

Instruction to submit online State Criminal Background requests for caregivers in Home Health, Hospice and Private Care

To get setup to run State and Federal Criminal Background Checks online:

- Contact Health Facility Services at 501-661-2201, you will be assigned a 799 agency ID number, you will not get this number until after you are licensed with Department of Health.
- Go to Arkansas State Police website, <http://asp.arkansas.gov/services-and-programs/detail/criminal-background-checks> to set up an online account or call ASP @ 501-618-8826. **Select the link that says you are mandated by law to run these checks.**
- Next the Online Criminal Background Check System Page will appear, you will select the “Subscribe Online” link and follow the prompts (During the process of signing up online you will have many options/agencies to sign up under, they say one must apply to you to use their system). Select **Long Term Care Employee -Dept of Health, HFS** when prompted. If you contact the State Police by phone be sure and let state police know you will be running them under Health Facility Services so you will be set up correctly.
- Print the online Health Facility Services Background Check Application, they can be found on Arkansas Dept. of Health/Health Facility Services website for the applicant to complete.

Once you are setup to do your background checks online:

- Enter all applicant information on the Arkansas State Police website into appropriate fields.
- If you need a Federal Fingerprint Background Check, please select both State and Federal during this time. (You have 10 days from the time you ran the State Background check to add a Federal Fingerprint Background Check, after those 10 days if you need a Federal Fingerprint Check you will have to rerun the State check).
- The results of the State background check results may be instant or you may receive an email stating more information is required.
- Print the State Background Check results upon receipt.
- If there is not a criminal history found an automated letter of determination will print when you print the criminal background results. If there is a history, Health Facility Services is notified and will make a determination if the applicant is qualified to work. Health Facility Services will mail the facility a letter of determination.
- The completed Health Facility Services Background Check Application will be retained by the facility unless a Federal (fingerprint) Criminal Background Check is requested. **If a federal background check is requested follow the instructions on “How to run a Federal Fingerprint Check” link that is on the Arkansas Department of Health/Health Facility Services website**