



OUR MISSION

To promote and protect the health & safety of Michigan's vulnerable population by creating a system to assist in determining suitability of employment of prospective employees, independent contractors, or individuals seeking clinical privileges for positions of employment in long term care settings.



Michigan P.A. 26, 27, 28 and 29 of 2006 has expanded the applicability of background checks to include all individuals who regularly have direct access to or provide direct services to patients or residents in a health facility or agency, or adult foster care facility, as defined below.

- Nursing homes
- County medical care facilities
- Hospices
- Hospitals that provide swing bed services
- Home health agencies
- Homes for the aged
- Adult foster care facilities
- Psychiatric hospitals
- Intermediate care facilities for people with mental retardation

There is no cost to employers or employees for long-term care workforce background checks.

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

LONG TERM CARE WORKFORCE BACKGROUND CHECK PROCESS

STEP 1: CONSENT & GOOD FAITH OFFER OF EMPLOYMENT

The Applicant:

Receives a good faith offer of employment, an independent contract, or clinical privileges

- Consents, in writing, to a background check
- Agrees to provide fingerprints for a criminal history check
- Discloses that he or she has no disqualifying criminal history;

STEP 2: CHECK REGISTRIES

Employers with Internet Access:

Check registries via website:
www.miltcpartnership.org

Employers without Internet Access:

If you are licensed by the Department of Human Services, call 1-877-718-5542 -or-

If you are licensed by the Department of Community Health, call 1-877-718-5547



WAS DISQUALIFYING INFORMATION FOUND?

NO - Continue to Step 3

YES - Process ends

STEP 3: INITIATE A FINGERPRINT CHECK

- The applicant will be given a Fingerprint Request Form for Indentix. Indentix will scan the applicant's fingerprints electronically and submit them to the Michigan State Police.
- Michigan State Police will conduct a State and Federal criminal history records check.

STEP 4: SUMMARIES SENT

Any criminal findings will be sent to the licensing department, who will summarize the findings and notify both the provider and applicant.

HIRING DECISION

The employer makes the final hiring decision based on the results of background check process.

For further information and answers to frequently asked questions go to: www.miltcpartnership.org