



STATE OF HAWAII  
**DEPARTMENT OF HUMAN SERVICES**

Med-QUEST Division  
Health Care Services Branch  
P.O. Box 700190  
Kapolei, Hawaii 96709-0190

October 30, 2012

MEMORANDUM

ACS M12-08B

[Addendum to ACS M12-08 dtd 08/31/12  
and ACS M12-08A dtd 10/16/12]

TO: QUEST Expanded Access (QExA) and Developmental Disabilities and Intellectual Disabilities (DD/ID) 1915(c) Waiver Home and Community Based Services (HCBS) Providers

FROM: *ux*  
Kenneth S. Fink, MD, MGA, MPH  
Med-QUEST Division Administrator

SUBJECT: CRIMINAL HISTORY RECORD AND REGISTRY CHECK PROCESS - UPDATE

The Department of Human Services, Med-QUEST Division (MQD) is issuing this memorandum to update QExA and DD/ID waiver HCBS providers ("providers") on changes to the process regarding criminal history record and registry checks. This memo is issued in addition to ACS M12-08 that was dated August 31, 2012 and ACS M12-08A that was dated October 16, 2012.

**Criminal History Record Checks and Registry Screens - Update**

Based upon information received from the DD/ID provider community from the ACS M12-08 memo, the frequency of screening for eCrim, Adult Protective Services (APS) and Child Abuse and Neglect (CAN) registry checks for the DD/ID 1915(c) waiver providers will change to be consistent with other QExA HCBS providers. See chart below for updated frequency information.

Agency/ Service	FBI and State Fingerprint Check (AFIS)		State Name Check (eCrim)	APS Screen			CAN Screen		
	Upon hire	One year from date of hire		Once every two years thereafter	Upon hire	One year from date of hire	Once every two years thereafter	Upon hire	One year from date of hire
Providers	Upon hire	One year from date of hire	Once every two years thereafter	Upon hire	One year from date of hire	Once every two years thereafter	Upon hire	One year from date of hire	Once every two years thereafter

### **Process for obtaining Criminal History Record and Registry Checks - Update**

ACS M12-08A described that the providers could start using Fieldprint as of November 1, 2012. Fieldprint is unable to start processing fingerprints as of November 1, 2012 due to contract requirements still under review by the State. This delay in contract implementation shall not extend beyond November 16, 2012.

Providers should continue to utilize supervision standards that were described in ACS M12-08A until they receive their account codes from Fieldprint. Receipt of account codes is the indicator that Fieldprint is ready to start processing criminal history record and registry checks. In addition, individuals performing services under supervision shall undergo criminal history record and registry checks within five (5) business days of when providers receive their access codes. Their results must be addressed in accordance with guidance provided in ACS M12-08.

### **Appeals Process - Update**

MQD has a revised form, DHS 1200, for submission of the Request for Exemption, from the MQD standards for fitness determination. In addition, MQD is providing a checklist of documentation that is required for submission to Fieldprint to start the appeal process of the fitness determination. Finally, MQD is providing a copy of the procedures that Fieldprint is using to process appeals. All of these documents may be found in the Providers section of the MQD website (left side of the webpage) under Criminal History Record Check section at [www.med-quest.us](http://www.med-quest.us).

### **Additional Information**

MQD may issue additional information regarding applicant registration in future memoranda. Please direct any questions to the Med-QUEST Division at 808-692-8099.

bc: Provider Hotline (Mello)