

NEW HIRE/REHIRE Background Check

(Unlicensed direct care workers and volunteers with hospice agencies)

APPLICANT NAME: _____

1. VERIFY WORK ELIGIBILITY

- Social Security card
- Visa or proof of citizenship in compliance with federal requirements for employment

2. IDPH WEB PORTAL REGISTRY CHECKS - PRINT COPY FOR RECORDS

- Print the "Authorization and Disclosure Form" for the worker authorizing access to see their profile page.
- Verify eligibility in the Illinois Department of Public Health (IDPH) web portal www.portalhome.dph.illinois.gov/. Login with your Username and Password. Be sure Domain is DPH Employees and it is set to a private computer. Click on the "Workers" tab to search, then verify the Social Security Number to open the applicant's profile. Determine the applicant's Work Eligibility. An applicant who has a Work Eligibility of "Ineligible" cannot be hired. An applicant who has a Work Eligibility of "Eligible" has already been fingerprinted and does not require fingerprinting again.
- If the individual is not listed or if they have a Work Eligibility of "Not Yet Determined," they will need to be sent for fingerprinting. You will need to do the following:
 - Click on "New Application," then click each hyperlink on the page for the six internet searches. Once complete enter the Social Security number and verify.
 - Office of Inspector General U.S. Department of Health & Human Services Exclusions Database
 - Illinois Sex Offender Registry
 - Illinois Department of Corrections Sex Registrant List
 - Illinois Department of Corrections Inmate Search
 - Illinois Department of Corrections Wanted Fugitives
 - National Sex Offender Public Registry
 - Procedure for sending an applicant for fingerprinting:
 - Click the green plus sign in the Livescan Requests section of the profile to initiate a Livescan request. If the applicant was found on any of the six registries, click each box. Then, click "Authorization and disclosure form complete" and "Save." Once you have saved it, you can print the fingerprinting form.

- Schedule an appointment online.
- Give the appointment sheet and the fingerprinting form to the caregiver.
- Confirm the fingerprints of the caregiver were completed.
- You will receive an email from the state regarding the fingerprints. (If the email is not received, print the profile page showing the Work Eligibility of “Eligible.”)
- Enter the Work History Record in the IDPH Registry Profile.
- Print the IDPH Registry Profile.
- If the Work Eligibility is “Eligible,” the individual has been fingerprinted and does not need to be sent for fingerprints. In this situation, do the following.
 - Conduct six internet searches by:
 - Clicking on the green plus sign in the LivescanRequests section of the profile.
 - Click on each link of the six registries, perform the search, and then check each box if the individual is not found.
 - **Do not click “save.”** Selecting save will create a new Livescan Request.
 - **Instead, click “Print.”** This will allow you to print the documentation. Put this printout in the employee’s file.
 - Return to the employee’s profile page.
 - Enter the Work History Record in the IDPH Registry Profile.
 - Print the IDPH Registry Profile.

3. ANNUAL IDPH WEB PORTAL EMPLOYMENT VERIFICATION - PRINT COPY FOR RECORDS

- Click on “Employee Tab” and verify eligibility. Select the green checkmark for the appropriate employee to verify they are still in the position with the agency and the demographic information is up to date.
- Remove employee from the list with a termination/separation date.
- Print the IDPH Registry Employee Verification page.

4. GUIDANCE AND LINKS TO REGULATIONS AND FAQs

Additional Health Care Worker Registry (HCWR) questions? Email: dph.hcwr@illinois.gov
 Phone: 844-789-3676

Link to Administrative Code and Frequently Asked Questions (FAQs):

[PART 955 HEALTH CARE WORKER BACKGROUND CHECK CODE: Sections Listing \(ilga.gov\)](#)

[FAQs - Employers - Web Portal Access \(illinois.gov\)](#)

[FAQs - CNAs and Other Workers \(illinois.gov\)](#)

[FAQs - Waivers \(illinois.gov\)](#)

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