



*Providing Licensing, Certification and Monitoring
Compliance as the designee for the Department
of Health (DOH), Office of Healthcare Assurance
(OHCA)*

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Aloha CMA and CCFFH Operators,

The information contained in this official newsletter has been reviewed and approved by DOH/OHCA. It is being distributed to all CMAs and CCFFHs.

Newsletter #118

December 11, 2023

JOSH GREEN, M.D.
GOVERNOR OF HAWAII
KE KUA'ANA O KA MOKUPAUNA O HAWAII



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In reply, please refer to
file:

November 30, 2023

Dear Health Care Facility Administrator:

RE: Background Check Requirements

The Hawaii Department of Health (DOH), through the Office of Health Care Assurance (OHCA), adopted Chapter 11-106, Hawaii Administrative Rules (HAR), entitled Background Checks, on February 3, 2019, to ensure the health, safety, and welfare of clients, patients, and residents. The purpose of this letter is to inform or remind you that background checks are required to meet state health care facility licensing requirements.

Chapter 11-106 HAR requires state license applicants, state licensed or certified health care facility operators, and all prospective direct patient access employees and adult volunteers of health care facilities to be subject to background checks.

Chapter 11-106 HAR also authorizes the DOH to designate an agent or organization to conduct the background checks on behalf of the department. OHCA, in coordination with the Hawaii Department of Human Services (DHS), Med-QUEST Division (MQD), selected Fieldprint as the department's designee. All background checks must be conducted through them. Fieldprint will conduct checks on state and federal criminal history records and on the adult protective services (APS) and child abuse and neglect (CAN) registries at the DHS. Health care facilities are required to conduct checks on sex offender registries and certified nurse aide registries in Hawaii and any other states where a prospective employee or adult volunteer previously resided. These background checks may also satisfy Medicaid provider participation requirements.

All health care facility administrators must ensure compliance with Chapter 11-106 HAR, and background check requirements may also be contained in the administrative rules for your specific type of facility. Please review Chapter 11-106 HAR at <https://health.hawaii.gov/opppd/files/2019/02/11-106.pdf> to review details on the background check requirements and process. All results of background checks should be documented and maintained on file to demonstrate compliance with state health care facility licensing requirements. Failure to comply with these requirements may result in enforcement action against your facility up to and including the issuance of administrative penalties or revocation or non-renewal of your state license.

For more information, refer to the OHCA website on background checks at <https://health.hawaii.gov/ohca/home/how-to-obtain-a-background-check/>

Finally, OHCA, MQD, and Fieldprint are working to create a more streamlined web-based portal through which background checks applications may be submitted and where results will be available. We will keep you posted on the progress of this portal.

Please help to ensure the health, safety, and welfare of your clients, patients, and residents by conducting these important and required background checks.

Mahalo.



KEITH R. RIDLEY, M.B.A.
Chief, Office of Health Care Assurance



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