



**Aging Service Code: 1KG8RJ**

**Purpose of this Information Circular:**

The purpose of this information circular is two-fold: to notify facilities/agencies and applicants to a new commonwealth service provider responsible for the fingerprinting services contract formerly held by Gemalto (formerly Cogent); and to share that fees for required background checks are changing.

**Background:**

The Older Adults Protective Services Act (OAPSA) requires all applicants/employees of specific facilities/agencies (*see below for list of facilities/agencies defined by OAPSA*) who are not, or have not been, a resident of the Commonwealth of Pennsylvania for the last two years, to obtain criminal history record information reports from both the Pennsylvania State Police (PSP) and the Federal Bureau of Investigation (FBI). The results for applicants/employees who require an FBI check must come from the Pennsylvania Department of Aging.

**Change to Current Process:**

Effective November 28, 2017 the commonwealth's new supplier of digital fingerprint and electronic federal criminal background check services will be IDEMIA (formerly MorphoTrust USA, LLC). PA SafeCheck is the name of the background check system that will be used by IDEMIA to process applicant digital fingerprinting background checks for the commonwealth. Due to the transition to the new provider, fingerprint services for employment are delayed from November 18-28. Once the transition is complete, applicants will be able to experience an easier to use, more efficient, process.

**Applicant Registration & Fingerprinting:**

Monday through Friday, 8:00 AM to 6:00 PM, EST.

When registering online, an applicant will be prompted to enter their Service Code, which is: **1KG8RJ**. Entering this Service Code ensures that the applicant is processed for the correct agency (Department of Aging) and applicant type. At the end of the registration process, the applicant will be provided with a registration number that they must bring with them when they go to the Identogo site for fingerprinting. Applicants must register with Identogo prior to arriving at a fingerprinting site. The fee for a FBI background check will decrease to **\$22.60**; while the fee for a PSP background check will increase to \$22.00. Payment can be made during the on-line registration process by using a credit or debit card, or payment can be made in-person at the fingerprint site with a money order or cashier's check made payable to MorphoTrust. No cash transactions or personal checks will be accepted.

Fingerprint requests processed through any other agency or purpose will not be accepted.

**Processing FBI Reports:**

Identogo will forward the applicant's fingerprints electronically to the FBI. The FBI results will be sent to the Department of Aging and official letters will be sent to both the applicant and the facility/agency. NOTE: *Any other source of FBI results are not acceptable under the law.*

### **Inquiries or Questions:**

Applicants in need of additional information regarding the process, including print locations are encouraged to visit Identogo website at: [www.identogo.com/locations/pennsylvania](http://www.identogo.com/locations/pennsylvania), which also includes a list of Frequently Asked Questions.

For more information on criminal history background checks, please visit the Department of Aging website at [www.aging.pa.gov](http://www.aging.pa.gov) or call 717-265-7887, and select Option #1.

### **Types of Facilities/Agencies mandated under the OAPSA**

- Adult Daily Living Center
- Assisted Living
- Birth Center
- Community Homes for Individuals for Individuals with Mental Retardation – Group Home/Community Living Arrangement
- Community Residential Rehabilitation Services
- Domiciliary Care
- Family Living Home
- Home Care Agency or Registry - is defined to include those agencies licensed by the Department of Health and any public or private organization which provide care to a care-dependent individual in their place of residence.
- Home Health Care Organization or Agency
- Hospitals – ONLY those with a *Long-Term Care Unit, Skilled Transitional Unit, OR Extended Care Unit AND you must be employed in or potentially rotate to one of these units.*
- Hospice
- Intermediate Care Facilities for Individuals with Mental Retardation
- Living Independence for the Elderly
- Long Term Structured Residence
- Nursing Home/Long Term Care Nursing Facility
- Office of Long Term Living/Waiver Program
- Personal Care Home
- Residential Treatment Facility for Adults
- Nursing Schools - for students doing an internship or clinical rotation, or any other individual, who has been granted access to the facility to perform clinical services.
- Sexual Responsibility Treatment Program
- State Mental Hospital
- South Mountain Restoration Center
- Staffing Agency – entity that supplies, arranges for, or refers their employees to provide care in other OAPSA facilities.