

Notice of Instruction
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Notice of Instruction Number: 110310 – HCE Background Screening - kp

TO: All Lead Agencies
FROM: Katie Parkinson
DATE: November 3, 2010
SUBJECT: Home Care for the Elderly Background Screening

The purpose of this Notice of Instruction is to provide Lead Agencies with guidance for handling the background screening activities of new caregivers in the Home Care for the Elderly (HCE) program. The following practices will begin immediately:

- WCFAAA will authorize enrollment of individuals from the HCE assessed priority consumer list (APCL) to receive case management, case aide or vendor-paid special subsidy services only.
 - Caregiver basic or reimbursement subsidies will not be allowed until successful completion of the background screening results is obtained.
- Lead Agencies must establish vendor agreements for Live Scan Level 2 background screening.
 - Once vendors are established, contact Frank Wagoner, Director MIS via e-mail, wagonerf@elderaffairs.org, to set up the provider-locations in CIRTS. WCFAAA requires the following information to establish the provider-location in CIRTS:
 - Provider Name, Address, FEIN #, Contact Name, Work and Fax Numbers, Hours of operation (if available), and Spanish Interpretation (if available).

- To be reimbursed for the cost of the background screening service, lead agencies will use the HCE service code, “OTHBKV” for “other-background screen-vendor.”
- In accordance with your provider background screening implementation plan, move forward with handling the screening of existing HCE caregivers as noted in the second arrow.
- Future guidance will be provided regarding retention of fingerprints.
- Submit a revised supporting budget schedule by program activity breaking out the estimated background screening costs from the special subsidy allocation to WCFAAA Contract Manager, Phil Hollister, by December 1, 2010.

Should you have any questions about the information provided in this Notice of Instruction, please contact your Program Manager. Thank you for your assistance and cooperation.