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KALFA eBlast News

April 7, 2017

Contact Us

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“RAP BACK” FEATURE OF THE KARES REGULATION EFFECTIVE APRIL 1, 2017.

The rap back program automatically checks the abuse registries and the criminal background check on a daily basis, and if anyone of your employees shows up on the abuse registries or the criminal background checks, you will know it immediately. This is only applicable to those communities that have opted for the KARES National Background Check program. Since the rap back feature was effective April 1, 2017, only those employees employed after April 1st are covered by the rap back program.

What does this mean for you? You have two choices: 1.) You can have all of your employees fingerprinted now, and you will have all employees in the rap back program. If you do this, you will not have to manually check the abuse registries annually or perform criminal background checks every two years, or (2) You can have your employees fingerprinted on their anniversary date of hire. If you decide to do this, you will have to manually check the abuse registries every year until you get all employees fingerprinted again.

When you send your employees to be fingerprinted, there are two forms that they must have with them, and these forms must be filled out and signed by the employee. The forms are OIG 1:190-1 (DISCLOSURES TO BE PROVIDED TO AND SIGNED BY APPLICANT FOR EMPLOYMENT OR LICENSURE) and OIG 1:190-2 (WAIVER AGREEMENT AND STATEMENT). We have attached these forms to this eBlast.

If you have opted not to be in the KARES program, you will do criminal background checks through the Administrative Office of the Courts (AOC) or the Kentucky Justice Cabinet every two years AND check the abuse registries manually every year.

This criminal background check and the checking of abuse registries is an ever evolving event. Hopefully with this regulation being approved, this will settle down into a routine administrative task. I know this can get confusing. If you have any questions, please call the KALFA office for clarification.

**CENTRAL REGISTRY FOR CHILD ABUSE/
NEGLECT (CAN) – ADDITIONAL INFORMATION:**

Susan Matherly of McDowell Place had their HR Department contact DCBS to discuss the CAN checks and the current manual process. Communities currently have to mail in a paper CAN background form with a check or money order to DCBS. Then they manually review the CAN check and make a determination. Then they mail it back to the community. It could be 2 weeks before the background checks are returned which obviously is not ideal at all.

The person in the DCBS office said that they are working on getting this process on-line so that communities would have the ability to logon to the website, perform and pay for the check, and get the results immediately which is similar to how we currently get the abuse and misconduct records. This will speed up the process tremendously. They are hoping to achieve change in this by the end of the year.

We still have the contact person at DCBS, if you are having a problem. The person is Sharon Hilborn, Supervisor of DCBS's Records Section, at 502-564-3834, ext 3616 or SharonK.hilborn@ky.gov.

Following is a request from one of our members looking for an RN in their memory care facility. We do have requests from time to time to have a "Job Openings" page on our website. We will be working on that. In the mean time we do announce job openings and would be happy to do that for you if you have a need.

Clarity Pointe Louisville is a community dedicated to enriching the lives of those with Alzheimer's disease or dementia by emphasizing our philosophy of "living Well". Clarity Pointe Louisville is currently considering candidates for *Director of Health Services*.

This RN member of our management team will lead the clinical aspect of our licensed personal care community. In this role, you guide a team of compassionate and specially trained caregivers who ensure our residents enjoy accomplishments and experiences with loving care, dignity and respect.

Essential Job Functions include:

- 1. Supervise all healthcare personnel to include hiring, training, evaluating and counseling within established**

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2. **Supervise medication room, the LPN-LVN_Care partner, Quality of Life Specialist, Medication Assistant/CMA and Health Services Associate.**
3. **Plan, implement, supervise, and schedule nursing Services.**
4. **Provide intervention to respond to emergencies and problems.**
5. **Maintain medical charting and required documentation under scope state regulatory guidelines for appropriate licensing and Corporate policies.**
6. **Assess residents for change in level or care and coordinate billing for that level of care.**
7. **Administer and coordinate medications of residents, serve as facility Registered Nurse, order medications and refills.**
8. **Work closely with residents and families to develop & implement appropriate Plan of Care.**

If you are interested in this position, please contact Kathy Wiederhold, Executive Director by calling 502-337-3088 or email at: wiederholdkathy@claritypointlouisville.com.

Have a great weekend!!!
Bob White,
Executive Director, KALFA

DISCLOSURES TO BE PROVIDED TO AND SIGNED BY APPLICANT FOR EMPLOYMENT OR LICENSURE

Kentucky National Background Check Program (KY-NBCP)
Office of Inspector General, Cabinet for Health and Family Services

FOR THIS TYPE OF EMPLOYMENT OR LICENSURE, STATE AND FEDERAL LAW REQUIRE A STATE AND NATIONAL CRIMINAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT

By signing this notice of required disclosures, the applicant for employment, volunteer services, or professional licensure, has the responsibility to be aware of the following:

- [1] A set of the applicant's fingerprints will be required to complete a background check under the Kentucky National Background Check Program (KY-NBCP).
- [2] The applicant must complete and sign the Waiver Agreement and Statement (OIG 1:190-2), and provide a government-issued form of identification containing the applicant's photograph (such as a valid driver's license).
- [3] A background check facilitated by the KY-NBCP shall include a:
 - (a) Check of required abuse registries;
 - (b) Check of licensing board data, if applicable, to validate licensure status; and
 - (c) Fingerprint-supported state and Federal Bureau of Investigation (FBI) criminal background check, which includes a comparison of the applicant's fingerprints with any latent fingerprints that may be on file with the Department of Kentucky State Police (KSP) or the FBI. The fingerprint images will be used for all criminal justice purposes.
- [4] The applicant's fingerprint images and associated information will be retained by KSP and the FBI in their databases and will be used to determine if the applicant has any criminal history information on file with the State and Federal criminal history repositories. KSP or the FBI will process future searches, including latent fingerprint searches, against the applicant's fingerprints and make full use of them in any criminal prosecution under state or federal law, as well as notify the Cabinet for Health and Family Services of subsequent arrests and convictions indicated in the criminal history repositories concerning the applicant.



OIG 1 190 2 waiver
agreement ...9-2016.pdf

[5] Upon submission by the applicant to the fingerprint-supported State and FBI criminal background check, an employer may choose to hire the applicant provisionally while the background check is processed. Upon completion of the criminal background check, the Cabinet for Health and Family Services, Office of Inspector General may release any record of State criminal history found in the files of the Kentucky centralized criminal history record information system to the applicant's current or prospective employer as reported on the OIG 1-190-2, Waiver Agreement and Statement.

[6] The applicant's Social Security Account Number is needed in order to keep records accurate pursuant to the Federal Privacy Act Statement, which may be downloaded at: <http://www.fbi.gov/about-us/cjis/cjlibrary/privacy-act-statement-1>

[7] All information provided to the KY-NBCP, Office of Inspector General, Cabinet for Health and Family Services shall be kept confidential in compliance with applicable state and federal laws and regulations.

[8] The applicant has the right to request and inspect his or her criminal history record and to request correction of any inaccurate information. If the applicant does not exercise his or her right to inspect criminal history information, the Commonwealth shall not be responsible for the dissemination of inaccurate information, or liable for damages resulting from its determination of the applicant's eligibility for employment.

I HAVE READ, AND UNDERSTAND, THE FOREGOING DISCLOSURES.

Printed Name of Applicant: _____

Date of Birth: _____ Last Four Digits of SSN: _____

Signature: _____ Date: _____