

Illinois Council on Long Term Care

in cooperation with the Illinois Department of Public Health

The New IDPH Employee Fingerprint Program

Seminar Purpose

Starting this year, the Illinois Department of Public Health (IDPH) will begin phasing in the new fingerprint background check program for unlicensed employees, starting in the northern Illinois counties and the Chicago Metro area.

The new fingerprint program will require any new unlicensed potential hire to be reported to the Health Care Worker Registry, where the facility will then print out a Livescan Request Form for fingerprinting within ten working days. The Livescan vendor will transmit the fingerprints electronically to the State Police who will then notify IDPH, who will then notify the facility of the results, and whether the employee can be hired or not, is waived, or is eligible to request a waiver.

This seminar will review how facilities sign up for IDPH's Web-based portal and the Health Care Worker Registry Web application, the background check process and procedures, the required documentation and time frames, the waiver provisions, and the facility's on-going responsibilities in reporting new hires and terminations.

The seminar will be presented by the person at IDPH who was responsible from the beginning for the development of the Registry Web application, the new fingerprint regulations, and the ongoing supervision of the background check and waiver process.

Livescan vendors will be on-site to familiarize participants with the fingerprinting process and discuss contracts and fees.

This presentation will be essential for administrators, personnel and human resource managers, department heads, management company personnel, and anyone responsible for hiring and terminating employees and maintaining compliant employee records.

Seminar Times and Locations

Wednesday, October 28, 2009
8:30 to 11:30 AM; Check-in at 8:00 AM
The Skokie Holiday Inn
5300 West Touhy Avenue, Skokie 60007

Wednesday, October 28, 2009
1:30 to 4:30 PM; Check-in at 1:00 PM
Oak Lawn Hilton Hotel
9333 S. Cicero Avenue, Oak Lawn 60453

Seminar Schedule and Speakers

AM Times are for Skokie and PM Times for Oak Lawn

8:00/1:00	Registration and Refreshments
8:30/1:30	Step 1: Accessing the Portal
9:15/2:15	Step 2: Fingerprinting New Hires
10:15/3:15	Break
10:30/3:30	Documentation, Waivers, and Continued Reporting
11:15/4:15	Questions
11:45/4:45	Closing

Jonna Veach, AIAF, is the Division Chief of Administrative Rules and Procedures for the Illinois Department of Public Health and the person most responsible for the development of the state's fingerprint program, the background regulations and the Web application since its inception.

Continuing Education Credits

The Illinois Department of Professional Regulation has approved these presentations for **THREE HOURS** of Continuing Education credit for Licensed Administrators and Social Workers. All other attendees may use their Illinois Council Annual Attendance Report as proof of participation.

Illinois Council on Long Term Care
The 2009 Seminar Series for Nursing Home Professionals

The New IDPH Fingerprint Program



Wednesday, October 28 at the Skokie Holiday Inn, 8:30 to 11:30 AM
Wednesday, October 28 at the Oak Lawn Hilton, 1:30 to 4:30 PM

Facility _____

Address _____ Telephone _____

City _____ Zip _____

PLEASE PRINT OR TYPE; CHECK BOX FOR ONE SESSION ONLY PER PERSON

Name	Council Member	IHCA Member	Non-Member	Administrator License #	CHECK ONE BOX ONLY	
					Oct 28 AM Skokie	Oct 28 PM Oak Lawn

Seminar Fees: Non-Members: \$145.00 Council / IHCA members: \$95 each

THE CLOSING DATE FOR REGISTRATION is October 22, 2009. No registrations will be accepted at the door. Registrations received after the closing date are \$225 for non-members and \$145 for members. Cancellations will be accepted and refunds will be issued ONLY when the Council receives a phone call or fax by 9:00 a.m. the DAY BEFORE the seminar.

REGISTRATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT. Photocopy the completed Registration form for your records and then mail or fax the original Registration form, with check or credit card information (VISA, Master Card, or Discover only) to:

Illinois Council on Long Term Care - Suite 400
 3500 West Peterson Avenue, Chicago, Illinois 60659
 Phone: 773/478-6613 Fax: 773/478-0843

Office Use Only: 2909 A B
Amount Due: _____
Date Recd: _____
Amount Recd: _____
Check #: _____
Credit Recd: _____
Comments: _____

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Exp. Date: _____ Name of Card Holder: _____

Card Holder's Billing Address: _____