

## **Provider and Staff News: OPWDD Fingerprinting Procedure Changes**

The Office for People With Developmental Disabilities will soon be transitioning from the current Microsoft-based fingerprinting system to MorphoTrust USA. A number of agencies have expressed interest in becoming either a Service Partner or a Host site with MorphoTrust. MorphoTrust has reviewed these locations against their existing IdentoGo sites and will contact agencies directly with their determinations.

MorphoTrust will become operational for OPWDD on Monday, July 14, 2014. Fingerprint appointments can be scheduled starting on that date, but the actual live-scan processing of fingerprints will not begin until Tuesday, July 15. The existing CAPS machines will be shut down as of the close of business on Thursday, July 3, prior to the July 4 holiday. A black-out period will extend from July 4 through July 13 (5 business days), which is necessary to ensure the successful transition of data through the Division of Criminal Justice Services and the FBI to the Justice Center.

In addition, the Justice Center indicates that a cut-off date of Friday, June 20, is necessary for submission of ink and roll cards to its Criminal Background Check (CBC) Unit to accommodate a backlog of cards that need to be scanned and entered into the system. If the CBC Unit receives ink and roll cards after June 20, they will hold them and then mail them to MorphoTrust for processing after July 14. Please refer to the timeline below:

## OPWDD TRANSITION TO MORPHOTRUST

DATE	ACTION
Friday, June 20, 2014 close of business	Cut-off date for Justice Center Criminal Background Check Unit's acceptance of ink and roll cards for processing.
Thursday, July 3, 2014 close of business	Current CAPS equipment will be shut down. No new live-scan prints can be taken.
Friday, July 4, 2014	Holiday
Friday, July 4 through Sunday, July 13, 2014 close of business	Required black-out period. No fingerprint cards or scans will be accepted.
Monday, July 14, 2014 beginning of business	MorphoTrust becomes operational. Appointments will be accepted via on-line scheduling or through toll-free number of (877) 472-6915.
Tuesday, July 15, 2014 beginning of business	MorphoTrust will begin live-scan processing at its IdentoGo sites.
To be determined	Information Technology Services will contact agencies directly regarding retrieval of CAPS equipment.

### **Application Process**

Please note that the existing Staff Exclusion List (SEL) check process continues as before. The SEL check must still be completed prior to having an applicant fingerprinted.

The provider and applicant will be required to fill out the Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check (<http://www.justicecenter.ny.gov/investigations-prosecutions/cbc/forms/acf-fjc-cbc>). It must be signed by the applicant and maintained by the provider/agency. **The applicant must also bring a copy of the signed consent form to the fingerprinting location.**

The Request for Criminal History Record Check (JC CBC 5) and Fingerprint Submission

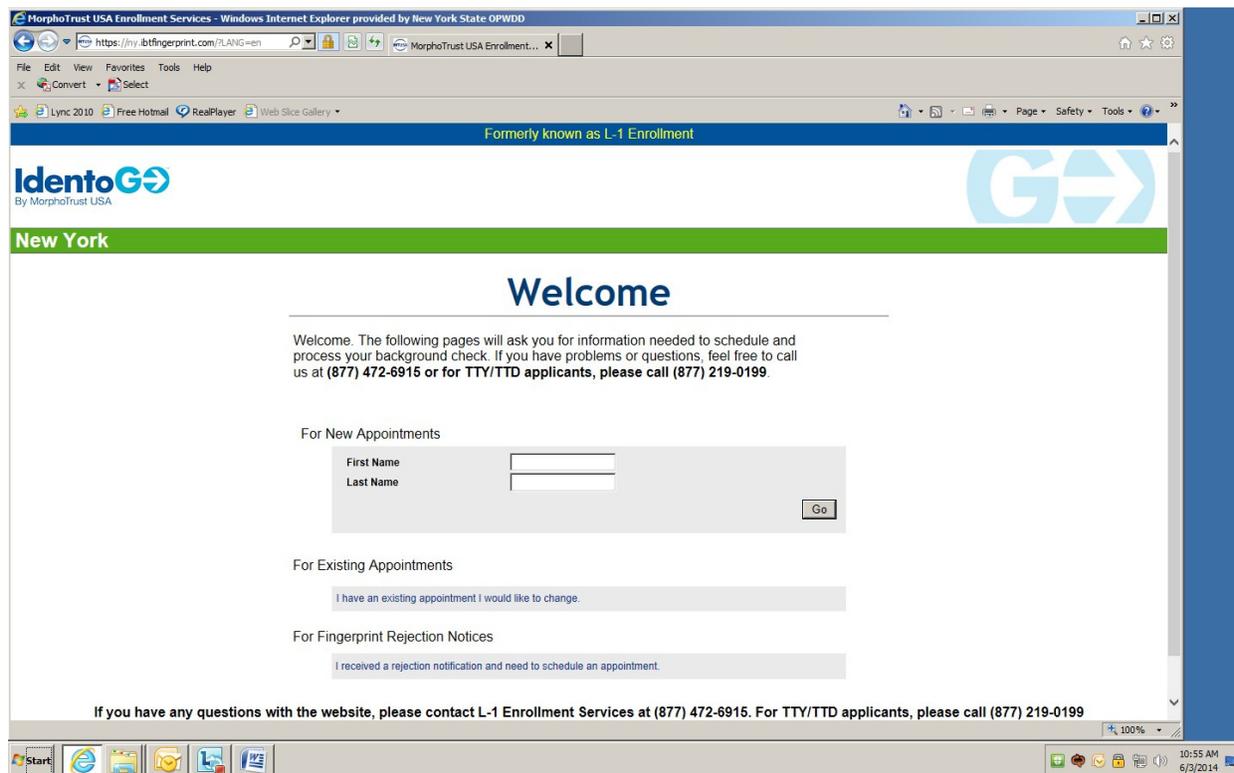
Authorization Form (JC CBC 6) are no longer required with the MorphoTrust system.

Applicants will not be fingerprinted without an appointment. Appointments for fingerprinting can be made by the agency human resources office or, if preferred, by the applicants themselves, either on-line at [www.identogo.com](http://www.identogo.com) or by calling L-1 Enrollment Services at (877) 472-6915.

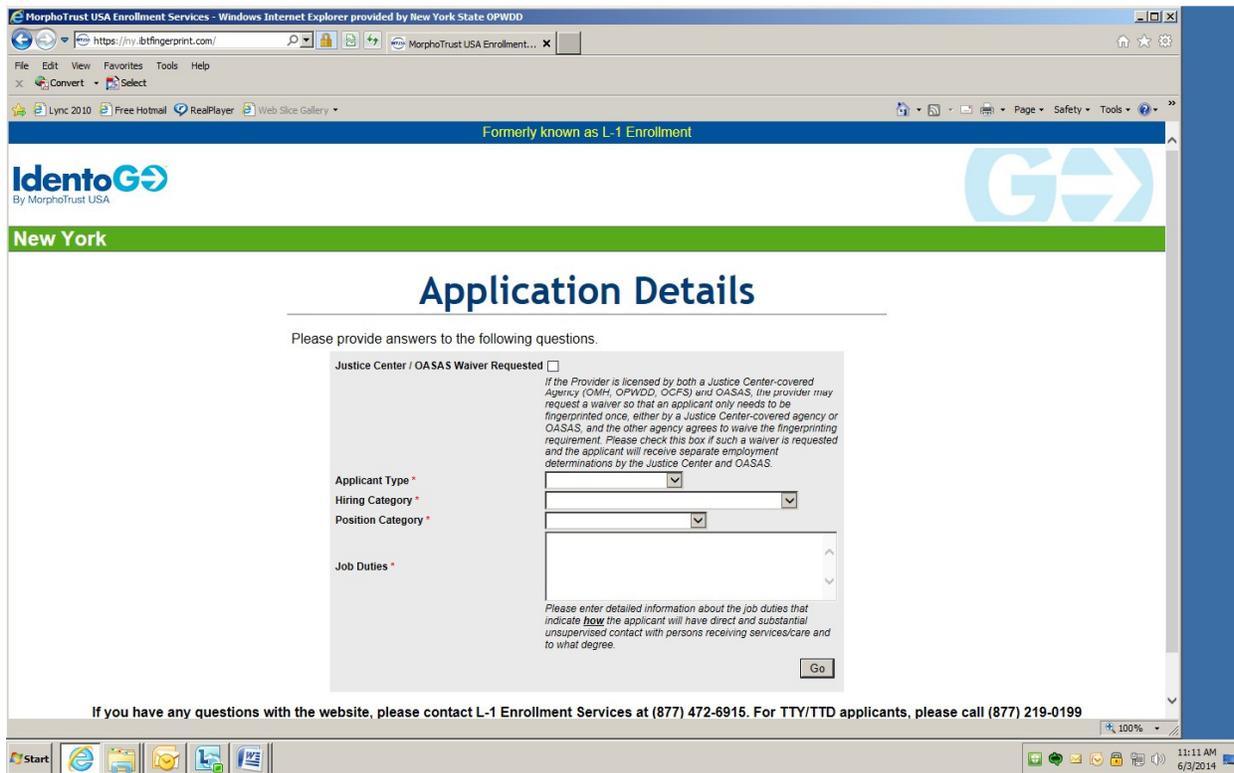
A list of available IdentoGo locations can be found on this site. Select “New York” then “Locations” to view the listing. If applying online, we recommend applicants print the enrollment confirmation page and bring it with them to the IdentoGo appointment.

### To enroll online:

1. On the first registration screen, enter the applicant’s name under “For New Appointments.”



2. On the next screen, enter **NY922170Z** as the ORI (Originating Agency Identifier) number.
3. After entering the ORI number, a prompt will ask for the Agency/Registered Provider Number (five digit identification number). The provider name will appear and the provider/applicant must confirm that it is accurate.
4. Do not select the Justice Center/OASAS waiver requested box.



5. The next screen contains Application Details. For OPWDD providers:
  - From the Applicant Type drop-down list, select Direct Service Provider, Family Care, Volunteer, or Operator.
  - From the Hiring Category, select New Hire.
  - From the Position Category, select the appropriate field (e.g., Direct Care, Nursing, Social Work)
  - A detailed Job Description of the applicant's duties must be entered. If the applicant schedules the appointment, it is the provider's responsibility to ensure the applicant has accurate Job Description information to enter into the job duties field.
  
6. Upon selecting "Go", the scheduler will be taken to a screen for selecting the fingerprinting location. After selecting the location and time for the appointment, an Applicant Information screen will appear where the applicant's demographic information is entered.

7. MorphoTrust will bill OPWDD directly for the cost of fingerprinting. Applicants do not need to enter anything in the payment options field. The field should be left blank.
8. Again, we recommend applicants print the enrollment confirmation page and bring it to the fingerprinting appointment.

If applicants schedule their own appointments, we recommend that you prepare a summary sheet with the above information, including ORI number, Provider ID, and job description already supplied for them, in addition to your human resources office telephone number. Please note that the Identigo Enrollment Officers cannot assist the applicants in providing any of the above information. Questions should be referred to a specific contact person at your agency.

### **Accepted Forms of Identification**

Applicants **MUST** present two (2) forms of ID, at least one of which must have a photo when they appear at the Identigo location for fingerprinting.

U.S. Passport (unexpired or expired) <b>(valid photo ID)</b>
Permanent Resident Card <b>(valid photo ID)</b>
Alien Registration Receipt Card <b>(valid photo ID)</b>
Unexpired Foreign Passport <b>(valid photo ID)</b>
Driver's License or Photo ID Card (issued by U.S. State or Territory) <b>(valid photo ID)</b>
School or College ID Card (with photo) <b>(valid photo ID)</b>
Unexpired Employment Authorization with photo (Form I-766, I-688, I-688A or B) <b>(valid photo ID)</b>
Photo ID Card issued by Federal, State or Local Government <b>(valid photo ID)</b>
Voter Registration Card
U.S. Military Card or Draft Record
Military Dependent's ID Card
Coast Guard Merchant Mariner Card
Native American Tribal Document
Canadian Driver's License
U.S. Social Security Card
Certification of Birth Abroad (Issued by U.S. Department of State)
U.S. Citizen ID Card (Form I-7)

At the fingerprinting location, the applicant's identification documents will be reviewed, the fingerprints will be scanned and a photo will be taken. The information will be launched immediately by MorphoTrust to the NYS Division of Criminal Justice Services (DCJS) for processing.

The applicant will be provided two receipts indicating the applicant's name, fingerprinting site location, date and time and reason for fingerprinting. We recommend that applicants provide one of those receipts to your agency and retain the other copy for their records.

Upon completion of the fingerprint search process, the DCJS response will be delivered electronically to the Justice Center. The Justice Center will review the search results and advise the agency's authorized person of its employment determination.

## **Fingerprint Rejections**

If fingerprints are rejected due to poor quality prints, MorphoTrust will contact the applicant directly through the applicant's provided contact information (either an e-mail address, telephone number or home address). The Justice Center will receive a daily log of failed prints from MorphoTrust and will assist providers when fingerprints are rejected.

## **Ink and Roll Cards**

Please note that MorphoTrust prefers that applicant fingerprints be obtained via live-scan equipment due to the higher quality and quicker turnaround time afforded through electronic submission. If ink and rolls are necessary, MorphoTrust requests that applicants pre-register themselves before the ink and roll cards are mailed to MorphoTrust. Pre-registration instructions will become available soon.

The ink and roll cards should be mailed to the following address:

**MorphoTrust USA  
Card Scan Department  
3051 Hollis Drive, Suite 310  
Springfield, IL 62704**

Cards should no longer be sent to the Justice Center CBC Unit in Schenectady.

Please ensure that this memo is shared with all appropriate staff. Questions regarding this transition should be directed to Aline Plummer in OPWDD's Human Resources Management Office at (518) 473-4785. Questions regarding the criminal background check process should be directed to the Justice Center Criminal Background Check Unit at (518) 549-0361.