

Identified Offenders Program Instructional Guide

To promote the safety of residents, visitors, and staff, facilities not exempted by 210 ILCS 45/201.5(b)¹ must screen potential residents for information relevant to determining each person's potential for placing others at risk of harm.

For those residents who meet the Illinois Nursing Home Care Act definition of an identified offender, facility administrators, or their assigned designee, must notify the Identified Offenders Program using our online submission application.

I. Requesting UCIA criminal history records

Within 24 hours of a resident's admission, facilities must request a Uniform Criminal Information Act (UCIA) name-based criminal history record from the Illinois State Police using the Criminal History Information Response Process (CHIRP).

One of the following results are typically returned within 24 hours:

- In Process- The request is being processed.
- No Record- Based on the demographic information provided, conviction information is not available. The "no record" responses must be retained in the facility files.
- Multiple Hit- responses are inconclusive. A UCIA fingerprint-based must be requested through a licensed Livescan vendor (use the UCIA Fingerprint Request Form.
- Hit -responses are returned with a criminal history record which must be reviewed to determine if the resident is an identified offender.

A list of licensed Livescan vendors can be found by visiting the <u>Illinois Department of Financial & Professional Regulation</u> homepage and selecting Online Resources.

Additionally, all facilities must also review the Illinois State Police Sex Offender Registry and the Illinois Department of Corrections Parole Sex Offender Registry to determine if the resident is a registered sex offender. If the resident is found on one of these registries, notify IOP staff immediately. Registered sex offenders must be placed in private rooms.

¹ Nursing Home Care Act http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1225&ChapterID=21

II. Reviewing UCIA Criminal History Records

The criminal history data section of the criminal history record is divided into three parts:

- 1. Arrest Charges
- 2. States Attorney Section
- 3. Court Charges/Disposition

Review each "Court Charges/Disposition" section listed on the resident's criminal history record to determine whether the literal description of the conviction is a close match to one of the qualifying convictions.

In the example below, the literal description is listed as AGG BATT GOVN OFFICAL/EMPL.

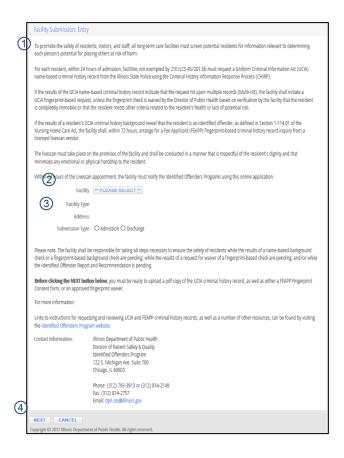
This conviction is a class 2 felony offence and is reportable as <u>Aggravated Battery</u>.

Count	Statute Citation	Literal Description	Inchoate Code	Class
1	720 ILCS 5.0/12-4-B-17	AGG BATTERY/POLICE/SHERIFF/ DUTIES	O	3
Arrest Type:		Date of Offe	ense: 06/18	/2007
Domestic Violence:	NO			
States Attorney Section				
Filing Decision:	DIRECT FILED WITH COURT		Decision Date:	06/18/2007
Count	Statute Citation	Literal Description	Inchoate Code	Class
1	720 ILCS 5.0/12-4-B-17	AGG BATTERY/POLICE/SHERIFF/ DUTIES	O	3
Agency Name:	COOK COUNTY STATE'S ATTORNEY		NCIC:	IL016013A
Court Charges/Disposition		↓		
Count	Statute Citation	Literal Description	Inchoate Code	Class
1	720 ILCS 5.0/12-4-B-18	AGG BATT GOVN OFFICIAL/EMPL	O	2
Disposition:	GUILTY		Disposition Date:	01/28/2008
Case Number:	2007CR136120		-	
Agency Name:	COOK COUNTY CIRCUIT COURT		NCIC:	IL016025J
Status	Sentence		Fine Amount	Date
SENTENCED TO	3 YEAR(S) IMPRISONMENT-DOC			10/17/2008
	3 YEAR(S) IMPRISONMENT-DOC			10/17/2008
CONCURRENT				

III. Requesting Livescan Fee Applicant (FEAPP) criminal history records

If it is determined that the resident is an identified offender, the facility has **72** hours to arrange for a licensed Livescan vendor to visit the facility and conduct a livescan for the resident. Please note, the livescan must be conducted within the facility in a manner that is respectful of the resident's dignity and that minimizes any emotional or physical hardship to the resident. The Livescan vendor appointment should be scheduled within 5 days of scheduling the appointment.

IV. Admitting Residents



1. Log onto:

https://idph.illinois.gov/IOPFacilitySubmission/

- 2. Read the entire page and then select the facility
- 3. Select the submission type
- 4. Click next



- Administrative role/title of the contact person entering the Identified Offender Resident's Information
- 2. *General/Main Facility* email address, we highly recommend utilizing one central email address to maintain the IOP information within one mailbox
- 3. First and last name of the contact person
- 4. Phone and fax number of facility

https://idph.illinois.gov/IOPFacilitySubmission/



- 1. Resident's State Identification Number
- 2. Resident's Social Security Number, without dashes
- 3. Resident's name
- 4. Resident's date of birth
- 5. Resident's race
- 6. Resident's gender
- 7. Resident's sex offender status, select **yes or no**
- 8. Resident checked on the registries, select yes or no
- 9. Resident's admission date
- 10. Where the resident admitted from

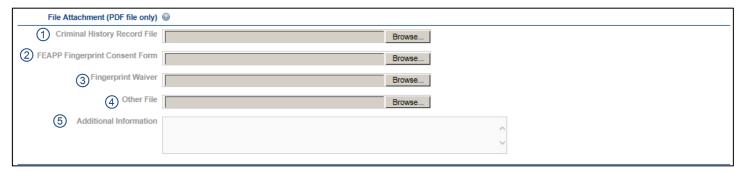


- 1. Date the criminal history record was requested
- 2. Date the criminal history record was received
- 3. Select the most recent qualifying conviction
- 4. Disposition date
- 5. Select the conviction class
- Select the Livescan vendor
- 7. Livescan appointment date
- 8. Tracking Control Number (TCN #) located on the criminal history record

https://idph.illinois.gov/IOPFacilitySubmission/

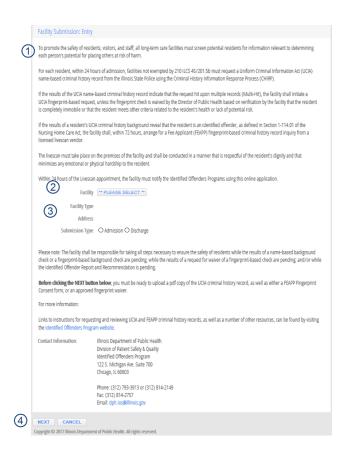


- 1. If you have received a fingerprint waiver, select yes
- 2. Enter the fingerprint waiver request date



- 3. Enter the fingerprint waiver received date
- 1. Upload the criminal history record in pdf form
- 2. Upload the FEAPP Fingerprint consent form and livescan vendor fingerprint receipt in pdf form
- 3. If you have a fingerprint waiver, upload the fingerprint waiver in pdf form
- 4. If you have an additional document to add, upload the other file in pdf form
- 5. List additional information or details about the resident

V. Discharging Residents



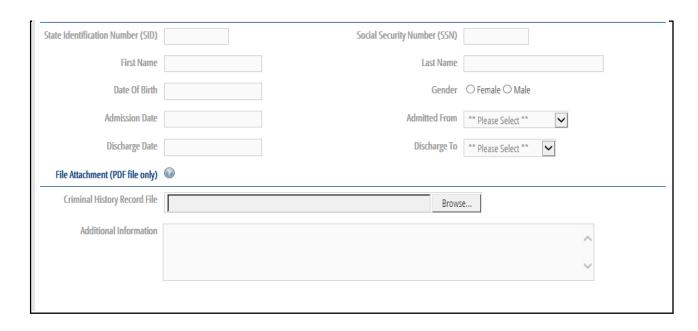
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- 4. Click next



- 1. Administrative role/title of the contact person
- 2. *General/Main Facility* email address, we highly recommend utilizing one central email address to maintain the IOP information within one mailbox
- 3. First and last name of the contact person
- 4. Phone/Ext for the contact person and fax number of the facility



Enter the relevant information for resident and upload the criminal history record. List the additional information about the resident.

VI. Questions

If you need help obtaining name-based or fingerprint-based criminal history records, please contact the Illinois State Police Bureau of Identification at (815) 740-5160.

If you have questions regarding fingerprint waivers, please contact the Illinois Department of Public Health Division of Healthcare Regulations at 217-785-9178.

If you need an additional copy of the Identified Offenders Final Report and Recommendation, please contact the Illinois State Police Division of Internal Investigation at (217) 558-3737.

For all other questions, please contact the Illinois Department of Public Health Identified Offenders Program at (312) 793-3914 or (312) 814-2149 or visit our homepage located at http://www.dph.illinois.gov/topics-services/prevention-wellness/patient-safety-quality/identified-offenders-program