

## **Interim Background Checks Guidance for Health Homes**

### **Criminal History Record Check (CHRC)**

Health Homes and Care Management Agencies (CMA) are still awaiting access to the CHRC application.

Once this process is complete, each Health Home and Health Home CMA's Health Commerce System (HCS) Coordinator will receive an email from CHRC notifying them of their access and next steps. Once Health Homes and Health Home CMAs have access to the CHRC application, they will be able to process CHRC.

**While providers are awaiting CHRC access, please note that new care managers can be hired. At the time of hire, the employer should initiate any checks already available to their agency, and notify the new employee of the checks that will be completed once the provider receives access to CHRC.**

### **Statewide Central Register (SCR) Database Check**

The majority of Health Homes and Health Home CMAs already have access to SCR Database checks. Any provider who has this access can process SCRs, as required by the new statutory requirements.

Providers who did not have access to the SCR, have now submitted the necessary information, and are in the process of receiving their Resource Identification or RID number. Once the Office of Children and Family Services (OCFS) has granted the RID number, the provider will receive an email with the RID number, as well as an Online Clearance System Registration Packet, that must be submitted to OCFS for the creation of accounts for their Agency Liaisons. Once the liaisons receive their account information, agencies will be able to process their SCR Database Checks.

### **Staff Exclusion List (SEL) Checks**

Many Health Homes and Health Home CMAs already process SEL checks, and any provider who has this access can process SEL checks as required by the new statutory requirements.

The Department of Health is in the process of reaching out to remaining providers, to gather the information required by the Justice Center to grant SEL access. Once an agency is granted access, they will receive an email notifying them of their access and next steps. The Department of Health will also be reaching out to lead Health Homes regarding any CMAs that have not provided the necessary information to receive SEL access.

For more information regarding these requirements, please visit

[https://www.health.ny.gov/health\\_care/medicaid/program/medicaid\\_health\\_homes/docs/background\\_check\\_requirements.pdf](https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/docs/background_check_requirements.pdf) .

Please submit any questions relating to background checks to [HHIDD@health.ny.gov](mailto:HHIDD@health.ny.gov) and other questions to [HHSC@health.ny.gov](mailto:HHSC@health.ny.gov)