

What fees are involved?

Applicants for these types of positions are covered under Wisconsin's caregiver law, therefore all fees include the \$3.00 caregiver background check fee for the Wisconsin Department of Health and Family Services.

The fees for fingerprint-based background checks for nursing facilities and home health care agencies are as follows:

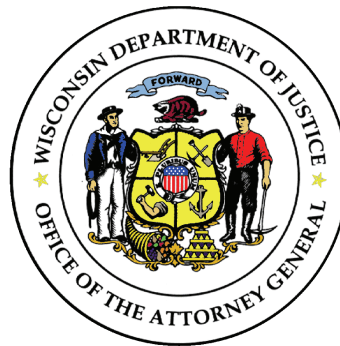
CIB Fingerprint Background Check	\$15.00
FBI Fingerprint Background Check	\$19.25
DHFS Caregiver Check	\$3.00
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Total	\$37.25

Any question regarding nursing facility or home health card fingerprint background checks should be directed to the Crime Information Bureau at (608) 266-7314.

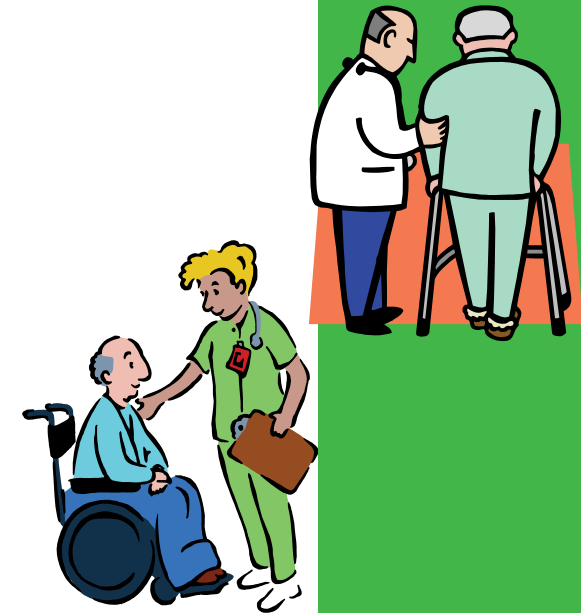
What Nursing Entities Qualify under Public Law 105-277?

Two types of service providers qualify for national fingerprint-based background checks under public law 105-277; Home Health Care Agencies and Nursing Facilities. The law describes them as:

- Home Health Care Agency means an agency that provides home health care or personal care services on a visiting basis in a place of residence.
- Nursing Facility means a facility or institution (or a distinct part of an institution) that is primarily engaged in providing to residents of the facility or institution nursing care, including skilled nursing care, and related services for individuals who require medical or nursing care.



National Background Checks for Nursing Entities



Wisconsin
Department of
Justice

J. B. VAN HOLLEN
Attorney General

How can I obtain a national background check?

In 1998, Congress passed Public Law 105-277. This law permits nursing facilities or home health care agencies to submit requests for criminal history searches regarding an applicant for employment if the employment position is involving direct patient care.

The law also requires that the request be submitted through the appropriate State agency, which in Wisconsin is the Crime Information Bureau. The Crime Information Bureau will first conduct a search of state criminal history files, and then forward the request to the FBI. The FBI will respond to the Crime Information Bureau, which will forward the FBI response to the nursing facility of home health care agency.



Obtain national background checks on nursing applicants

WHAT PROCEDURE DO I USE?

All background checks done through the Federal Bureau of Investigation must be done by submitting fingerprint cards. One fingerprint



card will be used by the Crime Information Bureau to search the State database, while the sec-

ond card will be used by the FBI to search the national database. Fingerprints on the cards must be legible, the cards will be returned without search if the fingerprints are not legible.

In addition to the fingerprint cards, the agency requesting the background check must also obtain a statement signed by the applicant authorizing the nursing facility or home health care agency to request the search and exchange of records. This authorization must be obtained no more than 7 days (excluding weekends and legal holidays) after acquiring the fingerprints.

MAY I SHARE THE INFORMATION RECEIVED?

Information from Wisconsin yes, Information from the FBI no. Federal law requires that information obtained under this law may be used only by the facility or agency requesting the information and only for the purpose of determining the suitability of the applicant for employment by the facility or agency in a position involved in direct patient care.

Whoever knowingly uses any information obtained under this law for a purpose other than as authorized shall be fined in accordance with title 18 of the United State Code, imprisoned for not more than 2 years, or both.

Wisconsin Department of
Justice

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