



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

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Governor

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Rocco S. Fucillo
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To: WV Long Term Care Providers

From: Kelley Johnson, MSW, LSW, Program Manager
Bureau for Medical Services

A handwritten signature in blue ink, appearing to be "KJ".

Subject: Criminal Investigation Background Checks

Date: February 15, 2013

Policy clarification on Ch. 514.4.1 Employment Restrictions *“At a minimum, a fingerprint-based state level criminal investigation background check must be conducted initially by the employer prior to hire and every 3 years thereafter throughout the remainder of the employment.”*

This policy pertains to new hires and current employees. Due to the magnitude of current employees in nursing facilities throughout the State of West Virginia, the Bureau for Medical Services will allow the nursing facilities until March 1, 2014, to have all current employees up to date with criminal investigation background checks. Once the current employee has completed the background check, this will start the employees on their three year rotation for fingerprint based checks. For any new hires in the nursing facility, the policy is effective for those individuals as of January 1, 2013.

For general information or questions about statewide background checks or to find participating locations, please contact MorphoTurst, USA at www.morphotrust.com. For information about the process and cost for the Federal background checks completed by the FBI, please visit their website at <http://www.fbi.gov/about-us/cjis/background-checks>.