

## Temporary Changes to the PLA Screening Process

As of March 1, 2006, CLA has been required to participate in the Federal Caregiver Background Check Pilot Program. The Federal Caregiver Background Check Pilot Program, with strong support from Senator Herb Kohl, was included in the Medicare Prescription Drug, Improvement, and Modernization Act (MMA) of 2003.

A pilot program is like an experiment. Wisconsin is one of seven states participating in this federal pilot to identify the best process for conducting fingerprint-based background checks. Previous to the pilot, CLA had already implemented a process to run a nationwide **name-based** search of all applicants applying for PLA or any direct care core staff position. This process had been in place since November of 2003. CLA contracts with an outside Private Investigation Firm to gather information on each applicant. Because the pilot requires a nationwide **fingerprint** search with information gathered from individual state records and the FBI, recruitment staff was required to conform to the additional guidelines set forth by the state agency administering the pilot. The **additional** guidelines are as follows:

1. Applicant must complete additional pilot paperwork.
  - a. Background Information Disclosure (BID) Form
  - b. FBI Release of Information
2. CLA staff checks free registries to see if applicant has any findings or convictions for caregiver misconduct, including:
  - a. Wisconsin Caregiver Misconduct Registry;
  - b. Office of Inspector General (OIG) Exclusion List; and
  - c. Other state misconduct registries, if appropriate
3. CLA staff makes arrangements for the applicant to be fingerprinted and applicant receives the Fingerprint Authorization Form to complete.
4. Applicant goes to get fingerprinted at the State of Wisconsin Division of Gaming office.
5. Fingerprints are checked against Wisconsin's criminal records and FBI criminal records and are sent back to the employer.

The steps listed above are in addition to what CLA requires applicants to complete. Because the cost of the digital fingerprint scan, CLA cannot authorize an applicant to be fingerprinted until the previous steps are completed and recruitment staff is ready to extend an offer.

The pilot is scheduled to continue until September 30, 2007. If you have any questions, contact information is listed below:

<b>For questions regarding the status of your applicant or the process:</b> Angela Nash Lead Recruiter Human Resources Department (608) 242-8335 ext. 1277 (608) 240-7060 fax (608) 242-8583 TDD Only nasha@clanet.org	<b>For questions about the Caregiver Background Pilot:</b> Office of Caregiver Quality Bureau of Quality Assurance 2917 International Lane, Ste 300 Madison, WI 53704 (608) 243-2019 (608) 243-2020 fax Caregiver_Pilot@dhfs.state.wi.us
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