingerprints Overdue
A0000125			View	Fingerprints Rejected

After obtaining the Consent and Disclosure form and logging into the Workforce Background Check website, click 'New Application'.



**WORKFORCE
BACKGROUND
CHECK**

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
 The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition...[\[more news & information\]](#)

[Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

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Logged in as () - change to

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: []

Enter Applicant Information [Contracted Staff](#)

Fields marked with an asterisk * are required.

* Consent: I have obtained the written consent, disclosure and notice of right to appeal form signed by the applicant. [\[consent form - PDF\]](#)

APPLICANT PERSONAL INFORMATION

* First Name: []

Middle Name: []

* Last Name: []

Suffix: [Select] [\[+\] Add another name](#) (e.g. maiden name, nick name, alias etc...)

* Date of Birth: [Select Month] [] []

* Place of Birth: MI - Michigan

* Citizenship: United States

* Height: 5 feet [Select Inches]

* Weight: [] lbs

* Hair Color: [Select Hair Color]

* Eye Color: [Select Eye Color]

* Gender: Female Male

* Race: [Select Race] [\(Help classifying/Definitions\)](#)

* SSN: [] (e.g. 354-12-5644 or 254125644)

ADDRESS

* Address: []

* City: []

* State: MI - Michigan

* Zip code: []

* County: [Select a county from MI]

* Phone #: []

RESIDENCY

* Residency: Did this applicant continuously reside in Michigan since 7/16/2011?
 Yes No

OCCUPATION

* Occupation: [Select an occupation](#)

DRIVER'S LICENSE or STATE IDENTIFICATION

* Number: []

* State: MI - Michigan

HIRE DATE

* Hire Date: []

LICENSURE/CERTIFICATION

Certified Nurse Aide Number: []

Prof. License Category: [Select From List] [\(Help with categories\)](#)

Prof. License Number: [] [\[+\] Add another license](#)

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All fields with an asterisk must be entered. Note that you can multiple names/licenses.



**WORKFORCE
BACKGROUND
CHECK**

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[Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Logged in as () - change to ()

[Home](#)
[New Application](#)
[Search Applications](#)
[Reports](#)
[Manage Users](#)

Current Facility: []

[Contracted Staff](#)

Verify Applicant Information

Applicant Personal Information

Applicant Name: Bugs Bunny
 Other Name #1: Funny Hare
 Other Name #2: N/A
 Other Name #3: N/A
 Date of Birth: 01/01/1981
 Place of Birth: ND - North Dakota
 Citizenship: United States
 Height: 3 feet 2 inches
 Weight: 65 lbs
 Hair Color: Gray or Partially Gray
 Eye Color: Black
 Gender: Male
 Race: All
 Social Security Number: []

Address

Address: 1235 Main
 City: Lansing
 State: MI
 Zip Code: 48912
 County: Clinton
 Phone #: 517-555-2424

Residency

Residency: Yes, the applicant *has continuously* resided in Michigan since 7/16/2011.

Occupation

Occupation: Direct Care Staff

Driver's License or State Identification

Number: D123456789010
 State: MI

Hire Date

Hire Date: 07/16/2012

Professional License Number

Certified Nurse Aide Number: N/A

Back

Save & Return

Save & Continue

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Check the applicant's information you just entered and make sure everything was entered correctly. If you notice an error, click 'back' and this will take you back to the previous page. Correct the necessary information and click 'continue'. If the information is correct, click 'save & continue'.

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U.S. Department of Health & Human Services
Office of Inspector General
 U.S. Department of Health & Human Services

Report #, Topic, Keyword. Search
 Advanced

About OIG | **Reports & Publications** | **Fraud** | **Compliance** | **Recovery Act Oversight** | **Exclusions** | **Newsroom**

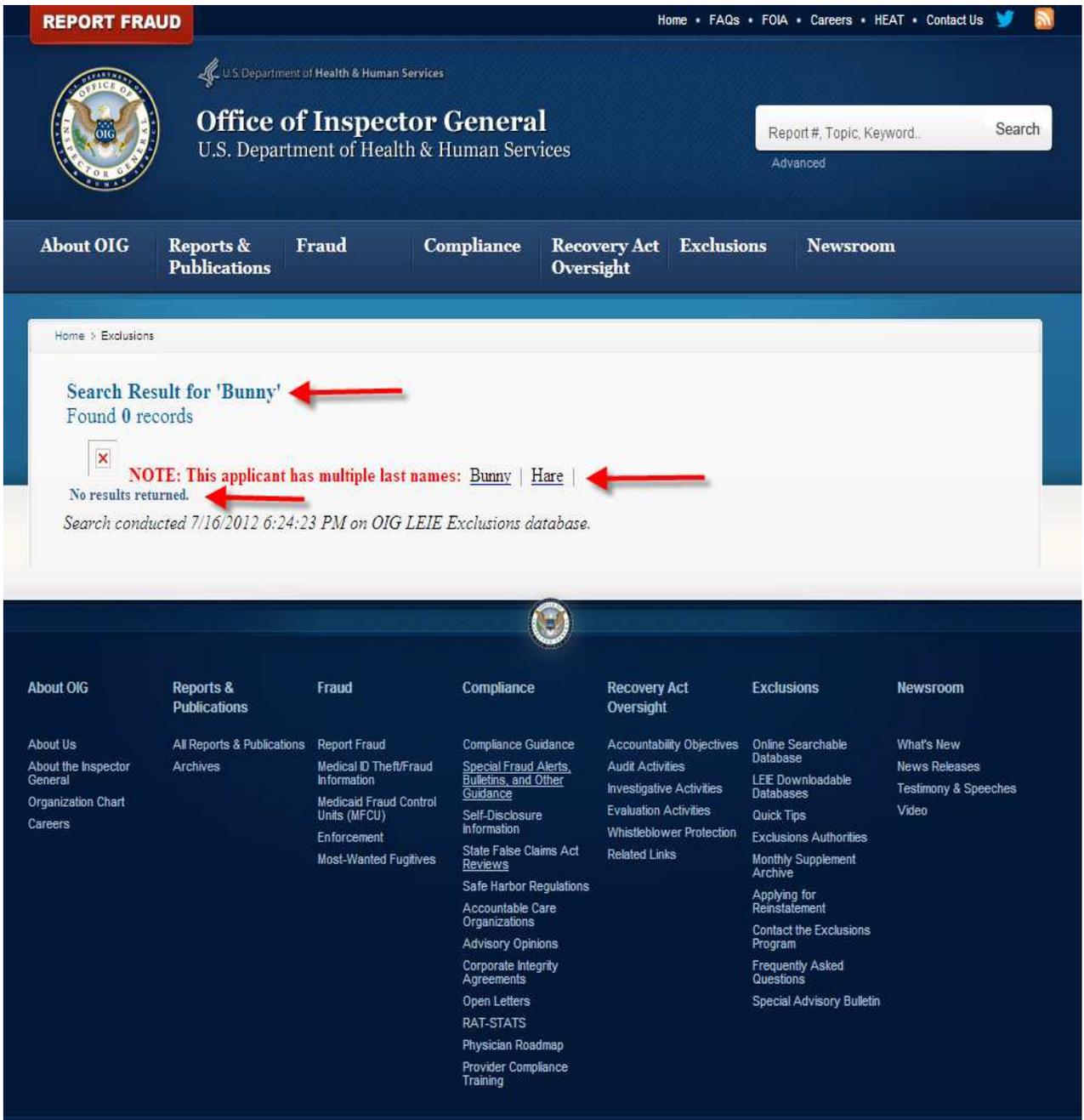
Home > Exclusions

Search Result for 'Bunny'
 Found 0 records

NOTE: This applicant has multiple last names: Bunny | Hare

No results returned.

Search conducted 7/16/2012 6:24:23 PM on OIG LEIE Exclusions database.



About OIG | **Reports & Publications** | **Fraud** | **Compliance** | **Recovery Act Oversight** | **Exclusions** | **Newsroom**

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Organization Chart		Medicaid Fraud Control Units (MFCU)	Self-Disclosure Information	Investigative Activities	Quick Tips	Testimony & Speeches
Careers		Enforcement	State False Claims Act Reviews	Evaluation Activities	Exclusions Authorities	Video
		Most-Wanted Fugitives	Safe Harbor Regulations	Whistleblower Protection	Monthly Supplement Archive	
			Accountable Care Organizations	Related Links	Applying for Reinstatement	
			Advisory Opinions		Contact the Exclusions Program	
			Corporate Integrity Agreements		Frequently Asked Questions	
			Open Letters		Special Advisory Bulletin	
			RAT-STATS			
			Physician Roadmap			
			Provider Compliance Training			

Accessibility | Privacy Notice | Disclaimers | Guidance Practices | HIPOB | HHS.gov | IGnet | USA.gov | Site Map

Integrity * Credibility * Impact

Note that each registry will search multiple names (if applicable). You will need to check each name. When search is completed for the first name, click on the next last name. (In this example, the registry searches Bunny first. Next, you would click on Hare.)

Search Result for 'Hare' 
Found 2 records

 **NOTE: This applicant has multiple last names:** [Bunny](#) | [Hare](#) |

Last Name	First Name	DOB	City	State	Zip	Exclusion	General	Specialty
HARE							SKILLED NURSING FAC	NURSE/NURSES AIDE
HARE							NURSING PROFESSION	NURSE/NURSES AIDE

Search conducted 7/16/2012 6:28:54 PM on OIG LEIE Exclusions database.

After completing the check, close out of the window and return to the registry checks screen. If your applicant's name does not appear on the registry, click 'no' in response to the question 'Does the new hire appear on the registry?'

WORKFORCE BACKGROUND CHECK

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition...[\[more news & information\]](#) | [Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Background Check Home | Logged in as () (change) to

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: []

You are working on Bugs Bunny's [A0000391] application

Registry Checks

Follow the steps below to conduct registry checks for your new hire. The results will display in a pop-up window. [\(Legal Guide - PDF\)](#)

1. Check these registries. If the new hire is found in any of these three registries, the person is not eligible to work.

1a. HHS Medicare/Medicaid Exclusion List (OIG) registry:
 Does the new hire appear in the registry?
 No Yes

1b. Michigan Nurse Aide Registry (NAR) registry:
 Does the new hire appear in the registry?
 No Yes

1c. Michigan Public Sex Offender Registry (PSOR) registry:
 Does the new hire appear in the registry?
 No Yes

2. Check the Michigan Offender Tracking Information System (OTIS) registry. [\(Legal Guide - PDF\)](#)
 Are there any exclusionary findings?
 No Yes

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Next, click 'check NAR'.

PROMETRIC

Michigan Nurse Aide

Michigan Nurse Aide Registry Search

The following Certified Nurse Aides have patient abuse findings or a patient abuse finding.

NOTE: This applicant has multiple last names: [Bunny](#) | [Hare](#) |

NO RECORD FOUND

Search conducted 7/16/2012 6:35:59 PM on Michigan Nurse Aide Registry database.

After the check is complete, close out of the window and return to the registry checks screen. If your applicant's name does not appear on the registry, check 'no' in response to the question, 'Does the new hire appear on the registry?'

WORKFORCE BACKGROUND CHECK | **Michigan.gov** | The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
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Background Check Home | Logged in as () - change to

Home | **New Application** | **Search Applications** | **Reports** | **Manage Users**

Current Facility: []

You are working on Bugs Bunny's [A0000391] application

Registry Checks

Follow the steps below to conduct registry checks for your new hire. The results will display in a pop-up window. (Legal Guide - PDF)

1. Check these registries. If the new hire is found in any of these three registries, the person is not eligible to work.

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 Does the new hire appear in the registry?
 No Yes

1b. Michigan Nurse Aide Registry (NAR) registry:
 Does the new hire appear in the registry?
 No Yes

1c. Michigan Public Sex Offender Registry (PSOR) registry:
 Does the new hire appear in the registry?
 No Yes

2. Check the Michigan Offender Tracking Information System (OTIS) registry. (Legal Guide - PDF)
 Are there any exclusionary findings?
 No Yes

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Next, click 'check PSOR'.

Michigan State Police | **Michigan.gov**

Michigan.gov Home | MSP Home | MSP Site Map | Contact MSP | MSP FAQ

Michigan Public Sex Offender Registry (PSOR)
Search Results

Selected Search Criteria Name: *Bunny, Bugs* | Sex Offender Search Located 0 Match(es)

NOTE: This applicant has multiple last names: Bunny, Bugs Hare, Funny

Page 1 of 1 << Prev Next >>

Image	Offender Name	State	County	City/Town	Zip Code
Page 1 of 1 << Prev Next >>					

Search conducted 7/16/2012 6:39:53 PM on PSOR web service.

Michigan.gov Home | MSP Home | State Web Sites | Contact MSP
 Privacy Policy | Link Policy | Accessibility Policy | Security Policy

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After the check is complete, close out of the window and return to the registry checks screen. If your applicant's name does not appear on the registry, check 'no' in response to the question, 'Does the new hire appear on the registry?'

WORKFORCE BACKGROUND CHECK

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
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Current Facility: []

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Registry Checks

Follow the steps below to conduct registry checks for your new hire. The results will display in a pop-up window. ([Legal Guide - PDF](#))

1. Check these registries. If the new hire is found in any of these three registries, the person is not eligible to work.

1a. HHS Medicare/Medicaid Exclusion List (OIG) registry:
 Does the new hire appear in the registry?
 No Yes

1b. Michigan Nurse Aide Registry (NAR) registry:
 Does the new hire appear in the registry?
 No Yes

1c. Michigan Public Sex Offender Registry (PSOR) registry:
 Does the new hire appear in the registry?
 No Yes

2. Check the Michigan Offender Tracking Information System (OTIS) registry. ([Legal Guide - PDF](#))
 Are there any exclusionary findings?
 No Yes

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Next, click 'check OTIS'.

... found ...

Your Search Criteria:
(Data as of: 7/16/2012 6:42:41 PM)

Last Name: [Hare](#)
Gender: [Male](#)
Age: [31](#)

NOTE: This applicant has multiple last names: [Bunny](#) | [Hare](#) |

Offender Number	Last Name	First Name	Date of Birth	Sex	Race	MCL Number	Location	Status	Earliest Release	Maximum Discharge	Date Paroled
[blurred]	HARE	[blurred]	[blurred]	M	[blurred]	[blurred]	[blurred]	Dischrg	[blurred]	[blurred]	[blurred]
[blurred]	HARE	[blurred]	[blurred]	M	[blurred]	[blurred]	[blurred]	Dischrg	[blurred]	[blurred]	[blurred]
[blurred]	HARE	[blurred]	[blurred]	M	[blurred]	[blurred]	[blurred]	Dischrg	[blurred]	[blurred]	[blurred]

Search conducted 7/16/2012 6:42:41 PM on OTIS web service.

Click on the offender number to access the detail page. **NOTE:** If available, an image of the offender will appear on the detail page.

3 matches found.

Check carefully to make sure no exclusionary convictions are found. If results are found and there is a match with the first and last name and date of birth, click on the corresponding offender number. Review the conviction(s) to determine if the applicant is eligible for employment (refer to the Legal Guide if necessary).

Close out of the window and return to the registry checks screen. If no exclusionary convictions were found, click 'no' in response to the question 'Are there any exclusionary findings?'



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BACKGROUND
CHECK**

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
 The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#)

Preferences | Help | Request Support | Log Off



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You are working on Bugs Bunny's [A0000391] application

Registry Checks

Follow the steps below to conduct registry checks for your new hire. The results will display in a pop-up window. [\(Legal Guide - PDF\)](#)

1. Check these registries. If the new hire is found in any of these three registries, the person is not eligible to work.

1a. HHS Medicare/Medicaid Exclusion List (OIG) registry:

Does the new hire appear in the registry?
 No Yes

1b. Michigan Nurse Aide Registry (NAR) registry:

Does the new hire appear in the registry?
 No Yes

1c. Michigan Public Sex Offender Registry (PSOR) registry:

Does the new hire appear in the registry?
 No Yes

2. Check the Michigan Offender Tracking Information System (OTIS) registry. [\(Legal Guide - PDF\)](#)

Are there any exclusionary findings?
 No Yes

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Once all of the registries have been checked, click 'save & continue'.



**WORKFORCE
BACKGROUND
CHECK**

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
 The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#)

Preferences | Help | Request Support | Log Off



Michigan.gov
The Official State of Michigan Website

Logged in as () - change to

Home | **New Application** | Search Applications | Reports | Manage Users

Current Facility: []

You are working on Bugs Bunny's [A0000391] application

Registry Checks

Follow the steps below to conduct registry checks for your new hire. The results will display in a pop-up window. [\(Legal Guide - PDF\)](#)

1. Check these registries. If the new hire is found in any of these three registries, the person is not eligible to work.

1a. HHS Medicare/Medicaid Exclusion List (OIG) registry:

Does the new hire appear in the registry?
 No Yes

1b. Michigan Nurse Aide Registry (NAR) registry:

Does the new hire appear in the registry?
 No Yes

1c. Michigan Public Sex Offender Registry (PSOR) registry:

Does the new hire appear in the registry?
 No Yes

2. Check the Michigan Offender Tracking Information System (OTIS) registry. [\(Legal Guide - PDF\)](#)

Are there any exclusionary findings?
 No Yes

You indicated that *no exclusions* were found in all registries. Click 'Save & Continue' to continue.

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Next, you will need to make your preliminary hiring decision for the applicant. Once you have made your decision, click ‘save and continue’.

WORKFORCE BACKGROUND CHECK

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition...[\[more news & information\]](#)

Background Check Home | Preferences | Help | Request Support | Log Off

Logged in as Fuad AbuJarad () - change to ()

Home | **New Application** | **Search Applications** | **Reports** | **Manage Users**

Current Facility: []

You are working on Bugs Bunny's [A0000391] application

Preliminary Decision

REGISTRIES	RESULTS
U.S. HHS Medicare/Medicaid Exclusion List (OIG)	No Exclusionary Findings
Nurse Aide Registry (NAR)	No Exclusionary Findings
Public Sex Offender Registry (PSOR)	No Exclusionary Findings
Offender Tracking Information System (OTIS)	No Exclusionary Findings

Based on the results of the registry checks, select your preliminary hiring decision below:

I intend to have this applicant start working immediately on a conditional employment basis.

I intend to hire this applicant, but not until the fingerprint results come back.

The applicant withdrew from the hiring process.

I am withdrawing this application from the hiring process.

 If you plan to conditionally hire the applicant, please make sure you check the new requirements. Click [here](#) to see the new requirements.

Click [here](#) to go to the Internet Criminal History Access Tool (ICHAT)

Back | Edit Applicant's Profile | Save & Return | Save & Continue

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NOTE: If you choose to hire the individual on a conditional basis and have them work unsupervised, you must comply with the following requirements:

- Conduct a search of public records on the individual through the Internet Criminal History Access Tool (ICHAT) and verify no disqualifying convictions appear.
- The individual must sign a statement in writing that he or she has lived in Michigan without interruption for at least the immediately preceding 12-month period.
- If applicable, submit fingerprints within 10 business days of the conditional date of hire.

If you choose to hire them conditionally and have them work under the supervision of someone who has already been fingerprinted and determined to be eligible for employment in long term care, the ICHAT search is not required. Or, if you choose to wait until their fingerprint results come back to have them begin working, the ICHAT search is not required.



WORKFORCE BACKGROUND CHECK

Latest News: New Process Reduces the Cost of Background Checks 02/28/2011
 On March 1, 2011 the process for conducting background checks will change slightly to allow sharing of results. This will reduce the cost to employers by eliminating multiple fingerprinting within a ...[more news & information]

Michigan.gov
LARA
 LICENSING AND REGULATORY AFFAIRS
 CUSTOMER DRIVEN. BUSINESS MINDED

Background Check Home
Preferences | Help | Request Support | Log Off

Logged in as Change me Change me (changeme@michigan.gov - change) to

Home
Quick Check
New Application
Search Applications
Reports

Current Facility: _____

You are working on _____'s [A0000040] application

Request Fingerprints

You have completed the registry checks. Now you must request the fingerprint-based check or withdraw the applicant.

FINGERPRINT REQUEST – MICHIGAN WORKFORCE BACKGROUND CHECK

Confirmation ID: _____

Applicant Name: _____

Facility Name: _____

Tracking ID: _____

Request Date: 6/26/2013

Note: Fingerprints must be submitted within 10 business days of the request date.

Fingerprinting Instructions

1. **Schedule an appointment.** MorphoTrust is the official fingerprint vendor for the Michigan Workforce Background Check program. Locations and available times for fingerprinting can be found at <http://www.identogo.com/FP/Michigan.aspx>.
2. **Payment** can be made online by credit card or through an escrow account with MorphoTrust. On-site payment must be in the form of a money order made payable to MorphoTrust. **The fee is \$54.75.**
3. **Print the fingerprinting request form** and take it to the fingerprinting site, along with an acceptable form of identification.

Preferred ID types:

- a. A valid, unexpired State issued driver's license
- b. Identification card with photo, issued by a federal or Michigan government agency

MorphoTrust will provide a receipt confirming that fingerprints were submitted.

For assistance with scheduling or creating an escrow account, contact MorphoTrust at (866) 226-2952.

Back

Edit Applicant's Profile

Save & Return

Withdraw Applicant

To withdraw applicant from the process, select one choice below:

The applicant withdrew from the hiring process.
 I am withdrawing this application from the hiring process.

Withdraw This Applicant

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Next, the applicant needs to submit fingerprints. Click the link that says 'print' to print the confirmation number and give it to the applicant. They will need to take this and their photo ID with them to be fingerprinted. Print the confirmation number by clicking 'print' (step three). **APPOINTMENTS ARE REQUIRED.** To schedule an appointment, click the link under step one of the fingerprint instructions for MorphoTrust/IdenToGo.

NOTE: The fee for AFC/HFA employee fingerprinting is paid for by the Department of Human Services. Licensees are not required to pay for their staff's fingerprints.

A new window (or tab) will pop up, taking you to MorphoTrust's website. Enter a zip code, or select a region, your employment applicant will wish to submit their fingerprints in, and click 'go'.

Michigan Registration

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, [please follow this link to our alternative appointment scheduler.](#)

Enter a zip code to determine the closest fingerprinting location.

or

Please choose the region you will be in for your identification appointment.

CENTRAL REGION



If you have any questions with the website, please contact MorphoTrust USA, formerly L-1 Enrollment Services at (866) 226-2952.

Michigan Registration

Appointment Details

If you are using assistive technology (such as a screen reader) or have problems using the scheduler below, please follow this link to our alternative appointment scheduler.

sc is a supercenter location offering passport, id theft protection and more.

Locations sorted by distance from 48917

July 17 - July 23 Next Week >>

[Select Another Region or Zip Code]

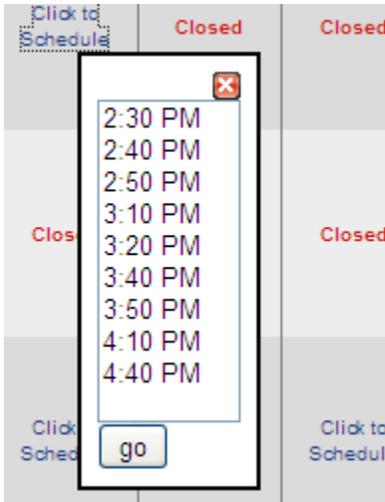
	Wednesday 7/17/2013	Thursday 7/18/2013	Friday 7/19/2013	Saturday 7/20/2013	Sunday 7/21/2013	Monday 7/22/2013	Tuesday 7/23/2013
Lansing Paschal Security 2720 Alpha Access St Lansing, MI 48910 Directions	Click to Schedule	Click to Schedule	Click to Schedule	Closed	Closed	Click to Schedule	Click to Schedule
Portland American Heritage Inn 1681 E. Grand River Avenue Portland, MI 48875 Directions	Closed	Click to Schedule	Click to Schedule	Closed	Closed	Closed	Closed
Jackson Country Inns & Suites Jackson 3505 O'Neil Drive Jackson, MI 49202 Directions	Click to Schedule	Closed	Closed	Closed	Closed	Closed	Closed
Howell - Coming Soon Coming Soon TBD Howell, MI 48843 Directions	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Battle Creek The UFS Store 5420 Beckley Rd Battle Creek, MI 49015 Directions	Click to Schedule	Click to Schedule	Click to Schedule	Click to Schedule	Closed	Click to Schedule	Click to Schedule

Viewing Page 1 of 12 | Next

If you have any questions with the website, please contact MorphoTrust USA, formerly L-1 Enrollment Services at (866) 226-2952.

Select a location and click 'click to schedule' to schedule an appointment.

A new window will pop up with available times for an appointment. Select a time and click 'go' to schedule an appointment.



Make sure to print the registration form after scheduling the applicant's appointment. It will show a \$0 balance. If requested to select a method of payment, select 'money order'. Nothing is required to be entered in the 'referral code' field.

In Progress		Pending Results		Employability Results
APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	CURRENT STATUS
A0000260			View	Fingerprints Overdue
A0000125			View	Fingerprints Rejected
A0000320			View	Fingerprints Rejected
A0000327			View	Fingerprints Not Requested
A0000358			View	Fingerprints Pending
A0000382			View	Fingerprints Pending
A0000391	Bunny	Bugs	View	Fingerprints Pending
B0000319			View	Fingerprints Pending
A0000192			View	Registry Checks
A0000273			View	Registry Checks

[\[1\]](#) [2](#) [3](#) [4](#) [next>](#) [last>>](#)

Until the applicant submits fingerprints, the application can be located under the ‘in progress’ tab on the home screen. This will show the applicant is pending their fingerprints.

Once they have submitted fingerprints, Cogent will submit the fingerprints to the Michigan State Police (MSP) for processing. If a criminal record is found, the MSP will forward the fingerprint results to the state analyst to make an employment eligibility determination. During this time, the application can be found under ‘pending results’. This will show ‘pending results’, or ‘pending analyses’ if waiting for the state analyst to make a determination.

In Progress		Pending Results		Employability Results
APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	CURRENT STATUS
A0000116			View	Pending Results
A0000120			View	Pending Results
A0000122			View	Pending Results
A0000129			View	Pending Results
A0000133			View	Pending Results
A0000167			View	Pending Results
A0000177			View	Pending Results
A0000178			View	Pending Results
A0000249			View	Pending Results
A0000278			View	Pending Results

[\[1\]](#) [2](#) [3](#) [next>](#) [last>>](#)

When the fingerprint results have been processed, or the state analyst has made an employability determination, an email will be sent to the licensee informing them they need to log into the Workforce Background Check website to view the applicant's results and make a final hiring decision. At this time, the application can be found under 'employability results'. To view the applicant's results, click 'view results'.

In Progress		Pending Results		Employability Results	
APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	EMPLOYABILITY	
A0000117			View	View Results	
A0000128			View	View Results	
A0000140			View	View Results	
A0000154			View	View Results	
A0000164			View	View Results	
A0000165			View	View Results	
A0000166			View	View Results	
A0000169			View	View Results	
A0000172			View	View Results	
A0000191			View	View Results	

[1] [2](#) [3](#) [4](#) [5](#) [6](#) [next>](#) [last>>](#)

Next, click on 'View Letter (PDF)'

WORKFORCE BACKGROUND CHECK **Michigan.gov**
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#) | [Preferences](#) | [Help ↑](#) | [Request Support](#) | [Log Off](#)

Background Check Home | Logged in as [username] ([password] - change) to [email]

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: [dropdown]

You are working on [username] [A0000117] application

Final Decision

After viewing and printing the letter, select your final hiring decision from the drop-down menu below: ([Adobe Reader](#))

Applicant ID:	[redacted]
Applicant Name:	[redacted]
Background Check Results:	View Letter (PDF) ←
Hiring Decision	[Select Final Hiring Decision] ▼
<input type="button" value="Cancel"/> <input type="button" value="Make Decision"/>	

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STATE OF MICHIGAN

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

STEVEN H. HILFINGER
MAURAD. CORRIGAN
DIRECTORS

MICHIGAN WORKFORCE BACKGROUND CHECK

February 10, 2011

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Subject: Employment Disqualification Notice - *[Redacted]* - *[Redacted]* - Small Group-(Capacity 1-6)

The above-named applicant/employee is **NOT ELIGIBLE** to work in a long-term care or hospice facility before: 08/29/2008

APPEAL RIGHTS (For Employment Disqualifications Only)

If the applicant/employee can substantiate that the criminal history record is **inaccurate**, he or she may file an appeal within **15 business days after receiving this notice**. Please use appeal form provided and mail to the address below.

If the criminal history record reflects convictions that the applicant/employee requested a court expunge or set aside, he or she may file an appeal on that basis within **15 business days from the date of the entry of that court order**. The applicant/employee is required to **include a certified copy of the court order setting aside or expunging the conviction**. Please use appeal form provided and mail to the address below.

Sincerely,

[Redacted Signature]

[Redacted]
Michigan Department of Human Services
Bureau of Children and Adult Licensing
7109 W. Saginaw St., 2nd Floor
P.O. Box 30650
Lansing, MI 48909
1-877-718-5542
ocalcheck@Michigan.gov

This background check was conducted pursuant to MCL §§330.1134a, 333.20173a and/or 400.734b.

The Department of Licensing and Regulatory Affairs and the Department of Human Services will not discriminate against any individual or group because of race, gender, religion, age, national origin, color, marital status, disability, or political beliefs.

DCE-1420 (4/25/11)

A0000154 - 0010000000003634
C10001E1

Exclusion Notice

Final Decision

After viewing and printing the letter, select your final hiring decision from the drop-down menu below: ([Adobe Reader](#))

Applicant ID:	A0000117
Applicant Name:	[REDACTED]
Background Check Results:	View Letter (PDF)
Hiring Decision	[Select Final Hiring Decision] 
	<ul style="list-style-type: none">[Select Final Hiring Decision]I intend to hire or continue to employ this individual.I intend to terminate this individual's employment, based on exclusionary findings.I am withdrawing this application from the hiring process.The applicant withdrew from the hiring process.

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Once you have reviewed the non-exclusion or exclusion notice, select your final hiring decision from the drop-menu and click 'make decision'. Once you have made your final hiring decision, the application is complete.

Rapbacks

An individual who has submitted fingerprints for employment in a long term care facility may subsequently be arrested or convicted for an offense. If they are fingerprinted at the time of arrest, and those fingerprints match a set of fingerprints submitted for employment in long term care, the Michigan State Police (MSP) will send an electronic notification to the Department. (This is called a rapback.) If an individual is arraigned on a felony offense or convicted of a disqualifying offense, the state analyst will send a rapback notice to the licensee. If you receive a rapback notice, a new section will appear on your homepage when you log into the background check website. This section is only here when a rapback is received. To open the rapback notice, click 'view results'.

The screenshot shows the Michigan Workforce Background Check website interface. At the top, there is a navigation bar with the Michigan.gov logo and the text 'The Official State of Michigan Website'. Below this, there is a 'Latest News' section with a headline: 'Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010'. The news text states: 'The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[more news & information]'. There are links for 'Preferences', 'Help', 'Request Support', and 'Log Off'. Below the news, it says 'Logged in as [username] (- change) to [username]'. A main navigation bar contains links for 'Home', 'New Application', 'Search Applications', 'Reports', and 'Manage Users'. Below this is a 'Choose a Facility:' dropdown menu. The main content area features a 'RAPbacks' section with a link to '(RAPbacks Help)'. Below this is a table with the following columns: 'APPLICANT ID', 'LAST NAME', 'FIRST NAME', 'PROFILE', and 'RAPBACK'. The table contains five rows of data, each with a 'View Results' link in the 'RAPBACK' column. Two red arrows point to the 'RAPbacks' header and the first 'View Results' link.

APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	RAPBACK
A0000298	[REDACTED]	[REDACTED]	View	View Results
A0000229	[REDACTED]	[REDACTED]	View	View Results
A0000125	[REDACTED]	[REDACTED]	View	View Results
A0000191	[REDACTED]	[REDACTED]	View	View Results
A0000298	[REDACTED]	[REDACTED]	View	View Results

Arrest Notices

Click 'View Letter (PDF)' to view the rapback notice.



**WORKFORCE
BACKGROUND
CHECK**

Michigan.gov
The Official State
of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#) | [Preferences](#) | [Help ↑](#) | [Request Support](#) | [Log Off](#)

Background Check Home

Logged in as [redacted] ([redacted] - change) to [redacted]

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: [redacted] [redacted]

You are working on [redacted]'s [A0000298] application

RAPbacks

After viewing and printing the letter, select one of the options below: ([Adobe Reader](#))

Applicant ID:	A0000298
Applicant Name:	[redacted]
Arrest Notice:	View Letter (PDF)
	<input type="button" value="Employee is not working here anymore"/>
	<input type="button" value="Remove This Notice"/>
	<input type="button" value="Cancel"/>

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STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 DEPARTMENT OF HUMAN SERVICES
 LANSING

RICK SNYDER
 GOVERNOR

STEVEN H. HILFINGER
 MAURAD CORRIGAN
 DIRECTORS

MICHIGAN WORKFORCE BACKGROUND CHECK

July 18, 2012

STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 DEPARTMENT OF HUMAN SERVICES
 7110 W. SAGINAW ST., 2ND FLOOR
 LANSING, MI 48909

Subject: Fingerprint Based RAP Back Notification - [Redacted] - [Redacted]

Notification

In accordance with MCL 333.20173a, MCL 330.1134a, and MCL 400.734b the Michigan State Police has provided notification to the Michigan Workforce Background Check program of a felony arrest and fingerprint match (RAP back) on the individual named below who may currently be employed by your health facility/agency or AFC.

Employee	Date of Arrest/Arraignment
[Redacted]	10/17/2011

This is notification of an arrest and/or arraignment only. Please note that an arrest or arraignment is not cause for termination. A final determination of employability cannot be made until a conviction or dismissal of charges is established.

Pursuant to the above referenced laws, effective April 1, 2006, an employee is required to report to the health facility/agency or AFC immediately upon being arraigned (felony only) or convicted (felony and misdemeanor) of one or more of the criminal offenses listed in the above referenced laws.

The department will be notified through the RAP back system if a conviction is entered. Upon receipt of the final disposition documents, the department will review the employee's case to determine continued employment eligibility and notify the employer of any disqualifying convictions. If the employee is no longer employed by your facility/agency or AFC, please resign the employee from the mltpartnership.org system. You may do this by locating the employee under "Search Applications" clicking on "resign" and choosing the appropriate option.

Sincerely,

The Signatory - ss (00)
 Michigan Department of Human Services
 Bureau of Children and Adult Licensing
 7109 W. Saginaw St., 2nd Floor
 P.O. Box 30650
 Lansing, MI 48909
 ocalcheck@Michigan.gov
 1-877-718-5542

The Department of Licensing and Regulatory Affairs and Department of Human Services will not discriminate against any individual or group because of race, gender, religion, age, national origin, color, marital status, disability, or political beliefs.

If you receive an arrest notice, this is only to inform you the employee has been arrested or arraigned for a felony offense. This is not cause for termination of employment. If the employee is subsequently convicted of the felony offense, or another disqualifying offense, an additional rapback notice will be sent upon verification of conviction. If the arrest notice was received for an individual who is no longer working at the facility, click 'Employee is not working here anymore' to update their status on the Workforce Background Check website.

If the individual is still employed, click 'Remove This Notice' once you have reviewed the arrest notice. If you wish to review the notice at a later time, click 'Cancel'.

WORKFORCE BACKGROUND CHECK

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#)

[Background Check Home](#) | [Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Logged in as [redacted] ([redacted] - change) to [redacted]

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: [redacted] [redacted]

You are working on [redacted]'s [A0000298] application

RAPbacks

After viewing and printing the letter, select one of the options below: ([Adobe Reader](#))

Applicant ID:	A0000298
Applicant Name:	[redacted]
Arrest Notice:	View Letter (PDF)
	<input type="button" value="Employee is not working here anymore"/>
	<input type="button" value="Remove This Notice"/>
	<input type="button" value="Cancel"/>

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Exclusion Notices

Click 'View Letter (PDF)' to view the rapback notice.



**WORKFORCE
BACKGROUND
CHECK**

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#) | [Preferences](#) | [Help ↑](#) | [Request Support](#) | [Log Off](#)

Background Check Home

Logged in as [redacted] ([redacted] - change) to [redacted]

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: [redacted] [redacted]

You are working on [redacted]'s [A0000229] application

RAPbacks

After viewing and printing the letter, select your final hiring decision from the drop-down menu below: ([Adobe Reader](#))

Applicant ID:	A0000229
Applicant Name:	[redacted]
Exclusion Notice:	View Letter (PDF)
Select Decision:	[Select Final Hiring Decision] ▼
	<input type="button" value="Cancel"/> <input type="button" value="Make Decision"/>

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STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

STEVEN H. HILFINGER
MAURA D. CORRIGAN
DIRECTORS

MICHIGAN WORKFORCE BACKGROUND CHECK

February 10, 2011

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Subject: Employment Disqualification Notice - *[Redacted]* - *[Redacted]* - Small Group-(Capacity 1-6)
The above-named applicant/employee is **NOT ELIGIBLE** to work in a long-term care or hospice facility before: **08/29/2008**

APPEAL RIGHTS (For Employment Disqualifications Only)

If the applicant/employee can substantiate that the criminal history record is **inaccurate**, he or she may file an appeal within **15 business days after receiving this notice**. Please use appeal form provided and mail to the address below.

If the criminal history record reflects convictions that the applicant/employee requested a court expunge or set aside, he or she may file an appeal on that basis within **15 business days from the date of the entry of that court order**. The applicant/employee is required to **include a certified copy of the court order** setting aside or expunging the conviction. Please use appeal form provided and mail to the address below.

Sincerely,

[Redacted Signature]

[Redacted]
Michigan Department of Human Services
Bureau of Children and Adult Licensing
7109 W. Saginaw St., 2nd Floor
P.O. Box 30650
Lansing, MI 48909
1-877-718-5542
ocalcheck@Michigan.gov

This background check was conducted pursuant to MCL §§330.1134a, 333.20173a and/or 400.734b.

The Department of Licensing and Regulatory Affairs and the Department of Human Services will not discriminate against any individual or group because of race, gender, religion, age, national origin, color, marital status, disability, or political beliefs.

If you receive an exclusion notice, this is to inform you the employee has been convicted of a disqualifying offense, and their employment must be terminated. The individual is no longer eligible for employment in long term care, and is not eligible until the date specified in the letter.

Based on the findings in the rapback exclusion notice, you will need to select your final hiring decision for the employee. After selecting your final hiring decision, click 'Make Decision'.



WORKFORCE BACKGROUND CHECK

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#)

Michigan.gov
The Official State of Michigan Website

[Background Check Home](#) | [Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Logged in as [redacted] (r [redacted] - change) to [redacted]

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: [redacted]

You are working on [redacted]'s [A0000229] application

RAPbacks

After viewing and printing the letter, select your final hiring decision from the drop-down menu below: ([Adobe Reader](#))

Applicant ID:	A0000229
Applicant Name:	[redacted]
Exclusion Notice:	View Letter (PDF)
Select Decision:	<input type="text" value="[Select Final Hiring Decision]"/>
	<input type="text" value="[Select Final Hiring Decision]"/> I intend to terminate the employee based on exclusionary findings. The employee does not work at this facility any more.

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Appeals

All individuals have the right to appeal an exclusion. If appealing, the individual needs to be able to do one of the following:

- Substantiate an inaccuracy in their record. (For example, the final charge may have been reduced or amended to an offense that is not exclusionary. Or, perhaps the court made an error entering the information, and the information presented on the record is inaccurate.)
- Substantiate the conviction has been set aside or expunged from their criminal record.
- If convicted prior to April 1, 2006, the individual may be eligible to be 'grandfathered in' if they can substantiate their employment in long term care prior to April 1, 2006. (NOTE: This does not apply to convictions under federal law 42 USC 1320a-7a.) The individual would need to be able to provide a copy of their W2, check or pay stub, or a letter from the employer on letterhead.

To file an appeal, the individual needs to submit their completed appeal form and supporting documentation. The Department must review the appeal and issue a written decision within 30 days of receiving the appeal (MCL 400.734c, MCL 20173b(1)).



**LONG TERM CARE WORKFORCE BACKGROUND CHECK
REQUEST FOR APPEAL/RECONSIDERATION**



Your Contact Information – Please complete the following:

Name:		Employer:	
Telephone:		Email:	
Street Address:			
City:	State:	ZIP:	
<p>Appeal: An appeal may only be filed if the criminal history record is inaccurate or if the conviction has been expunged or set aside. Please check the appropriate box.</p> <p><input type="checkbox"/> There is an inaccuracy in my criminal history. I am attaching a copy of the judgment of sentence or other documents showing that the record has been corrected.</p> <p><input type="checkbox"/> My conviction has been expunged or set aside. I am attaching a certified copy of the order to set aside or similar proof of expunction.</p> <p><input type="checkbox"/> Please reconsider my employment disqualification. My conviction occurred before April 1, 2006, and I have worked in long term care before April 1, 2006.</p> <p>Reconsideration: Applicants/employees may be “grandfathered” under the background check laws if the disqualifying conviction occurred before April 1, 2006, and if they are able to document a history of employment for a licensed long term care facility/agency or AFC before April 1, 2006 (may not apply to all disqualifications). The department will reconsider the disqualification upon receipt of supporting documentation that may include:</p> <ul style="list-style-type: none"> • a statement from an employer or authorized representative, on company letterhead, that the applicant/employee was employed in long-term care prior to April 1, 2006, or • a copy of a pay stub or W-2 form showing the facility/agency or AFC name and dated before April 1, 2006. <p><input type="checkbox"/> Please send a copy of the results of my appeal/reconsideration to the above -named employer.</p> <ol style="list-style-type: none"> 1. Sign and date this form. 2. Attach documents that support your appeal or reconsideration request. We will not be able to process your appeal or reconsideration request without documentation. <p>Mail the form and documents to:</p> <p>Michigan Department of Human Services Bureau of Children & Adult Licensing AFC/ HFA Background Check Unit 7109 W. Saginaw St, 2nd Floor P.O. Box 30650 Lansing, Michigan 48909</p>			
Signature		Date	

The Department of Licensing and Regulatory Affairs and the Department of Human Services will not discriminate against any individual or group because of race, gender, religion, age, national origin, color, marital status, disability, or political beliefs.

PC01443 (A02/11)

www.michigan.gov
CS-000001

When the Department has made a decision on the individual's appeal, a written decision will be sent to the individual and their employer if the individual chooses.

If the individual chooses to have the Department notify the licensee as well, you will receive an email to log into the background check website to view the decision and select your final hiring decision.

WORKFORCE BACKGROUND CHECK

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#) | [Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Background Check Home

Logged in as () - change) to

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Choose a Facility: [dropdown]

RAPbacks [Why is this here? \(RAPbacks Help\)](#)

APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	RAPBACK
A0000298			View	View Results
A0000229			View	View Results
A0000125			View	View Results
A0000191			View	View Results
A0000298			View	View Results

Appeals [Why is this here? \(Appeals Help\)](#)

APPLICANT ID	LAST NAME	FIRST NAME	PROFILE	APPEAL
A0000121			View	View Results
A0000158			View	View Results
A0000159			View	View Results
A0000224			View	View Results
A0000229			View	View Results

To view the decision, click 'View Results'.

WORKFORCE BACKGROUND CHECK

Michigan.gov
The Official State of Michigan Website

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ...[\[more news & information\]](#) | [Preferences](#) | [Help ↑](#) | [Request Support](#) | [Log Off](#)

[Background Check Home](#)

Logged in as [redacted] ([redacted] - change) to [redacted]

[Home](#) | [New Application](#) | [Search Applications](#) | [Reports](#) | [Manage Users](#)

Current Facility: [redacted]

You are working on [redacted]'s [A0000121] application

Appeals

After viewing the results, select your final hiring decision from the drop-down menu below: ([Adobe Reader](#))

Applicant ID:	A0000121
Applicant Name:	[redacted]
Appeal Results:	View Letter (PDF) 
Select Decision:	[Select Final Hiring Decision] <input type="button" value="v"/>
<input type="button" value="Cancel"/> <input type="button" value="Make Decision"/>	

Click 'View Letter (PDF)' to view the letter.



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

STEVEN H. HILFINGER
MAURA D. CORRIGAN
DIRECTORS

MICHIGAN WORKFORCE BACKGROUND CHECK

November 22, 2010

OFFICE OF THE ATTORNEY GENERAL
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 07-10-09 BY 60322 UCBAW/STP
EXEMPT FROM AUTOMATIC DOWNGRADING AND
DECLASSIFICATION

Re: APPEAL/RECONSIDERATION GRANTED ←

Revised as Requested - 11/22/10 - Small Group-(capacity 1-6) requested an appeal of the employment disqualification under MCL 330.1134a, 333.20173a or 400.734b. The appeal has been 'GRANTED'. ←

Sincerely,

The Honorable Steven H. Hilfinger
Michigan Department of Human Services
Bureau of Children and Adult Licensing
7109 W. Saginaw St., 2nd Floor
P.O. Box 30650
Lansing, MI 48909
ocalcheck@Michigan.gov
1-877-718-5542

The Department of Licensing and Regulatory Affairs and the Department of Human Services will not discriminate against any individual or group because of race, gender, religion, age, national origin, color, marital status, disability, or political beliefs.

DCE-1416 (4/11)

If the notice shows the appeal has been granted, the individual is eligible to return to work in a long term care facility.



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

STEVEN H. HILFINGER
MAURA D. CORRIGAN
DIRECTORS

MICHIGAN WORKFORCE BACKGROUND CHECK

July 18, 2012

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

DEPARTMENT OF HUMAN SERVICES
LANSING, MI 48909

Re: APPEAL/RECONSIDERATION DENIED ←

From Michigan - FOSTER CARE LICENSING - Medium Group-(capacity 7-12) requested an appeal of the employment disqualification under MCL 330.1134a, 333.20173a or 400.734b. The appeal has been 'DENIED'. ←

Sincerely,

From Michigan
Michigan Department of Human Services
Bureau of Children and Adult Licensing
Adult Foster Care and Home for the Aged Licensing
7109 W. Saginaw St. 2nd Floor, P.O. Box 30650
Lansing, MI 48909
MHCORR@state.michigan.gov
(517) 376 1888

The Department of Licensing and Regulatory Affairs and the Department of Human Services will not discriminate against any individual or group because of race, gender, religion, age, national origin, color, marital status, disability, or political beliefs.

DCH-1416 (4/11)

If the notice shows the appeal has been denied, the individual continues to be disqualified and is not eligible for employment in long term care facilities.



**WORKFORCE
BACKGROUND
CHECK**

Latest News: Fingerprinting Period for Conditional Employment Extended to 15 Business Days 07/28/2010
 The Department of Community Health and the Department of Human Services has extended the period for compliance for conditional employees to submit fingerprints due to the fingerprint vendor transition ... [\[more news & information\]](#) | [Preferences](#) | [Help](#) | [Request Support](#) | [Log Off](#)

Michigan.gov

The Official State of Michigan Website

Logged in as [username] ([password] - change) to [email]

[Home](#) |
 [New Application](#) |
 [Search Applications](#) |
 [Reports](#) |
 [Manage Users](#)

Current Facility: [dropdown] [dropdown]

You are working on [username]'s [A0000121] application

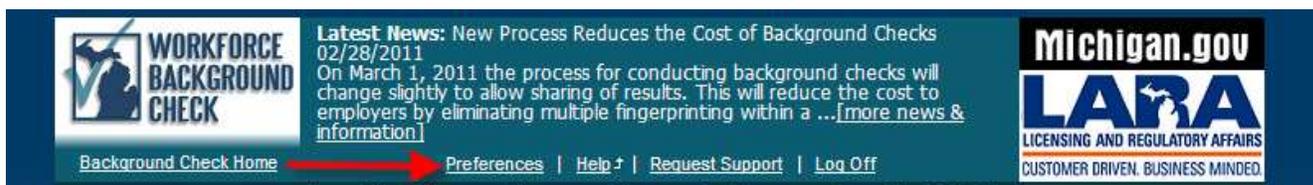
Appeals

After viewing the results, select your final hiring decision from the drop-down menu below: [\(Adobe Reader\)](#)

Applicant ID:	A0000121
Applicant Name:	[redacted]
Appeal Results:	View Letter (PDF)
Select Decision:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #0056b3; color: white; padding: 2px;">[Select Final Hiring Decision]</div> <div style="padding: 2px;"> <p>[Select Final Hiring Decision]</p> <p>I intend to hire or continue to employ this individual.</p> <p>I intend to terminate this individual's employment based on exclusionary findings.</p> </div> </div>

Based on the findings from the appeal notice, select your final hiring decision and click 'Make Decision'.

Preferences



This section will allow you to update your login information, as well as the administrator for your background check account. After logging into the background check website, click 'preferences' at the top of the page.

Change Name

First Name:

Last Name:

Change Email Address

Email Address:

Change Username

Enter current username:

Enter new username:

Confirm new username:

Change Password (case sensitive)

Enter current password:

Enter new password:

Confirm new password:

Administrator Information

USERNAME	FIRST NAME	LAST NAME	EMAIL
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX@XXXXXXXXXX.XXX

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On this page, you will be able to change your user name and password, as well as the administrator's name and email address. **Make sure to keep this information up to date.** All notices are sent to the email address you have entered on the background check website (including non-exclusion notices, exclusion notices, rapback notices, appeal notices, and any other important communication from the background check system). **If the information is outdated or incorrect, you will not receive these notices.**