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 [Illinois Department of Financial & Professional Regulation](http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1225&ChapterID=21) 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.

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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 OFFICIAL/EMPL.

This conviction is a class 2 felony offence and is reportable as Aggravated Battery.

<table>
<thead>
<tr>
<th>Arrest Charges</th>
<th>Statute Citation</th>
<th>Literal Description</th>
<th>Inchoate Code</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count 1</td>
<td>720 ILCS 5/012-4-B-17</td>
<td>AGG BATTERY/POLICE/SHERIFF/DUTIES</td>
<td>O</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>States Attorney Section</th>
<th>Filing Decision</th>
<th>Statute Citation</th>
<th>Literal Description</th>
<th>Decision Date</th>
<th>Inchoate Code</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count 1</td>
<td>DIRECT FILED WITH COURT</td>
<td>720 ILCS 5/012-4-B-17</td>
<td>AGG BATTERY/POLICE/SHERIFF/DUTIES</td>
<td>06/18/2007</td>
<td>O</td>
<td>3</td>
</tr>
</tbody>
</table>

| Agency Name: | COOK COUNTY STATE’S ATTORNEY | NCIC: | ILO1603A |

<table>
<thead>
<tr>
<th>Court Charges/Disposition</th>
<th>Statute Citation</th>
<th>Literal Description</th>
<th>Inchoate Code</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count 1</td>
<td>720 ILCS 5/012-4-B-18</td>
<td>GUILTY AGG BATT GOVN OFFICIAL/EMPL</td>
<td>O</td>
<td>2</td>
</tr>
</tbody>
</table>

| Disposition:             | GUILTY |
| Case Number:             | 2007CR156120 |
| Agency Name:             | COOK COUNTY CIRCUIT COURT |
| Status:                  | SENTENCED TO |
| Sentence                 | 3 YEARS IMPRISONMENT-DOC |
| CONCURRENT               | 3 YEARS IMPRISONMENT-DOC |
| SENTENCED TO             | 343 DAYS CREDIT TIME SERVED |

<table>
<thead>
<tr>
<th>Fine Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/17/2008</td>
</tr>
</tbody>
</table>

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

1. 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
6. 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

- Criminal History Record File
- FEAPP Fingerprint Consent Form
- Fingerprint Waiver
- Other File
- Additional Information

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

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

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

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