



PROVIDER ALERT



Alert #14 – 7-24-2008– HCAL, HCY/A, HCB, HCCH, HCNE, HCNC, HCMP, ALDA, SNP, CHIP, LIFE, UPMC BHS

FBI BACKGROUND CHECK REQUIREMENTS FOR SERVING CHILDREN/ADOLESCENTS

In accordance with Pennsylvania House Bill 1961, Printer’s Number 2832, Community-Care Behavioral Health Organization is amending its policies to ensure that providers comply with the state mandate related to the new background check requirements for individuals with occupations with a significant likelihood of regular contact with children, including but not limited to, social service workers, psychiatrists, hospital personnel, counselors and therapists.

Effective July 1, 2008, Community Care is requiring that providers comply with Act 179 of 2006 and Act 73 of 2007 related to background checks. A summary of these changes are outlined in the Commonwealth of Pennsylvania Department of Public Welfare Bulletin #3490-08-03 dated June 27, 2008.

PRACTITIONERS SERVING CHILDREN (Ages 18 and under)

- For practitioners changing practice affiliation (or adding a new practice to an existing contract), Community Care will not contract for this new site until we receive the appropriate clearances and you will not be permitted to serve members at this new location until the contract is fully executed; and
- For practitioners who would like to add children’s services to their contract (who were not previously contracted to treat children), Community Care will not contract for this service until we receive the appropriate clearances and you will not be permitted to serve children until the contract is fully executed; and
- For all practitioners being initially credentialed with Community Care who intend on serving children, Community Care will require receipt of the appropriate clearances in order to complete the Credentialing process.

Practitioner’s Residence	Contracted Products	Clearances Required
Resides in PA	HealthChoices	<ol style="list-style-type: none"> 1. Pennsylvania State Police criminal background check; 2. Pennsylvania Child Abuse History Clearance; and 3. FBI background check
Resides in PA	UPMC Health Plan Behavioral Health Service, UPMC for Kids or UPMC for Life only (not contracted for HealthChoices)	<ol style="list-style-type: none"> 1. Pennsylvania State Police criminal background check; 2. Pennsylvania Child Abuse History Clearance; and 3. FBI background check
Resides Outside of PA	HealthChoices	<ol style="list-style-type: none"> 1. Pennsylvania State Police criminal background check; 2. Pennsylvania Child Abuse History Clearance; and 3. FBI background check
Resides Outside of PA	UPMC Health Plan Behavioral Health Service, UPMC for Kids or UPMC for Life only (not contracted for HealthChoices)	<ol style="list-style-type: none"> 1. FBI background Check

FACILITIES

All facilities providing service to children ages 18 and under must have a policy in place requiring the following: Act 33 (Pennsylvania Child Abuse History Clearance); Act 34 (Pennsylvania State Police Criminal Record Check); and FBI Background Check for employees working with this population.

For Residential Treatment Facilities, all three clearances must be updated not less than every three (3) years for employees working with this population.

For CRR host home providers, compliance with this new Act requires that CRR host home members who have resided outside of Pennsylvania within the previous five (5) year period submit child abuse history background checks from the other state(s) in which they resided during that time. This new requirement is in addition to the Pennsylvania Child Abuse History Clearance, the Pennsylvania State Police Criminal Record Check and the FBI Background Check.

Type of Provider	Clearances Required	Frequency of Update for Employees
Residential Treatment Facility (RTF)	<ol style="list-style-type: none"> 1. Pennsylvania Child Abuse History Clearance; and 2. Pennsylvania State Police Criminal Background Check; and 3. FBI Background Check 	Upon initial hiring and updated not less than every three (3) years.
CRR Host Home	<ol style="list-style-type: none"> 1. Pennsylvania Child abuse History Clearance; and 2. Pennsylvania State Police Criminal Background Check; and 3. FBI Background Check; and 4. State Child Abuse History Clearance (if employee resided outside of PA during prior five (5) year period) 	Upon initial hiring of family members working with children ages 18 and under.
All other Behavioral Health providers serving children (ages 18 and under)	<ol style="list-style-type: none"> 1. Pennsylvania Child Abuse History Clearance; and 2. Pennsylvania State Police Criminal Background Check; and 3. FBI Background Check 	Upon initial hiring of employees working with children ages 18 and under.

For more information on the FBI Clearance process and fingerprinting locations in Pennsylvania, please feel free to visit https://www.pa.cogentid.com/index_dpw.htm

If you have any questions specific to this new requirement, please feel free to contact your Community Care Provider Relations Representative.