



Guidance on OMH vs DOH Pre-Employment Check (PEC) Requirements
Bureau of Inspection and Certification
November 2024

1. What are the PEC requirements for OMH-designated Health Home Care Management (HH CM) and Specialty Mental Health Care Management Agencies (SMH CMA)?

The NYS Department of Health (DOH) requires such providers to perform the following checks for eligible applicants (prospective employees who will be Subject Individuals) to work in HH CM and SMH CMA programs operated by OMH providers that serve youth under age 21:

Table with 3 columns: Pre-Employment Check, NYS Oversight Agency, System. Rows include Staff Exclusion List (SEL), Statewide Central Register of Child Abuse and Maltreatment (SCR), and Criminal History Record Check (CHRC).

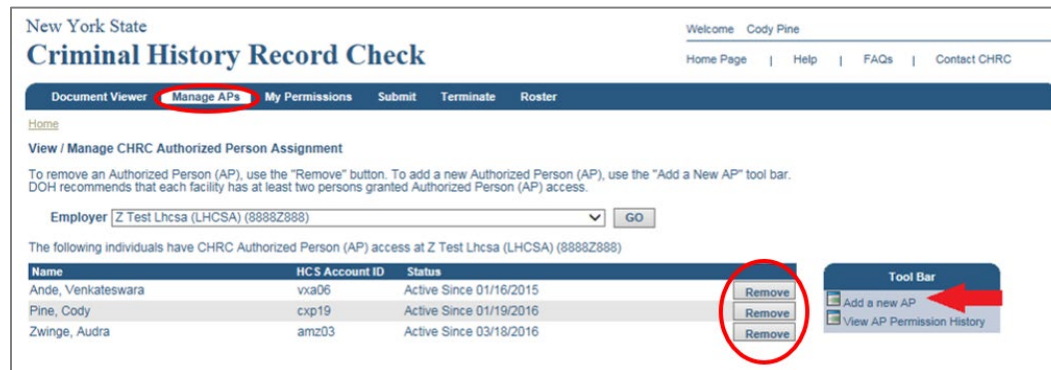
Contact the OMH PEC Specialist if you have questions on the applicability of these requirements to your organization.

2. How do OMH-designated HH CM and SMH CMA providers access DOH's systems to perform the CHRC?

OMH providers submit CHRC requests via DOH's Health Commerce System. DOH Policy HH0010 outlines procedures for conducting the required checks for Health Home Care Managers and CMA employees.

To gain access to DOH's CHRC system to obtain DOH Hiring Determinations for HH CM or SMH CMA applicants, the provider must have at least one Administrator with access to the Health Commerce System. The provider's Administrators are responsible for maintaining access for their Authorized Persons (APs) to perform all required CHRCs and obtain DOH hiring determinations for prospective employees.

DOH formally expects providers to assign at least two Authorized Persons (APs) to the CHRC system, and prefers that providers do not assign more than five APs. To add or remove APs, the Administrator selects the appropriate tab or button to Manage, Add, or Remove APs, and follows the instructions:



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3. Can APs Add or Remove themselves in the CHRC?

Only the **Administrator** can add **APs**, but **APs** can remove their own access by selecting **Manage Authorized Persons** in the quick link:



4. What if we have questions regarding CHRCs we've submitted?

DOH will **only** discuss the status of specific applicant records with an assigned **AP**.

DOH **prefers** that **APs** click on the **Contact CHRC** button within the CHRC application to ask questions:



Other ways the AP can contact DOH during the CHRC process:

<ul style="list-style-type: none">• Pre-fingerprint:	Call CHRC intake/program at (518) 402-5549, or email CHRC@health.ny.gov if you have not received an update in your Document Viewer after 5 business days
<ul style="list-style-type: none">• Post-fingerprint:	Email CHRC Legal CHRCLegal@health.ny.gov

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5. What PECs are required for an OMH program operated by a D&TC or FQHC certified by DOH?

Such programs are subject to OMH PECs: SEL, CBC, and SCR, as appropriate for each applicant who meets criteria for each check.

6. What PECs are required for HCBS for youth?

Home and Community-Based Services for youth under age 21 transitioned from OMH to DOH as of 4/1/19. DOH Policy [CW0001](#), effective 4/1/19, outlines procedures for conducting the required checks for providers of HCBS services to youth under age 21, under the Children's 1915 Waiver.

7. What kinds of checks are required for OMH providers of CORE services and Adult BH HCBS?

- **CORE Services:** SEL, CBC, SCR required by OMH

October 2021 CORE Operations Manual:

<https://omh.ny.gov/omhweb/bho/core/core-services-operations-manual.pdf>

- **Adult BH HCBS:** SEL, CBC, SCR required by OMH

3/29/19 Memo Terms and Conditions for Adult BH HCBS Providers:

https://omh.ny.gov/omhweb/bho/docs/adult_bh_hcbs_terms_conditions.pdf